



## FLITWICK TOWN COUNCIL

### MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD MEETING HELD ON 30<sup>th</sup> July 2024 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr I Blazeby  
Cllr A Snape  
Cllr J Roberts  
Cllr T Harald  
Cllr T Parsons  
Cllr H Hodges

Also present: Stacie Lockey (Town Clerk & Chief Executive)  
Mathew Earles (Business & Facilities Manager)  
Beverley Jones (Communications & Marketing Manager)

#### **1542. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **1543. 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

Cllr Blazeby declared a non-pecuniary interest in agenda item 12c i, as he is a trustee of the charity SHARE. Cllr Harald declared a non-pecuniary interest in agenda item 9b as he recommended one of the companies who put forward a quotation.

#### **1544. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

#### **1545. PUBLIC OPEN SESSION**

None.

#### **1546. INVITED SPEAKER**

None.

#### **1547. MEMBERS QUESTIONS**

None.

**1548. MINUTES**

For Members to receive and adopt the Minutes of the Business I&DB Committee held on **Tuesday 28<sup>th</sup> May 2024**.

It was **resolved** to adopt the Minutes of the Business Improvement & Development board meeting held on **Tuesday 28<sup>th</sup> May 2024** as an accurate record.

**1549. MATTERS ARISING**

Minutes of the Business I&DB Committee **Tuesday 28<sup>th</sup> May 2024**.

**1550. ITEMS FOR CONSIDERATION**

**a. Policies**

(i) The Rufus Centre Functions – Events & Bar Policy & Procedures

Members raised comments regarding the 'Ejection Procedure' within the document and suggested that it be reworded to read 'staff will do their best to ensure the person/s is accompanied home'.

Members asked if the correct licence was displayed by the bar; officers agreed to check this.

*Action: TC*

It was recommended to include a line under the 'Licensing' section to state that the licence was in the Town Council's name.

*Action: TC*

A Member asked about mass evacuation in the scenario of a major incident. The BFM advised that earlier this month staff were trained in how to perform a fire drill and one is scheduled for later in the month. A full evacuation took place on Saturday 15<sup>th</sup> June due to a Fire break glass being triggered.

It was **resolved** to adopt the policy with the following amendments:

1. Ejection Procedure - 'staff will do their best to ensure the person/s is accompanied home'
2. Licensing – list that the licence is in the Council's name.

(ii) Noise & Public Nuisance Policy

Members commented that the policy stated that deliveries would take place between 8am-6pm; however, this would not cover the Community Fridge.

Members queried if the policy covered events on the field. The Town Clerk advised that a noise management policy was put in place in conjunction with Central Bedfordshire Council, and this did cover outdoor events.

Members suggested combining the two policies and bringing it back to a future meeting.

*Action: TC/BFM*

(iii) Members noted the 'guidance for security provision' document that Officers created.

Members commented that some of the language within the document was not clear and recommended amending this slightly.

Members also asked if there was a requirement to have male and female security. The BFM advised that there was no requirement, but it was good practice.

**b. CCTV**

The Chairman commented that the number of cameras in the proposal was significantly higher than that of the current CCTV system and would provide much better quality imagery.

Members queried why the officer's recommendation was the most expensive quotation. The BFM advised that it was based on this option being a contractor that the Council had experience of working with in the past and who provided the original specification for the CCTV.

Members discussed the deployable camera in the car park and were advised that CBC was currently monitoring it. Once the temporary machine store was relocated back to the tractor store, the camera could be relocated.

Members commented that a CCTV camera had been stolen previously and asked how the proposed new cameras would be installed. The BFM advised that there were limits as to where these could be installed due to the nature of the building.

Members asked whether the camera at the food hub would be located inside or outside, and the BFM confirmed this would be outside. The BFM did advise that an additional camera could be purchased at a later stage if required.

It was **recommended** to replace the existing CCTV system using contractor A at a cost of £8,521.00, funded via the projects fund.

**c. Communications & Marketing Update**

The CMM explained that the planning software was up and running and asked if any Members would like access to view it. The Chairman asked if it would be possible to show the software on the screen at the next meeting so Members could understand it better

*Action: CMM*

The Chairman explained that the purpose of the social media process was to encourage more staff to be involved in the creation of posts that would be authorised by the CMM.

Members discussed the first draft of the branding templates that had been presented. Members commented that some additional work was needed and the Chairman offered to assist the CMM with liaison with Treacle Factory.

*Action: CMM/IB*

The Chairman commented that he felt the Town Council logo should always be visible, with the bottom strip focusing on the particular brand that was being promoted, i.e., if it was a Rufus event, the Rufus Centre logo to be more dominant.

Members also discussed the Town Council logo and felt that it needed refreshing; however, the Chairman explained that this was not part of the brief and was a different project entirely.

Members were happy with the revised layout of the Flitwick Papers following outsourcing the design and agreed to continue with it. Following issues with the current delivery company, the distribution would be carried out with Oracle moving forward.

**1551. ITEMS FOR INFORMATION**

No items.

**1552. 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**.

**1553. 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.

**b) Officer Update**

Members noted the Officer update.

**c) Potential Projects Discussion**

It was **resolved** to allocate the external store cupboard to SHARE with a license to occupancy agreement for two years. SHARE would also be responsible to covering the electricity costs.

**d) Finance Reports**

Members noted the finance reports.

**e) Occupancy Stats**

Members noted the occupancy stats.

**f) Capital Works Programme**

Members noted the capital works list.

**g) Dance Studio**

It was **resolved** to send a letter to the tenant.

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.