



FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 12/12/2023 - 217

7th December 2023

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Tuesday 12th December 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, Snape, Hodges, Roberts, Harald, Parsons, Patterson

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_NTM0YmU1OWUtZGE2NS00NmZjLThkNjQtNDQ0MmM5NjhkZGI0%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**

No 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 14th November 2023 (this item will be moved to EXEMPT)**.

8. **MATTERS ARISING**

Minutes of the Business I&DB Committee 14th November 2023.

9. **ITEMS FOR CONSIDERATION**

a. **Occupancy Figures**

Members to consider the occupancy figures.

b. **Lockyer Suite Capital Works**

Members of the Business Improvement & Development Board discussed the improvement works at the last meeting and tasked Officers to prioritise the list and investigate if current section 106 funding would be available.

Confirmation has been received from CBC stating that the section 106 public art money will not be available for the Lockyer Suite Capital works.

Members to consider the prioritised list from the Business & Facilities Manager.

c. **Branding Review - Design Brief**

Members to consider the design brief circulated.

10. **ITEMS FOR INFORMATION**

a. **Officer Update**

Members to receive a verbal update from Officers.

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) Minutes & Recommendations

12b) Finance Reports

12c) Prioritised Forward Capital Plan

12d) Rufus Bonus Scheme

12e) 2024/25 Revised Draft Budget

12f) Office Space Refurbishment

12g) Rufus Centre Flat

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.