



**MINUTES OF THE BUSINESS SERVICES MEETING**  
**HELD ON THE 12<sup>TH</sup> AUGUST 2021**  
**AT 7.30pm AT THE RUFUS CENTRE**

Present:

Cllr A Snape - Chairman  
Cllr G Mackey  
Cllr A Lutley  
Cllr J Gleave  
Cllr P Earles

Also present:

Stephanie Stanley – Corporate Services Manager  
Members of the public – 0

**1285. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillors Badham (unwell) and Blazeby (holiday).

No apologies were received for Councillor Williams.

**1286. 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.

**1287. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**1289. PUBLIC OPEN SESSION**

There were no members of the public present.

**1290. INVITED SPEAKER**

There was no invited speaker.

**1291. MEMBERS QUESTIONS**

There were no questions.

**1293. MINUTES**

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 8<sup>th</sup> July 2021

The Minutes of the Business Services Committee held on 8<sup>th</sup> July 2021 were adopted.

**1294. MATTERS ARISING**

- a. Minutes of the Business Services Committee 8<sup>th</sup> July 2021.

The Chairman advised that he had a few questions, but these had been answered in the Corporate Services Manager's (CSM) report.

**1295. ITEMS FOR CONSIDERATION**

- a. **Refrigerator Purchase**

Members were asked to consider purchasing an additional refrigerator for the kitchen.

It was confirmed that the additional fridge was for the purpose of keeping bar stock chilled at events. Councillor Gleave asked how often fridges were hired for event purposes and Members were informed it was for most events.

The Chairman asked if Members were obliged to opt for the cheapest quote and the CSM advised that this was not the case. The Catering & Facilities Officer (CFO) had recommended quote A, which was not the cheapest, due to the Council having an account with this supplier, they were reliable and because they provided a good aftercare service.

Members asked if the Council had a contract with the supplier of quote A and the CSM advised that there was not a contract, but the Council had an account with them. Members discussed that the quotes were for the same make and model for the fridge and therefore wanted to go for the cheapest quote.

It was **resolved** to accept quote C to purchase a new refrigerator at a cost of £704.00+VAT.

- b. **Signpost/Victim Support**

Members were asked to consider agreement for Signpost/Victim Support to have a room free of charge once a month at the Rufus Centre for their work with victims.

Members were in full support of the Community Services Manager's recommendation. The Chairman noted this was in line with the Council's strategy for community usage of the building.

It was **resolved** to allow Signpost – Victim Support to use a meeting room at the Rufus Centre, one day a month, free of charge to offer face-to-face meetings with victims.

- c. **Tenant EV Charging Point**

Members were asked to consider agreement for a tenant to install an EV charger point for their car park space which will have a metered supply and be paid for by the tenant.

Members chose to discuss this item after item d (CBC's Electric Vehicle Charging Point Scheme).

Members agreed that should the tenant vacate the Rufus Centre, the charging point set up would be an asset for visitors/other tenants. Councillor Gleave asked if there would be changes made to their tenancy agreement as he was keen to understand consequences of allowing the request.

The Chairman commented that the spec of the chosen charger point from the tenant was a residential product compared to other offerings. He asked where the tenant's car parking space was and the CSM agreed to check this and report back. The Chairman asked if the electric supply could come from the plant room as the circulated information seemed to suggest a convoluted arrangement.

It was agreed to write to the tenant to advise that the Council is investigating having EV charging point as part of a wider CBC scheme where surveys would be carried out, which could mean it would be within his interest to wait. The CSM advised that the tenant had waited a while due to staff changes and other delays, and therefore Members requested for the CSM to formally apologise for the further delay.

*Action: CSM*

**d. Electric Vehicle Charge points across Central Bedfordshire**

The Chairman explained that the Town Clerk was in discussions with CBC about the scheme for two EV parking spaces within the Rufus Centre grounds and that there was an aim to also include charging points at the Village Hall. There was no capital outlay for the Town Council but there would be a contract. The CSM was not aware of any timescales for when the scheme would be launched.

Councillor Mackey requested for Officers to copy him in on initial emails with CBC Officials as this was a requirement under the Code of Conduct and Standing Orders. The CSM asked if this was necessary for all liaison with CBC Officers and Councillor Mackey said that it was, particularly for the initial contact so that Ward Members were aware of conversations. The Chairman confirmed that Standing Order 24b required Ward Members to have copies of letters. This was to stop any duplication of work from happening.

*Action: all Officers*

Councillor Gleave confirmed that at this stage it was for the Council to decide if they wanted to express an interest in having charging points. He added that specifics around outlay costs needed to be confirmed, e.g., for feeder pillars and any upgrades to electric supply as this would be expensive.

A discussion took place around the Council's intentions to promote sustainability and Councillor Gleave mentioned the optics of charging people to have EV points whereas other vehicles can park for free. The Chairman commented that owners of electric vehicles could still park without hooking up to the charge points.

Councillor Gleave thought more than 2 charge points would be better (in line with other areas the percentage would be 10% of the car park) and Councillor Mackey was keen to use the opportunity to ensure infrastructure was in place, e.g. ducting.

Members asked if the Council would be obliged to progress with the scheme if they responded to CBC to say they would have two spaces. The CSM advised that it was an expression of interest at this stage.

Members asked about any link to solar panels and the Chairman advised he had requested an update on PV array at next month's meeting and had also asked the CSM to investigate a switch in energy provider for a lower carbon option. It was agreed to look at replacing the boilers in the future, which would have a significant impact on the Council reducing its environmental impact.

It was **resolved** to submit an expression of interest with CBC to be part of the EV Charge Points scheme for the Rufus Centre and the Village Hall sites, but for final information and agreement to go back to Committee for approval. To seek quotes for a survey to be undertaken for the Rufus Centre.

*Action: Town Clerk*

**1296. ITEMS FOR INFORMATION**

No items.

**1297. PUBLIC OPEN SESSION**

Councillor Mackey asked in his capacity as Chairman of the Respite at Home Volunteers Mid Beds & Ivel Valley if the Committee could consider hosting the charity's AGM in the Davis Suite at the next meeting. The Chairman commented that there was a bookings policy in place that the Town Clerk could approve/consider if the charity wrote in. It was commented that it was an aim of the strategy to increase the use of the Rufus Centre by community organisations and local charities.

**1298. 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 Officers Updates** – noted.

**12a Financial Reports** – noted.

**12b Tenants Notice** – noted.

**12c Occupancy Stats** – noted.

**12d Vaccination Hub** – noted.

**12e Friday Nights @ Rendezvous**

It was **resolved** to progress with Option 2 – to continue hosting Friday Nights @ Rendezvous on the last Friday of each month up until December to gather more data.

**12f Rufus Steering Group**

It was **resolved** to support in principle the creation of a Rufus Centre Steering Group to be led by the Town Clerk. It was agreed for the Town Clerk to produce a Terms of Reference for the Steering Group in readiness for the next Business Services meeting.

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.