



FLITWICK TOWN COUNCIL

Ref: Agenda/Council-16/11/2021- 429

11th November 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 16th November 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

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

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. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **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_ZTM4MGQzYjMtZjc4Yi00MTVhLTgxNDItNTVmZig1MmUzM2Y3%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**.

6. **INVITED SPEAKER**

7. **MEMBERS QUESTIONS**

To receive questions from members.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 19th October 2021**, this meeting was held at The Rufus Centre and via virtual access.
- b. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 26th October 2021**, this meeting was held at The Rufus Centre and via virtual access.
- c. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 28th October 2021**, this meeting was held at The Rufus Centre and via virtual access.
- d. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 2nd November 2021**, this meeting was held at The Rufus Centre and via virtual access.
- e. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 11th November 2021**, this meeting was held at The Rufus Centre and via virtual access.
- f. Members are asked to note the Planning Committee decisions from 28th October 2021.

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 19th October 2021.

10. ITEMS FOR CONSIDERATION

a. Fees and the Reigate Agreement

Members are asked to approve the recommendations in the Officers report (attached).

b. Rolling Capital Fund Applications

Members are asked to approve the following Committee application to the Rolling Capital Fund:

i) Corporate Services – to purchase classic aluminium noticeboards at proposed locations at a cost of £620+VAT (Option B presented)

c. Youth Provision 2022

Members are asked to consider the information and recommendation within the report circulated by the Community Services Manager relating to providing youth provision within Flitwick.

d. Calendar of Meetings 2022

Members are asked to consider the proposed meeting dates for 2022 (attached).

e. Lightshow – Barclays Bank

A resident is seeking permission to hold a laser lightshow from the roof of Barclays Bank. The Community Services Manager to give a verbal report.

11. ITEMS FOR INFORMATION

a. Access Gate to Flitwick Railway Station

Following up on an action raised at Ward Members reports, Council meeting 21st September 2021 where the Town Clerk was asked to write a letter of concern regarding the closure of the road access gate to Flitwick Railway Station. A response was received on the 27th October 2021, (attached).

b. Benchmarking Survey Central Bedfordshire Council

Central Bedfordshire Council will be carrying out a refresh of the benchmarking studies carried out in 2018. The refresh is part of the same contract and will provide Central Bedfordshire Council and Flitwick Town Council with a before and after covid view of how the Town centre has adapted. A Survey will be published in November 2021 and attached a copy of the survey questions.

c. Barclays Building Purchase

Members are asked to note the costs to date for the Barclays Building purchase detailed in the report circulated.

d. Steppingley Road Land Sale

Members to receive a verbal update regarding the sale of Steppingley Road land.

12. 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**.

13. 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.

13a Staff – Christmas Celebration – for consideration

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.

PINK PAPER ITEMS

EXEMPT

13a Staff – Christmas Celebration

Members are asked to consider contributing £25 per staff member for this year's Christmas celebration meal.

Based on this year's staff numbers (30) it would cost £750. This sum could be reduced if some staff choose not to attend the meal.

The Chairman had believed that there had been a resolution made in 2019 to contribute in this way on an ongoing basis however Officers have been unable to track this decision. This may have been a note of the Personnel Committee but unfortunately Officers are unable to obtain any notes pre-2020.



Flitwick Town Council

**Flitwick Town Council Meeting to be held on Tuesday 16th November 2021
at the Rufus Centre at 7:30pm**

Signed: *Rob McGregor*

Town Clerk

Late Sheet to Consider External Audit

10. Items for Consideration

f. External Audit for the year ended 31 March 2021

For Members to receive and approve the annual return, year-end 31st March 2021 and the external auditor's certificate and report.

g. Interim Internal Audit for the year ended 31 March 2022

For members to receive and consider the first Internal Audit Report for year end 31st March 2022.



**(DRAFT) MINUTES OF FLITWICK TOWN COUNCIL MEETING
HELD ON 19th OCTOBER 2021
AT 7:30PM AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS**

Present

Cllr A Snape (Chairman)
Cllr J Dann
Cllr P Dodds
Cllr A Lutley
Cllr J Roberts
Cllr I Blazeby
Cllr G Mackey
Cllr M Platt
Cllr D Toinko
Cllr M Williams
Cllr P Earles
Cllr K Badham
Cllr C Thompson
Cllr J Gleave
Cllr R Shaw
Cllr H Hodges
Cllr A Chacko

Cllr I Blazeby (via virtual access)

Cllr C Gomm – Central Beds Ward Member

Also present:

Rob McGregor – Town Clerk & Chief Executive
Susan Eldred – Community Services Manager
Stacie Lockey – Environmental Services Manager (via virtual access)

5155. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gleave (unwell) and Cllr Chacko (work commitments).

5156. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – Cllrs Lutley, Toinko, Badham, Earles and Platt declared pecuniary interests in item 10d – Allotment/Burial/Football Pitch Fees.
- (b)** Non-Pecuniary interests in any agenda item – None.

5157. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor had attended the following Civic events:

- Family Fun Day, special thanks to Cllrs Shaw, Mackey & Gleave for taking part in the stocks.
- Annual PCC Parish Council Conference
- Community Action Day
- Houghton Regis Civic Reception
- Ampthill Town Council Civic Service
- Flitwick Civic Reception – 100 guests attended the event, and it was a great success.

The Deputy Town Mayor had attended the following events:

- Family Fun Day
- Priorities meeting to recruit a Vicar
- Big Beds Clean Litter Pick
- Lord Lieutenant Thanksgiving Service
- Olive Restaurant Opening
- PCC Meeting
- Community Action Day
- Civic Reception
- Houghton Regis Fundraiser at the Circus

The Town Mayor advised that the prize draw had raised a total of £1318.00 for charity and thanked the staff team for supporting this cause.

The Environmental Services Officer had agreed to take some portrait shots of members to update the website. This would be scheduled for the evening of the November Council meeting.

An email had been circulated to Members from the Community Services Officer asking if anybody wished to take part in the parade for Remembrance Sunday.

5158. REPORTS FROM WARD MEMBERS

Cllr Mackey gave an update on the Station Interchange project with various start dates of works. The PCR testing site at the old Leisure Centre site would be closing soon to allow preparations of the new care development to begin.

Cllr Gomm advised that the Station Interchange project was progressing as it should be with November being the key date for works to start. The tenders were currently being assessed for the older peoples care development on the former Leisure Centre site with an anticipated start date for late 2021/early 2022.

Cllr Dodds raised a question about the pedestrian access at the pelican crossing near to the Station once works started on the Station Interchange. Cllr Gomm agreed to take this up with the contractors mid-November once works had started.

Cllr Snape commented that the gate to the Station had been replaced and looked unsightly. Cllr Gomm agreed with this and advised that there were no immediate plans to re-open the gate for public access. Cllr Snape suggested the Town Clerk write to Govia again to address this matter.

Action: Town Clerk

Cllr Toinko asked if an alternative PCR testing station would be set up within Flitwick due to the rising cases of COVID. Cllr Mackey advised that Chicksands would be the nearest site.

Cllr Snape raised concerns about the impact of traffic on Steppingley Road once works on Steppingley Road commenced. Cllr Gomm agreed to raise this with the contractors and would discuss what measures could be put in place to avoid traffic congestion. Cllr Mackey advised that a meeting with all stakeholders would be set up, and Officers would be invited to attend.

Cllr Snape advised of several lamp columns not working, which could affect the Christmas lights display. Cllr Snape had already raised this problem with Cllr Mackey prior to the meeting who had raised this issue with the Highways department.

Cllr Badham asked if there had been an update on the Step Free Access scheme. Cllr Gomm had no update.

Cllr Snape suggested inviting the project manager of the Station Interchange Scheme to the next Town Council meeting as members had lots of questions surrounding the development.

Action: Town Clerk

5159. PUBLIC OPEN SESSION

There were no members of public present.

5160. INVITED SPEAKER

There was no invited speaker.

5161. MEMBERS QUESTIONS

Cllr Dann advised that signage for the vaccination hub was still up on Steppingley Road and Froghall Road. Cllr Mackey would arrange for this to be taken down.

Cllr Blazeby was disappointed to see that the Environmental Policy had not been included on the agenda. The Town Clerk advised that the document still needed to be developed and would be circulated to all committees before being presented to Town Council for adoption in January.

Action: SMT

Cllr Snape asked for an update on the Country Park. The Town Clerk advised that this had been discussed at the SMT meeting and something would appear on the next Community Services agenda.

Action: Town Clerk

Cllr Gomm commented that the ongoing issues with the food van outside of Barclays bank were still causing a problem. Cllr Dann advised that at the Community Action Day it was understood that the licensing department was investigating this matter. Cllr Dodds advised that a licencing application had been considered at a recent Planning committee whereby several concerns were raised. Cllr Snape suggested the Town Clerk writing to the CBC licensing department addressing the matter.

Action: Town Clerk

5162. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held on **Tuesday 21st September 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members received and approved as a true record the minutes of the Town Council meeting held on Tuesday 21st September 2021 with one amendment: correct minutes numbers in the exempt section.

- b. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Thursday 23rd September 2021**, this meeting was held at the Rufus Centre and via virtual access.

This item was moved to EXEMPT.

- c. For Members to receive and consider resolutions and recommendations of the Corporate Services Committee Meeting, held on **Tuesday 28th September 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the resolutions and recommendations of the Corporate Services Committee Meeting held on Tuesday 28th September 2021.

- d. For Members to receive and consider resolutions and recommendations of the Community Services Committee Meeting, held on **Tuesday 5th October 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the resolutions and recommendations of the Community Services Committee Meeting, held on Tuesday 5th October 2021.

- e. For Members to receive and consider **resolutions and recommendations** of the Planning Services Committee Meeting, held on **Thursday 7th August 2021**, this meeting was held at the Rufus Centre and via virtual access.

There were no resolutions or recommendations.

- f. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee meeting, held on **Thursday 14th October 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the resolutions of the Business Services Committee meeting held on Thursday 14th October 2021.

- g. Members are asked to note the Planning committee decisions from **7th October 2021**.

Members noted the planning committee decisions from 7th October 2021.

5163. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 21st September 2021.

Cllr Badham referred to item 5152 c and asked if there was an update on the joint committee. The Town Clerk had no update.

Cllr Badham referred to item 5156 and asked if there was an update on this matter. The Town Clerk had no update.

5164. ITEMS FOR CONSIDERATION

- a i. **Community Christmas Tree**

Members considered the report previously circulated. Cllr Thompson queried if the groundworks would be a one-off cost as it had not been stated within the report. Cllr Dodds

had concerns around the repair to the surfacing once works had taken place. The Town Clerk advised that a manhole cover would be fitted flush to the ground.

Cllr Mackey had concerns around vandalism and if we had anything in place to prevent this from happening. The Town Clerk advised that the picket fencing would be difficult to move due to the way it would be built however vandalism cannot be foreseen.

Cllr Dann asked if planning considerations had been considered.

Cllr Dodds asked for clarification of the procurement process to ensure the requirements were being met. Cllr Snape suggested the procurement process be added to the next Business Services agenda.

Action: Corporate Services Manager

It was **RESOLVED** to approve the purchase of a Christmas tree and associated works at a cost of £5,925.32 to be funded by the rolling capital fund. The tree would be situated on the area in front of Barclays bank.

a ii. Christmas Lights Event

Members considered the report previously circulated by the Community Services Manager. Cllr Dodds felt that the event was pre-determined due to the information that had been included within the report in terms of costs etc. Cllr Badham disagreed with this and felt it was appropriate for Officers to produce facts when putting a proposal forward.

Members raised concerns around the short timescale to deliver an event of this size and suggested putting on a low-key event instead such as carols around the tree.

Cllr Blazeby felt strongly against a road closure on Station Road due to other projects in the area causing traffic congestion. The Community Services Manager advised that whether it was a large event or carols around the tree, a road closure would be required for safety reasons.

A proposal was made to not run an event for the lights switch on – this was not carried.

Members commented that COVID rates were rising, and this should be considered when making a decision.

It was **RESOLVED** to hold a Christmas lights switch-on event on Sunday 28th November consisting of a road closure, carol service, limited market stalls and food vendors, allowing up to £1,100.00 for a PA system and Ampthill Town Band funded from the rolling capital fund. Discretion to be given to the Town Clerk under the scheme of delegations to review the scope and suitability of holding the event if COVID rates continue to increase and in accordance with any risk assessments.

b. Rolling Capital Fund (RCF) Applications

Members noted the report.

c. Calendar of Meetings 2021-2022

Cllr Blazeby queried if there was a need for committees to meet every month. Cllr Mackey advised that previous arrangements included meeting less frequently, but due to the needs of the business these were increased.

Members had a lengthy discussion surrounding the days of meetings, and members gave their opinions. It was agreed for the Town Clerk to review the dates and take it back to Town Council in November.

Action: Corporate Services Manager/Town Clerk

d. **Allotment/Burial Ground/Football Pitch Fees**

Members considered the report previously circulated. Cllr Dodds asked why fees for the allotment rents had to be issued a year in advance. The Town Clerk advised that this was a requirement within the Allotment Act.

Members discussed the rules around the Reigate agreement that the Town Council had worked to in the past when considering fees. The Town Clerk agreed to investigate this further.

Action: Town Clerk

Members considered deferring the item, but due to timescales with the allotment AGM, this was not possible.

It was **RESOLVED** to apply no increase to the Allotment, burial and football pitch fees for 2022/23.

It was **RESOLVED** to increase allotment rents by 5% for 2023/24. Officers to investigate the Reigate agreement before a decision was made on costs for burial and football pitch fees for 2023/24.

e. **Notice of Residential Parking Zone**

Members noted the public notice to introduce 'parking for resident permit holders in Windermere Close, Flitwick'. Comments could be made to the CBC highways department.

5165. **ITEMS FOR INFORMATION**

There were no items for information.

5166. **Public Open Session**

There were no members of the public present.

5167. **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.

8b) MINUTES AND RECOMMENDATIONS OF MEETINGS

For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Thursday 23rd September 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the resolutions of the Personnel Committee Meeting, held on Thursday 23rd September 2021, this meeting was held at the Rufus Centre and via virtual access.

13a) Community Safety Plan

It was **RESOLVED** to adopt the Community Safety Plan with a minor amendment to the opening paragraph.

13b) Barclays Bank Building Update

13b) **Barclays Bank Building Update**

Members were previously circulated a copy of the searches from the solicitors. Members discussed the risk that had been identified within the searches but felt they posed no risk to the purchase of the building.

It was **RESOLVED** to draft a letter of instruction to Barclays Bank to progress with a mutual exchange where the Council and the seller sign and exchange contracts on the same day with the full £850,000 being transferred.

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.

5168. EXEMPT ITEMS

8b) MINUTES AND RECOMMENDATIONS OF MEETINGS

For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Thursday 23rd September 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members noted the resolutions of the Personnel Committee Meeting, held on Thursday 23rd September 2021, this meeting was held at the Rufus Centre and via virtual access.

13a) Community safety Plan

Cllr Thompson advised Members that the Community Services Committee have discussed the Community Safety Plan and made necessary changes.

Cllr Dodds commented that no reference had been made to speeding and antisocial behaviour including racing cars across Tesco car park. Cllr Snape commented that those issues were police matters, and the plan included more low-level crime.

Cllr Badham noted that the opening paragraph within the document missed out the personnel committee.

It was **RESOLVED** to adopt the Community Safety Plan with a minor amendment to the opening paragraph.

**Recommendations and resolutions of the Corporate Services Committee
26th October 2021**

The Town Council are asked to consider and **approve** the **Recommendations and Resolutions** of the Corporate Services Committee

718a Notice Boards

It was **resolved** to adopt option B, the Classic Aluminium Noticeboards in the smaller size and in the proposed locations from the circulated report at a cost of £620 + VAT from the RCF.

E

EXEMPT ITEMS

721a Car Park Agreement

It was **resolved** to support the proposed Car Park Agreement circulated.

EXEMPT

Recommendations and resolutions of the Planning Committee 28th October 2021

The Town Council are asked to consider and **approve** the **Recommendations** and **Resolutions** of the Planning Committee

2915 Highways Meetings

It was **RESOLVED** that Planning Committee Members would do individual walkabouts to note Highways defects and priorities, with each Member allocated an area of town to review.

Recommendations and resolutions of the Community Services Committee 2nd November 2021

The Town Council are asked to consider and **approve** the **Resolutions** of the Community Services Committee

908. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies from Cllr Lutley and Cllr Earles for absence from the meeting.

914a MINUTES

It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 5th October 2021 as a true account with no amendments.

916b. Flag Flying Policy

It was **RESOLVED** to re-establish the Flag Flying Policy working group to review the suggested changes and look at seeking wider consultation on any potential changes on the policy.

916c. Event Booking Protocol

It was **RESOLVED** to accept the Event Booking protocol with the amendment to section 5 switching Town Council for Officers.

916e. Amphill & Flitwick Good Neighbour Scheme Request

It was **RESOLVED** to accept option 3 from the Community Services Manager report to withdraw Officer support from Amphill and Flitwick Good neighbour Scheme, giving one month notice.

916 f. Skate Competition 2022

It was **RESOLVED** to accept option 1 from the Community Services Manager report to hold a skate Competition for all ages on Millennium Park in 2022, including set costs detailed as Security £360, First aid £350 and Graffiti wall £100. This will be organised by two local young people and FTC.

916 g. Family Fun Day 2022

It was **RESOLVED** to accept option 1 from the Community Services Manager report with amendments. It was agreed to cancel Carnival as previously set out including parade in 2022 with the Family Funday type of event taking place on Saturday 9th July 2022. The budget for the event on the 9th July 2022 to be taken to the next

Community meeting on the 7th December with further details. The name of the event to be able to change if required.

919. EXEMPT ITEMS

It was **RESOLVED** to move items 919 12a and 12b to the exempt section of the meeting.

**Recommendations and resolutions of the Business Services Committee
11th November 2021**

The Town Council are asked to consider and **approve** the **Recommendations** of the Business Services Committee

1332

a. Environmental Policy – Environmental Action Plan & the Delivery Plan

It was **resolved** to accept the policy circulated however targets and percentages would be avoided at this stage (removed from pages 11-12). Targets were to be set once the audit had been completed.

c. Migration of Telephones to Microsoft Teams

It was **resolved** to proceed with the migration of telephones to Microsoft Teams at a cost of £1,035 with a monthly fee of £200 for licensing. It was agreed for Officers to report back to Committee to show the savings this had made, which were estimated at £700 annually.

PINK PAPER ITEMS

EXEMPT

1335

12d. Tenants

It was **resolved** to:

1. Review rents for non-refurbished offices in line with lease terms to increase by RPI in April.
2. Rents would be reviewed for tenants with Heads of Terms in discussion as presented in the report.
3. To continue to sell vacant office space to business owners starting at £30 per square foot for refurbished rooms.
4. For the Town Clerk to be delegated responsibility to oversee the rent increases.

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Thu 28 October 2021

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

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GRANTED PLANNING PERMISSIONS

E 21/03583/FUL	Approved	20 Pennine Rise
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REFUSED PLANNING PERMISSIONS

C 21/02761/FUL	Refused	Land Rear of 48 Elmwood Cres
<p>District COMMENT The proposal by reason of its siting, scale, form and design would result in a cramped form of development out of keeping with, and harmful to, the grain of the surrounding built environment and the character and appearance of the area. Moreover, by reason of its siting, scale, form and design within close proximity to neighbouring residential properties it would create a harmful overbearing impact on No 50 Elmwood Crescent, and in relation to the adjoining residential dwelling No 48 Elmwood Crescent will result in unsatisfactory living conditions for the future occupiers of the dwelling in terms of privacy to the private garden space serving the proposed dwelling. The proposal does not therefore represent a high quality layout and design and is therefore contrary to policy HQ1 of the Adopted Local Plan 2021, Section 12 of National Planning Policy Framework (2021) and the adopted Central Bedfordshire Design Guide (2014).</p>		<p>Local COMMENT FTC - Support subject to ownership of land is proven. (Vote - all in favour)</p>



FLITWICK TOWN COUNCIL

Report - Town Council, 16th December 2021: Fees & The Reigate Agreement

Implications of recommendations

Corporate Strategy:

Finance: Fees

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

At the Town council meeting 19th October 2021, the Town council were asked to consider the fees for allotments, burial grounds, and football pitches.

Members discussed the rules that applied around the Reigate agreement whereby Council should not discriminate against allotment fees, in that this recreational activity should be compared with other recreational activities and should be in line with other increases.

It was **RESOLVED** to apply no increase to the Allotment, burial, and football pitch fees for 2022/23.

It was **RESOLVED** to increase allotment rents by 5% for 2023/24. Officers to investigate the Reigate agreement before a decision was made on costs for burial and football pitch fees for 2023/24.

Introduction

Following the Town Council meeting 19th October 2021, the Town Clerk carried out an investigation to establish the content of Reigate agreement and what this meant for the Town Council.

It was established that Reigate agreement was indeed not an agreement, it was case law.

The case law dated back to 1981 where in the chancery division of the high court a challenge was made against the Borough of Reigate and Banstead Council on increases to allotment rents, ***Harwood v Borough of Reigate 1981***.

In the judgement Mr Vivian Price QC made the following observation, *what does seem to me to be the right approach for council to take is not to discriminate against this recreational activity as compared with other recreational activities" he goes on to say " in the ordinary case, if there is to be an increase in the charge, then it should be in line with the other increases that) have been charged for the use of the other recreational facilities.*

Having looked further into this, what was unknown at the time of the judgement, the Court had relied on s11(1) Allotments Act 1950, which had amended earlier provision contained in

s16(1) Allotments Act 1922. The court on this occasion was apparently unaware, that the former had been repealed in 1971; the latter provision was itself subsequently repealed in 1990.

Having found evidence of further case law relating to allotment rent increases ***R (Wood and Turley) v Leeds City Council 2014***.

The Court in this case declined to take account of the Judgement in ***Harwood v Borough of Reigate 1981***, as the repeal of s11(1) of the Allotments Act 1950 materially affected the reasoning of the conclusion in the case, as there was no obligation on the authority to subsidise allotment holders.

R (Wood and Turley) v Leeds City Council 2014 relied on section 10 (1) of the Allotment Act 1950

Section 10(1) did not prescribe any method for the determination of a rent that a tenant may reasonably be expected to pay; the court considered, however, it was difficult to see how that task could be approached without some sort of valuation exercise; the most usual way of doing this would be to look at the rents charged by other authorities which had been fixed under the same statutory formula; if for some reason that was of no assistance, it might be possible to get assistance from agricultural rents; while the cost of providing the service might be a relevant factor, it could not be the only factor.

Conclusion

The Council can set fees in separation, there is no obligation on the Council to subsidise allotments the fees can be assessed by carrying out an evaluation of rents charged by other authorities or alternatively an independent evaluation of the rents could be carried out.

Officer Recommendation

A full review of fees will be presented at the Community Services Committee in May 2022 where members will consider fees on a case-by-case basis for Football Pitch hire and Burials for 2023/24 and allotment rents for 2024/25.

Rob McGregor
Town Clerk & CEO

Rolling Capital Fund Balances 2021-22

Last Update: 31 October 2021

315	Rolling Capital Fund	Opening Balance	£	228,260
		21/22 Funding	£	126,900
		21/22 Available Funds	£	355,160
		LESS Actual Spending	£	77,402
		LESS Committed Spending Remaining	£	75,028
		LESS Overspend Funded by Central RCF	£	825
		RCF Funds Available to end Oct 21	£	201,905

RCF Code	Description	Committee	Minute Ref	Amount Committed	Budget Set	Spend to date	Overspend Funded by Central RCF	RCF Commitment Remaining		Additional Comments
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	£ -	No amounts have been committed for this project.
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ -	£ 2,000	£ 2,600	£ 600	£ -	Greensands grant of £2,405 received (1177/110) in addition to stated budget
4801	110	PROJ - Rendezvous Air Con RCF	Business	1248b	£ 7,864	£ 7,864	£ 7,864	£ -	£ -	
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 20,000	£ 12,454	£ -	£ 7,546	GREEN
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ 28,000	£ -	£ -	£ 28,000	GREEN
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ 1,465	£ 225	£ -	Overspend to be funded by central RCF
4807	110	PROJ - Rufus Centre Refurb RCF	Business	20/21	£ 4,870	£ 4,870	£ 4,870	£ -	£ -	Balance of spending from last year's authorisation.
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.
4809	110	PROJ - Barclays Bank Building RCF	Council	4142a	£ 50,000	£ 50,000	£ 3,225	£ -	£ 46,775	GREEN
4810	110	PROJ - Play Equipment Repairs RCF	Community	892e 5150i	£ 15,907	£ 15,907	£ 19,600	£ -	-£ 3,693	GREEN
4811	110	PROJ - Tenant Office Refurb RCF	Business	5152b	£ 16,000	£ 16,000	£ 19,600	£ -	-£ 3,600	RED
4812	110	PROJ - War Memorial RCF	Community	5152b	£ 858	£ 858	£ 858	£ -	£ -	GREEN
RCF Grants Received		Description	Committee	Minute Ref	Committed	Budget	Income Achieved to Date		Balance	Additional Comments
1177	110	PROCEEDS - Grants Received	Corporate	n/a	n/a	£ 11,000	£ 14,746		£ 3,746	Expected grants exceeded
1179	110	PROCEEDS - PWLB Loan (Barclays)	Corporate	4142a	n/a	£ 800,000	£ -		-£ 800,000	PWLB Loan pending



FLITWICK TOWN COUNCIL

Report to Town Council 16th November 2021: Flitwick Youth Provision

Implications of recommendations

Corporate Strategy: Stage directly or with partners, events that raise the profile of the Town and encourage visitors

Finance: Youth Activities

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Flitwick Town Council have commissioned 4YPUK to deliver the youth provision within Flitwick for a number of years.

Flitwick's youth provision is delivered from The Hub, a building in the centre of Flitwick that is owned and maintained by Flitwick Town Council.

The Hub currently opens four nights a week, delivering a range of youth clubs for different age ranges, a Wellbeing Drop-in session and an Asperges group once a month. 4YPUK staff members regularly complete 'detached' work with young people who do not access The Hub, which includes engaging with young people at the Skate Park, Hinksley Road playing fields and home visits (where needed).

Introduction

Flitwick Town Council have been successfully outsourcing youth provision within Flitwick for a number of years. The young people enjoy the services on offer, which includes having a safe, sheltered, welcoming environment to meet with friends, get support and take part in activities.

Flitwick Town Council have worked hard over the past 18 months to listen to the young people of Flitwick, meeting their needs by providing an extra Wellbeing Drop-in session each week, investing in youth areas such as the skate park and engaging with the young people on a more regular basis. The young people are keen to have more youth activities within the town, to set up a 'Youth Panel' to help with these activities, which will in turn give the young people a voice.

Additional Matters

The Flitwick Town Council finance regulations policy states:

'Flitwick Town Council Page 17 of 21 Financial Regulation 2019

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).'

Flitwick Town Council apply for a grant each year from Central Bedfordshire Council, for the value of £15,000.

Recommendations

1. To commit to commissioning an external company to supply Flitwick's youth provision for a period of 3 years from The Hub.
2. To consider going out to tender for Flitwick's youth provision, entering into a three-year contract with a supplier from April 2022. The youth provision would be delivered from The Hub with support from Flitwick Town Council.

Susan Eldred
Community Services Manager

Flitwick Town Council	Calendar of Meetings	January 2022	December 2022
January 2022			
Tuesday 4 th	Community Services	7.30pm	
Thursday 6 th	Planning	7.30pm	
Thursday 13 th	Business Services	7.30pm	
Tuesday 18 th	Town Council	7.30pm	Approve Percept
Tuesday 25 th	Corporate Services	7.30pm	
Thursday 27 th	Planning	7.30pm	
February 2022			
Tuesday 1 st	Community Services	7.30pm	
Thursday 10 th	Business Services	7.30pm	
Tuesday 15 th	Town Council	7.30pm	
Thursday 17 th	Planning	7.30pm	
Tuesday 22 nd	Personnel	7.30pm	
March 2022			
Tuesday 1 st	Community Services	7.30pm	
Tuesday 8 th	Planning	7.30pm	
Thursday 10 th	Business Services	7.30pm	
Tuesday 15 th	Town Council	7.30pm	
Tuesday 29 th	Planning	7.30pm	
April 2022			
Tuesday 5 th	Annual Assembly	7.30pm	7 Clear Days' Notice
Tuesday 12 th	Community Services	7.30pm	
Thursday 14 th	Business Services	7.30pm	
Tuesday 19 th	Town Council	7.30pm	
Thursday 21 st	Planning	7.30pm	
Tuesday 26 th	Corporate Services	7.30pm	
May 2022			
Tuesday 3 rd	Community Services	7.30pm	
Tuesday 10 th	Planning	7.30pm	
Thursday 12 th	Business Services	7.30pm	
Tuesday 17 th	Annual Statutory	7.30pm	Mayor Making
Thursday 26 th	Personnel	7.30pm	
June 2022			
Thursday 2 nd	Planning	7.30pm	
Tuesday 7 th	Community Services	7.30pm	
Thursday 9 th	Business Services	7.30pm	Review Year End Acc
Tuesday 21 st	Town Council	7.30pm	Approve Year End Acc
Thursday 23 rd	Planning	7.30pm	
July 2022			
Tuesday 5 th	Community Services	7.30pm	
Tuesday 12 th	Planning	7.30pm	
Thursday 14 th	Business Services	7.30pm	

Tuesday 19 th	Council	7.30pm	
Tuesday 26 th	Corporate	7.30pm	
August 2022			
Tuesday 2 nd	Community Services	7.30pm ?	
Thursday 4 th	Planning Committee	7.30pm	
Thursday 11 th	Business Services	7.30pm ?	
Tuesday 23 rd	Personnel	7.30pm	
Thursday 25 th	Planning	7.30pm	
September 2022			
Tuesday 6 th	Community Services	7.30pm	Approve risk register
Tuesday 13 th	Planning	7.30pm	
Thursday 15 th	Corporate	7.30pm	
Tuesday 20 th	Town Council	7.30pm	
October 2022			
Tuesday 4 th	Community Services	7.30pm	
Thursday 6 th	Planning	7.30pm	
Thursday 13 th	Business Services	7.30pm	
Tuesday 18 th	Town Council	7.30pm	
Tuesday 25 th	Corporate	7.30pm	
Thursday 27 th October	Planning	7.30pm	
November 2022			
Tuesday 1 st	Community Services	7.30pm	
Thursday 10 th	Business Services	7.30pm	Budgets
Tuesday 15 th	Town Council	7.30pm	
Thursday 17 th	Planning	7.30pm	
Tuesday 22 nd	Personnel	7.30pm	
December 2022			
Tuesday 6 th	Planning	7.30pm	
Tuesday 13 th	Community Services	7.30pm	
Thursday 15 th	Business Services	7.30pm	
Tuesday 20 th	Planning	7.30pm	

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations from last year to this year been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Fritwick Town Council

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			<input checked="" type="checkbox"/>
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/04/21 07/05/21 23/06/21

Name of person who carried out the internal audit
Sally King for Auditing Solutions Ltd

Signature of person who
carried out the internal audit



Date

23/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

FLITWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2021

and recorded as minute reference:

5123 ba

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

A. Snape

Clerk

[Signature]

www.flitwick.gov.uk.

Section 2 – Accounting Statements 2020/21 for

FLITWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,199,149	1,210,867	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	816,053	854,243	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	735,411	459,758	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	687,917	767,683	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	53,125	50,944	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	798,704	744,314	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,210,867	961,927	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,197,304	1,022,031	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,884,261	4,938,726	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	212,104	171,813	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2021

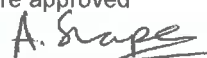
I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2021

as recorded in minute reference:

5123 bb.

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Flitwick Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council did not include an aggregate bank reconciliation in the Annual Governance and Accountability Return submission for audit review and the bank reconciliations initially provided did not reconcile or agree to Box 8 of the AGAR when aggregated. The bank reconciliation is a key management control and in future the Council should ensure that it is accurately prepared as part of the Annual Governance and Accountability Return submission and agrees with Box 8 of the AGAR.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

27 September 2021

Ms H Glover
Flitwick Town Council
The Rufus Centre
Steppingley Road
Flitwick
Bedfordshire
MK45 1AH

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 27 September 2021

Dear Ms Glover

Completion of the audit for the year ended 31 March 2021

We have completed our audit for the year ended 31 March 2021 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2021/22

The Council discussed the budget monitoring reports in detail including reasons for significant variances and the projected outturn but the minutes were too brief to demonstrate this consideration and the reports themselves were difficult to follow. In future, the Council should ensure that the minutes fully record the discussion of budget monitoring reports or the reports themselves are expanded to include clear forecasts and explanations for variances from budget.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell
Partner

Flitwick Town Council

Internal Audit Report 2021-22: First Interim

Sally King

For and on behalf of Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd provides this service to Flitwick Town Council.

This report sets out all the work undertaken in relation to the 2021-22 financial year, during our visit on 13th October 2021.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are again pleased to acknowledge that Council members and officers continue to operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council's accounts are maintained on an accounting system, Rialtas, and comprise three cash books. DCK accounting provide support with the year-end close-down and accounts. Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have:

- Confirmed closing balances from 2020-2021 have been correctly brought forward to the current year.
- Checked to ensure that a comprehensive, meaningful and appropriate nominal coding schedule together with cost centres remains in place;
- Checked and agreed transactions (both receipts and payments) in the Council's main Current and Business Saver account cashbooks to the relevant Barclays Bank statements for April 2021 and August 2021 including the daily "sweep" transfers to retain a level of £5,000 in the Current account;
- Checked and agreed the relevant bank account reconciliations for each account as at 30th April 2021 and 31st August 2021. to ensure that no long-standing, uncleared cheques or other anomalous entries exist.
- Confirmed with officers the arrangements for backing up the computer system; and
- Discussed arrangements for processing journals (manual adjustments) in the accounts.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently: -

- Commenced examination of the minutes of the Full Council and its various Standing Committees for the year to ensure that no issues affecting the Council's financial stability exist in the short, medium or long-term, also that no legal issues appear to be in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- We note that the Council and its Sub-Committees will have reviewed Financial Standing Orders by the end of the financial year and Financial Regulations will be updated to include online banking procedures.

- Reviewed the external auditor's report, issued since our last visit, to confirm they are raising no matters regarding the Councils accounts and governance.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed;
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed this area selecting a test sample for compliance with the above criteria comprising all payments individually in excess of £5,000 plus every 50th cashbook transaction, irrespective of value, covering the period April 2021 to August 2021 . Our test sample comprised of 38 payments, totalling £107,316 and represents 35% of all non-pay related payments with all the above criteria met.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also

ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- Noted that the Corporate Risk Register has been reviewed in April 2020 and is scheduled to be reviewed before the end of the financial year.
- Reviewed the Council's insurance policy with RSA which commenced in September 2021 noting that it includes; public liability cover of £15million and employers liability cover of £10m and fidelity guarantee of £1.8m.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In addition to the annual precept the Council has a variety of income sources arising mainly from the Rufus Centre lettings and rentals, allotment income, café, cemetery fees, also the letting of sports pitches, miscellaneous grants and interest.

The Allotments are managed using Rialtus software. There are 2 sites containing 58 plots. New tenancy agreements are issued each year along with the invoices and chased if not returned with payment. We are pleased to note that the Council has reviewed its allotment fees and has agreed no increase in 2020/21 and an increase of 5% in 2021/22.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. Further work and testing will be undertaken at the second interim audit.

Petty Cash Account & Credit Cards

We are required, as part of the annual Internal Audit Certification process in the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities. The Council has an imprest style petty cash scheme it also holds floats for various activities. We confirmed this was within the limits set in Financial Regulations and confirmed controls over access to the safe where the money was kept. On our first interim visit we undertook a physical cash check of both the petty cash and floats held in the safe, with no issues arising.

The Council now has Barclaycards and we are pleased to note that robust procedures are in place including provision of receipts and reconciliation of the statements.

Conclusion

No matters arise warranting formal comment or recommendation.

**Flitwick Town Council: 2021-22
(First Interim)**

Auditing Solutions Ltd

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as regards employee contribution bandings. To meet this objective, we have: -

- Confirmed arrangements for processing and authorising salaries and wages via the bespoke IRIS payroll software in use by the Council;
- Reviewed the establishment listing and tested a sample of employees to correspondence confirming the employee's pay point;
- For a sample of staff, we checked the tax, NI and pension deductions for July also confirming overtime payments were correctly approved.
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved new pay rates verifying payments on a small sample;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by authorised timesheets.

Conclusions

We are pleased to record that no issues have been identified in this area.

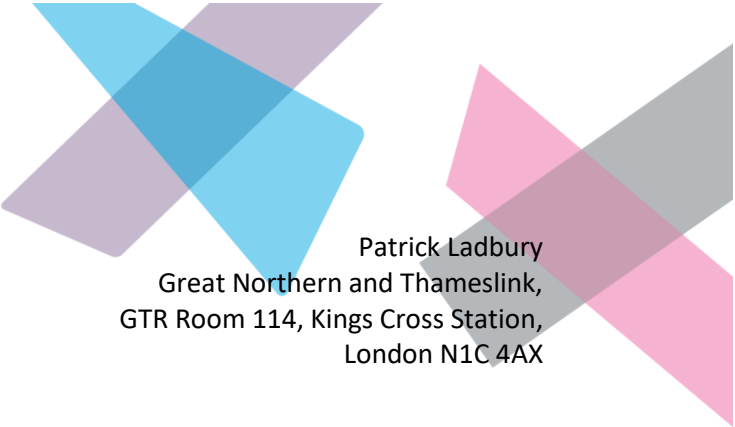
Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During our visit we tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the cash balances to the bank statements as reported earlier in relation to our work on accounting reconciliations and bank reconciliations.

Conclusions

We are pleased to record that no issues have currently been identified in this area.



Patrick Ladbury
Great Northern and Thameslink,
GTR Room 114, Kings Cross Station,
London N1C 4AX

Rob McGregor
Town Clerk, Flitwick Town Council
Rufus Centre, Steppingley Road
Flitwick, MK45 1AH

27 October 2021

Dear Mr McGregor

Re: Flitwick Railway Station Gate

Thank you for your letter regarding the Flitwick Railway Station Gate and the discussions that have ensued following its closure.

The gate was closed in May to prevent vulnerable people and trespassers accessing the station following a tragic suicide at the station in May, something we have not discussed publicly on the advice of the Samaritans.

Following the closure, we have seen a reduced number of trespassers and vulnerable people at the station. We have also seen an 80% increase in the number of tickets being sold at the station, suggesting that many people were accessing the station and our services through the gate without buying a ticket.

We have a duty to the Department of Transport and to taxpayers to reduce the amount of fraud and ticketless travel on our services as well as reducing the number of suicide attempts on our routes. We have reviewed the possibility of positioning a member of staff to check tickets at the gate, however we would need two members of staff to do this safely and we currently do not have the staff at the station or the approval from the Department of Transport to employ extra staff to do this. We have therefore decided to keep the gate closed until further notice and are making provision to repaint the walkway from the bridge to the station to provide clearer direction.

We are conscious that the closure does mean a slightly longer journey for passengers but I hope that you can understand the reasons behind our decision.

I plan to attend the 'ground breaking' event at the station on the 10th November and would be happy to answer any further questions you or Councillors may have at that event.

Your sincerely



Patrick Ladbury
Stakeholder Manager, Great Northern & Thameslink
e-mail: Patrick.ladbury@gtrailway.com
t: 07976 728136

Great Northern

ThamesLink /

WE'RE WITH YOU

VERSION CONTROL SHEET

KEY INFORMATION:

TITLE:	Flitwick Town Centre Survey 2021
PREPARED BY:	Sara-Jane King
APPROVED BY:	Mike King
DATE EFFECTIVE FROM:	7/11/2021
VERSION NUMBER:	V2.0

REVISION HISTORY:

VERSION NUMBER:	MODIFIED BY:	SUMMARY OF CHANGES:	DATE MODIFIED:	CHANGES MARKED:
V1.0	SJK	First Draft	17/10/2021	
V2.0	SJK	First Draft	7/11/2021	

APPROVALS: THIS DOCUMENT REQUIRES THE FOLLOWING SIGNED APPROVALS:

NAME/TITLE:	DATE:	VERSION:
Mike King		V2.0
Sam Caldbeck		V2.0

DISTRIBUTION: THIS DOCUMENT HAS BEEN DISTRIBUTED TO:

NAME:	TITLE:	DATE OF ISSUE:	VERSION:
Mike King			V2.0
Sam Caldbeck			V2.0

LINKED DOCUMENTATION: DOCUMENTS THAT HAVE BEEN LINKED/REFERENCED TO IN THIS DOCUMENT.

DOCUMENT:	DOCUMENT FILE PATH:

FLITWICK TOWN CENTRE SURVEY 2021

All our lives have been changed so dramatically over the past 18 months or so that unsurprisingly the behaviour of customers of our businesses have altered in many ways.

We want to know what the consumers of 2021 want from their town centre and our businesses. Your feedback, by completing this questionnaire, would be most appreciated.

Q1. GENDER	
Male	
Female	
Prefer not to answer	
Q2. AGE	
16-25	
26-35	
36-45	
46-55	
56-65	
Over 65	
Prefer not to answer	
Q3. WHAT DO YOU GENERALLY VISIT THE TOWN CENTRE FOR? (PLEASE CHOOSE THE MAIN REASON ONLY)	
Work	
Convenience Shopping	
Comparison Shopping	
Access Services	
Leisure	
Other (please specify)	
Q4. HOW OFTEN DO YOU VISIT THE TOWN CENTRE? (PLEASE CHOOSE ONE OPTION ONLY)	
Daily	
More than once a week	
Weekly	
Fortnightly	
More than once a Month	
Once a Month or less	
Never	
Q5. HAS COVID AND THE RESULTING CLOSURE OF RETAIL AND SERVICES, CHANGED HOW YOU EXPECT TO USE THE TOWN CENTRE IN THE FUTURE?	
Yes (if selected go to Q6)	
No (if selected go to Q7)	

Q6. IF YES, WHY IS THIS SO? (PLEASE SELECT THE SINGLE MOST APPLICABLE RESPONSE)	
I will make more use of the town centre, as I appreciate even more the benefits of socialising with others and attending events or activities in person	
Changes made to the town centre make it more attractive to me personally and I will visit more often	
Regardless of guidance concerning covid, I still feel unsafe and will take measures to limit my visits or continue to utilise social distancing	
I will make less use of the town centre as I now prefer using online retail and services, for all or part of my needs	
Q7. IF YOU ANSWERED NO, WHY IS THIS?	
My attitude to using the town centre has not changed, and I will continue to use the services and retail within the centre as I have done previously	
Other (please specify)	
Q8. WHAT WAS YOUR PRIMARY REASON DURING LOCKDOWN FOR VISITING THE TOWN CENTRE?	
Services e.g. Banking/Post Office/Library/Doctors	
Retail shopping – Independents	
Supermarket	
Market	
Takeaways	
Recreation and Exercise - Parks and Open Spaces	
Q9. WHAT IS YOUR PRIMARY REASON FOR VISITING THE TOWN CENTRE NOW?	
Services e.g. Banking/Post Office/Library/Doctors	
Hairdressers/Beauticians	
Retail shopping – Independent	
Supermarket	
Market	
For Work Business Owner	
Town Centre	
Takeaways	
Socialising (night-time) Pubs, Restaurants	
Socialising (day-time) Cafes, Restaurants	
Recreation and Exercise - Parks & Open Spaces	
Recreation and Exercise - Leisure Centre	

Q10. WHAT CHANGES HAVE BEEN MOST NOTICEABLE IN THE TOWN CENTRE SINCE RESTRICTIONS WERE REMOVED? (PLEASE SELECT ALL RESPONSES THAT APPLY)	
The town centre is busier	
The town centre is quieter than it used to be, before Covid-19	
Car parks are busier	
Car parks are quieter	
Public transport is busier	
Public transport is quieter	
There are more events in the town centre	
There is a positive buzz around the town centre	
There are more positive features, e.g. flowers, new benches	
Q11. IN TERMS OF THE FUTURE, WHAT ARE YOUR EXPECTATIONS FOR THE TOWN CENTRE AND HOW CENTRAL BEDS COUNCIL AND ITS PARTNERS CAN HELP TO ACHIEVE THIS? (FROM THE FOLLOWING OPTIONS, PLEASE SELECT UP TO TWO THAT YOU THINK MAY APPLY)	
Improved public spaces, seating, green spaces, and better opportunities to enjoy the local environment	
I would like to see more events and activities that continue to encourage people into the town centre and not just relying on retail or other typical town centre services	
I wish to see more opportunities for using the outdoors, including continuing flexible arrangement for on street dining and trading, where this has been utilised	
I think the town centre is good, and no further changes are necessary	
Q12. ON AVERAGE, ON A NORMAL VISIT TO THE TOWN CENTRE HOW MUCH MONEY WOULD YOU SPEND?	
Nothing	
£0.01-£5.00	
£5.01-£10.00	
£10.01-£20.00	
£20.01-£50.00	
More than £50.00	
Q13. ON AVERAGE, HOW LONG DO YOU STAY WHEN VISITING THE TOWN CENTRE?	
Less than an hour	
1-2 hours	
2-4 hours	
4-6 hours	
All Day	
Other (please specify)	

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Q16. WOULD YOU RECOMMEND A VISIT TO THE TOWN CENTRE?	
Yes	
No	
Q17. WHAT TWO SUGGESTIONS WOULD YOU MAKE TO IMPROVE THE TOWN CENTRE?	
1.	
2.	

Thank you for taking the time to complete this survey. Your views and opinions are important, appreciated, completely confidential and are protected under the Data Protection Act (1998) as amended.



Flitwick Town Council

Report to Council 16th November 2021: Barclays Bank Purchase Costs

Implications of recommendations

Corporate Strategy: Continue to work with stakeholders to ensure that opportunities are taken to improve the town centre's layout, accessibility, and infrastructure, including more use of the area in front of Barclays Bank

Finance: RCF/PWLB/Reserves for purchase / Professional Fees for solicitor

Background

Since the June 2021 Council meeting, Members have made the following resolutions in relation to purchasing the Barclays Bank building and frontage:

June - It was **resolved** to task the Town Clerk to investigate the building opportunity and come back to the next Council meeting with a proposal for further consideration.

July - It was **resolved** that the Clerk be given authority to have a structural survey carried out on Barclays Bank Building, 3 Station Road, Flitwick, MK45 1JS. That the Town Clerk seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £800,000 over the borrowing term of 25 years for the purchase of 3 Station Road, Flitwick, MK45 1JS and large frontage to the property. The annual loan repayments will come to around £39,259.96.

That the Town Council will fund the remainder of the purchase transferring the remainder of the funding from general reserves to the rolling capital fund.

That an extraordinary meeting of the Council is called to discuss the survey results.

It is not intended to increase the council tax precept for the purpose of the loan repayments.

August (Extra Ordinary) - It was **resolved** for the Town Clerk to offer the guide price advertised to purchase the Barclays Bank building and frontage at the agreed ratios of £800,000 from a public works loan and £50,000 from General Reserves.

September - It was **resolved** to ratify the decision to use delegated authority for the Town Clerk to instruct solicitors to proceed with carrying out legal searches for the purchase of the Barclays Bank building and for the Council to fund up to £5,000 abortive costs should the sale fall through.

It was **resolved** to accept the contract and lease paperwork circulated.

October - It was **resolved** to draft a letter of instruction to Barclays Bank to progress with a mutual exchange where the Council and the seller sign and exchange contracts on the same day with the full £850,000 being transferred.

Introduction

Councillors will be aware that the purchase of Barclays Bank building and frontage including the war memorial site was completed on 2nd November.

Some Councillors have produced a video promoting the successful purchase which has been promoted on the Council's communication channels and feedback from residents has been positive. Officers will also update residents via Flitwick Papers which comes out in December.

Officers have been asked to provide a breakdown of costs relating to the purchase so that Councillors are fully aware of the figures.

Costs

A copy of the official Completion Statement from the solicitors is attached however to include all the expenditure figures for the project in one table below:

Payments	Cost
Professional Fees Purchase	£3,450
Disbursements Bill re: Searches	£690
Land Registry Search	£3
Monies to complete as per statement	£843,753.40
Fee for Chancel Check	£19.80
Land Registration Fee	£270
Stamp Duty	£32,000
Telegraphic Transfer Admin Fee (to send purchase monies)	£42
File Archiving Admin Fee	£12
Initial Building Survey	£2,940
Further Building Survey (to obtain insurance rebuild costs)	£775

Total £883,955.20

The Completion Statement shows what the Council paid, the rent from Barclays as tenants less solicitor fees and a refund of £2,066.60.

Additional Matters

£1,133,000 has been transferred to the Public Sector Deposit Fund account. The Council will always retain £140k in the Reserves bank account which equates to two months running costs.

The property has been added to the Council's insurance schedule.

Rob McGregor
Town Clerk & CEO

Stephanie Stanley
Corporate Services Manager