



DRAFT MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 11TH MARCH 2021
AT 7.30pm VIA VIRTUAL ACCESS

Present:

Cllr A Snape (Chairman)
Cllr I Blazeby
Cllr A Lutley
Cllr J Roberts
Cllr J Dann
Cllr P Dodds
Cllr J Roberts

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk
Jon Barkat – Business & Facilities Manager
Member of the public – 0

1249. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillors Badham and Gleave (unwell) and Councillor Williams.

1250. 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.

1251. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that the speaker who had been lined up for the meeting to present on investment strategies was unwell and therefore unable to attend.

1252. PUBLIC OPEN SESSION

There were no members of the public present.

1253. INVITED SPEAKER

It was **resolved** to defer item 5 – invited speaker on investment strategies for Councils – to the next meeting.

1254. MEMBERS QUESTIONS

There were no questions.

1255. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 11th February 2021

Members received and approved as a true record, the minutes of the Business Services Committee held on the 11th February 2021 via virtual access.

1256. MATTERS ARISING

- a. Minutes of the Business Services Committee 11th February 2021.

No items.

1257. ITEMS FOR CONSIDERATION

- a. **Standing Orders for Contracts**

The Town Clerk had discussed matters relating to the Standing Orders for Contracts document with Councillor Thompson, who had previously raised several points/questions.

Councillor Dodds referred to the limits set out and asked about the process for major works at the Rufus Centre. He mentioned that there were ways to bypass the system and asked for a definition of major projects. The Town Clerk advised that he understood Councillor Dodds' comments, however projects could not be broken down into smaller elements to get the costs below certain limits.

It was **resolved** to adopt the Standing Orders for Contracts document circulated.

1258. ITEMS FOR INFORMATION

- a. **Laptops**

Members noted that Officers had donated 6 laptops to local schools. The devices would be wiped, and the team would have appropriate certificates completed.

Members were informed that it had been agreed for the Rufus Centre to be a collection point for the Lord Lieutenant's scheme. Some devices had already been received.

1259. PUBLIC OPEN SESSION

There were no members of the public present.

1260. 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.

12a) **Financial Reports** –reports were noted.

12b) **Business & Facilities Manager's Report** – report was noted.

12c) **Occupancy Stats** – report was noted.

12d) IT Specification - for consideration

It was **resolved** to approve the IT Specification document circulated.
Vote: 6 in favour, 1 abstention (Cllr Snape).

12e) Proposal for AV Equipment – for consideration

It was **resolved** to approve the circulated proposal for Video Conferencing Equipment to be installed for the Davis Suite at a cost of £10,348.90. Funds to be taken from the Rolling Capital Fund.

12f) Proposal for Tenant Office Refurbishment – for consideration

It was **resolved** to approve the circulated proposal to refurb Room 13 at the Rufus Centre at a cost of £4,750 from the Rolling Capital Fund.

12g) Business Planning Working Group – for consideration

It was **resolved** to support the business planning process, the Committee will form a Working Party led by the Business & Facilities Manager to undertake several activities. Based on the Working Party's findings, the Business & Facilities Manager will lead the production of a business plan for 2021/2022 and the longer term in line with the Corporate Strategy. Work will commence once the Corporate Strategy for the Rufus Centre is clear.

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.