



**DRAFT MINUTES OF THE BUSINESS SERVICES MEETING**  
**HELD ON THE 15<sup>TH</sup> APRIL 2021**  
**AT 7.30pm VIA VIRTUAL ACCESS**

Present:

Cllr A Snape (Chairman)  
Cllr D Toinko  
Cllr P Dodds  
Cllr M A Williams  
Cllr C Thompson  
Cllr J Roberts  
Cllr K Badham  
Cllr I Blazeby

Also present:

Cllr J Dann (attending as Town Mayor, not Committee Member)  
Stephanie Stanley – Deputy Town Clerk  
Jon Barkat – Business & Facilities Manager  
Mr M Davies - CCLA  
Member of the public – 0

**1261. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Lutley, who was attending the Flitwick Gardeners' Association AGM that night to fulfil their quorum requirements. Councillor Lutley would join this meeting afterwards.

**1262. 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.

**1263. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

**1264. PUBLIC OPEN SESSION**

There were no members of the public present.

## **1265. INVITED SPEAKER**

Members heard a presentation from Mr Davies at CCLA on investment strategies for Councils. CCLA stood for Churches, Charities & Local Authorities. Mr Davies gave some background information regarding their current clients in the public sector.

Councillor Blazeby joined the meeting at this time.

CCLA offered a low-risk cash fund where Councils could spread risk, have daily liquidity and competitive interest rates.

The Committee were advised that the Council were not covered under the Financial Services Compensation Scheme.

Mr Davies advised about the CCLA's Public Sector Deposit Fund. The CCLA had over 600 clients and some were small Parish Councils. Investing funds would reduce risk for the Council with the ability to access funds if required. There was a 0.338% interest rate after the CCLA fee was deducted.

The Local Authority Property Fund was also managed by CCLA. Mr Davies explained the interest rate was high due to the cost of transacting on commercial fees – relating to stamp fee, agents etc. This fund had been suspended for 6 months at the start of the Covid-19 pandemic, but it re-opened in September 2020. No clients left during this time.

Mr Davies gave an explanation on his thoughts relating to the office sector going forward. He advised that CCLA would be focussed on central and quality office space.

Councillor Lutley joined the meeting at this time.

Mr Davies shared information on 3 tenants (out of 220) that had posed challenges to CCLA regarding recouping rent. He advised that CCLA had flexible payment terms, and this was the reason over 100 Town and Parish Councils used their funds. Mr Davis gave information on other local Councils who used CCLA.

Members were advised about the CCLA Deposit Fund.

The Chairman asked if the Council were eligible for the Diversified Income Fund. Mr Davies explained that the Council were not eligible.

The Chairman thanked Mr Davies for speaking to the Committee and advised that the Council would look at the options available. He commented that the Town Clerk would come back with a proposal for Members to consider. Mr Davies offered to send the Town Clerk information on both funds, along with a fact sheet. The Town Clerk would bring a proposal to a future meeting.

*Action: Town Clerk*

The Chairman asked for the Deputy Town Clerk to send the Committee a link to CCLA's website.

*Action: DTC*

Mr Davies left the meeting at this time.

## **1266. MEMBERS QUESTIONS**

The Chairman requested for a report on payments regarding the Rolling Capital Fund to be presented to this Committee or Council.

*Action: DTC*

The Chairman commented that the Council's HR contract had been renewed in February and stated that it would be beneficial to put an item for discussion at an appropriate

meeting next time. The DTC advised that she believed the renewal to have been completed February 2020 and she agreed to diarise when the contract was due to expire.

Councillor Blazeby commented that renewals had previously been flagged at Personnel meetings.

*Action: DTC*

**1267. MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 11<sup>th</sup> March 2021

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

**1268. MATTERS ARISING**

- a. Minutes of the Business Services Committee 11<sup>th</sup> March 2021.

The DTC corrected some details she provided at the previous meeting relating to tenant repayment plans. She advised the Committee that there were a couple of tenants on repayment plans, but these did not feature as debt as payments were up to date.

Councillor Blazeby referred to minute number 1260 12a v – where he requested for the understanding on room hire and tenant rent to be combined – and asked why this was not on the agenda for this meeting. The DTC advised that this issue had not been resolved yet but that she and the Chairman had met offline to discuss how this could be achieved within the accounts package capabilities. The Chairman advised that a solution to this was required.

**1269. ITEMS FOR CONSIDERATION**

Items for consideration were discussed under exempt.

**1270. ITEMS FOR INFORMATION**

- a. **AV Equipment**

Members noted that AV equipment had been installed in the Davis Suite. The equipment had been used for the recent Rufus Working Group meeting and it was good. Settings needed to be adjusted slightly. The Chairman agreed to send a photo to the Committee.

*Action: Chairman*

- b. **Environmental Update**

The Chairman explained that this would be a standing item for all Committee agendas going forward.

**1271. 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**.

**1272. 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 and Members asked questions.

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

12c **Occupancy Stats** – noted.

12d **Working Party Update** – noted.

12e **Vaccination Centre**

It was **resolved** for the Business & Facilities Manager to establish quantified changes regarding the room hire and for Members to be updated on this at the next meeting. Members also requested for the room hire invoices to be paid on time.

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.