

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Whole Business Budget Report to 30.09.2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION							
1003 PHOTOCOPIES	11	0	500	500			0.0%
1143 TOWN MAYOR CHARITIES INCOME	0	38	0	(38)			0.0%
1191 MISC INCOME	90	(35)	0	35			0.0%
ADMINISTRATION :- Income	101	3	500	497			0.5%
4001 SALARIES AND WAGES	16,174	98,596	221,775	123,179		123,179	44.5%
4003 VEHICLE - MILEAGE	0	18	1,000	982		982	1.8%
4009 HEALTH & SAFETY	0	5,219	500	(4,719)		(4,719)	1043.8%
4020 POSTAGE	0	9	3,000	2,991		2,991	0.3%
4021 PRINTING/STATIONERY	311	2,433	5,000	2,567		2,567	48.7%
4022 PHOTOCOPIER CONTRACT	0	3,214	7,750	4,536		4,536	41.5%
4023 TELEPHONES	563	5,855	6,800	945		945	86.1%
4024 INFORMATION PACKAGES	0	0	200	200		200	0.0%
4025 OFFICE & IT EQUIPMENT	303	2,330	3,000	670		670	77.7%
4026 EQUIP.MAINTENANCE	0	0	500	500		500	0.0%
4028 ADVERTISING	90	90	500	410		410	18.0%
4031 MEETING REFRESHMENTS	0	0	200	200		200	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	1,610	10,851	17,000	6,149		6,149	63.8%
4056 SUBSCRIPTIONS/ LICENCES	0	2,259	3,620	1,362		1,362	62.4%
4059 SUNDRIES	0	63	250	188		188	25.0%
4146 BUSINESS CONTINUITY	0	2,199	2,750	551		551	80.0%
ADMINISTRATION :- Indirect Expenditure	19,051	133,136	274,845	141,709	0	141,709	48.4%
Net Income over Expenditure	(18,949)	(133,133)	(274,345)	(141,212)			
102 CIVIC EXPENSES							
1143 TOWN MAYOR CHARITIES INCOME	(48)	26	0	(26)			0.0%
CIVIC EXPENSES :- Income	(48)	26	0	(26)			
4021 PRINTING/STATIONERY	0	0	100	100		100	0.0%
4025 OFFICE & IT EQUIPMENT	0	75	100	25		25	74.6%
4035 REGALIA FUND	0	0	400	400		400	0.0%
4143 TOWN MAYOR CHARITIES COSTS	124	(511)	0	511		511	0.0%
4210 TOWN MAYOR ALLOWANCE	0	20	2,000	1,980		1,980	1.0%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%
4502 ELECTIONS/BI-ELECT.	0	0	2,000	2,000		2,000	0.0%
4990 Transfer from EMR	0	(6,014)	0	6,014		6,014	0.0%
CIVIC EXPENSES :- Indirect Expenditure	124	(6,430)	4,800	11,230	0	11,230	(134.0%)
Net Income over Expenditure	(172)	6,456	(4,800)	(11,256)			

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103 COMMUNICATIONS							
1001 NEWSLETTER ADVERTISING	0	0	5,000	5,000			0.0%
COMMUNICATIONS :- Income	0	0	5,000	5,000			0.0%
4045 NEWSLETTER DISTRIBUTION	0	0	6,500	6,500		6,500	0.0%
4046 WEBSITE	0	0	2,000	2,000		2,000	0.0%
4050 PRINTING CONTRACT NEWSLETTER	0	0	13,200	13,200		13,200	0.0%
COMMUNICATIONS :- Indirect Expenditure	0	0	21,700	21,700	0	21,700	0.0%
Net Income over Expenditure	0	0	(16,700)	(16,700)			
110 PROJECTS							
4067 NEW BURIAL GROUND	0	2,385	0	(2,385)		(2,385)	0.0%
4135 COMMUNITY PROJECTS/SPIRIT	0	150	5,000	4,850		4,850	3.0%
4214 MARKET TOWNS	650	1,910	0	(1,910)		(1,910)	0.0%
5013 Trs to Rolling Capital Fund	0	0	10,000	10,000		10,000	0.0%
PROJECTS :- Indirect Expenditure	650	4,445	15,000	10,555	0	10,555	29.6%
Net Expenditure	(650)	(4,445)	(15,000)	(10,555)			
111 NON SERVICES							
1176 PRECEPT RECEIVED	427,121	854,243	854,244	1			100.0%
1190 INTEREST RECEIVED	545	1,716	1,500	(216)			114.4%
NON SERVICES :- Income	427,666	855,959	855,744	(215)			100.0%
Net Income	427,666	855,959	855,744	(215)			
CORPORATE SERVICES :- Income	427,719	855,987	861,244	5,257			99.4%
Expenditure	19,824	131,151	316,345	185,194	0	185,194	41.5%
Movement to/(from) Gen Reserve	407,895	724,837					

BUSINESS SERVICES

421 RUFUS CENTRE BUSINESS							
1010 PITCH HIRE	(29)	(61)	1,500	1,561			(4.1%)
1019 HIRE OF EQUIPMENT	95	270	13,000	12,730			2.1%
1020 FUNCTIONS	1,796	2,008	55,000	52,992			3.7%
1022 RENT RECEIVABLE TENANTS	34,090	134,190	210,000	75,810			63.9%
1023 EVENTS - RUFUS CENTRE	137	297	2,000	1,703			14.8%
1024 ROOM BOOKINGS	7,123	12,606	152,000	139,395			8.3%
1025 RENT/CARETAKERS FLAT	250	1,500	3,000	1,500			50.0%

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1026 BAR INCOME	11	11	0	(11)			0.0%
1027 INTERNAL CATERING	10,725	19,404	65,000	45,596			29.9%
1155 BOOKINGS REFRESHMNTS	1,345	2,197	55,000	52,803			4.0%
RUFUS CENTRE BUSINESS :- Income	55,543	172,421	556,500	384,079			31.0%
4001 SALARIES AND WAGES	27,656	160,754	362,516	201,762		201,762	44.3%
4002 UNIFORM	0	21	1,000	979		979	2.1%
4009 HEALTH & SAFETY	16	487	0	(487)		(487)	0.0%
4011 ADDITONAL CONTRACTORS	0	363	0	(363)		(363)	0.0%
4015 UTILITIES	1,251	6,568	28,000	21,432		21,432	23.5%
4016 BUSINESS RATES	0	32,784	35,000	2,216		2,216	93.7%
4026 EQUIP.MAINTENANCE	135	1,511	2,000	489		489	75.5%
4040 IT SUPPORT	1,433	2,878	3,500	622		622	82.2%
4046 WEBSITE	0	120	1,200	1,080		1,080	10.0%
4047 COURSES/TRAINING	0	188	3,500	3,313		3,313	5.4%
4056 SUBSCRIPTIONS/ LICENCES	0	299	1,000	701		701	29.9%
4057 FINANCE CHARGES	0	55	0	(55)		(55)	0.0%
4078 PLANTING/GENERAL	0	73	1,200	1,127		1,127	6.1%
4110 TREE MAINTENANCE	0	120	500	380		380	24.0%
4132 BUILDING MAINT GENERAL	9,380	10,526	28,000	17,474		17,474	37.6%
4134 CLEANING	0	5,538	27,500	21,962		21,962	20.1%
4136 RUFUS PITCH MAINT / HIRE	0	69	1,500	1,431		1,431	4.6%
4138 EQUIPMENT & PLANT	2,002	2,340	10,000	7,660		7,660	23.4%
4140 MAINTENANCE CONTRACTS	1,515	10,021	22,000	11,979		11,979	45.5%
4142 EVENT EXPENDITURE	176	176	2,000	1,824		1,824	8.8%
4147 INTERNAL CATERING EXP	4,262	9,962	22,000	12,038		12,038	45.3%
4148 BAR PURCHASES & TRANSFERS	137	137	0	(137)		(137)	0.0%
4150 PROMOTIONS - ADVERTISING	0	798	10,000	9,203		9,203	8.0%
4151 BUSINESS CLUB	0	0	500	500		500	0.0%
4155 BOOKING REFRESHMNTS	389	648	15,000	14,352		14,352	4.3%
4157 PROJECTS	13,063	107,446	0	(107,446)		(107,446)	0.0%
4159 FUNCTIONS	150	1,040	14,500	13,460		13,460	7.2%
4990 Transfer from EMR	0	(21,070)	0	21,070		21,070	0.0%
RUFUS CENTRE BUSINESS :- Indirect Expenditure	61,568	333,852	592,416	258,564	0	258,564	56.4%
Net Income over Expenditure	(6,024)	(161,431)	(35,916)	125,515			
422 FINANCE & HR							
1029 SUNDRY RENTS	0	9	40	31			23.3%
1177 GRANTS RECEIVED	4,167	4,167	0	(4,167)			0.0%
FINANCE & HR :- Income	4,167	4,176	40	(4,136)			10439.9

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4009 HEALTH & SAFETY	0	2,063	3,000	938		938	68.8%
4010 HEALTH INSURANCE	346	1,345	4,500	3,155		3,155	29.9%
4025 OFFICE & IT EQUIPMENT	0	16	0	(16)		(16)	0.0%
4027 AUDIT FEES - EXTERNAL	0	(2,000)	2,300	4,300		4,300	(87.0%)
4029 INSURANCES	17,898	17,898	18,000	102		102	99.4%
4039 HR SUPPORT	0	2,063	3,000	938		938	68.8%
4047 COURSES/TRAINING	1,140	1,140	10,000	8,860		8,860	11.4%
4051 GRANTS PERMITTED	0	4,600	10,000	5,400		5,400	46.0%
4055 GRANTS SECTION 137	(500)	0	0	0		0	0.0%
4057 FINANCE CHARGES	215	983	2,600	1,617		1,617	37.8%
4061 LOAN CAPITAL PAID	0	20,146	40,291	20,145		20,145	50.0%
4062 LOAN INTEREST PWLB	0	5,599	11,200	5,601		5,601	50.0%
4156 AUDIT FEES - INTERNAL	0	25	1,800	1,775		1,775	1.4%
4506 PROFESSIONAL FEES	0	2,377	7,500	5,123		5,123	31.7%
4990 Transfer from EMR	0	(18,655)	0	18,655		18,655	0.0%

FINANCE & HR :- Indirect Expenditure	19,098	37,598	114,191	76,593	0	76,593	32.9%
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Net Income over Expenditure	(14,931)	(33,422)	(114,151)	(80,729)
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BUSINESS SERVICES :- Income	59,710	176,596	556,540	379,944			31.7%
Expenditure	80,666	371,450	706,607	335,157	0	335,157	52.6%

Movement to/(from) Gen Reserve	(20,955)	(194,854)
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COMMUNITY SERVICES**300 CORE SERVICES**

4001 SALARIES AND WAGES	18,863	110,924	260,781	149,857		149,857	42.5%
4002 UNIFORM	46	327	2,000	1,673		1,673	16.4%
4005 VEHICLE - MAINTENANCE	41	907	2,000	1,093		1,093	45.4%
4006 FUEL	1,080	2,176	6,500	4,324		4,324	33.5%
4008 INSURANCE	0	1,982	2,650	668		668	74.8%
4009 HEALTH & SAFETY	0	0	1,000	1,000		1,000	0.0%
4011 ADDITIONAL CONTRACTORS	0	0	1,500	1,500		1,500	0.0%
4023 TELEPHONES	0	48	1,100	1,052		1,052	4.4%
4063 TRUCK REPAYMENTS	0	2,453	5,000	2,547		2,547	49.1%

CORE SERVICES :- Indirect Expenditure	20,029	118,817	282,531	163,714	0	163,714	42.1%
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Net Expenditure	(20,029)	(118,817)	(282,531)	(163,714)
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301 BURIAL GROUNDS

1004 BURIAL GROUNDS	643	8,412	12,000	3,588			70.1%
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1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1119 RECHRGBLE B GRND ITEMS income	1,133	3,291	2,000	(1,291)			164.6%
BURIAL GROUNDS :- Income	1,776	11,703	15,000	3,297			78.0%
4015 UTILITIES	23	56	200	144		144	28.1%
4068 BURIAL GR.CHURCH RD GEN	0	73	1,000	927		927	7.3%
4069 RECHRGBLE B GRND ITEMS EXP	0	467	4,000	3,533		3,533	11.7%
4088 PORTALOO HIRE	385	991	2,550	1,559		1,559	38.9%
BURIAL GROUNDS :- Indirect Expenditure	408	1,588	7,750	6,162	0	6,162	20.5%
Net Income over Expenditure	1,368	10,115	7,250	(2,865)			
302 ALLOTMENTS							
1005 ALLOTMENT RENT	57	784	3,500	2,716			22.4%
1014 PHONE MAST INC (STATION RD)	0	4,500	4,500	0			100.0%
ALLOTMENTS :- Income	57	5,284	8,000	2,716			66.1%
4012 LAND REGISTRY	0	26	0	(26)		(26)	0.0%
4015 UTILITIES	0	359	600	241		241	59.8%
4072 ALLOTMENTS/MAINTENANCE	0	284	1,700	1,416		1,416	16.7%
4088 PORTALOO HIRE	386	1,089	2,550	1,461		1,461	42.7%
ALLOTMENTS :- Indirect Expenditure	386	1,757	4,850	3,093	0	3,093	36.2%
Net Income over Expenditure	(328)	3,527	3,150	(377)			
303 LOCAL AMENITIES-GEN							
1070 FLITWICK MANOR PARK	0	26	2,000	1,974			1.3%
LOCAL AMENITIES-GEN :- Income	0	26	2,000	1,974			1.3%
4078 PLANTING/GENERAL	0	87	3,000	2,913		2,913	2.9%
4084 PLANT & EQUIP-PURCHASE	1,306	1,306	2,500	1,194		1,194	52.2%
4085 PLANT & EQUIP-MAINTENANCE	0	0	3,000	3,000		3,000	0.0%
4110 TREE MAINTENANCE	0	0	2,500	2,500		2,500	0.0%
4111 PITCH MAINTENANCE	0	0	1,000	1,000		1,000	0.0%
4115 GRASSED AREA/MAINTEN	0	26	750	724		724	3.4%
4116 GRASS CUTTING	0	0	4,300	4,300		4,300	0.0%
4118 BINS AND SEATS	0	0	500	500		500	0.0%
4128 WASTE DISPOSAL	997	2,956	6,300	3,344		3,344	46.9%
4132 BUILDING MAINT GENERAL	247	2,347	2,500	153		153	93.9%
4700 FLITWICK MANOR PARK	5	12,097	5,000	(7,097)		(7,097)	241.9%
LOCAL AMENITIES-GEN :- Indirect Expenditure	2,555	18,819	31,350	12,531	0	12,531	60.0%
Net Income over Expenditure	(2,555)	(18,793)	(29,350)	(10,557)			

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305 PLAY AREAS							
1010 PITCH HIRE	0	500	500	0			100.0%
1180 COMMUTED SUMS RELEASED TO	0	1,350	1,350	0			100.0%
PLAY AREAS :- Income	0	1,850	1,850	0			100.0%
4075 PLAY AREA/REPAIRS & MAINT.	0	1,022	6,000	4,978		4,978	17.0%
4082 Millennium Park	6,193	6,193	0	(6,193)		(6,193)	0.0%
4086 PLAY AREAS - PROJECTS	0	0	10,000	10,000		10,000	0.0%
4091 SKATE PARK	0	0	1,000	1,000		1,000	0.0%
4122 CHANGING ROOMS - HINKSLEY	16	911	3,000	2,089		2,089	30.4%
PLAY AREAS :- Indirect Expenditure	6,209	8,126	20,000	11,874	0	11,874	40.6%
Net Income over Expenditure	(6,209)	(6,276)	(18,150)	(11,874)			
306 STREET LIGHTING							
4096 Electricity - Street Lights	198	982	2,500	1,518		1,518	39.3%
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%
STREET LIGHTING :- Indirect Expenditure	198	982	3,500	2,518	0	2,518	28.1%
Net Expenditure	(198)	(982)	(3,500)	(2,518)			
311 YOUTH HUB & YOUTH ACTIVITIES							
1024 ROOM BOOKINGS	0	0	500	500			0.0%
1041 YOUTH ACTIVITIES	0	15,000	0	(15,000)			0.0%
YOUTH HUB & YOUTH ACTIVITIES :- Income	0	15,000	500	(14,500)			3000.0%
4001 SALARIES AND WAGES	0	53	2,000	1,947		1,947	2.7%
4015 UTILITIES	209	994	2,300	1,307		1,307	43.2%
4016 BUSINESS RATES	0	2,395	2,450	55		55	97.8%
4049 YOUTH ACTIVITIES	0	20,600	35,000	14,400		14,400	58.9%
4132 BUILDING MAINT GENERAL	0	1,291	5,000	3,709		3,709	25.8%
4138 EQUIPMENT & PLANT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	0	500	850	350		350	58.8%
YOUTH HUB & YOUTH ACTIVITIES :- Indirect Expenditure	209	25,833	48,600	22,767	0	22,767	53.2%
Net Income over Expenditure	(209)	(10,833)	(48,100)	(37,267)			
312 COMMUNITY INVOLVEMENT							
1038 WATERCOLOUR PAINTING	(58)	(58)	0	58			0.0%
1039 PAINTING CIRCLE	76	66	0	(66)			0.0%
1046 CHILDRENS EVENTS	0	61	0	(61)			0.0%

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1120 KEEP FIT	213	201	0	(201)			0.0%
1171 LUNCH CLUB	154	890	0	(890)			0.0%
COMMUNITY INVOLVEMENT :- Income	384	1,160	0	(1,160)			
4558 KEEP FIT	68	68	0	(68)		(68)	0.0%
4621 LUNCH CLUB	8	8	0	(8)		(8)	0.0%
COMMUNITY INVOLVEMENT :- Indirect Expenditure	76	76	0	(76)	0	(76)	
Net Income over Expenditure	309	1,085	0	(1,085)			
313 EVENTS							
1042 TEA DANCES	0	97	0	(97)			0.0%
1051 TRIBUTE EVENINGS	(160)	0	0	(0)			0.0%
1052 COMEDY EVENTS	(20)	(20)	0	20			0.0%
1072 Community Events	303	303	0	(303)			0.0%
1128 CARNIVAL	0	2,325	0	(2,325)			0.0%
1145 CLASSIC CAR SHOW INCOME	0	437	0	(437)			0.0%
1165 CHRISTMAS LIGHTS EVENTS	39	2,780	2,500	(280)			111.2%
1169 DOG SHOW	0	67	0	(67)			0.0%
EVENTS :- Income	161	5,988	2,500	(3,488)			239.5%
4000 GLOBAL EXPENDITURE BUDGET	63	370	10,000	9,630		9,630	3.7%
4036 CIVIC SERVICE/AM/CAROL CONCERT	0	0	600	600		600	0.0%
4040 IT SUPPORT	12	12	0	(12)		(12)	0.0%
4138 EQUIPMENT & PLANT	106	106	0	(106)		(106)	0.0%
4142 EVENT EXPENDITURE	18	18	0	(18)		(18)	0.0%
4147 INTERNAL CATERING EXP	0	249	0	(249)		(249)	0.0%
4148 BAR PURCHASES & TRANSFERS	0	671	0	(671)		(671)	0.0%
4200 CHRISTMAS LIGHTS	7,832	13,626	15,500	1,874		1,874	87.9%
4503 TEA DANCES	0	75	0	(75)		(75)	0.0%
4530 TRIBUTE EVENINGS	246	647	0	(647)		(647)	0.0%
4550 CARNIVAL	0	843	0	(843)		(843)	0.0%
4619 DOG SHOW	0	58	0	(58)		(58)	0.0%
EVENTS :- Indirect Expenditure	8,276	16,674	26,100	9,426	0	9,426	63.9%
Net Income over Expenditure	(8,115)	(10,686)	(23,600)	(12,914)			
COMMUNITY SERVICES :- Income	2,379	41,011	29,850	(11,161)			137.4%
Expenditure	38,346	192,672	424,681	232,009	0	232,009	45.4%
Movement to/(from) Gen Reserve	(35,967)	(151,661)					

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501 COMMUNITY LIAISON FORUM							
1190 INTEREST RECEIVED	0	1	0	(1)			0.0%
COMMUNITY LIAISON FORUM :- Income	<u>0</u>	<u>1</u>	<u>0</u>	<u>(1)</u>			
4990 Transfer from EMR	0	(3,995)	0	3,995		3,995	0.0%
COMMUNITY LIAISON FORUM :- Indirect Expenditure	<u>0</u>	<u>(3,995)</u>	<u>0</u>	<u>3,995</u>	<u>0</u>	<u>3,995</u>	
Net Income over Expenditure	<u>0</u>	<u>3,996</u>	<u>0</u>	<u>(3,996)</u>			
:- Income	0	1	0	(1)			0.0%
Expenditure	0	(3,995)	0	3,995	0	3,995	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>3,996</u>					
Grand Totals:- Income	489,808	1,073,596	1,447,634	374,038			74.2%
Expenditure	138,836	691,278	1,447,633	756,355	0	756,355	47.8%
Net Income over Expenditure	<u>350,972</u>	<u>382,318</u>	<u>1</u>	<u>(382,317)</u>			
Movement to/(from) Gen Reserve	<u>350,972</u>	<u>382,318</u>					

Monthly Budget Review – September 2020

Corporate Services

- 4022 101 Photocopier Contract – Includes £2253.88 rental charge for the whole year.
- 4023 101 Telephones – Includes £920.25 maintenance charge for the whole year and the cost of new handset for Town Clerk.
- 4056 101 Subscriptions/Licences – BATPC membership paid for the year.
- 4146 101 Business Continuity – Business Rates for the Library office paid for the year.
- 4210 102 Town Mayors Charities – This will initially show as overspent as monies for 19/20 were not c/f at Year End so balance is covered from Gen Reserves as shown 4990 102.
- 4021 101 Charge of £42.00 for 31 sacks of confidential waste shredding in July.
- 4009 101 Inflated expenditure for purchase of PPE, additional cleaning supplies and equipment to make staff and site Covid secure.

Community Services

- 4008 300 Insurance – Vehicle insurance paid for the year.
- 4132 303 Build Maint – Tractor Store alarm contract paid for the year £582.77.
- 4016 311 Business Rates – Youth Hub business rates paid for the year.
- 4140 311 Maint Contracts – Youth Hub alarm maint and key holding paid for the year.
- 4700 303 Repairs and replacement fencing in Manor Park from work in June.

Business Services

- 4016 421 Business Rates – paid for the year.
- 4040 421 IT Support – Includes bookings support package maint of £1433.25 for the year.
- 4157 421 Projects – project works will be covered by EMR shown 4990 421.
- 4009 422 Health & Safety - Ellis Whittam contract paid for the year.
- 4039 422 HR Support – Ellis Whittam contract paid for the year.
- 4025 101 Office & IT Equipment - Includes £215.20 – Agreed to be taken from General Reserves
- 4132 421 General Building Maintenance - £4135.80 moved to 4200/313 as agreed for pre-season essential electrical works.
- 4025 101 Office Equipment – Includes £363.48 – Agreed to be taken from EMR**

Committee spend for the year to 31/09/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 30/09/2020	
Corporate Services	£544,899*	£724,837		Green
Community	£394,831	£151,661		Green
Business	£150,067	£194,854		Red
(Rufus)	£35,916	£161,431		Red
Planning	£0	£0		
	£818,327	£238,425		Amber
				(will be RED)

*Annual budget for Corporate Services now includes the annual Precept.

Impact of Covid-19 on the budget by Committee:

Corporate Services: This budget should remain unaffected. It does not rely on many income streams, the only real income is from Flitwick Papers advertising which although until now has been cancelled there has also been no distribution costs.

Update: The online version of Flitwick Papers does not currently reignite this income stream.

Community Services: This budget should remain unaffected. All our regular activities have never been set a budget as they are overall planned to break even or make a small profit each year. Although we have no income there will also be no expenditure.

For some of the bigger events (for the first time) a budget of £10,000 was put in place this year – as most of the events have been cancelled only a proportion of this will be needed to offset the loss of deposits or admin fees in order to transfer booking dates (the actual figures will not be known until Officers have spent more time in the office checking but I would allow up to £2-3K). We therefore have approximately £7- 8K to use for events or activities that we may be able to accommodate, however with the uncertainty of the future of social gatherings, for the coming months known, it may be that this money remains unspent and helps to offset the certain deficit from the Business Services budget, or it could be redirected to help offset the cost of the Manor Park gates.

Business Services: As previously reported at the Town Council meeting

- Unfortunately, the loss of Rufus budgeted income between April – June is £75,000 although if we are to look at the expenditure attributed to those months last year we can deduct £8,800. **£66,200**
- Should July bookings not go ahead which at this present time seems likely a further £32,000 loss of budgeted income will occur. Offset by unspent estimated expenditure of £4,500. **£27,500**
- Should this continue into August the one silver lining is that this is our quietest month so only a further £13,000 would be lost. Offset by unspent estimated expenditure of £3,200. **£9,800**

Total estimated loss up until end of August **£103,500**. (these figures do not include reduced expenditure relating to utilities, waste collection and maintenance that occurs only when the building is experiencing normal usage)

Worst case scenario and we are unable to generate any income from Rufus, for the entire year up until the end of March, other than tenants income as currently stands would be an estimated loss of income of £300,000. Again this figure does not take in to account the reductions there would be in the cost of utilities, maintenance, cleaning, overtime etc)

The total shortfall over all budgets come Year End will need to be covered by General Reserves which currently stands at just over £586,000. This will then need to be built back up over the coming years to an adequate level.

Rufus Projects – Update

Work to the Denel ground floor toilets has now been completed.

In the next couple of weeks the builders will be moving on to refurbishment of the tenants toilets and tea points. Once these have been completed, they will start work on the staff kitchenette.

Carpets have now been fitted in the Davis, Davis Annex and Woodfield rooms.

Furniture for the Woodfield and Warrenfield is due to be delivered 08 & 09 Oct.

The car park is due to be re lined over the weekend 10-11 Oct.

Soundproofing curtain has been fitted to the Lockyer side of the bifold doors.

Health & Safety – Update

EICR (Fixed Wire Testing) – Inspection for the Hub and Tractor store took place 05 – 06 Oct. I am waiting for the full report, which will highlight any remedial work required.

We still waiting for our General Risk Assessment (GRA) and Fire Risk Assessment (FRA) reports. Ellis Whittam have assured me they will be uploaded by 09 Oct 20. Once I receive this I will produce an action plan.

The Training pathway and matrix has now been agreed by the SMT. We have identified a number of gaps, and I am currently working on some standard H&S training presentations that will be initially delivered by myself (going forward the Amenities Offr will assist with delivery).

Marketing – Update

Rendezvous Café & Bar

The dedicated Café section on The Rufus Centre website is going live this week which features four separate tiles for Café menus, drink menus, events and take away picnic boxes. The new section will give us a lot more flexibility to promote the different areas of the Café business and target social media posts to visit the relevant pages. We will be promoting the new Café section on social media and through other channels.

A separate Rendezvous Café & Bar Facebook page has been set up and the separate Facebook page is now being used on all marketing materials. We are now working on building the number of followers and likes. Key posts will still be shared on The Rufus Centre Post but the new page will enable us to push different menus, 'specials' of the day and other activities within the Cafe.

A Rendezvous Café & Bar page is now set up on Google and we have received five reviews to-date – all 5 star.

All take-away picnic box menus and afternoon tea menus, have been re-branded under Rendezvous Café & Bar.

We are now looking at marketing promotions for children's Halloween Afternoon Tea, and Christmas Breakfast with Santa and Santa's Grotto.

Friday Nights@Rendezvous

The first two Friday Nights@Rendezvous events – The Numbers on 2nd October and Motown Night on 9th October – both sold out with waiting lists. The first event with The Numbers was a great success and we received positive feedback from the band and guests on the night.

We have created a template for the Friday Nights@Rendezvous flyers which promote the main event and feature the next three events and these continue to be promoted heavily on social media. Flyers are available to pick up in The Rufus Centre reception and the Café. Flyers are also being distributed with the Over 60s Lunch Club deliveries. Events have been scheduled up to 11th December. The display at Tesco is currently focussing on the café and Friday night events.

Weddings & Civil Ceremonies

With the Government announcement that wedding numbers had to be reduced to 15 instead of 30 we launched a new promotion for an all inclusive Civil Ceremony and Wedding Reception package for £1,500. Flyers for the new promotion have been produced and promoted on social media through the website and circulated to regional wedding magazines.

Events - Update

Santa's Grotto – Plans have started to have a Santa's Grotto here at the Rufus Centre. The plan is to turn the Templefield room into the grotto, families can book in advance to see Father Christmas for £5 per child, with each child receiving a gift. This will run every Saturday from 28 Nov to 19 Dec. We will also be offering a breakfast with Santa experience on Saturday mornings in December.

Open Training Courses – We are currently working on setting up some open training courses, to utilise our meeting rooms. The plan is to book a trainer to run a course (First Aid/Fire Warden etc) and we would sell spaces on the course.

Business Services
Agenda item 9a

Occupancy Stats - September 2020

	Lockyer Suite	Davis Suite	Woodfield	Templefield	Moorfield	Warrenfield	Stocksfield					
Opportunities per room	78	78	78	78	78	78	78		Total opportunities		546	
Mon - Sat AM/PM/EVE												
Total bookings	17	9	6	2	8	5	24		Total bookings		71	13%
	22%	12%	8%	3%	10%	6%	31%					
Total FTC bookings	0	5	2	2	0	3	5		Total FTC bookings		17	
Total excluding FTC bookings	17	4	4	0	8	2	19		Total excluding FTC bookings		54	10%
	22%	4%	4%	0%	10%	3%	24%					

Occupancy Stats - September 2019

	Lockyer Suite	Davis Suite	Woodfield	Templefield	Moorfield	Warrenfield	Stocksfield					
Opportunities per room	75	75	75	75	75	75	75		Total opportunities		525	
Mon - Sat AM/PM/EVE												
Total bookings	35	32	20	23	31	23	42		Total bookings		206	39%
	47%	43%	27%	31%	41%	31%	56%					
Total FTC bookings	7	2	1	4	4	3			Total FTC bookings		21	
Total excluding FTC bookings	28	30	19	19	27	20	42		Total excluding FTC bookings		185	35%
	37%	40%	25%	25%	36%	27%	56%					

	Lockyer Suite	Davis Suite	Woodfield	Templefield	Moorfield	Warrenfield	Stocksfield					
Opportunities per room	66	66	66	66	66	66	66		Total opportunities		462	
Mon - Fri AM/PM/EVE												
Total bookings	16	9	5	2	5	5	24		Total bookings		66	14%
	24%	14%	8%	3%	8%	8%	36%					
Total FTC bookings	0	5	1	2	0	3	5		Total FTC bookings		16	
Total excluding FTC bookings	16	4	4	0	5	2	19		Total excluding FTC bookings		50	11%
	24%	6%	6%	0%	8%	3%	29%					

	Lockyer Suite	Davis Suite	Woodfield	Templefield	Moorfield	Warrenfield	Stocksfield					
Opportunities per room	22	22	22	22	22	22	22		Total opportunities		154	
Mon - Fri EVE	1	0	0	0	0	0	0					
Total bookings	1	0	0	0	0	0	0	0	Total bookings		1	5%
	5%	0%	0%	0%	0%	0%	0%					
Total FTC bookings	0	0	0	0	0	0	0		Total FTC bookings		0	
Total excluding FTC bookings	1	0	0	0	0	0	0		Total excluding FTC bookings		1	5%
	5%	0%	0%	0%	0%	0%	0%					

	Lockyer Suite	Davis Suite	Woodfield	Templefield	Moorfield	Warrenfield	Stocksfield					
Opportunities per room	4	4	4	4	4	4	4		Total opportunities		28	
Sat EVE												
Total bookings	0	0	0	0	0	0	0		Total bookings		0	0%
	0%	0%	0%	0%	0%	0%	0%					
Total FTC bookings	0	0	0	0	0	0	0		Total FTC bookings		0	
Total excluding FTC bookings	0	0	0	0	0	0	0		Total excluding FTC bookings		0	0%
	0%	0%	0%	0%	0%	0%	0%					



MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON 10 SEPTEMBER 2020
AT 7.45PM VIA VIRTUAL ACCESS

Present:

Cllr A Snape (Chairman)
Cllr K Badham
Cllr I Blazeby
Cllr P Dodds
Cllr A Lutley
Cllr J Roberts
Cllr M A Williams

Rob McGregor – Town Clerk
Jon Barkat – Rufus Centre Manager
Helen Glover – Finance Officer (minutes)
Cllr J Dann
Cllr C Thompson

Members of the public - 6

1183. APOLOGIES FOR ABSENCE

Cllr R Coleman gave apologies and has resigned from position with immediate effect.

1184. 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.

(Cllr K Badham entered at this time)

1185. CHAIRMAN'S ANNOUNCEMENTS

Meeting attendees were reminded to mute their computers if sharing the room with other persons.

1186. PUBLIC OPEN SESSION

- i. Siobhan Lee attended to raise residents' concerns on the Open Air Cinema event (item 9a). Main issues were identified as;
 - Screen position too close proximity to resident's properties.
 - Unacceptable noise levels.
 - Event continuing past 9pm.
- ii. Miss Lee confirmed a meeting has taken place earlier that day (10/09/2020) with the Town Clerk, Rufus Centre Manager and a number of residents. At this meeting it was confirmed no further Open Air Cinema events are currently planned.
- iii. Miss Lee stated that residents would like to work in harmony with Flitwick Town Council going forward.
- iv. Lynsey Gill supported the comments made by Miss Lee and felt revenue would not have been negatively impacted if the event was held at an earlier time of day.
- v. Concerns were also raised that the 'two meter social distancing' rule was not adhered to by all attendees to the event.

1187. MEMBERS QUESTIONS

There were none.

1188. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 13 August 2020.

Members received and approved as a true record, the Minutes of the Business Services Committee held on 13 August 2020.

1189. MATTERS ARISING

There were none.

1190. ITEMS FOR CONSIDERATION

a. Credit Cards

- i. Members were asked consider issuing the Rufus Centre Chef with a business credit card.
- ii. Members were asked to consider increasing the limit placed on credit cards from £2,000 to £3,5000 over both cards used in the Catering Team.

'It was **recommended** to issue the Rufus Centre Chef with a business credit card with the limit raised from £2000 to £3500 over both credit cards used by the catering team.'

- iii. It was agreed supplies would be sourced locally wherever possible.

b. Bank Accounts

Members were asked to consider opening a separate bank account for card payments from the various machines in the Rufus Centre. The Auditors have recommended this at it would make financial sense to streamline the accounting system.

'It was **recommended** opening a separate bank account for card payments from the various machines within the Rufus Centre.'

1191. ITEMS FOR INFORMATION

a. Field Events

- i. Written review provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed a meeting had been conducted with Froghill Fields residents and the Town Clerk on 10/09/2020.
- iii. Cllr Badham questioned if any comments where received from Central Bedfordshire Council prior to this event. It was confirmed none had been received.

b. Rufus Centre Café

- i. Written report provided to all Members from The Rufus Centre Manager.
- ii. The Committee thanked all staff for their hard work to make the Café a success. The Committee also recognised the decent takings received by the Café.
- iii. Cllr Blazeby questioned how the most recent Government guidelines have been adopted. The Rufus Centre manager confirmed that only bookings for up to 6 people would be accepted while current Covid-19 management laws are in place. This includes entry to the upcoming Comedy Night.
- iv. Cllr Dodds questioned how social distancing is being enforced in the Café. The Rufus Centre Manager confirmed additional signage and marker tape is being place within the Café. Customers will be prevented from moving tables within the Café.

- v. Cllr Dodds questioned how the café will enforce the Government's Track and Trace system. The Rufus Centre Manager confirmed all customers will be required to complete a Track and Trace form prior to being served. The Chairman suggested QR codes could be used to assist with the Track and Trace process.

Action Rufus Centre Manager

- vi. Cllr Dodds question how the café were adhering to GDPR with regards information provided by the public for Track and Trace. The Rufus Centre Manager confirmed that all information was destroyed after 21 days.

c. Solar Panels Update

- i. Written report provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed the 18% increase in energy costs against a predicted 8% was due to an overall increase in energy use and bares no relation to the cost effectiveness of the solar panels. It is felt benefits will been seen going forward.
- iii. The Rufus Centre Manager will produce an annual report at the end of this financial year.

Action Rufus Centre Manager

d. Phase 2 Rufus Centre Project Update

- i. Written report provided to all Members from The Rufus Centre Manager. No further comments.

e. Health and Safety Update

- i. Written report provided to all Members from The Rufus Centre Manager. No further comments.

f. Marketing Update

- i. Written report provided to all Members from The Rufus Centre Manager.
- ii. The Rufus Centre Manager confirmed a number wedding ceremonies and receptions have been with more bookings in the months ahead. Bookings for 2021 weddings have also been received.
- iii. The Rufus Centre Manager confirmed Cafe evening events would also go ahead as planned, adhering to all Government laws and guidelines.

g. Rufus Centre Income

- i. Report provided to all Members.
- ii. The Committee recognised the good income for room bookings.
- iii. The Chairman explained the delay in the PDQ income was now resolved and would be avoided in the future following implementation of the recommendations in sections 1190a and 1190b.

h. Aged Debtors Report

- i. Aged Debtors report provided to all Members.
- ii. The Chairman confirmed the tenant's rental income includes backlog recouped from payment holidays during the National Lockdown and also work completed by the Finance Team to chase Aged Debtors.
- iii. The Town Clerk confirmed credit control work is ongoing.
- iv. Cllr Blazeby suggested the Town Clerk liaise with the Ward Counsellor regarding the outstanding debt relatinf to Central Bedfordshire Council.

Action Town Clerk

- v. Cllr Dodds questioned a previous debt relating to RYE Demolition. The Finance Officer confirmed a payment plan is now in place and will be monitored.

i. Budget

- i. Budget report provided to all Members.
- ii. The Chairman confirmed that full Income and Expenditure reports were now being received by Members.
- iii. The Chairman highlighted the Business Services budget is currently in the red by approximately £35k. It was confirmed this does not include movements from the Ear Marked Reserves in relation to project spending.

1192. PUBLIC OPEN SESSION

- i. Peter Hursthouse identified his concerns following the Open Air Cinema Event and requested a copy of Rufus Centre Manager's Review.

Action Town Clerk

- ii. Amy Constance-Jones confirmed emails had been sent to Simon Joint at Central Bedfordshire Council prior to the Open Air Cinema event raising resident's concerns. No response had been received. The Town Clerk to make enquiries.

Action Town Clerk

- iii. Siobhan Lees raised resident's concerns regarding Anti-Social behaviour of groups of youths congregating on the Rufus Centre Fields after opening hours. Miss Lee intends to forward video footage of this to the Town Clerk.

1193. 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.

No items.

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.

Meeting closed at 8.20pm.