



**MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD
HELD ON THE 11th OCTOBER 2022
AT 7.45pm AT THE RUFUS CENTRE**

Present:

Cllr J Roberts (Chairman)
Cllr A Snape
Cllr H Hodges
Cllr I Blazeby
Cllr P Earles (sub for Cllr Gleave)

Rob McGregor (Town Clerk)
Mike Thorn (Community Services Manager)
Lisa Cousins (Bookings Administrator)

Members of the public - 0

1421. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Mackey (attending the Police and Crime Panel) and Cllr Gleave (unwell).

1422. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

1423. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

1424. PUBLIC OPEN SESSION

There were no members of the public present.

1425. INVITED SPEAKER

There was no invited speaker.

1426. MEMBERS QUESTIONS

Cllr Snape asked for an update on the cleaning contract. The Community Services Manager reported that there has been some further issues in the last week due to some contracted staff moving on, but that he had met with the new area manager,

new staff are being appointed, that special attention had been requested for particular issues and a further review with the area manager had been arranged for 3 weeks time.

1427. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Improvement & Development Board held on 12th July 2022.

It was **RESOLVED** to adopt the Minutes of the Business Improvement & Development Board held on 12th July 2022.

1428. MATTERS ARISING

- a. Minutes of the Business Improvement & Development Board 12th July 2022.

The following matters were raised:

- 1) Was there any progress on the development of office space or refurbishment of carpets?
This has unfortunately been superseded by other priorities, however there may be an office space becoming vacant in near future so there may be opportunity to combine quotes for office refurb at the same time for better overall value.
- 2) Business Plan.
We are currently waiting on a visioning paper before being able to progress the business plan.

1429. ITEMS FOR CONSIDERATION

- a. **Young Carers Event**

Members are asked to consider a proposal from the Town Mayor on how Council may be able to assist with the Young Carers Christmas party.

Members were receptive to the idea of hosting this event in the Lockyer Suite and to request that CBC fund the cost of the DJ/music. The Town Clerk offered to cover the cost of food from his budget. It is expected that 60 Young Carers would be able to benefit from the event.

It was **RESOLVED** to offer the use of the Lockyer for the Young Carers event, and for a buffet to be funded from the Town Clerk's budget up to a cost of £300.

- b. **CIT Contract and WatchGuard Network Security**

Members are asked to consider the replacement of the current Watch Guard T35 security system as it will no longer be supported with updates. The proposal from the IT company is to replace with the T40 Network Security Appliance. (quotation attached).

Having reviewed the contract officers feel that the only applicable charge on this upgrade is the monthly cost and no set up charge should be applicable.

It was **RESOLVED** to accept the quote for the monthly cost of £141.05 for firewall protection.

c. Pay It Forward Scheme

At the Town Council meeting on 27th September 2022, it was Resolved to request that the Business Improvement and Development Board works with the Community Services Manager to investigate the viability of a Pay It Forward scheme for the Rendezvous Café.

Members considered a variety of options and schemes including offering 'rounding up' or accepting fixed donations towards a particular scheme e.g. Food Extra, or offering a token or voucher scheme for the Rendezvous Café.

It was **RESOLVED** to request officers to investigate and implement an appropriate mechanism for rounding up or a fixed donation towards the Food Extra scheme.

1430. ITEMS FOR INFORMATION

a. Communications & Marketing Monthly Forward Promotional Plan

Members noted the Communications & Marketing Forward Promotional Plan circulated.

b. Delivery Plan

Members noted the circulated Delivery Plan and suggestions were made for amendments.

1431. PUBLIC OPEN SESSION

There were no members of the public present.

1432. EXEMPT ITEMS

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a) Staff – for consideration.

12b) Business continuity and 5G.

12c) Officers update – for information.

12d) Financial reports – for information.

12e) Occupancy Stats and forecasts.

12f) Business Development.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

