



**FLITWICK TOWN COUNCIL  
MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD  
MEETING HELD ON TUESDAY 10<sup>TH</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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