



## FLITWICK TOWN COUNCIL

Ref: Agenda/Business-14/01/2021- 112

8<sup>th</sup> January 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 14<sup>th</sup> January 2021 via Virtual access**, commencing at **7.30 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, Gleave, Dodds, Lutley, Roberts and Williams

Distribution: All Town Councillors  
Notice Boards  
Website

Chairman to read out the following statement:

*I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

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:

<https://us02web.zoom.us/meeting/register/tZ0kf-GuqjwjHdECd7JIKMHggjwO1LbaKReu>

After registering, you will receive a confirmation email containing information about joining the 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 10<sup>th</sup> December 2020

7. **MATTERS ARISING**

- a. Minutes of the Business Services Committee 10<sup>th</sup> December 2020.

8. **ITEMS FOR CONSIDERATION**

The items for consideration are under Exempt.

9. **ITEMS FOR INFORMATION**

- a. **Business & Facilities Manager's Report**

Members are asked to note reports on the following:

- i) Projects Update
- ii) EV Charging Points Update

10. **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**.

11. **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.

11a) Business & Facilities Manager's Report

- i) Items for consideration – Office Refurbishment & Air Conditioning Proposal
- ii) Items for information - Santa Experiences, Occupancy Stats, Covid-19 Update, Vaccination Centre Update & Server Upgrade

11b) Rufus Centre Income – for information

11c) Business Services Budget – for information

11d) To recommend to the Town Council 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.