



FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 12/05/2026 - 229

7th May 2026

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Tuesday 12th May 2026 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 Snape, Blazeby, Parsons, Hodges, Patterson, Thompson.

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.

<https://teams.microsoft.com/meet/32144495591458?p=OnXWHQZN0XAI578BKj>

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 9th December 2025**.

8. MATTERS ARISING

Minutes of the Business I&DB Committee **Tuesday 9th December 2025**.

9. ITEMS FOR CONSIDERATION

a. Rufus Centre Policies

Members are asked to consider and adopt the following reviewed policies:

- Alcohol Policy and Code of Practice
- Alcohol Promotions Policy
- Capacity Management Policy
- Challenge 25 Policy
- Crime and Disorder Policy
- Customer Search Policy
- Dispersal Policy
- Drinks Service Policy
- Drugs Policy
- Drunk Disorderly Behaviour Policy
- Glass Collection Policy
- Lost and Found Property Policy
- Noise and Public Nuisance Policy
- The Rufus Centre - Functions – Events and Bar – Policies and Procedures
- Weapons Policy

b. Intercom Replacement

Members are asked to consider the report to replace the intercom system and consider the expenditure from EMR 314 and Central Project Fund.

c. Room 1 Office Refurbishment

At the Town Council meeting on 21st April 2026, Members deferred the following item to be discussed at the BIDB meeting. The Business & Facilities Manager to provide a verbal update at the meeting.

Members are asked to consider the following expenditure from the Central Project Fund for refurbishing tenant office space in line with other refurbished offices. The refurbishment is for an existing tenant who has expressed they would like to upgrade the room as it is very tired. In return, the rent will be increased in line with other refurbished office space. The tenant is also taking on an additional space

Room 1 (large office made up of 3 rooms) - carpet, suspended ceiling, LED lighting, kitchenette, paintwork & blinds

Quote 1: £14,163.23 plus vat

Quote 2: £15,700.00 plus vat

d. Year End Discussion

Members are asked to discuss the year end position of The Rendezvous Café and potential for future financial risks and steps that can be taken to ensure financial stability.

10. ITEMS FOR INFORMATION

No items.

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) **Confidential Report** – to note
- b) **Officer Update** – to note
- c) **Potential Projects** – for discussion

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.

