



FLITWICK TOWN COUNCIL

Ref: Agenda/Business-14/12/2021- 203

9th December 2021

Dear Sir/Madam

Members are hereby summoned to the **Business Services Committee meeting** that will take place on **Tuesday 14th December 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_MjE3ZTY5MTktYmI5OS00OGI3LTgzYzQtZmQ5OWY5MDNiNTU1%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

After registering, you will receive a confirmation email containing information about joining the meeting.

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 11th November 2021

8. **MATTERS ARISING**

- a. Minutes of the Business Services Committee 11th November 2021.

9. **ITEMS FOR CONSIDERATION**

a. **Business Services Priorities for 2022/23**

Members are asked to consider shortlisting five key priorities for the Committee to take forward for development as projects into 2022/23.

b. **Proposed Budget 2022-23**

Members are asked to consider the proposed Budget for 2022-23 circulated and suggest any amendments/additional items. The final proposed budget will be considered at the January Council meeting.

c. **Kitchen Equipment**

Members are asked to consider purchasing 2 upright freezers for the kitchen considering a recommendation made following the recent food hygiene inspection. See supporting paper for more details.

10. ITEMS FOR INFORMATION

a. Marketing & Communications Plan 2021-22

Members are asked to note the status of actions for the Marketing & Communications Plan. Members should note that for future meetings, this will be filtered so it is Committee specific.

b. Marketing & Communications Forward Plan

Members are asked to note the Marketing & Communications Forward Plan circulated. Members should note that for future meetings, this will be filtered so it is Committee specific.

c. Friday Nights @ Rendezvous

Members are asked to note the profits achieved from Friday Nights @ Rendezvous events from September – November.

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.

12a) Officers Update – for information

12b) Financial Reports – for information

12c) Occupancy Stats and Forecasts – for information

12d) Warrenfield Room – for consideration

12e) Wedding Packages and Pricing 2022/23 – for consideration

12f) Energy Contracts Review – for consideration

12g) Job Description – 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.