



MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 3RD NOVEMBER 2020
AT 7:45PM VIA VIRTUAL ACCESS

Present:

Cllr Badham (Chair)
Cllr Toinko
Cllr Dann
Cllr Dodds
Cllr Earles
Cllr Lutley
Cllr Thompson
Cllr M Platt
Cllr A Snape
Cllr G Mackey
Cllr Blazeby

Rob McGregor – Town Clerk
Stacie Lockey – Amenities Officer
Susan Eldred – Community Services Officer
1 Resident

755. APOLOGIES FOR ABSENCE

None.

756. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – Cllr Mackey declared a pecuniary interest in item 8h, Cllr Badham declared a pecuniary interest in item 8c.
- (b)** Non-Pecuniary interests in any agenda item – none.

757. CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated both Members and staff for the response to school meal vouchers that were offered to residents during the October half term.

The Chairman commented that there would be 2 additional items added to the agenda, 8h – to consider a request for a grant application and 9c – to receive a verbal report from the Community Services Officer.

758. PUBLIC OPEN SESSION

1 Member of public joined the meeting to discuss item 8h. The resident wished to support the grant application to fund a memorial within Flitwick to two airmen who lost their lives in February 1945 due to an aircraft crash on Valley Farm. The Resident felt it had been a long time without the pilots being recognised and felt a memorial would be a nice addition to the Town.

759. MEMBERS QUESTIONS

Cllr Thompson had received comments from a resident regarding supporting people who were struggling with Christmas approaching and asked if Members or staff were aware of any community projects available that the Town Council could promote. The Community Services Officer advised that she was unaware of any local projects but could investigate this matter.

Cllr Mackey advised that the Community Lifeline Board were due to meet in the coming days to discuss what response they were going to give considering the second national lockdown. Cllr Mackey asked if Members would support the Councils involvement in the Community Lifeline initiative again.

760. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 6th October 2020.

Cllr Dann advised of a typo within minute number 738.

All Members agreed the minutes were a true recording of the meeting held on 6th October 2020 (Vote - 8 in favour, 1 abstention)

761. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 6th October 2020.

The Chairman apologised for not meeting with the Deputy Town Clerk to discuss the action log and advised he would make arrangements to do so.

762. ITEMS FOR CONSIDERATION

- a. **Community Awards**

Cllr Dodds asked if the proposals presented within the report would have to change given the current situation with COVID-19. The Community Services Officer advised that this would have to be taken into consideration.

Members agreed to remove the diversity statement from the criteria document relating to the Local Hero award.

The Chairman agreed to add Community Awards to the agenda as a rolling item due to the continuous changes with COVID guidelines.

- b. **Grants Policy**

Cllr Blazeby commented that at a previous meeting it was resolved to hold 2 phases of grants throughout the year due to unspent money that could not be transferred to the following years grant fund.

The Town Clerk advised that the policy presented gave organisations the flexibility to apply for grants throughout the whole year rather than set periods of time. Cllr Toinko commented that 2 rounds would have meant that late grant requests would not have to be considered on an adhoc basis and the Council could be flexible if a grant application was urgent.

The Chairman felt that the policy gave the Council the flexibility to be able to fund organisations straight away rather than wait for the set time scales for 2 rounds.

Cllr Thompson felt that 2 rounds was a more structured approach and that organisations would pre plan for projects that would be applied for.

Cllr Dann proposed to adopt the Grants Policy, a vote took place, but it was not carried.

Cllr Lutley felt that the form within the policy was too complex for small organisations and felt it would discourage them from applying.

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)

c. Christmas Market

The Community Services Officer advised that due to the second national lockdown the Christmas Market had been cancelled. If restrictions were lifted on 2nd December as hoped the remaining two dates 13th and 20th December could still go ahead.

Cllr Badham asked if all exhibitors had to have the track and trace QR code displayed on their stall. The Community Services Officer advised that this was a requirement of CBC.

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

d. Drone Flying Request

Cllr Toinko raised various concerns relating to the request and suggested it would be more suitable on agricultural land rather than a public open space. Cllr Dodds suggested the Country Park as an alternative site.

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

e. School Meal Holiday Provision

The Chairman commented how delighted he was that the Council had provided free school meals to residents of Flitwick. The Town Clerk advised that a total of 57 meals were supplied during the half term and a local resident had donated Halloween boxes to give out. A member of staff had also donated money to the cause.

The Chairman commented that it was uncertain at this time if families would be entitled to free school meals during the Christmas period and suggested the Council come up with a proposal to help families in need.

Cllr Mackey suggested the Council write to CBC with a notion to extend the vouchers throughout the Christmas Holidays.

The Chairman suggested a working party be set up to discuss this further. Cllrs Badham, Earles, Lutley, Thompson, Toinko and Snape agreed to be a part of this. the Community Services Officer offered to take part in this group also.

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

f. Greensand Champions

Cllr Toinko felt the Council should help to promote the Greensand Champion Scheme through Flitwick Papers, Social Media and notice boards.

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)

g. Wildflowers Report

Members noted the report previously circulated by Cllr Toinko. Cllr Thompson expressed an interest in joining the Working Group.

h. Community Grant Scheme

Cllr Mackey gave Members a brief overview of the application. Members discussed the application and raised various concerns including the amount of money requested and suggested a possible alternative of a bench or plaque. Members were unsure if the memorial within the application was a piece of art or a memorial as the application as not clear.

Cllr Earles asked why an application was being made at this time and not in previous years. Cllr Mackey explained that a member of the public approached him regarding the matter, and he took it upon himself to support the application.

It was commented that the pilots were already remembered within their hometowns therefore their lives were already being commemorated.

The proposal for a £10k grant for a memorial statue was declined however Cllr Dann thanked Cllr Mackey for bringing the application to the Council and asked that a dialogue continue going forward.

763. ITEMS FOR INFORMATION

a. Budget

Members noted the budget.

b. 4YP Quarterly Report

Members noted the report. The Chairman expressed what a fantastic job 4YP are doing within the community.

c. Community Services Officer Oral Report

The Community Services Officer advised that the regular activities had been cancelled due to the second national lockdown. A meeting had taken place with regards to the Remembrance Parade and it had been agreed the service would be live streamed at 2.00pm.

Cllr Snape raised concerns with some comments that had been put on Focus on Flitwick encouraging residents to still meet at the cenotaph on remembrance Sunday. Cllr Mackey advised that new government guidance allowed households to attend memorial services that had been officially organised so long as social distancing was adhered to.

768. PUBLIC OPEN SESSION

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**.

769. 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 9.23pm.

DRAFT



FLITWICK TOWN COUNCIL

Event Booking Protocol

A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.

FLITWICK TOWN COUNCIL
The Rufus Centre, Steppingley Road, Flitwick, Beds. MK45 1AH

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1. Introduction

Flitwick is a thriving commuter town located halfway between Bedford and Luton.

Although it has some 15,000 (approx.) residents and a growing number of small and medium sized businesses, Flitwick still retains a "village" feel with its Village Hall, green spaces, historical buildings and beautiful woodland – This makes Flitwick a great place to live, work and visit.

The Town Centre offers a train station with links from Bedford to Brighton, bespoke shops/cafes, and a large supermarket. Residents can also enjoy the many attractions London has to offer, which is only a 50-minute train ride away by the Thameslink train service. Alternatively, Luton Airport, less than 15 miles away, acts as a gateway to an extensive choice of European City destinations and beyond.

Flitwick Town Council (FTC) welcomes event organisers to host their events in the town, which meet the Council's corporate priorities as set out in our business plan.

2. Definitions within this Protocol

Event Organiser - may be an individual or a group

Public Event – a formal, organised gathering inviting members of the public to attend and join in

Successful Event – an event that has been delivered safely and in accordance with its aims

Small Event – an event with less than 100 people attending

Medium Event – an event with less than 500 people attending

Large Event – an event with less than 1,000 people attending

Major Event – an event that has over 1,000 people attending

3. Why do FTC have an Event Booking Protocol

This protocol has been developed to support Event Organisers and promote joint working between organisers, FTC and its contractors. It is only relevant to events taking place on FTC owned land. A list of the land that is available to hire and the scale of events that can be held can be found in **Appendix 1**.

This protocol ensures that Event Organisers and FTC will abide with the following:

- Adhere to relevant legislation and byelaws of the land
- Protect the environment and landscape of the land
- Do not cause offence or discriminate against any group or individual
- Adhere to relevant health and safety legislation and guidance for public events in public spaces, and
- Ensure that relevant timescales and planning milestones are met in accordance with those outlined within this protocol.

Event Organisers and FTC must consider the following:

- Impact of the event on the physical and social environment of the area
- Enjoyment, safety and quality of life for residents, visitors and local businesses; and
- Financial implications

The objectives of this protocol are:

- To ensure that FTC fully meets its responsibilities in terms of relevant event legislation and guidance
- To ensure that the event is delivered safely and effectively with minimal disturbance to the local community surrounding the area
- To ensure that all the necessary infrastructure has been included allowing for the delivery of a safe and successful event that does not have a negative impact on the Council's land or local community
- To ensure FTC receives adequate revenue for the use of its land

- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities

It is important that FTC take into consideration the following:

- Capacity – how many people/cars can fit in an area where the event is proposed
- Ecological Impact – how much use can the land withstand and what type of events can be held in specific areas and whether the character of the land is altered in anyway
- Social Impacts – how many people can comfortably fit in an area and what are the wider implications i.e. car parking in the town

4. Who is this Protocol for

Anyone wishing to host a public event on FTC land. Please note: Existing fun fairs and circuses that take place on Council land are exempt from this protocol.

5. Application Process

All event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receive an application form the Community Services Officer will go through it and ensure that all the relevant information regarding the event is completed appropriately. Once the Community Services Officer has reviewed the application form and discussed it with the Town Clerk & Management Team, they will confirm to the Event Organiser any further information that is required for the application to be considered. At this point the Event Organiser will also be given a deadline for when this information needs to be submitted to FTC. Once FTC have received a completed application form, the Community Services Officer will send this to the Central Bedfordshire Council (CBC) Safety Advisory Group for their comments and recommendations. See section 5.2 *Safety Advisory Group* for more information on this process.

A copy of the Application Form can be found in **Appendix 3**.

Once all information has been received from the CBC's Safety Advisory Group, a recommendation will be considered by the FTC Community Services Committee. It will be this committee that will grant a recommendation as to whether an event can take place on FTC land.

5.1 Timescales

Below outlines when an event organiser must make initial contact with FTC:

Small Events = 3 months prior to the event

Medium Events = 6 months prior to the event

Large Events = 9 months prior to the event

Major Events = 12 months prior to the event

These timescales may be changed at the discretion of the Town Clerk.

5.2 Safety Advisory Group

All events, except small events, will be required to go through the Safety Advisory Group (SAG) process. The SAG enables key agencies, such as the Police, Ambulance and Fire Services as well as CBC and Event Organisers themselves, to work together to look at safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of the SAG have any questions about an event, the organiser might be asked to come along to meet the group so that any issues can be discussed and the organiser can ask for advice from the members - there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group.

FTC will forward information about the event and the event organiser on to SAG. Details of the SAG process in relation to FTC and the event organiser can be found in **Appendix 2**.

6. Roles and Responsibilities of the Council

FTC has the responsibility to approve any event taking place on its land in accordance with this protocol. Our Community Services Officer will liaise directly with event organisers and all necessary parties to ensure that these events are feasible, viable and safe.

The Officer will:

- Assess the Event Application Form
- Liaise with the Event Organiser throughout the process and ensure they are kept informed
- Assess all accompanying event paperwork; Event Management Plans, Risk Assessments and Event Safety Plans
- Make recommendations to the Community Services Committee
- Liaise with necessary parties regarding the event, such as councillors, grounds maintenance, etc.
- Where deemed necessary, undertake a site visit during set-up and de-rig to ensure all conditions are being met according to this protocol and/or any information specifically detailed during the planning process. Officers may also visit the site during the event to check that the event is working in line with the conditions of hire.
- Issue a licence/conditions of hire to the Event Organiser and ensure that this is being adhered to

7. Approval of Events

As set out above, the Community Services Committee will take the decision to approve the delivery of an event on FTC land. The following will be considered when considering granting permission.

7.1 Calendar of Events

FTC will check availability based on whether the land is already in use or if there are any other events taking place in the town on the days requested.

There will be a minimum of a 2-week period between all major events being held at the same venue. No more than one major event will take place in the town on the same day.

All events must follow the timescale provided in section 5: *Application Process* and submit all required paperwork within this timescale.

7.2 Commercial Events

Organisers for Commercial Events must approach FTC in their pre-planning stage and ensure they follow the timescales and submission requirements prior to advertising the event.

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*. As outlined within Flitwick Byelaws, FTC land must only host events that are free of charge for the public to attend and enjoy. Therefore, commercial events will not be granted permission to use this land if they are ticketed.

FTC reserve the right to stop any commercial event taking place on their land, at any time, if it does not abide to the points highlighted within this protocol or becomes a different event to that which was applied for.

7.3 Corporate Event

Applications for corporate events, which are not open to the public will be approved on an individual basis and subject to individually negotiated fees and charges. FTC reserve the right not to approve any private events, at any time, without justification.

7.4 Community Events

Events that are being held for the community to enjoy with no entry fee will be assessed based on the nature of the event, whether it's for the whole community or a specific group, the size of the event and the type of activities that are being offered. FTC reserve the right not to approve any event they feel is not appropriate for the community.

7.5 Licences

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence have now been deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and the 2013 Order. Details on this can be found in **Appendix 4**.

7.6 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify them against any civil action as a direct result of something that happens at their event. This must be Public Liability Insurance and should be obtained through a reputable company.

All major events must be covered by £10 million Public Liability Insurance. All other events can be covered by £5 million Public Liability Insurance. Dependant on the nature of the event and the organisation delivering it, Employer's Liability Insurance may also be required.

7.7 Refusal

In the event that an application is submitted by an event organiser who has previously failed to abide by conditions of approval and timescales granted by the Council, new applications will be rejected unless clear steps have been taken to rectify and follow procedures with the new application.

7.8 Equal Opportunities

All event organisers must provide reasonable accessible services and facilities. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

7.9 Welfare

All event organisers are responsible for the welfare of staff and members of the public that attend their event. Event organisers will ensure that staff and/or volunteers that are on the front line of the event have received the relevant training in dealing with children, young people and vulnerable adults. The event organiser will ensure that good practice guidelines and recommendations are followed at all times and identified staff and/or volunteers undergo a DBS check. Event organisers shall also be responsible for the welfare of any animals that are part of the event.

8 Fees and Charges

All fees and charges are at the discretion of the Council. Charity events will be exempt from land hiring and officer time fees and charges. Fees are based on size of the event, type of event and length of event, including set-up and de-rig time. Fees are charged per event.

8.1 Land Hiring Fees

Below is a guide to land hiring fees:

| Event Size | First Event Day (£) | Subsequent Event Days (£) | Set-up / De-rig Days (£) | Deposit |
|----------------------|---------------------|---------------------------|--------------------------|---------|
| Small | | | | |
| Medium | | | | |
| Large | | | | |
| Major | | | | |
| Fun Fair (set Price) | n/a | £550 | n/a | £500 |
| Circus (Set Price) | n/a | £550 | n/a | £500 |

Fees are payable, along with a deposit for the cheques set out in the section below, when agreement has been obtained for the event to take place. If the full fees and deposits have not been received within 1 month to the date of the event, the Council reserve the right to withdraw their acceptance of the event and granted permissions.

8.1.1 Refund of Deposits

On completion of a successful event the deposit cheques will be returned to the event organiser (minus any deductions appropriate) within 30 days of the event date, unless there are mitigating circumstances or other charges are unpaid.

8.2 Cancellation and Refunds

If an event is cancelled more than 1 month prior to the event date, fees and deposit cheques will be returned in full. Charges for any additional onsite meetings or administration that has taken place by the Council will still apply at a charge of £XX per hour.

If an event is cancelled within 1 month to the event date the Council reserves the right to retain 50% of the hire fees and charges for any additional onsite meetings or administration will still apply at £XX per hour. All deposit cheques will be returned to the event organiser.

8.3 Officer Time and Administration

Any additional onsite meetings to the number set out within the Land Hiring Fees will be charged at £XX for each occurrence.

Any event that requires additional support to meet the event management requirements as set out in this document will incur an additional charge on an hourly basis of £XX.

This support includes but not exclusive to the following:

- Event Management Documentation i.e. Risk Assessments and Plans
- Liaising with the Council's grounds maintenance contractor for work which may be required
- Advice and guidance on health and safety aspects
- Understanding up to date legislation and guidance for events

In addition to the above, the Council's grounds team may need to be involved in site preparations prior to an event which may incur an additional charge. This charge will be quoted for by the grounds team and agreed prior to their involvement.

9 Further Guidance

Once applications have been assessed the FTC may advise event organisers of aspects for their event which require further guidance and/or action.

These may include:

- Compliance with the CBC Safety Advisory Group
- Health and Safety

- Road Closures and Traffic Orders
- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

Please note: this list is not exhaustive and there may be other aspects which arise dependant on the event

It is also important that the event organiser carries out the relevant risk assessments, standards and fire assessments. Support can be provided by FTC with writing these documents and will be part of the administration charges outlined within section 8.4: *Officer Time and Administration* where relevant.

There are also a number of other considerations that FTC require the event organiser to manage as part of their event. These include:

- Marketing and Promotion
- Signage
- Traffic Management and Car Parking
- Welfare and Sanitation

Event organisers are encouraged to refer to The Purple Guide for health, safety and welfare at events. FTC will refer to this guide if necessary and event organisers will be expected to adhere to these guidelines. This guide can be viewed at www.thepurpleguide.co.uk

10 Conditions of Hire

Once all the documentation, policies and objectives outlined within this document have been sufficiently met, FTC will issue the event organiser with a Conditions of Hire Agreement. This agreement will include information that the event organiser must adhere to during the hire period. This document must be signed, dated and returned to FTC prior to the event taking place. FTC reserves the right to withdraw permission for the event to take place on failure to return a signed copy of this agreement. FTC also reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.

FLITWICK TOWN COUNCIL

GRANTS POLICY

1. 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.

2. 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.

3. 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 own 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.

4. Process

- a. The grants budget is set annually as part of the general budget setting process.
- b. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
- c. Subject to funds being available, applications may be made in April and October each year
- d. Ad hoc grant applications may be made throughout the year, where the applicant can prove good reason for not applying for previous round and that to wait for the next round would be significantly detrimental to their project
- e. Applicants must complete the application form (available to download from the website, see also appendix 1) and return it to the Town Clerk.
- f. 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).
- g. Applicants may attend the Community Services Committee meeting to speak in support of their application and answer questions.
- h. Organisations must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
- i. All applicants will be advised within two weeks of the Community Services Committee's decision.
- j. The Community Services Committee's decision is final.
- k. Grants will be paid within 60 working days of the Community Services Committee approval Successful applicants are required to complete a grants feedback questionnaire (available to download from the website, see also appendix 2) no later than six months after the award.

5. 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, even if unsuccessful, 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.

Individual Grants Additional 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.

6. 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.

Appendix 1

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. | <p>Please tick relevant organisation</p> <p>Registered Charity</p> <p>Exempt or excepted charity registered with Inland revenue.</p> |

| | |
|---|---|
| | Community Group/Club/Society 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. | |

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

**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

Appendix 2: 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.



Outdoor sport and green infrastructure - Planning Obligations funding for Ampthill and Flitwick and surrounding areas

Guidance notes and project proposal form

Nov 2020

A decorative graphic consisting of two overlapping curved shapes, one in a lighter shade of green and one in a darker shade, positioned below the text.

Guidance notes to accompany project proposal form

Introduction

Central Bedfordshire Council is able to provide funding to organisations wanting to carry out a range of projects around Ampthill and Flitwick, as a result of securing contributions (planning obligations) from two major development sites.

What type of projects can be funded?

The funding is available for two types of projects:

- Outdoor sport
- Green Infrastructure

More information on the type of activities that we could fund is explained under the 'Project Content' heading.

Location of projects and link with development

The funding has come from development at Warren Farm, Ampthill, and Steppingley Road, Flitwick. Project proposals have to be within 3km of these developments and easily accessible from the sites. The proximity of your project to these development sites will be taken into account when assessing project proposals.

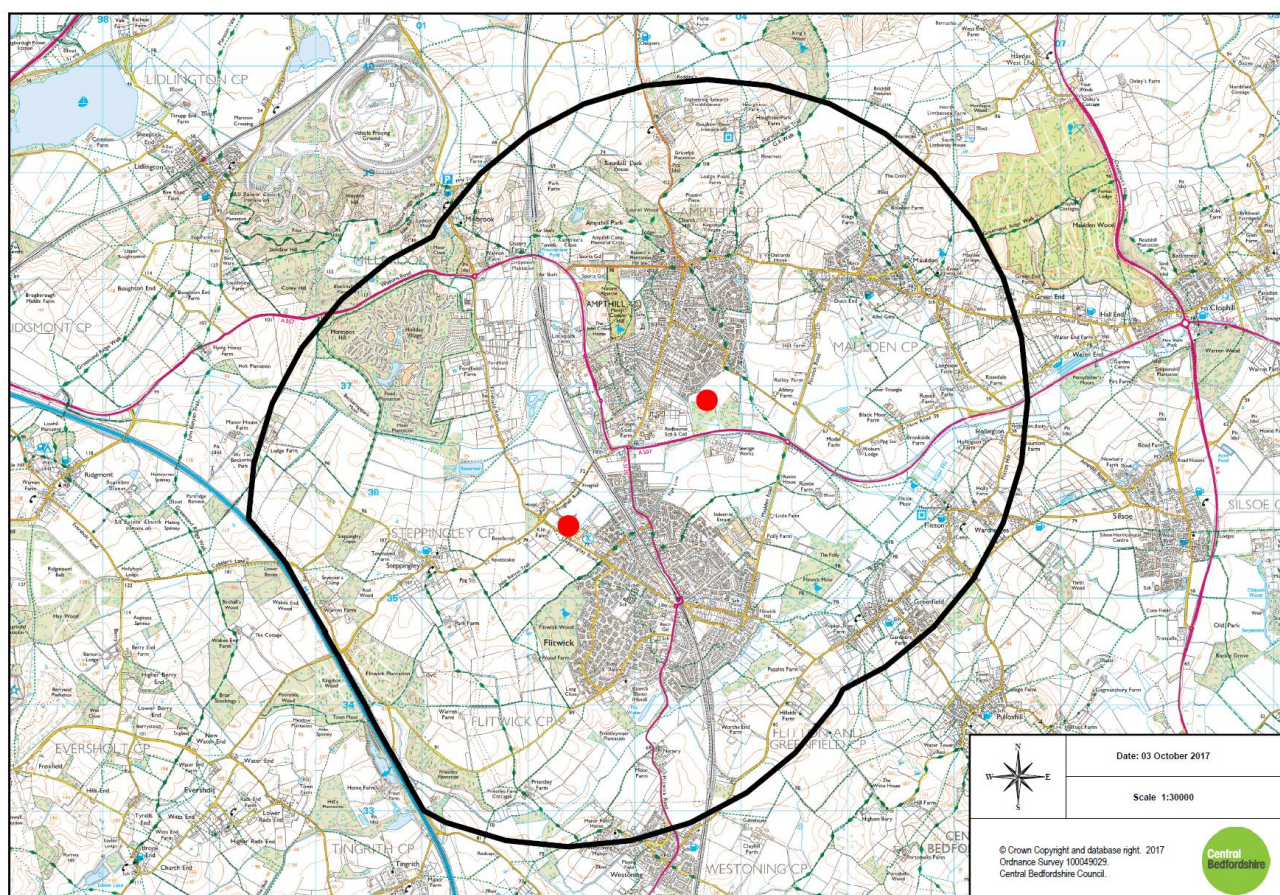


Figure 1 - Funding area around Warren Farm Ampthill and Steppingley Road Flitwick development sites

Applicants must demonstrate how their project will deliver direct benefits to the new communities from the developments at Warren Farm, Ampthill, and Steppingley Road,

Flitwick. The direct relationship between your project and the new development sites is a key consideration.

| Planning obligations funding source | Funding available |
|-------------------------------------|-------------------|
| Warren Farm, Ampthill | £127,839 |
| Steppingley Road, Flitwick | £1,001,137 |

All S106 funds have now been received from these development sites.

Who can apply?

We are inviting applications for strategic projects from organisations who own or operate green infrastructure sites and outdoor sports facilities. Where relevant applicants should liaise with their Town and Parish Council to facilitate a joined-up approach.

Type of funding available

Applications can be made for capital funding only, and the funding should normally be spent within two years of an application being approved. Capital funding results in the acquisition, creation or modification of an identifiable capital asset. Examples of capital expenditure include: acquiring land, constructing buildings or roads or carrying out works to land, buildings or roads that significantly improve their life, value or usefulness.

Revenue expenditure is not applicable to this fund as this would relate to the ongoing management or maintenance of an asset.

The funding is expected to fund improvements to the physical green infrastructure network, new outdoor sports facilities and/or major refurbishment works to outdoor sports facilities. While we recognise that supporting infrastructure (interpretation and information material, car and cycle parking, visitor facilities) support these types of projects, and are included in the eligibility criteria above, we would not expect the funding allocated to this supporting infrastructure to exceed 25% of the total funding allocated.

Funding must be spent after a successful application has been made; allocations will not be made to projects that are already complete, and retrospective applications will not be accepted.

If you have already received s106 funding for your project, please provide confirmation of spend and progress with the project. Where money has not been spent, applications for this funding will only be considered if a project timeline has been submitted and agreed by CBC for the initial funding.

Scale of Projects

Planning obligations funding has been secured to deliver strategic scale improvements, beyond the level delivered within the individual development sites. Projects therefore need to demonstrate how they deliver strategic level outdoor sport and / or green infrastructure gains or improvements with benefits to communities and GI features outside of the project area.

We expect the value of projects supported to be £25,000 or more. In general, we would not expect to fully fund projects; the level of match funding will be part of the project evaluation process.

Support available for

Green infrastructure project development

Central Bedfordshire Council is keen to work with Town and Parish Councils and other organisations, delivering green infrastructure for local communities. If you have a green infrastructure project in mind, and would like some support or advice in developing the project, please contact Siobhan Vincent siobhan.vincent@centralbedfordshire.gov.uk the Technical Specialist Team Leader at Central Bedfordshire Council.

Please do also contact the Greensand Trust, which has been active in supporting Green Infrastructure Planning as part of the Neighbourhood Plans process. They may also be able to help with developing your project, and, if your project is successful, may also be able to help with delivering your project.

Contact Jon Balaam, Director of Development, The Greensand Trust by telephone: 01234 744592 or by email: jon.balaam@greensandtrust.org.

Due to the level of funding available, and the need to deliver large scale projects, we encourage applications for larger scale, cross boundary projects where possible.

Sports project development

If you have a sports project that you would like additional advice on, please contact either Lisa White lisa.white@centralbedfordshire.gov.uk or Laura Badham laura.badham@centralbedfordshire.gov.uk in the Leisure team at Central Bedfordshire Council.

The County Sports Partnership, Team Beds and Luton will also be available to assist clubs work up their projects. Please contact Clare Fitzboydon, Senior Relationship Manager at Team Beds & Luton by telephone: 01582 813761 or by email at: clare@teambedsandluton.co.uk.

Timetable

Applications need to be sent to laura.badham@centralbedfordshire.gov.uk by 17.00, 5 March 2021. Applications will be assessed by a panel of leisure and green infrastructure specialists from Central Bedfordshire Council, and applicants will be notified of the outcome of their application by the end April 2021.

Project content

We are able to fund projects for

- Outdoor sport
- Green Infrastructure

Further guidance about what kind of thing we would look for is set out below:

Outdoor sport:

Projects should include the creation of **new outdoor sports facilities**, for example:

- creation of new outdoor grass pitches or sports courts
- creation of new supporting facilities for outdoor sports such as changing rooms

Projects can also include **major refurbishment works**, for example:

- installation of drainage systems under existing outdoor grass pitches
- upgrade of existing sports court to 3G artificial sports pitch

All projects must have the support of the relevant National Governing Body for Sport (NGB) and have match funding which is either secured or pending, if required. The project should be deliverable within 2 years of this application, as this indicates the overall need and deliverability of the project.

All facilities must be within the ownership and management of an existing town or parish council or sports club, with demonstrable ability to sustainably operate and manage the facility. All facilities must be available to the public and a proposed plan of usage must be submitted with your application.

Green Infrastructure:

Projects could include the aspects below, ideally in combination:

- creating **accessible green spaces** at a country park type scale, e.g. creating new sites, upgrading existing, smaller sites to strategic scale provision, or adding capacity to existing strategic sites.
- Delivering a network of **strategic access** connections to enable residents to travel between urban areas and between town and country, improving connectivity in strategic locations, or enhancing major access routes, e.g. the Greensand Ridge Walk.
- Opening up access to and preserving **historic** and archaeological sites, buildings and structures, focussing on sites or buildings which contribute to the delivery of multifunctional green infrastructure, e.g. preservation and interpretation of archaeological sites, scheduled monuments, historic footbridges, historic parks and gardens, dovecotes and bothies.
- Conservation of key **biodiversity** sites, buffering or expansion of key sites, creating and linking areas of habitat, improvement to the quality and function of natural systems which underpin the natural environment, promoting physical and intellectual access to biodiversity. A priority is delivering BAP targets for the restoration of existing habitat and the creation of new habitat.
- Improving the **landscape** through maintaining the sense of place, using local distinctiveness to guide design and reinforcing local character and distinctiveness, strengthening the fabric of the countryside or enhancing visual amenity and tranquillity.

Project Proposal Form

| Central Bedfordshire Council Planning Obligations | | |
|--|---|---|
| Project Proposal Form | | |
| 1. | Applicant: <i>Group or Organisation</i> | |
| 2. | Name of Representative: | |
| 3. | Address: | |
| 4. | Telephone: | |
| 5. | Email: | |
| 6. | Name of Project: | |
| 7. | Address of Project Site: <i>Please include a map or site plan</i> | |
| 8. | Who owns the project site? | |
| 9. | Description of Project: <i>Please give a brief description of the project</i> | |
| 10. | Total Cost of Project: | £ |
| a) | <i>Please provide a breakdown of the costs involved in the scheme</i> | |
| b) | <p>Quotes</p> <p>Projects up to £2k should provide at least 2 quotes, £2k-£60k 3 quotes, over £60k evidence of a tender process will be required.</p> <p><i>If there are special circumstances regarding quotes, please provide details.</i></p> | <i>A copy of all quotations/tenders & project plans must be attached.</i> |
| c) | VAT | <p><i>Your organisation's VAT status is important when you seek S106 contributions. (CBC will not pay contractors directly but invoices should be submitted from your organisation to us along with copies of your contractor invoices)</i></p> <p><i>Does your organisation reclaim VAT on contractor payments?</i></p> <ul style="list-style-type: none"> - YES - If so, CBC will only pay you the Net Amount of your contractor invoice/s. Your invoice to CBC must only be for the Net Amount. - NO – CBC can pay you the Gross Amount of your contractor invoice/s. Your invoice to CBC must be for the whole amount i.e. including VAT. |

| | | | |
|-----|---|--|--|
| | | Does your organisation reclaim VAT? <i>Please confirm with an X below</i> | |
| | | Yes | |
| | | No or Not VAT registered | |
| 11. | Application Amount: <i>How much are you requesting from the Planning Obligations Fund?</i> | £ (exc. VAT) | |
| 12. | Other Sources of Funding <i>Please give details of other sources of funding for this project. The total cost of the project must be met by the funds identified in parts 11&12. Please also set out for each source of funding whether the funding is secured, applied for, etc.</i> | £ | |
| 13. | Relevance of the project to planning obligations funding: <i>Explain how your project will benefit new communities or residents.</i> | | |
| 14. | Adding value <i>Explain what the funding would enable, e.g. if it is extending an existing project, or how it complements existing projects. or supports other priorities such as management of flood water mitigation.</i> | | |
| 15. | Status of the project: <i>Please set out any consents that will be required to carry out the project, stating whether consent has been secured, applied for etc, with the approximate timescale for securing consents if they have not yet been secured.</i> | <i>If you have already received s106 funding for your project, please provide confirmation of spend and progress with the project. Where money has not been spent, applications for this funding will only be considered if a project timeline has been submitted and agreed by CBC for the initial funding.</i> | |
| 16. | Project timeline: <i>Please set out a timeline for completing the project, including key milestones.</i> | | |
| 17. | Long term sustainability: <i>Please provide details of how the project will be funded in the long term, citing where relevant any management plans / costs / charges or agreements.</i> | | |
| 18. | Project delivery: <i>Please provide information about your organisation's track record of delivering planning obligations projects.</i> | | |

| | | |
|-----|--|--|
| 19. | <p>Location of the project within the context of other outdoor sport facilities or GI network:</p> <p><i>Explain where your project is located in relation to identified outdoor sport and GI need, and explain how your project will complement other assets nearby.</i></p> | |
| 20. | <p>Full Description of Project:</p> <p><i>Give full details of the proposed scheme. Please set out what type of project you are proposing, in terms of</i></p> <ul style="list-style-type: none"> • <i>Outdoor sport</i> • <i>Green Infrastructure</i> <p><i>If your project is a mixture of the above, please set out how much funding you would expect to spend on each point.</i></p> | |

Monthly Budget Review – October 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 31/10/2020 is:

| | Budget | Spend Year to Date | Monthly Spend to 31/10/2020 | |
|-----------|----------|-----------------------|--------------------------------|-------|
| Community | £424,681 | £230,513 | £37,841 | Green |

Impact of Covid-19 on the budget by Committee:

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 31/10/2020

Month No: 7

Community Services

| | 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 | 22,615 | 133,539 | 260,781 | 127,242 | | 127,242 | 51.2% |
| 4002 UNIFORM | 0 | 327 | 2,000 | 1,673 | | 1,673 | 16.4% |
| 4005 VEHICLE - MAINTENANCE | 0 | 907 | 2,000 | 1,093 | | 1,093 | 45.4% |
| 4006 FUEL | 0 | 2,176 | 6,500 | 4,324 | | 4,324 | 33.5% |
| 4008 INSURANCE | 0 | 1,982 | 2,650 | 668 | | 668 | 74.8% |
| 4009 HEALTH & SAFETY | 63 | 63 | 1,000 | 937 | | 937 | 6.3% |
| 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 | 613 | 3,066 | 5,000 | 1,934 | | 1,934 | 61.3% |
| CORE SERVICES :- Indirect Expenditure | 23,291 | 142,108 | 282,531 | 140,423 | 0 | 140,423 | 50.3% |
| Net Expenditure | (23,291) | (142,108) | (282,531) | (140,423) | | | |
| 301 BURIAL GROUNDS | | | | | | | |
| 1004 BURIAL GROUNDS | 9,568 | 17,980 | 12,000 | (5,980) | | | 149.8% |
| 1013 CBC-CLOSED BURIAL GROUND | 0 | 0 | 1,000 | 1,000 | | | 0.0% |
| 1020 FUNCTIONS | 247 | 247 | 0 | (247) | | | 0.0% |
| 1119 RECHRGBLE B GRND ITEMS income | 0 | 3,291 | 2,000 | (1,291) | | | 164.6% |
| BURIAL GROUNDS :- Income | 9,815 | 21,518 | 15,000 | (6,518) | | | 143.5% |
| 4015 UTILITIES | 0 | 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 | 76 | 543 | 4,000 | 3,457 | | 3,457 | 13.6% |
| 4088 PORTALOO HIRE | 160 | 1,151 | 2,550 | 1,399 | | 1,399 | 45.1% |
| BURIAL GROUNDS :- Indirect Expenditure | 236 | 1,824 | 7,750 | 5,926 | 0 | 5,926 | 23.5% |
| Net Income over Expenditure | 9,579 | 19,694 | 7,250 | (12,444) | | | |
| 302 ALLOTMENTS | | | | | | | |
| 1005 ALLOTMENT RENT | 173 | 957 | 3,500 | 2,543 | | | 27.3% |
| 1014 PHONE MAST INC (STATION RD) | 0 | 4,500 | 4,500 | 0 | | | 100.0% |
| ALLOTMENTS :- Income | 173 | 5,457 | 8,000 | 2,543 | | | 68.2% |
| 4012 LAND REGISTRY | 0 | 26 | 0 | (26) | | (26) | 0.0% |
| 4015 UTILITIES | 55 | 414 | 600 | 186 | | 186 | 68.9% |
| 4072 ALLOTMENTS/MAINTENANCE | 0 | 284 | 1,700 | 1,416 | | 1,416 | 16.7% |
| 4088 PORTALOO HIRE | 184 | 1,273 | 2,550 | 1,277 | | 1,277 | 49.9% |
| ALLOTMENTS :- Indirect Expenditure | 239 | 1,996 | 4,850 | 2,854 | 0 | 2,854 | 41.2% |
| Net Income over Expenditure | (66) | 3,460 | 3,150 | (310) | | | |

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Community Services

| | 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 | 843 | 930 | 3,000 | 2,070 | | 2,070 | 31.0% |
| 4084 PLANT & EQUIP-PURCHASE | 0 | 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 | 393 | 3,349 | 6,300 | 2,951 | | 2,951 | 53.2% |
| 4132 BUILDING MAINT GENERAL | 434 | 2,781 | 2,500 | (281) | | (281) | 111.2% |
| 4700 FLITWICK MANOR PARK | 0 | 12,097 | 5,000 | (7,097) | | (7,097) | 241.9% |
| LOCAL AMENITIES-GEN :- Indirect Expenditure | 1,669 | 20,488 | 31,350 | 10,862 | 0 | 10,862 | 65.4% |
| Net Income over Expenditure | (1,669) | (20,462) | (29,350) | (8,888) | | | |
| 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. | 598 | 1,620 | 6,000 | 4,380 | | 4,380 | 27.0% |
| 4082 Millennium Park | 0 | 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 | 136 | 1,048 | 3,000 | 1,952 | | 1,952 | 34.9% |
| PLAY AREAS :- Indirect Expenditure | 734 | 8,860 | 20,000 | 11,140 | 0 | 11,140 | 44.3% |
| Net Income over Expenditure | (734) | (7,010) | (18,150) | (11,140) | | | |
| 306 STREET LIGHTING | | | | | | | |
| 4096 Electricity - Street Lights | 192 | 1,174 | 2,500 | 1,326 | | 1,326 | 46.9% |
| 4097 Street Lighting Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| STREET LIGHTING :- Indirect Expenditure | 192 | 1,174 | 3,500 | 2,326 | 0 | 2,326 | 33.5% |
| Net Expenditure | (192) | (1,174) | (3,500) | (2,326) | | | |

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Community Services

| | 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 | 98 | 151 | 2,000 | 1,849 | | 1,849 | 7.6% |
| 4015 UTILITIES | 0 | 994 | 2,300 | 1,307 | | 1,307 | 43.2% |
| 4016 BUSINESS RATES | 0 | 2,395 | 2,450 | 55 | | 55 | 97.8% |
| 4049 YOUTH ACTIVITIES | 10,300 | 30,901 | 35,000 | 4,099 | | 4,099 | 88.3% |
| 4132 BUILDING MAINT GENERAL | 525 | 1,816 | 5,000 | 3,184 | | 3,184 | 36.3% |
| 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 | 10,923 | 36,756 | 48,600 | 11,844 | 0 | 11,844 | 75.6% |
| Net Income over Expenditure | (10,923) | (21,756) | (48,100) | (26,344) | | | |
| 312 COMMUNITY INVOLVEMENT | | | | | | | |
| 1038 WATERCOLOUR PAINTING | 73 | 15 | 0 | (15) | | | 0.0% |
| 1039 PAINTING CIRCLE | 0 | 66 | 0 | (66) | | | 0.0% |
| 1046 CHILDRENS EVENTS | 0 | 61 | 0 | (61) | | | 0.0% |
| 1120 KEEP FIT | 23 | 225 | 0 | (225) | | | 0.0% |
| 1171 LUNCH CLUB | 77 | 967 | 0 | (967) | | | 0.0% |
| COMMUNITY INVOLVEMENT :- Income | 173 | 1,334 | 0 | (1,334) | | | |
| 4558 KEEP FIT | 217 | 285 | 0 | (285) | | (285) | 0.0% |
| 4621 LUNCH CLUB | 0 | 8 | 0 | (8) | | (8) | 0.0% |
| COMMUNITY INVOLVEMENT :- Indirect Expenditure | 217 | 293 | 0 | (293) | 0 | (293) | |
| Net Income over Expenditure | (44) | 1,041 | 0 | (1,041) | | | |
| 313 EVENTS | | | | | | | |
| 1042 TEA DANCES | 0 | 97 | 0 | (97) | | | 0.0% |
| 1051 TRIBUTE EVENINGS | 0 | 0 | 0 | (0) | | | 0.0% |
| 1052 COMEDY EVENTS | 0 | (20) | 0 | 20 | | | 0.0% |
| 1072 Community Events | 1,626 | 1,928 | 0 | (1,928) | | | 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 | 0 | 2,780 | 2,500 | (280) | | | 111.2% |
| 1169 DOG SHOW | 0 | 67 | 0 | (67) | | | 0.0% |
| EVENTS :- Income | 1,626 | 7,614 | 2,500 | (5,114) | | | 304.5% |

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Community Services

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4000 GLOBAL EXPENDITURE BUDGET | 0 | 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 | 0 | 12 | 0 | (12) | | (12) | 0.0% |
| 4138 EQUIPMENT & PLANT | 0 | 106 | 0 | (106) | | (106) | 0.0% |
| 4142 EVENT EXPENDITURE | 0 | 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 | 340 | 13,966 | 15,500 | 1,534 | | 1,534 | 90.1% |
| 4503 TEA DANCES | 0 | 75 | 0 | (75) | | (75) | 0.0% |
| 4530 TRIBUTE EVENINGS | 0 | 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>340</u> | <u>17,014</u> | <u>26,100</u> | <u>9,086</u> | <u>0</u> | <u>9,086</u> | <u>65.2%</u> |
| Net Income over Expenditure | <u>1,286</u> | <u>(9,400)</u> | <u>(23,600)</u> | <u>(14,200)</u> | | | |
| COMMUNITY SERVICES :- Income | 11,786 | 52,798 | 29,850 | (22,948) | | | 176.9% |
| Expenditure | 37,841 | 230,513 | 424,681 | 194,168 | 0 | 194,168 | 54.3% |
| Movement to/(from) Gen Reserve | <u>(26,055)</u> | <u>(177,716)</u> | | | | | |
| Grand Totals:- Income | 11,786 | 52,798 | 29,850 | (22,948) | | | 176.9% |
| Expenditure | 37,841 | 230,513 | 424,681 | 194,168 | 0 | 194,168 | 54.3% |
| Net Income over Expenditure | <u>(26,055)</u> | <u>(177,716)</u> | <u>(394,831)</u> | <u>(217,115)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(26,055)</u> | <u>(177,716)</u> | | | | | |

Community Services meeting December 2020

Grounds Team Report

Manor Park

It will soon be time for the cows to go back home. The Bull had to be returned early as he became quite clever at finding ways out of the paddock. It has been a very successful trial and we look forward to getting more next year.

Grassed areas

All grassed areas will be getting their last cut this month until spring.

Hedges

The cutting of hedges has had to be put back a couple of weeks due to contractor schedule problems. They will be cut on the 1st December.

Burial Ground

The plaques in the old garden of remembrance are being re-seated as they have sunk over time.

Poppies

The placement of the poppies has been very popular again this year.

Santa's Grotto

The grounds team has helped build some of Santa's Grotto this year, please see photos attached of the Sleigh and Fireplace with flame effect lighting.



Manor Park Work Action Plan

Autumn and winter 2020-2021

| Objectives | Action Descriptions | Resources Required | Priority 1 - 5 low - high | Time Needed | Date of Completion |
|---|--|---|---|-------------|--------------------|
| Provide a water source for cattle in southeast fields | Research possible solutions for providing water to cattle in isolated locations, seek advice from current grazier (David Self) and other local organizations that may have faced similar issue's (Amphill Town Council?) | >1-2 ground staff >internet >telephone | 5 To be resolved before spring 2021 | ? | |
| Create a clear line along back boundary of southeast field for new stock fencing to be erected. | Remove approx. 150m of old barbed wire fencing, cut down to ground level any scrub growth (bramble/roses) And remove. Fell and process any dead or leaning trees (under 15" diameter) chip brush where possible, cut into lengths and stack remaining timber in the wood to make habitat piles. Lift crown on remaining trees. Get quotes for contractors to fell any trees above 15" (grounds team to process once on the ground) | >2 ground staff >Truck >Chipper >Chainsaw+kit >Hedge cutter >Dung drag forks >Fencing pliers + hammer | 5 To be done before new fencing due in Jan 2021 | 10 days | |
| To make safe dead / damaged trees along evergreen walk. | Fell and process any dead or dangerous trees (under 15" diameter) along evergreen walk Chip brush were possible Cut into lengths and stack remaining timber to create habitat piles (number of piles to be kept to a minimum and at least 3m from pathways) Get quotes from contractors to fell any trees above 15" (grounds team to process once on the ground) | >2 ground staff >Truck >Chipper >Chainsaw+kit | 5 Currently there is a possibility of injury from falling branches / trees | 5 days | |

Manor Park Work Action Plan

Autumn and winter 2020-2021

| Objectives | Action Descriptions | Resources Required | Priority 1 - 5 low - high | Time Needed | Date of Completion |
|--|---|---|---------------------------------|-------------|--------------------|
| To conserve the key features of the parks historic designed landscape and its wildlife interest in the southwest fields and prevent loss of saplings set by scouts along northwest boundary. | Prepare new planting location within the gaps of the northwest boundary hedge in the northwest field using tractor and flail to clear grass and scrub growth, lift sapling from current location and reset in prepared ground with a spacing of approx. half a meter, mulch each plant with woodchip (woodchip piles along chestnut avenue) | >1-2 ground staff >Truck >Tractor & flail >Spades/shovel | 4 | 2 days | |
| Carry out maintenance on hedge along northwest boundary in the northwest field. | Cut hedge back by approx. 1m to create a clear line for new fencing. Mulch hedge cuttings with tractor and flail. | >1-2 ground staff >hedge cutter >tractor and flail >dung drag forks | 4 | 1 day | |
| To secure field to the southeast of Flit Water to enable the continuation of low intensity grazing in 2021. | Access damage to existing fencing and get quotes for material's needed. Remove damaged posts and replace with like for like posts, add new half round intermediate posts where required and shore up loose undamaged posts. | >2 ground staff >30 full round posts >15 half round posts >Fencing tools | 3 | 5 days | |
| To create a clear access route for tractor and trailer to the southwest fields by opening up carriage way through the southeast of the wood starting from Westoning end entrance gate. | Fell and process any self-set, dead or dangerous trees within the original carriage way (under 15" diameter) chip brush where possible, cut into lengths and stack remaining timber to create habitat piles (number of piles to be kept to a minimum and at least 3m from pathways) | >2-3 ground staff >Truck >Chipper >Chainsaw+kit >Hedge cutter | 3 | 5 days | |

Manor Park Work Action Plan

Autumn and winter 2020-2021

| Objectives | Action Descriptions | Resources Required | Priority 1 - 5 low - high | Time Needed | Date of Completion |
|--|---|---|---------------------------------|-------------|--------------------|
| To conserve the key features of the parks historic designed landscape and its wildlife interest in the southwest fields. | Select a few well established 'feature trees' to be kept in each field (this should include any trees above 15" in diameter) Fell and process remaining self-regenerating trees, chipping brush wood where possible, cut remaining timber into lengths and stack within the wood creating habitat piles at least 3m away from footpaths. | >2-3 ground staff >Truck >Chipper >Chainsaw+kit | 2 | 15 days | |
| Create a welcoming entrance way to the park | Fell and process any dead or dangerous trees (under 15" diameter) Manage ivy taking over trees by cutting through main stems at ground level leave ivy to die back, ensure a gap of 2" is created between cut stem. Get quotes for new native hedging plants to replace the ones lost along the car parks right side boundary line during the installation of the new gates. Once approved order hedging and set along boundary with a spacing of approx. half a meter. | >2 ground staff >Truck >Chipper >Chainsaw+kit >Hedge cutter >Blower | 1 | 3 days | |
| To create an area for forage harvested waste from the main field to be composted that is away from the grassland. | Clear an area along the northeast boundary of sweet chestnut avenue, remove scrub growth, fell and process any small self-set trees in the designated area. Remove old boundary fencing to allow access by tractor, move grass waste piles that are currently in the main field with tractor and front loader into cleared area. Set native hedging plants at a spacing of half a meter to obscure view of compost heaps from sweet chestnut avenue walk. | >2 ground staff >Truck >Chipper >Chainsaw+kit >Hedge cutter >Tractor and front loader >Hedgeing | 1 | 3 days | |

Manor Park Work Action Plan

Autumn and winter 2020-2021



Prepared by Vincent Vass

November 2020

Manor Park Work Action Plan

Autumn and winter 2020-2021

Flitwick Town Council Youth Committee

Youth Councils

Local youth councils are forums that represent the views of young people at a local level. Run by young people for young people, they give young people a voice and enable them to make their views heard in the decision-making process.

They give young people the chance to discuss relevant issues, engage with decision makers and contribute to improving the lives of young people within their communities.

There are currently over 620 youth councils active across the UK. They work with all levels of local government including Parish and Community Councils as well as Unitary Authorities, Borough and County Councils.

Our committee would be an excellent way for us as a council to interact with young people from all backgrounds, and a great introduction to local democracy, with the hope of engaging more young people in the process.

The proposal is to form a “Youth Committee” in Flitwick. This would not be a formal council committee, but would report-in to the council (via Community Services). Representatives could range in age from 13 to 25. Initially I suggest that the committee numbers up to 16. Local Schools could vote in representatives. At least one FTC councillor would attend their meetings, and the youth committee could be invited to report to the Community Services committee each month. In return, we would ask them to produce newsletters/Blogs etc to advertise the committee and encourage a flow of information and a gathering of opinions from the young community in Flitwick. They could also have stalls at council events, and get involved in the Carnival, Christmas Lights switch on etc.

In order to get this started I would propose an initial annual budget of £5,000. This would help the committee to understand how to run a budget, and to start local campaigns and fundraisers, an example of which is shown below.....

One suggestion that has already been made is a regular Mental Health Check-in night at the hub

The format suggested was

After COVID - Each week, we run a mental health check- in session aimed in particular at young people. Each week we “Hand over” the session to a mental health professional or Organisation to speak or advocate. These sessions to be advertised in local schools and youth organisations. The funds could be topped up by fundraising campaigns and events organised by our proposed Youth Committee.

Proposal:

To formulate a youth committee as outlined, with an annual budget of £5k.