



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

Rob McGregor

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

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.

PINK PAPER ITEMS

12 EXEMPT

8b Matters Arising

Members are asked to note the Officer Update circulated. This item is included within the exempt section due to some of the content being of a confidential nature.

12a) Financial Reports

- i) Rufus Centre income for June
- ii) Monthly Budget Review and Income & Expenditure by Committee
- iii) Rolling Capital Fund
- iv) Aged Debt Report
- v) Bank Reconciliations – Current, Business Reserves and PDQ Accounts
- vi) Tenant Payment Plan Update
- vii) Café Report

12b) Occupancy Stats

Members are asked to note the Occupancy Stats circulated.

12c) Catering & Facilities Officer Report

Members are asked to note the Catering & Facilities Officer's Report.

12d) Offices Refurbishment

Members are asked to consider the options presented in the report relating to the refurbishment of rooms 4, 5, 6 & 33 (currently occupied by CBC)

12e) Rendezvous Café Hire

Members are asked to discuss the report and agree an hourly rate for the private hire of Rendezvous café.



DRAFT MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 10TH JUNE 2021
AT 7.30pm AT THE RUFUS CENTRE

Present:

Cllr A Snape (Chairman)
Cllr G Mackey
Cllr A Lutley
Cllr J Gleave
Cllr K Badham
Cllr P Earles

Cllr I Blazeby (attended virtually)

Rob McGregor – Town Clerk
Stephanie Stanley – Corporate Services Manager
Jon Barkat – Business & Facilities Manager
Tracy Lester – Catering & Facilities Officer
Member of the public – 0

1273. APOLOGIES FOR ABSENCE

No apologies were received from Councillor Williams.

Councillor Blazeby was experiencing IT issues connecting to the meeting but would hopefully join later.

1274. 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.

Councillor Badham mentioned that if any discussions were to come up involving the dance studio, he would be unable to take part and would declare an interest.

1275. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that item 9a – finance – would not be discussed as there had been a delay in the formation of accounts. The accounts would be discussed at the next Council meeting. The Chairman advised that this was a shame as it would have been better for this Committee to scrutinise the figures in advance. The Town Clerk clarified that the Council also had not received the internal audit report.

The Chairman thanked the Business & Facilities Manager (BFM) for his service to the Council as he was leaving the following week after 2 years of employment. He added that

the BFM had helped to transform the business and the Rufus Centre, especially in his efforts with the Café and the room refurbishments.

1276. PUBLIC OPEN SESSION

No members of the public present.

The Chairman advised that emails had been received from a resident of Froghall Fields regarding the Comedy Night planned, but this would be dealt with by Officers. He had advised the resident that Councillors could not be involved in operational matters.

1277. INVITED SPEAKER

There was no invited speaker.

1278. MEMBERS QUESTIONS

Councillor Badham asked if there had been any complaints received for the previous Comedy Night held last year. The Committee were informed that no complaints had been received. The complaints received previously were for events held on the field whereas the Comedy Night had been located elsewhere in the grounds. The resident had requested a meeting which would be held by Officers.

1279. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 15th April 2021

The Minutes of the Business Services Committee held on 15th April 2021 via virtual access were adopted with one amendment: insert Councillor Lutley to those present.

1280. MATTERS ARISING

- a. Minutes of the Business Services Committee 15th April 2021.

The Chairman refereed to the discussion regarding the vaccination hub and paying for the room hire on time. He mentioned that a full set of finance reports, including aged debt, were not included in this meeting paperwork but asked for an update on it. The Town Clerk advised that there was only one outstanding payment, but this was within terms.

1281. ITEMS FOR CONSIDERATION

- a. **Finance**

Members are asked to recommend approval of the below documents for Council ratification:

- a) To receive and agree the Financial Statements for 2020/21
- b) To receive and agree the Governance Statement 2020/21
- c) To receive and agree the Annual Return 2020/21

This item was deferred to the Council meeting.

1282. ITEMS FOR INFORMATION

There were no items for information.

1283. PUBLIC OPEN SESSION

There were no members of the public present.

1284. 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 – noted.

12b Occupancy Stats – noted.

12c Business & Facilities Manager Report – noted.

12d Investment Strategy – for consideration

It was **recommended**:

1. To open a Public Sector Deposit Fund with CCLA.
2. To adopt the proposed Treasury Management Policy.
3. To delegate the Authority for the Town Clerk and Corporate Services Manager after consultation with Derek Kemp, make such investments and withdrawals as required in terms of the Treasury Management policy.

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.



Flitwick Town Council

Report to Business Services Committee 08th July 2021: Friday Nights @ Rendezvous

Background

Friday Nights @ Rendezvous (FNR) were first introduced on Friday 2nd October 2020. We were able to put on 5 consecutive Friday evenings before Covid lockdown came into place. FNR then restarted on Friday 21st May 2021 with another 6 consecutive Fridays.

Staff have brainstormed and come up with a variety of events to host with some having a larger cost outlay. Themed evenings we have seen so far are as follows:

2020 – Live Music with The Numb3rs, Live Music with Noel DaCosta, Bingo, Fish & Chips and Cocktails & Canapes with Live Music from Sam Lewis

2021 - Live Music with Kate Axten, Bingo, Live Music with Sam Lewis, Quiz Night, Live Music with Noel DaCosta and Bottomless Pizza & Prosecco.

The events in 2020 sold well and all nights went ahead. The most recent run of FNR have been a struggle to sell with two of the events being cancelled due to lack of ticket sales. The two events that were cancelled were Live Music with Sam Lewis and the Live Music with Noel DaCosta – both sold well in 2020.

2021 also saw the introduction of a special FNR food menu.

These events are currently restricted at a maximum of 49 people due to Covid restrictions. It is worth noting that these events do not normally sell at capacity because of the Covid bubbles.

The FNR are run by staff TOIL.

Introduction

As Covid restrictions are starting to be lifted we are seeing an increase in Private event bookings and meetings. These have an impact on the regularity of FNR. For example in September there are Private bookings on the following dates: 3rd September & 17th September.

Staff holidays over the summer holiday period mean that weekly events are difficult to cover whilst working TOIL. Community Events also restrict who can work FNR within their hours.

It is suggested that the entry fee for the Live Music events does not work as there are public houses in the area that offer the same or similar Live Music with free entry.

Options

Option 1: Continue as we started with an FNR happening every Friday Night with a mix of Live Music events, Food Nights & Bingo/Quizzes

Option 2: Reduce to twice monthly until the end of September (suggested 2nd & 4th Friday of every month). To be reviewed at the September Business Services Committee.

Option 3: Once a month for July, August and September; last Friday of the month – payday Friday. To be reviewed at the September Business Services Committee.

Option 4: Cease the Friday nights until a September review once all Covid restrictions have lifted and staff availability increases.

Additional Matters

The long-term plan for FNR is to open to a wider audience utilising the Lockyer Suite for bigger events; Tribute Nights etc. with smaller FNR on the other weeks (with no entry charge on the smaller events).

Research is currently being undertaken for what customers would like to see happen on FNR. We are asking what type/theme event they would like to see and the frequency.

Recommendations

The Functions & Events Coordinator recommendation would be Option 3.

Sarah Dempsey
Functions & Events Coordinator

FLITWICK TOWN COUNCIL DRAFT STRATEGY 2021-2025 RESIDENTS' SURVEY COMMENTS

BUSINESS SERVICES COMMITTEE

The following are all comments received from the Residents' Survey relating to business, retail and The Rufus Centre.

VISION

More doctors surgeries, [more local shops](#), better community services. A zebra crossing on the bridge at the Station to ensure safety.

Ensuring there is a fair mix of shops available to everyone. We do not need 7 hairdressers!

Play areas for children, proper development of the "country park", [beautification of the town centre to encourage local and national business to invest](#), facilities for teenagers.

Supporting local businesses to thrive

It is the people of Flitwick that make it vibrant and welcoming and I do not see how the Town Council improve this. [The Rufus Centre is so far out of the town you need a car to get there](#). The same for the leisure centre.

MISSION

There is huge opportunity for Flitwick in the next four years. The large numbers of commuters will likely reduce in number and [more will work from home](#). It doesn't feel like this is explicitly captured in the plans. [People should have more time to spend around here and more money to spend locally](#).

'Advocating to influence beneficial development, investment and services' doesn't sound very concrete - something more like 'we will work with partners to develop the local area and bring investment to local services' feels more purposeful and action driven.

You've led the residents on for 2 years about improved facilities for local groups, [there is no development in the town to bring in shops or restaurants for the residents](#). CBC continually change their mind, and have wasted money on plans such as the multi-story car park, the retail development, etc. etc.

I think the aspiration is to engage with ALL residents, organisations & businesses.

A PROSPEROUS TOWN

Encourage young people who wish to start up small businesses in the area, to meet, and perhaps team up to create ideas.

A new supermarket would be good.

The market is hidden behind the Village Hall. It needs to be promoted. More shops, not services. There is little to come to Flitwick for unless its Tesco or the station.

Stop all housing developments until a new surgery is up and running. [No new businesses can flourish if their staff can't get adequate and speedy medical treatment](#).

Encourage business involvement in a more diverse manner than just barbers, Indian restaurants and estate agents. Provide a more defined town centre. Raise the bar as Ampthill is seen as a class well above Flitwick.

Local businesses could be helped by having street festivals such as the ones Baldock runs. This also engenders a strong sense of community.

Encourage more varied traders in the town and promote a bigger more varied market that is open for longer hours.

We are a small town, work should be done with the businesses already here, before bringing new businesses if they mean more building.

A prosperous town and nice place to live needs green spaces, quality and affordable housing, [improved shopping facilities](#), [better eating out facilities](#).

No more barbers or Indian restaurants please

The town lacks a sense of a 'centre' beyond the Tesco, so there is not much to build a sense of vibrant community around. More could be done with the triangle by the war memorial outside the Barclays Bank, using it as a market square, area for boutique and specialist food stalls at the weekend (beyond the awful kebab van that seems to be in permanent residency). [It is a perfect location to act as a core between the main streets that hold businesses and could be built upon to attract new business to the area.](#)

Get rid of all the estate agents and no Aldi will encourage all the dross

More diverse retail opportunities

Find ways to encourage a wider range of businesses to the town, making it more appealing to residents and visitors.

More than barbers. We need to represent the diverse community we have & the disabled. More retail opportunities with nearby parking.

A SUSTAINABLE ENVIRONMENT

I believe we should have a community shop where items can be taken to be repaired, where people can book to learn how to change a washer in a tap, where sessions are run on policy, guidance about laws (in general) [where local businesses can promote themselves perhaps in sessions](#), where volunteer groups can be established, promoted and work from, a community hub, non political. Let's face it many plumbers for example are faceless but building rapport within the community being seen to help - becomes its own reward.

AN ENGAGED COMMUNITY

Tesco is too much the prevailing experience in Flitwick - more could be done to create a vibrancy about the 'centre' as a destination - nice food stalls and market stalls in the empty area outside Barclays Bank would be a starting point. An independent coffee van might bring people in...

Do as you have been promising for years, developing the town centre and creating open areas for people. We are all so let down by the council doing nothing other than spend money on proposals that never go through that the community are apathetic to any proposals from the council

More restaurants etc, nightlife to provide a vibrant town centre.

The Town Council have driven local business away from Christmas lights to pizza shops. This is a place to live not to be a community.

More opportunities for folks to become engaged, encourage businesses and organisations to run and support their events as well as TC events. Advertising in FLITWICK papers for businesses in FLITWICK should be minimal, many are small and this advertising helps them build, perhaps the "exchange" could be taking part in a TC event or even promoting one or running one to aid the community.

A CENTRE FOR EVERYONE

Nice idea but profit shouldn't become the main focus.

Need to have a few centres like this in Flitwick with Rufus perhaps as a main hub but not the main centre.

Has the space required.

The Rufus Centre is in pretty good shape structurally and seems to be thriving, it is on the edge of town, so not easily accessible without transport for some. The village hall is more accessible to the majority of the population and would benefit from structural and cosmetic improvements.

I have an office in The Rufus Centre and the Rendezvous has proved a great success and could be expanded further in some ways.

I previously contacted the Rufus Centre about hiring a room for community fitness and was appalled by the amount they wanted to charge! Not exactly encouraging local business to help keep the community fit and active!

Discounts for local businesses.

It should be used as a centre for Arts, Culture, Music, Dance, etc - more investment in opportunities for children and young people to learn and take part in creative activities - post-Covid these opportunities are more important and beneficial for young people's wellbeing than ever. Invest in people and the community, not just making money from hiring out the space for conferences and commercial benefit.

Great centre that will help to bring our community together.

Why? Another waste of money.

The Rufus Centre is more than 2k from my home and I cannot cycle for health reasons so not all resources should be solely focused here in the town.

It's not a centre when it is on the outskirts of town that is nearly two miles from a significant number of the town population.

More facilities, more development leads to more people, more pollution. Sort out the roads and infrastructure first and consider the peace and happiness of the current residents before further expansion.

Developing the Rufus Centre more commercially will inevitably impact on its use by the community.

For many years the TC didn't actually listen to what people wanted. It catered to a select few, events were never properly advertised. By utilising and supporting businesses within FLITWICK they in turn can agree to advertise event for the Rufus Centre. The outdoor cinema idea was inspired but the costs were ridiculous - why don't the TC crowd fund for equipment and have an outdoor cinema that people/families can afford? Going forward if you buy the right equipment you could hire it out to local schools for events too. The Rufus Centre is on the edge of FLITWICK which can make it awkward for some people to get to, but if you have events put on a little bus for free to collect people. The Rufus Runner.

Would love to see a shuttle bus or similar for those that feel they cannot walk there - 'improved transport links'

Good, but isn't that supposed to be what is happening now? Nothing new here then.

Disabled access.

Get rid of The Beach and make the village hall site attractive for use as a social hub. The building is outdated and could be so much use as a centre for activities.

Is this the role of the Council? If we sold off the Rufus Centre and just leased essential offices, how much would we get to reinvest in the town and let someone run the Rufus Centre as a business.

Greater diversity in all aspects currently offered; particularly range of community activities that do not, in the main, focus on retired people or weddings/parties.

As a long term resident of Flitwick it is very good to see the Rufus Centre being used for a number of events. Some events aimed at young families would be welcomed in this future. The Rendezvous Café is a great addition.

I rarely go so have no opinion here.

Very good.

The Rufus Centre is too far out. It's not environmentally friendly to keep using cars. There needs to be building in Flitwick as the Council does not own the Village Hall.

Shame the Rufus Centre isn't nearer. The Village Hall is more central.

To cater for activities for the older generation (entertainment and social activities).

More activities for children, people with special needs.

Good job done by you all.

A COUNCIL THAT DELIVERS

Engagement with your businesses, groups and schools - talk to them - go visit them see what helps them what they needs. FLITWICK TC is well placed for putting people in touch with each other, building relationships, seeing a need and addressing it.

A Council that delivers slowly. My daughter then aged 8yrs wrote to FTC asking for more shops, in her case a shoe shop. We were told a development at the station. Good we thought. That was 38 years ago! Station development yes, no shops?

Consider the businesses when doing specialist things that are to 'help' local footfall. When developing the bank you closed the area for customers parking on the very few days that all the shops around needed customers. This value of business lost was at least a third. Then followed the pandemic followed by the road and path being dug up many times ruining the special paving that you spent huge amounts of money on. Would be pleased to know that the space is going to be used for.

Task Name	Bucket Name	Progress	Priority	Assigned To	Created By	Created Date	Start Date	Due Date	Late	Completed Date	Completed By	Description	Task Name	Bucket Name	Progress
Finalise and adopt an Approved Contractor list.	Business Services	Not started	Medium	Stephanie Stanl	Lisa Cousins	06/30/2021		11/30/2021	false			Finalise and adopt an Approved Contractor list. MOS: List adopted by Council.	Finalise and adopt an Approved Contractor list.	Business Services	Not started
To complete review of Ear-Marked Reserves	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/30/2021		12/31/2021	false			To complete review of Ear-Marked Reserves. MOS: Only have reserves which are really necessary for Budget cycle.	To complete review of Ear-Marked Reserves	Business Services	Not started
Continue to make all financial transactions in a timely manner according to financial regulations.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/30/2021		03/31/2022	false			Continue to make all financial transactions in a timely manner according to financial regulations. MOS: Full compliance with Financial Regs and Financial procedures.	Continue to make all financial transactions in a timely manner according to financial regulations.	Business Services	Not started
Prepare an internal Business Continuity Plan. Ensure regular publication of key Council financial reporting and that accounts are easy to understand	Business Services	Not started	Medium	Susan Eldred; Rob McGregor	Lisa Cousins	06/30/2021		11/30/2021	false			Prepare an internal Business Continuity Plan. Ensure regular publication of key Council financial reporting and that accounts are easy to understand. MOS: A plan adopted to deal with unexpected events which can stop business.	Prepare an internal Business Continuity Plan. Ensure regular publication of key Council financial reporting and that accounts are easy to understand	Business Services	Not started
Continue operation of car parks at Village Hall and Rufus Centre.	Business Services	Not started	Medium	Stacie Lockey	Lisa Cousins	06/30/2021		12/31/2022	false			Continue operation of car parks at Village Hall and Rufus Centre. MOS: No loss of car parking spaces	Continue operation of car parks at Village Hall and Rufus Centre.	Business Services	Not started
Continued provision of flexible rooms for hire for meetings and training.	Business Services	Not started	Medium		Lisa Cousins	06/30/2021		03/31/2022	false			Continued provision of flexible rooms for hire for meetings and training. MOS: A sustained uptake.	Continued provision of flexible rooms for hire for meetings and training.	Business Services	Not started
To continue to provide excellent meeting and office facilities at the Rufus Centre for businesses.	Business Services	Not started	Medium		Lisa Cousins	06/30/2021		03/31/2022	false			To continue to provide excellent meeting and office facilities at the Rufus Centre for businesses. MOS: A sustained uptake.	To continue to provide excellent meeting and office facilities at the Rufus Centre for businesses.	Business Services	Not started
Review hosting and maintenance contract on two websites.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2021	false			Review hosting and maintenance contract on two websites MOS: Confirmed contract compliance.	Review hosting and maintenance contract on two websites.	Business Services	Not started

Complete the move to Cloud back up storage	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2021	false			Complete the move to Cloud back up storage. MOS: Safer storage and easier retrieval.	Complete the move to Cloud back up storage	Business Services	Not started
Ensure IT provision, maintenance and security contract is operational for the required period.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		03/31/2022	false			Ensure IT provision, maintenance and security contract is operational for the required period. MOS: All contractual terms complied with.	Ensure IT provision, maintenance and security contract is operational for the required period.	Business Services	Not started
Revise Medium-Term Financial Plan following Budget.	Business Services	Not started	Medium	Susan Eldred; Rob McGregor	Lisa Cousins	06/29/2021		03/31/2022	false			Revise Medium-Term Financial Plan following Budget. Ensure the Council's information technology is fit for purpose and delivers value for the organisation. We will conclude our move to the 'cloud', introduce more opportunities for remote and flexible working, and introduce new software or services where they fit the Council's aims. MOS: Plan approved by Council.	Revise Medium-Term Financial Plan following Budget.	Business Services	Not started
To determine a budget and precept for 2022/23.	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/29/2021		01/31/2022	false			To determine a budget and precept for 2022/23. MOS: Budget/precept approved & notified	To determine a budget and precept for 2022/23.	Business Services	Not started
Develop a Medium-Term Financial Plan.	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/29/2021		07/31/2021	false			Develop a Medium-Term Financial Plan. MOS: Plan approved by Council to inform budget cycle.	Develop a Medium-Term Financial Plan.	Business Services	Not started
To review any governance & policy documents with a review date in 2022/23.	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/29/2021			false			To review any governance & policy documents with a review date in 2022/23. MOS: Reviews approved by Council and any changes incorporated.	To review any governance & policy documents with a review date in 2022/23.	Business Services	Not started
Maintain an agreed cleaning regime to the Rufus Centre.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		03/31/2022	false			Maintain an agreed cleaning regime to the Rufus Centre. MOS: Compliance with output standards	Maintain an agreed cleaning regime to the Rufus Centre.	Business Services	Not started
Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/29/2021		12/31/2022	false			Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment. MOS: To be listed as separate lines	Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.	Business Services	Not started

Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/29/2021		12/31/2022	false			Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment. MOS: To be listed as separate lines	Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.	Business Services	Not started
Provide a quality and engaging public interface for the Council's services and a gateway to services by other providers.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/29/2021		03/31/2022	false			Provide a quality and engaging public interface for the Council's services and a gateway to services by other providers. MOS: A sustained range of services and advice.	Provide a quality and engaging public interface for the Council's services and a gateway to services by other providers.	Business Services	Not started
Provide subsidised use of the Centre by Community organisations and charities to support the Councils community aims.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/29/2021		12/31/2021	false			Provide subsidised use of the Centre by Community organisations and charities to support the Councils community aims. MOS: To be listed as separate lines	Provide subsidised use of the Centre by Community organisations and charities to support the Councils community aims.	Business Services	Not started
Research moving to online booking/reservation system.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2021	false			Research moving to online booking/reservation system. MOS: ?	Research moving to online booking/reservation system.	Business Services	Not started
Review rents and leases to ensure a current market return.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2022	false			Review rents and leases to ensure a current market return. MOS: ?	Review rents and leases to ensure a current market return.	Business Services	Not started
Undertake a feasibility study on providing internet services to clients & tenants.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2022	false			Undertake a feasibility study on providing internet services to clients & tenants. MOS: Well researched report setting feasibility & viability.	Undertake a feasibility study on providing internet services to clients & tenants.	Business Services	Not started

Undertake a feasibility study on providing a business incubator or halfway house/ Hot desks/shared offices	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2022	false			Undertake a feasibility study on providing a business incubator or halfway house/ Hot desks/shared offices MOS: Well researched report setting feasibility & viability.	Undertake a feasibility study on providing a business incubator or halfway house/ Hot desks/shared offices	Business Services	Not started
Offer good value business space at a commercial rent.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		03/31/2022	false			Offer good value business space at a commercial rent. MOS: High occupancy rate & return.	Offer good value business space at a commercial rent.	Business Services	Not started
Adopt a standard for the menu(s) based on a recognised quality standard or a leading competitor	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		09/30/2022	false			Adopt a standard for the menu(s) based on a recognised quality standard or a leading competitor. MOS: Adoption of standard.	Adopt a standard for the menu(s) based on a recognised quality standard or a leading competitor	Business Services	Not started
Offer an excellent standard of hospitality, with a varied and value menu that offers healthy and sustainable options.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		03/31/2022	false			Offer an excellent standard of hospitality, with a varied and value menu that offers healthy and sustainable options. MOS: Compliance with an adopted standard.	Offer an excellent standard of hospitality, with a varied and value menu that offers healthy and sustainable options.	Business Services	Not started
Actively promote the Rufus Centre, it services and events	Business Services	Not started	Medium	Beverley Jones	Lisa Cousins	06/29/2021		03/31/2022	false			Actively promote the Rufus Centre, it services and events. MOS: A full and varied programme of marketing with increased uptake.	Actively promote the Rufus Centre, it services and events	Business Services	Not started
Undertake a range of commercial events which help maximise the use of the Centre.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2022	false			Undertake a range of commercial events which help maximise the use of the Centre. MOS: To be listed as separate lines	Undertake a range of commercial events which help maximise the use of the Centre.	Business Services	Not started
Ensure non-business functions are internally re-charged to service cost centres.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/29/2021		03/31/2022	false			Ensure non-business functions are internally re-charged to service cost centres. MOS: Accurate cost centre so that surplus can be accurately defined.	Ensure non-business functions are internally re-charged to service cost centres.	Business Services	Not started

Maintain the Working Group to explore how the Council can best develop the Rufus Centre business to provide community benefit and generate profit for reinvestment in the town.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021			false			Maintain the Working Group to explore how the Council can best develop the Rufus Centre business to provide community benefit and generate profit for reinvestment in the town MOS: Set of recommendations for adoption by Council which can inform a business plan.	Maintain the Working Group to explore how the Council can best develop the Rufus Centre business to provide community benefit and generate profit for reinvestment in the town.	Business Services	Not started
Operate on a commercial basis, with a full cost understanding of all events and activities and the markets in which they compete.	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		03/31/2022	false			Operate on a commercial basis, with a full cost understanding of all events and activities and the markets in which they compete. MOS: A trading surplus & well-regarded facilities & services.	Operate on a commercial basis, with a full cost understanding of all events and activities and the markets in which they compete.	Business Services	Not started
To use facilities of the Rufus Centre to facilitate training to help get residents back in to work and fill gaps in "lifelong learning", particularly for the disadvantaged	Business Services	Not started	Medium		Lisa Cousins	06/29/2021		12/31/2022	false			To use facilities of the Rufus Centre to facilitate training to help get residents back in to work and fill gaps in "lifelong learning", particularly for the disadvantaged. MOS: ?	To use facilities of the Rufus Centre to facilitate training to help get residents back in to work and fill gaps in "lifelong learning", particularly for the disadvantaged	Business Services	Not started
Locate external funding for Council and other local community initiatives.	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/29/2021		03/31/2022	false			Locate external funding for Council and other local community initiatives. MOS: Additional external income brought into Council or associated community projects.	Locate external funding for Council and other local community initiatives.	Business Services	Not started
Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.	Business Services	Not started	Medium	Susan Eldred; Rob McGregor	Lisa Cousins	06/28/2021			false			Look to utilise the Council's assets and resources to benefit the most vulnerable in our society. MOS: Need to specify how	Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.	Business Services	Not started
Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/28/2021		02/28/2022	false			Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example. MOS: An action plan to improve on this statutory duty.	Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.	Business Services	Not started

Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations.	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/28/2021		04/30/2022	false			Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations. MOS: A robust plan which supports District Resilience Plan	Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations.	Business Services	Not started
Develop a shared agenda to influence the improvement and effective management of local services.	Business Services	Not started	Medium	Rob McGregor	Lisa Cousins	06/28/2021		12/31/2022	false			Develop a shared agenda to influence the improvement and effective management of local services through coordinating with stakeholders and relevant third parties, holding to account service providers responsible for delivery. MOS: Need to discuss how this is to be done.	Develop a shared agenda to influence the improvement and effective management of local services.	Business Services	Not started
Provide a car charging point at the Rufus Centre.	Business Services	Not started	Medium		Lisa Cousins	06/24/2021		12/31/2022	false			Provide a car charging point at the Rufus Centre. MOS: Charging point available to staff and the public.	Provide a car charging point at the Rufus Centre.	Business Services	Not started
Provide an Environmental open day at the Rufus Centre	Business Services	Not started	Medium	Stacie Lockey	Lisa Cousins	06/24/2021		12/31/2022	false			Provide an Environmental open day at the Rufus Centre. MOS: Record of promotions on a range of issues.	Provide an Environmental open day at the Rufus Centre	Business Services	Not started
Consider ways to reduce consumption, improve re-use and increase re-cycling.	Business Services	Not started	Medium	Stacie Lockey	Lisa Cousins	06/23/2021		04/30/2023	false			Consider ways to reduce consumption, improve re-use and increase re-cycling. MOS: Plan agreed with stakeholders and partners.	Consider ways to reduce consumption, improve re-use and increase re-cycling.	Business Services	Not started
Facilitate training to help residents get back to work	Business Services	Not started	Medium		Lisa Cousins	06/23/2021			false			To use facilities of the Rufus Centre to facilitate training to help get residents back in to work and fill gaps in "lifelong learning", particularly for the disadvantaged. MOS: ?	Facilitate training to help residents get back to work	Business Services	Not started
Use local suppliers and businesses	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/23/2021		08/31/2022	false			Where we are able, use local suppliers and businesses. We will create a roster of companies that match our ethical standards and environmental aims. MOS: A roster adopted	Use local suppliers and businesses	Business Services	Not started
Support and help develop the Flitwick Business Group	Business Services	Not started	Medium	Susan Eldred	Lisa Cousins	06/17/2021		03/31/2022	false			Support and help develop the Flitwick Business Group. MOS: More businesses networking	Support and help develop the Flitwick Business Group	Business Services	Not started



**Application for the mandatory alcohol condition under the
Licensing Act 2003 requiring a Designated Premises
Supervisor in respect of a premises licence to be disapplied**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes in written black ink. Use additional sheets if necessary.

Once completed please give your application to Central Bedfordshire Council
Watling House High Street North Dunstable LU6 1LF

You may wish to keep a copy of the completed form for your records.

We BUSINESS SERVICES COMMITTEE being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

Part 1 – Community premises details

Name of premises THE RUFUS CENTRE (RENDEZVOUS CAFE+BAR) FLITWICK TOWN COUNCIL	
Postal address of premises or, if none, ordnance survey map reference, or description FLITWICK TOWN COUNCIL THE RUFUS CENTRE, STEPPINGLEY ROAD, FLITWICK, BEDS, MK45 1AH	
Post town FLITWICK	Postcode MK45 1AH

Telephone number at premises (if any)

01525 631900

Premises licence number (if applicable)

2000274

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3) THE PREMISES ARE OWNED AND MANAGED BY FLITWICK TOWN COUNCIL (BUSINESS SERVICES COMMITTEE) WITH DELEGATED AUTHORITY TO OFFICERS. THE COMMITTEE IS CHAIRED BY CLLR ANDY SNARE WITH CLLR IAN BLAZEY AS VICE CHAIR. THE BUSINESS AND FACILITIES MANAGER IS THE OFFICER WHO IS RESPONSIBLE TO THE COMMITTEE FOR DAY TO DAY OPERATIONS. THE BAR IS USED FOR COMMUNITY AND COMMERCIAL EVENTS.

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)

ALL STAFF SERVING ALCOHOL ARE REGULARLY TRAINED AND ASSESSED. THE BAR HAS A MANUAL AND PROCEDURES THAT ARE FOLLOWED AT ALL TIMES. OUR STAFF WILL RUN THE BAR FOR ALL EVENTS. IF ON LIMITED OCCASIONS A HIRER WISHES TO BRING IN THEIR OWN BAR, WE WOULD ASK FOR A COPY OF THEIR TEMPORARY EVENTS NOTICE.

Part 2 – Applicant details

We are the premises licence holder ☒ (Please tick ✓ yes)

Contact phone number in working hours (if any) 01525 631900

E-mail address (optional) info@flitwick.gov.uk

Current address (if different from premises address)

Post Town

Postcode

Telephone (if any)

Please tick ✓ yes as appropriate

I have enclosed the premises licence ☒

I have enclosed the relevant part of the premises licence ☐

This form accompanies a new premises licence application ☐

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the premises licence or relevant parts

Any further information to support your application

CHECKLIST:-

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee ☒

- I have included documents (if available) which identify the premises and how it is managed ☐

- I have included copies of any hiring agreements ☐

- I have sent a copy of this application to the chief officer of police ☒

- I understand that if I do not comply with the above requirements my application will be rejected ☒

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application / this application accompanies an application to vary an existing premises licence
[delete as applicable]

- I have enclosed the premises licence or relevant part of it or provided an explanation



- I understand that if I do not comply with the above requirements my application will be rejected



IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature

Date

Capacity

Second Signature

Date

Capacity

Contact name (where not previously given) and address for correspondence associated with this application STEPHANIE STANLEY (CORPORATE SERVICES MANAGER)	
Post town	Postcode
Telephone number (if any)	
If you would prefer us to correspond with you by e mail your e mail address (optional) Stephanie.stanley@filton.gov.uk	

Notes for Guidance

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premise licence which allows the sale of alcohol;
- applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol; or
- applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

2. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.

3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.

4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.

5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).

6. Please send a copy of this form to the chief officer of police for your area.