



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 6th APRIL 2021
AT 7:30 PM VIA VIRTUAL ACCESS**

Present:

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

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Cllr Dixon – Central Bedfordshire Council
Stephen Mooring – Central Bedfordshire Council Officer
1 x Resident

813. APOLOGIES FOR ABSENCE

No apologies received.

814. DECLARATIONS OF INTEREST

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

(a) Disclosable Pecuniary interests in any agenda item –

Cllr Thompson declared a Pecuniary interest in relation to the grant application from Respite At Home.

Cllr Lutley declared a Pecuniary interest in relation to a grant application from the Flitwick Town Lands Charity and The Village Hall.

(b) Non-Pecuniary interests in any agenda item –

Cllr Dann declared a Non-Pecuniary interest in relation to the grant application from Flitwick Town Lands Charity - Cllr Dann's son had previously been a recipient of the charity funds.

815. CHAIRMAN'S ANNOUNCEMENTS

Cllr Badham thanked Cllr Toinko for chairing the Community Services Meeting in March.

Cllr Badham thanked Members and staff for their well wishes over recent weeks.

816. PUBLIC OPEN SESSION

No members of the public wished to speak.

817. INVITED SPEAKER

Cllr Dixon and Stephen Mooring delivered a presentation on Central Bedfordshire Council's Sustainability Plan.

Cllr Snape raised a question on the frequency of which the Central Bedfordshire Council emergency climate policy & aims would be monitored. Cllr Dixon informed Members the information would be reviewed twice a year, with information being shared with local authorities. The reports would be an agenda item at Town Council meetings.

Cllr Badham informed Cllr Dixon that approx. 6 months ago, Ward Councillors stated they would be able to update the Town Council regarding the climate emergency, but as yet the Town Council have not received any updates. Stephen Mooring informed Member's he would be happy to supply updates upon requests.

818. MEMBERS QUESTIONS

No questions raised by Members.

819. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2nd March 2021.

All Members agreed the minutes were a true recording of the meeting held on 2nd March 2021 (Vote – all in favour).

820. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 2nd March 2021.

The Environmental Services Manager advised that the feasibility study for securing the Country Park site was almost complete and she was just waiting on confirmation of ownership of the access road for the sewerage works site. This would be presented at the next meeting.

821. ITEMS FOR CONSIDERATION

- a. **Community Awards**

The Community Services Manager reported no updates at this time.

- b. **Calvisson Community Exchange**

Members noted a circulated letter from the Calvisson exchange, drawing to a close the exchange programme.

- c. **Classic Car & Bike Show**

Cllr Toinko asked the Community Services Manager if Members decided on option 4, would there be a resident willing to take on the organisation of car show? The Community Services Manager informed Members there was a resident willing to organise a car show

within Flitwick this year but she was unsure of the residents commitment to the organisation of a car show past this year.

The Community Services Manager confirmed that FTC would not be able to be too involved in the organisation of a car show that was not in one static location due to insurance and logistical issues.

It was **RESOLVED** to cancel the organisation of the Classic Car and Bike Show by the Town Council, allowing the event to be organised by residents. The Town Council could support the promotion of this event. (Vote – 7 in favour, 1 abstention)

d. Grant Applications

It was **RESOLVED** to pay Flitwick Cricket Club the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Bedford Daycare Hospice the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Golden Age the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Library the sum of £300 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Respite at Home Volunteers the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick District Guides the sum of £300 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay The Jigsaw Club the sum of £250 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Carers in Bedfordshire the sum of £1,242 from the Grant Application 2021 budget

It was **RESOLVED** to pay Mid Bedfordshire NCT Branch the sum of £1,216 from the Grant Application 2021 budget (Vote – all in favour)

It was **RESOLVED** to pay Flitwick Community First Responder Group the sum of £500 from the Grant Application 2021 budget (Vote – All in favour)

It was **RESOLVED** to pay Kingsmoor Lower School the sum of £250 from the Grant Application 2021 budget (Vote – All in favour)

It was **RESOLVED** to pay Flitwick Village Hall the sum of £1,800 from the Grant Application 2021 budget (Vote – 8 in favour, 1 Abstention)

Cllr Thompson left the meeting.

e. Public Art Project

Cllr Dodds expressed concern that FTC would have limited involvement with the Public Art Project at the new station interchange. Cllr Dodds informed Members that he was not in agreement with accessing Section 106 money for this project as it was felt the money should be spent on public art within the town that more residents could enjoy.

Members shared Cllr Dodds concerns in regards to having limited involvement in the final piece of art selected.

Cllr Badham informed Members that he had been working on a Public Art policy, this was 90% completed and would be shared with the Town Clerk in due course. Cllr Badham suggested once the Public Art policy was completed, the Public Art Working Group meet to action a plan for public art within Flitwick and securing section 106 money.

It was **RESOLVED** for FTC to not work with CBC on the Public Art project at the new station Interchange. (Vote – 6 in favour, 1 abstention)

f. **Wildflower Corridors Update**

Cllr Toinko commented on the importance of the seeds being from a local supplier and using a local seed mix would ensure a better growth and sustainability.

The Town Clerk confirmed the seed mix was being sourced from a local supplier.

It was **RECOMMENDED** to hire a stone burrier at the cost of £525.00 to aid with the planting of the wildflowers. An application for the amount of £525.00 from The Rolling Capital Fund is requested. (Vote – All in favour)

It was **RECOMMENDED** to purchase 22 kilos of wildflower seeds, at a cost of £715 for the Wildflower corridors, being placed in Flitwick at 5 different locations. An application for the amount of £715 from The Rolling Capital Fund is requested. (Vote - All in favour)

g. **Scarecrow Festival**

The Community Services Manager recommended an amendment to the Scarecrow Festival.

The Community Services Manager's recommendation would be to hold the Scarecrow Festival as a community event, withdrawing the competition element of the Scarecrow Festival.

It was **RESOLVED** for the Scarecrow Festival to be a free community event. The competition aspect of the Scarecrow Festival would be withdrawn. (Vote – all in favour)

h. **Community Agent**

Cllr Dann informed Members there is a CAB service in Ampthill that has been running successfully for a number a years. Aragon Housing also offered support to their tenants regarding debt management. Cllr Dann felt the Community Agent roles should have clear responsibilities and care should be taken not to advise on subjects that may require addition training, such as debt management.

The Town Clerk informed Members that the Community Services Manager would contact other Community Agent services within Central Bedfordshire to gain advice.

It was **RESOLVED** for the Community Services Team to undergo training to deliver a Community Agent service from The Hub or The Rufus Centre. The Community Agent Service will offer a drop-in session 1 day a week, with other appointments available when pre-arranged. (Vote – All in favour)

822. **ITEMS FOR INFORMATION**

a. **Community Services Manager Report**

Members noted a report presented by the Community Services Manager.

b. Public Realm Supervisor Report

Members noted a report presented by the Public Realm Supervisor.

The Public Realm Supervisor informed Members that FTC had received reports of glass being glued to play equipment within a play area owned by CBC. The Public Realm Team had attended the play area and cleared all glass, making the play area safe. The incident had been reported to CBC.

Members thanked the Public Realm Team for their fast response.

c. Central Bedfordshire Tree Planting Grant Scheme

The Environmental Services Manager informed Members that FTC had been successful in securing funding from CBC from the Tree Planting Grant Scheme.

Cllr Toinko asked if volunteers could be utilised to help with the planting of the trees. The Environmental Services Manager would explore this possibility for the next round of funding.

Action: EMS

d. Outdoor Gym Equipment

The Environmental Services Manager advised Members that additional funding had been received from the Flitwick & District Youth Association (FDYA) to support the project meaning equipment could be installed at Millennium Park and Hinksley Road field.

Members thanked the FDYA and Cllr Lutley for their support.

e. Environmental Update

Cllr Toinko asked if an email could be sent to CBC regarding a reduced grass mowing schedule with Flitwick. The Town Clerk stated he had already made this request to CBC and would follow this up.

Action: Town Clerk

Cllr Toinko informed Members he had recently been in contact with a resident in regard to starting a community garden, this is something he would like to explore further and would report back to Community Services with further information at a later date.

Action: Cllr Toinko

Cllr Badham requested an Environmental heading was added to each Community Services agenda going forward. All updates will be reported under this agenda item.

Action: ESM

f. Budget

Budget noted.

823. 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 members of the public present

824. 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.

CCTV Update – Members received an update on CCTV.

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.

Feasibility study for preventing fly-tipping at the country park

I have looked into a few ideas to combat the fly-tipping at the country park, including CCTV, gated entrance, ANPR cameras, and digging a ditch.

CCTV – After seeking advice from some commercial CCTV companies I have been told that it would be possible to install cameras using solar power, but the resolution of the camera at night wouldn't be high enough to capture a number plate.

ANPR – Automatic Number Plate Recognition cameras have been discussed too, which would catch the registration of vehicles, but the problem with this option is that we have no power at the country park, and they would need to have at least part of them housed in a building which we also do not have.

DITCH – Another idea that was investigated was digging a ditch down the side of the field where the fly-tipping happens. This isn't a job that the grounds team could realistically do due to time restraints and not being able to leave a digger on site overnight. I have obtained a quote for an external contractor to do this work, and it has come back at £2000.00.

VEHICLE BARRIER GATE – Installing one of these at the entrance opposite Ruxox farm to prevent vehicle access to the park will cost £1030.00 + VAT for the gate, and the Grounds Team would need to install it.

Because of the power / footage quality, the ANPR and CCTV would not be suitable for our needs. In my opinion I do not believe a ditch would solve the problem of fly-tipping, I think the ditch would soon get filled with rubbish. The vehicle barrier gate is an option to protect one side of the park, but to my knowledge we have never had fly-tipping in that area. I believe the only way to stop the fly-tipping is to talk to the landowner and see if they will install gates on their entrance road that comes from Maulden Road.

Below is a map showing the location for the ditch and the vehicle barrier gate –





FLITWICK TOWN COUNCIL

Report to Community Services 4th May 2021: The Hub Refurbishment

Implications of recommendations

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

Finance: Rolling Capital Fund – Agreed

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

It was recommended at the Community Services meeting on Tuesday 2nd March 2021 to spend between £17,000 and £20,000 from the Rolling Capital Fund to refurbish The Hub.

This recommendation was resolved at Town Council on Tuesday 16th March 2021.

Introduction

The Community Services Manager has secured 3 quotations for each trades person needed:

Plastering

A small area of the ceiling, in the upstairs room was damaged from a leak in the roof. The roof has since been repaired.

The quotes below are to repair the damage by cutting out the damaged plaster board, replacing it and plastering over the small area to make good.

- Quote A - £118
- Quote B - £1000
- Quote C - £130

Carpet

The quotes below are to recarpet the upstairs room, landing and stairs with hardwearing carpet tiles. The quotes include the removal and disposal of the current carpet, strong adhesive, and labour.

- Quote A - £2000 + VAT
- Quote B - £1,960
- Quote C - £2,220

Window & Door

The quotes below are to replace the window in the upstairs room with a white UVPC frame and double glazing. The double door in the downstairs to be replaced with a white aluminium commercial door with panic bar and double-glazed glass on the top half.

- Quote A - £4,950 + VAT
- Quote B - £3,656.55 + VAT
- Quote C - £3,7000 + VAT

Painting

The quotes below include painting the main room, upstairs room, stairs, toilets, and kitchen. It includes painting the ceilings, and skirting boards.

- Quote A - £5,995
- Quote B - £4,300
- Quote C – £4,420

Additional Matters

All quotes have been supplied by Flitwick businesses where possible. Where this has not been possible, the business has been within the local area.

Recommendations

1. To consider quotation A, B or C under each heading

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 4th May 2021: Town Mayor Charity Fundraiser

Implications of recommendations

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

Finance: Town Mayor Charity Costs

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

2020/21 has seen limitations on possible Town Mayor's charity fundraising events. This has meant Flitwick Town Council were unable to raise as much money for the Town Mayor's charities as in previous years.

Due to the impact of Covid-19, many charities need extra support, with the impact of the pandemic continuing to affect the sector in the coming years.

Introduction

The Community Services Team would like to propose having a 'Community Calendar 2022'.

Residents would be asked to submit photographs of Flitwick and/or images of what Flitwick means to them.

All images will be in colour and open to a range of topics, such as scenic views, wildlife, people, urban life etc.

The Town Mayor will select the final 12 photos to be displayed within the calendar, each image will credit the photographer.

The cost of purchasing 100 calendars:

- £2.49 per unit (excluding VAT)
- Look to sell at £5 per unit (Including VAT)
- £1.71 profit per unit
- £101.17 profit per 100 units sold

Options

1. To consider having a Community Calendar 2022 in of support Town Mayor Charities

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 4th May 2021: Skate Competition on Millennium Park

Implications of recommendations

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

Finance: Event Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

In previous years Flitwick Town Council, 4YP and some young people have worked together to hold a 1-day Skate Competition at the Skate Park on Millennium Park.

The last Skate Competition was held at Millennium Park in 2017.

Introduction

The Community Services Manager has been working with 4YP to build relationships with the young people of Flitwick. At a recent meeting with the young people, they expressed an interest in holding another Skate Competition on Millennium Park this summer.

4YP are in support of holding a Skate Competition on Millennium Park. 4YP, FTC and three young adults would work together to deliver a full day of skate sessions, including skateboards, scooters, and BMX bikes. See appendix 001 & 002

The event will run similar to previous years, this has always worked successfully in the past.

The day would include music (DJ), BBQ, approx. 10 stalls and first aid. Neighbouring residents would be informed prior to the event.

The young people have expressed some additional items they would like in place at the Skate Park. There will be a charge to enter each skate sessions, all proceeds from the skate competition will pay towards the additional items requested by the young people.

Options

1. To consider holding a Skate Competition on Millennium Park on Sunday 22nd August, 11am – 7pm

Susan Eldred
Community Services Manager

Timetable

11:30-12:00

Beginner

Skate – Street

Scooter – Jump Box, Humps & Down Ledge

BMX – Mini Ramp & Bowl

12:00-12:30

Scooter Open Park Jam

12:30-13:00

Beginner

Skate – Jump Box, Humps & Down Ledge

Scooter – Mini Ramp & Bowl

BMX – Street

13:00-13:30

Skateboard Open Park Jam

13:30-14:00

Beginner

Skate – Mini Ramp & Bowl

Scooter – Street

BMX – Jump Box, Humps & Down Ledge

14:00-14:30

BMX Open Park Jam

14:30-15:00

Intermediate

Skate – Street

Scooter – Jump Box, Humps & Down Ledge

BMX – Min Ramp & Bowl

15:00-15:30

Open Park Jam For Intermediate And Advanced Only

15:30-16:00

Advanced

Skate – Street

Scooter – Jump Box, Humps & Down Ledge

BMX – Mini Ramp & Bowl

16:00-16:30

Intermediate

Skate – Jump Box, Humps & Down Ledge

Scooter – Mini Ramp & Bowl

BMX – Street

16:30-17:00

Advanced

Skate – Jump Box, Humps & Down Ledge

Scooter – Mini Ramp & Bowl

BMX – Street

17:00-17:30

Intermediate

Skate – Mini Ramp & Bowl

Scooter – Street

BMX – Jump Box, Humps & Down Ledge

17:30-18:00

Advanced

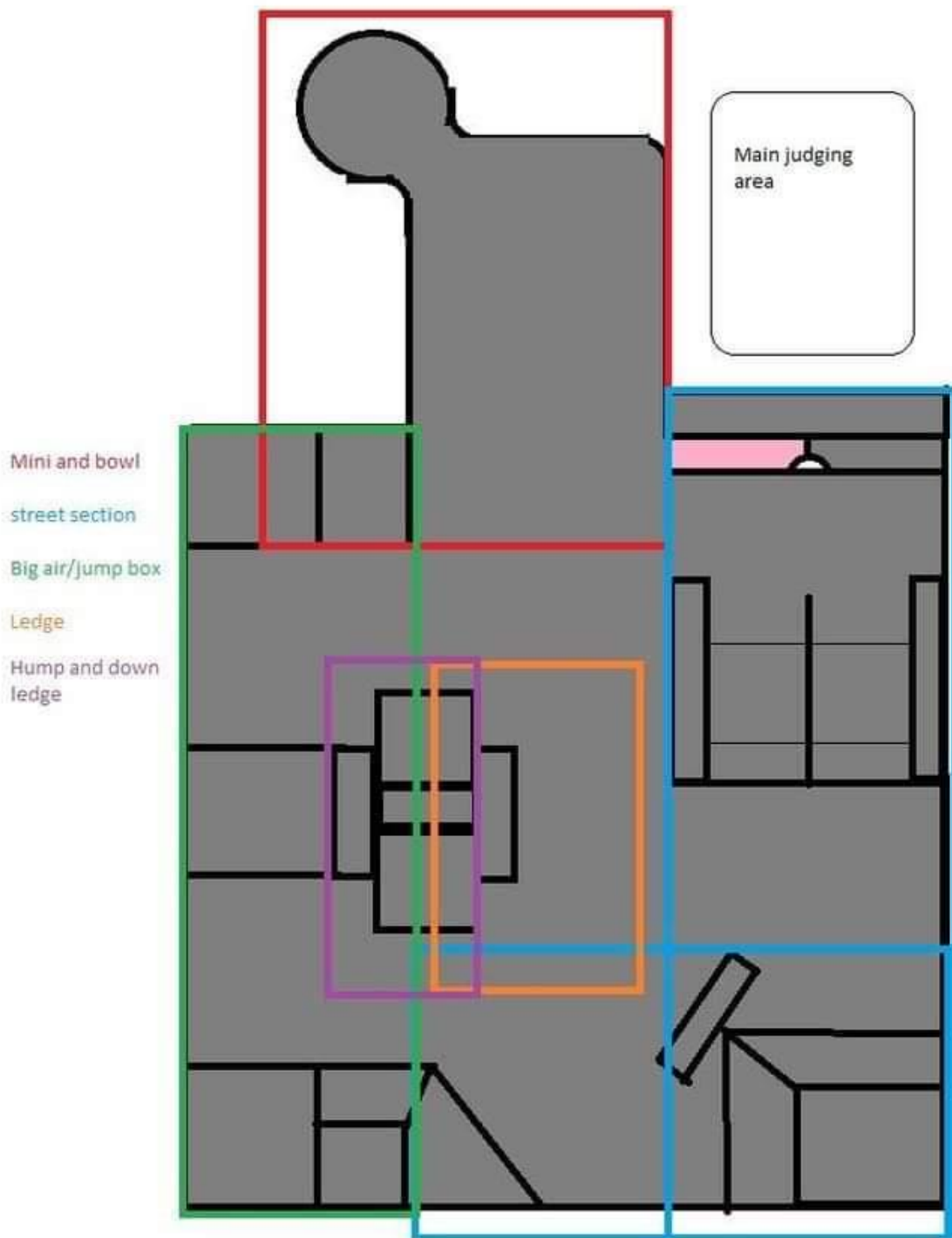
Skate – Mini Ramp & Bowl

Scooter – Street

BMX – Jump Box, Humps & Down Ledge

18:00-18:30

Highest Airs for all competitors



Clearly not to scale



FLITWICK TOWN COUNCIL

Report to Community Services 1st May 2021: Skate Park Graffiti

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

In 2019 4YP were able to secure additional funding in the form of a grant from CBC to commission the graffiti artwork currently displayed on the skate park.

The artist worked with the young people, spending time at The Hub working on designs and formatting the art based on the lay out of the skate park.

On the day, the young people were able to help the artists spray all the artwork they had designed.

Introduction

The Community Services Manager has been working with 4YP to build relationships with the young people of Flitwick. At a recent meeting with the young people, they said how they would like the skate park re-sprayed as it is starting to look tired and faded.

4YP have been able to contact the Graffiti Artwork company who worked with the children in 2019.

The artists will work with 4YP on designs for the skate park, with most of the designs being led by young people.

There would be a design workshop with the young people held prior to Graffiti art being placed on the skate park. The finalised artwork would be delivered over a 1-day workshop in May half term, where the young people and the artists will work together to create a new look on the skate park.

Additional Matters

Ward Councillor, Cllr Mackey has expressed his interest in donating £1000 from his Ward Councillor Grant fund to support the young people within the town. 4YP will be completing an application form to secure the funding.

An application will be made to the Section 106 Public Art fund, to secure the funding needed to complete this project. Should the Section 106 Public Art application be unsuccessful, Members are asked to consider accessing the funding from Rolling Capital fund.

The Community Services Manager and 4YP will be present on the day.

Recommendation

1. If the application to section 106 Public Art fund is unsuccessful, Members are asked to consider accessing £1,200 from the rolling capital fund to provide graffiti on the skatepark.

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 1st May 2021: Millennium Park Youth Shelter

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

In 2019 Cllr Badham & Cllr Snape attended a 'walk round' with Wendy from 4YP, talking to the young people.

Cllr Badham & Cllr Snape spoke with the young people regarding what changes they would like to see with Millennium Park.

The young people stated they would like a shelter within Millennium Park because at present, in bad weather, the young people are standing under the large trees for shelter.

Introduction

The Community Services Manager & Environmental Services Manager have worked together to apply for funding from Violence and Exploitation Reduction Unit. The maximum amount of funding awarded would be £5000.

The approximate net cost of the project is £7,950.00, this includes a shelter accommodating up to 10 people, delivery, installation, and suitable surfacing.

Should the funding application be successful for the amount of £5000, an additional £2,950.00 (Approx.) from the Rolling Capital Fund would be required to complete the project.

Additional Matters

4YP are in support of having a youth shelter at the top of Millennium Park, this will be an additional focus area when completing detached work on behalf of FTC.

Recommendations

1. To consider installing a youth shelter at Millennium Park should the funding application be successful.
2. To consider accessing the Rolling Capital Fund budget for the additional amount of £2,950.00 (Approx.) to complete the project

Susan Eldred
Community Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 4th May 2021: Amphill & Flitwick Good Neighbour Scheme Request

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

Previously FTC had taken the lead on delivering Flitwick Good Neighbour Scheme with the help of volunteers.

In 2019 Flitwick Good Neighbour Scheme and Amphill Good Neighbour Scheme merged to become 'Amphill & Flitwick Good Neighbour Scheme'. At this time, FTC has not had any involvement in the delivery of the Good Neighbour Scheme.

During the first lockdown in March 2020, The Community Services Manager was working closely with Amphill & Flitwick Good Neighbour Scheme. The Community Services Manager was taking prescription phone call, logging job details, and coordinating volunteers.

Introduction

Amphill & Flitwick Good Neighbour Scheme currently have two phone holders, the phone is shared between them depending on work and personal life commitments.

With Lockdown easing, the Good Neighbour Scheme have seen a decline in the use of their service, returning to a more 'normal' level of usage.

Although the demand is less, only having two phone holders can be challenging. Amphill & Flitwick Good Neighbour Scheme have asked if it would be possible for The Community Services Manager to become a regular or ad-hoc phone holder, this would include holding the phone during the week and at weekends.

The Community Services Manager has a DBS check and has admin rights to the booking system set up.

Recommendations

1. To consider allowing the time needed for The Community Services Manager to become a phone holder for Amphill & Flitwick Good Neighbour Scheme on a regular basis. It is anticipated this would equate to approximately 5 hours work per week when phone handling, inclusive of weekends.

2. To consider allowing the time needed for The Community Services Manager to become a phone holder for Ampthill & Flitwick Good Neighbour Scheme on a ad-hoc basis.

Susan Eldred
Community Services Manager

As you are aware, I have been working to create a memorial to two airmen who lost their lives in and air crash on the outskirts of Flitwick in 1945.

I am pleased to say that we have raised the funds to complete the memorial which, on the back of feedback from the Council, will now be rendered in stone.

I would now like to formally request permission to site the memorial within the war memorial enclosure on Station Square. I would be happy if to take advice from Councillors on the most appropriate placing.

I enclose a drawing of the memorial for information. I also look forward to hearing from you soon.

Kind regards,

Cllr Gareth Mackey
Independent Central Bedfordshire Councillor
Flitwick and Steppingley Ward

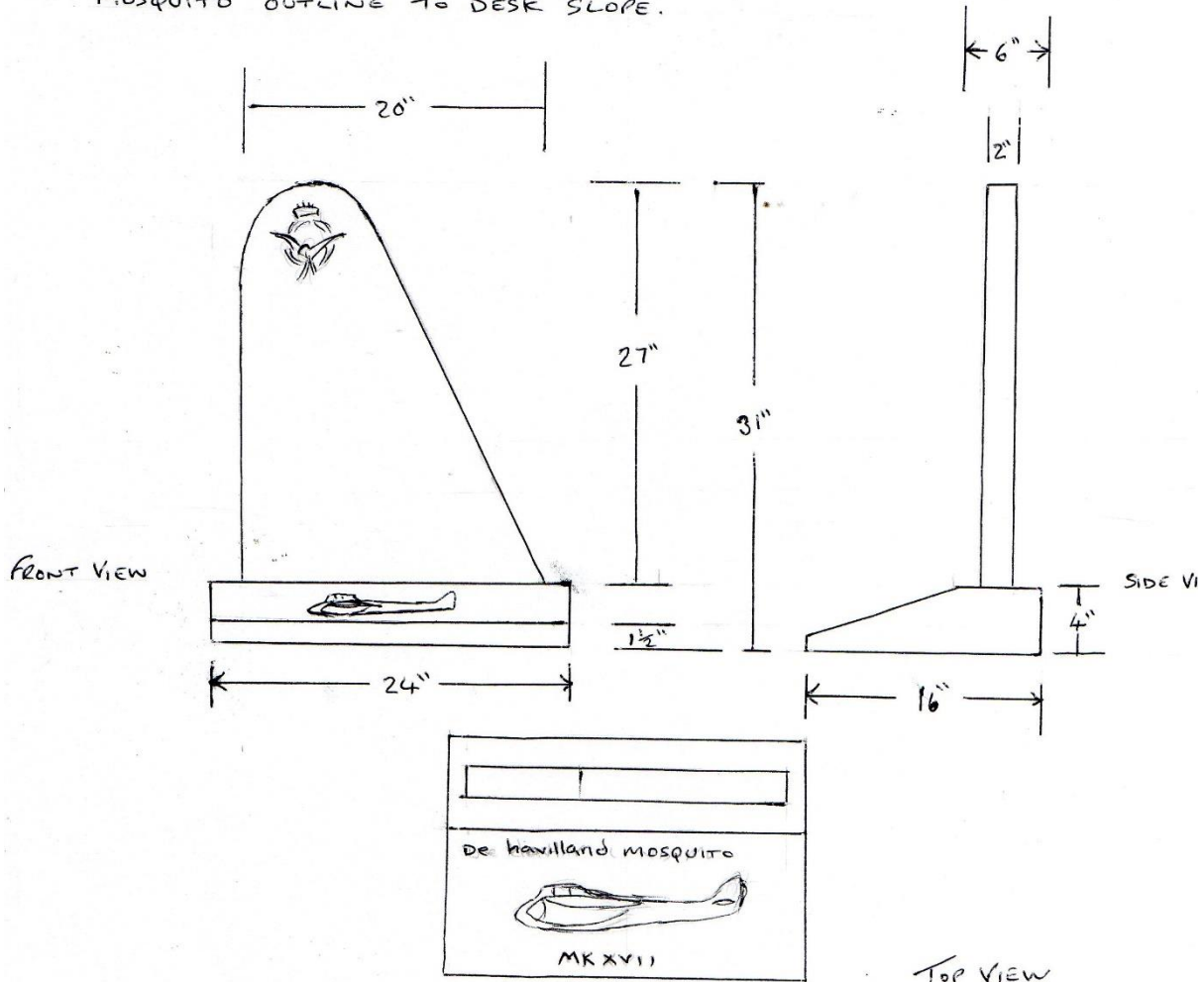
PROPOSED R.A.F. PILOTS MEMORIAL - FLITWICK.

BASED ON WING TIP OF DE HAVILLAND MOSQUITO MK XVII

ALL POLISHED KARIN GREY GRANITE (GREENISH/GREY).

R.A.F. ROUNDALL OR INSIGNIA TO TOP. (OUTLINE + GILDED).

MOSQUITO OUTLINE TO DESK SLOPE.



R Lee 19-02-2021



G & R LEE MEMORIALS LTD
REGISTERED COMPANIES HOUSE BIRMINGHAM. COMPANY No 03338499





Flitwick Town Council

The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire MK45 1AH
Telephone: (01525) 631900 Fax: (01525) 631903
Email: info@flitwick.gov.uk Website: www.flitwick.gov.uk

13th April 2021

Mr A Hunter
The Wildlife Trust, BCN
The Manor House
Broad Street
Gt Cambourne
Cambridge
CB23 6DH

Dear Andrew

Re: Boardwalk Extension on Flitwick Moor

I am writing to express the support of the extension of the boardwalk on Flitwick Moor as part of the Wildlife Trust's grant application to the Veolia Environmental Trust (Landfill Communities Fund).

This project will have a positive impact by protecting the wetland area of the site. In addition, it will enhance the user experience for neighbouring promoted routes, e.g., the Flit Valley Walk, which uses part of the Two Moors Heritage Trail. It is positive to enhance neighbouring footpaths to support users of the Flit Valley Walk wishing to use connecting routes.

Yours sincerely

Stephanie Stanley
Deputy Town Clerk

Community Services Report
Prepared By Community Services Manager

CBC Safer Central Team

On Friday 16th April, the Community Services Team were joined by two members of the Safer Central Team at Flitwick Market.

The Safer Communities Involvement Officers were able to support the Council Surgery as well as talking to residents and handing out information leaflets on a range of topics.

Royal British Legion Poppy Request

The 100th year Centenary is on Monday 17th May.

The Royal British Legion have requested Flitwick Town Council display lamppost poppies to commemorate this special day.

The Public Realm Team will place the poppies on the lampposts on Thursday 13th May, the poppies will be displayed for 10 days.

Flitwick Foodie Fest

Thank you to all Councillors who responded to the email sent on 7th April 2021 regarding relocating Friday Foodie Fest onto Millennium Park.

There has been a high level of interest in the Friday Foodie Fest's on social media, with small local business wanting to book pitch space as well as some stalls for people to enjoy. We predict approx. 30 pitch/stall spaces to filled at each month.

The pitches/stall space will run along the hedge line at the bottom of Millennium Park (Dunstable Road), also using a small area in the bottom right-hand side of the park, between the hedge line and Skate Park.

The Community Services Manager and Environmental Services Manager will check the ground with Millennium Park before each event, cancelling if it is believed to be to wet.

Community Awards 2020

All winners and nominees from Community Awards 2020 have been invited to The Rufus Centre on Wednesday 13th May to collect their trophy and certificates from Cllr Dann, the Town Mayor.

Well-being Drop-in Sessions

The Well-being drop-in sessions at The Hub started on Tuesday 13th April.

The sessions have been well attended, with mainly young males accessing the service. The sessions so far have been focused on anger, how to deal with emotions and what makes you feel this way.

The sessions are also focusing on supporting young people who may have absent parents, parents living with addictions and financial poverty.

Thanks to donations and other funding, 4YP have been able to offer the young people attending the drop-in session a healthy meal.

Monthly Budget Review – March 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.
- 4700 303 Repairs and replacement fencing in Manor Park from work in June and February.
Payment for Manor Park Gates to be transferred from Rolling Capital. Fencing and tree works. To be actioned at year end close down.
Also includes Manor Park CBC Planning costs which are to be reimbursed by The Greensands Trust.**
- 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
- 4075 305 Repairs to playground £7,366.00.**
- 4078 303 Plantscape Planters at Barclays Bank £11,550 Agreed to be taken from Rolling capital Fund. To be actioned at year end close down.**
- 4132 303 Includes maintenance contract prepayments. To be actioned at year end close down.**
- 4082 305 Includes CCTV repairs & bench and bins for Millennium Park.**
- 4138 311 Includes pool table installation, offset by sale of the 'old' pool table.**

Committee spend for the year to 31/03/2021 is:

	Projected Budget	Spend Year to Date	Monthly Spend to 31/03/2021	
Community Services	£396,112	£404,135	£45,378	Amber

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 Projected Budget Heading 31/03/2021

Month No: 12

Income/Expenditure 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
COMMUNITY SERVICES								
300 CORE SERVICES								
1178 COVID 19 FURLOUGH SUPPORT	274	826	0	(826)			0.0%	
CORE SERVICES :- Income	274	826	0	(826)				0
4001 SALARIES AND WAGES	19,780	231,535	230,000	(1,535)		(1,535)	100.7%	
4002 UNIFORM	208	615	1,000	385		385	61.5%	
4005 VEHICLE - MAINTENANCE	380	1,470	2,000	530		530	73.5%	
4006 FUEL	0	4,610	5,500	890		890	83.8%	
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	1,092	6,531	7,358	827		827	88.8%	
CORE SERVICES :- Indirect Expenditure	21,460	248,720	249,888	1,168	0	1,168	99.5%	0
Net Income over Expenditure	(21,186)	(247,895)	(249,888)	(1,993)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS	4,647	28,486	25,000	(3,486)			113.9%	
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	1,549	5,556	4,007	(1,549)			138.7%	
BURIAL GROUNDS :- Income	6,196	34,289	30,007	(4,282)			114.3%	0
4015 UTILITIES	27	101	150	49		49	67.3%	
4068 BURIAL GR.CHURCH RD GEN	105	293	1,000	707		707	29.3%	
4069 RECHRGBLE B GRND ITEMS EXP	65	756	4,000	3,244		3,244	18.9%	
4088 PORTALOO HIRE	160	1,951	2,550	599		599	76.5%	
BURIAL GROUNDS :- Indirect Expenditure	357	3,100	7,700	4,600	0	4,600	40.3%	0
Net Income over Expenditure	5,839	31,189	22,307	(8,882)				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	555	5,278	3,500	(1,778)			150.8%	
1014 PHONE MAST INC (STATION RD)	0	11,041	11,041	0			100.0%	
ALLOTMENTS :- Income	555	16,318	14,541	(1,777)			112.2%	0
4012 LAND REGISTRY	0	26	26	0		0	99.3%	
4015 UTILITIES	0	337	600	263		263	56.2%	
4072 ALLOTMENTS/MAINTENANCE	146	624	1,700	1,076		1,076	36.7%	
4088 PORTALOO HIRE	184	2,193	2,550	357		357	86.0%	
ALLOTMENTS :- Indirect Expenditure	330	3,180	4,876	1,696	0	1,696	65.2%	0
Net Income over Expenditure	225	13,138	9,665	(3,473)				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Income/Expenditure 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
303 LOCAL AMENITIES-GEN								
1070 FLITWICK MANOR PARK	0	6,288	3,727	(2,561)			168.7%	
1177 GRANTS RECEIVED	0	0	6,667	6,667			0.0%	
LOCAL AMENITIES-GEN :- Income	0	6,288	10,394	4,106			60.5%	0
4078 PLANTING/GENERAL	8,550	12,480	4,000	(8,480)		(8,480)	312.0%	
4084 PLANT & EQUIP-PURCHASE	0	1,606	2,500	894		894	64.2%	
4085 PLANT & EQUIP-MAINTENANCE	1,059	1,869	3,000	1,131		1,131	62.3%	
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	329	750	421		421	43.8%	
4116 GRASS CUTTING	3,668	3,668	4,000	332		332	91.7%	
4118 BINS AND SEATS	0	0	500	500		500	0.0%	
4128 WASTE DISPOSAL	649	6,053	6,300	247		247	96.1%	
4132 BUILDING MAINT GENERAL	1,505	8,498	5,000	(3,498)		(3,498)	170.0%	
4140 MAINTENANCE CONTRACTS	(600)	(600)	0	600		600	0.0%	
4700 FLITWICK MANOR PARK	10,408	39,741	21,000	(18,741)		(18,741)	189.2%	
5014 Funding from R C P	(11,850)	(29,790)	(17,940)	11,850		11,850	166.1%	
LOCAL AMENITIES-GEN :- Indirect Expenditure	13,389	45,054	32,110	(12,944)	0	(12,944)	140.3%	0
Net Income over Expenditure	(13,389)	(38,766)	(21,716)	17,050				
305 PLAY AREAS								
1010 PITCH HIRE	0	500	500	0			100.0%	
1177 GRANTS RECEIVED	1,834	9,001	7,167	(1,834)			125.6%	
1180 COMMUTED SUMS RELEASED TO	0	1,350	1,350	0			100.0%	
PLAY AREAS :- Income	1,834	10,851	9,017	(1,834)			120.3%	0
4075 PLAY AREA/REPAIRS & MAINT.	6,840	15,858	4,500	(11,358)		(11,358)	352.4%	
4082 Millennium Park	2,017	9,820	6,193	(3,627)		(3,627)	158.6%	
4122 CHANGING ROOMS - HINKSLEY	372	2,095	3,000	905		905	69.8%	
PLAY AREAS :- Indirect Expenditure	9,229	27,772	13,693	(14,079)	0	(14,079)	202.8%	0
Net Income over Expenditure	(7,395)	(16,922)	(4,676)	12,246				
306 STREET LIGHTING								
4096 Electricity - Street Lights	556	2,317	2,500	183		183	92.7%	
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	556	2,317	3,500	1,183	0	1,183	66.2%	0
Net Expenditure	(556)	(2,317)	(3,500)	(1,183)				

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Income/Expenditure 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
311 YOUTH HUB & YOUTH ACTIVITIES								
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
YOUTH HUB & YOUTH ACTIVITIES :- Income	0	15,000	15,000	0			100.0%	0
4001 SALARIES AND WAGES	0	409	2,000	1,591		1,591	20.5%	
4015 UTILITIES	92	1,563	2,300	737		737	67.9%	
4016 BUSINESS RATES	0	2,395	2,395	(0)		(0)	100.0%	
4049 YOUTH ACTIVITIES	0	41,201	41,200	(1)		(1)	100.0%	
4132 BUILDING MAINT GENERAL	534	3,375	4,000	625		625	84.4%	
4138 EQUIPMENT	1,000	1,296	1,000	(296)		(296)	129.6%	
4140 MAINTENANCE CONTRACTS	(618)	777	850	73		73	91.4%	
5014 Funding from R C P	(1,000)	(1,000)	0	1,000		1,000	0.0%	
YOUTH HUB & YOUTH ACTIVITIES :- Indirect Expenditure	7	50,015	53,745	3,730	0	3,730	93.1%	0
Net Income over Expenditure	(7)	(35,015)	(38,745)	(3,730)				
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	0	1,076	0	(1,076)			0.0%	
COMMUNITY INVOLVEMENT :- Income	0	1,531	0	(1,531)				0
4556 OLDER PEOPLE - EVENTS	0	11	0	(11)		(11)	0.0%	
4558 KEEP FIT	0	352	0	(352)		(352)	0.0%	
4621 LUNCH CLUB	0	8	0	(8)		(8)	0.0%	
COMMUNITY INVOLVEMENT :- Indirect Expenditure	0	371	0	(371)	0	(371)		0
Net Income over Expenditure	0	1,160	0	(1,160)				
313 COMMUNITY 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	0	2,596	0	(2,596)			0.0%	
1122 MENS CLUB	0	(13)	0	13			0.0%	
1128 CARNIVAL	(263)	749	0	(749)			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%	

Detailed Income & Expenditure by Projected Budget Heading 31/03/2021

Month No: 12

Income/Expenditure 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
1169 DOG SHOW	0	67	0	(67)			0.0%	
COMMUNITY EVENTS :- Income	(263)	6,692	2,780	(3,912)			240.7%	0
4000 GLOBAL EXPENDITURE BUDGET	300	782	10,000	9,218		9,218	7.8%	
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	(249)	0	0	0		0	0.0%	
4200 CHRISTMAS LIGHTS	0	20,751	20,000	(751)		(751)	103.8%	
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%	
COMMUNITY EVENTS :- Indirect Expenditure	51	23,605	30,600	6,995	0	6,995	77.1%	0
Net Income over Expenditure	(315)	(16,913)	(27,820)	(10,907)				
COMMUNITY SERVICES :- Income	8,595	91,794	81,739	(10,055)			112.3%	
Expenditure	45,378	404,135	396,112	(8,023)	0	(8,023)	102.0%	
Movement to/(from) Gen Reserve	(36,783)	(312,341)						
Grand Totals:- Income	8,595	91,794	81,739	(10,055)			112.3%	
Expenditure	45,378	404,135	396,112	(8,023)	0	(8,023)	102.0%	
Net Income over Expenditure	(36,783)	(312,341)	(314,373)	(2,032)				
Movement to/(from) Gen Reserve	(36,783)	(312,341)						