



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-14/09/2021- 200

9th September 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Tuesday 14th September 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.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDBkNmM2NzAtN2YzZi00NWFILTk2NmQtM2E5ZWlwMWU0OGQ0%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%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 12th August 2021.

8. MATTERS ARISING

- a. Minutes of the Business Services Committee 12th August 2021.
- b. Officer updates (to be taken under Exempt).

9. ITEMS FOR CONSIDERATION

a. Earnie Plus

Members are asked to consider purchasing Earnie Plus for an approximate annual fee of £480 including VAT to enable the circulation of electronic payslips to staff as part of the payroll process. The cost can only be approximate as it is based on £1.33+VAT per employee, per month on a direct debit basis.

Members should be aware that Earnie will be bringing this in as a requirement in the New Year to enable the system to comply with making tax digital.

10. ITEMS FOR INFORMATION

Items for information will be discussed under Exempt.

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 Officer Updates – for information

12a Financial Reports – for information

12b Occupancy Stats & Forecasts – for information

12c Solar Panels Report – for information

12d Rufus Centre Steering Group – for consideration

12e Offices Refurbishment – for consideration

12f Cleaning Contract – 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.