



MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 10TH MARCH 2022
AT 7.45pm AT THE RUFUS CENTRE

Present:

Cllr A Snape (Chairman)
Cllr A Lutley
Cllr J Gleave
Cllr I Blazeby (attended virtually)

Stephanie Stanley – Corporate Services Manager (CSM)
Helen Glover - Senior Finance Officer (SFO)

Members of the public – 0

1372. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Mackey (family commitment), Cllr Badham (unwell) and Cllr Earles (personal commitment).

1373. 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.

1374. CHAIRMAN'S ANNOUNCEMENTS

The Chairman confirmed that there would be a staff pay increase of 1.75% which had been agreed through the national negotiation. This would be backdated to 01 April 2021 and would be applied to the March 2022 payroll.

1375. PUBLIC OPEN SESSION

There were no members of the public present.

1376. INVITED SPEAKER

There was no invited speaker.

1377. MEMBERS QUESTIONS

There were no questions.

1378. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 10th February 2022.

The minutes of the Business Services Committee held on 10th February 2022 were adopted.

1379. MATTERS ARISING

Minutes of the Business Services Committee 10th February 2022.

- a. A Trip Advisor account was now available for the Rendezvous Café. The Chairman highlighted that signage was required to be displayed in the café to prompt members of the public to leave ratings and comments. The CSM would follow this up with relevant Officers.

Action: CSM

- b. The Chairman noted the Reservations Policy had not been added to the FTC website as requested at the last meeting. The CSM would discuss this with the Catering & Facilities Lead.

Action: CFL

- c. It was noted that, although escalated, there was no further update on EV Charging points for the Rufus Centre or Village Hall Car Park. If no response was given when Officers asked CBC, it was suggested for Ward Councillors to also seek updates regarding timescales.

Action: TC

1380. ITEMS FOR CONSIDERATION

- a. **Standing Orders for Contracts – Review**

Members were asked to review the Standing Orders for Contracts document circulated. Members noted that an Approved Contractors List was still not available. The CSM confirmed work was ongoing. The Chairman requested for the current list to be published on SharePoint as a working document for members to access on a read-only basis.

Cllr Gleave led discussions regarding the procurement process outlined in the document. Members agreed that it should be robust, non-judgemental, and transparent to ensure options were not restricted and to achieve the best value for money. Members agreed assessments would be completed on a case-by-case basis, balancing cost with quality and service delivery.

An updated document put together with suggested amendments to make the document more explicit in terms of the procurement process would be included as an agenda item for discussion in April. This was so that the Committee could see the suggested amendments on the document before approving the revised version.

Action: CFL & CSM

1381. ITEMS FOR INFORMATION

a. Marketing & Communications Plan 2021-22

Members were asked to note the status of actions for the Marketing & Communications Plan. Cllr Blazeby requested for the results of the Resident's Survey be circulated to members when they were available.

Action: CMM

b. Marketing & Communications Forward Plan

Members noted the Marketing & Communications Forward Plan circulated.

c. Delivery Plan

Members noted the circulated Delivery Plan. The Chairman requested for the Approved Contractors list task to be altered from 'amber' to 'red' on the Plan.

Action: CSM

1382. PUBLIC OPEN SESSION

There were no members of the public present.

1383. 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 – noted.

12b) Financial Reports – noted.

12c) Occupancy Stats and Forecasts – noted.

12d) Debt Recovery Policy

It was **resolved** to adopt the Debt Recovery Policy as presented.

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.