



FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 16/06/2022- 209

10th June 2022

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Thursday 16th June 2022 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

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Town Clerk

Committee Members: Councillors Roberts, Gleave, Snape, Mackey, Hodges, Blazeby

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_MjA4MDIwNWEtOWFkMC00MzJkLWI4NjQtZDQyNWNjODBiZmQ5%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 May 2022.

8. **MATTERS ARISING**

- a. Minutes of the Business Services Committee 12th May 2022.

9. **ITEMS FOR CONSIDERATION**

a. **The Rufus Centre - Functions – Events and Bar – Policies and Procedures**

Members are asked to consider and adopt the attached policies and procedures for the Rufus Centre Functions and Bar.

b. **Building Refurbishments – Rolling Capital Fund (RCF) Applications**

i) **Office Refurbishment**

Members are asked to consider an application to the RCF for £4,920 to refurbish tenant office room 20 in line with other refurbished offices to include new carpet, a suspended ceiling with LED lights and paint work. Quotation included in supporting papers.

ii) **Stocksfield Room Works**

Members are asked to consider an application to the RCF for £2,130+VAT to form a new storeroom in the current Stocksfield Room. Quotation included in supporting papers.

iii) **New Office Space**

Members are asked to consider an application to the RCF for £6,265+VAT to create a new office on the second floor at the top of the landing which is currently wasted space. Quotation included in supporting papers.

iv) **Carpet Refurbishment**

Members are asked to consider an application to the RCF for £1,101+VAT to remove carpet on second floor landing area and replace with new carpet to match the stairs and Davis Suite. Quotation included in supporting papers.

c. **Social Media Performance**

Members are asked to inform Officers what social media performance information they would like presented at future BI&DB meetings.

10. **ITEMS FOR INFORMATION**

a. **Marketing & Communications Forward Promotional Plan**

Members are asked to note the Marketing & Communications Forward Promotional Plan circulated.

b. **Delivery Plan & Priorities**

Members are asked to note the circulated Delivery Plan and priorities update circulated.

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) Year End Accounts – for information

12c) Occupancy Stats and Forecasts – for information

12d) Business Plan – 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.