



**MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD  
MEETING HELD ON 13<sup>TH</sup> JUNE 2023 AT 7:45 PM AT THE RUFUS CENTRE**

**Present:**

Cllr Blazeby (Chairman)  
Cllr Snape  
Cllr Roberts  
Cllr Hodges  
Cllr Harald

Stacie Lockey – Deputy Town Clerk  
Mathew Earles – Business & Facilities Manager  
Helen Glover – Senior Finance Officer

**1445. APOLOGIES FOR ABSENCE**

No apologies were received from Cllr Shaw.

**1446. ELECTION OF VICE CHAIRMAN**

Councillor Hodges was nominated and seconded to be vice chairman.

It was **RESOLVED** to elect Councillor Howard Hodges as vice chairman.

**1447. DECLARATIONS OF INTEREST**

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

- (a) No Disclosable pecuniary interests were declared by members.
- (b) No Non-Pecuniary interests were declared by members.

**1448. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

**1449. PUBLIC OPEN SESSION**

No members of the public were present.

**1450. INVITED SPEAKER**

No speaker was invited to attend this meeting.

**1451. MEMBERS QUESTIONS**

There were no questions.

**1452. MINUTES**

- a. It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on the 14<sup>th</sup> March 2023.

**1453. MATTERS ARISING**

Members asked why the Youth Hub would be included on the occupancy figures report as it currently sits under the Community Services Committee. The Chairman advised that the Youth Hub was a Council owned building and is available for rent therefore there was no reason why it could not be included. It was agreed that this should be included when the scheme of delegations are reviewed.

*Action: Deputy Town Clerk*

**1454. ITEMS FOR CONSIDERATION**

a. **Ice Cream Freezer**

Members considered the options within the report. Members were not in favour of having Walls branded parasols and bins located outside the Rufus Centre.

A Member asked if the freezer would affect access to the kitchen given the location specified within the report. The Deputy Town Clerk advised that there would be no access issues.

It was **RESOLVED** to enter into a 3-year contract with Walls for the agreement of a freezer in the Rendezvous Café & Bar.

*Action: Chef*

b. **Foyer Carpet Replacement**

The Chairman advised Members that this item would be deferred as there was potential for additional flooring replacement in other areas of the building which could be completed at the same time.

*Action: Business & Facilities Manager*

c. **Davis Suite Equipment**

Members considered the report circulated.

Cllr Snape advised Members that he had asked Officers to investigate alternative microphones to be mounted onto the ceiling due to consistent issues with the current set up. Cllr Snape also recommended fixing metal backs behind the TV screens to reduce the amount of interference with the cables. Members felt that a maintenance contract should be put in place for the equipment given the problems that have arisen recently.

A Member asked if the screen that had been damaged could be claimed through the insurance company.

*Action: Deputy Town Clerk*

It was **RECOMMENDED** to approve the quotation of £4487.75 for replacement equipment, to be funded via the Rolling Capital Fund, subject to contacting the supplier to discuss a maintenance contract and installation of metal backs on the TV screens.

*Action: Business & Facilities Manager*

Members asked if deposits are taken when customers hire equipment for conferencing. The Deputy Town Clerk advised that deposits are taken for functions and events however no

deposits are taken for conference room bookings. Members asked Officers to investigate deposits for hire of equipment.

*Action: Business & Facilities Manager*

**d. Tenant Survey**

Members asked for the survey to be transferred into Microsoft Forms format as opposed to Google forms.

*Action: Business & Facilities Manager*

Members were happy with the content of the survey, Cllr Blazeby had some suggestions and agreed to discuss this with the Business & Facilities Officer outside of the meeting.

It was **RESOLVED** to accept the Tenant Survey in principle and to delegate finalising the survey to the Business & Facilities Manager.

**1455. ITEMS FOR INFORMATION**

**a. Officer Update**

Members were pleased to see that a refund had been received from the National Energy Discount Scheme.

Members commented on the Business Expo event that Officers attended and felt that having a scheme in place that cannot be tracked seemed pointless. The Deputy Town Clerk advised that vouchers were given out to encourage discussion as opposed to track business.

Member discussed the Rendezvous Gift Cards and decided to put this on hold to incorporate the branding review. It was agreed that Cllr Blazeby, Business & Facilities Manager and the Communications & Marketing Manager would meet to discuss taking this forward.

*Action: Cllr Blazeby, Communications & Marketing Manager & Business & Facilities Manager*

**1456. PUBLIC OPEN SESSION**

There were no members of the public present.

**1457. 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.

- a. Exempt Officers Update** – noted.
- b. Year End Financial Reports** – noted.
- c. 2023/24 Finance Reports** – noted.
- d. Occupancy Starts & Forecasts** – noted.

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.