



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD MEETING HELD ON 9TH SEPTEMBER 2025 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr Snape (Chair)

Cllr Parsons

Cllr Patterson

Cllr Hodges

Stacie Lockey – Town Clerk & Chief Executive

Mathew Earles – Business & Facilities Manager

1602. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Blazeby – holiday.

1603. 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.

1604. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

1605. PUBLIC OPEN SESSION

There were no members of the public present.

1606. INVITED SPEAKER

There was no invited speaker.

1607. MEMBERS QUESTIONS

There were no Members questions.

1608. MINUTES

For Members to receive and adopt the Minutes of the Business I&DB Committee held on **Tuesday 11th February 2025**.

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on **Tuesday 11th February 2025**, as an accurate record.

1609. MATTERS ARISING

Minutes of the Business I&DB Committee **Tuesday 11th February 2025.**

There were no matters arising.

1610. ITEMS FOR CONSIDERATION

a. Election of Vice-Chairman

It was **RESOLVED** to appoint Cllr Hodges as the vice chairman.

b. Annual Residents' Survey

Members noted the comments from the Annual Residents survey regarding the Rendezvous café and 3 Station Road. Members felt that broadly, residents were in favour of 3 Station Road.

c. Room 21 Refurbishment

Members raised concerns about continuing to allocate funding from the ops reserve for projects, given the current financial situation; however, after some discussion, Members felt this was a worthwhile project to proceed with.

It was **RECOMMENDED** to pursue option one at a cost of £6,444.42 for the refurbishment of office space 21, which would be funded from the ops reserve.

d. RUFUS GUTTERING – PHASED REPLACEMENT

Members were in favour of proceeding with both remaining phases of the replacement guttering. The condition of the soffits was also discussed, and it was agreed that the project would be deferred until next year once a cost was obtained for replacing the soffits and guttering at the same time.

Action: BFM

1611. ITEMS FOR INFORMATION

There were no items for information.

1612. PUBLIC OPEN SESSION

There were no members of public present.

1613. 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) Confidential Report

Members noted the confidential report from the meeting held on Tuesday, 11th February 2025.

b) Rufus Centre Bonus Scheme

Members discussed the revised Rufus Centre Bonus Scheme.

It was **RESOLVED** to accept the Rufus Bonus Scheme, with the attendance criteria being at the Town Clerk's discretion and the bonus amount to be decided by the Finance & General Purposes committee at year-end close.

c) Finance Reports

Members noted the finance reports.

d) Officer Update

Members noted the officer update.

e) Potential Projects

Members discussed potential projects.

Meeting closed at 20.53

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.

Signed (Chairman)

Business Improvement & Development Board

Flitwick Town Council **DRAFT** Budget 2026/27

Budget Manager: Mat Earles

RENDEZVOUS: 420

			LAST Year: 2024/25		CURRENT Year: 2025/26				NEXT Year: 2026/27			
			Budget	Actual	Budget	YTD Spend Mth 7	Linked EMR	Actual YTD Spend Mth 7	Year End Projection	PROPOSED Budget	£ +/-	% +/-
Income	1024	Room Bookings	1,000	2,669	2,500	1,603		1,603	2,500	2,500		
	1026	Bar Income - Rendezvous	40,000	41,005	50,000	27,084		27,084	52,500	57,000	▲7,000	▲14%
	1027	Catering Income - Rendezvous	212,100	237,685	247,500	150,256		150,256	247,500	255,000	▲7,500	▲3%
	1067	RENDEZVOUS Event Income	3,000	2,408	5,000	100		100	1,000	2,500	▼2,500	▼50%
	1155	Catering Income - Corporate	106,050	78,580	77,770	33,486	-6	33,480	62,500	65,000	▼12,770	▼16%
	1156	Catering Income - Functions	35,350	10,236	28,230	25,149		25,149	33,750	14,000	▼14,230	▼50%
	NEW	External Catering Income						0	0	42,000	▲42,000	▲100%
		Total Income	397,500	372,583	411,000	237,678	-6	237,672	399,750	438,000	▲27,000	▲7%
Expenditure	4001	Salaries & Wages	222,072	200,963	230,353	126,348		126,348	219,314	234,812	▲4,459	▲2%
	4002	Uniform	800	263	500	349		349	500	500		
	4011	Agency Staff	0	8,255					1,600	0		
	4014	CASUAL STAFF Wages	8,400	12,888								
	4018	Agency Referral	0	2,800								
	4041	PDQ SYSTEMS: 420/422: 50/50	3,000	4,703	5,000	2,705		2,705	4,500	5,000		
	4056	LICENCES / MEMBERSHIPS	200	0								
	4066	Casual Staff - Rendezvous CAFE	0	0	15,000	3,942		3,942	6,500	5,000	▼10,000	▼67%
	4067	Casual Staff - Rendezvous BAR	0	0	4,000	2,669		2,669	4,000	4,500	▲500	▲13%
	4102	FTC Internal Rent	11,500	11,500	11,500	6,708		6,708	11,500	11,500		
	4138	Equipment Purchase	5,000	4,615	4,000	5,614		5,614	5,614	5,000	▲1,000	▲25%
	4140	Maintenance Contracts	6,200	4,123	5,000	1,277		1,277	5,000	5,115	▲115	▲2%
	4141	Catering Costs - Corporate	33,000	34,978	24,200	15,319		15,319	24,200	22,000	▼2,200	▼9%
	4144	Catering Costs - Functions	11,000	11,685	8,800	5,506		5,506	8,800	8,000	▼800	▼9%
	4145	External Catering			0	8,380		8,380	12,880	30,000	▲30,000	▲100%
4147	Catering Costs - Rendezvous	66,000	72,932	77,000	44,155		44,155	77,000	77,800	▲800	▲1%	
4148	Bar Costs - Rendezvous	16,500	19,877	20,000	8,213		8,213	15,000	20,000			

4150	Promotions & Advertising	1,630	100	1,250	0	0	1,250	1,250			
4154	Rendezvous Event Expense	1,500	2,172	3,600	0	0	500	500	▼3,100	▼86%	
4155	Stock Check Costs	840	907	900	680	680	908	908	▲08	▲1%	
4157	Wastage: Rendezvous	0	422	1,200	1,036	1,036	2,000	1,500	▲300	▲25%	
	Total Expenditure	387,642	393,183	412,303	232,901	0	232,901	401,066	433,385	▲21,082	▲5%

RUFUS CENTRE: 421

			LAST Year: 2024/25		CURRENT Year: 2025/26				NEXT Year: 2026/27			
			Budget	Actual	Budget	YTD Spend Mth 7	Linked EMR	Actual YTD Spend Mth 7	Year End Projection	PROPOSED Budget	£ +/-	% +/-
Income	1010	Pitch/Field Hire	2,500	6,633	5,000	7,100		7,100	5,500	7,000	▲2,000	▲40%
	1018	Alarm Activation Reimbursement			0	245		245	245	250	▲250	
	1019	Hire of Equipment	5,500	5,290	7,000	2,315		2,315	3,000	5,000	▼2,000	▼29%
	1020	Functions Income - Rufus Centre	12,000	18,694	15,000	14,368		14,368	18,000	20,000	▲5,000	▲33%
	1021	Ticketsolve Booking Fees	0	2,118	5,000	974		974	2,500	3,500	▼1,500	▼30%
	1022	Tenant Rent	260,000	275,609	295,000	178,015		178,015	295,000	299,300	▲4,300	▲1%
	1023	Rufus Events Income	15,000	25,789	20,000	12,192		12,192	18,000	20,000		
	1024	Room Bookings	160,000	155,176	170,000	69,760		69,760	120,000	150,000	▼20,000	▼12%
	1025	Private Residential Flat	7,800	8,398	9,122	5,221		5,221	9,122	9,770	▲648	▲7%
	1030	Rufus Events - NT Live			0	849		849	3,500	5,000	▲5,000	▲100%
		Total Income	462,800	497,707	526,122	291,039	0	291,039	474,867	519,820	▼6,302	▼1%
Expenditure	4001	Salaries & Wages	231,528	227,824	252,347	135,496		135,496	229,861	237,016	▼15,331	▼6%
	4002	Uniform	36	236	300	430		430	430	300		
	4013	Utility - Electric	19,334	27,738	17,191	8,770		8,770	26,076	26,000	▲8,809	▲51%
	4014	Casual Staff Wages	3,600	6,089	1,000	715		715	1,000	1,000		
	4015	Utility - Water	6,218	6,510	6,218	4,462		4,462	7,700	8,100	▲1,882	▲30%
	4016	Business Rates	38,500	41,223	44,054	24,027		24,027	41,072	48,460	▲4,406	▲10%
	4019	Utility - Gas	10,448	15,538	13,567	3,402		3,402	13,567	15,141	▲1,574	▲12%
	4026	Equipment Maintenance	0	0	1,000	0		0				
	4030	Ticketsolve Costs	0	5,029	5,000	2,917		2,917	5,000	5,000		
	4040	IT Support	6,065	2,614	3,500	1,844		1,844	3,160	3,000	▼500	▼14%
	4046	Website Maintenance	1,000	290	1,000	110		110	1,000	1,000		
	4056	Licenses & Memberships	3,000	2,016	3,200	1,069		1,069	3,200	3,200		
	4078	Planting/Weeding	500	361								
	4102	FTC Internal Rent	-49,090	-49,090	-50,386	-29,392		-29,392	-50,386	-50,386		
	4103	FTC Internal Hire	-18,720	-13,563	-19,700	-3,638		-3,638	-19,700	-12,450	▲7,250	▼37%
	4128	Waste Disposal	6,500	8,084	6,500	4,233		4,233	7,000	7,000	▲500	▲8%
	4130	Rufus Capital Works	0	39,948								
	4132	Building Maintenance	23,000	22,857	20,000	16,194		16,194	20,000	20,000		
4134	Cleaning Costs	33,100	34,787	33,100	20,526		20,526	33,100	33,100			
4136	Rufus Field/Pitch Maint	1,000	1,000	1,000	7,106	6,825	281	981	700	▼300	▼30%	
4138	Equipment Purchase	7,000	6,761	6,000	2,752		2,752	6,000	6,000			
4140	Maintenance Contracts	18,000	16,045	22,500	9,725		9,725	22,500	18,754	▼3,746	▼17%	
4142	Rufus Events Expense	12,500	21,278	15,000	8,070		8,070	15,000	15,000			

4150	Promotions & Advertising	8,000	5,150	6,000	1,822		1,822	6,000	6,000		
4158	Room Bookings Commission Charges	1,500	1,905	500	308		308	500	500		
4159	Functions Expense - Rufus Centre	10,000	6,115	12,000	10,219		10,219	13,200	13,200	▲1,200	▲10%
4705	Bad Debt	0	143								
	Total Expenditure	373,019	436,888	400,891	231,167	6,825	224,342	386,261	405,635	▲4,744	▲1%