



**DRAFT MINUTES OF THE FLITWICK TOWN COUNCIL MEETING
HELD ON 20TH OCTOBER 2020
AT 7:45PM VIA VIRTUAL ACCESS**

Present:

Cllr A Snape (Chairman)
Cllr M Platt
Cllr P Dodds
Cllr A Lutley
Cllr D Toinko
Cllr I Blazeby
Cllr R Shaw
Cllr K Badham
Cllr C Thompson
Cllr G Mackey
Cllr P Earles
Cllr J Roberts
Cllr M A Williams

Cllrs N Bunyan, C Gomm, G Mackey – Central Bedfordshire Ward Councillors

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk
Members of the public - 1

5025. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Dann. No apologies were received from Councillor Halligan.

5026. 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.

5027. TOWN MAYOR'S ANNOUNCEMENTS

None.

5028. REPORTS FROM WARD MEMBERS

- (i) Tesco had filed papers with the high court regarding the Aldi Supermarket decision. Central Beds Council (CBC) were taking legal advice. The Chairman asked if it was known what grounds Tesco were challenging the planning decision but Councillor Gomm stated this was unknown at this time.
- (ii) Marcel Coiffait had been appointed as CEO for CBC.
- (iii) Public Health Officer at CBC had retired and a replacement would be appointed in due course.

- (iv) Garden waste collections would be suspended from 7th December until 1st March 2021.
- (v) There was a concern regarding the low usage of CBC Libraries during the COVID-19 pandemic and CBC had launched a 'select and collect' service.
- (vi) The Grove Theatre in Dunstable was suffering financially due to Covid-19 and the earliest re-opening date was April 2021. CBC had a grant which should assist until that point.
- (vii) Investigations were being undertaken regarding fly tipping and Ward Members were awaiting more information.

Councillor Williams entered the meeting at this time.

- (viii) Councillor Bunyan asked which Committee public realm matters were reported to and he was advised it was Community Services. He asked how the potential Town Ranger Scheme was progressing and he was informed that it was discussed at the last Committee meeting, but Councillors had requested more details. Councillor Bunyan agreed to send the information which the Town Clerk would then circulate.

Action: Councillor Bunyan/Town Clerk

- (ix) Councillor Bunyan reported that the pond in the Froghall Fields estate was not being filled in/removed as he had reported on social media, but instead was being relined. The Town Clerk had also received an update which he would forward to all Councillors.

Action: Town Clerk

- (x) CBC's Development Management Committee (DMC) had approved the new Interchange Scheme for the station. There was a concern regarding the loss of 69 car parking spaces and Councillor Mackey had written to the Director asking for this to be looked at within a second phase of the scheme. It was believed that the improved bus scheme would reduce the number of vehicles.
- (xi) SEND was ongoing and there was a meeting that week which Councillor Mackey would subsequently update the Council with information.

Action: Councillor Mackey

- (xii) The Crematorium application was out for re-consultation and Councillor Mackey urged Councillors to engage with this opportunity. He believed it would be useful for the Town Mayor and Chairman of Planning Committee to contact Steppingley Parish Council who were keen to work with Flitwick Town Council. The preferred site for the Crematorium was still at Maulden Road.
- (xiii) Councillor Blazeby asked if the impact of off-road parking had been considered at the CBC DMC meeting. Councillor Mackey advised that the Officer Report was substantial and mentioned all objections on parking however the position remained the same and CBC also believed Covid-19 would have an additional impact. The Chairman requested for this to be discussed at the Planning Committee meeting under matters arising.

Action: Amenities Officer

- (xiv) Councillor Dodds sought clarification about whether there would be a Phase 2 for the interchange project. Councillor Mackey advised that this was not the case but he wanted a Phase 2. Ward Councillors were asked when the former bungalow site in Steppingley Road would be tidied up and Councillor Gomm advised that he mentions this to the Assets Team at every opportunity. Councillor Gomm had requested for this site to be put back into community use if CBC did not intend to utilise this area within the project in the short term.
- (xv) Councillor Badham had watched the DMC meeting and noted that Councillor Mackey had reported at to the meeting that he had received information regarding the loss of car parking spaces. Councillor Mackey advised that this was the case however the information was unsatisfactory.
- (xvi) Councillor Badham commented that the cultural recovery fund for the Grove Theatre was supposed to be utilised to re-open venues quickly and therefore asked what CBC's

intentions were if the date for re-opening was not until April. Councillor Gomm advised he did not have any more information on this. Councillor Mackey commented that he had received a worrying email which hinted that the theatre may not re-open until April 2021 at the earliest and he agreed to circulate this.

Action: Councillor Mackey

5029. PUBLIC OPEN SESSION

A resident asked for an update on the planters for outside Barclays Bank. He was advised that if the recommendation to approve the cost for purchasing these was ratified that evening, an order would be placed the following day. As soon as the planters arrived, it would be a case of installing these at the location.

Action: Town Clerk

5030. MEMBERS QUESTIONS

- (i) Councillor Badham referred to CBC's recent communications of setting up their own development company and questioned the process for Section 106 funding. Councillor Mackey advised that normal Planning rules would be followed, and he would forward detailed information on this to the Town Clerk for circulation.

Action: Councillor Mackey

5031. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 15th September 2020**, this meeting was held via virtual access.

Members received and approved as a true record, the Minutes of the Town Council Meeting held on Tuesday 15th September 2020 via virtual access.

- b. For Members to receive and consider **recommendations** of the Personnel Committee Meeting, held on **Tuesday 24th September 2020 (Chairman will move to be considered under exempt)**.

Members considered and approved the recommendations of the Personnel Committee Meeting held on Tuesday 24th September 2020 via virtual access.

- c. For Members to receive and consider **recommendations** of the Corporate Service Committee Meeting, held on **Tuesday 29th September 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Corporate Services Committee Meeting, held on Tuesday 29th September 2020 via virtual access.

- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 6th October 2020**, this meeting was held via virtual access.

- (i) Councillor Williams referred to the recommendation to swap the Lunch Club day and asked if this was a permanent change as she would be unable to assist if it was. Councillor Shaw advised he would also be unable to help on a Tuesday. Councillor Badham advised that he believed this to be a permanent change but that the situation would be reviewed appropriately. The Chairman advised that the Community Services team had recruited a number of volunteers to help with lunch club deliveries which would help with logistics.

- (ii) Members considered and approved the recommendations of the Community Services Committee Meeting held on Tuesday 6th October 2020 via virtual access.

e. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Tuesday 8th October 2020**, this meeting was held via virtual access.

- (i) Councillor Williams referred to the recommendation on the Speedwatch Scheme and asked if investigations had been undertaken into how to achieve this. She advised that people needed to go on a Police training course and believed this would not be possible under current circumstances. Councillor Dodds advised that the Planning Committee would discuss this matter the following week as the Amenities Officer had been in talks with PC Dagley. Councillor Mackey added that there had been a previous intention to revisit the Community Safety Panel.
- (ii) Members considered and approved the recommendations of the Planning Committee Meeting held on Tuesday 8th October 2020 via virtual access.

f. For Members to receive and consider recommendations of the Personnel Committee Meeting, held on **Tuesday 13th October 2020**. (**Chairman will move to be considered under exempt**).

Members considered and approved the recommendations of the Personnel Committee Meeting held on Tuesday 13th October 2020 via virtual access.

g. For Members to receive and consider **recommendations** of the Business Service Committee Meeting, held on **Thursday 15th October 2020**, this meeting was held via virtual access.

No recommendations.

5032. MATTERS ARISING

a. **Minutes of the Town Council Meeting held on Tuesday 15th September 2020.**

Councillor Badham asked if there was an update on the breakdown of costs for the Market Towns project. The CBC Officer would be asked for a cost breakdown at an upcoming site visit, which Councillors were welcome to attend with the Town Clerk (date to be confirmed). Councillor Mackey commented that the total bill paid by CBC was £673,694.86 for the highways works outside Barclays Bank but he was not aware of the breakdown costs.

5033. Items for Consideration

a. **Calendar of Meetings 2021**

- (i) The Chairman raised concern regarding the suggestion to move Business Services Committee dates to the fourth Tuesday of the month, but he was supportive of all meetings (other than Planning) being held on a Tuesday night.
- (ii) Councillors gave their general opinions on the suggested earlier start time for virtual meetings and it was agreed that 7pm was too early.
- (iii) Councillor Badham stated that the calendar should list Personnel 'Committee' for accuracy and that the January 2021 date was incorrect.

It was **resolved** to agree a start time of 7:30pm for virtual meetings from January 2021 until face to face meetings resume at The Rufus Centre. A revised calendar of meeting dates would come back to the next Council meeting for approval considering Councillors' comments.

b. Policy Drafting & Review Team (PDRT)

Members **resolved** to disband PDRT and Committees would consider future relevant policies.

c. Telecommunications Lease, Station Road

- (i) The Town Clerk reported that the annual income would be £1,000 instead of the previously indicated £25. There had been a delay with the lease to ensure an allotment roadway was not blocked. The site had been moved from the original proposed location which meant new plans were drawn up and the agreement was altered.
- (ii) It was **resolved** to agree the new lease for the telecommunications site at Station Road.

5034. Items for Information

a. Councillor Surgeries/Public Enquiries Feedback

Members noted the circulated form and thanked Councillor Shaw for his updates.

b. Planning Committee Decisions

Planning decisions were noted.

5035. PUBLIC OPEN SESSION

No items.

5036. 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.

The Deputy Town Clerk left the meeting at this time.

12a Personnel Committee Recommendations

It was **resolved** to:

1. Contact other colleges to see if there were any Marketing Interns interested in the role the Council were offering.
2. Agree with the recommendation to employ the Café Assistant/Admin Apprentice subject to the student being paid the National Living Wage for their age group. The payment would be discussed at the next Personnel Committee meeting.

The Deputy Town Clerk re-entered the meeting at this time.

12b New Burial Ground

It was **resolved** to defer this item until legal advice was sought through the Direct Access scheme with NALC. This would be a matter to discuss at the next Council meeting.

12c Salaries & Hourly Rates

It was **resolved** to adopt the National Scale for salaries and hourly rates.

12d Asset Review

It was **resolved** to set up a Task & Finish Group to look at the Asset Review which would be accessible for all Councillors with a view to recommending next steps back to Full Council. The Town Clerk would email all Councillors regarding the Task & Finish Group.

Action: Town Clerk

12e Situation Analysis

The Situation Analysis was noted.

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.

Recommendations and resolutions of the Corporate Services Committee 27th October 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Corporate Services Committee

607a Flitwick Papers

It was **RECOMMENDED** to update the Flitwick Papers with subtle changes and a softer approach within the publication. (Vote: all in favour)

607c Communications & Marketing Strategy

It was **RECOMMENDED** to adopt the following documents;

- i) Communications & Marketing Strategy
 - ii) Customer Care Policy
 - iii) Complaints Policy
- (Vote: all in favour)

610. EXEMPT ITEMS

It was **RECOMMENDED** that authorisation be given to Infraland to seek information without prejudice or indication of any agreement. (Vote: 5 in favour, 1 abstention)

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) no **later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Fitzwick Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/10/2019

15/11/2020

03/06/2020

Signature of person who carried out the internal audit



Date 03/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

FLITWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/20

and recorded as minute reference:

49908

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.flitwick.gov.uk

Section 2 – Accounting Statements 2019/20 for

FLITWICK TOWN COUNCIL

RESTATE

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1094250 1005083 Re: JD	1,199,149 1,111,332 Re: JD	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	779592	816053	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	683,576 684926 Re: JD	735,411 792015 Re: JD	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-638828	-687917	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-55305	-53125	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-664136	-798704	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,199,149 1,111,332 Re: JD	1,210,867 1,179,654 Re: JD	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1217137	1197304	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4743306	4884261	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	252395	212104	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

04/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/20

as recorded in minute reference:

4953C

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Flitwick Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office NAO on behalf of the Comptroller and Auditor General see note below . Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

See separate report.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

4 November 2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Flitwick Town
Council

**External Auditor
Report
2019/2020
continuation**



1. Introduction

This page is part of Section 3 – External Audit report 2019/20

The following matters have been raised to draw items to the attention of Flitwick Town Council. These matters came to the attention of Mazars LLP during the review of the Annual Governance and Accountability Report (AGAR) for the year ended 31 March 2020. This report must be presented alongside the AGAR to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The Council appointed Internal Audit several years ago under a long-term agreement but has not formally re-appointed them since and could not locate the original agreement setting out their terms of reference. In future, the Council should ensure that Internal audit are formally re-appointed annually, the decision minuted and the terms of reference set out in a signed engagement letter.

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A) Unspent grants received up until 2010 had not been included in other receipts in the year of receipt as required since then, but instead had been held in a government grants deferred account the balance of which was included as an adjustment between boxes 7 and 8. The accounts should have been restated in 2010/11 and grants fully recognised in the year of receipt subsequently in accordance with Proper Practice. The restatement increased the reserves at Box 7 by £87,817 in 2018/19 and £31,213 in 2019/20.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

Contacts

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Mazars is an internationally integrated partnership, specialising in audit, accountancy, advisory, tax and legal services*. Operating in over 90 countries and territories around the world, we draw on the expertise of 40,400 professionals – 24,400 in Mazars' integrated partnership and 16,000 via the Mazars North America Alliance – to assist clients of all sizes at every stage in their development.

*where permitted under applicable country laws.

www.mazars.com

FLITWICK TOWN COUNCIL

DRAFT CALENDAR OF MEETING DATES 2021

***ALL OF THE FOLLOWING MEETING DATES WILL BE ACCOMMODATED BY VIRTUAL ACCESS
UNTIL GUIDANCE ALLOWS MEETINGS TO RETURN TO THE RUFUS CENTRE***

Virtual Meetings – 7:30pm

In Person Meetings – 7:45pm

Community Services – 1st Tuesday of the month

Business Services – 2nd Tuesday of the month

Town Council – 3rd Tuesday of the month

Corporate Services – 4th Tuesday of the month

Planning Committee – Every 3rd Thursday

Personnel Committee – Quarterly (or as and when required)

January

5 th	Community Services Committee	7.30pm
7 th	Planning Committee	7.30pm
12 th	Business Services Committee	7.30pm
19 th	Town Council	7.30pm
26 th	Corporate Services Committee	7.30pm
28 th	Planning Committee	7.30pm

February

2 nd	Community Services Committee	7.30pm
9 th	Business Services Committee	7.30pm
16 th	Town Council	7.30pm
18 th	Planning Committee	7.30pm
23 rd	Corporate Services Committee	7.30pm

March

2 nd	Community Services Committee	7.30pm
9 th	Business Services Committee	7.30pm
11 th	Planning Committee	7.30pm
16 th	Town Council	7.30pm
25 th	Personnel Committee	7.30pm
23 rd	Corporate Services Committee	7.30pm

April

1 st	Planning Committee	7.30pm
6 th	Community Services Committee	7.30pm
13 th	Business Services Committee	7.30pm
20 th	Town Council	7.30pm
22 nd	Planning Committee	7.30pm
27 th	Corporate Services Committee	7.30pm

May

4 th	Community Services Committee	7.30pm
11 th	Business Services Committee	7.30pm
13 th	Planning Committee	7.30pm
18 th	Town Council	7.30pm
25 th	Corporate Services Committee	7.30pm

June

1 st	Community Services Committee	7.30pm
3 rd	Planning Committee	7.30pm
8 th	Business Services Committee	7.30pm
15 th	Town Council	7.30pm
22 nd	Corporate Services Committee	7.30pm
24 th	Planning Committee	7.30pm
24 th	Personnel Committee	7.30pm

July

6 th	Community Services Committee	7.30pm
8 th	Business Services Committee	7.30pm
15 th	Planning Committee	7.30pm
20 th	Town Council	7.30pm
27 th	Corporate Services Committee	7.30pm

August

3 rd	Community Services Committee	7.30pm
5 th	Planning Committee	7.30pm
10 th	Business Services Committee	7.30pm
24 th	Corporate Services Committee	7.30pm
26 th	Planning Committee	7.30pm

September

7 th	Community Services Committee	7.30pm
14 th	Business Services Committee	7.30pm
16 th	Planning Committee	7.30pm
21 st	Town Council	7.30pm
23 rd	Personnel Committee	7.30pm
28 th	Corporate Services Committee	7.30pm

October

5 th	Community Services Committee	7.30pm
7 th	Planning Committee	7.30pm
12 th	Business Services Committee	7.30pm
19 th	Town Council	7.30pm
26 th	Corporate Services Committee	7.30pm
28 th	Planning Committee	7.30pm

November

2 nd	Community Services Committee	7.30pm
9 th	Business Services Committee	7.30pm
16 th	Town Council	7.30pm
18 th	Planning Committee	7.30pm
23 rd	Corporate Services Committee	7.30pm

December

7 th	Community Services Committee	7.30pm
9 th	Planning Committee	7.30pm
14 th	Business Services Committee	7.30pm
16 th	Personnel Committee	7.30pm
21 st	Corporate Services Committee	7.30pm

Shogun Vehicle Leasing

Heathside Park
Heathside Park Road
Stockport
SK3 0RB

Tel.: +44 (0) 344 811 1659

Fax.:

Contract Hire Quotation

Quotation prepared for	Customer No.	Quote Number	Valid until
	718291	40140565	08-Dec-2020

Contract Details	Total Contract Mileage	Annual Mileage	Contract Duration
Contract Hire with Maint no Breakdown	24000	8000	36 Months

Vehicle Details	List Price	Tax List Price	Lease Rental
MITSUBISHI L200 DIESEL Double Cab DI-D 150 Warrior 4WD 20	£31,626.00	£0.00	£290.22

Accessories:

Bed Liner	£276.00	£276.00	£6.35
Metallic - Graphite grey	£546.00	£546.00	£9.05
Tow Bar	£708.00	£708.00	£16.30
Totals	£33,156.00	£0.00	£321.92

CO2 Emission Value:	231 grams/kilometre	Taxable Benefit:	37.00%
RDE Certification Level:	NA		
Euro Emission Rating:	Euro 6	(These figures are to be used as a guideline only)	
Replacement Vehicle:	no relief vehicle unless customer approves recharge and gives group + order no.		

Rental Details	Monthly	Excess Mileage Charge (pence per mile)
Lease Rental	£321.92	Lease : 8.70p
Service Rental	£27.07	Service : 4.70p
Total Rental	£348.99	Total : 13.40p
Initial Payment	£1,046.97	

Current tax list price £0.00 subject to manufacturer price changes.

Terms

- All Rentals and excess mileage rates are exclusive of VAT. VAT is payable at 20%. Subject to vehicle availability, credit approval, manufacturer price changes and purchases through the Shogun Vehicle Leasing supplier network. In the event of cancellation of an order, you will be liable for such costs to be confirmed to you in writing.
- The payment terms are 1 payment of £1,046.97 (ex VAT) in advance followed by 35 monthly payments of £348.99 (ex VAT) commencing in month 2 payable by Direct Debit.
- The CO2 values, BIK, Taxable List Price, vehicle specification and options are all current at the time the quotation is produced and are subject to change. The BIK value includes any applicable surcharge for diesel vehicles.
- MPG and CO2 values reflect manufacturer published data and may vary to those actually achieved during normal use.
- All other terms and conditions are as per the Master Hire Agreement or Customer Agreement between yourselves and Shogun Vehicle Leasing.

If you wish to place an order please contact Milton Keynes Mitsubishi - 425 (Area F6).

Shogun Vehicle Leasing is a Trading style of Lex Autolease Ltd, Registered in England and Wales No 1090741, 25 Gresham St, London, EC2V 7HN
Lex Autolease Limited is authorised and regulated by the Financial Conduct Authority for credit related regulated and insurance distribution activities.

Vehicle Specification

Vehicle quote: 40140565 / 0001**Vehicle selection:** MITSUBISHI L200 DIESEL Double Cab DI-D 150 Warrior 4WD**Disclaimer:**

Vehicle specifications are indicative and for information purposes only. Given that these specifications are subject to constant change, you are advised to check with your chosen manufacturer and when placing your order to confirm current specification.

Embellishment TrimsSilver air vent surrounds
Silver finish centre dashboard**Driver Convenience**4WD drivetrain indicator
Average fuel consumption display
Cruise control
Exterior temperature display
Forward collision mitigation system
Fuel range indicator
Gearshift indicator
Lane departure warning system
Multi info display
PAS
Piano black instrument center panel
Rear view camera
Seatbelt warning lamp
Smartphone link audio display
Tachometer
Trip computer
USB port**Entertainment**Android Auto
Apple Carplay
Bluetooth with music streaming
Digital radio (DAB)
HDMI port
Radio with 6 speakers
Radio/CD with 6 speakers
Steering wheel mounted audio controls
Wide 2 DIN audio**Exterior Features**Auto dimming rear view mirror
Automatic rain sensors
Chrome door mirrors and handles
Chrome tailgate handle**Safety**2x 2nd Row ISOFIX child seat mountings
2x3 point front seatbelts
3x3 point rear seatbelts
ABS + EBD
Active stability and traction control
Brake assist
Child proof rear door locks
Emergency stop signal system
Front passenger airbag deactivation
Front passenger airbag with deactivation
Front seatbelt pre-tensioners with load limiters
Front, side, curtain and knee airbags
Height adjustable front seatbelts
Hill start assist
Reinforced impact safety evolution (RISE) body safety system
Side impact bars
Speed sensing auto door locks
Trailer stability assist (TSA)**Security**Deadlocks
Engine immobiliser
Keyless operation system
Locking wheel nuts
Remote central locking
Steering column lock
Thatcham category 1 alarm**Technical**Adjustable speed limiter

Auto Stop and Go (AS and G)
Engine start/stop button
Heavy duty suspension
Super select 4WD system

Colour keyed front bumper

Dusk sensing headlights

Dynamic shield front bumper

Electric heated and folding door mirrors with indicators

Electric windows front + rear

Front and rear fog lamps

Front variable wipers with washer

Headlamp Washers

Hinged rear doors

LED Daytime running lights

LED headlamps with auto levelling

LED high beam

LED rear lights

Mud flaps front and rear

Rear and rear side windows privacy glass

Rear black bar

Rear body inner hooks (x6)

Rear high mounted stop lamp

Rear step bumper

Roof mounted aerial

Side and rear windows privacy glass

Silver front grille

Silver rear bumper with integrated step

Silver side steps

Tailgate pull down handle

Warrior door decal

Wheels

18" alloy wheels

Full sized under floor mounted alloy spare wheel

Interior Features

12v socket in front

2 front cupholders

Black leather gear knob

Chrome interior door handle

Cloth upholstery

Dial type transfer selector

Dual zone climate control

Floor console box

Front and rear cup holders

Front and rear cupholders x 2

Front and rear interior lamps

Front armrest with storage box

Front sunvisors with passenger vanity mirrors

Height adjustable driver seat

Height adjustable front headrests

Height adjustable rear headrest

Knee pads

Leather steering wheel

Leather steering wheel and gear knob

Needle punch floor carpet

Rear bench seat

Rear centre armrest

Rear heater duct
Rear seat heater ducts
Rear tip up seating
Silver air outlet trims
Silver finish window switch panels
Steering wheel hands free switch
Sunvisor with ticket holder drivers side and vanity mirror
passengers side
Tilt and telescopic adjustable steering wheel
Tilt and telescopic steering adjustable column

Contract Hire Quote flitwick/SC



Date: 09.11.2020

QUOTE B

Dear FLITWICK TOWN COUNCIL

Contract Hire is suitable if you want fixed monthly payments and don't want to own the vehicle.

Customer Benefits

- Fixed low rentals
- Optional maintenance package
- Agreed annual mileage
- Road Fund Licence is provided for contract duration
- No vehicle disposal worries
- VAT registered businesses can re-claim some of the VAT element on rentals and maintenance charges.*

Excess charges will apply if the vehicle is returned outside of the condition and mileage terms.**

Vehicle Extras

Vehicle Description*** MITSUBISHI L200 DIESEL DOUBLE CAB Di-d 150 WARRIOR 4WD MANU
New NEW
Period of Hire 3+35
Total Estimated Annual Mileage 10000
Total Contract Mileage 30000
CO2 emissions*** 200G/KM

METALLIC PAINT
BED LINER- UNDERRAIL
7PIN TOWBAR

Payment Profile & Breakdown

	Finance Charges excl VAT	Maintenance Charges excl VAT	Total excl VAT	VAT	Total incl VAT
Initial payment of 3 monthly rental(s) comprising	£ 968.82	£ 148.80	£ 1,117.62	£ 223.52	£ 1,341.14
Followed by 35 monthly rentals commencing month	£ 322.94	£ 49.60	£ 372.54	£ 74.51	£ 447.048
Total amount payable	£ 12,271.72	£ 1,884.80	£ 14,156.52	£ 2,831.30	£ 16,987.82
P11D Value	£	£	£	£	£ 34263.57

Contract Hire Mileage Charges - (exc

vat) Contract Hire mileage allowance	30000	miles	Maintenance mileage allowance	miles
0	-	30000 miles	0	-
-	EXCESS	miles 9 . 83	-	-
-		miles .	-	-
		p per mile		p per mile
		p per mile		p per mile

Maintenance includes (if applicable):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> No Maintenance | <input checked="" type="checkbox"/> Tyre Replacement | <input checked="" type="checkbox"/> 24hr Driver Helpline | <input checked="" type="checkbox"/> Warranty Claims |
| <input checked="" type="checkbox"/> Full servicing and MOT | <input checked="" type="checkbox"/> Replacement Vehicle | <input checked="" type="checkbox"/> Accident Management | <input checked="" type="checkbox"/> De-fleeting |
| <input checked="" type="checkbox"/> Maintenance and repairs | <input checked="" type="checkbox"/> Puncture Repairs | <input checked="" type="checkbox"/> Breakdown Assistance | <input checked="" type="checkbox"/> Glass Cover |

Not right for you? Compare other options using our attached Finance Product Guide.

This quote has been conducted on a non-advised basis.

In this transaction we act as an independent credit broker working with a panel of vehicle finance lenders. We do not make a charge to you for the work that we do, but we may receive a commission payment from the lender/dealer for our work as a broker. Different lenders/dealers may pay us different amounts.

Yours sincerely

Scott Callow

01827 300 323 ext 375

Scott.callow@shireleasing.co.uk

All the above rentals and charges are subject to VAT at the prevailing rate. *Subject to status and circumstances please seek financial advice where necessary.

Where indicated "****" we have made assumption as to what these items are to be and made our calculations accordingly. If any of these assumptions are incorrect we shall be pleased to supply a further quotation upon request by you if you give us the correct information.

This quotation is valid for a period of 60 days. There may be circumstances in which the rentals or fees could be varied. The terms contained in this quote do not constitute or imply a commitment to provide funding by us or a third party, nor a representation that such funding will be made available. Any such commitment is subject to status, contract, credit approval and satisfactory due diligence and documentation. Shire reserves the right to retain a copy of this quote for its records.

Missing payments could have severe consequences and may make obtaining credit more difficult.

Where the manufacturer's list price and CO2 values quoted are indicative only so please use this information for guidance only. For tax purposes, you should check the accurate rating on the vehicle registration document. The P11D value is based on the details available at the time of preparing this quotation. The final value will be set when the vehicle has been delivered and the vehicle registration document is used. You are/your company is responsible for insuring the vehicle on a fully comprehensive cover in accordance with your Contract Hire. If Bluetooth is listed as an extra, the value is included in the P11D value. If you are in any doubt please seek financial advice.

**At the end of the agreement, the vehicle should be returned to the lender in a condition that meets the lender's fair wear and tear guidelines otherwise charges may be incurred. For guidance of what may be acceptable you will need to contact your lender, details of which can be supplied.

The British Vehicle Rental & Leasing Association is a UK trade body which provides a "Fair wear and tear" guideline for cars and commercial vehicles.

A copy of the guide for cars is available at http://issuu.com/bfwsn67/docs/shire_leasing_car?e=2001091/69534363 and is for guidance only and not for reproduction.

A copy of the guide for light commercial vehicles is available at http://issuu.com/bfwsn67/docs/shire_leasing_lcv?e=2001091/69534661 and is for guidance only.

We recommend you speak to your lender.

We are Shire Leasing Plc ("Shire") and our registered office is 1 Calico Business Park, Amington, Tamworth, Staffordshire, B77 4BF. Shire is authorised and regulated by the Financial Conduct Authority (FCA) for the provision of Consumer Credit related Brokering services and to act as a Lender. FCA Firm Reference number 313055.

SL750/0919/HC

Use of Your Information

Shire Leasing Plc ("we", "us", "our") is committed to processing your personal data in accordance with EU data protection laws. In order to process your application, we and our funders to whom we may assign our agreements will perform credit and identity checks on you with one or more credit reference agencies ("CRAs"). We may also make periodic searches at CRAs to manage your account with us. To do this, we will supply your personal information to CRAs and they will give us information about you. This will include information from your credit application and about your financial situation and financial history. CRAs will supply to us both public (including the electoral register) and shared credit, financial situation and financial history information and fraud prevention information.

We will use this information to:

- Assess your creditworthiness and whether you can afford to take the product;
- Verify the accuracy of the data you have provided to us;
- Prevent criminal activity, fraud and money laundering;
- Manage your account(s);
- Trace and recover debts; and
- Ensure any offers provided to you are appropriate to your circumstances.

We will continue to exchange information about you with CRAs while you have a relationship with us. We will also inform the CRAs about your settled accounts. If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs. When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. If you are making a joint application, or tell us that you have a spouse or financial associate, we will link your records together, so you should make sure you discuss this with them, and share with them this information, before lodging the application. CRAs will also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

The identities of the CRAs, their role also as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention periods and your data protection rights with the CRAs are explained in more detail at

www.experian.co.uk/crain/index.html CRAIN is also accessible from each of the three CRAs – clicking on any of these three links will also take you to the same CRAIN document:

Callcredit	www.callcredit.co.uk/crain/
Equifax	www.equifax.co.uk/crain.html ;
Experian	www.experian.co.uk/crain/index.html .

You can find further information about how we collect, use and disclose personal information about you in our Fair Processing Notice which can be found at www.shireleasing.co.uk/fair-processing-notice/ and our full Privacy Policy on our website at www.shireleasing.co.uk/privacy-policy/. The Privacy Policy also provides full details of your rights and how you can exercise them, including our retention periods and how we may use automated decision making processes, however these will only be used to make decisions to provide finance and no application will be rejected on the basis of an automated decision.

We may pass information to third party finance providers or funders to consider and manage any credit provided. Any agreement may be assigned to these funders. For a list of our funders to whom agreements may be assigned or who provide funding to us is available on our website at www.shireleasing.co.uk/third-party-funders where you can find details of how to access their Privacy Policy. Alternatively hard copies of our funders contact details can be provided upon request.

You may contact our data protection officer at 1 Calico Business Park, Sandy Way, Amington, Tamworth, Staffordshire, B77 4BF if you have any queries about your data or wish to exercise any rights.

Complaints Procedure

Shire Leasing is committed to providing the highest quality service and ensuring customer satisfaction. However should you feel that we have done something wrong, we welcome the opportunity to learn from this and have in place a Complaints Procedure to help facilitate a resolution of your issues.

Should you wish to complain please write to the Customer Services team at 1 Calico Business Park, Sandy Way, Amington, Tamworth, Staffordshire, B77 4BF giving us full details of the problems concerned, together with our agreement number and contact details for yourself. We will attempt to resolve the complaint within 3 business days from receipt of the complaint, but if we cannot we will acknowledge your complaint within 5 working days and hopefully resolve the complaint within 4 weeks.

If you then feel dissatisfied with the result you receive, you can contact us to ask for the complaint to be reviewed by another Complaints Officer, generally at a more senior level. We will then carry out a further investigation and will seek to ensure you receive our response within 8 weeks from the date of the original complaint.

Financial Ombudsman Service

If you still remain unhappy with the solution even after the second review, and you are eligible then you can refer your complaint to the Financial Ombudsman Service who provide an impartial and free service to help you. Their contact details are as shown below.

By post: Financial Ombudsman Service, Exchange Tower, London E14 9SR

By phone: 0800 023 4567

By e-mail: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

British Vehicle Rental & Leasing Association

Shire is also a member of the British Vehicle Rental & Leasing Association (BVRLA). The BVRLA runs an alternative dispute resolution (ADR) service which is available to customers who remain unsatisfied with a decision taken in respect of a complaint or appeal. If your complaint is in relation to a vehicle, and you're eligible, the BVRLA may be able to help both parties resolve their dispute.

Details of your complaint should be submitted online at <https://bvrla.co.uk/consumer-advice/making-a-complaint-adr.html>

If you do not have access to the internet, details can be sent by post to: British Vehicle Rental & Leasing Association, River Lodge, Badminton Court Amersham, HP7 0DD

Recommendations and resolutions of the Planning Committee 29th October 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Planning Committee

2728- 1 19/00289/REG

Applicant Name :- Central Bedfordshire Council Date Received :- 22/02/2019

Location :- Land off Fordfield Rd 15/03/2019 Date Returned :- Fordfeld Rd Steppingley MK45 XXX

Proposal : Proposed new crematorium and ancillary facilities incorporating floral tribute and book of remembrance building, together with new site access/access road, car parking and service yard. New facility within newly landscaped setting, incorporating landscaped buffers, sculpted mound, footpath network, new lake/balancing pond and gardens of remembrance. Amendment - Revised siting of the building, by approximately 5 metres within the site.

Observations :

FTC - Object (Vote - all in favour) Members objected to the amendments on this application due to the original objections below. Members supported the objections made by the CPRE and Steppingley Parish Council.

FTC - Object (unanimous).

Main Reasons: The unnecessary use of greenbelt land. Location not appropriate. Road junction would be dangerous. Implications for worsening traffic congestion through Flitwick. Alternative sites are available and should be considered. . The proposed design of the building is incongruous and monolithic. The members were keen to establish the reason why other sites were not being proposed as this was part of the questioning from public consultations. A letter would be sent to CBC to ask this question. See attached appendix for residents' views.

2733. Members to discuss writing to CBC regarding Enforcement Plan

It was **RECOMMENDED** to write to CBC regarding the Enforcement Plan, reasons for stopping notifications being sent and if this could be re-instated. (Vote - all in favour)

Recommendations and resolutions of the Community Services Committee 3rd November 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Community Services Committee

762b. Grants Policy

It was **RECOMMENDED** to defer the Grant Policy to the December meeting once further feedback from Members was given to the Town Clerk. (Vote: 6 in favour, 3 abstentions)

762c. Christmas Market

It was **RECOMMENDED** that the Christmas Market goes ahead on 13th and 20th December subject to government guidance. (Vote: 8 in favour, 1 abstention)

762d. Drone Flying Request

It was **RECOMMENDED** to deny the request for the Drone Flying within Manor Park. (Vote: 7 in favour, 2 abstentions)

762e. School Meal Holiday Provision

It was **RECOMMENDED** that a working party be set up to discuss School Meal Holiday Provision. (Vote: all in favour)

762f. Greensand Champions

It was **RECOMMENDED** to help promote the launch of the Greensand Champions Scheme via social media, Flitwick Papers and notice boards. (Vote: all in favour)



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(FLITWICK: PART OF FOOTPATH NO 15)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2020

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 15, Flitwick which extends from its junction with Astwood Drive at Ordnance Survey Grid Reference (OS GR) TL 0283 2570 (Map point A) in a generally north westerly direction for approximately 234 metres to OS GR TL 0269 3589 (Map point B)

This temporary closure is required to enable a new bridge to be installed where the footpath crosses the ditch. The closure is expected to take place from Monday 23rd November for up to three weeks.

The alternative route for pedestrians while the closure is in operation is via the pavements through the new estate, Steppingley and Windmill Road and Millwright Way.

Further details, including a map, can also be found on the Council's website at:

https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2

The proposed Order will come into operation on 23 November 2020 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Michelle Flynn, Rights of Way Officer, Tel:

0300 300 6072

DATED 5 November 2020

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

PAUL MASON
Chief Highways Officer, Highways

Flitwick footpath 15

Temporary closure

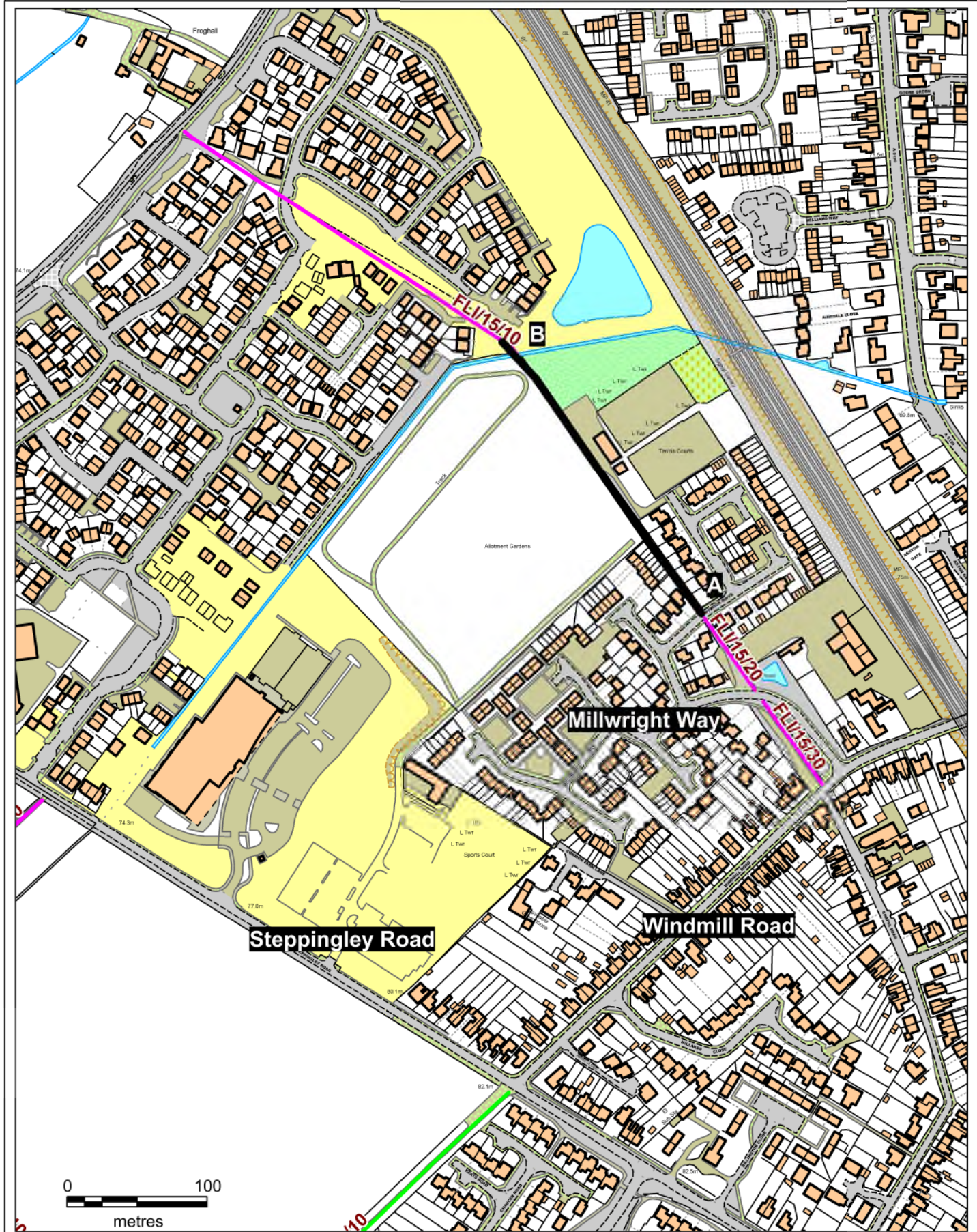
Compiled by Rights of way on 16 October 2020

Central
Bedfordshire

Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Bedfordshire
SG17 5TQ



Scale 1:3683



CPM Playgrounds Ltd

For complete playground care

CPM Playgrounds Ltd

34 Firecrest

Letchworth Garden City

Herts

SG6 4YF

E-mail:cpm.playgrounds@hotmail.co.uk

Tel: 01462 635667 or 07770 326499

Flitwick Town Council

The Rufus Centre

Steppingley Road

Flitwick

Beds

MK45 1AH

23rd October 2020

Flitwick PlayGround Quotations

Trafalgar Drive

Remove and dispose 28 linear metres of wetpour edge and replace with black wetpour to eliminate trip hazard £700.00 plus vat

Replace broken spring on gate £90.00 plus vat

Replace missing bungs on Hags unit £6.00 plus vat

Roman Way

Replace missing inserts and bolts on Wicksteed unit £25.00 plus vat

Naseby Place

Remove and dispose 2 linear metres of wetpour edge and replace with black wetpour to eliminate trip hazard £50.00 plus vat

Replace climbing ramp ,semi-circle deck and shop shelf on Hags unit £520.00 plus vat

Hinksley Road

Remove and dispose Proludic bridge beneath ground level £490.00 plus vat

Replace missing fixings in Hags shelter £10.00 plus vat

Replace top net , bottom net , side net and climbing rope on Hags unit £3650.00 plus vat

Sation Road

Remove and dispose Kompan seesaw , rocker, and ship all on the same base and reinstate holes left in the wetpour £750.00 plus vat

Replace broken concrete path edgings and corroded fixings on the cradle swings £115.00 plus vat

Remove and dispose 68 linear metres of wetpour edge and replace with black wetpour to eliminate trip hazard . Remove all the existing wetpour in the flat swing base and renew and replace the missing wetpour in the shapes £3985.00 plus vat

Remove and dispose Kompan spica and reinstate ground with soil and grass seed £160.00 plus vat

Fir Tree Close

Replace missing bungs and caps on Setter unit £40.00 plus vat

Replace missing cradle swing seat , chains and shackles £215.00 plus vat

Break out 2 x damaged tyres , replace and reinstate the wetpour on Kompan rocker £520.00 plus vat

Beaumont Road

Remove and dispose 60 linear metres of wetpour edge and replace with black wetpour to eliminate trip hazard , replace 4 missing circles in the wetpour with black wetpour £1650.00 plus vat

Replace 2 sets of flat swing chains £180.00 plus vat

Replace 2 sets of cradle swing chains £180.00 plus vat

Althorp Close

Repair 2 holes in the wetpour on the wicksteed unit base £180.00 plus vat

Replace 2 damaged cradle swings £270.00 plus vat

Kind regards

Billy

CPM PLAYGROUNDS

Date :- 02/11/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Support on the following applications;				
20/00585/TRE	08/10/2020	Pat Longland	Mrs Alison Bowerbank	37 Salisbury Road Flitwick Beds MK45 1UD
Proposal : Works to tree protected by a Preservation Order: English Oak (T1), to raise crown to 5m and remove, thin out and remove deadwood to MB/TPO/01/00027 (T4). Observations : FTC - Support Vote: all in favour				
20/02015/FUL	08/10/2020	Sarah Fortune	Mrs Claire Briars	5 Osprey Road Flitwick Beds MK45 1RU
Proposal : Erect a carport (retrospective). Observations : FTC - Support Vote: all in favour				
20/03100/FUL	08/10/2020	Sarah Fortune	Saint Gobain Weber Ltd	Dickens House Enterprise Way Flitwick MK45 5BY
Proposal : Removal of existing roof for a new twin skin steel profiled insulated system. Observations : FTC - Support Vote - all in favour				
20/03419/FUL	08/10/2020	Katie Dowling	Mr Michael Barrett	6 Heron Road Flitwick Beds MK45 1ND
Proposal : Demolition of conservatory and erect single storey rear extension. Observations : FTC - Support Vote: all in favour				
20/03479/FUL	08/10/2020	Katie Dowling	Mr & Mrs Harris	9 Pilgrims Close Flitwick Beds MK45 1UL
Proposal : Single storey rear extension following demolition of existing rear conservatory. Observations : FTC - Support Vote: all in favour				
20/03648/FUL	08/10/2020	Sarah Fortune	Mrs Charlie Brown	23 Durham Close Flitwick Beds MK45 1UR
Proposal : Single and two storey rear extension. Observations : FTC - Support Vote: all in favour				

Date :- 02/11/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Signed_____ Date_____

Rob McGregor Mr