



**DRAFT MINUTES OF THE BUSINESS SERVICES MEETING**  
**HELD ON THE 10<sup>TH</sup> 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 Auker-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 12<sup>th</sup> November 2020

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

**1222. MATTERS ARISING**

- a. Minutes of the Business Services Committee 12<sup>th</sup> 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.



**Rufus Projects – Update**

Work to the reception offices has been completed – We are just waiting for the replacement of the sliding glass window.

The carpet in the FTC office corridor has been replaced.

Work to complete the remaining toilets (Ruxox 1<sup>st</sup> floor) is due to start w/c 18<sup>th</sup> Jan.

**EV Charging points update**

I have contacted 4 specialist companies to provide me with some further information, unfortunately only 2 of these have come back to me.

Both have said that they cannot provide an estimated install cost until they have surveyed the site, which may now be after lockdown. From my research, it looks like we would not be entitled to a grant, as these are only available for businesses providing EV charging points for employee use only.

I have sent pictures of our main electricity board to 2 of the companies, along with pictures showing positioning of these points and the distance any cabling would need to be laid. Waiting for responses from them, as to how they will proceed.

***Update – Due to lockdown, they are unable to visit the site to provide a quote. I will pick this up with them again after the national lockdown.***