



## FLITWICK TOWN COUNCIL

Ref: Agenda/Community-02/03/2021- 67

23<sup>rd</sup> February 2021

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 2nd March 2021 via Virtual access**, commencing at **7.30 p.m.** in order to transact the under mentioned items of business. Yours faithfully

*Rob McGregor*

Rob McGregor  
Town Clerk

Committee Members: Cllr Badham, Thompson, Dann, Dodds, Earles, Lutley, Platt, Toinko

Distribution: All Town Councillors  
Notice Boards  
Website

Chairman to read out the following statement:

*I would Like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from the Chairman.

#### **4. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this Zoom meeting:

<https://us02web.zoom.us/j/85137764189?pwd=ZjRPL2YzZWRhTnNjdzdDZThFdFhCZz09>

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**.

#### **5. INVITED SPEAKER**

4YP to present a 15 minute presentation on the Youth Provision within Flitwick.

#### **6. MEMBERS QUESTIONS**

To receive questions from members.

#### **7. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2<sup>nd</sup> February 2021.

#### **8. MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 2<sup>nd</sup> February 2021.

#### **9. ITEMS FOR CONSIDERATION**

##### **a. The Hub Refurbishment Rolling Capital Fund Request**

Members to receive a report from the Community Services Manager and consider the recommendations within the report.

##### **b. County Park**

A request has been received from Councillor Platt asking Members to consider safeguarding the boundary of the country park by banking it with earth/reclaimed soil to avoid fly tipping/unauthorised access onto the site.

##### **c. Manor Park Rolling Capital Fund Request**

Members to receive a report from the Environmental Services Manager and consider the recommendations within the report.

##### **d. Emotional Wellbeing Drop-in Session**

Members to receive a report from the Community Services Manager to consider the recommendations within the report.

##### **e. Electric Gates – Manor Park**

Members to receive a report from the Environmental Services Manager and consider the recommendations within the report.

f. **Outdoor Gym Equipment**

Members to receive a report from the Environmental Services Manager and consider the recommendations within the report.

g. **Community Engagement Policy**

For Members to approve the draft Community Engagement Policy.

h. **Bench Request from WI**

Members to consider a request for a bench to be installed within Flitwick Manor Park.

10. **ITEMS FOR INFORMATION**

a. **Community Services Manager Report**

Members to note the Community Services Manager report.

b. **Classic Car & Bike Show 2021**

Due to the Government announcement on Monday 23<sup>rd</sup> February in regard to the 4 step roadmap relaxation of Covid 19 restrictions, The Community Services Team will plan to organise the Classic Car & Bike Show on Sunday 1<sup>st</sup> August.

c. **Funtopia Event**

Members to note that the Funtopia Event (children's inflatable fun day) will be held on the Millennium Park field on 3<sup>rd</sup> July 2021 and 21<sup>st</sup> August 2021. This will be subject to government guidelines.

d. **Fun Fair**

Members to note that Henry Harris Fun Fair will be taking place on the Millennium Park from 10<sup>th</sup> May 2021 to 23<sup>rd</sup> May 2021. This will be subject to government guidelines.

e. **Budget**

To note the Community Services budget.

11. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. **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.

There are no exempt items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
HELD ON 2<sup>nd</sup> FEBRUARY 2021  
AT 7:30 PM VIA VIRTUAL ACCESS**

**Present:**

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

Rob McGregor – Town Clerk  
Stacie Lockey – Environmental Services Manager  
Susan Eldred – Community Services Manager

**791. APOLOGIES FOR ABSENCE**

Cllr Lutley – Apologies accepted.

**792. 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.

**793. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman commented following the Town Council Meeting, that he was pleased Ward Councillors were working to support local businesses in regard to CBC Grant applications.

**794. PUBLIC OPEN SESSION**

Richard Luscombe attended the meeting to discuss a 'Community Gardens' initiative.

Richard Luscombe experienced some connection issues. The below statement prepared by Richard Luscombe would be shared with Members via email.

*"I'm Richard Luscombe. I have a particular interest in mental health in the community, through various volunteer roles. I would like to make some proposals on community gardening, partly with reference to the excellent plans for 'The Shed', but also to go beyond that."*

*From talking with Susan and Stacie, and with Councillor Mackey, it's clear that the Council recognises the therapeutic benefits of gardening as a communal activity. It can offer renewed purpose to people with mental health issues, disabilities, and loneliness, as well as a pathway for ex-offenders and an educational resource for young people. Some medical practices even recommend community gardening as a 'social prescription' and I believe it will play a significant role in a post-Covid society. And there are many examples, each one as individual as its community.*

*'The Shed' is a proposal to support men, who are a key area of concern for mental illness, and this has evolved out of a long-standing, cohesive, group. For that reason, I really wouldn't want to propose anything that encroaches on their territory. There are other local examples run for wellbeing, such as by Mind BLMK and Penrose Housing in Luton. On a broader scale, the Dunton Community Garden, an excellent example near Biggleswade, is for the whole community and also sells produce, and a similar project in Gloucestershire featured on the latest BBC Countryfile. Then there's the Silsoe Horticultural Centre, operated by Central Beds for adults with special educational needs. It has greenhouses, runs a tea-room in normal times and helps with other projects, such as the gardens at Wrest Park. Or, instead of a single location, kerbside planters can be spread around a community, such as at Marston Moretaine. In this instance, the Parish Council paid for the planters, which were adopted by volunteers, businesses and schools. So, there are many variations. Community gardening doesn't necessarily have to be in one garden. As long as plants grow and people grow, it will achieve its aim.*

*I do realise this is a long-term proposal. It needs land, money and a business plan. It would need a number of local partners as well as yourselves, such as Flitwick Gardener's Association, and, for instance, Mind BLMK or Grand Union Housing. I would be happy to discuss it further with any of you."*

#### **795. MEMBERS QUESTIONS**

Cllr Dann suggested collating the minute files for all meetings on SharePoint. At present the files were not stored in a particular order. Cllr Dann suggested archiving old files and renaming files with the year, month and date of when the meeting took place. This would make files easier to find and would be saved in order.

*Action: Deputy Town Clerk*

#### **796. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 5<sup>th</sup> January 2021.

Cllr Toinko suggested adding, under minute number 788 c, that the Town Council had also consulted with the Luton Council of Mosques.

All Members agreed the minutes were a true recording of the meeting held on 5<sup>th</sup> January 2021 (Vote - All in favour)

#### **797. MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 5<sup>th</sup> January 2021

None.

#### **798. ITEMS FOR CONSIDERATION**

**a. Carnival**

Cllr Toinko felt that the Carnival should be cancelled due to the ongoing COVID restrictions and queried what CBC classed as a large event.

Cllr Dodds commented that large events were difficult to police.

Cllr Badham suggested provisionally looking at a date later in the year to hold the event.

Cllr Snape felt that large events would not be viable for the foreseeable future however smaller events similar to those held last year would still be able to support the community.

It was **RESOLVED** to regrettably cancel the 2021 carnival and look to hold smaller events as COVID restrictions ease. (Vote – all in favour)

**b. Christmas Lights**

Cllr Dodds commented on the state of repair of the old Christmas Lights, and asked if the lights were in working order. The Community Services Manager informed Members that some of the lights had been in use for a number of years and, although the lights had been maintained, over the years the national health and safety standards for columns had changed and she was not able to guarantee they were in line with current standards.

Cllr Badham suggested the lights are checked by a company to ensure they are safe to be donated to a charitable organisation.

It was **RESOLVED** to recycle the Christmas Lights currently stored in the container at The Rufus Centre, once a safety check had been completed. (Vote – All in favour)

*Action: CSM*

**c. Dog Show**

Cllr Toinko suggested holding a Dog Show later in the year, if possible. The Dog Show was a key event for a local organisation to find potential new homes for rescue dogs and to raise funds. Cllr Toinko felt it would be a shame for the charity to miss an important opportunity like this.

Cllr Thompson suggested using social media to promote the charity and the dogs that need rehoming.

It was **RESOLVED** to cancel Dog Show on Sunday 9<sup>th</sup> May 2021. (Vote – All in Favour)

**d. The Shed**

Cllr Badham informed Members that he had spoken with Cllr Lutley earlier in the day and Cllr Lutley had requested Cllr Badham share her views.

Cllr Lutley was in support of 'The Shed' but did not feel the project should be given priority on the waiting list. 'The Shed' would be added to the waiting list and dealt with in the same way as all other allotment requests.

The Environmental Services Manager informed Members there are currently eight people on the waiting list. If Members had agreed to place 'The Shed' on the waiting list when first requested, 'The Shed' would currently be number three on the waiting list.

The Community Services Manager informed Members the Community Services Team would contact all Men's Club members to gain feedback on 'The Shed'. The feedback would be reported at the next Community Services meeting.

Cllr Toinko commented the Scouts had an allotment plot. Depending on the feedback from Men's Club, the option of sharing the plot would be explored, in liaison with the Scouts.

Cllr Badham suggested the Wildflower Working Group also explore the possibility of a Community Garden project in conjunction with Richard Luscombe. The Wildflower Working Group would meet and report back to the next Community Services Meeting.

An allotment space had been identified for use for either 'The Shed' or Community Gardens. This was an old Ground's Team plot at the lower end of Steppingley Road allotments.

It was **RESOLVED** for the identified plot on Steppingley Road allotments to be utilised by either 'The Shed' or Community Gardens project.

**e. Community Awards**

Cllr Thompson asked that if the decision was made not to hold a 2021 Community Awards event, would people that, for example, had gone above and beyond during Covid, be eligible for an award in 2022 if nominated. The Community Services Manager informed Members anyone would be eligible for an award as long as they fit into the category criteria.

It was **RESOLVED** to invite all 2020 nominees to the Rendezvous Café at a set time and date. Awards would 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). (Vote – All in favour)

**f. 4YP**

The Environmental Services Manager informed Members that the proposed cost of commissioning the youth service within Flitwick from 4YP had not increased from the previous year. Members were informed that CBC had agreed in principle to part fund the service by way of a £15,000 grant.

Cllr Snape commented that Flitwick Town Council were one of the few councils that commission their own Youth provision. Cllr Snape informed Members he had previously met with Wendy Millgate, Cllr Snape commented on the great working relationship Wendy had built with the young people of Flitwick. Members were informed that at present Flitwick Town Council only spend 4.1% of the precept on the Youth provision within Flitwick.

It was **RESOLVED** to accept a proposal from 4YP for the delivery of Youth Services within Flitwick for 2021/22 on behalf of the Town Council. (Vote – 7 in favour, 1 abstain)

**g. Section 106 Working Group Report**

Members noted the report from the 106 Working Group.

Members were in support of the Village Hall Section 106 funds application.

It was **RESOLVED** to accept the 106 Working Group report and support the Village Hall application. (Vote – All in favour)

**h. Outdoor Gym Equipment**

The Environmental Services Manager informed Members that two locations had been identified as suitable for outdoor gym equipment, subject to funding.

The Environmental Services Manager had identified Millennium Park and Hinksley Road Park as a suitable space for four pieces of equipment on each site. Members were informed each site would have three pieces of equipment for cardiovascular training and one piece for strength training. The Environmental Services Manager informed Members that the four pieces of equipment come as a 'bundle' and extra equipment could be added to the 'bundle' at a later date.

Cllr Toinko commented that he felt the equipment would be a great addition to both areas, with the equipment being good value and a good source of exercise.

It was **RESOLVED** to accept Millennium Park and Hinksley Road Park as suitable areas for outdoor gym equipment, subject to funding.

**i. Steppingley Road Access – CBC Care Village Development**

Members were informed that the Town Clerk and The Environmental Services Manager had met with CBC regarding the old leisure centre site development. CBC planned to start the development in October 2021. CBC would agree to allow access to the allotments and Seed Box via a temporary access road from the new leisure centre. Unfortunately, the access road would not be suitable for access to the Tractor Store.

The Tractor Store would be relocated for a minimum of two years. The Town Clerk suggested the most suitable place would be on The Rufus Centre field. CBC would fund all works for the relocation, including the cost of containers, fencing and a hardstanding area.

Members would be in favour with continuing the Tractor Store relocation to The Rufus Centre field.

**j. Event Booking Protocol – Millennium Park Hire Working Group**

Cllr Dodds noted the Event Booking Protocol included The Rufus Centre field. Cllr Dodds commented that there had been some noise complaints from the houses backing onto The Rufus Centre field in the past and was concerned the clear down time stated on the document was too late. The Community Services Manager informed Members that The Rufus Centre field has its own policy in regards to timings and noise.

Members requested The Rufus Centre field policy be an appendix on the Event Booking Protocol document.

It was **RESOLVED** to accept the Event Booking Protocol with the additional appendix of The Rufus Centre field policy. (Vote – All in favour)

**799. ITEMS FOR INFORMATION**

**a. Budget**

Members noted the budget.

**b. Ground's Team Report**

Members noted the report.

Cllr Dodds commented on the state of the small path leading from Coniston Road to the play area at Millennium Park. Cllr Dodds suggested the path should be paved or resurfaced.

*Action :ESM*

Cllr Badham asked if the new parking signs at The Hub had improved the parking issues seen previously. The Environmental Services Manager reported that had been no issues since the signs had been installed.

Cllr Dodds asked if it was known who was responsible for cutting which side of the hedge on Steppingley Road. The Environmental Services Manager informed Members that Ward Cllr Neil Bunyan was raising with matter with CBC.

Cllr Snape raised a concern regarding the hedge line on Dunstable Road, along Millennium Park. The hedge is very overgrown and is coming over the path. The Environmental Services Manager informed Members the hedge is owned by CBC.

**c. Community Services Manager Report**

Members noted the Community Services Manager's report.

The Community Services Manager informed Members that the business category winner of the Flitwick Festive Fun competition would like to donate the £100 prize money to The Need Project.

Members were invited to a meeting with Safer Central to meet the nominated 'one point of contact' for Flitwick. Cllrs Dodds, Earles, Thompson and Toinko would like to attend. The Community Services Manager would arrange a meeting.

*Action: CSM*

**800. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

No questions or comments

**801. 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.

Members noted 4YP Report.

Cllr Snape asked the Environmental Services Manager if there had been any progress on the lighting of the Skate Park and Basketball Court. The Environmental Services Manager informed Members that there had been no further developments at this time due to other projects taking priority.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 21.00

**Estimate of Costs**

<b>The Hub Refurbishment</b>	<b>Approx Costings</b>	<b>Urgent Repairs</b>
Paint Work	£5,900	
New Front Door (Excluding VAT)	£3,023	
Window	£1,500	
32" TV x2	£400	
2 Seater Sofa x 5	£1,000	
Coffee Table x 2	£150	
Pool Table (Excluding VAT)		£1,000
Deep Clean	£100	
Xbox x 2	£460	
Gaming Chair	£130	
Gental Repairs	£600	
Plants	£150	
Garden Seating	£600	
Skip Hire	£300	
Carpet Upstairs & Stairs	£2,000	
Speaker with Mic	£150	
3 x Display Boards 120 x 90cm	£150	
Roof Repair (Excluding VAT)		£350
Inside repair from Roof Damage	£1,700	
<b>Total</b>	<b>£18,313</b>	<b>£1,350</b>



## FLITWICK TOWN COUNCIL

### Report to Community Services 2<sup>nd</sup> March 2021: The Hub

#### **Implications of recommendations**

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

**Finance:** Rolling Capital Fund

**Equality:** Increases inclusivity.

**Environment:** Takes forward policy objectives directly.

#### **Background**

The Hub is primary used to deliver youth provision within Flitwick.

The Hub was opened approx. 6 years ago. When opening much of the furniture & equipment was donated by local people and companies.

Over the years, The Hub has not incurred any expenditure other than routine repairs and maintenance.

#### **Introduction**

Please see attached appendix 002 - Estimate of costings.

To finish The Hub to a high standard would add value to the provision and service currently being supplied to the young people of Flitwick. The refurbishment would give the building a clean, fresh look with a modern interior.

Currently there are some safety concerns around the upstairs window, main doors, and lack of windows downstairs.

Should Members be in favour of the refurbishment of The Hub as outlined on the specification sheet, 3 quotes will be obtained for any works carried out. The cost of the project is estimated to be between £17,000 and £20,000.

Should Members be in favour of the refurbishment and emotional wellbeing drop-in session, including the 4YP commission already agreed, this will increase the commitment to youth provision from The Hub to £51,500 for 21/22.

#### **Additional Matters**

Currently The Hub is primarily used by 4YP. With The Hub interior being finished to a high standard, other groups and organisations may want hire The Hub to deliver their service.

The roof is currently leaking, causing damage to the inside of the building. The roof repair will be carried out as a matter of urgency.

£1000 was allocated for a new pool table in 2019 from the Rolling Capital Fund, this money has been rolled forward. A new pool table has been ordered and will be delivered within 14 days. The old pool table has been sold for £150, this money will be donated to Town Mayor Charities.

### **Recommendations**

1. To consider accepting the refurbishment of The Hub based on the estimated costs in appendix 002.

Susan Eldred  
Community Services Officer



## FLITWICK TOWN COUNCIL

### Report to Community Services 2<sup>nd</sup> March 2021: Emotional Wellbeing Drop In

**Implications of recommendations**

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

**Finance:**

**Equality:** Increases inclusivity.

**Environment:** Takes forward policy objectives directly.

### Background

Due to the current Pandemic, young people have been placed in uncertain times. Studies have showed an increase in depressive and anxious symptoms in young people as a result of Covid-19. This is likely attributable to a wide range of factors, including:

- social isolation;
- anxiety about illness;
- uncertainty about the future; and
- strained familial relationships.

Since the onset of the coronavirus pandemic in the UK in March 2020, children and young people have experienced major changes in their lives. These have affected their family situation as well as their access to education, leisure, and other services.

For young people, being out with friends contributes to healthy emotion regulation and social skill development. Without this opportunity, young people can feel lonely and isolated. Research shows that being with friends is particularly important during uncertain times, such as the current pandemic, as it supports coping and resilience. School closures have drastically reduced peer-to-peer contact in young people, who have a heightened need for social interaction during this stage of life in order to develop independent skills required for adulthood. Adolescence is a vulnerable time for mental health, and restrictions on social and emotional learning may exacerbate this further. Social deprivation presents a greater risk of developing antisocial behaviour, which has consequences for community stability. Studies have suggested that social media can help young people feel connected and access support, but that it is not a substitution for face-to-face interaction.

## **Introduction**

4YP are commissioned by Flitwick Town Council to deliver Youth Provision within Flitwick from The Hub. 4YP have been working with Flitwick Town Council for a number of years and have built a good working relationship with the young people of Flitwick. The young people trust 4YP and are comfortable sharing information and concerns with Wendy and the team.

Due to the pandemic, 4YP have seen an increase in the level on emotional wellbeing support needed by young people of Flitwick.

4YP have been able to supply a quote to deliver 1 emotional wellbeing drop-in session a week at The Hub for 1 year (See Appendix 001).

## **Potential Recommendations**

1. To consider accepting the quote supplied by 4YP to deliver an emotional wellbeing drop-in service from The Hub, once a week for 1 year.

Susan Eldred  
Community Services Manager



Providing locality  
Youth Services



Flitwick Town Council

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

**Emotional Wellbeing Drop In**

2-hour sessions, weekly April 21 to Mar 22

1 Lead Worker, 1 Support Worker 3 hrs pw      £6537 PA   £1634.25 qtr.

( 4YP rates inclusive of staff operating costs including business liability insurances ,  
professional supervision, CPD, DBS clearance checks use of IT, workwear, pension, holiday  
pay, HR/Financial/Payroll etc)

Should you wish to include this additional service to our core delivery please confirm.

**Warm regards**

*Dee T*

**Dee Thomas.**

**Director 4YP**

**E: [deethomas@4ypuk.com](mailto:deethomas@4ypuk.com)**

**M: 07903 695757**



4YP – Careers Information, Advice and Guidance  
Mentoring and Youth Services

Registered Office: Details Owl Barn Nearton End, Swanbourne MK17 0SL  
Registered Company No 7484394



## FLITWICK TOWN COUNCIL

### Installation of Outdoor Gym Equipment

**Implications of recommendations**

**Corporate Strategy:** Communicate effectively with all stakeholders

**Finance:** Section 106 Funding & Rolling Capital Fund

**Equality:** Increases inclusivity

**Environment:** Takes forward policy objectives directly

**Background**

Members of the Community Services Committee resolved to install outdoor gym equipment at the Millennium Park and Hinksley Road field using outdoor sport section 106 funding.

**Introduction**

Quotes were obtained and an application to access the funding was sent to CBC. Unfortunately, CBC advised that a large sum of the funding had already been allocated and the amount left within the outdoor sport fund was £4,240.79.

Members are asked to consider an expenditure of £6,759.21 from the rolling capital fund to purchase the outdoor gym equipment.

**Recommendations**

1. To purchase and install outdoor gym equipment at Hinksley Road recreation ground and Millennium Park using £4,240.79 Section 106 funds and using £6,759.21 from the rolling capital fund.

Stacie Lockey  
Environmental Services Manager



## **Flitwick Town Council**

### **Community Engagement Policy**

#### **1. Introduction**

1.1 This document forms the Town Councils Community Engagement Policy.

It sets out:

- The Role of Community Engagement and its importance;
- How Flitwick Town Council engages the wider community and identifies the needs and aspirations of the community.
- How the Town Council can improve Community Engagement.

1.2 The objectives of the strategy are to;

- Encourage effective local Community Engagement;
- Ensure that embedded throughout the Council there is clear understanding of the need to engage with communities about decisions that affect them;
- Enable aspirations/comments/suggestions obtained from Community Engagement to have an impact on decision making and the way services are being delivered;
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference too Hard to Reach groups).

#### **2. Community Engagement – an Overview**

2.1 Community Engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public sector bodies.

It provides opportunity for local people to talk to the Council about their aspirations and/or needs in the community and neighbourhood. It allows the Council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it's performing.

- 2.2 The term stakeholder makes reference to a wide range of people and groups (these might include, residents, visitors, businesses, government, voluntary organisations and public service organisations), all of which have an interest in the council's services and projects.

Hard to Reach groups refers to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, people with a disability, language barriers, financial constraints, cultural differences or social expectations. Sometimes organisations do not put enough effort into seeking their views, but it is important to note that sometimes they have excluded themselves through personal choice.

- 2.3 The key aspects of Community Engagement include:

- Development of a network of relationships between Council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups.

- 2.4 Effective and meaningful community engagement can provide a number of benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities/services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for Council.

### **3. Flitwick Town Council and Community Engagement**

- 3.1 The Town Council will facilitate Community Engagement in the following ways:

- Making information on what decisions are being considered and how residents can influence or contribute to the discussions in good time.

Methods used to ensure engagement will be - through the Town Council website, notice boards, Flitwick Papers, Facebook, posters, consultations, reports and word of mouth.

- All meetings of the Town Council and its committees are open to the public and press and there are two periods set aside for residents to speak.

Residents can access agendas for meetings via the Town Council web site, share point, notice boards and can be collected from the Rufus Centre. Public agendas are also made available at the meetings of the Council and its committees.

The Town Council website, notice boards, agendas and the Rufus Centre explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to councillors.

- The Town Clerk's office is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.

This neutral involvement will allow more flexibility and more of a personal service that will hopefully encourage more involvement from Hard to Reach members of the community.

- Details of how to contact the Town Clerk's office will be displayed on notice boards, Flitwick Papers, Council website and Facebook page. Also, details of how to contact Councillors will be displayed on notice boards and the Town Council web site.
- The Town Council will produce a list of annual council and committee dates to include the start times of the meetings and agenda distribution dates.
- The Town Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but also to other organisations.

This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Town Council.

- The Town Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Town Council will, where appropriate, ensure local people and communities are referred to the correct department, officer, unitary or Town Councillor and that they are aware of the ways that they can use the relevant systems to make their views known.
- Town councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities' needs.

#### **4. Communication**

##### **4.1 Flitwick Town Council is committed to improving Community Engagement by:**

- Maintaining all the above activities and services into the future and to improve relationships with community groups. Also, develop measures to harness the views and opinions of people and groups who are often missed out of Community Engagement activities.
- Flitwick Town Council will be proactive and willing to consider any reasonable opportunities that support its purpose of spreading the word and increasing contributions from the community, especially those Hard to Reach.

- Consideration will be given to holding a public meeting to deal with controversial issues that affect a particular community.
- Consultations and surveys are to be considered when necessary. Information on the appropriate action and outcomes will be made available.
- Identifying and embracing opportunities to work with other Local Community Groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between council and other community groups; in order to encourage new relationships/partnerships to be formed and to raise community spirit.
- Reviewing its community Engagement Strategy on an annual basis to ensure that it remains relevant.

## **5. Freedom of Information**

- 5.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website and copies will be available from the Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH.

## **6. Outcomes**

- 6.1 The outcomes which we are striving for and against which the success of this policy will be measured are:
- Improved communication through the establishment of new channels of engagement.
  - More residents understanding the role of Councillors and how they positively influence the area.
  - Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
  - Improved satisfaction with services provided by the Council.





22 FEB 2021

'The Gables'  
6 Longleat Close  
FLITWICK  
Beds MK45 1SX

22<sup>nd</sup> February 2021.

Dear Stacie,

I have been asked on behalf of Flitwick Woman's Institute Committee to request the opportunity to place our replacement seat in Manor Park, Flitwick. The ladies of Flitwick W.I feel it would be a fitting place for it to be used by the both residents and visitors to the area.

I would therefore be grateful if you could raise this at you next Community Services Committee Meeting and let us know their decision.

Many thanks.

Yours sincerely

Dawn Glenister  
Secretary

**Community Services Report**  
Prepared By Community Services Manager

**Lunch Club Deliveries.**

On Monday 22<sup>nd</sup> February, the Government announced a 4-step roadmap to lifting Covid – 19 restrictions.

Following this guidance, we aim to reinstate Lunch Club deliveries on Tuesday 13<sup>th</sup> April, with the hope of Lunch Club returning to The Rufus Centre on Tuesday 13<sup>th</sup> July.

**Regular Groups/Activities.**

All regular groups and activities will be reinstated in line with the Governments 4 step roadmap.

Tea Dance and Strictly will not be returning this year, this is due to many of the hosts retiring.

**Outdoor Comedy Night**

A date has been set for 2 outdoor comedy nights to be held at The Rufus Centre, Saturday 26<sup>th</sup> June, and Saturday 21<sup>st</sup> August.

The comedy nights will be delivered in partnership with Castle Comedy Club and The Comedy Cow.

We plan to hold an indoor comedy night later in the year, a confirmed date has not been set at this time.

**Safer Central Community Partnership**

Safer Central is a new programme being delivered by CBC. The program is aimed at supporting local Town Councils with low level concerns within their area, such as speeding, littering, anti-social behaviour etc.

Central Bedfordshire has been split into 9 areas, with a team of 12 people covering these areas (6 people in the morning, 6 people in the afternoon/evening).

Flitwick has been allocated a 'one point of contact' within the Safer Central team, Daniel Till. The Community Services Manager, Cllr Dodds and Cllr Thompson have met with Daniel to discuss concerns already raised by Flitwick residents.

The Community Services Manager and Daniel will liaise to put an action plan in place for Flitwick. The action plan is a working document and can be changed or added to at any time. Once completed, the action plan will be shared with Members bi-monthly at Community Services.

### **The Shed**

The Community Services Officer has been in contact with all Men's Club members regarding 'The Shed'. Although overall many could see the benefits of 'The Shed', there were concerns raised around the amount of time needed to maintain the project and accessibility for less able-bodied members.

After collating all feedback, unfortunately The Community Services Team do not feel this is a project the Men's Club are able to take on at this time.

## Monthly Budget Review – January 2021

### 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.
<b>4700</b>	<b>303</b>	Repairs and replacement fencing in Manor Park from work in June. Payment for Manor Park Gates to be transferred from Rolling Capital. <b>Fencing and tree works £2,677.00</b>
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
<b>4075</b>	<b>305</b>	<b>Repairs to playground £7,366.00</b>

Committee spend for the year to 31/01/2021 is:

	Projected Budget	Spend Year to Date	Monthly Spend to 31/01/2021	
Community Services	£396,112	£325,076	£46,014	<b>Green</b>

## **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 &amp; Expenditure by Projected Budget Heading 31/01/2021

Month No: 10

## Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>COMMUNITY SERVICES</b>								
<b>300 CORE SERVICES</b>								
1178 COVID 19 FURLOUGH SUPPORT	72	278	0	(278)			0.0%	
CORE SERVICES :- Income	<b>72</b>	<b>278</b>	<b>0</b>	<b>(278)</b>				<b>0</b>
4001 SALARIES AND WAGES	20,401	192,041	230,000	37,959		37,959	83.5%	
4002 UNIFORM	0	327	1,000	673		673	32.7%	
4005 VEHICLE - MAINTENANCE	0	1,089	2,000	911		911	54.5%	
4006 FUEL	0	3,388	5,500	2,112		2,112	61.6%	
4008 INSURANCE	0	1,982	1,982	0		0	100.0%	
4009 HEALTH & SAFETY	0	1,930	2,000	70		70	96.5%	
4023 TELEPHONES	0	48	48	0		0	100.0%	
4063 TRUCK REPAYMENTS	613	4,905	7,358	2,453		2,453	66.7%	
CORE SERVICES :- Indirect Expenditure	<b>21,014</b>	<b>205,710</b>	<b>249,888</b>	<b>44,178</b>	<b>0</b>	<b>44,178</b>	<b>82.3%</b>	<b>0</b>
Net Income over Expenditure	<b>(20,942)</b>	<b>(205,433)</b>	<b>(249,888)</b>	<b>(44,455)</b>				
<b>301 BURIAL GROUNDS</b>								
1004 BURIAL GROUNDS	653	22,147	25,000	2,853			88.6%	
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	4,007	(0)			100.0%	
BURIAL GROUNDS :- Income	<b>653</b>	<b>26,401</b>	<b>30,007</b>	<b>3,606</b>			<b>88.0%</b>	<b>0</b>
4015 UTILITIES	18	74	150	76		76	49.4%	
4068 BURIAL GR.CHURCH RD GEN	0	188	1,000	812		812	18.8%	
4069 RECHRGBLE B GRND ITEMS EXP	65	691	4,000	3,309		3,309	17.3%	
4088 PORTALOO HIRE	160	1,631	2,550	919		919	63.9%	
BURIAL GROUNDS :- Indirect Expenditure	<b>243</b>	<b>2,584</b>	<b>7,700</b>	<b>5,116</b>	<b>0</b>	<b>5,116</b>	<b>33.6%</b>	<b>0</b>
Net Income over Expenditure	<b>411</b>	<b>23,818</b>	<b>22,307</b>	<b>(1,511)</b>				
<b>302 ALLOTMENTS</b>								
1005 ALLOTMENT RENT	2,472	4,338	3,500	(838)			124.0%	
1014 PHONE MAST INC (STATION RD)	0	11,041	11,041	0			100.0%	
ALLOTMENTS :- Income	<b>2,472</b>	<b>15,379</b>	<b>14,541</b>	<b>(838)</b>			<b>105.8%</b>	<b>0</b>
4012 LAND REGISTRY	0	26	26	0		0	99.3%	
4015 UTILITIES	0	414	600	186		186	68.9%	
4072 ALLOTMENTS/MAINTENANCE	18	479	1,700	1,221		1,221	28.2%	
4088 PORTALOO HIRE	184	1,825	2,550	725		725	71.6%	
ALLOTMENTS :- Indirect Expenditure	<b>202</b>	<b>2,743</b>	<b>4,876</b>	<b>2,133</b>	<b>0</b>	<b>2,133</b>	<b>56.3%</b>	<b>0</b>
Net Income over Expenditure	<b>2,270</b>	<b>12,636</b>	<b>9,665</b>	<b>(2,971)</b>				

## Detailed Income &amp; Expenditure by Projected Budget Heading 31/01/2021

Month No: 10

## Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 LOCAL AMENITIES-GEN</b>								
1070 FLITWICK MANOR PARK	0	3,727	3,727	(0)			100.0%	
1177 GRANTS RECEIVED	0	6,667	6,667	0			100.0%	
LOCAL AMENITIES-GEN :- Income	<b>0</b>	<b>10,394</b>	<b>10,394</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4078 PLANTING/GENERAL	0	3,930	4,000	70		70	98.3%	
4084 PLANT & EQUIP-PURCHASE	300	1,606	2,500	894		894	64.2%	
4085 PLANT & EQUIP-MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4110 TREE MAINTENANCE	0	1,200	2,500	1,300		1,300	48.0%	
4111 PITCH MAINTENANCE	0	0	500	500		500	0.0%	
4115 GRASSED AREA/MAINTEN	0	37	750	713		713	5.0%	
4116 GRASS CUTTING	0	0	4,000	4,000		4,000	0.0%	
4118 BINS AND SEATS	0	0	500	500		500	0.0%	
4128 WASTE DISPOSAL	0	4,450	6,300	1,850		1,850	70.6%	
4132 BUILDING MAINT GENERAL	30	6,346	5,000	(1,346)		(1,346)	126.9%	
4700 FLITWICK MANOR PARK	2,677	21,833	21,000	(833)		(833)	104.0%	
5014 Funding from R C P	0	(17,940)	(17,940)	(0)		(0)	100.0%	
LOCAL AMENITIES-GEN :- Indirect Expenditure	<b>3,007</b>	<b>21,463</b>	<b>32,110</b>	<b>10,647</b>	<b>0</b>	<b>10,647</b>	<b>66.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,007)</b>	<b>(11,069)</b>	<b>(21,716)</b>	<b>(10,647)</b>				
<b>305 PLAY AREAS</b>								
1010 PITCH HIRE	0	500	500	0			100.0%	
1177 GRANTS RECEIVED	0	7,167	7,167	0			100.0%	
1180 COMMUTED SUMS RELEASED TO	0	1,350	1,350	0			100.0%	
PLAY AREAS :- Income	<b>0</b>	<b>9,017</b>	<b>9,017</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4075 PLAY AREA/REPAIRS & MAINT.	7,366	9,018	4,500	(4,518)		(4,518)	200.4%	
4082 Millennium Park	1,610	7,803	6,193	(1,610)		(1,610)	126.0%	
4122 CHANGING ROOMS - HINKSLEY	154	1,535	3,000	1,465		1,465	51.2%	
PLAY AREAS :- Indirect Expenditure	<b>9,130</b>	<b>18,356</b>	<b>13,693</b>	<b>(4,663)</b>	<b>0</b>	<b>(4,663)</b>	<b>134.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,130)</b>	<b>(9,339)</b>	<b>(4,676)</b>	<b>4,663</b>				
<b>306 STREET LIGHTING</b>								
4096 Electricity - Street Lights	198	1,563	2,500	937		937	62.5%	
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	<b>198</b>	<b>1,563</b>	<b>3,500</b>	<b>1,937</b>	<b>0</b>	<b>1,937</b>	<b>44.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(198)</b>	<b>(1,563)</b>	<b>(3,500)</b>	<b>(1,937)</b>				

## Detailed Income &amp; Expenditure by Projected Budget Heading 31/01/2021

Month No: 10

## Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>311 YOUTH HUB &amp; YOUTH ACTIVITIES</b>								
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
YOUTH HUB & YOUTH ACTIVITIES :- Income	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4001 SALARIES AND WAGES	98	409	2,000	1,591		1,591	20.5%	
4015 UTILITIES	47	1,541	2,300	759		759	67.0%	
4016 BUSINESS RATES	0	2,395	2,395	(0)		(0)	100.0%	
4049 YOUTH ACTIVITIES	10,300	41,201	41,200	(1)		(1)	100.0%	
4132 BUILDING MAINT GENERAL	98	2,701	4,000	1,299		1,299	67.5%	
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	<b>10,543</b>	<b>48,747</b>	<b>53,745</b>	<b>4,998</b>	<b>0</b>	<b>4,998</b>	<b>90.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,543)</b>	<b>(33,747)</b>	<b>(38,745)</b>	<b>(4,998)</b>				
<b>312 COMMUNITY INVOLVEMENT</b>								
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	0	1,076	0	(1,076)			0.0%	
COMMUNITY INVOLVEMENT :- Income	<b>0</b>	<b>1,531</b>	<b>0</b>	<b>(1,531)</b>				<b>0</b>
4556 OLDER PEOPLE - EVENTS	0	11	0	(11)		(11)	0.0%	
4558 KEEP FIT	25	352	0	(352)		(352)	0.0%	
4621 LUNCH CLUB	0	8	0	(8)		(8)	0.0%	
COMMUNITY INVOLVEMENT :- Indirect Expenditure	<b>25</b>	<b>371</b>	<b>0</b>	<b>(371)</b>	<b>0</b>	<b>(371)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25)</b>	<b>1,160</b>	<b>0</b>	<b>(1,160)</b>				
<b>313 EVENTS</b>								
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	0	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	2,780	(0)			100.0%	
1169 DOG SHOW	0	67	0	(67)			0.0%	
EVENTS :- Income	<b>0</b>	<b>8,321</b>	<b>2,780</b>	<b>(5,541)</b>			<b>299.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Projected Budget Heading 31/01/2021

Month No: 10

## Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 GLOBAL EXPENDITURE BUDGET	0	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	1,652	20,741	20,000	(741)		(741)	103.7%	
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>1,652</u>	<u>23,540</u>	<u>30,600</u>	<u>7,060</u>	<u>0</u>	<u>7,060</u>	<u>76.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,652)</u>	<u>(15,219)</u>	<u>(27,820)</u>	<u>(12,601)</u>				
COMMUNITY SERVICES :- Income	3,197	86,320	81,739	(4,581)			105.6%	
Expenditure	46,014	325,076	396,112	71,036	0	71,036	82.1%	
Movement to/(from) Gen Reserve	<u>(42,817)</u>	<u>(238,756)</u>						
Grand Totals:- Income	3,197	86,320	81,739	(4,581)			105.6%	
Expenditure	46,014	325,076	396,112	71,036	0	71,036	82.1%	
Net Income over Expenditure	<u>(42,817)</u>	<u>(238,756)</u>	<u>(314,373)</u>	<u>(75,617)</u>				
Movement to/(from) Gen Reserve	<u>(42,817)</u>	<u>(238,756)</u>						