



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD MEETING HELD ON 13th February 2024 AT 7:45 PM AT THE RUFUS CENTRE

Present

Cllr Blazeby (Chairman)

Cllr Roberts

Cllr Hodges

Cllr Harald

Cllr Patterson

Cllr Parsons

Also present:

Stacie Lockey (Town Clerk/Chief Executive)

Mat Earles (Business & Facilities Manager)

Helen Glover (Senior Finance Officer)

1506. APOLOGIES FOR ABSENCE

It was **resolved** to accept the apologies from Cllr Snape due to a prior civic engagement.

1507. DECLARATIONS OF INTEREST

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

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

1508. CHAIRMAN'S ANNOUNCEMENTS

No items.

1509. PUBLIC OPEN SESSION

No items.

1510. INVITED SPEAKER

No invited speaker.

1511. MEMBERS QUESTIONS

To receive questions from members.

1512. MINUTES

It was **resolved** to adopt the minutes of the Business Improvement & Development Board held on Tuesday 12th November 2023.

1513. MATTERS ARISING

No items.

1514. ITEMS FOR CONSIDERATION

a. Events Booking Protocol

Members considered the events booking protocol as previously circulated.

It was **RECOMMENDED** to accept the events booking protocol with no changes.

1515 ITEMS FOR INFORMATION

a. No items.

1516 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**.

1517 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.

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.

a) Confidential Report

Members noted the report.

b) Officer Update

Members noted the Officer update.

c) Occupancy Stats

Members noted the occupancy stats for the Rufus Centre and the Hub.

d) Potential Projects Discussion

Members had a discussion on the following;

- Stocksfield Room
- Community/Civic Event Charges
- Hot Desk Area in the Rendezvous

e) Finance Reports

- Members noted the report.
- f) **Rufus Centre Flat**
It was **RESOLVED** to increase the rent for the Rufus Centre flat.
 - g) **Marketing & Communication**
 - (i) **Branding Review**
It was **RESOLVED** that Cllr Blazeby and the Communications & Marketing Manager would meet with one of the companies who provided a quote to define the remit and costs.
 - (ii) **Marketing Update**
Members noted the update.
 - h) **Business & Facilities Manager Bonus**
It was **RECOMMENDED** to award the Business & Facilities Manager a bonus.

Meeting closed at 22.04.

The Rufus Centre
Steppingly Road
Flitwick
Bedfordshire
MK45 1AH

For Attn: Matthew Earles

Re: Café IT Station

Date 22nd February 2024

Dear Sir,

Thank you for giving us the opportunity of quoting for the above work which is as follows.

Café IT Station

Option 1

We are allowing to remove the existing unit sited in the corner.

Supply and fit new 40MM square edged worktop at 450mm wide along the main section, with a bolted-on return worktop at 240mm finishing at the pier.

The worktop will have a 50mm upstand to the wall matching the worktop acting as a wipe rail. Worktop will be fixed to the wall using 50 x 25mm timber batten, with the end supported by a 60mm chrome leg @ 1.1M high.

Supply and fit dado conduit along the long section of the worktop, to include 3NO good quality double sockets with USB capability for charging.

£1,959.00

Option 2

We are allowing to supply and fit new 40mm square edged worktop at 450mm wide from the pier to the pair of doors to the hall – 2.935 long.

The worktop will have a 50mm upstand to the wall matching the worktop acting as a wipe rail. Worktop will be fixed to the wall using 50 x 25mm timber batten, with the end supported by a 60mm chrome leg @ 1.1M high.

Supply and fit dado conduit along the long section of the worktop, to include 3NO good quality double sockets with USB capability for charging.

Raise the existing 400-volt supply approx. 500mm or to suit as required.

£1,595.00

All Plus, VAT

Please note this quotation is ONLY valid for 30 days from the date stated above.

We hope the above is of interest to you and await your further instructions / order.

Yours faithfully

Mark O'Dell

Funeral Packages

All packages include exclusive room hire, arrival teas and coffees, table decorations, serviettes, crockery and background music.

RUFUS PLUS PACKAGE

£20 PER HEAD

Sandwich Platters | 6 Savouries | Selection of Cakes

RUFUS CLASSIC PACKAGE

£16 PER HEAD

Sandwich Platters | 4 Savouries / Selection of Cakes

Soft & Alcoholic Drinks Packages Available.

LIVE STREAM OPTION

An option for when there is a capacity limitation at the ceremony itself. Our live stream option allows you to extend the celebration of life to all, with the set up of a screen in one of our exclusive rooms.

For more information please get in touch so we can support you in the journey of planning at this time.

BOOKINGS WITHOUT LIVE STREAM - 3 HOUR SLOT
BOOKING WITH LIVE STREAM - 4 HOUR SLOT

Package Breakdowns

AFTERNOON TEA

£15 PER HEAD

Selection of Sandwiches

Freshly Baked Cakes

Scones with Clotted Cream & Jam

Unlimited Teas & Coffees

PLATTER OPTIONS

Cheese Platter

£12 Per Head

Selection of Three Cheeses

Meat Platter

£15 Per Head

Cured Italian Meat and Antipasti

Fruit Platter

£8 Per Head

Seasonal Fruit

SELECTION OF SAVOURY
OPTIONS INCLUDE CHEFS
CHOICE OF:

Sausage Rolls

Chicken Goujons

Honey & Mustard Sausages

Fish Goujons & Homemade Tartar Sauce

Sweet Potato Pakoras (VE + GF)

Falafel (VE + GF)

Quiche (V)

Crudités & Hummus (VE + GF)

LIVE STREAM OPTIONS

CHARGABLE AT 1 HOUR EVENING HOUR RATE + £50 FOR USE OF TECH.
LIVE STREAM INCL. RECEPTION CAPPED AT 4 HOURS FOR BOOKING