



FLITWICK TOWN COUNCIL

Ref: Agenda/Business I & D B- 12/11/2024 - 222

7th November 2024

Dear Sir/Madam

Members are hereby summoned to the **Business Improvement & Development Board meeting** that will take place on **Tuesday 12th November 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, Parsons, Snape, Hodges, Roberts, Harald.

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//meetup-join/19%3ameeting_OTAyZmYwNzEtYzgzZC00NDE1LTk2ZDEtOGVIOTZjZTAyMWMx%40thread.v2/0?context=%7b%22id%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 10th September 2024**.

8. **MATTERS ARISING**

Minutes of the Business I&DB Committee **Tuesday 10th September 2024**.

9. **ITEMS FOR CONSIDERATION**

a. **Office Space Refurbishment**

Members are asked to consider the following quotations for refurbishing tenant office room 2 as part of the office space refurbishment programme. This will be funded via the earmarked £40,000 for Rufus Centre improvements.

Quotation 1 – £3,477.60

Quotation 2 – £4,117.60

Quotations include new carpet, a suspended ceiling with LED lights and paintwork. (Quotation included in supporting papers)

10. **ITEMS FOR INFORMATION**

a. **Communication & Marketing Update**

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

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) Business Draft Budget 2025/26 – for consideration
- c) Officer Update – to note
- d) Potential Projects Discussion – for discussion
- e) Dance Studio – for discussion
- f) Occupancy Stats – 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.