



DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 6th OCTOBER 2020
AT 7:45PM VIA VIRTUAL ACCESS

Present:

Cllr Badham (Chair)
Cllr Toinko
Cllr Dann
Cllr Dodds
Cllr Earles
Cllr Lutley
Cllr Thompson

Rob McGregor – Town Clerk
Stacie Lockey – Amenities Officer
Susan Eldred – Community Services Officer
Darren Bushby – Groundsteam Supervisor

734 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Platt.

735 DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – Cllr Badham, Toinko and Earles declared a non-pecuniary interest on agenda item 7g. Cllr Badham also declared a non-pecuniary interest on item 9b.
- (b) Non-Pecuniary interests in any agenda item – None declared.

736 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had attended the Rendezvous Café on several occasions and wanted to express what a fantastic asset it was to the Council.

Members were also advised that the Chairman had received a phone call from a resident who claimed to have been sexually harassed by a Central Bedfordshire binman. The resident raised concern that the Town Council do little within the community educating people on this matter. The Chairman asked Members to contact him if they were aware of any schemes in the local area to address matters like this. He expressed that CBC dealt with the incident in a very efficient manner.

737 PUBLIC OPEN SESSION

1 Member of the public joined the meeting.

738 MEMBERS QUESTIONS

Cllr Toinko asked for an update with regards to the Wildflower Project and the meeting with CBC to discuss a reduced mowing schedule. The Town Clerk advised that he had met with CBC and was waiting on a response.

The Chairman advised that it had been a year since the working group was formed to discuss Wildflower projects within the Community and was unsure if this had been pursued. Cllr Toinko commented that he was keen to progress this and advised that this particular scheme was part of a wider community initiative. Cllr Toinko suggested launching an appeal for volunteers via Facebook. The Town Clerk commented that it would be useful to gauge what would be expected from volunteers before advertising. The Chairman suggested an update be presented at the next meeting.

Cllr Earles queried who was responsible for Flitwick Woods due to several large trees that had fallen obstructing footpaths. The Chairman advised that this was CBC.

Cllr Dann advised new Committee Member Cllr Thompson of the various working parties if she wished to join any.

739 MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 1st September 2020.

The Chairman advised of a typo on page 4.

All Members agreed the minutes were a true recording of the meeting held on 1st September 2020 (Vote - All in favour)

740 MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 1st September 2020.

There were no matters arising.

741 ITEMS FOR CONSIDERATION

- a. **Lunch Club Day**

Cllr Dann questioned if we knew of any regular activities being held elsewhere on a Tuesday which could have an impact on the number of people attending. The Community Services Officer advised that this could possibly be the case. Cllr Dodds suggested undertaking a survey however due to time restraints this was not possible. Cllr Badham suggested this could be reviewed after a few months.

It was **RECOMMENDED** to change the Lunch Club day to the second Tuesday of the month. (Vote: all in favour)

- b. **Flitwick Festive Fun**

Cllr Thompson queried if the prize money would be for the overall winner only or for each category. The Community Services Officer advised it would be for each category.

Cllr Lutley felt it would be a nice gesture if the charities chosen were local. Cllr Thompson suggested the business category could be expanded to organisations who operate from a premises.

It was **RECOMMENDED** to hold an annual competition 'Flitwick Festive Fun' with the winners of each category being awarded £100 to a charity of their choice. (Vote: all in favour)

c. Flitwick Car & Bike Show

Cllr Toinko asked if alternative options had been investigated to be able to charge an entrance fee if the event was moved to the Millennium Park.

Cllr Dann suggested leaving the event at the Rufus Centre and utilising some of the car park as additional exhibiting space. The Community Services Officer advised that this would not be possible due to the levels of car parking space required for the event.

It was **RECOMMENDED** to relocate the Classic Car & Bike Show to the Millennium Park and investigate options to generate ticket income. (Vote: 5 in favour, 1 abstention)

d. Hedge Removal ay Hinksley Road

Members discussed the report.

It was **RECOMMENDED** to leave the hedge as it is. (Vote: all in favour)

e. Goal Posts

Cllr Dodds asked if the goal posts were movable, the Amenities Officer advised that they would be on wheels therefore could be moved as and when necessary. Cllr Toinko commented that there had been several reports of accidents with goal posts tipping forwards and asked if there was mechanism in place to stop this, this would be investigated.

It was **RECOMMENDED** to purchase goal posts with Section 106 funds. (Vote: all in favour)

f. Millennium Park Hire Structure

Cllr Badham suggested a working party be set up to discuss this matter. The Town Clerk, Cllr Thompson, Cllr Earles and Cllr Toinko agreed to be a part of this group.

It was **RECOMMENDED** that a working party be set up to discuss the hire structure of Millennium Park. (Vote: all in favour)

g. Allotment Liaison Committee Minutes

Cllr Toinko commented that any increase in fees should be in line with other services the Town Council provide such as the Burial Ground and Football Pitches.

It was **RECOMMENDED** to accept the minutes of the Allotment Liaison Committee held on 1st September 2020. (Vote: all in favour)

h. Late Grant Request

Members had a lengthy discussion surrounding the current process for grants and agreed this needed to be reviewed before considering further applications. The Town Clerk was working on a policy document which would be presented at the next meeting.

It was **RECOMMENDED** to award £250.00 to Flitwick and District Heritage Fund and review the policy before considering further applications. (Vote: all in favour)

i. Community Awards

Cllr Badham made Members aware of a pervious recommendation made at Community Services to postponed Community Awards until 2021. For the recommendation to be overturned, 3 Councillors would be required to write to the Town Clerk with their request.

Cllr Dann stated he would like to hand deliver this year's awards, with the aim of rolling out the new categories and event in 2021. The Community Services Officers commented that the new programme for Community Awards would not be ready by this time, the new format would be ready for delivery in 2022.

Cllr Dodds commented a possible solution to deliver this year's awards – Invite all nominees to the Rendezvous café, where awards can be presented by the Town Mayor in a COVID secure manner.

Cllr Badham asked Members to give any comments on the new categories to the Community Services Officer before the next Community Services meeting.

It was **RECOMMENDED** to defer the Community Awards to the next meeting. (Vote: all in favour)

j. 2021/22 Proposed Fee Increases for Burial Ground & Football Pitches

Members noted the report.

It was **RECOMMENDED** that fees for the Burial Ground and Football Pitches be increased by 5% in line with Allotments. (Vote: all in favour)

k. Youth Hub Request

Cllr Dann discussed the request further with Members and explained that due to sensitive matters being discussed at the drop-in's, alternative venues had not proved suitable. Cllr Dodds suggested a booking system for the drop-in sessions due to the current situation with COVID-19.

It was **RECOMMENDED** to accept the request for free use of the Hub to charities. (Vote: all in favour)

l. Public Realm Scheme

Members noted the documentation circulated.

It was **RECOMMENDED** to consider the Public Realm scheme in principle once further details had been obtained. (Vote: all in favour)

m. Action Log

The Chairman agreed to meet with the Deputy Town Clerk to remove some of the items on the action log that were no longer appropriate.

n. Environment Agency – River Monitoring Programme

It was **RECOMMENDED** that permission be given to the Environment Agency to carry out the River Monitoring Programme. (Vote: all in favour)

742 ITEMS FOR INFORMATION

a. Budget

To note the Community Services Budget – No Comments.

b. Community Services Report

Cllr Dann questioned why Christmas Lights were being erected at Brookes Road shops and understood from previous discussions that the display be kept to the centre of Town. The Community Services Officer advised that this area had always been included in previous years.

Cllr Thompson commented that the Macmillan Coffee Morning had been very successful and asked if the Christmas Market was still going ahead in light of the current government guidelines. The Community Services Officer advised that at the present time it was hoped the Market would still take place however confirmation from CBC was required.

c Grounds Team Report

Members noted the report produced by the Grounds Team Supervisor.

e Manor Park Gates

Members noted the update regarding Manor Park gates.

743 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**.

The member of the Public did not wish to speak and left the meeting at this time.

744 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 **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 21.13



FLITWICK TOWN COUNCIL

Report to Community Services 3rd November 2020: Community Awards

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Due to COVID-, the 19 Community Awards 2020 was postponed until April 2021

The Community Awards category criteria was presented at Community Services in October. Community Awards was deferred to Community Services in November for further discussion.

Introduction

Since COVID-19 the Community Services Team & the Deputy Town Clerk have been re-evaluating all Flitwick Town Council events. This has led to a number of events being re-launched with a new look, a different format and a change of focus.

The Community Services Team have been working on re-launching the Flitwick Community Awards. This includes extending the categories with guidance for each category criteria, new Terms and conditions, a clear documented strategy of the running of the event and new marketing.

Cllr Dann & Cllr Badham have been working with The Community Services Team in regards to setting the new categories and criteria. (Appendix: 001)

Additional Matters

Additional information regarding the Term & Conditions, the event strategy and marketing will follow at a later date for Members to note.

Recommendations

1. To consider the new categories and criteria for Flitwick Community Awards 2022
2. To consider hand delivering awards to all 2020 winners and nominees.
3. To consider holding a Community Awards evening in 2021 for all winners and nominees from 2020
4. To consider the new Community Awards format to be launched in November 2021 for an Awards evening in April 2022
5. To consider inviting all nominees to the Rendezvous Café at a set time and date. Awards can be presented by the Town Mayor with a socially distance photo in the car park. (Subject to Covid restriction and CBC guidance on the confirmed date)

Susan Eldred
Community Services Officer

Flitwick Community Awards

Young Volunteer (Under 25)			
<p>Awarded to an individual under the age of 25 who supports causes or individuals to improve the wellbeing of the community. Someone who has volunteered their time or abilities to enhance Flitwick or enable others.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria –</p> <ul style="list-style-type: none"> • Identifies the young person is a resident in Flitwick or that they contribute to Flitwick through their actions. • That the young person has volunteered their time and skills to a club, group, school, local project or community. • An individual who volunteers their time or skill set to enhance the wellbeing of Flitwick residents. • An individual who volunteers their time without financial gain. • That the person that has been nominated is under the age of 25. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Volunteering for a non-profit organisation such as Scouts, Widows Club or Royal British Legion (RBL). • Volunteers for a charity in Flitwick. • Volunteers to assist other individuals. • Volunteers to support a local organisation / business. 			

Volunteer (Over 25)			
<p>Awarded to an individual over the age of 25 who supports causes or individuals to improve the wellbeing of the community. Someone who has volunteered their time or abilities to enhance or enable others.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Identifies the individual is a resident in Flitwick or that they contribute to Flitwick through their actions. • Has volunteered their time and skills to a club, group, school, local project or community. • An individual who volunteers their time or skill set to enhance the wellbeing of a Flitwick resident or wider community. • Gives their time without financial gain. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Volunteering for a non-profit organisation such as Scouts, Widows Club, or Royal British Legion (RBL). • Volunteers to support a local organisation / business. • Mentoring people within the Flitwick community. 			

Contribution to the Environment			
<p>Awarded to an individual or group who, through their actions, helps or improves an environmental aspect of the community of Flitwick.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Individual/ group/ business that reside in Flitwick or make a significant impact in the area. • Evidence that the community of Flitwick's environment benefits thanks to their actions. • Identified who has benefited from the actions of the individual or group. • Identified the length of the impact. 			
<p>Examples –</p> <ul style="list-style-type: none"> • Group or individual that helps to keep Flitwick well maintained through litter picking or a similar contribution. • A business that invests in an environmental aspect such as using recycled materials, solar energy or electronic vehicles. • A group that works outdoors to plant trees and or flowers to improve the environmental impact of Flitwick. • An individual, group or business that trains people to better understand the environmental implications of actions to increase knowledge and understanding. • Examples of good environmental and sustainability practice within a business. <p>Evidence of any staff training, motivation or reward and customer/community involvement promoting environmentally friendly business practices.</p>			

Contribution to Wellbeing			
An individual or group that work towards the wellbeing of either an individual or group.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • The individual or group identified are resident in Flitwick and their actions continually enhance the wellbeing of others. • If the individual is a professional Carer that they go beyond their job role to benefit the community and or individuals. • If the individual is in the capacity of caring for a relative, then it is established that they go above and beyond the general caring duties. • Fundraising for the local community to better advise or assist in the care of Flitwick residents. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • A wellbeing group that assists in the training of individuals to increase awareness and/or wellbeing. • An individual who identifies a need and works towards improving the quality of life of a resident or group. • A group / individual that works in the community that promotes healthy living such as a keep fit group that offers online free training. 			

Love Where We Live			
Awarded to a group or individual who make Flitwick special through their contribution. This award is to celebrate what is great about Flitwick and the people that live or work here .			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Evidence of creative impact on the community. • Community engagement and inclusive participation. • Effective measurement of the campaign, with evidence of reach and impact. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • An individual or group who has created an ongoing community action which benefits the wider community of Flitwick. • An individual or group who has made enhancements to Flitwick through their actions. 			

Community Minded Business			
Awarded to a business that uses their resources to enhance the wellbeing of Flitwick's Community through their dedication to contributing either physical or financial benefits.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • The business is either situated in Flitwick or, if located outside the boundaries identifies, and contributes to Flitwick. • There is no minimum business size and the Business does not have to be established, as long as the benefit to the community is expressed in the nomination. • The impact that they have and reasons why the business has developed a programme within the community is identified. • Evidence that it makes a real difference in the community, either through working in partnership with a charity/social enterprise/school/youth club or similar community aspect. • Evidence that employees are engaged in the community either through volunteering and/or in-kind contributions. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • A company that supports the community through financial awards/ sponsorship events • A Company that gives colleagues time within their roles to volunteer for the community. • A company that offers its services voluntarily to support the community. 			

Local Group			
Awarded to a local group that has made a significant positive impact through their actions to the Community of Flitwick.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Is a voluntary or community group that Inspires and motivates others • That the group solves local needs or adds benefit through actions. • Is a voluntary or community group or organisation 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Creating a Sensory garden that is available for the Flitwick residence to visit volunteer within. • Offering free education or training to a set group or wider community. • Offering support to individuals or the wider community. • A space in the local community that works in creating a community accessible space. 			

Local Organisation			
<p>Awarded to an Organisation that is established in Flitwick or, if a global country wide organisation, the local branch identifies a need in the area and works to achieve a positive impact.</p>			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • Inspires and motivates others. • Is a voluntary or community organisation with set organisation parameters and guidelines. • That the group enables new skills to be learnt and offers opportunities for people to engage in tasks/ skill sets that would not be available to them should this group not be available. 			
<p>This could include but is not limited to -</p> <ul style="list-style-type: none"> • Uniformed groups • St Johns Ambulance 			

Lifetime Achievement - Rowland Thomas Award			
An individual who has a continual history of supporting Flitwick over a sustained period of time or has made various contributions through their lifetime that benefit Flitwick.			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria:–</p> <ul style="list-style-type: none"> • The individual is a resident in Flitwick. • That there is evidence of exceptional commitment and continued support to Flitwick through their timeline. • That there has been no financial gain to the individual due to their contribution. • Made an outstanding contribution 			
<ul style="list-style-type: none"> • An individual who has continually helped friends/ neighbours through their lifetime. • An individual who has taken on a voluntary role over many years. • An individual who has raised funds through various activities for charity or community groups over time. 			

Local Hero - Stephen Mitchell Award			
<ul style="list-style-type: none"> • An individual who is truly an unsung hero that goes out of their way to help others through their actions. They have made a vital contribution to Flitwick. 			
<p>The Panel is to take into consideration whether the contributions cited in the Nomination meet the following criteria: –</p> <ul style="list-style-type: none"> • An individual who has given time to enhance the life of others through their dedication to Flitwick. • Recognition of significant service made to the community. • The services undertaken are made in the capacity of a volunteer and are not paid employment. • That the information given supports that the individual is identified as either showing courage, outstanding achievements or noble qualities. • A pillar of the community that leads by example in being the best they can be. 			
<ul style="list-style-type: none"> • An individual who combats diversity within Flitwick. • A person who is valued in the community for being a support for others. • An individual who has saved others through their actions. 			

FLITWICK TOWN COUNCIL

GRANTS POLICY

Flitwick Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Flitwick as a place to live and work.

Grants from town and parish councils are usually made under the powers given to them by s137 Local Government Act 1972, which places a statutory limit on the total amount that can be given by the authority in any one year (for 2020-21 this was £8.32 per elector). It also limits the giving of grants solely for purposes that:

- bring a direct benefit to all or some of the inhabitants of Flitwick, and
- is commensurate with the direct benefit the inhabitants receive.

However, under the powers of the Localism Act 2011, the Town Council has adopted the General Power of Competence. This removes the cap and restriction in the amount that can be given in grants, and the purposes for which the grants can be given. However, there are still some statutory restrictions (i.e. grants to the Church) that the Council is still required to observe, and s137 is still a useful benchmark against which to assess applications.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards its vision and aims for Flitwick.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

Though there are no limits to the size of organisation which may apply to the Council, grants are normally targeted at local voluntary and community organisations where a grant can make a significant difference. The Council would like to see applications that engage local people and encourage them to participate at all levels in groups and organisations

The Town Council will delegate authority to the Community Services Committee to make recommendations on grant applications in accordance with this Grants Policy.

Organisations have an opportunity to apply for one of the following grants:

1. Community Projects

This is either for a Town Council initiative or an initiative that is beneficial to the Town but must help the key infrastructure of the community.

2. Community Events

The event must be within the community. It can be for ongoing costs, but proof that there was a definite need will have to be attached to the application, including details of appropriate insurances.

3. Vision and Aims

It is the intention of Flitwick Town Council to:

- Enable people to take opportunities that would otherwise not be available to them.
- Meet identified needs of disadvantaged people from communities of interest or place.
- Involve local people in improving their community.
- Reflect the concerns and priorities of people living and working in the area.
- Address emerging needs and explore ways of addressing those needs.

4. Requirements for Grant Applications

- Organisations applying for a grant must be not-for-profit or have charitable status.
- Where possible the Town Council would expect any applicant to demonstrate how financial sustainability can be achieved.
- The Committee will consider each grant application on its merits.
- Applicants may seek a meeting with Town Council officers to discuss the application prior to the formal grants process being entered into.
- The Town Council must be credited in any publicity arising from the award of a grant.

5. Process

The grants budget is set annually as part of the general budget setting process.

The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.

Subject to funds being available, applications may be made in November of each year. Any unused funds from the November grants round will be used for ad hoc grants received in the remainder of the financial year.

Applicants must complete the application form (available to download from the website) and return it to the Town Clerk.

The Community Services Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website).

Applicants may attend the Community Services Committee meeting to speak in support of their application and answer questions.

Organisations must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.

All applicants will be advised within two weeks of the Community Services Committee's decision.

The Community Services Committee's decision is final.

Grants will be paid on the 1st of April the following financial year and ad hoc grants after that date.

Successful applicants are required to complete a grants feedback questionnaire (available to download from the website) no later than six months after the award.

6. Criteria

General Criteria

Applicants must be based and operating in Flitwick.

Applications may be considered from national organisations if they have a significant presence in the area of benefit and any grant made would be of direct benefit to people locally.

The Council will not normally make grants to individuals but may pledge to do so in exceptional circumstances or to provide an opportunity that would otherwise not be available to them.

Four categories of grants will be considered:

- Small Grants of up to £500
- Large Grants of £501 to £5,000
- Individual Grants of up to £1,500
- Revenue Grants of up to £10,000 the Council may consider grants above these limits, but this will be considered at Full Council.

Organisations can only apply once in any financial year and will normally wait for a full twelve months before applying again to ensure every organisation has an opportunity to benefit.

Applicant groups need not be registered charities but need to have a constitution that sets out what they do and that demonstrates their charitable purposes.

Applicant groups should have a management committee or similar.

Applicant groups should have a bank account in the name of the organisation with at least two signatories to authorise cheques. If a group does not have a bank account, the Council may agree to pay a grant to another bona fide organisation to hold on its behalf.

Applicant groups should demonstrate their ability to manage their finances prudently.

The Council will avoid duplication of funding. Where Flitwick Town Council is already providing funding for particular types of activity, it will not normally consider funding community groups and local organisations which are primarily duplicating this activity.

Successful applicants must be prepared to participate in any publicity requested by the Council within reason.

Small Grants Criteria

Revenue funding applications will be accepted.

Large Grants Criteria

Revenue funding applications will not be accepted.

Individual Grants Criteria

Individual pledges will need to be match funded by the individual, unless the majority of funds have already been raised.

Revenue grants are available to community organisations which provide a significant service to the community.

They are given to support the group's normal running costs and can also be used to fund salaries or for match funding to other funding bodies.

Groups wishing to receive a revenue grant need to complete an application form and provide additional supporting information, (see application form for more information).

A Council representative may hold a meeting with the group to discuss its needs and the level of Town Council support requested.

Revenue grant funding will only be awarded for one year and should not therefore be budgeted by any organisation on an annual basis.

Applicants may be asked to sign a funding agreement.

Exclusions

The Council is unlikely to fund the following:

General appeals

Statutory organisations or the direct replacement of statutory funding

Political groups or activities promoting political beliefs

Religious groups promoting religious beliefs

Projects with no community or charitable element

Medical research, equipment or treatment with no community or charitable element

Animal welfare

Applications will not be retrospective

Organisations with 12 months reserves (not otherwise designated)

In general, vehicles, conferences, and exhibitions will be given low priority. In exceptional cases vehicles may be considered if the vehicle is being used by the broader community, such as through Community Transport schemes.

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	
Name and address of person making the application on behalf of the organisation.	
Position held in organisation.	
Telephone contact details.	
Email address.	
What type of organisation are you.	Please tick relevant organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Exempt or excepted charity registered with Inland revenue. <input type="checkbox"/> Community Group/Club/Society <input type="checkbox"/> Other please specify -----
When did your organisation start.	Month: / / Year: / /
Do you have a website that you would like to link to Flitwick Town Councils website.	Yes: No: Please provide URL
What are the aims of your organisation.	
What is the name of the project you are applying for.	

Project start and end date.	
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Financial Information

Total Cost of the Project.	£
Amount of Grant requested.	£
Other Sources of Funding.	
Have you applied for a grant for this project in the last twelve months.	
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Sort Code: Account Number:

About the Project

Please tell us about your project (Max 100 words).

What are the projects aims. (Max 300 words)
How is financial sustainability being achieved. (Max 300 words)

**How will the community benefit from the project.
(Max 300 words).**

How many people will benefit from the project.
Are you partnering with other Flitwick Groups.
How will you know if your project is a success, what will you measure it against.

Additional Information Required for Revenue Grant Applications

RMGc Policy – Grants

Draft October 2020

Review Date -----

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation,
describe the services /activities you plan to provide.**

How often does your management committee meet.

How many staff work for the organisation.

Paid:

Volunteers:

**Please let us know of any recognised quality standards that your organisation holds or
is working towards.**

What will the key milestones be for the organisation.

<i>Please complete the activity table below.</i>			
Key activity			Date
Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) Typed entries are acceptable for email applications
Date:	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick. (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative, if so, please explain those here.

5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant) Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



FLITWICK TOWN COUNCIL

Report to Community Services 3rd November 2020: Flitwick Christmas Market

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

On 1st September 2020, the Community Services Committee made a recommendation to plan a Flitwick Christmas Market. The market will be held on the Village Hall car park for six Sundays throughout November and December.

The Market will be open to the public from 10am-2pm. All traders will have pre-booked stall pitches and supply their own gazebos, tables, chairs and hand sanitiser. All traders have been asked to supply copies of their Public Liability Insurance, Risk Assessments and Food Hygiene Certificate (where applicable).

When the recommendation was made by the Community Services Committee on the 1st September, it was suggested that one member of staff would be needed to attend each Sunday Christmas Market.

Introduction

Due to a change in Government guidance, the Flitwick Christmas Market is now only able to accommodate a maximum of 16 pitches per Sunday and not 25 pitches as previously stated.

The Government has placed the responsibility of enforcing COVID-19 restrictions onto local authorities. Central Bedfordshire Council has also shared its own COVID-19 restrictions/guidance with regards to holding outdoor events such as markets.

As requested by Central Bedfordshire Council a full Risk Assessment and COVID Risk Assessment has been supplied to Central Bedfordshire Council's Safety Advisory Group for the Flitwick Christmas Market.

A member of Central Bedfordshire Council's Safety Advisory Group informed the Community Services Officer via a telephone conversation on Monday 19th October 2020 that further restrictions on outdoor markets being held within Central Bedfordshire had been put in place. These restrictions would include: (These restrictions are in addition to the basic rule of 6, face coverings, social distancing and hand sanitiser).

- A strict one-way system around the market
- A separate entry and exit point to the market

- A manned entry and exit point at all times
- Minimum of two people 'marshalling' the event at all time, to ensure restrictions are being followed
- Track & Trace to be in place at the entry point
- Pitch spaces must be 2m apart
- Car parking spaces must be blocked out so two cars cannot park next to each other
- A minimum of four people should be working the event
- Total capacity of people within the market must be limited, depending on the space available
- Surface markings for social distancing
- NHS Track & Trace QR code on all stalls
- Terms and conditions and Event Policy must be signed by all traders
- Encourage contactless payments where possible
- No alcohol to be sold on site (including mulled wine)
- A member of Bedfordshire Police or a Central Bedfordshire Council representative will be attending each Sunday

Central Bedfordshire Council has advised that should the correct restrictions not be in place, or if restrictions are not being followed correctly, Flitwick Town Council are liable for a £10,000 fine, as the event organiser.

The Community Services team recommend the planned Flitwick Christmas Market go ahead, following all restrictions set out by Central Bedfordshire Council.

Additional Matters

All paperwork, including a COVID Risk Assessment, Risk Assessment, Terms and Conditions and the Event Policy have been supplied to Central Bedfordshire Council's Safety Advisory Group. All recommended guidance has been included within the documents supplied.

Central Bedfordshire Council can cancel the planned Flitwick Christmas Market at any time.

Recommendations

1. To consider the recommendation by the Community Services Officer to continue with the Flitwick Christmas Market.
2. To consider cancelling the planned 2020 Christmas Market.

Susan Eldred
Community Services Officer

Hello Stacie,

I have been given your name as an initial point of contact to see if my wish can be allowed.

I am a UAV operator, currently training for A2coc and GCV course to allow me to fly for commercial operation from January 2021. Ref <https://www.uavhub.com/products/gvc-pfco-a2-cofc-complete-bundle>

In other words make money from flying drones.

As part of this I am required to build up to a very high standard of flying skill, and I am looking to practice. The purpose of this e-mail is to enquire about the use of Flitwick Manor.

My understanding is that I can use Flitwick Manor as it is public access land, providing there are no by-laws that forbid the use of the park for this purpose. I understand that there are no by-laws in place at the moment.

None the less, I would like to double check this with the Town Council, as after all they own the park, and another law says you must have land owners permission (to be fair this relates to private land).

I places some attachments –

- 1 – Insurance cover on public liability £12m
- 2 - confirmation of my Civil aviation authority to fly and operate drones. – I had to pass an online test for this as part of the process.
- 3 – Drone code – which out lines the law that I must follow. Stating that I must stay 150m away from built up areas, and 50 meters from members of the public. – it is my responsibility as an operator to observe this.
- 4 – a snap shot from google maps – I have highlighted the 150m away from all buildings that I am aware of and highlighted potential operating areas.

I'll add that there is no restricted airspace above Flitwick.

I would appreciate you input and guidance

Kindest Regards

Greensand Champions

The Greensand Trust in partnership with Greensand Country is putting the "Green into Greensand" and looking for Greensand Champions - groups or individual young people who are doing something amazing for the Greensand Country environment. We'd love to hear what young people are doing and give them the recognition they deserve as our 'Greensand Champions'.

Our aim is to celebrate positive environmental action, support the achievements of those young people doing great work and challenge ourselves and others to do more - together we can really make a difference and help improve our local environment.

What's a Greensand Champion?

A Greensand Champion could be, for example, someone who:

- Offers **ongoing support for a local environmental group or cause**
- Undertakes **proactive habitat enhancement** in the Greensand Country landscape area taking action against climate change
- **Understands, campaigns and shares information** relating to the unique Greensand Country landscape and its vulnerability to climate change and other factors

Here's a list of ideas of what makes a Greensand Champion.

General Award Categories

Anyone from Greensand Country can become a Greensand Champion - entries are open in the following three categories:

- Individuals aged 10 and under
- Individuals aged 11 – 18yrs
- Groups e.g. schools, uniformed groups, youth groups

One overall winner will be chosen in each category by a panel of judges and named as Greensand Champion overall winners in March 2021.

Applications or nominations for the 2020 Greensand Champions scheme must be submitted by **end January 2021**. If we feel you are a Greensand Champion we'll send you a Greensand Champion digital certificate.

You'll also join the Greensand Champions digital 'Hall of Fame' which we hope will inspire others and the first 100 applicants will be able to collect a free Greensand Champions seed bomb as a reward (you will be notified).

You can nominate yourself or someone you know by filling in **this form**.

Please return the application form by email to: champions@greensandtrust.org

Proposal: that FTC welcomes the launch of the Greensands Champion scheme and resolves to publicise it in the Flitwick Papers, through social media posts, and on noticeboards.

Summary of Wildflower actions taken to date for November 2020 Community Services

Bee Kind (October 2019)

An over-arching name for a number of complimentary nature and ecological projects/schemes, this was presented by RM, a resident, to Community Services in October 2019 (see minutes item 588:)

Cllr Mackey suggested he would propose a motion to CBC for funding

Cllr Dann suggested incorporating the planters that are to be installed around town

Cllr Lutley suggested a Flitwick Papers article calling for volunteers

Cllr Toinko mentioned learnings from similar projects

A Working Group was formed of RM and Cllrs Mackay, Dann and Toinko was formed and did not subsequently meet formally.

In the following months the main sticking point proved to be obtaining agreement from CBC to designate any of their maintained grass verges as being set aside for wildflowers, and have CBC contractors take these areas into account when mowing.

The pandemic then caused matters to take a back seat.

Wildflower corridors / reducing mowing (Community Services August 2020)

Following a discussion of some background info, during which Steppingley Road ditch and the land bordering the south edge of Station Road was suggested as being among FTC-managed sites that could be laid to wildflowers, the following recommendation was made (and accepted at the subsequent Council meeting):

Proposal:

1) FTC is pleased to note that much of Flitwick lies within an area designated as a 'B-Line' wildlife corridor by the national charity Buglife, and **resolves to promote the growth of wildflowers within and around our town.**

2) FTC calls on **CBC to revise its mowing schedule** to benefit wildlife and wildflowers in line with a **'cut and collect' approach of reduced mowing frequency** of suitable verges and grassed areas, resulting in increased biodiversity and substantial cost savings.

3) FTC will help to communicate and promote these initiatives to residents, to assist with public understanding and support, including inviting volunteers to help maintain wildflower areas beyond those that CBC agree to support.

Town Clerk's Report to Community Services (September 2020)

At the subsequent Community Services meeting the Clerk's report identified five areas under FTC management, totalling 5,490m² and ranging between 2 metres and 5 metres in width:

1. Rufus Centre field, ditch, hedgerows
2. Steppingley roadside
3. Millennium Park
4. Station Road
5. Hinksley Road, green space

Seed cost to cover all the above areas was expected to be in the £900 - £1600 range and quotes will be sought for the Spring

Additionally Town Clerk met with CBC Highways on 29th September

Next steps for discussion:

To pursue the reduced mowing schedule, and cut-and-collect mowing, with CBC. This would result in perhaps six cuts per year, allowing dandelion and clover to flower and set seed in between mowing.

To progress with obtaining CBC Highways approval to designate specific sites for wildflowers, to be actively seeded/planted by volunteers. We should also establish whether it's more practical to get a general agreement in principle to the broad idea first, or identify suitable sites that have nearby volunteers keen to start and then take these to CBC one at a time.

Cllr Toinko / Working Group to walk/view the FTC sites suggested above to consider what preparation will be necessary, and what can be done by volunteers to reduce pressure on FTC grounds team.

To consider / seek advice on whether plant plugs would be a cost-effective way to kickstart planting on FTC and/or CBC sites along the timescales that these are likely to be agreed, the idea being that volunteers grow these from seed over winter rather than purchase them as plugs.

Working Party to consider what other inputs are necessary, for example, we may wish to place laminated information sheets on posts near to planted areas.

Working Party to consider what other elements of the original Bee Kind proposal can be carried forward, for example Tree Walks, or tree planting, and bring these to future Community Services meetings.

Example newly-planted area in Ampthill:



Monthly Budget Review – September 2020

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.

Committee spend for the year to 30/09/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 30/09/2020	
Community	£394,831	£192,672	£38,346	Green

Impact of Covid-19 on the budget:

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.

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

Month No: 6

Community Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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%
Net Expenditure	(20,029)	(118,817)	(282,531)	(163,714)			
301 BURIAL GROUNDS							
1004 BURIAL GROUNDS	643	8,412	12,000	3,588			70.1%
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)			

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

Month No: 6

Community Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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)			
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)			

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

Month No: 6

Community Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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%
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%

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

Month No: 6

Community Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	<u>8,276</u>	<u>16,674</u>	<u>26,100</u>	<u>9,426</u>	<u>0</u>	<u>9,426</u>	<u>63.9%</u>
Net Income over Expenditure	<u>(8,115)</u>	<u>(10,686)</u>	<u>(23,600)</u>	<u>(12,914)</u>			
COMMUNITY SERVICES :- Income	2,379	41,011	29,850	(11,161)			137.4%
Expenditure	<u>38,346</u>	<u>192,672</u>	<u>424,681</u>	<u>232,009</u>	<u>0</u>	<u>232,009</u>	<u>45.4%</u>
Movement to/(from) Gen Reserve	<u>(35,967)</u>	<u>(151,661)</u>					
Grand Totals:- Income	2,379	41,011	29,850	(11,161)			137.4%
Expenditure	<u>38,346</u>	<u>192,672</u>	<u>424,681</u>	<u>232,009</u>	<u>0</u>	<u>232,009</u>	<u>45.4%</u>
Net Income over Expenditure	<u>(35,967)</u>	<u>(151,661)</u>	<u>(394,831)</u>	<u>(243,170)</u>			
Movement to/(from) Gen Reserve	<u>(35,967)</u>	<u>(151,661)</u>					



Flitwick Youth Work – July – September 2020 Report

Overview

The Hub has remained closed for the majority of the summer, but good weather has enabled us to deliver a huge number of successful detached sessions. This has allowed us to form relationships with new groups of young people, maintain relationships with those young people already known to us and ensured that we have been able to maintain contact with some of the more vulnerable young people we come into contact with.

We have also continued to engage with young people by, text, whatsapp, phone calls and in virtual youth clubs.

The guidelines from the National Youth Agency (previously at Red) were down graded to Amber during August. The guidance remains at Amber and youth work is now classed as an essential service.

At the current time the advice for delivery of youth work is:

- Online and digital youth services
- Detached/outdoor local youth services (consistent with social distancing guidelines)
- 1-2-1 sessions
- Small group sessions delivered indoors (consistent with social distancing guidelines)

In order for this delivery to take place it must be ensured that:

- **COVID Secure venues required**
- **Max bubbles of 15 (+ youth workers and staff)**
 - **Face coverings required for ages 11+**
 - **Social Distancing required of 1 metre plus**

This guidance was last updated on 8 August but is under weekly review and may vary in different areas in local lockdown.

(The link to the full guidance is: [nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf](https://www.nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf))

We have carried out a robust risk assessment and have certified the Hub as 'Covid-19 secure'. We are operating 'bookable' sessions on Wednesday / Thursday evenings as we can only safely accommodate 6 young people at one time. On entry we take young people's contact details, temperature and request they sanitise their hands on entry and exit. Face coverings are mandatory everyone aged 12 years and above.

Age group 16+

We maintain a connection with this group and catch up with them when carrying out detached sessions, however we have advised that they are now too old to access the Hub (they are now all 18+). They were disappointed but are gradually 'weaning' them away. It is unfortunate that they isn't really anywhere else for them to go or do, which leaves little option but gathering together in their cars.

Monday evenings – 13-15 years

The Monday evening youth group continued to meet virtually on zoom throughout July and August and were the first group to move back into the Hub. They had been asking for many weeks to meet face to face and we arranged an 'afternoon tea' the week before they returned to school. They really enjoyed just being back together again and meeting face to face. We have reinstated our Monday evening sessions and the young people have attended each week. The majority of the group say they appreciate being able to meet again to chat informally, particularly as school is now a lot more structured and 'not as much fun'. We are using this time to allow the group to chat and are also working on a project for National Youth Work Week, which this year is 2 – 8 November.

Wednesday / Thursday Evenings

Wednesday's are now available for young people to book in groups of 6. We are encouraging bookings from school years 9-12. (13-17 years). We are also offering free 'takeaway' toasties for anyone who turns up at the Hub, to allow us to chat and catch up with them whilst they wait.

Thursday evenings have also re-opened for Juniors, again these sessions are bookable in advance, we are encouraging bookings within their school year bubble at the current time.

Both evenings will be reviewed on a monthly basis and numbers allowed access at any one time will be increased as soon as it is safe to do so.

Detached Sessions

We have continued to carry out 2 detached sessions per week throughout July, August and September. In line with national guidelines we are offering support and guidance for those young people who request it and reinforce government guidelines in relation to Covid-19. We have been talking to young people about the rule of 6, a rule which very few young people are adhering to, mainly because they and don't think it makes sense when they have been in a classroom with each other all day. We have spoken at length about how tighter restrictions could be brought in if we don't adhere but they feel that this doesn't really affect them. We have continued to cover the geographical areas covered in the last quarter, with the exception of the Leisure Centre, which since re-opening has not attracted the numbers of young people who were previously congregating there to chat and skate.

- Beaumont Park and the railway bridge
- The area around Woodlands school
- The alcoves behind the shops opposite Tesco
- Millennium Rec / Skatepark
- Hinkley Park

In general young people seemed receptive to our visits and have chatted openly. In the main, they seem pleased to be returning to school and college.

During August we were also joined on one of our detached sessions by Councillor's Keith Badham and Andy Snape. We met with several groups of young people who were happy to chat and talk about activities they would be keen to see for young people in Flitwick with basketball hoops, skatepark lighting and a shelter requested by many of the young people we spoke to.

'Chill Hub' – Asperger's Group

The Asperger's group has continued to meet on zoom over the summer. Many of the group members are particularly anxious about coronavirus and how it affects them and many also struggle to wear masks. However, this has caused further isolation as they feel uncomfortable boarding public transport or entering shops without a mask in case they are challenged.

We were really pleased to be able to open the Hub for the group in September and will continue to meet face to face once a month whilst maintaining our zoom meetings as well, with the aim of reducing the isolation the members are feeling. Several members are struggling to find employment and those in college are unsure how they will complete their course without the work experience element that is required.

Woodlands School

We were contacted by Woodlands to ask if we were able to support 4 of their students who had been identified as being particularly anxious about their transition to upper school. We arranged a series of 3 workshops to cover resilience, worries about upper school, general worries, confidence and self esteem and covered these through a range of activities including, a rocket launch, graffiti art and building a bamboo shelter. We spent time during each session exploring their worries and offering strategies to work through their concerns.



We will continue to support the group as they return to school primarily by text. One of the group celebrated his birthday on Monday, 7th September and asked if we could host an online art session on this day for everyone to catch up. We held a catch up for the group at the end of September and they were relatively well settled in school and most importantly happy. We have arranged a further catch up in half term and are taking the boys Go-Karting.

Feedback from young people is that they feel a lot less anxious about their move following the workshops and feel better equipped to deal with feelings of anxiety. Parents have reported that their children appear more relaxed and at ease with the transition.

Response received from parent when asked how their twin boys were getting on in their return to school

Hi Wendy / Pete

They have done really well this week and enjoyed their first week at Redborne. Thank you for all of your support and kindness over these last months. It has made a real impact on helping them on their return.

Locality Meetings / Networking

We have continued to attend the following meetings 'virtually'

- West Mid Beds locality meetings: Attended by a range of professionals to discuss support and resources available throughout the West Mid Beds area for families and young people
- BRIF (Building Resilience in Families): Meetings attended by professionals from across West Mid Beds. Families and young people requiring support can be referred and the best path forward is discussed.
- Youth Work Tactical Meetings: Attended by Central Beds Youth Services and other youth engagement professionals across Central Beds. These meetings have been used to share best practice and share information as the pandemic occurred.
- Youth Worker Meetings: Attended by youth workers working on projects across Central Beds to share best practice and talk about projects they have been running.

Funding

- We secured funding from team BEDS&LUTON which has been added to funding secured from the PCC by Flitwick Town Council to purchase and install basketball hoops. Part of this funding is also to provide 6 basketball coaching sessions to young people
- We secured a further £500 from Tesco 'Bags of Help' and are using this money to run art activity sessions which has included graffiti art and a project to produce a board of mini paintings depicting how young people envisage Flitwick 2020

Priorities Q3

Our priorities for Q3 are to engage as many young people in the Hub as possible. As well as young people being able to book ahead to use the Hub we are also offering free 'takeaway' toasties on a Wednesday evening, this is to encourage young people, particularly the more vulnerable to come over to the Hub to chat and keep in touch.

We are also exploring some ideas for groupwork including a girl's group and a resilience building group for young people aged 15-16 years with ASD.

Case Study

T was referred by school as they felt he may struggle with transition into senior school, particularly as he had missed out on the normal transition days run by school. T had also been scheduled to attend additional days to ease his anxiety.

T was offered support through 3 groupwork sessions with 3 other boys who attended the same school. Activities were planned to encourage him to engage and allow him to talk through any concerns and worries he may have about starting a new secondary school.

T engaged in all activities graffiti art, T shirt painting and building a bamboo dome. Throughout these activities he showed a lot of bravado, but it was clear he was nervous, and it was a front. As the group progressed, his concerns started to surface: where would he eat in his new school, will there be a room for him to go to when he feels overwhelmed, will he get on with his new teacher, will there be support for him, will he get lost. We discussed all these points as a group with the young people largely offering up their own solutions to each other, of which T was part of. By the time of the second meeting T was more relaxed, much of his bravado had gone, but was replaced by what might be described as catastrophising thinking - he was concerned about others in his locality and crime and then spoke about Covid-19. He seemed very concerned about this. He was however easily reassured with just a few words, and then would go back to talking to his peers and engage in the activities. During the final session T made it clear that he was very keen to continue with the group, he clearly enjoyed it and wanted more. He requested that we meet again online, which we did and he also attended our face to face meeting at the Hub on the 30th Sept, of which T was very happy about. It became very clear that this group was very important to T. He has now become a regular attendee at the Hub and clearly loves the sessions and engaging with workers.

Outcome/outcomes:

- T is attending school.
- T is feeling happier and less anxious
- T is more confident about building relationships with his peers
- T has started to access the Youth Hub on a regular basis