



MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON 16TH JULY 2020
AT 7.45PM VIA VIRTUAL ACCESS

Present:

Cllr A Snape (Chair)
Cllr K Badham
Cllr I Blazeby
Cllr A Lutley
Cllr J Roberts

Rob McGregor -Town Clerk
Jon Barkat – Rufus Centre Manager
Paula Frost – Finance Assistant
Cllr D Toinko
Cllr J Dann

1161 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dodds
Apologies were received from Councillor Coleman
Technical Difficulties from Councillor Williams

1162 DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary interests in any agenda item – None declared
- (b)** Non-Pecuniary interests in any agenda item – None declared

1163 CHAIRMAN'S ANNOUNCEMENTS

The Chairman commended the Rufus Centre Manager for all his hard work on the impressive results of the Rufus refurbishment.

1164 PUBLIC OPEN SESSION

1 member of the public joined the meeting.

1165 MEMBERS QUESTIONS

There were no questions

1166 MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 11th June 2020.

Councillor Blazeby asked for an update on the workforce review. The Town Clerk advised that the review would commence as soon as it has been approved at Full Council.

1167 MATTERS ARISING

- a. Minutes of the Business Services Committee 11th June 2020.

Members received and approved as a true record, the minutes of the Business Services Committee Meeting held on Thursday 11th June 2020 via virtual Access.

1168 ITEMS FOR CONSIDERATION

An item for consideration is listed in the Exempt section.

The Chair requested this item would be left until the end.

1169 ITEMS FOR INFORMATION

- a. **Rufus Centre Manager's Report**

The Rufus Centre Manager talked through his report and showed before, during and after photos of the Rufus refurbishment. Members were very impressed and congratulated him on the successful transformation.

The Rufus Centre Manager advised that bookings were starting to come in for the end of July and beginning of August and that a couple of weddings had been booked for the end of September.

The idea of an open air cinema was discussed. Councillor Badham expressed concern regarding noise. The Rufus Centre Manager advised that CBC had been emailed and they were satisfied that there were no issues in this regard.

Councillor Badham asked for an update on business car insurance and the Rufus Centre Manager advised that he was struggling to find a company to insure us.

Legionella training was booked for 27th July 2020.

Members felt that Councillors should not benefit above the discounts given to Flitwick residents and that Councillors were not entitled to staff discounts, which would be declarable.

b. Financial Plan for Rufus Centre Café

The financial plan was noted and Councillor Blazeby asked how regularly the plan would be reviewed. The Rufus Centre Manager advised that the original plan would have been reviewed 3 months after opening but this had been difficult in light of the impact of Covid-19. The Rufus Centre Manager is monitoring this on a weekly basis.

It was agreed that Councillor Café and room hire discounts would be discussed at a future

c. SWOT Analysis

The Swot analysis was prepared by the Rufus Centre Manager with input from his team and this identified lots of opportunities going forward. It was agreed that the Rufus Centre Manager report back on the progress of the actions taken to progress the opportunities identified during the SWOT analysis in 2 months' time within his report.

Action Rufus Manager

d. Solar Panels Analysis

The Rufus Centre Manager produced an analysis of the savings generated by the solar panels to date which highlighted the fact that the benefits since installation were not as high as expected.

Councillor Blazeby questioned the data stating the analysis was difficult to understand without additional information.

The Rufus Centre Manager stated that it had been identified that there hadn't been any monitoring of the invertors since installation, but subsequent investigation found that some of them were not operating correctly. These have now been fixed, a maintenance agreement has been put in place and a screen in the foyer is being sourced to display live monitoring.

It was agreed that the Rufus Centre Manager present clearer information and analysis regarding the performance and financial benefits of installing the solar panels.

Action Rufus Manager

e. Rufus Centre Income

Councillor Snape stated that as expected the income was nowhere near forecast in all categories except for rent at 87% of budget due to the exceptional circumstances.

f. **Aged Debtors Report**

The members questioned whether it was acceptable to have considerable CBC debt outstanding.

The Rufus Centre Manager advised that the amounts were being actively chased. The Town Clerk also added that he was prepared to chase CBC too.

It was agreed that the Town Clerk get involved in the recovery of amounts due from CBC.

Action Town Clerk

g. **Budget**

To note the Business Services Budget – no comments

1170 PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

There were no questions

1171 EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

a. **Public Works Loans Report**

The Public Works Loans information was provided by the Accountants DK Beavers.

Councillor Snape read out the reasons provided by the Accountants as to why these loans could not be re-financed.

Whilst the members were disappointed that these loans could not be re-financed given the respective interest rates, they were satisfied that they now had a clear answer regarding this point.

Meeting closed at 8.40pm