



## FLITWICK TOWN COUNCIL

Ref: Agenda/Community-07/09/2021- 73

31<sup>st</sup> August 2021

Dear Sir/Madam

Members are hereby summoned to the **Community Services Committee meeting** that will take place on **Tuesday 7<sup>th</sup> September 2021 at The Rufus Centre**, 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 Thompson, Toinko, Dann, Lutley, Badham, Chacko, Platt, Earles

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.

Click the link below to join this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZGY2YmY3OGltMjhiOS00YzM1LWI3OGYtMWExMjE5MTIIMTQ2%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGY2YmY3OGltMjhiOS00YzM1LWI3OGYtMWExMjE5MTIIMTQ2%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

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**

Wendy Millgate – 4YP

**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 3<sup>rd</sup> August 2021.

**8. MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 3<sup>rd</sup> August 2021.

**9. ITEMS FOR CONSIDERATION**

**a. Lockdown Car Show 2022**

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

**b. Hub Car Park Opening Times**

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

**c. Event Booking Protocol**

Members to approve the event booking protocol document that has been reviewed by the working group.

**d. Burial Ground Garden of Remembrance Memorial Sizes**

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

e. **Play Equipment - Station Road & Beaumont Road**

Members to consider quotations for replacement play equipment at Station Road and Beaumont Road.

f. **Community Awards Rebrand**

Members to consider three marketing options for the relaunch of Flitwick Community Awards. Community Services Manager to give verbal update.

g. **Airmen Memorial**

Members to consider additional information from Cllr Mackey in relation to the Airmen Memorial.

h. **Dog Waste Dispensers**

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

10. **ITEMS FOR INFORMATION**

a. **Community Services Managers Report**

Members to note the report from the Community Services Manager.

b. **Budget**

Members to note the budget.

c. **Skate Comp Feedback**

Members to receive a verbal report from the Community Services Manager regarding feedback from the Youth Skate Comp held on Sunday 22<sup>nd</sup> August.

d. **Play Equipment Annual Inspections**

An Independent Annual Inspection of the Town Council's play areas and equipment was completed in August resulting in a clean bill of health.

The risk assessment concluded that there were no matters of High Risk.

Two matters were raised as being of Moderate Risk:

1) A picnic bench at Millennium Park play area which had been cordoned off due to vandalism. The bench was vandalised in the week before the annual inspection and was immediately cordoned off when spotted on our daily litter picks. The bench has since been removed and a replacement will be required due to the extent of the damage.

2) A home-made low skate ramp at Hinksley Road Recreation Ground. This has since been removed in the process of our in house weekly inspections.

A number of Low and Very Low Risks were confirmed and these are being dealt with under our ongoing monitoring and maintenance schedules.

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.

**12a -Skate Park Graffiti Update**

**12b - Community Safety Plan**

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 7<sup>TH</sup> SEPTEMBER 2021  
AT 7:30 PM AT THE RUFUS CENTRE**

**Present:**

Cllr Thompson (Chairman)  
Cllr Toinko  
Cllr Dann  
Cllr Lutley  
Cllr Badham  
Cllr Platt  
Cllr Earles  
Cllr Snape  
Cllr Hodges - (Remotely)  
Cllr Mackey - (Remotely)

Stacie Lockey – Environmental Services Manager  
Mike Thorn – Environmental Services Officer  
Zoe Putwain – Community Services Officer

Susan Eldred – Community Services Manager (Remotely)  
Rob McGregor – Town Clerk and Chief Executive PSLCC (Remotely)  
Wendy Millgate – 4YP (Remotely)  
2 - Members of the public (Remotely)

**884. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllr Chacko – Personal Reasons

**885. DECLARATIONS OF INTEREST**

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

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

**886. CHAIRMAN'S ANNOUNCEMENTS**

The Council had agreed to bring the Delivery Plan to future meetings for review. At this time there had not been enough development on the plan to raise at the meeting, it would be an item on future agendas.

Green Spaces Update - the information and survey would be live as of 08/09/202. Copies of the survey were made available to Members present.

**887. PUBLIC OPEN SESSION**

None.

**888. INVITED SPEAKER**

Wendy Millgate representing 4YP gave an update on the feedback received in relation to the Skate Competition. After conversations with people aged 13 – 17 years of age the following feedback was received.

It was noted that it was a good day but the number of young adults spectating at the event participated in drinking and smoking on the mounted surrounding area. This with the music choice was noted by the young people as something they would prefer not to be allowed at future events. It was felt that the event was surrounded by young adults and this detracted from the target audience. It was suggested that 4YP work with the Community Services Team to create a future event in May 2022 that would be organised, judged and participated in by under 18s. This would include temporary fencing around the skatepark and presentations after each section of the event with no drinking or smoking allowed in the area.

The Community Services Manager addressed the Council and confirmed that 2 proposals would be made to Council for Skate Competitions with different target audiences at a future meeting.

**889. MEMBERS QUESTIONS**

Members were informed of an invitation to attend a public meeting at St Peters and St Pauls Chapter House on the 29<sup>th</sup> of September 2021 at 7.30pm. The aim of the public meeting would be to give feedback as to views in relation to the appointment of the new Vicar.

Cllr Earles raised concern with regards to access to a private property that had been created through the undergrowth in Flitwick Woods. The Environmental Services Manager confirmed that they would raise this matter with Central Bedfordshire Council.

**890. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 3<sup>rd</sup> August 2021.

The minutes are agreed as a true record of the meeting on Monday 3<sup>rd</sup> August

**891. MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 3<sup>rd</sup> August 2021

Updates were requested for section 880C, 881A, 881D and 897A updates and timelines were given by the Environmental Services Manager

A risk assessment was requested in relation to point 881C in concern around the potential impact on the staff. The Community Services Manager confirmed that a request would be made to gain a copy of the risk assessment.

It was noted that the budget column 881E previously raised had not been amended, the Environmental Services Manager confirmed this would be actioned next month.

An update was given by the Environmental Services Manager in relation to 881A Gumbles fun fair noting that everything went well in relation to this event. Members noted that there had been positive comments from the public in relation to this booking.

The Community Services Manager raised that the Foodie Fest run by Pick n Mix Events had been displeased that Gumbles had been permitted to use the site. This opinion had been raised to the Community Services Officer on the day of event. Other issues that were raised included detrimental comments in relation to CBC and FTC by the Foodie Fest organisers. It was reported that there were also concerns about Health and Safety at the event and the poor turn out of stalls.

Members agreed with the decisions to not work with the Pick n Mix Events company on future events with the condition that a detailed explanation be given to the company by the Community Services Manager as to the reasons for this decision.

## **892. ITEMS FOR CONSIDERATION**

### **a. Lockdown Car Show 2022**

Members received a report from the Community Services Manager and considered the recommendations within the report.

The full report was read by the Chair due to some members not receiving it in advance. Clarity was requested as to the date of the event to ensure reduced disturbance of the Village Hall bookings and to confirm that the event continued to be non-profit.

Clarification was given by event organiser Mr Snook that the date for 2022 was set to be 21<sup>st</sup> August and that this would continue to be a community event and not for profit.

It was **RESOLVED** to grant permission for the Lockdown Car Show to go ahead on Sunday 21<sup>st</sup> August at Millennium Park and for Flitwick Town Council to work with the event organiser by arranging charity stalls to be placed on the Millennium Park.

### **b. Hub Car Park Opening Times**

Members received a report from the Environmental Services Manager and considered the recommendations within the report.

Concerns were raised as to restrictions of the car park leading to members of the community not being able to use local facilities such as the library, that has later opening times or making use of the car park for school drop offs, but Officers confirmed longer opening times would have an impact on staff resourcing / an additional cost.

The condition of the fence that separates the FTC leased car park and the Village Hall car park was also discussed with confirmation by the Environmental Services Manager that the agreement for the renewal licence which includes the fence is currently being drafted by the solicitors.

It was **RESOLVED** to accept the proposed revised opening times.

### **c. Event Booking Protocol**

Cllr Badham raised a query over the licencing section within the document and suggested this be clarified before publishing.

It was noted that on point 7.2, 'and' should be replaced by 'or' and that through the document the tense of the reference to Council in plural and singular should be amended. Cllr Dann offered to review the document to make these amendments.

It was **RESOLVED** to except the booking protocol with the mentioned amendments being included.

d. **Burial Ground Garden of Remembrance Memorial Sizes**

Members received a report from the Environmental Services Manager and considered the recommendations within the report.

After discussion, which included reference to a small number of plots left in the area and the precedent set by previous actions including larger memorial stones being approved and additional vases being laid without permission, Members agreed to extend the permitted size.

It was **RESOLVED** to accept the increase in the Memorial size in the Garden of Remembrance to 10 inches x 12 inches.

e. **Play Equipment - Station Road & Beaumont Road**

Members were asked to consider quotations for replacement play equipment at Station Road and Beaumont Road.

Three quotes from companies that were not involved in the latest play park equipment purchase (at Millennium Park) were given to the Committee to review. It was noted by the Environmental Services Officer that the equipment and installation did differ due to the companies planned process and preferred choice of equipment to meet the brief.

Various parts of the options were discussed by Members including accessibility possibilities.

It was **RECOMMENDED** to accept quote C at a cost of £15,907.00 to replace play equipment within Station Road and Beaumont Road play areas, to be funded by the Rolling Capital Fund.

f. **Community Awards Rebrand**

Members were asked to consider three marketing options for the relaunch of Flitwick Community Awards.

The Community Services Manager gave a verbal update as to the reason for the rebranding and relaunch.

It was **RESOLVED** to accept option A for the Community Awards rebrand.

g. **Airmen Memorial**

Members were asked to consider additional information from Cllr Mackey in relation to the Airmen Memorial.

It was expressed that there was an amendment to the inscription of an exclamation mark that would need to be corrected and that it would be nice to give credit to the author of the poem. Cllr Mackey confirmed that both would be addressed and added with the credit being given to the author at the back of the memorial.

Members expressed their concern that paperwork for this item was received late

It was **RESOLVED** to:

i) Agree the erection of a memorial to Sgts Muncaster &. Bonnewit subject to the correct poem and poets name being included.



ii) The memorial to be positioned at the apex of the 'v' memorial garden facing Steppingley Road between the two wings of the Rufus Centre.

iii) A civic unveiling to take place at a time agreed. During the ceremony, both the Lord of Bedfordshire and Ms Fiona Sismore to be invited to unveil the memorial after a brief religious ceremony of dedication. Further details to be agreed by FTC Town Mayor Cllr Snape, FTC Town Clerk Mr McGregor & Cllr Mackey.

iv) £300 to be lodged with Flitwick Town Council to hold as an endowment for ongoing maintenance.

**h. Dog Waste Dispensers**

Members received a report from the Community Services Manager and were asked to consider the recommendations within the report.

Members discussed the advantages and disadvantages of having the Dog waste dispensers installed.

Members agreed they would not go ahead with the dog waste dispensers.

**893. ITEMS FOR INFORMATION**

**a. Community Services Managers Report**

Members asked about the Fun Palace event, the Community Services Manager expressed that there had been a the lack of participation and that a social media push would be done regarding participation recruitment.

Members noted the report.

**b. Budget**

Members noted the budget.

**c. Skate Comp Feedback**

Members had received a verbal report from 4YP in relation to the feedback received from the young people.

**d. Play Equipment Annual Inspection**

Members noted the information within the agenda.

**894. PUBLIC OPEN SESSION**

No items.

**895. 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 are discussed.

**12a -Skate Park Graffiti Update**

Members received a verbal update from the Community Services Manager.

**12b - Community Safety Plan**

FTC had been working in partnership with CBC's Safer Central Team to develop a Community Safety Plan.

It was **RESOLVED** to move items 12a and 12b to Exempt.

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.



## FLITWICK TOWN COUNCIL

### Report to Community Services Committee 05.10.2021 Allotment, Burial Ground & Football Pitch Increases

**Implications of recommendations**

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

**Finance:** Community Services Budget

**Equality:** Increases inclusivity

**Environment:** Takes forward policy objectives directly

**Background**

The Council review the fees annually for services within the Town which include allotments, burial ground and football pitch hire.

Allotment rent increases must be noted at the Allotment AGM a year in advance. Due to COVID-19 there was no AGM in 2020 therefore rent costs will remain the same for 2022/23 (£26.39 for a standard 5 pole plot).

In line with the Reigate agreement, one service should not be increased disproportionality therefore previously services have been increased/frozen across the board.

**Introduction**

To ensure all services are reviewed and agreed at the same time, I am suggesting the Town Council agree fees for the next 2 years (2022/23 & 2023/24).

I am recommending no increase to burial ground fees and football pitch hire costs for 2022/23 to stay in line with allotment rents.

Fee proposals for 2023/24 are attached to the report.

**Other information**

Burial ground fees and football pitch hire costs are applied from April – March. Allotment rent is applied from January – January.

**Recommendations**

1. Fees for Burial Ground and Football pitch to remain for 2022/23 in line with the Allotment rents.
2. To increase Allotment rents, Burial Ground and Football Pitch hire fees by 5% for 2023/24.

Stacie Lockey  
Environmental Services Manager

**FLITWICK TOWN COUNCIL  
BURIAL GROUND FEES FROM 1<sup>st</sup> APRIL 2022/23**

	0%	5%	10%
Curb Vault	1133.00	<div style="border: 1px solid black; padding: 5px;">                     No increase on vaults as already purchased.                       Plaques prices remain the same.                 </div>	
Plaques (including lettering):-			
Painted	332.00		
Gilded	378.00		
Relief	444.00		
Designs	234.00		
<b>Additional inscriptions cannot be added – new plaques must be ordered.</b>			

**BURIAL GROUND**

Exclusive Rights of Burial Purchase of a plot 9' x 4'	344.40	361.60	378.80
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In graves of which an exclusive right of burial has been purchased –  
For the interment of the body of:

(1)	a child not exceeding 12 years in the children's section	172.20	180.80	189.40
(2)	a person exceeding 12 years in the adult section	444.15	466.40	488.60

In graves of which an exclusive right of burial has been purchased –  
For the interment of the cremated remains where remains are already interred

172.00	180.60	189.20
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In graves for which no exclusive right of burial has been purchased –  
For the interment of the body or cremated remains of:

(1)	a child not exceeding 12 years in the children's section	172.20	180.80	189.40
(2)	a person exceeding 12 years in the adult section	444.15	466.40	488.60

**HEADSTONE**

A monument in the form of a headstone 2'9" x 2'4" on a plot where an Exclusive Right of Burial has been purchased

109.20	114.70	120.10
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A Kerb stone for Burial Plot where an Exclusive Rights of Burial has been purchased (See Burial Ground Regulations for dimensions)

109.20	114.70	120.10
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**GARDEN OF REMEMBRANCE**

Interment of ashes in the Garden of Remembrance

Casket (11" X 8" x 6")	172.00	180.60	189.20
Casket (larger than above)	232.05	243.70	255.30

Certificate of Exclusive Right Garden of Remembrance	25.20	26.50	27.70
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Scattering of ashes in the Garden of Remembrance	152.25	159.90	167.50
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Memorial Plaque on the wall of the Garden of Remembrance  
size 6" x 4"

109.20	114.70	120.10
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Memorial Stone/Vase on the plot in the Garden of Remembrance  
size 9" x 9" (vase not exceeding 12 inches in height)

109.20	114.70	120.10
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## **BURIAL OF NON RESIDENTS**

Applications for burial in Flitwick Burial Ground from non-residents or persons who have not lived in the Town continuously for a period of 10 years immediately prior to the date of death - charges will be four (4) times all the charges enumerated apart from the cost of the services of the Town Council Groundstaff.

Exceptions are made for the following reasons:

He/She died while resident in a hospital, nursing home, older person's home or institution of any kind and their last place of residence had been within Flitwick continuously for the previous 10 years.

The charge for Scattering of Ashes in the Garden of Remembrance of a non-resident will be twice (2) times the charge stated.

## **SERVICES OF THE TOWN COUNCIL GROUNDSMEN FOR:**

	<b>0%</b>	<b>5%</b>	<b>10%</b>
Digging of plot for burial of ashes (G of R)	134.40	141.10	147.80
Laying of Memorial Stone (G of R) plus VAT	81.90	86.00	90.10
Fixing of Memorial Plaque to Wall (G of R) plus VAT	36.75	38.60	40.50
Fixing of Memorial Stone (G of R Vaults) plus VAT	36.75	38.60	40.50

## Proposed Football Pitch Hire Fees for 2021/22

### Hinksley Road Football Pitch

(All prices are per game)

	0%	5%	10%
Junior Pitch	24.09	25.30	26.50
Adult Pitch	31.79	33.40	35.00

### Rufus Centre Football Pitch

(All prices are per game)

Junior Pitch	24.09	25.30	26.50
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### Allotment Rents

	0%	5%	10%
January 2023 - January 2024	26.39	27.70	29.00

**Minutes of the 175<sup>th</sup> Meeting of the Allotment Liaison Committee**  
**Held on Monday 13<sup>th</sup> September 2021**

**Present:** Cllr Mrs A Lutley  
Cllr Mrs P Earles  
Mr M Kendrick – Steppingley Rd Allotment Rep  
Mr F Prior – Steppingley Rd Allotment Rep  
JP Carter – Station Rd Allotment Rep  
Environmental Services Manager  
Environmental Services Officer

**1. Apologies for Absence**

Apologies had been received from Cllr Platt.

**2. To note the Minutes of the 174<sup>th</sup> Meeting of the Allotment Liaison Committee meeting held on 9<sup>th</sup> August 2021.**

FP advised that 3.1 stated that Mr Prior had submitted note however this should be Mr Carter.

**3a. To consider any matters relating to site visits at Station Rd.**

3.1 The following actions were agreed;

3 – UTL	51 – phone call
18 – phone call	54 – email about reducing plot size
40 – watch	59a - UTL
44 – phone call – asked to tidy up around the greenhouse	

3.2 JP suggested putting up laminated signs around both sites advising plot holders to contact site reps if they have any concerns.

3.3 JP advised that the tenant on plot 9 had been in contact to advise that the whole plot was too much continue working. The committee agreed to take a site visit and consider splitting this into 2 plots.

3.4 Parking on the spine roads were still causing an issue. It was suggested that the parking areas be better defined. The Environmental Services Team would action this.

3.5 The brambles alongside the railway fence needed to be cut by hand to ensure they do not encroach onto the roadway.

**3b. To consider any matters relating to site visits at Steppingley Rd.**

3.6. The following actions were agreed;

61 – NTQ	125a – UTL
62 – UTL	130 – watch
70- watch	155 – NTQ
73 - UTL	163 – phone call
90 – watch	168 – watch
96 – watch	169/170 – watch
113 – UTL	173 – email
115 – watch	174 – email
81 - NTQ	

- 3.7 the hedge alongside the footpath needed to be cut back by hand to stop it encroaching on the roadway.
- 3.8 Mr Prior had received complaints about deer getting onto plots however members agreed this was an issue that would be difficult to resolve.
- 3.9 Members agreed the process for inspection needed reviewing as it was taking too long to evict people from the site.

It was **RECOMMENDED** that the 'Watch' element of the inspection process be removed to speed up the process for issuing Notice to Quits.

#### **4. Best Kept Allotment Competition**

- 4.1 Judging had taken place and awards would be given to the following;

Steppingley Road – 88b – Winner  
103 – Commended  
180 – Commended  
181 – Commended

Station Road - 43 – Winner  
46 – Commended  
42 – Commended  
34 – Commended

Members agreed to give a special mention to the scout group at the AGM for bringing their plot up to standard.

#### **5. To agree items to be included on the AGM agenda (meeting being held Thursday 21<sup>st</sup> October)**

- 5.1 The Environmental Services Manager agreed to investigate what had previously been agreed for annual rents and if necessary, include this as an item.
- 5.2 Members agreed that providing the recommendation for the inspection process was agreed at the Community Services Meeting, this would be included as an item on the agenda.
- 5.3 Any further items needed to be submitted to the Environmental Services Manager by 24<sup>th</sup> September.

#### **6. Questions**

- 6.1 Mr Prior asked where the temporary gate would be situated on Steppingley Road when the development started. The Environmental Services Manager advised that no further information had been received in relation to this.
- 6.2 Notice boards needed to be kept up to date and things removed when passed. It was also suggested that an additional notice board be placed at the pedestrian gate on the Steppingley Road site.
- 6.3 Cllr Lutley asked if the water tank at plot 46 could be propped up at the end of the year.

Meeting closed at 11.56am.





## FLITWICK TOWN COUNCIL

### Event Booking Protocol

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A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.  
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick,  
Beds. MK45 1AH

#### Contents

1. Introduction.....	2
2. Definitions within this Protocol .....	2
3. Why do FTC have an Event Booking Protocol? .....	2
4. Who is this Protocol for? .....	3
5. Application Process .....	3
5.1 Timescales .....	4
5.2 Safety Advisory Group .....	4
6. Roles and Responsibilities of the Council .....	4
7. Approval of Events.....	5
7.1 Calendar of Events.....	5
7.2 Commercial Events .....	5
7.3 Corporate Event .....	5
7.4 Community Events .....	5
7.5 Licences.....	5
7.6 Insurance .....	6
7.7 Refusal.....	6
7.8 Equal Opportunities.....	6
7.9 Welfare.....	6
8. Fees and Charges .....	6
8.1 Land Hiring Fees.....	6
8.1.1 Refund of Deposits .....	8
8.2 Cancellation and Refunds .....	8
8.3 Officer Time and Administration .....	8
9. Further Guidance.....	9
10. Conditions of Hire .....	9
APPENDICIES.....	
Appendix 1 – List of Flitwick Town Council Land available for Hire .....	
Appendix 2 – Event Booking Application Form .....	

## 1. Introduction

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

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

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

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

## 2. Definitions within this Protocol

**Event Organiser** - may be an individual or a group

*Public Event* – a formal, organised gathering

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

*Small Event* – under 25 people

*Medium Event* – 25-75 people

*Large Event* – 75-150 people

*Major Event* – over 1 day

## 3. Why does FTC have an Event Booking Protocol

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

This protocol ensures that Event Organisers and FTC will:

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

Event Organisers and FTC must consider the following:

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

The objectives of this protocol are:

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

- Council's land or local community
- To ensure FTC receives adequate revenue for the use of its land
- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities

It is important that FTC takes into consideration the following:

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

#### **4. Who is this Protocol for?**

Anyone wishing to host an event on FTC land.

#### **5. Application Process**

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

A copy of the Application Form can be found in **Appendix 2**.

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

##### **5.1 Timescales**

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

Small Events = 3 months prior to the event

Medium Events = 6 months prior to the event

Large Events = 9 months prior to the event

Major Events = 12 months prior to the event

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

##### **5.2 Safety Advisory Group**

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

Should any member of the SAG have any questions about an event, the organiser might be

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

FTC will forward information about the event and the event organiser on to SAG.

## **6. Roles and Responsibilities of the Council**

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

The Officer will:

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

## **7. Approval of Events**

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

### **7.1 Calendar of Events**

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

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

### **7.2 Commercial Events**

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

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*.

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

FTC reserve the right to waive fees at their discretion.

### **7.3 Corporate Event**

Applications for corporate events, which are not open to the public, will be approved on an

individual basis and subject to individually negotiated fees and charges. FTC reserves the right not to approve any private events, at any time, without justification.

#### **7.4 Community Events**

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

#### **7.5 Licences**

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence were deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and the 2013 Order. Details on this can be found in **Appendix 3**.

#### **7.6 Insurance**

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

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

#### **7.7 Refusal**

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

#### **7.8 Equal Opportunities**

All event organisers must provide services and facilities that comply with the Equalities Act 2010. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

#### **7.9 Welfare**

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

### **8 Fees and Charges**

All fees and charges are at the discretion of the Council. Fees are based on size of the event, type of event and length of event, including set-up and de-rig time. Fees are charged per event.

#### **8.1 Land Hiring Fees**

Below is a guide to land hiring fees:

Event Size	First Event Day (£)	Subsequent Event Days (£)	Set-up Days (£)	Deposit
Small (under 25 people)	£15 per hour	n/a	n/a	n/a
Medium (25-75 people)	£75	n/a	n/a	£35
Large (75-150 people)	£150	n/a	n/a	£500
Major (over one day)	Included within set up day fee	£50	£200	£500

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

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

#### **8.1.1 Refund of Deposits**

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

#### **8.2 Cancellation and Refunds**

If an event is cancelled more than 1 month prior to the event date, fees and deposit cheques will be returned in full.

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

#### **8.3 Officer Time and Administration**

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

### **9 Further Guidance**

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

These may include:

- Compliance with the CBC Safety Advisory Group
- Health and Safety
- Road Closures and Traffic Orders
- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

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

It is also important that the event organiser carries out the relevant risk assessments,

standards and fire assessments. Support can be provided by FTC with writing these documents and will be subject to the administration charges outlined within section 8.4: *Officer Time and Administration* where relevant.

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

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

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

## **10 Conditions of Hire**

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

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

<b>Area of Land</b>
The Rufus Centre Field
Millennium Park
Hinksley Playing Field
Station Road Field



## Appendix 2 – Event Booking Application Form

### **Event Booking Application Form**

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

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

#### Event Details

<b>Event Title</b>	Flitwick 10k Road Race
<b>Proposed Date for Event</b>	Sunday 10 <sup>th</sup> April 2022
<b>Proposed Start and Finish Times for Event</b>	10k race – start 10:30; all runners cleared by 12:00 noon Junior race – start 12:00; all runners cleared by 12:30
<b>Proposed Location for Event</b>	Millennium Park
<b>Set Up and De-Rig Dates and Times</b>	Saturday 9 <sup>th</sup> April 2022 – set up of finish and start gathering areas from 12 noon (exact time TBC) Sunday 10 <sup>th</sup> April 2022 – de-rig after race complete (clear by 17:00)
<b>Type of Event</b>	Major
<b>Nature of Event</b>	Running race
<b>Event Audience</b>	Residents of Central Bedfordshire and surrounding areas
<b>Brief Overview of Event</b>	10km road race that starts on Temple Way (runners gather in Millennium Park before moving to start) and finishes on Millennium Park – followed by junior fun run race of 1 mile. Race has been staged annually since 1989, but was not held in 2020 or 2021 due to Covid-19. It usually attracts 850 runners (with capacity to extend to 1,000), most of whom are local
<b>Is there a charge to the public to take part in the event?</b>	Yes – entry free to cover race costs and to support costs of operating club; charitable donation made each year to local charity

## Organisers Details

<b>Name</b>	[REDACTED]			
<b>Organisation</b>	Amphill and Flitwick Flyers Running Club			
<b>Are you a charity / non-profit organisation?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Email</b>	<a href="mailto:racedirector@flitwick10k.org.uk">racedirector@flitwick10k.org.uk</a> [REDACTED]			
<b>Telephone</b>	[REDACTED]			

## Declaration

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

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

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

<b>Print name</b>	[REDACTED]
<b>Role within the Event</b>	Race Director
<b>Signed</b>	
<b>Date</b>	27/08/2021

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

## Appendix 3 - Appendix 3 - Deregulated Licencing

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

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

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



## FLITWICK TOWN COUNCIL

### Report to Community Services 5<sup>th</sup> October 2021: Skate Competition 2022

#### **Implications of recommendations**

**Corporate Strategy:** Ensure that young people have things to aspire to, be it employment opportunities, safe activities, and places to engage in and an interest in their community and Council. Continue to support and, where appropriate, develop our existing youth services and outreach activities.

**Finance:** Event Budget

**Equality:** Increases inclusivity.

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

#### **Background**

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

The Skate Competition held in August 2021, for under 21's was a success. The young adults enjoyed the live music and selection of competition categories on the day. The feedback from local young people was that they would prefer more of a focus on the skating and quality of the tricks performed.

#### **Introduction**

Listening to the feedback from local young people, the Community Services Manager and 4YP are keen to delivery another Skate Competition in May next year.

The event would be for all local residents, 18 years and under. The day would be organised in partnership with Flitwick Town Council, 4YP and a small group of young people who regularly attend the Skate Park.

It would be a one-day event, with categories for skateboards, scooters, and BMX bikes.

The event would consist of music from a Spotify play list on a speaker, a few local stalls and prizes for the winner of each category.

The event expenditure would be approx. £700, this would include prizes, advertisement, and First Aid during the event. In addition, Officer time would be approx. 19 hours, which includes two Officers attending the event for a period of 6 hours each.

#### **Additional Information**

The proposed Skate Competition would be organised by Flitwick Town Council, Flitwick Youth Panel, 4YP and young people who access The Hub's detached service (and are skate park users). The Skate Competition will not have any organisational involvement from the

young adults who supported Flitwick Town Council and 4YP to organise the under 21's skate comp held in August 2021.

### **Options**

1. To consider holding a Skate Competition on Millennium Park for under 18's in May 2022, including approving event costs and Officer time as detailed above.
2. To decline the Officer recommendation of holding a skate competition on Millennium Park in May 2022.

### **Officer Recommendation**

To hold a Skate Competition on Millennium Park for under 18's in May 2022, including approving event costs (approx. £700) and Officer time (approx. 25 hours)

Susan Eldred  
Community Services Manager



Flitwick Town Council

### Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

#### Organisation

<b>Name and address of organisation.</b>	4YPUK Limited Owl Barn Nearnton End Swanbourne MK17 0AL
<b>Name and address of person making the application on behalf of the organisation.</b>	Wendy Millgate Owl Barn Nearnton End Swanbourne MK17 0AL
<b>Position held in organisation.</b>	Youth Projects Lead
<b>Telephone contact details.</b>	07780448599 / 01582 742285
<b>Email address.</b>	wendymillgate@4ypuk.com
<b>What type of organisation are you?</b>	<b>Please tick relevant organisation</b> <b>Registered Charity (please give charity registration number)</b>  <b>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</b>  <b>Community Group/Club/Society</b>  <b>Other please specify: Not for profit social enterprise</b>
<b>When did your organisation start?</b>	<b>Month: / 01 /      Year: / 2011 /</b>
<b>Do you have a website that you would like to link to Flitwick Town Council's website?</b>	<b>Yes:</b> ✓ <b>No:</b>  <b>Please provide URL</b>

<b>What are the aims of your organisation?</b>	<ul style="list-style-type: none"> <li>• Operate a supportive and sustainable social enterprise.</li> <li>• Provide a professional, range of quality impartial careers advice guidance services, mentoring, and youth services to young people through schools, colleges, training providers, community drop-ins, projects and workshops.</li> <li>• Provide timely and preventative support to young people who find themselves in a vulnerable situation, thereby improving their lives, preventing them from disengaging from education and taking part in ASB and criminal activities.</li> <li>• To engage and employ persons from specific or disadvantaged social groups or areas of deprivation.</li> <li>• To build better relationships between community partners, businesses and local communities in order to provide more opportunities for young people.</li> </ul>
<b>What is the name of the project you are applying for?</b>	Happy Hub Hampers
<b>Project start and end date.</b>	1 October 2021 – 20 December 2021

#### Financial Information

<b>Total Cost of the Project.</b>	<b>£1000.00</b>
<b>Amount of Grant requested.</b>	<b>£500.00</b>
<b>Other Sources of Funding.</b>	Donations from Tesco / Co-op Young people fund raising
<b>Have you applied for a grant for this project in the last twelve months?</b>	No

<p><b>Bank Details:</b></p> <p><b>If you are successful, our preferred method of payment is BACS.</b></p>	
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### About the Project

<p><b>Please tell us about your project (Max 100 words).</b></p>
<p>A project to enable young people to plan, organise and deliver a range of hampers, containing Christmas 'essentials' for elderly people living in Flitwick, allowing them to showcase positivity relating to young people rather than the negative press they often receive. Hampers to include handmade gift and card.</p>
<p><b>What are the project's aims? (Max 300 words)</b></p>



- To reduce feelings of loneliness and isolation amongst the older population
- To foster a sense of self-worth and altruism amongst young people
- To increase young people's confidence and self-esteem by allowing them to take control of a project
- Provide an opportunity for young people to learn money skills by budgeting to buy the contents of the hampers
- To create a sense of community
- An intergenerational project to link young and old

**How is financial sustainability being achieved?  
(Max 300 words)**

We will ask for contributions from Tesco and co-op and already have a small amount of money that can be contributed to this project

<p><b>How will the community benefit from the project? (Max 300 words).</b></p>
<p>A similar project was organized for Easter baskets and the feedback was extremely positive. The residents who received the baskets were thrilled and loved having the opportunity to chat to the young people who delivered their baskets. They fed this back to other members of their families who then contacted us to say how much it had meant to their relatives.</p> <p>Tesco and Co-op will be asked to contribute which gives a community feel to the project of everyone working together and young people come away knowing they have contributed positively and develop a sense of self-worth</p>
<p><b>How many people will benefit from the project?</b></p>
<p>25 – 35 (We are aiming to put together 25 hampers but some will be delivered to couples</p>
<p><b>Are you partnering with other Flitwick Groups?</b></p>
<p>No</p>
<p><b>How will you know if your project is a success and what will you measure it against ?</b></p>
<p>Feedback from the recipients and young people involved in the project</p>

**Additional Information Required for Revenue Grant Applications**

**Briefly describe the purpose of the organisation.**

**Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.**

4YPUK is an organization providing youth and mentoring service and careers guidance to young people aged 9-19 years both in the community and schools across Central Beds. We currently provide youth services on behalf of Flitwick Town Council from the Hub on Millenium Rec and offer a range of open access, detached and project work. All services delivered offer the opportunity for young people to learn skills through informal learning, and to develop skills that can benefit them in the future.

**How often does your management committee meet?**

Quarterly

**How many staff work for the organisation? 18**

**Paid: 16**

**Volunteers: 2**

**Please let us know of any recognised quality standards that your organisation holds or is working towards.**

Matrix

**What will the key milestones be for the organisation?**

<i>Please complete the activity table below.</i>			
<b>Key activity</b>			<b>Date</b>
			By:
Planning and costing hamper contents			31/10/2021
Approach Tesco / Co-op for contributions			31/10/2021
Order hampers / cellophane to make baskets			31/10/2021
Create Christmas cards / Christmas candles			30/11/2021
Shop for contents			w/c 06/12/2021
Build Hampers			w/c 13/12/2021
Deliver Hampers			w/c 13/12/2021
<b>Please explain where revenue funding will be used by your organisation.</b>			
<b>Title</b>	<b>Description</b>	<b>Total Amount</b>	<b>Amount Requested</b>
<b>Management costs</b>			
<b>Training</b>			
<b>Office costs</b>			
	<b>Subtotal</b>		
<b>Salaries</b>			
<b>Travel expense etc</b>			
<b>Venue hire</b>			
<b>Materials</b>			
<b>Publicity</b>			
<b>Volunteer expenses</b>			
<b>Other</b> (please specify)	Materials for hampers		£500.00
	<b>Sub Total</b>		£500.00

#### Declaration

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</b></p>	<p><b>X</b> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p><b>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b></p>	<p><input checked="" type="checkbox"/> <b>X Yes</b></p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p><b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b></p>	<p><input type="checkbox"/> XYes</p> <p>(please click/tick box to agree)</p>
<p><b>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</b></p> <p><b>Applications will not be taken to committee without supporting documents</b></p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> X Bank Statement</p> <p><input type="checkbox"/> XConstitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<p><b>Signatures</b></p> <p><b>Signature 1 (person submitting form)</b></p> <p><b>Signature 2 (Chair or senior representative of the organisation)</b></p>	<p>.....<i>Wendy Millgate</i>.....</p> <p><i>Dee Thomas</i></p> <p><b>Typed entries are acceptable for email applications</b></p>
<p><b>Date:</b></p>	<p>13 September 2021</p>

**Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: [susaneldred@flitwick.gov.uk](mailto:susaneldred@flitwick.gov.uk)**

## **Appendix 2: GRANT QUESTIONNAIRE**

Please complete electronically and send to [susaneldred@flitwicktowncouncil.gov.uk](mailto:susaneldred@flitwicktowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

### **Why we are asking you to complete this:**

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

[www.flitwick.gov.uk/](http://www.flitwick.gov.uk/)

**1. Please explain who benefitted from your project/event/initiative.**

**2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.**

**3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)**

**4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

**5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

**6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



Flitwick Town Council

### Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

#### Organisation

Name and address of organisation.	Bedfordshire Police Partnership Trust
Name and address of person making the application on behalf of the organisation.	Simon Powell Head of Victim Care Bedfordshire Police HQ Woburn Road Kempston Bedford MK43 9AX
Position held in organisation.	Head of Victim Care
Telephone contact details.	01234 842143
Email address.	<a href="mailto:simon.powell2@beds.police.uk">simon.powell2@beds.police.uk</a>
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number)  1064403  Exempt or excepted charity registered with Inland revenue. (please supply any reference number)  Community Group/Club/Society  Other please specify -----
When did your organisation start?	Year: 1999



<b>Do you have a website that you would like to link to Flitwick Town Council's website?</b>	<b>Yes but being updated</b>  <b>Please provide URL</b> <a href="http://TheBobbyScheme(bedspolicepartnership.org)">The Bobby Scheme (bedspolicepartnership.org)</a>
<b>What are the aims of your organisation?</b>	<p>The Bedfordshire Police Partnership Trust is a charity based in Bedfordshire that provides home security advice to –</p> <p>The elderly (over the age of 65) to help prevent them from becoming a victim of crime  Victims of domestic abuse (the abuse must have been reported to Beds Police)  Vulnerable members of the community (the definition of vulnerable being those who may be unable to care for themselves and keep themselves safe from harm due to physical or mental disability and who are in need of community care services)</p> <p>The person being referred must live within Bedfordshire.  In addition to home security advice we are able to fit and secure security items to the house that will protect the house from intruders.</p>
<b>What is the name of the project you are applying for?</b>	<b>Video Doorbells</b>
<b>Project start and end date.</b>	<b>Ongoing</b>

#### Financial Information

<b>Total Cost of the Project.</b>	<b>Ongoing cost</b>
<b>Amount of Grant requested.</b>	<b>£500</b>
<b>Other Sources of Funding.</b>	
<b>Have you applied for a grant for this project in the last twelve months?</b>	<b>no</b>

<b>Bank Details:</b>  <b>If you are successful, our preferred method of payment is BACS.</b>	<b>Bank Name:</b>  <b>Sort Code:</b>  <b>Account Number:</b>
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### About the Project

<b>Please tell us about your project (Max 100 words).</b>
<p>Please give details of your proposed project and what you wish to use any grant awarded for (continue on separate sheet if necessary)</p> <p>The Bobby Van forms part of the Bedfordshire Police Partnership Trust. The Bobby Van consist of two team members who are qualified carpenters, locksmiths and are trained by Bedfordshire Police to give crime prevention advice to the Elderly (over 65) the vulnerable and victims of domestic violence. We are able to change locks, fit home security devices to secure homes, as well as key safes and fraud blocker phones. All of this is free of charge if the person fits the criteria. (there may be a charge for key safes)</p> <p>I am now looking to purchase Video Door Bells to enhance home security. To enable me to do this I am asking local Parish and Town Councils for grants. I am initially asking for £500 towards purchasing video doorbells. I will purchase video doorbells that do not have monthly/yearly subscription and work solely on a sim card. These video doorbells range from £50-£60 which include a small charge for the Bobby Scheme fitting them to help keep the charity running.</p> <p>I will ensure that the any video doorbells purchased by your grant will solely be used for your area and will demonstrate this at year end.</p>

It goes without saying that the higher the grant the more I can purchase and help the residents of Stotfold. I truly believe that what we are trying to achieve could make a huge difference to your residences.

Anyone can refer into the Bobby Scheme on behalf of a residen

**What are the project's aims?  
(Max 300 words)**

**To provide extra security to homes of the elderly and vulnerable but installing video doorbells and to promote home and personal safety .**

**We also have a quantity of Fraud Blocker phones we can give to residents should the requirement needs be met.**

**How is financial sustainability being achieved?  
(Max 300 words)**

**Bedfordshire Police Partnership Trust obtains grants from the three local authorities to enable the Trust to help victims of domestic assault. As well as bidding in to funds from the ministry of justice. Being a charity, we survive on these grant and donations and have done so successfully since 1999.**

**How will the community benefit from the project?  
(Max 300 words).**

**The community of Flitwick who fall under our remit will benefit from a video doorbells as these help to reduce crime. The Bobby Scheme will also provide security home assessments and are on hand to provide fit and secure security items to the homes**

**How many people will benefit from the project?**

**If granted £500 this will help provide 7 video doorbells plus fitting to residents. If we are able to secure a larger grant from yourselves then we can help more residents**

**Are you partnering with other Flitwick Groups?**

no

**How will you know if your project is a success and what will you measure it against ?**

**Yes, this is measured against reduced crime to areas and houses that have video door bells**

#### **Additional Information Required for Revenue Grant Applications**

**Briefly describe the purpose of the organisation.  
Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.**

The Bobby Van forms part of the Bedfordshire Police Partnership Trust. The Bobby Van consist of two team members who are qualified carpenters, locksmiths and are trained by Bedfordshire Police to give crime prevention advice to the Elderly (over 65) the vulnerable and victims of domestic violence. We are able to change locks, fit home security devices to secure homes, as well as key safes and fraud blocker phones. All of this is free of charge if the person fits the criteria. (there may be a charge for key safes)

I am now looking to purchase Video Door Bells to enhance home security. To enable me to do this I am asking local Parish and Town Councils for grants. I am initially asking for £500 towards purchasing video doorbells. I will purchase video doorbells that do not have monthly/yearly subscription and work solely on a sim card. These video doorbells range from £50-£60 which include a small charge for the Bobby Scheme fitting them to help keep the charity running.

I will ensure that the any video doorbells purchased by your grant will solely be used for your area and will demonstrate this at year end.

It goes without saying that the higher the grant the more I can purchase and help the residents of Stotfold. I truly believe that what we are trying to achieve could make a huge difference to your residences.

Anyone can refer into the Bobby Scheme on behalf of a resident.

**How often does your management committee meet?**

Quarterly

**How many staff work for the organisation? 3**

**Paid:**

**Yes**

**Volunteers: no**

**Please let us know of any recognised quality standards that your organisation holds or is working towards.**

**The Bobby Scheme Team Members are qualified carpenters and trained crime reduction advisors**

#### **Declaration**

<b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</b>	<b>X</b> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.
<b>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b>	<b>X</b> Yes  <input type="checkbox"/> No  Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.
<b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b>	<b>X</b> Yes  (please click/tick box to agree)

<p><b>Please provide copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</b></p> <p><b>Applications will not be taken to committee without supporting documents</b></p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>
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<p><b>Signatures</b></p> <p><b>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</b></p>	<p>.....</p> <p>.....</p> <p><b>Typed entries are acceptable for email applications</b></p>
<p><b>Date:</b></p>	

**Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: [susaneldred@flitwick.gov.uk](mailto:susaneldred@flitwick.gov.uk)**

## **Appendix 2: GRANT QUESTIONNAIRE**

Please complete electronically and send to [susaneldred@flitwicktowncouncil.gov.uk](mailto:susaneldred@flitwicktowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

### **Why we are asking you to complete this:**

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return

your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:  
[www.flitwick.gov.uk/](http://www.flitwick.gov.uk/)

**1. Please explain who benefitted from your project/event/initiative.**

**2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.**

**3. How did your project benefit the town and residents of Flitwick?** (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

**4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

**5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.



**6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



Flitwick Town Council

### Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

#### Organisation

<b>Name and address of organisation.</b>	Flitwick & Ampthill Lawn Tennis Club Astwood Drive Flitwick MK45 1EN
<b>Name and address of person making the application on behalf of the organisation.</b>	
<b>Position held in organisation.</b>	Committee Member, Grants Officer
<b>Telephone contact details.</b>	
<b>Email address.</b>	
<b>What type of organisation are you?</b>	<p><b>Please tick relevant organisation</b> <b>Registered Charity (please give charity registration number)</b></p> <p><b>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</b></p> <p><b>Community <del>Group</del>/Club/Society</b></p> <p><b>Other please specify -----</b></p>
<b>When did your organisation start?</b>	<p><b>Month: / / Year: / /</b> 1978</p> <p>Amalgamation of Flitwick Tennis Club and Ampthill Tennis Club</p>
<b>Do you have a website that you would like to link to Flitwick Town Council's website?</b>	<p><b>Yes:</b> <b>No:</b></p> <p><b>Please provide URL</b> flitwicktennis.co.uk</p>

<b>What are the aims of your organisation?</b>	Flitwick & Ampthill LTC aims to provide tennis opportunities for all members of the community
<b>What is the name of the project you are applying for?</b>	Illuminated Access Path to Seasonal Indoor Courts
<b>Project start and end date.</b>	February 2022 to March 2022

#### Financial Information

<b>Total Cost of the Project.</b>	£ 10,347 (excl VAT)
<b>Amount of Grant requested.</b>	£ 5,000
<b>Other Sources of Funding.</b>	Interest free loan from LTA, Club Funds, Ampthill Town Council Grant (applied for)
<b>Have you applied for a grant for this project in the last twelve months?</b>	Not from Flitwick Town Council
<b>Bank Details:</b>  <b>If you are successful, our preferred method of payment is BACS.</b>	<b>Bank Name:</b> Barclays <b>Sort Code:</b> 20-05-74 <b>Account Number:</b> 70810819

## About the Project

### Please tell us about your project (Max 100 words).

Flitwick & Ampthill LTC are in the process of providing a seasonal 2 court airdome during the winter months for all club members and visitors. The funds for this project have been acquired through a mix of grants, club funds and a substantial LTA interest free loan, which will ensure that the airdome is financially viable. However players need to reach the far end of the site to enter the airdome, which currently has no suitable access. Consequently, the club are looking to acquire help with the cost of providing a well-lit paved path, suitable for all.

### What are the project's aims? (Max 300 words)

Flitwick & Ampthill LTC is looking to become the premier club in Central Bedfordshire and attract a variety of players from all around the area to play tennis in a pleasant well kept and safe environment.

The aim of this project is to provide an illuminated path to provide access to the airdome during the cold, dark winter evenings. Currently there is only access via an uneven grass area which becomes muddy and waterlogged during the winter. The club has laid down some spare tigerturf from the latest court resurfacing over part of the grass area but this too is becoming waterlogged. This area is unlit and not overlooked by any residencies so it is also important to ensure there is sufficient lighting so that visitors and players feel safe and secure when arriving at the courts. The access path is also located behind a high tree hedge from the courts so that no light from the court floodlights reach it.

The club is keen to develop the indoor facility to become a focal point for indoor tennis facilities in Central Bedfordshire. The facility will offer indoor tennis during the winter months for all tennis players in Central Bedfordshire and the surrounding district. The club aims to offer the courts for use by other local clubs, community groups, Flitwick Leisure Centre among others. Flitwick & Ampthill Tennis club is looking to become disability hub for the area, and so it is vital that the access to the courts is easy to negotiate for all users. The lit access path will provide a gentle sloped access for all to the courts which is easy to maintain.

**How is financial sustainability being achieved?**  
**(Max 300 words)**

Once the path and lighting has been completed the facility will be fairly straightforward to maintain and any maintenance requirements will be covered by the club's budget.

The path will be lit by 2 x 5m galvanised tubular steel lighting columns complete with LED path light and photocell. All will comply with Electrical Certification in accordance with BS 7671. The pathway will be constructed of reinforced concrete, 1.5m wide and 90 metres long.

There are little foreseen costs, the main costs being the cost of replacement bulbs; the costs of path repairs and general path cleaning of moss etc. These costs are not expected to be high and can easily be incorporated into the general maintenance budgeting.

The costs involved in providing the seasonal airdome have consumed the majority of the tennis club's reserves. The repayment of the LTA interest free loan over the next 10 years will leave little surplus funds. The club can cover the day to day costs of maintaining the existing facilities but needs to look for additional income for larger projects such as the provision of this access path.

**How will the community benefit from the project?**  
**(Max 300 words).**

As already mentioned, the improvements to the club at Flitwick will ensure that the club becomes the only tennis club in Central Bedfordshire to offer seasonally covered indoor courts.

The new indoor tennis facility will benefit not only existing club members but also members wishing to Pay and Play, other local clubs, community groups and Flitwick Leisure Centre members. Currently, not only is the path to the far courts unlit, but it is very uneven and becomes waterlogged in the winter. The access path will mean all users will be able to access the facility on a safe and level illuminated access way. The club will be the only facility offering seasonal indoor tennis in the whole of Central Bedfordshire and is endeavouring to make the courts accessible to all and inviting other local clubs and community groups to take advantage of the facilities. There is ample parking at the club so the local roads in the community will not become congested. Pay and Play will be available for all at reasonable rates and the club is also looking to accommodate corporate membership for local companies. All of these users will benefit enormously from a bright easy access path.

The club is keen to ensure that all users of the club play and are offered off-court facilities of excellent quality. The courts are already of an excellent standard, and the club would hate any users to the club to suffer injury through poorly maintained off-court facilities.

**How many people will benefit from the project?**

The club currently has over 330 members, however, other groups and communities will also benefit

**Are you partnering with other Flitwick Groups?**

For the whole project of the seasonal airdome we are working with Flitwick Leisure Centre, and other local tennis clubs.

**How will you know if your project is a success and what will you measure it against ?**

Visitors to the club are happy and safe on arrival and the Committee will listen to any comments received.

**Additional Information Required for Revenue Grant Applications**

**Briefly describe the purpose of the organisation.  
Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.**

**How often does your management committee meet?**

**How many staff work for the organisation?**

**Paid:**

**Volunteers:**

**Please let us know of any recognised quality standards that your organisation holds or is working towards.**

**What will the key milestones be for the organisation?**

Please complete the activity table below.

Key activity			Date
Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		


### Declaration

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</b></p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p><b>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b></p>	<p><input type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p><b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b></p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p><b>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</b></p> <p><b>Applications will not be taken to committee without supporting documents</b></p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>



<b>Signatures</b>  <b>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</b>	Geraldine Breed, Committee Member, Grants Manager
	Sharon Haines, Committee Member, Bar Manager
	<b>Typed entries are acceptable for email applications</b>
<b>Date:</b>	15th September 2021

**Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: [info@flitwick.gov.uk](mailto:info@flitwick.gov.uk)**

## **Appendix 2: GRANT QUESTIONNAIRE**

Please complete electronically and send to [info@flitwicktowncouncil.gov.uk](mailto:info@flitwicktowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

### **Why we are asking you to complete this:**

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: [www.flitwick.gov.uk/](http://www.flitwick.gov.uk/)

**1. Please explain who benefitted from your project/event/initiative.**

**2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.**

**3. How did your project benefit the town and residents of Flitwick?** (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

**4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

**5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

**6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



Flitwick Town Council

### Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

#### Organisation

<b>Name and address of organisation.</b>	Flitwick Lower School Association c/o Flitwick Lower School Temple Way Flitwick MK45 1LU
<b>Name and address of person making the application on behalf of the organisation.</b>	
<b>Position held in organisation.</b>	Treasurer
<b>Telephone contact details.</b>	
<b>Email address.</b>	<a href="mailto:flsassociation@gmail.com">flsassociation@gmail.com</a>
<b>What type of organisation are you?</b>	<b>Please tick relevant organisation</b> <b>Registered Charity (please give charity registration number)</b>  <b>Other please specify:</b> School PTA Charity number 290331
<b>When did your organisation start?</b>	The Association was formed when the school opened in 1981. I don't know exactly when we applied for Charity status. If needed I can find this out.
<b>Do you have a website that you would like to link to Flitwick Town Council's website?</b>	No
<b>What are the aims of your organisation?</b>	To provide extra funding for enhancing, enriching the learning experiences of the children at Flitwick Lower School.

<b>What is the name of the project you are applying for?</b>	Redevelopment of the central courtyard
<b>Project start and end date.</b>	We are hoping to start in the next few months and finish by the beginning of the Summer term (depending on level of funds available).

#### **Financial Information**

<b>Total Cost of the Project.</b>	£ 15,000
<b>Amount of Grant requested.</b>	£500
<b>Other Sources of Funding.</b>	Fundraising events within the school Grants form
<b>Have you applied for a grant for this project in the last twelve months?</b>	No
<b>Bank Details:</b>  <b>If you are successful, our preferred method of payment is BACS.</b>	<b>Bank Name:</b>  <b>Sort Code:</b>  <b>Account Number:</b>

## About the Project

### Please tell us about your project (Max 100 words).

Refurbishment of a courtyard centrally located within the school. It will provide an extra all-weather area for the children to enhance their learning.

It will include:

- Tables and chairs to allow work to be completed.
- A sensory area which will include musical play equipment, plants of varying textures, aromas and tastes (all edible) in raised planters for easy access plus sensory lighting.
- Retractable awning to allow for use in all weathers
- Wheelchair accessible throughout
- Fully paved with adequate drainage

### What are the project's aims? (Max 300 words)

Ultimately this project will create a multi-functional space that will enrich the education of all children within the school (including Busy Bees pre-school) by:

- Providing a perfect space for mindful activities which are proven to be beneficial to all children.
- Providing a calming area for children that are feeling overwhelmed or prone to overstimulation from being in a full classroom.
- It can be used as a form of therapy for children with SEN or disabilities. There is an ever-growing number of children with extra needs attending school and having the right facilities can significantly improve their journey through the school. In some cases, this may also have a knock on effect of improving the other children's journey through school.
- Sensory play is proven to benefit building nerve connections within the brain, the development of motor skills, language development and encouraging problem solving. This is especially important for the younger children.

It will also provide an extra learning space within the school that can be utilised if/when required.

**How is financial sustainability being achieved?  
(Max 300 words)**

No running/ongoing costs are anticipated as the area will be maintained by the school staff and PTA.

**How will the community benefit from the project?  
(Max 300 words).**

The main benefit will obviously be to the 300 children within the school. However, the benefit to the children may then have a knock-on effect to their home life which could then benefit 300 families within the area.

The Bedfordshire Downs Syndrome Support Group regularly uses the school foundation unit on a Saturday morning for play sessions. The sensory area would be available for these sessions too and could be of a great benefit to the families of this group.

All work would be carried out by local tradespeople and where possible we will use locally sourced materials.

**How many people will benefit from the project?**

Potentially around 1000 which includes the children at school, their families and the children and families from the Bedfordshire Downs Syndrome Support Group.

**Are you partnering with other Flitwick Groups?**

No

**How will you know if your project is a success and what will you measure it against ?**

It's hard to measure success with a project like this as the benefits to the children will be different for each one depending on their personal circumstances.  
Seeing the project completed and children enjoying the space will be our measure of success.

**Additional Information Required for Revenue Grant Applications**

**Briefly describe the purpose of the organisation.  
Describe the usual activities/services you provide. If you are a new organisation,  
describe the services /activities you plan to provide.**

**How often does your management committee meet?**

**How many staff work for the organisation?**

**Paid:**

**Volunteers:**

**Please let us know of any recognised quality standards that your organisation holds or is working towards.**

**What will the key milestones be for the organisation?**

Please complete the activity table below.

<b>Key activity</b>			<b>Date</b>
<b>Please explain where revenue funding will be used by your organisation.</b>			
<b>Title</b>	<b>Description</b>	<b>Total Amount</b>	<b>Amount Requested</b>
<b>Management costs</b>			
<b>Training</b>			
<b>Office costs</b>			
	<b>Subtotal</b>		
<b>Salaries</b>			
<b>Travel expense etc</b>			
<b>Venue hire</b>			
<b>Materials</b>			
<b>Publicity</b>			
<b>Volunteer expenses</b>			
<b>Other</b> (please specify)			
	<b>Sub Total</b>		




### Declaration

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</b></p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p><b>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b></p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p><b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b></p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p><b>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</b></p> <p><b>Applications will not be taken to committee without supporting documents</b></p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input checked="" type="checkbox"/> Bank Statement</p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email. <b>We adopt the Parentkind constitution.</b></p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<b>Signatures</b>  <b>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</b>	.....  ..... <b>Typed entries are acceptable for email applications</b>
<b>Date:</b>	

**Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: [susaneldred@flitwick.gov.uk](mailto:susaneldred@flitwick.gov.uk)**

## **Appendix 2: GRANT QUESTIONNAIRE**

Please complete electronically and send to [susaneldred@flitwicktowncouncil.gov.uk](mailto:susaneldred@flitwicktowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

### **Why we are asking you to complete this:**

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

[www.flitwick.gov.uk/](http://www.flitwick.gov.uk/)

### **1. Please explain who benefitted from your project/event/initiative.**

### **2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.**

**3. How did your project benefit the town and residents of Flitwick?** (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

**4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**

**5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

**6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



Flitwick Town Council

### Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

#### Organisation

<b>Name and address of organisation.</b>	CPRE Bedfordshire, the countryside charity 43 Bromham Road, Bedford MK40 2AA
<b>Name and address of person making the application on behalf of the organisation.</b>	Lois Wright
<b>Position held in organisation.</b>	Director
<b>Telephone contact details.</b>	01234 880624 07778521048
<b>Email address.</b>	lois.wright@cprebeds.org.uk
<b>What type of organisation are you?</b>	<b>Please tick relevant organisation</b> <b>Registered Charity (please give charity registration number)</b>  <b>Registered Charity number 1023435</b>
<b>When did your organisation start?</b>	<b>First registered</b> <b>Month: July Year: 1993</b>
<b>Do you have a website that you would like to link to Flitwick Town Council's website?</b>	<b>Yes:</b> <b>No:</b>  <b>Please provide URL <a href="http://www.cprebeds.org.uk">www.cprebeds.org.uk</a></b>

<b>What are the aims of your organisation?</b>	We aim to enhance, promote and protect the Bedfordshire countryside, and the ability of local communities to enjoy and value the natural world. To achieve this, we will work with a range of organisations, businesses, and communities in Bedfordshire.
<b>What is the name of the project you are applying for?</b>	Countryside Connections
<b>Project start and end date.</b>	Ongoing

#### Financial Information

<b>Total Cost of the Project.</b>	<b>£16,000 (Countywide -split 50/50 between Bedford Borough and Central Bedfordshire)</b>
<b>Amount of Grant requested.</b>	<b>£1,000</b>
<b>Other Sources of Funding.</b>	Wixamtree Trust Donations
<b>Have you applied for a grant for this project in the last twelve months?</b>	No
<b>Bank Details:</b>  <b>If you are successful, our preferred method of payment is BACS.</b>	

## About the Project

### **Please tell us about your project (Max 100 words).**

Countryside Connections is all about empowering communities to enhance, protect and promote their local countryside and urban green spaces. We want to help create resilient communities that are empowered to speak out on local issues effecting their natural environment and take action where appropriate.

Over the last 18 months green spaces have played an important part in supporting our physical and emotional wellbeing. The natural environment also has a key part to play in mitigating the climate emergency and everyone has a part to play.

### **What are the project's aims? (Max 300 words)**

Our Bedfordshire countryside is under threat with an unproportionate number of developments planned – many on green belt land - and large infrastructure projects such as the OX-Cam Arc being pushed forward without adequate involvement of local people.

We want to protect the countryside, but we cannot do this alone. So our aim is simple – to engage with local people and empower communities to take action by providing the necessary support and guidance.

Engagement with local groups and communities tends to be on a needs basis as we cannot predict when planning applications or issues will arise. Our team of staff and volunteers are ready to respond at short notice and aim to provide the following support.

- Supporting people to come together and form local action groups to take action on countryside issues that are important to their communities by providing guidance on group set up and campaign management.
- Raising awareness of issues and supporting local projects via our communication channels.
- Connecting groups and individuals who are keen to campaign on countryside issues for skill sharing and networking opportunities.
- Providing advice and guidance on planning issues that threaten the countryside including producing easy to understand information on complex planning issues to give people the knowledge and confidence to respond appropriately.

- Celebrating and promoting local projects that enhance the countryside through our Living Countryside Awards and our local and national communication channels.
- Providing training and workshops on a variety of topics including planning and Neighbourhood Planning.
- Signposting to other organisations and bodies for advice and partnership building.
- Facilitating work with local parish and town councils.

**How is financial sustainability being achieved?  
(Max 300 words)**

CPRE Bedfordshire is an independent charity affiliated to the national charity CPRE which is a membership organisation. As such we receive a proportion of membership fees that pertain to local members.

In addition, we generate income through donations, legacies, events and grants.

**How will the community benefit from the project?  
(Max 300 words).**

The potential impact of this work on the community includes:-

- Communities and individuals develop their knowledge and skills in a number of areas including planning, campaigning, local democracy. This gives them the confidence to stand up for local issues.
- Taking positive action and being pro-active on environmental issues can reduce anxiety and improve mental wellbeing. Similarly, taking action is a positive outlet for eco-anger.
- Local people become more invested in their community and are more likely to support and engage in other projects and initiatives.
- Shared activities bring people together and provide opportunities for new friendships and support and result in more cohesive communities.
- Successful campaigns result in important countryside and local greenspaces being saved which benefits local people and the environment both now and in the future.



**How many people will benefit from the project?**

Potentially the whole of Flitwick.

**Are you partnering with other Flitwick Groups?**

At the request of a town councillor, we have recently engaged with local people on a planning issue in Church Road and helped set up an action group. Our input on this project is indefinite as we will continue to offer support through the whole planning and appeal process. This includes advice on group set up and management, campaigning, fundraising and marketing, engaging a planning consultant, managing and submitting planning objections and the appeals process.

We are always willing to respond to request for support where there is a threat to the countryside or green space.

**How will you know if your project is a success and what will you measure it against ?**

We routinely collect feedback from groups we have engaged with and supported. This focuses on key areas such as improved knowledge, confidence, skills development, serving the community and protecting the countryside. Impact is measured on improved access to green space, sense of community, preservation of green space and benefits to local people.

**Additional Information Required for Revenue Grant Applications**

**Briefly describe the purpose of the organisation.  
Describe the usual activities/services you provide. If you are a new organisation,  
describe the services /activities you plan to provide.**

**How often does your management committee meet?**

**How many staff work for the organisation?**

**Paid:** \_\_\_\_\_ **Volunteers:** \_\_\_\_\_

**Please let us know of any recognised quality standards that your organisation holds or is working towards.**

**What will the key milestones be for the organisation?**  
Please complete the activity table below.

<b>Key activity</b>			<b>Date</b>
<b>Please explain where revenue funding will be used by your organisation.</b>			
<b>Title</b>	<b>Description</b>	<b>Total Amount</b>	<b>Amount Requested</b>
<b>Management costs</b>			
<b>Training</b>			
<b>Office costs</b>			
	<b>Subtotal</b>		
<b>Salaries</b>			
<b>Travel expense etc</b>			
<b>Venue hire</b>			
<b>Materials</b>			
<b>Publicity</b>			
<b>Volunteer expenses</b>			
<b>Other</b> (please specify)			
	<b>Sub Total</b>		

**Declaration**

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council’s grants policy and please tick the box on the right to confirm that you understand and agree with them.</b></p>	<p>✓ We agree with the terms and conditions of the Council’s grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p><b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b></p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p>(please click/tick box to agree)</p>
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<b>Signatures</b>  <b>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</b>	..... ..... <b>Typed entries are acceptable for email applications</b>
<b>Date:</b>	<b>16/9/2021</b>

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Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.

# Public Realm Team Report – SEPTEMBER 2021

## Winter Bedding

The winter bedding has been ordered (3000 mixed pansies) and will be here and planted by the end of October.

## Manor Park

The Park is due to be forage harvested on Monday 4<sup>th</sup> October. There was a delay with the contractor who was originally due to cut it in September.

## Wildlife Corridors

The wildlife corridors have started to be cut back for the winter.



## Youth Hub Car Park

The winter closing times have been updated on the signs and will begin in October.





## Miscellaneous

The Public Realm Team stepped in at the last minute when we couldn't borrow any stocks for fun day, and made a set themselves for the day. We eventually could borrow an extra set, so we had two for the day to raise more money for the town mayors chosen charities.



## Tree Planting

Multiple trees have been planted around Flitwick by the team at Millennium Park, Beaumont Park, etc. The trees were funded by the CBC tree planting scheme.



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>COMMUNITY SERVICES</b>							
<b>300 CORE SERVICES - Community</b>							
1178 COVID 19 FURLOUGH SUPPORT	0	4,204	0	(4,204)			0.0%
<b>CORE SERVICES - Community :- Income</b>	<b>0</b>	<b>4,204</b>	<b>0</b>	<b>(4,204)</b>			
4001 SALARIES AND WAGES	20,886	110,983	265,755	154,773		154,773	41.8%
4002 UNIFORM	0	279	500	221		221	55.8%
4005 VEHICLE - MAINTENANCE	0	379	2,000	1,621		1,621	19.0%
4006 FUEL	1,334	2,502	6,500	3,998		3,998	38.5%
4008 Truck Insurance	0	2,020	2,100	80		80	96.2%
4009 HEALTH & SAFETY	216	298	500	202		202	59.6%
4013 PROJ Library Office RCF	0	(808)	0	808		808	0.0%
4063 TRUCK REPAYMENTS	1,067	2,134	7,358	5,224		5,224	29.0%
<b>CORE SERVICES - Community :- Indirect Expenditure</b>	<b>23,503</b>	<b>117,787</b>	<b>284,713</b>	<b>166,926</b>	<b>0</b>	<b>166,926</b>	<b>41.4%</b>
<b>Net Income over Expenditure</b>	<b>(23,503)</b>	<b>(113,583)</b>	<b>(284,713)</b>	<b>(171,130)</b>			
<b>301 BURIAL GROUNDS - Community</b>							
1004 BURIAL GROUNDS	628	2,202	15,000	12,798			14.7%
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1119 RECHRGBLE B GRND ITEMS income	0	3,584	2,000	(1,584)			179.2%
<b>BURIAL GROUNDS - Community :- Income</b>	<b>628</b>	<b>5,786</b>	<b>18,000</b>	<b>12,214</b>			<b>32.1%</b>
4015 UTILITIES	0	18	150	132		132	11.8%
4068 BURIAL GROUND EXPENSE	75	170	1,000	830		830	17.0%
4069 RECHRGBLE B GRND ITEMS EXP	76	357	4,000	3,643		3,643	8.9%
4088 PORTALOO HIRE	320	960	2,550	1,590		1,590	37.6%
<b>BURIAL GROUNDS - Community :- Indirect Expenditure</b>	<b>471</b>	<b>1,505</b>	<b>7,700</b>	<b>6,195</b>	<b>0</b>	<b>6,195</b>	<b>19.5%</b>
<b>Net Income over Expenditure</b>	<b>157</b>	<b>4,281</b>	<b>10,300</b>	<b>6,019</b>			
<b>302 ALLOTMENTS - Community</b>							
1005 ALLOTMENT RENT	17	399	3,500	3,101			11.4%
1014 PHONE MAST INC (STATION RD)	0	4,500	4,500	0			100.0%
<b>ALLOTMENTS - Community :- Income</b>	<b>17</b>	<b>4,899</b>	<b>8,000</b>	<b>3,101</b>			<b>61.2%</b>
4015 UTILITIES	0	0	600	600		600	0.0%
4072 ALLOTMENTS/MAINTENANCE	47	181	2,700	2,519		2,519	6.7%
4088 PORTALOO HIRE	184	920	2,550	1,630		1,630	36.1%
<b>ALLOTMENTS - Community :- Indirect Expenditure</b>	<b>231</b>	<b>1,101</b>	<b>5,850</b>	<b>4,749</b>	<b>0</b>	<b>4,749</b>	<b>18.8%</b>
<b>Net Income over Expenditure</b>	<b>(213)</b>	<b>3,798</b>	<b>2,150</b>	<b>(1,648)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>303 LOCAL AMENITIES - Community</b>							
1070 FLITWICK MANOR PARK	0	67	2,000	1,933			3.3%
1177 GRANTS RECEIVED	0	6,750	0	(6,750)			0.0%
LOCAL AMENITIES - Community :- Income	<b>0</b>	<b>6,817</b>	<b>2,000</b>	<b>(4,817)</b>			<b>340.8%</b>
4078 Planting/Weeding	0	1,394	3,000	1,606		1,606	46.5%
4084 PLANT & EQUIP-PURCHASE	0	0	2,500	2,500		2,500	0.0%
4085 PLANT & EQUIP-MAINTENANCE	0	789	4,000	3,211		3,211	19.7%
4110 TREE MAINTENANCE	0	650	2,500	1,850		1,850	26.0%
4111 PITCH MAINTENANCE	0	0	1,000	1,000		1,000	0.0%
4115 GRASSED AREA/MAINTEN	0	183	750	567		567	24.4%
4116 GRASS CUTTING/MAINTENANCE	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	768	6,300	5,532		5,532	12.2%
4132 BUILDING MAINTENANCE	10	239	2,500	2,261		2,261	9.6%
4140 MAINTENANCE CONTRACTS	0	600	0	(600)		(600)	0.0%
4700 FLITWICK MANOR PARK	29	714	0	(714)		(714)	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	<b>39</b>	<b>5,338</b>	<b>27,050</b>	<b>21,712</b>	<b>0</b>	<b>21,712</b>	<b>19.7%</b>
<b>Net Income over Expenditure</b>	<b>(39)</b>	<b>1,479</b>	<b>(25,050)</b>	<b>(26,529)</b>			
<b>305 PLAY AREAS - Community</b>							
1010 PITCH HIRE	0	875	500	(375)			175.0%
1177 GRANTS RECEIVED	0	(1,834)	0	1,834			0.0%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	<b>0</b>	<b>(959)</b>	<b>1,850</b>	<b>2,809</b>			<b>(51.8%)</b>
4075 PLAY AREA/REPAIRS & MAINT.	893	1,493	4,500	3,007		3,007	33.2%
4082 Millennium Park	0	13	0	(13)		(13)	0.0%
4091 SKATE PARK MAINTENANCE	0	(223)	0	223		223	0.0%
4122 CHANGING ROOMS - HINKSLEY	12	747	3,000	2,253		2,253	24.9%
PLAY AREAS - Community :- Indirect Expenditure	<b>905</b>	<b>2,030</b>	<b>7,500</b>	<b>5,470</b>	<b>0</b>	<b>5,470</b>	<b>27.1%</b>
<b>Net Income over Expenditure</b>	<b>(905)</b>	<b>(2,989)</b>	<b>(5,650)</b>	<b>(2,661)</b>			
<b>306 STREET LIGHTING - Community</b>							
4096 Electricity - Street Lights	198	797	2,500	1,703		1,703	31.9%
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%
STREET LIGHTING - Community :- Indirect Expenditure	<b>198</b>	<b>797</b>	<b>3,500</b>	<b>2,703</b>	<b>0</b>	<b>2,703</b>	<b>22.8%</b>
<b>Net Expenditure</b>	<b>(198)</b>	<b>(797)</b>	<b>(3,500)</b>	<b>(2,703)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>311 YOUTH HUB/ACTIVITIES - Communi</b>							
1035 The Hub Hire	0	0	500	500			0.0%
1041 YOUTH ACTIVITIES	56	56	15,000	14,944			0.4%
YOUTH HUB/ACTIVITIES - Communi :- Income	<b>56</b>	<b>56</b>	<b>15,500</b>	<b>15,444</b>			<b>0.4%</b>
4001 SALARIES AND WAGES	0	401	2,000	1,600		1,600	20.0%
4015 UTILITIES	45	1,301	2,300	999		999	56.5%
4016 BUSINESS RATES	0	2,395	2,422	27		27	98.9%
4049 YOUTH ACTIVITIES	325	22,205	41,200	18,995		18,995	53.9%
4132 BUILDING MAINTENANCE	476	843	4,000	3,157		3,157	21.1%
4138 EQUIPMENT	0	11	1,000	989		989	1.1%
4140 MAINTENANCE CONTRACTS	449	1,364	850	(514)		(514)	160.5%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	<b>1,295</b>	<b>28,519</b>	<b>53,772</b>	<b>25,253</b>	<b>0</b>	<b>25,253</b>	<b>53.0%</b>
<b>Net Income over Expenditure</b>	<b>(1,239)</b>	<b>(28,463)</b>	<b>(38,272)</b>	<b>(9,809)</b>			
<b>312 COMMUNITY ACTIVITIES - Communi</b>							
1120 KEEP FIT	0	280	0	(280)			0.0%
1171 LUNCH CLUB	33	364	0	(364)			0.0%
COMMUNITY ACTIVITIES - Communi :- Income	<b>33</b>	<b>644</b>	<b>0</b>	<b>(644)</b>			
4558 KEEP FIT	0	293	0	(293)		(293)	0.0%
4611 BINGO	41	91	0	(91)		(91)	0.0%
4621 LUNCH CLUB	39	39	0	(39)		(39)	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	<b>79</b>	<b>423</b>	<b>0</b>	<b>(423)</b>	<b>0</b>	<b>(423)</b>	
<b>Net Income over Expenditure</b>	<b>(46)</b>	<b>221</b>	<b>0</b>	<b>(221)</b>			
<b>313 COMMUNITY EVENTS - Community</b>							
1052 Comedy Event - Community	0	557	0	(557)			0.0%
1127 Flitwick Fun Day	2,833	3,333	0	(3,333)			0.0%
1128 CARNIVAL - Income	0	(33)	0	33			0.0%
1165 Christmas Lights EVENT	0	0	2,500	2,500			0.0%
COMMUNITY EVENTS - Community :- Income	<b>2,833</b>	<b>3,857</b>	<b>2,500</b>	<b>(1,357)</b>			<b>154.3%</b>
4000 COMMUNITY EVENTS BUDGET	0	0	10,000	10,000		10,000	0.0%
4036 CIVIC SERVICE	0	100	600	500		500	16.7%
4103 FTC Internal Hire	0	0	11,000	11,000		11,000	0.0%
4200 Christmas Lights General	0	0	20,000	20,000		20,000	0.0%
4533 Comedy Event - Community	0	188	0	(188)		(188)	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Community Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4551 Flitwick Fun Day	2,500	2,500	0	(2,500)		(2,500)	0.0%
4618 COMMUNITY Events Expense	0	194	0	(194)		(194)	0.0%
COMMUNITY EVENTS - Community :- Indirect Expenditure	<b>2,500</b>	<b>2,982</b>	<b>41,600</b>	<b>38,618</b>	<b>0</b>	<b>38,618</b>	<b>7.2%</b>
<b>Net Income over Expenditure</b>	<b>333</b>	<b>875</b>	<b>(39,100)</b>	<b>(39,975)</b>			
COMMUNITY SERVICES :- Income	<b>3,567</b>	<b>25,303</b>	<b>47,850</b>	<b>22,547</b>			<b>52.9%</b>
Expenditure	<b>29,220</b>	<b>160,482</b>	<b>431,685</b>	<b>271,203</b>	<b>0</b>	<b>271,203</b>	<b>37.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(25,653)</b>	<b>(135,179)</b>					
Grand Totals:- Income	<b>3,567</b>	<b>25,303</b>	<b>47,850</b>	<b>22,547</b>			<b>52.9%</b>
Expenditure	<b>29,220</b>	<b>160,482</b>	<b>431,685</b>	<b>271,203</b>	<b>0</b>	<b>271,203</b>	<b>37.2%</b>
<b>Net Income over Expenditure</b>	<b>(25,653)</b>	<b>(135,179)</b>	<b>(383,835)</b>	<b>(248,656)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(25,653)</b>	<b>(135,179)</b>					

## **Community Services Financial Summary YTD**

**01 April - 31 August 2021**

	Income to 31/08/21	Budget Set for 21/22	% Budget Achieved		Expenditure to 31/08/21	Budget Set for 21/22	% Budget Spent	
Community Services	£ 25,303	£ 47,850	53%		£ 160,482	£ 431,685	37%	GREEN

Supporting reports included alongside this report:

- Rialtas Income and Expenditure Report for Community Services

### **Items of note**

- **4016/311:** Business rates for Youth Hub fully paid for 21/22 - no further spending expected
- **4091/305:** Spend on skate park covered by S106 monies received. £223 of funds received remaining.
- **313:** £10k budget set for all Community Events (except Christmas Lights). No separate budgets set for individual events
- **1119/301:** Higher than expected income from rechargeable burial ground items. 22/23 budget review to take this into account.
- **1014/302:** Phone Mast annual income fully received at £4500.
- **1010/305:** Higher than expected income received for Football Pitch Hire
- **4140/311:** Inflated spend on maintenance contracts for Youth Hub.
- Full budget review on all Community Cost Centres currently underway, Committee to be updated in due course.

## Community Services Rolling Capital Fund (RCF) Report

01 April - 30 September 2021

RCF Code		Description	Committee	Minute Ref	Amount Committed	Budget Set	Spend to date	Overspend from RCF	RCF Commitment Remaining		Additional Comments
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	£ -		No amounts have been comitted for this project.
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ -	£ 2,000	£ 2,600	£ -	-£ 600	Red	Greensands grant of £2,405 received (1177/110) in addition to stated budget
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 20,000	£ 12,398	£ -	£ 7,602	GREEN	
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ 28,000	£ -	£ -	£ 28,000	GREEN	S106 Grants monies received £6,198 (1177/110) in addition to stated budget
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ 1,465		-£ 225	Red	Budget set July 2021
4808	110	PROJ - Manor Park Gates & Fencing RCF	Community	20/21	£ 4,866	£ 4,866	£ 4,866	£ -	£ -		Balance of spending from last year's authorisation.
4810	110	PROJ - Play Equipment Repairs	Community	892e 5150i	£ 15,907	£ 15,907	£ -	£ -	£ 15,907	GREEN	
4812	110	PROJ - War Memorial	Community	5152b	£ 858	£ 858	£ -	£ -	£ 858	GREEN	

## Community Services Committee Report

Please note the format of this report may be superseded by Power BI in due course.

01-31 August 2021

		01-31 August 2021	
		Income	Expenditure
1178/300, 4001/300, 4002/300	<b>Staff Costs</b>	£ -	£ 20,886
4005/300, 4006/300, 4008/300, 4063/300	<b>Vehicle/Truck Costs</b>	£ -	£ 2,401
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301, 4088/301	<b>Burial Grounds</b>	£ 628	£ 471
1005/302, 1014/302, 4012/302, 4015/302, 4072/302, 4088/302	<b>Allotments</b>	£ 17	£ 231
1070/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4116/303, 4118/303, 4128/303, 4132/303, 4140/303, 4700/303	<b>Local Amenities<sup>1</sup></b>	£ -	£ 39
1010/305, 1180/305, 4075/305, 4082/305, 4091/305, 4122/305,	<b>Play Areas</b>	£ -	£ 905
4096/306, 4097/306	<b>Street Lighting</b>	£ -	£ 198
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	<b>Youth Hub</b>	£ -	£ 970
1041/311, 4049/311	<b>Youth Activities</b>	£ 56	£ 325
1038/312, 1039/312, 1046/312, 1120/312, 1146/312, 1171/312, 1147/312, 1129/312, 1039/312, 4556/312, 4558/312, 4621/312, 4625/312, 4611/312, 4553/312	<b>Community Activities</b>	£ 33	£ 79
1166/313, 1042/313, 1051/313, 1052/313, 1072/313, 1122/313, 1127/313, 1128/313, 1145/313, 1165/313, 1169/313, 4612/313, 4141/313, 4530/313, 4000/313, 4036/313, 4040/313, 4138/313, 4200/313, 4503/313, 4530/313, 4533/313, 4550/313, 4551/313, 4618/313, 4619/313	<b>Community Events</b>	£ 2,833	£ 2,500
4009/300, 4103/313	<b>Other Costs<sup>2</sup></b>	£ -	

2021/22 Year to date									
Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent		Comments	
£ 4,204	£ -	N/A		£ 111,262	£ 266,255	42%	Green		
£ -	£ -	N/A		£ 7,035	£ 17,958	39%	Green		
£ 5,786	£ 18,000	32%	Amber	£ 1,505	£ 7,700	20%	Green		
£ 4,899	£ 8,000	61%	Amber	£ 1,101	£ 5,850	19%	Green		
£ 67	£ 2,000	3%	Red	£ 5,338	£ 27,050	20%	Green		
£ 875	£ 1,850	47%	Amber	£ 2,030	£ 7,500	27%	Green		
£ -	£ -	N/A		£ 797	£ 3,500	23%	Green		
£ -	£ 500	0%	Red	£ 6,314	£ 12,572	50%	Green		
£ 56	£ 15,000	0%	Red	£ 22,205	£ 41,200	54%	Green		
£ 644	£ -	N/A		£ 423	£ -	N/A			
£ 3,857	£ 2,500	154%	Green	£ 2,982	£ 30,600	10%	Green	Income budget set only for Chritsmas Lights Events.	
£ -	£ -	N/A			£ 11,500	0%	Green		

<sup>1</sup> Includes Manor Park costs, all Planting and grounds management, plant/equipment and Tractor Store Maintenance

<sup>2</sup> Includes Health & Safety, FTC Internal Hire





## **Community Services Report**

Prepared By Community Services Manager

### **Fun Palace**

The Fun Palace was due to take place on Saturday 2<sup>nd</sup> October at Flitwick Library, Flitwick Leisure Centre, and the Village Hall.

Unfortunately, due to the lack of interest, Covid restrictions still in place at Flitwick Library and the limited availability of Flitwick Leisure Centre, the decision was made to cancel the event this year. We hope to return in 2022, working in partnership with Flitwick Library and Flitwick Leisure.

### **MacMillan Coffee Morning**

The Macmillan Coffee Morning held at Flitwick Village Hall on Friday 24<sup>th</sup> September was a great success. We were able to raise £362 for the charity.

Thank you to everyone who donated cakes on the morning.

### **Family Fun Day**

The Family Fun Day took place on Saturday 25<sup>th</sup> September at Millennium Park. The event was well received by residents with lots of positive comments on the day during the event as well as on social media. The event was attended by approx. 2,500 throughout the day, with people enjoying the free fair ground rides and outdoor cinema. Residents have expressed on social media that they wish to see this event return next year.

Well Done to the Town Mayor, Cllr Mackey, Cllr Gleave and Cllr Shaw for raising £200 for Town Mayors charities by being in the stocks. Residents very much enjoyed this attraction on the day.

Thank you to all Councillors able to help on the day, it was very much appreciated.

## **Christmas Plans**

The Community Services Team will be organising two Christmas Markets at Flitwick Village Hall on Saturday 4<sup>th</sup> December and Sunday 12<sup>th</sup> December from 10am – 2pm.

The Christmas Markets will support local businesses with pitch fees being £10 for Flitwick residents and £15 for non-residents.

Flitwick Festive Fun will be returning for a second year, encouraging residents to light up their houses with festive lights. There will be an interactive community map on the Flitwick Town Council website for all entries and the winner will receive a £100 Amazon voucher.

## **Youth Panel Update**

The first Youth Panel meeting will be taking place at The Hub on Tuesday 16<sup>th</sup> October.

The Community Services Manager and Wendy Millgate from 4YP will be explaining to the interested young people what will be expected of them, answering any questions the young people may have and forming the final panel.

## **Tesco Tokens**

I am pleased to advise the Community Services Team have been successful in being accepted by Tesco's Community Grant Scheme with a project called 'Take a Seat'.

The project is aimed at raising money for a new bin and bench at Millennium Park.

You will be able place blue tokens in the box at Tesco in Flitwick from 1<sup>st</sup> October – 31<sup>st</sup> October.

## **Community Action Day**

The Community Action Day will be taking place at Millennium Park on Friday 8<sup>th</sup> October. The event is being organised in partnership with CBC, with many partner services joining on the day. Flitwick Town Council will be holding a Councillor Surgery during the event and The Community Services Team will be attending to promote regular activities and answer any resident's questions.

As part of the Community Action Day preparations, the Community Services Manager and the Environmental Services Manager have met with Jacqueline Layne from the Probation Service. The Probation Service will be organising from a small group of people to attend Steppingley Road allotments before the Action Day. The tasks completed on the day will include digging over an allotment plot and trimming back bushes.

The Probation Service are keen to continue working with Flitwick Town Council post the Action Day event. Jacqueline Layne and the Environmental Services Manager hope to come to an agreement where the Probation Team will support Flitwick Town Council by undertaking tasks one day a week, every two weeks.

### **Safe Space**

I am pleased to advise that The Rufus Centre has been registered at a 'Safe Space'.

Jenny Bull from Victim Support Bedfordshire will be attending The Rufus Centre on Wednesday 27<sup>th</sup> October to deliver basic Domestic Abuse Awareness training to the staff team. This is necessary to ensure staff know what to do if they are approached by someone looking for help.

Susan Eldred  
Community Services Manager