



**MINUTES OF THE BUSINESS SERVICES MEETING**  
**HELD ON 10 SEPTEMBER 2020**  
**AT 7.45PM VIA VIRTUAL ACCESS**

Present:

Cllr A Snape (Chairman)  
Cllr K Badham  
Cllr I Blazeby  
Cllr P Dodds  
Cllr A Lutley  
Cllr J Roberts  
Cllr M A Williams

Rob McGregor – Town Clerk  
Jon Barkat – Rufus Centre Manager  
Helen Glover – Finance Officer (minutes)  
Cllr J Dann  
Cllr C Thompson

Members of the public - 6

**1183. APOLOGIES FOR ABSENCE**

Cllr R Coleman gave apologies and has resigned from position with immediate effect.

**1184. DECLARATIONS OF INTEREST**

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

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

(Cllr K Badham entered at this time)

**1185. CHAIRMAN'S ANNOUNCEMENTS**

Meeting attendees were reminded to mute their computers if sharing the room with other persons.

#### **1186. PUBLIC OPEN SESSION**

- i. A resident attended to raise residents' concerns on the Open Air Cinema event (item 9a). Main issues were identified as;
  - Screen position too close in proximity to resident's properties.
  - Unacceptable noise levels.
  - Event continuing past 9pm.
- ii. The resident confirmed a meeting has taken place earlier that day (10/09/2020) with the Town Clerk, Rufus Centre Manager and a number of residents. At this meeting it was confirmed no further Open Air Cinema events were currently planned.
- iii. The resident stated that residents would like to work in harmony with Flitwick Town Council going forward.
- iv. Another resident supported the comments made and felt revenue would not have been negatively impacted if the event was held at an earlier time of day.
- v. Concerns were also raised that the 'two meter social distancing' rule was not adhered to by all attendees to the event.

#### **1187. MEMBERS QUESTIONS**

There were none.

#### **1188. MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 13 August 2020.

Members received and approved as a true record, the Minutes of the Business Services Committee held on 13 August 2020.

#### **1189. MATTERS ARISING**

There were none.

#### **1190. ITEMS FOR CONSIDERATION**

##### **a. Credit Cards**

- i. Members were asked consider issuing the Rufus Centre Chef with a business credit card.
- ii. Members were asked to consider increasing the limit placed on credit cards from £2,000 to £3,5000 over both cards used in the Catering Team.

It was **recommended** to issue the Rufus Centre Chef with a business credit card with the limit raised from £2000 to £3500 over both credit cards used by the catering team.

- iii. It was agreed supplies would be sourced locally wherever possible.

**b. Bank Accounts**

Members were asked to consider opening a separate bank account for card payments from the various machines in the Rufus Centre. The Auditors have recommended this as it would make financial sense to streamline the accounting system.

It was **recommended** to open a separate bank account for card payments from the various machines within the Rufus Centre.

**1191. ITEMS FOR INFORMATION**

**a. Field Events**

- i. Written review provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed a meeting had been conducted with Froghall Fields residents and the Town Clerk on 10/09/2020.
- iii. Cllr Badham questioned if any comments were received from Central Bedfordshire Council prior to this event. It was confirmed none had been received.

**b. Rufus Centre Café**

- i. Written report provided to all Members from The Rufus Centre Manager.
  - ii. The Committee thanked all staff for their hard work to make the Café a success. The Committee also recognised the decent takings received by the Café.
  - iii. Cllr Blazeby questioned how the most recent Government guidelines had been adopted. The Rufus Centre Manager confirmed that only bookings for up to 6 people would be accepted while current Covid-19 management laws were in place. This included entry to the upcoming Comedy Night.
  - iv. Cllr Dodds questioned how social distancing is being enforced in the Café. The Rufus Centre Manager confirmed additional signage and marker tape was being placed within the Café. Customers would be prevented from moving tables within the Café.
  - v. Cllr Dodds questioned how the café would enforce the Government's Track and Trace system. The Rufus Centre Manager confirmed all customers would be required to complete a Track and Trace form prior to being served. The Chairman suggested QR codes could be used to assist with the Track and Trace process.
- Action Rufus Centre Manager
- vi. Cllr Dodds questioned how the café were adhering to GDPR with regards information provided by the public for Track and Trace. The Rufus Centre Manager confirmed that all information was destroyed after 21 days.

**c. Solar Panels Update**

- i. Written report provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed the 18% increase in energy costs against a predicted 8% was due to an overall increase in energy use and bears no relation to the

cost effectiveness of the solar panels. It was felt benefits would be seen going forward.

- iii. The Rufus Centre Manager would produce an annual report at the end of this financial year.

Action Rufus Centre Manager

**d. Phase 2 Rufus Centre Project Update**

- i. Written report provided to all Members from The Rufus Centre Manager. No further comments.

**e. Health and Safety Update**

- i. Written report provided to all Members from The Rufus Centre Manager. No further comments.

**f. Marketing Update**

- i. Written report provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed a number of wedding ceremonies and receptions had took place and there were more bookings in the months ahead. Bookings for 2021 weddings had also been received.
- iii. The Rufus Centre Manager confirmed Cafe evening events would also go ahead as planned, adhering to all Government laws and guidelines.

**g. Rufus Centre Income**

- i. Report provided to all Members.
- ii. The Committee recognised the good income for room bookings.
- iii. The Chairman explained the delay in the PDQ income was now resolved and would be avoided in the future following implementation of the recommendations in sections 1190a and 1190b.

**h. Aged Debtors Report**

- i. Aged Debtors report was provided to all Members.
- ii. The Chairman confirmed the tenant's rental income included backlog recouped from payment holidays during the National Lockdown and also work completed by the Finance Team to chase Aged Debtors.
- iii. The Town Clerk confirmed credit control work was ongoing.
- iv. Cllr Blazeby suggested the Town Clerk liaise with the Ward Councillor regarding the outstanding debt relating to Central Bedfordshire Council.

Action Town Clerk

- v. Cllr Dodds questioned a previous debt relating to RYE Demolition. The Finance Officer confirmed a payment plan was now in place and it would be monitored.

i. **Budget**

- i. Budget report provided to all Members.
- ii. The Chairman confirmed that full Income and Expenditure reports were now being received by Members.
- iii. The Chairman highlighted the Business Services budget was currently in the red by approximately £35k. It was confirmed this does not include movements from the Ear Marked Reserves in relation to project spending.

**1192. PUBLIC OPEN SESSION**

- i. A resident presented his concerns following the Open Air Cinema Event and requested a copy of Rufus Centre Manager's Review.

Action Town Clerk

- ii. A resident confirmed emails had been sent to Simon Joynes at Central Bedfordshire Council prior to the Open Air Cinema event raising resident's concerns. No response had been received. The Town Clerk would make enquiries.

Action Town Clerk

- iii. A resident raised concerns regarding Anti-Social behaviour of youth groups congregating on the Rufus Centre Fields after opening hours. The resident intended to forward video footage of this to the Town Clerk.

**1193. 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.

No items.

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.

Meeting closed at 8.20pm.