



**FLITWICK TOWN COUNCIL
MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD
MEETING HELD ON 9TH DECEMBER 2025 AT 7:45 PM AT THE RUFUS CENTRE**

Present:

Cllr Snape
Cllr Thomspen
Cllr Patterson
Cllr Blazeby
Cllr Hodges
Cllr Parsons

Stacie Lockey – Town Clerk & Chief Executive
Mat Earles – Business & Facilities Manager

1614. APOLOGIES FOR ABSENCE

No apologies for absence were received.

1615. 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.

1616. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

1617. PUBLIC OPEN SESSION

No members of the public were present.

1618. INVITED SPEAKER

No invited speaker.

1619. MEMBERS QUESTIONS

The Chairman asked for an update on the Wi-Fi in the food hub. The electrician coming tomorrow, going to put a passive switch in.

1620. MINUTES

For Members to receive and adopt the Minutes of the Business I&DB Committee held on **Tuesday 9th September 2025.**

It was **RESOLVED** to accept the minutes of the Business Improvement & Development Board meeting, held on Tuesday, 9th September 2026, as an accurate record of the meeting.

1621. MATTERS ARISING

There were no matters arising.

1622. ITEMS FOR CONSIDERATION

a. Draft Business Budget 2026/2027

Members discussed the budget and had no further comments or amendments.

Members asked what impact switching to external catering would have on the business. The BFM advised that providing catering internally placed a significant burden on staff resources, as it involved more than just serving the food; it also included waitressing, clearing tables, etc. The BFM also explained that it was difficult to quantify the time spent providing this service, whereas outsourcing it would provide greater clarity. Internal catering would continue for some functions and events, such as wakes and buffets.

It was **RECOMMENDED** that the draft budget be accepted.

b. Energy Consumption

The Chairman explained that one of the KPIs set within the corporate strategy would be to reduce energy consumption annually.

Members were in favour of this and asked the BFM for his initial thoughts;

- Tenanted hallway lighting could be changed to sensors; however, this would depend on whether the current wiring would allow it.
- All light fittings to be switched to LED.
- The new heating system would assist in reducing energy consumption.

Members felt that something needed to be done about the number of tenants using air conditioning units. The BFM advised that when leases were renewed, a clause would be implemented to state 'reasonable use of electricity and water should be used'.

Action: BFM

Members also discussed the solar panels and whether connection back to the grid was possible. Although the Council had previously been told this was not possible, the BFM agreed to investigate further.

Action: BFM

The BFM explained that educating staff and tenants on energy reduction would be beneficial. Cllr Thompson agreed with this and said the carbon literacy training held last year would be worth repeating.

Members also discussed that setting aside some of the capital receipt for environmental improvements would be worthwhile.

1623. ITEMS FOR INFORMATION

No items to report.

1624. 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**.

1625. 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 report.
- b) **Officer Update**
Members noted the Officer update.
- c) **Capital Plan**
Members noted the capital plan.
- d) **Finance Reports**
Members noted the finance reports.

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.

Meeting closed at 21.10

Signed.....(Chairman)