



## FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 28/05/2024 - 220

22<sup>nd</sup> May 2024

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Tuesday 28<sup>th</sup> May 2024 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, Hodges, Snape, Harald, Parsons, Roberts

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\\_Y2U3MDY2OTctYmNjMy00YTliLTqxYzQtYTU0N2RiZDAyMDY2%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2U3MDY2OTctYmNjMy00YTliLTqxYzQtYTU0N2RiZDAyMDY2%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 12<sup>th</sup> March 2024**.

#### 8. **MATTERS ARISING**

Minutes of the Business I&DB Committee **Tuesday 12<sup>th</sup> March 2024**.

#### 9. **ITEMS FOR CONSIDERATION**

##### a. **Vice Chair**

Members are asked to elect a Vice Chair.

##### b. **Rendezvous Café Expansion**

At the last BIDB meeting, the Business & Facilities Manager presented two options for installing additional seating within the Café to accommodate people who were using the space for work purposes. Members requested additional quotations to include the Denel Wing foyer area.

Cost to install additional seating in Café – £1,959.00

Cost to install additional seating within the Denel Area - £2,516.00

##### c. **Community Fridge Expansion**

Officers have secured £5,700 funding from HUBBUB to renovate the Stocksfield Annex to accommodate the Community Fridge and surplus goods. An additional £1,650 Ward Councillors grant funding has been secured from Cllr Mackey and Cllr Townsend. The total

cost for the project is £7693.40. The outstanding balance of £343.40 will be taken from the costs of living budget. The insurance company has confirmed the necessary approvals.

Members to approve the renovation of the Stocksfield Annex.

d. **Security Provision**

Members to discuss the security provision at events. Supporting documentation has been circulated to accompany this item.

10. **ITEMS FOR INFORMATION**

a. **Communication & Marketing Report**

Members to note the report from the Communications & Marketing Manager.

b. **Funeral/Wakes Packages**

Members are to note the revised promotional material for Funeral/Wakes.

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 Discussion – for discussion
- d) Finance Reports – to note
- e) Occupancy Stats – to note
- f) Internship – to note

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.