



MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 10TH DECEMBER 2020
AT 7.45 VIA VIRTUAL ACCESS

Present:

Cllr A Snape
Cllr I Blazeby
Cllr P Dodds
Cllr A Lutley
Cllr J Roberts
Cllr Dann

Rob McGregor- Town Clerk
Jon Barkat – Rufus Centre Manager
Sally Auken-Phillips – Receptionist
Members of the public - 0

1216. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Badham - work commitments.

Apologies were received and accepted for Councillor Gleave - illness.

Apologies were received and accepted for Councillor Williams- IT issues

1217. 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.

1218. CHAIRMAN'S ANNOUNCEMENTS

There were none.

1219. PUBLIC OPEN SESSION

There were none.

1220. MEMBERS QUESTIONS

There were no questions raised.

1221. MINUTES

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

Members received and approved as a true record, the minutes of the Business Services Committee held on the 12th November 2020.

1222. MATTERS ARISING

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

Councillor Dann had intended raising a question about advertising banners; however a report would be going forward next week at Planning Committee.

1223. ITEMS FOR CONSIDERATION

- a. **Company credit card**

It was **recommended** for the following Officers to be added as named persons with a £3,500 credit limit on the FTC company credit card:

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

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

Action: Finance Administrator / Town Clerk

- b. **Civic Regalia**

It was **recommended** moving £650 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.

Action: Finance Administrator

1224. ITEMS FOR INFORMATION

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

i) Health & Safety Update - Noted.

ii) Projects Update – Noted.

iii) EV Charging Points Update – Noted.

iv) Marketing Update - The Chairman commented that he felt that the gift vouchers being advertised were a good idea, but asked the Rufus Centre Manager to consider fraud prevention. In response, the Rufus Centre Manager clarified that the Marketing Manager was in contact with two organisations and it would be vetted prior to handing out any vouchers. The Chairman also asked the Rufus Centre Manager to ensure that gift vouchers issued were recorded as a liability in the accounts and that this figure was updated when vouchers were redeemed.

Action: Marketing Manager / Rufus Centre Manager

b. Kitchen Works

Members noted the emergency electrical works and costs (£7,500) associated with the Rufus Centre kitchen and the additional cost of (£2600 + VAT) for the kitchen extractor fan replacement.

It was **recommended** that all Members agree for the additional work (£2600 + VAT for the kitchen extractor fan replacement) to be carried out as well as formally noting the emergency kitchen works at a cost of £7,500. This expenditure would be taken from the Rolling Capital Fund.

1225. 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**.

No members of public attended.

1226. 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) Members noted Rufus Centre Income report circulated by the Rufus Manager.

10b) Members noted the Business Services Budget report circulated.

10c) Members noted the Accounts report circulated.

10d) Members noted Rufus Centre Manager's Report – Rendezvous Update, Santa Experiences & Occupancy Stats

10e) Members noted the 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.

Meeting closed at 8:15pm.

