

Flitwick Town Council

Minutes of the 94th Meeting of the Business Services Committee held on
Thursday 9th May 2019 at the Rufus Centre

Present: Cllr I Blazeby (Chairman)
Cllrs A Lutley J Roberts P Thompson D Toinko

In attendance: RFO & HR Officer

Apologies Received: Cllr G Mackey M A Williams

No apologies received: None

Open Forum

There were no items.

1021 To note any Declarations of Interest relating to items on the agenda

There were no Declarations of Interest.

1022 Chairman's Announcements

There were no Chairman's announcements.

1023 Town Clerk's Report

(i) Members noted the Town Clerks report.

(ii) The Chairman referred to 1016a and requested that the full report for all maintenance works along with costs be brought back to the Committee. It was agreed that this would be tasked to the new Rufus Centre Manager once in post.

Action: Rufus Manager

(iii) The Chairman also commented on 1016b and requested that the Communications & Marketing Officer confirm the timings and costings of phase 2 of the Rufus Centre website development.

**Action: Communications
& Marketing Officer**

1024 Rufus Report – Part 1

Members noted the report. The data reported to the committee would be discussed with the new Rufus Manager.

1025 Late Grant request 2019/20

Members considered the late grant request. The RFO & HR Officer advised Members there was £750 still available in the late grant fund. It was felt that the total balance should not be allocated so early on in the year and Cllr Thompson proposed that £250 be allocated to the organisation.

It was **RECOMMENDED** that: the Jigsaw Club receive a late grant of £250 from the 2019/20 late grant fund. All Members were in favour.

1026 **Questions**

There were no questions.

Confidential Section

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act) the public and press to be excluded for items 8 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

1027 **Rufus Report – Part 2 Tenant survey update**

- (i) Members discussed the results of the tenant survey. They requested another prompt be sent to tenants as well as the offer to complete a hardcopy should they prefer it, in order to collect as many responses as possible. It was commented that the feedback would be useful to the new Rufus Centre Manager when looking at future plans.

**Action:Communications
& Marketing Officer**

- (ii) The Chairman suggested that a similar survey could be created for customers who hold functions at the Rufus Centre.
- (iii) Cllr Thompson advised that the lease process and agreements would be reviewed by the Projects Co-ordinator.

1028 **Questions**

There were no questions

Meeting closed at 8.14pm.

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Chairman