



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-08/07/2021- 118

2nd July 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Thursday 8th July 2021 at The Rufus Centre**, commencing at **7.30 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

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Town Clerk

Committee Members: Councillors Snape, Blazeby, Mackey, Lutley, Gleave, Badham, Williams, Earles

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 Team meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWM5ZTZhYTQtM2QxMy00MjBiLWlwYTMtMDA0M2I3OTU2YmFi%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22c6e42fbb-3780-4e3c-851b-f38d140ceb9e%22%7d

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. **INVITED SPEAKER**

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 10th June 2021

8. **MATTERS ARISING**

- a. Minutes of the Business Services Committee 10th June 2021.
- b. Members to receive any updates from Officers - see update report circulated **(Chairman will move item to Exempt.)**

9. **ITEMS FOR CONSIDERATION**

a. **Friday Nights @ Rendezvous**

Members are asked to consider and discuss the options included in the supporting papers.

b. **Strategy Feedback**

Members are asked to consider the feedback received on the strategy document that relate to Business Services.

c. **Delivery Plan**

Members are asked to consider the delivery plan split for Business Services.

d. **Quotation for works**

Members are asked to approve the cost of £7,740 including VAT for works to the disabled toilet in the Rufus Centre foyer area to bring it up to current regulatory compliance.

10. **ITEMS FOR INFORMATION**

a. **Committee Responsibility to for Premises Licence**

Members are asked to note that Officers have applied to CBC for Business Services Committee to be the premises licence holder for the Rufus Centre (Rendezvous Café & Bar) – see supporting papers.

Members are asked to note that the Catering & Facilities Officer will be the named staff member making sure the Council comply with the requirements and she will update the Committee regularly on relevant matters.

11. **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**.

12. **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.

8b – Matters Arising Officer Update – for information

12a Financial Reports – for information

12b Occupancy Stats – for information

12c Catering & Facilities Officer's Report – for information

12d Office refurbishment – for consideration

12e Rendezvous Café Hire – for consideration

12f Rendezvous Capacity – for consideration

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.