



## FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 14/11/2023 - 218

9<sup>th</sup> November 2023

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Tuesday 14<sup>th</sup> November 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S.Lockey

Stacie Lockey

Town Clerk

Committee Members: Cllrs Blazeby, Parsons, Snape, Hodges, Roberts, Harald.

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\\_Mjk5YmZmZDctZWm2Ny00NzZkLTlhNDItNTQ0MmM4YTJiOTQ2%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mjk5YmZmZDctZWm2Ny00NzZkLTlhNDItNTQ0MmM4YTJiOTQ2%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**

For Members to receive and adopt the Minutes of the Business I&DB Committee held on **Tuesday 12<sup>th</sup> September 2023 (will be taken in EXEMPT)**.

8. **MATTERS ARISING**

Minutes of the Business I&DB Committee 13<sup>th</sup> June 2023.

9. **ITEMS FOR CONSIDERATION**

a. **Sharp IT Contract**

Members of the Finance Scrutiny Working Group deferred this item to the BIDB for consideration.

Members have requested that a review is necessary for the Sharp IT expenditure. Officers have begun investigating the cost against the agreed-upon contract (expires May 2024). A copy of the current contract has been circulated. Officer will soon be going out to tender for the service post May 2024.

b. **Forward Capital Plan**

Members are asked to review the suggested forward capital plan suggestions that the Business & Facilities Manager has created.

c. **Lockyer Suite Capital Works**

Members to receive a report from the Business & Facilities Manager and consider recommendations within the report.

d. **Office Space Refurbishment**

MIND wish to expand their existing footprint and have explored a number of options within the building with the Business & Facilities Manager with them currently taking up a short term lease of room 17.

Proposed works will ensure we satisfy the tenant who has verbally committed to adding the space onto the renewal of their 3 year lease due for renewal in April 2024. These works will also ensure that should MIND decide to release this space at a later date it will remain accessible from the Ruxox wing to FTC staff.

Works include relocating existing fire doors, create new door opening and refurbish existing Marketing office to provide expanded office space for MIND.

QUOTATION 1: £13,510.00

QUOTATION 2: £11,460.88

Officer recommendation to proceed with QUOTATION 2 for the sum of £11,460.88

e. **Event Proposal**

Members to receive a report from the Business & Facilities Manager and consider recommendations within the report.

f. **Ticket Solve**

Members to receive a report from the Business & Facilities Manager and consider recommendations within the report.

g. **Business Improvement & Development Board Draft Budget 2024/25**

Members to consider the 2024/25 draft budget for the Business Improvement & Development board. A revised version will be considered at the December meeting.

10. **ITEMS FOR INFORMATION**

There are no items for information.

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.

- a. **Minutes & Recommendations**
- b. **3 Station Road Update**

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.