



FLITWICK TOWN COUNCIL

MINUTES OF THE BUSINESS IMPROVEMENT AND DEVELOPMENT BOARD MEETING HELD ON TUESDAY 12TH NOVEMBER 2024 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr Harald (Chairman)
Cllr Snape
Cllr Hodges
Cllr Roberts

1566. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Blazeby – unwell, Cllr Parsons – family commitment.

1567. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – no items.
- (b) Non-Pecuniary interests in any agenda item – no items.

1568. **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

1569. **PUBLIC OPEN SESSION**

There were no members of the public in attendance.

1570. **INVITED SPEAKER**

There was no invited speaker.

1571. **MEMBERS QUESTIONS**

There were no items.

1572. **MINUTES**

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on **Tuesday 10th October 2024**, as an accurate record.

1573. MATTERS ARISING

There were no matters arising.

1574. ITEMS FOR CONSIDERATION

a. Office Space Refurbishment

Following a recent FOI request regarding the amount of money being spent with one contractor, it was felt that Officers should look into going out to tender for a 'call off contract' with a minimum and maximum value. This would avoid having to seek three quotations for works of this nature.

It was **RESOLVED** to accept quotation 1 - £3,477.60, to refurbish tenant office room 2. This would be funded via the earmarked Rufus Centre surplus (£40k).

1575. ITEMS FOR INFORMATION

a. Communication & Marketing Update

The Communications & Marketing Manager (CMM) advised the following;

- Flitwick Papers distribution has been successful with lots of positive feedback.
- A schedule of print/distribution deadlines would be circulated to all Members in due course.

Action: CMM

- Replacement signage (currently located on the grass verge) was being investigated, no planning permission would be required.
- The Marketing Intern was getting on well and had been working on social media, paid advertising and customer relationship marketing utilising the Ticketsolve customer database.

A Member commented that some of our content was being picked up in the Flitwick & Ampthill Life magazine and the Oracle and wondered if this was being lifted from FTC/Rufus platforms or if Officers were passing this on. The CMM advised that historically, content was being lifted without Officers being made aware, but relationships have since been built to discuss what content would be shared moving forward. Cllr Snape suggested the Community Fridge having an article included within the publications. The CMM advised that a recent article for the Fridge had been sent to them.

Members commented that there seemed to be more presence on Rufus/Rendezvous social media which was positive.

1576. PUBLIC OPEN SESSION

There were no members of the public in attendance.

1577. 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) Business Draft Budget 2025/26

Members had a discussion about the draft budget.

c) Officer Update

Members noted the officer update.

d) Potential Projects Discussion

Members had a discussion about the Rendezvous Café.

e) Dance Studio

Members discussed the lease of the dance studio.

f) Occupancy Stats

Members noted the occupancy stats.

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.

Chairmans signature.....