



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-10/12/2020- 111

4th December 2020

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 10th December 2020 via Virtual access**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

Rob McGregor
Town Clerk

Committee Members: Councillors Snape, Badham, Blazeby, Dodds, Lutley, Roberts, Williams and Gleave.

Distribution: All Town Councillors
Notice Boards
Website

Chairman will advise all that this meeting is being recorded.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

4. **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, pertaining to matters listed on the Agenda.

Please register in advance for this Zoom meeting:

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**.

5. MEMBERS QUESTIONS

To receive questions from members.

6. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 12th November 2020

7. MATTERS ARISING

- a. Minutes of the Business Services Committee 12th November 2020.

8. ITEMS FOR CONSIDERATION

a. Company credit card

Members are asked to consider the following Officers being added as named persons with a £3,500 credit limit on the FTC company credit card:

Rufus Centre Manager (JB)
Community Services Officer (SE)

If agreed, the Financial Regulations would be updated to reflect this change.

b. Civic Regalia

Members are to consider moving £450 from EMR Civic Regalia (313) to Civic Expenses (Regalia Fund) budget 102/4035 to cover the cost of necessary improvements to the Mayor and Deputy Mayor regalia.

9. ITEMS FOR INFORMATION

a. Rufus Centre Manager's Report

- i) Health & Safety Update
- ii) Projects Update
- iii) EV Charging Points Update
- iv) Marketing Update

b. Kitchen Works

Members are asked to note the emergency works and costs (£7,500) associated with the Rufus Centre kitchen.

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**.

10. 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.

10a) Rufus Centre Income

10b) Business Services Budget

10c) Accounts

10d) Rufus Centre Manager's Report – Rendezvous Update & Santa Experiences

10e) Proposed Budget 2021-2022

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.