



**DRAFT MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD
MEETING HELD ON 25th JULY 2023 AT 7:45 PM AT THE RUFUS CENTRE**

Present:

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

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

1458. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Roberts (holiday).

1459. DECLARATIONS OF INTEREST

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

- (a) No Disclosable pecuniary interests were declared by member – none.
- (b) No Non-Pecuniary interests were declared by members – none.

1460. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

1461. PUBLIC OPEN SESSION

No items.

1462. INVITED SPEAKER

No speaker was invited to attend this meeting.

1463. MEMBERS QUESTIONS

There were no questions.

1464. MINUTES

The election of a vice chairman needed to be added to the minutes.

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on the 13th June 2023.

1465. MATTERS ARISING

Members asked for an update on the ice cream freezer. The Chef had now left her position and the Business & Facilities Manager agreed to follow this up.

Action: Business & Facilities Manager

1466. ITEMS FOR CONSIDERATION

a. Fireworks Event

Members liked the proposal of a fireworks event but raised several concerns around the risks associated with the event which included;

- Location of the Rufus Centre field being close to a housing estate
- Competition with other local displays
- Research to ensure the community wants this type of event
- Weather
- Clear up after the event

Members were keen for Officers to explore the idea of a free event in more detail and possible alternative locations. It was also suggested that the fireworks could be linked to the current offering of the free family fun day.

The Business & Facilities Manager advised that there would be minimal work involved in delivering a fireworks event as the events company would manage the whole event from start to finish.

It was agreed that Officers would discuss options of delivering a fireworks event and submit proposals at the time of budget setting.

Action: Business & Facilities Manager & Community Services Manager

b. Digital Signage

The Business & Facilities Manager advised Members that marketing opportunities were being missed by not having some form of digital displays within the Rendezvous Café.

Members were in favour of installing digital signage within the café. Members queried the costs of the content management system and suggested this element of the project be funded via the revenue budget as opposed to an RCF application.

It was **RECOMMENDED** to:

1. Allocate £5,200 from the rolling capital fund to purchase digital signage
2. Expenditure for a content management system to be funded via the revenue budget
3. The Business & Facilities Manager to obtain a third quotation which includes adding the two totems to the system and upon receiving this, select the most appropriate quotation.

Action: Business & Facilities Manager

c. Lockyer Suite Flooring

It was **RECOMMENDED** to carry out works to the Lockyer Suite floor (sand & seal) at a cost of £4,800 to be funded via the Rolling Capital fund.

Action: Business & Facilities Manager

1467. ITEMS FOR INFORMATION

No items.

1468. PUBLIC OPEN SESSION

There were no items.

1469. 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) Finance Reports – noted

12b) Officer Update – noted

12c) Occupancy Figures – noted

12d) Events Profit/Loss – noted

12e) 3 Station Road – Members had a discussion in relation to 3 Station Road.

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.