



FLITWICK TOWN COUNCIL
DRAFT MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD
MEETING HELD ON TUESDAY 10TH SEPTEMBER 2024 AT 7:45 PM AT THE RUFUS
CENTRE

Present:

Cllr Blazeby

Cllr Hodges

Cllr Harald

Stacie Lockey – Town Clerk & Chief Executive

Mat Earles – Business & Facilities Manager

Beverley Jones – Communications & Marketing Manager

1554. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Snape – unwell, Cllr Roberts – work commitment, Parsons – work commitment.

1555. 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.

1556. CHAIRMAN'S ANNOUNCEMENTS

No items.

1557. PUBLIC OPEN SESSION

None.

1558. INVITED SPEAKER

None.

1559. MEMBERS QUESTIONS

Cllr Hodges asked for clarification on the elderly people's Christmas Lunch and how the decision was made. Cllr Hodges recalled that the BIDB was tasked with evaluating the event and costings only at this stage.

Cllr Blazeby explained that the BIDB reviewed the P&L for the event. However, the Community Services Committee reviewed the event more thoroughly, and the decision was sent to Council for ratification.

1560. MINUTES

For Members to receive and adopt the Minutes of the Business I&DB Committee held on **Tuesday 30th July 2024**.

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on **Tuesday 30th July 2024**, as an accurate record.

1561. MATTERS ARISING

Minutes of the BI&DB Committee **Tuesday 30th July 2024**.

No matters arising.

1562. ITEMS FOR CONSIDERATION

a. Branding Project

Cllr Blazeby gave an overview of the updated branding templates. Members were happy with the revised designs and tasked Officers to finalise the finer details to complete the designs.

It was **RESOLVED** to approve the revised designs subject to Officers working with the agency on the factual information relating to each template.

1563. ITEMS FOR INFORMATION

a. Planner Demonstration

The CMM demonstrated the planner software currently being used internally to market events and activities across the Community Services and Rufus Centre.

Members were pleased to see a plan in place that different departments were utilising.

The Chairman suggested a short demonstration of the plan at the next Town Council meeting.

Action: CMM

1564. PUBLIC OPEN SESSION

No items.

1565. 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.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

a) **Confidential Report**

Members noted the report.

b) **Officer Update**

Members noted the Officer update.

c) Potential Projects Discussion

Members discussed the office space that was no longer being used for the Community fridge and asked Officers to get a breakdown of costings before agreeing to any work taking place to upgrade the space.

d) Finance Reports

Members noted the finance reports.

e) Occupancy Stats

Members noted the occupancy stats.

Chairmans signature.....

Meeting closed 21.20