



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.