



MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 5TH JANUARY 2021
AT 7:30PM VIA VIRTUAL ACCESS

Present:

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

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

Ian Cook – Step Free Access

781. APOLOGIES FOR ABSENCE

None.

782. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – None declared
- (b)** Non-Pecuniary interests in any agenda item – None declared.

783. CHAIRMAN'S ANNOUNCEMENTS

The Chairman commented that the new planters outside Barclays bank were a great improvement to the area.

The Chairman raised that several residents had been disappointed with the outcome of the CBC discretionary support scheme that was being offered to local businesses. The Chairman would raise this matter with the Ward Councillors at the next Town Council meeting.

The Chairman advised that the Community Awards should have been an agenda item and would be raised under matters arising.

784. PUBLIC OPEN SESSION

Ian Cook, Step Free Access representative, attended the meeting to discuss the grant application that was submitted to the Town Council in 2020. Mr Cook was disappointed that there had been no communication advising the outcome of the application. The Chairman

apologised on behalf of the Town Council and put it down to an administrative error. Mr Cook also wished to know reasons for refusing the grant application. The Chairman advised that whilst the Town Council fully supported the Step Free Access initiative, the application was not clear on what exactly the funds would be used for and that the scheme was a nationwide project not specifically for Flitwick only.

Cllr Dodds commented that a Network Rail representative was due to attend the Planning meeting to give an update on the Step Free Access at Flitwick Station and invited Mr Cook along.

785. MEMBERS QUESTIONS

Cllr Snape advised Members that he had met a resident at the Millennium Park who had various concerns surrounding anti-social behaviour and the management of the Park. Cllr Snape suggested inviting PC Dagley to the next meeting to find out what was being done to tackle these issues. Cllr Dodds advised that youths had also been congregating within Tesco car park. The Chairman suggested inviting the Police Crime Commissioner to the next meeting to discuss these matters.

Action: ESM

Cllr Dodds advised Members that he had attended a training workshop about reporting crime in Towns and Parishes which was delivered by CBC. This training was available for other Members if they wished to attend.

Cllr Toinko advised that CBC were advertising a tree planting grant scheme and wondered if this was something the Town Council should apply for. The Chairman suggested this could be something the wildflower working group investigate. The Town Clerk felt that this was an officer matter, and they would produce a list of required trees and apply to the scheme.

Action: ESM

Cllr Toinko asked if a meeting had been set up for the Youth Committee working group.

Cllr Dodds commented that the hedge along Steppingley Road had been cut and asked if the side adjacent to the houses was due to be cut. The Environmental Services Manager agreed to clarify whose responsibility this was.

The Chairman commented that 3 domestic Christmas Trees has been placed on the roundabout in Flitwick causing the WW2 Tommy Figure to be pulled over in the high winds. The Chairman expressed disappointment with this action and felt whoever had done this was irresponsible.

786. MINUTES

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

Cllr Dann advised of several typos within the minutes.

It was **RESOLVED** to accept the minutes as a true record of the meeting held on 1st December 2020 (Vote - All in favour)

787. MATTERS ARISING

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

Cllr Thompson asked what Members had agreed to be part of the Youth Committee working group. The Community Services Manager agreed to investigate this and report back.

788. ITEMS FOR CONSIDERATION

a. The Shed

The Environmental Services Manager advised that there was currently a substantial waiting list for both allotment sites however due to renewal of agreements, several plots would become available. Members had a lengthy discussion surrounding the age range of the proposed group and agreed it would be a better option to run the Men's Club and The Shed as 2 separate groups.

Members agreed that this group should be delayed slightly due to the national lockdown recently imposed, this would also give Members a better idea of allotment plots available.

b. Foodie Friday's

Cllr Dodds felt that the event would be better held on the hardstanding area of the Millennium Park. Cllr Thompson asked if the company would be charged in line with the new hire structure of the park. The Community Services Manager advised that this would not be the case as the event would be run jointly with the Town Council.

It was **RESOLVED** to hold the Flitwick Foodie Fest on the last Sunday of the Month from April – September 2021, with the additional December date using the Hub Car Park. (vote – all in favour)

c. Burial Space

Cllr Dann commented that he had spoken with a local resident regarding the area within the burial ground for Muslim burials however they were unaware this was available. He advised that Muslims should be buried as soon as possible within 24 hours, and that they should preferably face Mecca.

Cllr Dann also advised that local funeral director Neville's believed Flitwick Town Council were the only small Town within Central Bedfordshire to have a designated Muslim Area.

It was **RESOLVED** to utilise the allocated Muslim Burial space within the Burial Ground for additional grave space. (vote – all in favour)

d. Proposed Budget 2021/2022

Cllr Lutley had several questions that she wished to raise.

Cllr Toinko commented that the allotments generated a healthy surplus every year and wondered if this could be used to make some repairs on the spine roads at both sites.

Action: ESM

It was **RESOLVED** to accept the proposed budget 2021/2022. (vote – all in favour)

e. Manor Park Expenditure

It was **RESOLVED** to accept an expenditure of approximately £3600 - £4800 to match fund the condition assessments to replace the main entrance gate piers and associated metal railings and repair the ornamental bridge. (vote – all in favour)

789. ITEMS FOR INFORMATION

a. Budget

Members noted the budget.

b. Community Core Services – Health & Safety (Overspend)

Members noted the overspend.

c. Community Services Report

Members noted the report. Cllr Thompson had received positive feedback from the Santa's Grotto event and praised the team for their efforts. Cllr Thompson also asked if any charities had been chosen as part of the Flitwick Festive Fun competition. The Community Services Manager advised that she was still waiting for the charity choices.

d. Scheme of Delegation

Noted.

779. 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**.

No questions or comments.

780. 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 20:39pm



FLITWICK TOWN COUNCIL

Report to Community Services 2nd February 2021: Carnival 2021

Implications of recommendations

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

Finance: Carnival Budget

Equality:

Environment: Takes forward policy objectives directly.

Background

Flitwick Town Council organise an annual Carnival held at Millennium Park.

Carnival is the largest annual event with families from Flitwick and surrounding villages attending. The event consists of a parade, food court, stalls, pony rides, climbing wall, fun fair, arena acts and more.

Carnival 2020 was cancelled due to Covid 19 Lockdown.

Introduction

Carnival 2021 is due to take place at Millennium Park on Saturday 12th June, 12noon – 7pm.

Carnival is a large event with 1000+ people attending and to ensure the event is delivered safely, Flitwick Town Council relies on support from Bedfordshire Police and Police Cadets.

The Community Services Team would usually start planning Carnival at the start of the year. Some aspects of the event are already in place for 2021 as they have been carried forward from 2020, such as arena acts.

Additional Matters

A number of stall spaces are taken up by local school PTA's, charities, and local organisations such as the Royal British Legion and Scouts. Due to current restrictions, some of these organisations are unable to meet, making planning and collecting items for a stall challenging.

Due to current restrictions, uniformed organisations are unable to meet, this may have an impact on the availability of Police Cadets, depending on restrictions in place during spring/summer.

When holding a large outdoor event, the CBC Safety Advisory Group (SAG) must be informed. The Community Services Manager has taken advice from the SAG team regarding Carnival 2021. The CBC SAG team advised that CBC would only support Carnival 2021 if

Central Bedfordshire is in tier 1 (Low) or tier 2 (Medium). CBC advise any large events in tier 3 or above should not go ahead.

Options

1. To consider cancelling Carnival 2021 on Saturday 12th June.
2. To continue planning the Carnival 2021 as normal.
3. To consider scaling back the event to predominantly be a 'main stage' of entertainment with the public attending in their households/support bubbles with social distancing.

Officer Recommendation

Officers preference is recommendation 3. Further details on this including logistics and costings would be presented at next Community Services meeting if members are in favour.

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 2nd February 2021: Christmas Lights

Implications of recommendations

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

Finance: Christmas Lights

Equality:

Environment: Takes forward policy objectives directly.

Background

Flitwick Town Council own a range of Christmas lights and festoon.

In previous years, a group of local volunteers have supported Flitwick Town Council by putting up and taking down the Christmas Lights each year. The Christmas Lights are stored at The Rufus Centre.

In 2020, Members voted in favour to outsource new Christmas Lights from a contractor, changing the display and agreeing to a 3-year tender.

Introduction

The Christmas Lights are currently being stored at The Rufus Centre in a large container.

There are approx. 35 column displays and a building display.

Additional Matters

Some of the display columns have been in use for a number of years. Health and Safety guidance and standards have changed over the years, some of the display may not meet current standards.

A small number of display columns are not able to be repaired.

My recommendation would be to dispose of/recycle the Christmas Lights.

Potential Recommendations

1. To consider disposing/recycling the Christmas Lights currently in the container.
2. To consider selling the Christmas Lights currently in the container.
3. To consider donating the Christmas Lights currently in the container.

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 2nd February 2021: Dog Show

Implications of recommendations

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

Finance: Events Budget

Equality:

Environment: Takes forward policy objectives directly.

Background

Dog Show is an annual event held at The Rufus Centre in May

Dog Show 2020 was cancelled due to Covid 19 Lockdown.

Dog Show consists of 10 different classes, stalls, a bouncy castle, and food catering. The event attracts approx. 300 people on the day.

Dog Show has raised money for Town Mayor's Charities and Bedford's Pets at Home Charity.

Introduction

Dog Show 2021 is due to take place at The Rufus Centre on Sunday 9th May, 11:30am – 4pm.

In previous years The Community Services Team have worked with John & Lesley Hunt to organise the event. John & Lesley work closely with local dog rescue centres and were able to invite a local rescue centre on the day to find potential homes for their dogs as well as gain much needed donations.

Additional Matters

CBC SAG team advised CBC are only able to support large events if Central Bedfordshire is in tier 1 (Low) or tier 2 (Medium). CBC advise any large events in tier 3 or above should not go ahead.

The Rufus Centre currently has a booking to deliver Covid 19 vaccinations. There is a possibility the booking will be open 7 days a week, 12 hours a day during the spring/summer months – although this is not confirmed at this time.

Recommendations

1. To consider cancelling Dog Show 2021 on Sunday 9th May .

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 2nd February 2021: 'The Shed'

Implications of recommendations

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

Finance: The Community Services Budget

Equality:

Environment: Takes forward policy objectives directly.

Background

Due to Covid 19, Men's Club have not been able to meet since 23rd March 2020.

Men's Club meet every Monday at Flitwick Club. There are approx. 23 attendees each Monday, with members paying a £2 sub fee each week. The Men's Club subs are used to offset the cost of hiring transport when attending day trips.

Men's Club is currently open to men over the age of 55 years. They can enjoy a range of social activities such as playing pool, dominoes, cards, and darts as well as having the option to attend day trips. The trips are organised every other month to places such as RAF Hendon Museum and Tring Brewery.

During the Covid 19 restrictions in 2020, many of the Men's Club members have not been able to meet. Some Members live on their own and have health concerns. The Community Services Team were in weekly, sometimes daily, contact with these members during the first Lockdown.

Introduction

The Community Services Team hope to reinstate Men's Club at Flitwick Club as soon as it is safe to do so.

While it is unclear on when Men's Club will be returning, we would like to offer the Men's Club members the opportunity to meet in small numbers, in an outdoor environment where they would be able to social distance and remain safe. (When the current Lockdown restrictions allow people to meet in small groups outside again)

'The Shed' – The Community Services Team propose to have an allotment with a shed for the Men's Club Members. The members will be responsible for maintaining, planting, and watering the allotment.

'The Shed' would be an extension of the current format of Men's Club. Men's Club would continue to meet at Flitwick Club every Monday (when restrictions permit) with 'The Shed' being an optional meeting place for them to meet in small numbers or attend alone whenever they wish too.

There would be a small cost to start up 'The Shed' – Appendix 001

Additional Matters

Waiting list of people for allotment space: Environmental Manager to do a verbal update.

Recommendations

1. To consider 'The Shed' as an extension of the current Men's Club format. Allowing 1 allotment plot at either Station Rd or Steppingley Rd allotments, giving Men's Club priority on the waiting list.

Susan Eldred
Community Services Manager

'The Shed' Costs.

The Shed	Cost (approx)
8 X 6ft Shed & Base	£455.00
Hand Tools	£80.00
Other Tools	£40.00
Seeds	£30.00
Watering Can	£10.00
Wheelbarrow	£30.00
Compost Bin	£30.00
Keys/padlock/other	£50.00
Total	£725.00



FLITWICK TOWN COUNCIL

Report to Community Services 2nd February 2021: Community Awards

Implications of recommendations

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

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

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

The Community Awards category criteria was presented at Community Services in October. It was agreed for Community Awards to be a monthly agenda item on Community Services.

Introduction

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

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

Cllr Dann & Cllr Badham have been working with The Community Services Team in regard to setting the new categories and criteria.

Additional Matters

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

The Rufus Centre currently has a booking to deliver Covid 19 vaccinations. The Lockyer suite is booked 7 days a week.

Recommendations

1. To consider cancelling the postponed Community Awards 2020 event in April 2021.
2. To consider the new Community Awards format to be launched in November 2021 for an Awards evening in April 2022, with no 2021 awards being allocated.

3. To consider inviting all nominees to the Rendezvous Café at a set time and date. Awards can be presented by the Town Mayor with a socially distance photo in the car park. (Subject to Covid restrictions and CBC guidance on the confirmed date)

Susan Eldred
Community Services Manager



Providing locality
Youth Services



Flitwick Town Council

**Proposal of Youth Locality Services
for
Flitwick Town Council
2021/2022**

1. *Aims/ objectives of the Service*

No-one could have predicted at the start of 2020, the impact to be experienced across society as a whole, by Covid19. Delivery of community-based youth work services needed to reflect the unprecedented times we found ourselves in as we sought to continue to support the young people of Flitwick, but through a range of mediums which allowed us to engage safely and in line with National Youth Work directives and working closely with the Town Council, local Schools, community partners, CBC, and parents to adapt as appropriate. 2020 tested the skills, tenacity, commitment, and creativity of the 4YP Team like never before. We pooled our expertise, ideas, and experience across the 4YP Team to offer a series of remote group delivery activities, with detached sessions and on-site targeted small group events as the situation allowed. The safety of young people, and 4YP staff, together with the mental health and wellbeing of young people, has been and continues to be of paramount importance throughout as we support young people through their progress from young person to young adult.

When looking forward to 2021 we take these experiences, and the flexible options of youth work delivery forward. We remain hopeful that the recent availability of a vaccine will reduce if not eradicate the Virus to allow us to return to a semblance of a pre-Covid19 world, with on site and face to face youth work engagement the core of our offer. Whatever, the 4YP Youthwork Team are confident that, working closely with our commissioners and partners, the young people of Flitwick will be supported throughout the year as most appropriate.

A plus side of 2020 has been the move of community and multi-agency forums from face to face to remote. This has made more effective use of time available for 4YP Youth Manager/Leader to join networks and share ideas and experiences more widely without compromising core delivery of services. This medium will continue for 2021.

So, whether on site, face to face, one to one or in groups, 4YP aims to offer:

*Being available to offer advice, informal learning and education, and positive activities, to meet emergent need or issues.

*Helping young people promote themselves in a positive way within the local community, and reduce the negative stereotyping of young people by some community members

*Supporting young people to develop their ideas and projects; to continue to facilitate a Youth Voice to have a voice with the Town Council to shape the offer to young people



Providing locality
Youth Services



Flitwick Town Council

*Offering 1-1 support within a group environment to support the needs of individual young people who may be vulnerable or at risk

Develop links with partner agencies by attending the locality group meeting and with individuals such as Community Police; Flitwick Children's Centre; Aquarius; Brook; Jigsaw, school nurses; Luton Town Football Club; Employers; 4YP/IAG to broaden the offer to young people

Develop and encourage links between the young people and local Councillors

Develop links with local Universities to encourage Youth Work Degree students to volunteer; develop and promote volunteer support workers from the local community

Develop staff through Wendy Millgate now qualified as a Youth work Trainer/Assessor; securing funding to be able to offer accredited youthwork qualifications at level2 and 3

Add value to the provision through securing additional sources of funding, such as secured by 4YP over past year:

- Central Beds Council
- Tesco Bags/Community fund
- TeamBeds&Luton

The service delivery will be maintained to offer same session number and allow us to continue to split from two to three age groups for 2020/21 to offer age-appropriate activities and sessions:

Under 13's

3 hours per week open access session under 12's youth services. Providing a safe and welcoming environment offering a range of young person led activities, informal learning, and age-appropriate support. Term time only.

1 x part time lead worker for 3.5 hours per week

1 x part time support workers for 3 hours per week

Volunteer worker capacity x 2

Session materials £20 per session

Lead worker mileage at 45p per mile

PPE for staff use

PPE as contingency (YP encouraged to bring own mask, TC supplied sanitiser at hub)

Under 13's Total

6887.80	1721.95
PA	QTR



Providing locality
Youth Services



Flitwick Town Council

13-16 yrs.

Allows natural progression from under 13's to 13+ youth provision, whilst also making the service available to those 13-15 who have not yet engaged/accessed the service.

From April to August 4YP will offer weekly detached and 'virtual on-line' sessions to actively engage with this age group at venues where they are known to meet around Flitwick, consult with the young people regarding ongoing engagement, including venue, day, times. We retain the flexibility to run open access sessions from The Hub as part of the mix. The aim will be to continue this engagement Sept onwards at The Hub on a day/time agreed from the consultation.

Across 13-19 age group

14 hours of delivery per week youth services to include:

2 open access session per week, 1 per age group. (can include detached)

1 project/YW activity to meet identified need, e.g., Young Leaders; Vulnerable e.g. on Autistic spectrum, Girls Group, identified as at-risk NEET/ASB.

Time for lead worker to attend locality and multi-agency forums to embed youth services, research and apply for grants to enhance provision specifically for this locality.

Adhoc projects, trips, and activities to meet need

Staffing

project manager

part-time lead worker for 14 hours per week

4 x part time support workers 16 hours per week

Volunteer workers x 4 capacity

13-19 total

£34312.92

8578.23

PA

QTR

Total cost

£41200.72

£10300.18

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Providing locality
Youth Services



Flitwick Town Council

4YP Continuing to add value examples from 2020/21

4YP are already exploring further ways to add value to the funding being secured through Flitwick Town Council to run the core service, to maximise how we utilise public moneys to provide the best service for young people in Flitwick, and last year secured additional funding that allowed us to:

Tesco 'Bags of Help' Community Fund

- £ 500 used to purchase 75 art kits, distributed to young people in Flitwick
- £ 500 used to run two graffiti sessions and produce a community art panel
- £1000 awarded December 2020 for our Asperger's group to provide a range of taster sessions and outings – to be decided by the members of 'Buds at the Hub'.
- £1000 awarded December 2020 for an emotional wellbeing project – funds to be used to provide outings for young people

TeamBeds&Luton – Funds secured (£3000) to contribute towards the cost of the basketball hoops in Millennium park. An additional £750 to fund the purchase of balls, bibs, and coaching sessions

Positive Candour - application to CBC successful. An emotional wellbeing project to support young people, specifically in year 11 at risk of dropping out of school as exams approach and also for socially isolated young people. Referrals will be sought from school nurses and the medical needs team.

Measuring Impact- Criteria

Education and Employment
Confidence and Self esteem
Choices and Behaviour

Reporting/Capturing data

4YP workers plan and evaluate each session.

4YP use session attendance sheets and individual first engagement sheets at open access/project sessions at The Hub.

4YP workers conduct and capture an evaluation for each session.

Risk assessments are completed as appropriate

Quarterly reports will continue to be produced for FTC prior to each review/planning meeting

Section 106 Working Group

14th January 2021

Attendance: Town Clerk, Environmental Services Manager, Community Services Manager, Cllr Badham, Cllr Earles, Cllr Lutley

1. The Town Clerk had been in contact with the Village Hall Management Committee with regards to the section 106 funds available for Village Halls & Community Buildings. The Town Clerk had received quotations from the Village Hall to replace the windows. Members of the working group agreed that this would be a good improvement to the building.

The Town Clerk advised that the Royal British Legion had contacted CBC directly to apply for funding to replace the floor within their building. The Town Clerk commented that the normal procedure for organisations is to go via the Town Council and had raised this with the CBC officer.

2. The Environmental Services Manager updated the working group in relation to the works at Manor Park which included repairing the main entrance gate piers, rehanging gates, replacing associated metal railings, repair of ornamental bridge and other small projects.

It was hoped that an application would be submitted to CBC to access funding from the S106 for outdoor sport and green infrastructure. The Environmental Services Manager advised that this would need to be match funded by the Town Council and costs would be presented to the Community Services Committee for approval.

The Town Clerk advised that the Town Council had a healthy rolling capital fund so there should be no issues with match funding.

3. The working group suggested investigating the possibility of installing outdoor gym equipment at both Hinksley Road and Millennium Park. The Environmental Services Manager would look at obtaining quotes for this.

Cllr Badham commented that some time ago Members discussed applying to S106 funding for a water fountain at the Millennium Park and asked if this could be incorporated at the same time.

4. The Community Services Officer had been looking at the possibility of a BMX pump track in Flitwick and had identified Hinksley Road as a proposed location. Cllr Badham was in favour of this idea and felt it would be a facility for the age group that get a lot of criticism.

Cllr Lutley asked if this would impinge on the current football pitches on site and if the Council had an obligation to provide these. The Community Services Officer advised that the BMX track would not affect the space required for 2 football pitches.

Cllr Earles asked what the health and safety implications of this would be and if it the Council would be liable for accidents. The Town Clerk advised that it would be risk assessed.

The Town Clerk advised that there was a large amount of money within the outdoor sport fund that could be used for both the BMX track and the gym equipment.

Members agreed to look at the possibility of a youth shelter near to the proposed BMX track.

Progress reports would be submitted to the Community Services Committee and Cllr Badham suggested having Section 106 on the agenda as a continuous item.

Recommendation - to support the Village Hall S106 application.



FLITWICK TOWN COUNCIL

Report to Community Services Committee 2nd February 2021 Installation of Outdoor Gym Equipment

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Section 106 Funding

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

It has been proposed by the Section 106 working group that the Town Council consider installing outdoor gym equipment as an additional facility for residents.

Introduction

Hinksley Road recreation ground and Millennium Park had been identified as the most suitable locations which served residents in both the east and west wards of Flitwick.

Quotes were currently being obtained and would be submitted with the application form to access the section 106 funds.

Recommendations

1. To purchase and install outdoor gym equipment at Hinksley Road recreation ground and Millennium Park using section 106 funds.

Stacie Lockey
Environmental Services Manager



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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APPENDICIES.....

Appendix 1 – List of Flitwick Town Council Land available for Hire.....

Appendix 2 – Event Booking Application Form

Appendix 3 - Deregulated Licencing

DRAFT

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

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

Small Event – under 25 people

Medium Event – 25-75 people

Large Event – 75-150 people

Major Event – over 1 day

3. Why does 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:

- Adhere to relevant legislation and byelaws of the land
- Protect the environment and landscape of the land
- Not 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 takes 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 an event on FTC land.

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 receives 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 has 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 2**.

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 and medium 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.

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, residents 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.

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 that 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*.

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 and at the discretion of officers, to that which was applied for.

FTC reserve the right to waive fees at their discretion.

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 reserves 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 is 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 were 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 3**.

7.6 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify them and FTC 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 must 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 services and facilities that comply with the Equalities Act 2010. 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 staff and/or volunteers undergo a DBS check where appropriate. 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. 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 Days (£)	Deposit
Small (under 25 people)	£15 per hour	n/a	n/a	n/a
Medium (25-75 people)	£75	n/a	n/a	£35
Large (75-150 people)	£150	n/a	n/a	£500
Major (over one day)	n/a	£50	£200	£500

Hirers that wish to establish a new regular event such as an exercise class, and in FTC's opinion are providing a benefit to the community, may be offered a discounted rate for consecutive bookings. (only applicable for small sized events up to 25 people).

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.

If an event is cancelled within 1 month of the event date the Council reserves the right to retain 50% of the hire fees and charges.

8.3 Officer Time and Administration

Certain events that may require additional officer time will be charged accordingly. This will be pre-agreed with the organiser at an hourly rate of £16.00.

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 subject to 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.

Appendix 1 – A list of FTC land available to hire:

Area of Land
The Rufus Centre Field
Millennium Park
Hinksley Playing Field
Station Road Field

DRAFT

Appendix 2 – Event Booking Application Form

Event Booking Application Form

This form is to be used by event organisers wishing to host an event on land owned by Flitwick Town Council. It should be completed at the earliest opportunity and returned to stacielockey@flitwick.gov.uk

Please ensure that you have read and understood the Event Booking Protocol which accompanies this form.

Event Details

Event Title	
Proposed Date for Event	
Proposed Start and Finish Times for Event	
Proposed Location for Event	
Set Up and De-Rig Dates and Times	
Type of Event	
Nature of Event	
Event Audience	
Brief Overview of Event	
Is there a charge to the public to take part in the event?	

Organisers Details

Name				
Organisation				
Are you a charity / non-profit organisation?	Yes		No	
Email				
Telephone				

Declaration

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that I cannot hold the event on land owned by Flitwick Town Council without prior agreement and the necessary paperwork being submitted according to the Council's Event Booking Protocol.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

Print name	
Role within the Event	
Signed	
Date	

Please return your completed application to stacielockey@flitwick.gov.uk. If you require any support or information regarding your application please phone 01525 631900.

Appendix 3 - Appendix 3 - Deregulated Licencing

As a result of amendments made to the 2003 Act by the Live Music Act 2012 and the 2013 Order, no licence is required for the following activities to the extent that they take place between 08:00 and 23:00 on any day:

- A performance of a play in the presence of any audience of no more than 500 people;
- An indoor sporting event in the presence of any audience of no more than 1,000 people;
- Performances of dance in the presence of any audience of no more than 500 people; and
- Live music where the music comprises:
 - A performance of un-amplified live music
 - A performance of live amplified music in a workplace with an audience of no more than 500 people; or
 - A performance of live music on alcohol licensed premises which takes place in the presence of an audience of no more than 500 people, at a time when the premises are open for the purpose of being used for the supply of alcohol for consumption
- “Cross-activity exemptions” covers any entertainment provided that it is:
 - On Local Authority premises where provided by or on behalf of the Local Authority
 - On hospital premises where provided by or on behalf of healthcare provider
 - On school premises where by or on behalf of school proprietor; or
 - At a travelling circus provided:
 - Not films, boxing or wrestling entertainment
 - Within moveable structure accommodating audience
 - Not there for more than 28 days

Specific licence permission will not be needed for “not-for-profit” film exhibition in community premises, between 08:00 and 23:00, provided that the film exhibition abides by age classification rating and the audience does not exceed 500 people.

Monthly Budget Review – December 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. Electric works Tractor Store £425.00. Health & Safety remedial work from fixed wire testing carried out at Tractor Store £2206.38
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. Payment for Manor Park Gates to be transferred from Rolling Capital
4078	303	Plantscape Planters at Barclays Bank £3,000.00 Agreed to be taken from Rolling capital Fund
4200	313	Xmas Lights & Decorations £5,122.75. This looks high but the invoice has just been received and covers multiple months September 2020 to January 2021

Committee spend for the year to 31/12/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 31/12/2020	
Community Services	£424,681	£279,062	£14,202	Green

Impact of Covid-19 on the budget:

Community Services

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

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

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY SERVICES								
300 CORE SERVICES								
1178 COVID 19 FURLOUGH SUPPORT	206	206	0	(206)			0.0%	
CORE SERVICES :- Income	206	206	0	(206)				0
4001 SALARIES AND WAGES	18,264	171,640	260,781	89,141		89,141	65.8%	
4002 UNIFORM	0	327	2,000	1,673		1,673	16.4%	
4005 VEHICLE - MAINTENANCE	0	1,089	2,000	911		911	54.5%	
4006 FUEL	150	3,388	6,500	3,112		3,112	52.1%	
4008 INSURANCE	0	1,982	2,650	668		668	74.8%	
4009 HEALTH & SAFETY	0	1,930	1,000	(930)		(930)	193.0%	
4011 ADDITONAL 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	4,292	5,000	708		708	85.8%	
CORE SERVICES :- Indirect Expenditure	19,027	184,696	282,531	97,835	0	97,835	65.4%	0
Net Income over Expenditure	(18,822)	(184,490)	(282,531)	(98,041)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS	3,410	21,494	12,000	(9,494)			179.1%	
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%	
1020 FUNCTIONS INCOME - Rufus Centr	0	247	0	(247)			0.0%	
1119 RECHRGBLE B GRND ITEMS income	0	4,007	2,000	(2,007)			200.4%	
BURIAL GROUNDS :- Income	3,410	25,748	15,000	(10,748)			171.7%	0
4015 UTILITIES	0	56	200	144		144	28.1%	
4068 BURIAL GR.CHURCH RD GEN	114	188	1,000	812		812	18.8%	
4069 RECHRGBLE B GRND ITEMS EXP	83	626	4,000	3,374		3,374	15.7%	
4088 PORTALOO HIRE	160	1,471	2,550	1,079		1,079	57.7%	
BURIAL GROUNDS :- Indirect Expenditure	357	2,341	7,750	5,409	0	5,409	30.2%	0
Net Income over Expenditure	3,053	23,407	7,250	(16,157)				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	897	1,867	3,500	1,633			53.3%	
1014 PHONE MAST INC (STATION RD)	6,541	11,041	4,500	(6,541)			245.3%	
ALLOTMENTS :- Income	7,437	12,907	8,000	(4,907)			161.3%	0
4012 LAND REGISTRY	0	26	0	(26)		(26)	0.0%	
4015 UTILITIES	0	414	600	186		186	68.9%	
4072 ALLOTMENTS/MAINTENANCE	30	461	1,700	1,239		1,239	27.1%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4088 PORTALOO HIRE	184	1,641	2,550	909		909	64.3%	
ALLOTMENTS :- Indirect Expenditure	214	2,541	4,850	2,309	0	2,309	52.4%	0
Net Income over Expenditure	7,223	10,366	3,150	(7,216)				
303 LOCAL AMENITIES-GEN								
1070 FLITWICK MANOR PARK	3,701	3,727	2,000	(1,727)			186.4%	
LOCAL AMENITIES-GEN :- Income	3,701	3,727	2,000	(1,727)			186.4%	0
4078 PLANTING/GENERAL	0	3,930	3,000	(930)		(930)	131.0%	
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	1,200	1,200	2,500	1,300		1,300	48.0%	
4111 PITCH MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4115 GRASSED AREA/MAINTEN	0	37	750	713		713	5.0%	
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	863	4,450	6,300	1,850		1,850	70.6%	
4132 BUILDING MAINT GENERAL	2,692	6,316	2,500	(3,816)		(3,816)	252.6%	
4700 FLITWICK MANOR PARK	7,059	19,156	5,000	(14,156)		(14,156)	383.1%	
5014 Funding from R C P	(17,940)	(17,940)	0	17,940		17,940	0.0%	
LOCAL AMENITIES-GEN :- Indirect Expenditure	(6,127)	18,456	31,350	12,894	0	12,894	58.9%	0
Net Income over Expenditure	9,828	(14,728)	(29,350)	(14,622)				
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%	0
4075 PLAY AREA/REPAIRS & MAINT.	32	1,652	6,000	4,348		4,348	27.5%	
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	117	1,381	3,000	1,619		1,619	46.0%	
PLAY AREAS :- Indirect Expenditure	148	9,226	20,000	10,774	0	10,774	46.1%	0
Net Income over Expenditure	(148)	(7,376)	(18,150)	(10,774)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	192	1,365	2,500	1,135		1,135	54.6%	
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	192	1,365	3,500	2,135	0	2,135	39.0%	0
Net Expenditure	(192)	(1,365)	(3,500)	(2,135)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	0
4001 SALARIES AND WAGES	27	312	2,000	1,689		1,689	15.6%	
4015 UTILITIES	165	1,494	2,300	806		806	65.0%	
4016 BUSINESS RATES	0	2,395	2,450	55		55	97.8%	
4049 YOUTH ACTIVITIES	0	30,901	35,000	4,099		4,099	88.3%	
4132 BUILDING MAINT GENERAL	89	2,603	5,000	2,397		2,397	52.1%	
4138 EQUIPMENT	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	281	38,204	48,600	10,396	0	10,396	78.6%	0
Net Income over Expenditure	(281)	(23,204)	(48,100)	(24,896)				
312 COMMUNITY INVOLVEMENT								
1038 WATERCOLOUR PAINTING	0	(58)	0	58			0.0%	
1039 PAINTING CIRCLE	0	66	0	(66)			0.0%	
1046 CHILDRENS EVENTS	0	61	0	(61)			0.0%	
1120 KEEP FIT	0	225	0	(225)			0.0%	
1146 OLDER PEOPLE - XMAS	0	161	0	(161)			0.0%	
1171 LUNCH CLUB	103	1,076	0	(1,076)			0.0%	
COMMUNITY INVOLVEMENT :- Income	103	1,531	0	(1,531)				0
4556 OLDER PEOPLE - EVENTS	0	11	0	(11)		(11)	0.0%	
4558 KEEP FIT	0	327	0	(327)		(327)	0.0%	
4621 LUNCH CLUB	0	8	0	(8)		(8)	0.0%	
COMMUNITY INVOLVEMENT :- Indirect Expenditure	0	346	0	(346)	0	(346)		0
Net Income over Expenditure	103	1,185	0	(1,185)				
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 EVENTS INCOME - Community	237	2,636	0	(2,636)			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	237	8,321	2,500	(5,821)			332.8%	0

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 GLOBAL EXPENDITURE BUDGET	109	479	10,000	9,521		9,521	4.8%	
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	0	106	0	(106)		(106)	0.0%	
4142 EVENT EXP - Rufus Centre	0	331	0	(331)		(331)	0.0%	
4147 CATERING EXP - Rendezvous	0	249	0	(249)		(249)	0.0%	
4200 CHRISTMAS LIGHTS	0	19,088	15,500	(3,588)		(3,588)	123.2%	
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	109	21,888	26,100	4,213	0	4,213	83.9%	0
Net Income over Expenditure	128	(13,566)	(23,600)	(10,034)				
COMMUNITY SERVICES :- Income	15,095	69,290	29,850	(39,440)			232.1%	
Expenditure	14,202	279,062	424,681	145,619	0	145,619	65.7%	
Movement to/(from) Gen Reserve	893	(209,772)						
Grand Totals:- Income	15,095	69,290	29,850	(39,440)			232.1%	
Expenditure	14,202	279,062	424,681	145,619	0	145,619	65.7%	
Net Income over Expenditure	893	(209,772)	(394,831)	(185,059)				
Movement to/(from) Gen Reserve	893	(209,772)						

February 2021

Clearing of the self set trees has started ready for the new paddock fences to be installed.

We are currently following the external contractor around the parks and completing remedial work on them. The following photos are from Naseby Park which had a moss problem. We purchased a new pressure washer and these are the results.



With the new pressure washer we have also cleared the moss from around the side and the rear of the building to ensure there are no slippery surfaces.

We have been having a problem with cars being parked beyond closing time of the car park. We determined that our sign may not be prominent enough, so a new larger sign has been installed.



Community Services Report
Prepared By Community Services Manager

Lunch Club Deliveries.

Due to the current lockdown, the difficult decision was made to postpone all Lunch Club deliveries until the Government Guidance allows.

This decision was made to protect the Lunch Club recipients and volunteers. Many of the recipients are vulnerable and being asked to 'shield', therefore it was felt any non-essential contact with people and cash handling would put them at risk.

Regular Groups/Activities.

All regular groups and activities are postponed due to Covid 19 restrictions.

The Community Services team are continuing to monitor the Government guidance and will reinstate all groups & activities when it is safe to do so.

Flitwick Festive Fun.

I am pleased to be able to confirm we have received 2 named charities to receive the winning prize of £100 each for the Flitwick Festive Fun competition:

Window Display winner - British Heart Foundation

House Display winner - Bowel Cancer UK

Business Display winner - TBC

Flitwick Foodie Fest

At the Community Services meeting in January, Members voted in favour to allow Pick 'n' Mix entertainment to host Flitwick Foodie Fests on The Hub car park.

Due to the current Covid 19 restrictions, Pick 'n' Mix entertainment has delayed the first Flitwick Foodie Fest from Sunday 25th April to Sunday 27th June. Pick 'n' Mix entertainment have taken guidance and are continuing to have discussions with CBC regarding this event.

Youth Committee Working Group

A Youth Committee working group has been formed.

Cllrs Badham, Snape, Thompson, Toinko and Platt attended the first Youth Committee working group meeting that took place on Monday 18th January.

The working group discussed the proposed constitution for the Youth Community, how the Youth Community will be supported by Officers and Members, what type of projects the Youth Community can support within their remit and how the elections can be implemented to be fully inclusive.

The working group plan to meet again on Monday 8th February at 7pm.

Comedy Night

Due to current Covid 19 restrictions the planned comedy night in March has been cancelled.

Due to The Rufus Centre being a Covid 19 vaccination centre, at this time we are unable to confirmation any rescheduled dates for planned comedy nights.

SaferCentral – Community Safety Partnership

The Community Services Team have attended some workshops organised by the Community Safety Partnership team.

They have covered a range of subjects such as Multi Agency Working, Covid 19 Restrictions, Fire Safety and Mental Health.

Flitwick has been allocated a person as a 'single point of contact' from Safer Central. Daniel (The signal point of contact) would like to hold a Zoom meeting to introduce himself and to discuss any issues happening within Flitwick.

Members are welcome to join the meeting – Time and date TBC