



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 4TH JANUARY 2022
AT 7:45 PM VIA VIRTUAL ACCESS**

Present:

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

Mike Thorn – Environmental Services Officer
Susan Eldred – Community Services Manager
Zoe Putwain – Community Services Officer

932. APOLOGIES FOR ABSENCE

No apologies were received.

933. DECLARATIONS OF INTEREST

- (a) No disclosable pecuniary interests were declared
- (b) No Non-Pecuniary interests were declared

934. CHAIRMAN'S ANNOUNCEMENTS

The Chair took the opportunity to thank members and staff for their support over the festive season including the over 60s Christmas lunch.

Members were informed that there was a pending suggestion to revise the Community Awards event that was hoped to be included in the January agenda. Unfortunately, due to a clerical error the proposal will be included on the February Community Services agenda.

Clarity was received by the members around the ongoing intention to use remote meetings, as agreed at the extraordinary meeting in December. The Chair expressed that when a new agenda is issued for the committee, members will be requested to identify if they would prefer to meet in person or remotely to the Chair. Until a time when meeting in person would allow for a quorate of the committee to be present, remote access will continue.

935. PUBLIC OPEN SESSION

No members of the public attend this meeting.

936. INVITED SPEAKER

No invited speakers attended this meeting

937. MEMBERS QUESTIONS

No members elected to ask questions

938. MINUTES

- a. Members discussed the minutes and requested more information to be given in relation to the Priorities item, around the green agenda and Manor and Country Parks items, that was discussed in the December meeting.

It was **RESOLVED** to adopt the minutes of the Community Services meeting that was held on the 7th December 2021 pending additional requested amendments. Revised minutes would be circulated to members before January Town Council for comment.

939. MATTERS ARISING

- a. No members chose to identify any matters arising from the Minutes of the Community Services Committee Meeting 7th December 2021

940. ITEMS FOR CONSIDERATION

a. Proposed Budget 2022/23

Members considered the proposed Budget for 2022-23 that was circulated and suggested any amendments/additional items. The final proposed budget will be considered at the January Town Council meeting.

Concerns were raised in relation to the portaloos removal from the various sites and how the decision was made. Clarity was given as to the removal of the facilities due to investigation confirming that staff are currently not using the facilities and the financial implications on the budget. Members raised that it would have been preferable to have discussions with the Gardeners Association prior to the proposal to remove, to establish use of facilities by the public.

The Community Services Manager also identified that the budget proposal included the withdrawal of the monthly Bingo activity held at The Village Hall, this is due to other groups offering the same activity in the local area and the large annual financial loss of this activity.

Members raised questions as to the £4000 allocated to pay Central Bedfordshire Council in relation to grass cutting, in reference to previous discussions about allowing reduced cutting in Flitwick. Officers to investigate and confirm if this is basic or additional cuts and therefore a possible additional saving.

The phone mast at station road income was questioned in relation to the document being for the existing mast, new mast or combination of both. Also, there may be a change in legislation and the income from the masts being subject to this was questioned. Members requested more information on this at the February Community Services Meeting.

Members asked as to the removal of phone lines and were informed of the project to move the phone system to an internet platform and that the existing staff who have allocated phones will retain their units, with the budget for these being allocated to the Office / IT budget so no longer accounted for under the community services budget.

The Chair expressed that going forward it should be a priority to engage with groups when proposing to remove items. It was also noted that any identified removal of offer would not

take place until April 2022 when the new financial year begins allowing for information to be given to those affected.

It was **RECOMMENDED** to accept the budget. There was a request to receive additional information on certain areas that were raised in the discussion for clarity, at a future date.

b. Late Grant Application

Members considered a late grant application from Flitwick & District Heritage Group.

It was raised that no information was given as to why the application hadn't been made at the previous designated dates for the grants allocation, which is a requirement of our grants policy for late grants. The Chair reminded the committee that the current Grants Policy had been shared with the committee for review, and if members felt there were amendments to be made to share these with the Community Services Manager to be brought to a future Committee.

The Community Services Manager confirmed that also in the application it was stated that they had previously applied for a grant, this was not in the current financial year.

Members suggested that the Flitwick Town Council logo be incorporated within the design of the display boards being installed.

It was **RESOLVED** to accept the grant application.

c. Queens Green Canopy

Members considered the report and proposed sites for the Queens Green Canopy.

The Committee discussed the allocation sites and the disappointment in the lack of CBC support given for this project, although it was mentioned that Ward Councillors had been involved in trying to assist in gaining information and aiding in communication. It was mentioned that pressure should continue to be applied to CBC to gain support for the project.

Other sites were raised by members such as the land to the rear of the new development of Victoria Grove near the railway, which could use attention. Members could not confirm the landowner for this site at the meeting. The Environmental Services officer confirmed that due to the time scales involved in the Queens Green Canopy funding allocations it may be best to work on plans on Flitwick Town Council land with other sites such as this and CBC owned land to be investigated if time allows for this project or future ones.

Clarity was sought in relation to the tree placement and the potential effects of tree positions to the development of either the park or allotments in the future. Also, the effects to light and earth nutrition on land directly near the trees being placed especially near the allotment boundary. Officers confirmed these elements would be part of considerations for final species and placement.

The Environmental Services Officer confirmed on question that the trees near the Scout hut would be not dense planting, but single trees and that the wildflower area would not be affected.

In the proposal it was suggested that local companies and groups be added to the possibility of tree allocations on request along with individuals.

It was suggested by members that S Dixon from CBC be invited to a future meeting to discuss.

It was **RESOLVED** to accept the suggested FTC sites for the Queens Green Canopy and recommendations in report regarding funding, but to continue to apply pressure to CBC for support for the project.

d. Family Fun Day

Members were requested to change the previously agreed date for the event due to a clash with the potential Amp Rocks event due to take place on this date.

Members asked if the Amp Rocks event was confirmed as taking place on the 2nd of July and the Community Services Manager confirmed that information received identified that the event was expected to take place at this point.

A suggestion was made to the committee to move the date of the event to the 4th June, The Queens Jubilee weekend as this would allow for a community celebration. The Community Services Manager informed members that there were events planned for the weekend such as the beacon lighting and afternoon tea at The Rufus Centre. The reason the event was not scheduled for the bank holiday weekend was due to an expected large volume of people using the weekend to go away and the lack of staff availability.

It was suggested by Members to allow the Community Services Manager to choose a date that best works for the event without the need to take back to Council.

It was **RESOLVED** to accept the members suggestion to allow for a change of date chosen by the Community Services Manager.

941. ITEMS FOR INFORMATION

a. Marketing & Communications Plan 2022-23

Members noted the status of actions for the Marketing & Communications Plan.

b. Marketing & Communications Forward Plan

Members noted the Marketing & Communications Forward Plan circulated.

The Chair informed the Committee that the request for more information in relation to posts shared by FTC but created by other groups had been raised at Corporate Committee and was being looked into

c. Budget

Members noted the Budget.

d. **Manor Park – Stewardship Payments**

Members noted the information given on the Manor Park – Stewardship Payments.

e. **Metal Detecting at Manor Park**

Members noted the correspondence in relation to Metal detecting in Manor Park between the Natural England advisor and County Archaeologist which confirmed that the request for Metal detecting at Manor Park was declined.

It was confirmed that the resident that had request permission had been informed of the decision and reasons thereof.

942. **PUBLIC OPEN SESSION**

No members of the public attending this meeting.

943. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a – Contracts – A Parkland Management Plan for Flitwick Manor Park

The Community Services Committee were requested to approve the quotation received for the development of a Parkland Management Plan for Flitwick Manor Park

It was **RESOLVED** to move item 12a to the exempt part of the meeting.

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



FLITWICK TOWN COUNCIL

Report to Community Services 1st February 2022: Community Awards

Implications of recommendations

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

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

In 2016 Flitwick Town Council introduced an annual Community Award process with awards ceremony. Although there was a full 2019 application process, due to the coronavirus pandemic the awards ceremony did not take place, and the 2020 applications were individually presented with their awards at The Rufus Centre in 2021.

In preparation for the 2022 application round, we have reviewed the awards, and it has been noted that there are a number of challenges:

- The amount of work to market and encourage applications by staff
- The longer the awards continue we have seen more repetition of applications from similar areas, and know some areas of the community are not reflected
- The ceremony itself has had feedback on not being a very rewarding event

In October 2021 the current Mayor held a community / covid blended event to recognise members of the community who had contributed during the pandemic. Due to the short notice invitations were sent to known groups who had helped and enabled us to recognise around 105 people across Flitwick. The event was less formal than an awards ceremony and feedback overall was incredibly positive

Recommendation

Given the feedback, the suggestion has been made, supported by Officers, to look at an alternative approach going forward. Rather than Community Awards that required a substantial application process and recognises a limited number of individuals, instead create a community recognition event.

This would be more like the 2021 civic event which recognises a high number of individuals without such substantial application required.

The recommendation would be an annual recognition event for approx. 100 (45 nominees plus guest) and spaces for council representation and attendance for

Mayor's charities. This would be a dinner with music and a small number of speeches.

Nominations would be by the community, simple 'why do they deserve a place' as well as the council nominating individuals, they felt required nominations. If we are oversubscribed, we can look at a ballot on places if required.

- Cost of community awards historically: Approx £850
- Civic event 2021 costs total: £620 (we did not pay for the singer, normally approx. £150)
- Budget 2022 to be directed: £1,500

Options

- 1) To remove the Community Awards process and replace with an annual recognition event as detailed above.
- 2) Continue with current Community Awards approach
- 3) Remove the Community awards and do not replace it with anything for 2022/23

Cllr Clare Thompson
Community Services Chairman



FLITWICK TOWN COUNCIL

Report to Community Services 1st February: Public Art

Implications of recommendations

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

Finance: Section 106 funding

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Previously the Public Art working group have held meetings to discuss the possibilities within the Public Art section 106 funds.

Many lengthy conversations around ideas, themes and additional funding have taken place.

Historically, Flitwick Town Council Members had decided not to spend some of the funding on a consultant. This was at the time, believed to be an unnecessary expenditure. Since this decision was made, Flitwick Town Council have new Members, new priorities, and a new working group.

Introduction

Currently the Section 106 Public Art fund holds approx. £88,000 in uncommitted funds, with an additional £16,000 which has been committed.

The £16,000 was previously committed to allow Flitwick Town Council the opportunity to explore using a consultant to work with Flitwick residents, schools, local groups and organisation and businesses. The consultant would use this information to format a public art brief to which the selected artist would be expected to work. Although previously Flitwick Town Council had decided not to go out to consultation, the new working group feel this is the best option to utilise the available funds.

Once a consultation has been completed, a brief and public art policy will be written. The remaining funds will be utilised to deliver the identified project from the artist.

Additional Matters

The Section 106 Public Art fund has approx. 4 years before it will no longer be available.

Options

1. To consider using the £16,000 already committed for a consultant to work with local residents, schools, groups and organisations and businesses to produce an artist brief.

Susan Eldred
Community Services Manager

Hello my name is asadullah the hobbyist beekeeper. I love beekeeping and do it as a hobby, I am a member of the Bedfordshire beekeeping association, and with it comes insurance. I understand that manor park is fenced and not secure. There is a small car park that has access to the area and I would love if I could access this area (there is a fence at the moment) this is because I will have to attend these beehives at least 1 time a week maybe multiple times a week. If unfortunately there is any issues / emergency my contact info will be attached below. The only two, potential impacts that it might have on the public , is that the bees might become defensive if the public try to attack/ damage the hives , the second impact is if they need swarm they will travel into the park (however this shouldn't be an issue because of a swarm control management system I use). Another amazing opportunity that comes with this spot , is that I will offer talks in schools (primary / secondary) and any other social gatherings about the benefits of keeping bees and the impact it has on the local environment. I could bring a special type of beehive that allows people to see what is happening inside the hive but without the bees leaving. This will help the public understand how bees behave and communicate.

And if the house owners disagree with having bees then I would suggest the second spot near the Rufus centre.

Many thanks asad :) 🐝



Flitwick Town Council

Report to Community Services 1st February 2022: Resident Driven Projects

Implications of recommendations

Corporate Strategy: Help develop the interests of people in the town

Finance: £5,000 budget approved 18/1/22

Equality: The Council will look for ways that it can make its services accessible to all.

Environment: N/A

Background

At the Community Services meeting in December 2021 Members asked Officers to provide a more detailed report on the future of Resident Driven Projects.

A budget of £5,000 has been set for 2022/2023.

Introduction

In 2020, three Resident Driven Projects were selected as viable projects however due to COVID-19 the scheme was put on hold. Officers are recommending that these applications be revisited as part of the 2022/2023 scheme. (See attached appendix with project proposals).

It is suggested that the three proposed applicants be contacted to re-submit project initiatives with revised costings. These projects will then be put to public vote via the usual publicity channels including social media, community events etc.

The following **NEW** criteria has been drawn up by SMT as follows:

1. No project will take place on Council land.
2. Only committing to one project per financial year irrespective of the cost.
3. Direct benefits to residents of Flitwick.
4. Wide appeal to all parts of the Community.
5. Proposals by residents only.
6. Projects to be delivered and completed within 12 months.
7. Projects to be delivered by the applicant with limited support from Officers.

OLD Criteria for project proposals:

1. *Deliverable and will not exceed £10,000 (including capital and maintenance)*
2. *Direct benefits to residents of Flitwick*
3. *Wide appeal to all parts of the community*
4. *Proposals by residents only*

It has also been suggested to include a formal agreement between the Council and the successful resident to set out clear boundaries, including ownership of any equipment on completion of the project etc. This will be drawn up by Officers and tailored to suit the specific chosen project.

Additional Matters

The initial route for Resident Driven Projects is dependent on whether previous applicants from 2020 wish to resubmit or withdraw their applications will determine whether there will be a need to advertise for new applications.

Recommendations

1. Contact 2019/20 applicants to resubmit applications and revised costings.
2. Approve criteria set out above

Senior Management Team

Will your proposal directly benefit Flitwick residents? Yes

Approximately how many Flitwick residents will your project benefit? 100's

Please provide an explanation of your project
(Show how you meet the criteria and use additional paper if required)

Create a 10-day festival of films which would run at both the Rufus Centre and the Library – possibly during a Half-term holiday.

A range of films would be selected to appeal to all age-groups throughout the day/evening.

- Kids Classics
- Black & White Classics using BFI remasters
- International Oscar Winners
- Art House Films that didn't get screened at the multi-plexes. Maybe selected by a know film critic e.g. Mark Kermode
- Singalong favourites – Bohemian Rhapsody, Rocketman, MammaMia , The Greatest Showman, Rocky Horror Show

This would extend the awareness of the current Flitwick Film screenings at the Rufus Centre and would introduce new screening of films using the Libraries' digital projector.

Event could be used as a testbed for wider range of regular film screenings in Flitwick.

Please provide approximate costs to deliver your project
(NB: Maximum funding available £10,000)

- Use of Main room/s in the Rufus Centre and at the Library – Provided free of charge. Off-set by drinks/snacks sold at the screenings.
- Out of Hours Staffing costs at Rufus Centre and The Library
- Would expect the cost of hiring films and advertising would be off-set by ticket and food/drink sales.
- Cost of individual film licensing

Please submit your Proposal Form before **Friday 28th June 2019** to
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH

Will your proposal directly benefit Flitwick residents? Yes

Approximately how many Flitwick residents will your project benefit? 1000's

Please provide an explanation of your project
(Show how you meet the criteria and use additional paper if required)

Create an archive about Flitwick using existing public generated images, words and recordings. This would be available via a dedicated website but also stored digitally and in the cloud

A range of materials would be actively sought from residents including:

- Photographs of places and events in Flitwick through the decades. These would need to be selected and scanned into a database with short accompanying text added to provide context.
- Flitwick Voices A series of interviews conducted by volunteers with current Flitwick residents about their memories of the Town. These would either be filmed or just audio recordings. A sample script of prompts (about childhood, schools, shops, growing up, changes in Flitwick, Shops and services, Events etc) would be used to ensure coverage of a range of subjects. These could be updated regularly with the use of a Memories booth located at different Town Events or locations (inc. Car Show/Carnival, Community Events at the Rufus Centre/Village Hall and the the Library)
- Current local groups such as Scouts, youth hub, schools and older peoples groups would be encouraged to work together

Arranging and uploading the materials could be part of an annual intern programme for a couple of suitably skilled local kids from relevant courses at Redborne School, once a suitable online template has been designed and agreed.

Please provide approximate costs to deliver your project

Please submit your Proposal Form before **Friday 28th June 2019** to
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH

Will your proposal directly benefit Flitwick residents? Yes

Approximately how many Flitwick residents will your project benefit? 100's

Please provide an explanation of your project
(Show how you meet the criteria and use additional paper if required)

Create an Event that runs alongside the current Community Awards, that showcases the talents of Flitwick Residents, with categories sponsored by relevant Flitwick Businesses, where possible to pay for Award Prizes.

Would be a range of categories which feature different talents
e.g.(suggested starter for ten):

Dance – Individual/Group

Music – Individual/Group

Theatre

Spoken word

Flower arrangement

Artistic Categories:

Painting/ Graphic Design/Photography/Video/Film/Poetry/Short Story/Manga/Clay work/Sculpture

Entries uploaded to specially created 'Flitwick's Finest' Social media accounts.

A selection of finalists from the online entries to perform at a special 'Finest' event or interspersed within the existing Community Awards Event.

Arts entries to be displayed during the event e.g. Art/Photography

Judging could be provisionally done online and then the 'Winners' selected at the event, by specially invited judges per discipline (again sourced from local organisations/clubs/schools).

Prizes should be some form of physical trophy.

Please provide approximate costs to deliver your project
(NB: Maximum funding available £10,000)

- Use of Main room/s in the Rufus Centre – No cost to Council. Off-set by drinks/snacks sold at the Event.
- Setting up and monitoring relevant social media accounts to review and select 'finalists'.
<£200

Please submit your Proposal Form before **Friday 28th June 2019** to
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH



Flitwick Town Council - Marketing & Communications Plan 2021/22

Status - FEBRUARY 2022

Community Services

COMMITTEE		PURPOSE	TARGET AUDIENCE	ACTIONED BY	REGULARITY	STATUS	NOTE
REACTIVE							
Community	CBC Re-Posts/Information Share	Repost/share information provided by CBC inc. Covid/Vaccination updates, Road works/closures, Waste Collection, Local Consultations inc Planning, Local Elections, Police and Crime Commissioner Elections, Fraud warnings, Rough Sleeping, Libraries initiatives, Weather Conditions, Business Support initiatives, etc	Residents/ Businesses	CMM	Ongoing		
Community	Other Organisation Re-Posting/Information Share	Repost/share all relevant external organisation informational content e.g. Ampthill Community Policing Team, Lord Lieutenant, Greensand Country, Ampthill & Flitwick Community Lifeline, BLMK Webinars, etc	Residents/ Businesses	CMM	Ongoing		
Community	Fact correcting	Create factual items which correct misleading commentary on local social media sites e.g. FOF and ROF where published information is materially incorrect (post on our social media and share on third party sites).	Residents	CMM/SMT	As required		
INFORMATIVE							
Community	Public Realm Groundworks	Publicise the work the Public Realm Team are due to deliver/have delivered i.e. planting, spring display, summer bedding, Manor Park works using video content where relevant etc.	Residents	ESM/PRT/CMM	Monthly		
Council/ Community/ Corporate/ Business/ Planning	FTC/Committee Meeting Agenda and Minutes	Publish link to documents for each meeting - agenda, minutes, supporting papers, draft minutes	Residents/Local Organisations/ Businesses	CMM/RT	Pre meeting		Document links shared on website. Tie in with committee meeting previews and post meeting summaries on social media under 'Engagement'

Community/ Business	Promote what the Town has to offer - facilities, schooling infrastructure, health & wellbeing	Joint promotions and guide to facilities to help attract new residents and businesses to the town and build the local economy, and inform residents of the range of services and attractions in Flitwick	Residents/Visitors Businesses	CMM	Annual		Investigating options and content. Timing not yet agreed but targeted for this year
Community/ Business	Direction & Help with Council Q's	Signpost residents to the people who can help. Identify the different local authority responsibilities and contact details e.g. Road repair, Planning, Health, etc. Promote website Service Finder.	Residents/ Businesses	CMM/RT	Ongoing		
Community	Green Spaces	Promote play parks, green spaces and local walks such as the Flit Valley Walk. Working with local organisations i.e. Greensand Trust, Flitvalley Volunteers, Wildlife Trust. Promotion through Experience Bedfordshire tourism website	Residents/Visitors	CMM/ESM/CORSM	Quarterly		
Community	Local Government Structure – Who does what?	Provide a guide about the relative split of responsibilities between CBC and Flitwick Town Council. Including methods of contact relating to different issues e.g. 'Fix My Street' system. Including any third party helpline/contact information	Residents/ Businesses	CMM	Quarterly		Refresh in Flitwick Papers Spring edition to list specific responsibilities FTC v CBC to make clearer for residents. Leaflet option.
Community	Searchable content Promotion	Periodically promote the functionality of the FTC website to find content more easily	Residents/Local Organisations/ Businesses	CMM	Monthly		
Community	Reuse and Recycling	To promote the many ways a wide variety of items can be recycled. From CBC Tidy Tip sites through to other product specific initiatives as well as local online recycling and local resale groups	Residents/Local Organisations/ Businesses	CMM	Quarterly		Website page to be finalised and added in Feb. Investigating costings for leaflet ' Handy guide to recycling'
PROMOTIONAL							
Community	FTC Community Events	Promote FTC events e.g. Family Fun Day, Christmas Lights Switch-On, Christmas Markets, to encourage participation, support and attendance	Residents/Visitors	CMM/CSM	Ongoing		
Community/ Business	The Rufus Centre led Events	Promote events at The Rufus Centre once confirmed in the calendar i.e. Comedy Nights, Outdoor Cinema. Regular Friday Nights@Rendezvous	Residents/Visitors	CMM/CSM	Ongoing		
Community	Community Calendar Highlights	Ensure that key listings on the Community Events Calendar across the Town are provided with an additional promotional push prior to either end of booking period or 7 -10 days before activity date	Residents	CMM	Weekly		

Community	Youth Activities	Promote the support provided by The Youth Hub for young people in the community. Publicise all activities organised by 4YP to encourage uptake i.e. graffiti art, virtual art activities, wellbeing support, drop-ins etc.	Residents	CMM/CSM	Ongoing		
Community	Regular Clubs & Activities organised by FTC	Publicise the opportunities for residents to take part in regular activities organised by FTC including Men's Club, Lunch Club, Stitchers, Bingo, Tea Dance, Strictly Dance and Forget Me Not. Promote highlights i.e. Stitchers knitted poppy project.	Residents	CMM/CSM	Ongoing		
Community	Flitwick Market	Promote Flitwick Market and its stall holders to encourage visitors and attract new stall holders. Promote fundraising opportunity for local groups and organisations via refreshment stall donations. Working with Village Hall Committee. Promote Council's monthly stall at the market and the opportunity to meet Councillors when scheduled	Residents/ Businesses/ Visitors	CMM/CSM	Monthly		
Community	Supporting local clubs/groups & organisations	Highlight how FTC supports various organisations/individuals in the Community. Community grants, Peppercorn rent of Buildings, Access to survey council owned sites, Free/Reduced cost use of Council facilities by groups. Where appropriate substantiated value in kind benefit/community benefit	Residents	CMM/CORSM/CSM/	Quarterly		Promotion of community grant scheme – application round
Community	Grow Your Own	Promote the availability of allotment spaces. Future community garden projects etc.	Residents	CMM/ESM/CSM	Quarterly		
ENGAGEMENT							
Council	FTC/Committee Meeting Previews and Summaries	To promote greater awareness of the subjects being discussed at next planned meeting and post meeting to confirm recommendations. Create a better understanding of each committee's responsibility. Encourage residents to attend meeting if subject is of interest to them and make them aware of the opportunity to speak.	Residents	CMM/Committee Chair (Except Personnel)	Pre/Post each meeting		Continue to push agenda items and post meeting outcomes of public interest. Ties in with document links on website under 'Informative'.
Community	Flitwick Heritage	Build up a library of content for regular features on Flitwick Heritage (Inc. Buildings, People and Organisations/Businesses), including stories and images. Working with existing local interest/history groups.	Residents	CMM	Quarterly		Appeal for photos and stories in Flitwick Papers Spring edition
Community	Increase awareness and promote local clubs, groups and organisations in Flitwick	Use FTC channels to promote awareness of local clubs, group, organisations and charities - events and more in-depth 'What do They Do' feature. The work they do and how people can get involved.	Residents	CMM	Ongoing		

Community	Organising and/or supporting community led activities and competitions	e.g. Scarecrow Trail, Flitwick Festive Fun, Flitwick in Bloom, Wheelbarrow Parade	Residents/Local Organisations/ Businesses	CMM/CSM	As required		
Community	Education - Working with local schools - What does the Council do? - First tier of local government	Offer support to enhance curriculum of specific subjects delivered in school by providing speaker to give insight into different elements of local council's work/speaker in assembly depending on age range i.e. Mayor visit with chain to lower school; Q&A with upper school pupils studying politics. Increase the awareness of FTC's role within Flitwick. Youth Council connection with Upper Schools	Residents	CMM/Mayor/Committee Chairs	Twice yearly		
Community	Celebrate the Community!	Promote the Community Awards nomination process and event to encourage nominations. Create awareness of the community spirit in Flitwick and the contribution made by residents. Annual Awards Ceremony at The Rufus Centre	Residents/Local Organisations/ Businesses	CSM/CMM	Annual		New award design approved by Community Services Committee. Awaiting confirmation of continuation of event before any promotion starts
Community	FTC Community Grant Awards Scheme	Encourage applicants for the annual scheme to submit bids, publicise the recipients and promote the work that has been achieved from receiving a grant.	Residents/Local Organisations	CMM/CSM	Twice yearly		
COLLABORATIVE							
Community	Local Events & Activities Promotion	Elicit content for the Community Events Calendar. Promote access to the direct upload to calendar on website. Increase awareness of the platform to promote community events/talks/walks, etc on 'What's On' page in Flitwick Papers.	Residents/Local Organisations	CMM	Monthly		
Community	Community Driven Event Trails	Support promotion of third party locally organised events e.g. Advent Windows, Halloween Trail, Virtual Car Show - Interactive Event Maps	Residents/Local Organisations	CMM/CSM	As required		
Community	Create Debate	Gather views from residents about key strategic priorities including Environment, Sustainability, Planning Developments, Policing, Health, etc using survey tools (Detailed or pop-up). (New Corporate Strategy consultation). In addition, provide opportunity at events for gathering views from people who might not engage with us via the more traditional channels.	Residents	CMM	Annual/6 monthly		
Community	Community Campaign Support	Provide promotional support for community led campaigns i.e. Step Free Access/Bedford Commuters Association, Big Beds Clean Up, etc	Residents	CORSM/CMM	As required		

Community	Youth Council/Committee	Recruit young people to represent local community on the Youth Council working with 4YP and local schools. Publicise meetings and outcomes	Residents	CSM/CMM	As required		
Community	Strategy Consultation/ Working Group Involvement	Recruit interested individuals/organisations to get involved with any Working Groups set up by the Council which are looking for external expertise and advice	Residents/ Businesses	CORSM/CMM	As required		Promotion of community involvement in Neighbourhood Plan featured in Winter edition of Flitwick Papers. Next steps to be featured in Spring edition. Further action as and when required for new working groups
Community	Community Projects Working Groups	Recruit local people to join community working groups set up by FTC for community projects such as Christmas Lights Working Group, Community Awards Judging Panel, etc	Residents/ Businesses	CSM/CMM	As required		Action when working groups required
Community	Increase awareness and promote volunteering opportunities with groups and local organisations in Flitwick	Recruitment to Local Voluntary Groups e.g.. Patient Panel, Neighbourhood Watch, Flitwick Combined Charities Trustees	Residents	CORSM/CMM	As required		
Community	4YP Activity	Work together to develop support and activities young people want and need and promote the opportunities 'Designed by You'. Launch of Youth Council	Residents	CSM/CMM	Monthly		
Community	Local clubs, groups and organisations provided with the opportunity to share with the public on how to get involved in their group	What's on Your Doorstep' event - annual exhibition at The Rufus Centre where residents find out more about the opportunities offered by different groups and how they can get involved.	Residents	CMM/CSM	Annual		2022/23 - initial planning/feasibility of event discussions
Business/ Community	Building the Business Directory	Contact local businesses (direct + virtual) to encourage them to be included in the Business Directory. Explore regular feature to spotlight individual businesses - Flitwick Papers. Working with Flitwick Business Group when active again.	Businesses	CMM/CSM	Bi monthly		

KEY

	Ongoing
	In process
	Not started

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **February 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
31 st Jan	Community	Big Knit at Flitwick Market 4 th Feb	Social media, website, flyers
	Community	Wool donations – we need your help	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Come and see us at Flitwick Market 4 th Feb	Social media
	Community	Community Engagement Morning – multi agency 4 th Feb	Social media, website, noticeboards, flyers
	Community	Dance Fitness – Thursday class push	Social media, website, noticeboards, flyers
	Community	Over 60's Lunch Club – 8th Feb menu, everyone welcome	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any agenda highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Virtual offices push	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
7 th Feb	Community	Family Fun Day 11 th June – stall/food court online bookings open	Social media, website, noticeboards, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Forget Me Not Group Feb meeting – 14 th Feb Valentine's theme	Social media, website, noticeboards, flyers
	Community	Committee Meeting 1 st Feb – any outcome highlights of public interest	Social media

	Business/Community	Comedy Night push – 5 th March	Social media, website, flyers, noticeboards, What's On listings
	Business	First exhibition of the year – Antiques Fair - Rufus Centre promotion – perfect exhibition and fair venue	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Committee Meeting 10 th Feb – any agenda highlights of public interest	Social media
	Planning	Neighbourhood Plan – next steps following promotion for residents to get involved	Social media, website
	Town Council	Outcome of Casual Vacancy for Councillor – period ending for interest 1 st Feb	Social media, website
14 th Feb	Community	Men's Club – drop in – first session free	Social media, website, flyers, noticeboards
	Community	Manor Park new footpath – P3 work progress with images	Social media, website
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Explore Flit Valley Walk this half term	Social media, website, new Flit Valley leaflet
	Community	Beds Police Bike Marking session 17th Feb	Social media, website, flyers, noticeboards
	Community	Come and see us at Flitwick Market 18 th Feb	Social media, website
	Business/Community	Lionel Richie Tribute Night – 23 rd April on sale now	Social media, website, flyers, noticeboards, What's On listings
	Business	New inclusive Wedding package	Social media, website, flyers, online platforms
	Business	Valentine's treats in the Rendezvous Café	Social media, website, flyers
	Business	Committee Meeting 10 th Feb – any outcome highlights of public interest	Social media
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Bring the family to Rendezvous Café this half term	Social media, website

	Planning	Committee Meeting 17 th Feb – any agenda highlights of public interest	Social media
	Town	Town Council Meeting 15 th Feb– any agenda highlights of public interest. Public welcome to attend a	Social media
	Town	Chat to a Councillor session at Flitwick Market 18 th Feb	Social media, website
	Town	Murder Mystery Afternoon Tea – in aid Town Mayor’s charities still chance to book	Social media, website, noticeboards, flyers, What’s On listings
21 st Feb	Community	Painting Circle – spaces available	Social media, website, flyers, noticeboards,
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website
	Community	Eyes down for bingo – 25 th Feb	Social media, website, flyers, noticeboards
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Tenant Vacancies – further push – highlight any success – welcome new tenants	Social media, website, flyers, online platforms, Bedfordshire Chamber of Commerce
	Town Council	Committee Meeting 15 th Feb – any outcome highlights of public interest	Social media
28 th Feb	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – share activities that have taken place	Social media, website, flyers, noticeboards
	Business	Friday Nights@Rendezvous – survey outcome – next events planned	Social media, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

Note:

Timings to be confirmed once additional information received for the following:

Community:

Green Wheel

Queen’s Green Canopy – Tree planting/resident trees initiative

Planning:

Speedwatch update/training session completed?

Business:

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

Committee meeting agenda highlights/outcomes – content dependent on agenda items

This an evolving document. There will be activities for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities. In addition, some activities may move w/c allocation. Each time this document is an agenda item for a committee meeting it will have the latest version.

V2

Community Services Financial Summary YTD

01 April - 31 December 2021

	Income to 31/12/21	Budget Set for 21/22	% Budget Achieved			Expenditure to 31/12/21	Budget Set for 21/22	% Budget Spent	
Community Services	£ 56,945	£ 47,850	119%	GREEN		£ 304,030	£ 431,085	71%	AMBER

Supporting reports included alongside this report:

- Rialtas Income and Expenditure Report for Community Services

Items of note

- **4016/311:** Business rates for Youth Hub fully paid for 21/22 - no further spending expected
- **4091/305:** Spend on skate park covered by S106 monies received. £223 of funds received remaining.
- **313:** £10k budget set for all Community Events (except Christmas Lights). No separate budgets set for individual events
- **1119/301:** Higher than expected income from rechargeable burial ground items. 22/23 budget review to take this into account.
- **1014/302:** Phone Mast annual income fully received at £4500.
- **1010/305:** Higher than expected income received for Football Pitch Hire
- **4140/311:** Inflated spend on maintenance contracts for Youth Hub.
- Full budget review on all Community Cost Centres currently underway, Committee to be updated in due course.
- **4082/305** Millennium Park Grant of £11,000 received under 1177/110 contras this overspend. Actual budget remaining £3,902
- **1070/303:** Local Amenities income expected exceeded due to Manor Park Rural Payments Agency receipt of £6,572 in Dec 21.

<u>Tolerances</u>		
Income	0% to 24%	achieved against budget = RED
	25% to 74%	achieved against budget = AMBER
	75% to 100%+	achieved against budget = GREEN
Expenditure	0% to 74%	spent against budget = GREEN
	75% to 99%	spent against budget = AMBER
	100%+	spent against budget = RED

Community Services Rolling Capital Fund (RCF) Report

01 April - 31 December 2021

RCF Code		Description	Committee	Minute Ref	Budget Committed	Spend to date	Overspend Funded by Central RCF	RCF Commitment Remaining			
4212	110	PROJ - Country Park RCF	Community	None	£ -	£ -	£ -	£ -	0%		No amounts have been committed for this project.
4215	110	PROJ - Flit Valley Walk RCF	Corporate & Community	None	£ 2,000	£ 2,600	£ 600	£ -	0%		Greensands grant of £2,405 received (1177/110) in addition to stated budget
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 13,600	£ -	£ 6,400	32%	Green	
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ -	£ -	£ 28,000	100%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl)
4804	110	PROJ - Gym Equipment RCF	Community	None	£ -	£ -	£ -	£ -	0%		NO LONGER ACTIVE - match funded so RCF not required
4806	110	PROJ - Wildflower Meadows RCF	Community	821f	£ 1,240	£ 1,465	£ 225	£ -	0%		Overspend to be funded by central RCF
4808	110	PROJ - Manor Park Fencing RCF	Community	730e	£ 15,450	£ 14,000	£ -	£ 1,450	9%	Green	
4810	110	PROJ - Play Equip Repairs 21/22	Community	892e 5150i	£ 15,907	£ -	£ -	£ 15,907	100%	Green	
4812	110	PROJ - War Memorial Clean 21/22	Community	5152b	£ 858	£ 858	£ -	£ -	0%		
4813	110	PROJ - Xmas Tree & Works 21/22	Community	5164 a i	£ 5,926	£ 1,195	£ -	£ 4,731	80%	Green	
4814	110	PROJ - Town Noticeboards 21/22	Community	718 a	£ 620	£ -	£ -	£ 620	100%	Green	
4815	110	PROJ - Xmas Lights Event 2021	Community	5164 a l	£ 1,100	£ -	£ -	£ 1,100	100%	Green	
4816	110	PROJ - Manor Park Gates RCF	Community	708c 5091b	£ 19,472	£ 17,753	£ -	£ 1,719	9%	Green	
4817	110	PROJ - Village Hall Barriers RCF	Community	928g	£ 600	£ -	£ -	£ 600	100%	Green	RCF to be confirmed (+ £300 S106 & up to £1k Village Hall Comm Funds)

Community Services Committee Report

01-31 December 2021

		01-31 December 2021	
		Income	Expenditure
1178/300, 4001/300, 4002/300	Staff Costs	£ -	£ 21,671
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs	£ -	£ 534
1004/301, 1013/301, 1033/301, 1119/301, 4015/301, 4068/301, 4069/301, 4088/301	Burial Grounds	£ -	£ 184
1005/302, 1014/302, 4015/302, 4072/302, 4088/302	Allotments	£ 1,341	£ 22
1070/303, 1177/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4116/303, 4118/303, 4128/303, 4132/303, 4140/303, 4700/303	Local Amenities¹	£ 15,182	£ 1,007
1010/305, 1012/305, 1177/305, 1180/305, 1191/305, 4075/305, 4082/305, 4091/305, 4122/305	Play Areas	£ 417	£ 156
4096/306, 4097/306	Street Lighting	£ -	£ 191
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 170	£ 695
1041/311, 4049/311	Youth Activities	£ -	£ 11,934
1038/312, 1039/312, 1046/312, 1120/312, 1122/312, 1129/312, 1146/312, 1147/312, 1171/312, 4556/312, 4558/312, 4611/312, 4612/312, 4621/312, 4625/312, 4553/312	Community Activities (312)	£ 225	£ 384
1042/313, 1051/313, 1052/313, 1072/313, 1127/313, 1128/313, 1130/313, 1145/313, 1164/313, 1165/313, 1166/313, 1169/313, 4000/313, 4036/313, 4040/313, 4043/313, 4138/313, 4141/313, 4200/313, 4201/313, 4203/313, 4204/313, 4503/313, 4530/313, 4533/313, 4540/313, 4550/313, 4551/313, 4612/313, 4618/313, 4619/313, 4622/313	Community Events (313)	£ 46	£ 11,101
4009/300, 4103/313	Other Costs²	£ -	£ 94

2021/22 Year to date									
Income	Budget	% Budget Achieved			Expenditure	Budget	% Budget Spent		Comments
£ 4,204	£ -	N/A			£ 198,365	£ 266,255	75%	Green	
£ -	£ -	N/A			£ 10,922	£ 17,958	61%	Green	
£ 12,433	£ 18,000	69%	Amber		£ 2,497	£ 7,700	32%	Green	
£ 7,136	£ 8,000	89%	Green		£ 2,420	£ 5,850	41%	Green	
£ 21,999	£ 2,000	1100%	Green		£ 9,848	£ 27,050	36%	Green	Income exceeded by Manor Park Rural Payments Agency
£ 3,371	£ 1,850	182%	Green		£ 3,920	£ 7,500	52%	Green	
£ -	£ -	N/A			£ 3,448	£ 3,500	99%	Amber	
£ 195	£ 500	39%	Amber		£ 9,286	£ 12,572	74%	Green	
£ 127	£ 15,000	1%	Red		£ 34,502	£ 41,200	84%	Amber	
£ 2,693	£ -	N/A			£ 1,459	£ -	N/A		
£ 4,788	£ 2,500	192%	Green		£ 27,563	£ 30,000	92%	Amber	
£ -	£ -	N/A			£ 608	£ 11,500	5%	Green	

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

² Includes Health & Safety, FTC Internal Hire

Tolerances		
Income	0% to 24%	achieved against budget = RED
	25% to 74%	achieved against budget = AMBER
	75% to 100%+	achieved against budget = GREEN
Expenditure	0% to 74%	spent against budget = GREEN
	75% to 99%	spent against budget = AMBER
	100%+	spent against budget = RED

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES - Community							
1178 COVID 19 FURLOUGH SUPPORT	0	4,204	0	(4,204)			0.0%
CORE SERVICES - Community :- Income	0	4,204	0	(4,204)			
4001 SALARIES AND WAGES	21,671	198,086	265,755	67,669		67,669	74.5%
4002 UNIFORM	0	279	500	221		221	55.8%
4005 VEHICLE - MAINTENANCE	0	585	2,000	1,415		1,415	29.3%
4006 FUEL	0	3,941	6,500	2,559		2,559	60.6%
4008 Truck Insurance	0	2,020	2,100	80		80	96.2%
4009 HEALTH & SAFETY	94	608	500	(108)		(108)	121.6%
4013 PROJ Library Office RCF	0	(808)	0	808		808	0.0%
4063 TRUCK REPAYMENTS	534	4,376	7,358	2,982		2,982	59.5%
CORE SERVICES - Community :- Indirect Expenditure	22,298	209,086	284,713	75,627	0	75,627	73.4%
Net Income over Expenditure	(22,298)	(204,882)	(284,713)	(79,831)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	0	8,336	15,000	6,664			55.6%
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1033 DONATIONS RECEIVED	0	300	0	(300)			0.0%
1119 Burial Grounds Income VATABLE	0	3,797	2,000	(1,797)			189.8%
BURIAL GROUNDS - Community :- Income	0	12,433	18,000	5,567			69.1%
4015 UTILITIES	24	64	150	86		86	42.5%
4068 Burial Ground NO VAT	0	170	1,000	830		830	17.0%
4069 Burial Ground VATABLE	0	664	4,000	3,336		3,336	16.6%
4088 PORTALOO HIRE	160	1,600	2,550	950		950	62.7%
BURIAL GROUNDS - Community :- Indirect Expenditure	184	2,497	7,700	5,203	0	5,203	32.4%
Net Income over Expenditure	(184)	9,936	10,300	364			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	1,341	1,802	3,500	1,698			51.5%
1014 PHONE MAST INC (STATION RD)	0	5,333	4,500	(833)			118.5%
ALLOTMENTS - Community :- Income	1,341	7,136	8,000	864			89.2%
4015 UTILITIES	0	203	600	397		397	33.9%
4072 ALLOTMENTS/MAINTENANCE	22	560	2,700	2,140		2,140	20.8%
4088 PORTALOO HIRE	0	1,656	2,550	894		894	64.9%
ALLOTMENTS - Community :- Indirect Expenditure	22	2,420	5,850	3,430	0	3,430	41.4%
Net Income over Expenditure	1,319	4,716	2,150	(2,566)			

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1070 MANOR PARK (Rural Paymt Agent)	6,572	6,639	2,000	(4,639)			331.9%
1177 GRANTS RECEIVED	8,610	15,360	0	(15,360)			0.0%
LOCAL AMENITIES - Community :- Income	15,182	21,999	2,000	(19,999)			1099.9%
4078 Planting/Weeding/Trees Maint	0	2,144	3,000	856		856	71.5%
4084 PLANT & EQUIP-PURCHASE	0	0	2,500	2,500		2,500	0.0%
4085 PLANT & EQUIP-MAINTENANCE	0	789	4,000	3,211		3,211	19.7%
4110 TREE MAINTENANCE	0	650	2,500	1,850		1,850	26.0%
4111 PITCH MAINTENANCE - Hinksley R	116	116	1,000	885		885	11.6%
4115 Grass Cutting (Flitwick)	0	183	750	567		567	24.4%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000		4,000	0.0%
4118 BINS AND SEATS	0	0	500	500		500	0.0%
4128 WASTE DISPOSAL	0	768	6,300	5,532		5,532	12.2%
4132 BUILDING MAINTENANCE	552	1,693	2,500	807		807	67.7%
4140 MAINTENANCE CONTRACTS	0	1,231	0	(1,231)		(1,231)	0.0%
4700 FLITWICK MANOR PARK	340	2,273	0	(2,273)		(2,273)	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	1,007	9,848	27,050	17,202	0	17,202	36.4%
Net Income over Expenditure	14,175	12,150	(25,050)	(37,200)			
305 PLAY AREAS - Community							
1010 Rufus Centre Field Hire	0	1,227	500	(727)			245.4%
1012 Millennium Park Hire	417	417	0	(417)			0.0%
1177 GRANTS RECEIVED	0	1,727	0	(1,727)			0.0%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
1191 MISC INCOME	0	1	0	(1)			0.0%
PLAY AREAS - Community :- Income	417	3,371	1,850	(1,521)			182.2%
4075 PLAY AREA/REPAIRS & MAINT.	10	1,733	4,500	2,767		2,767	38.5%
4082 Millennium Park (Inc CCTV)	0	460	0	(460)		(460)	0.0%
4091 SKATE PARK MTCE - USE 4075	0	1,154	0	(1,154)		(1,154)	0.0%
4122 CHANGING ROOMS - HINKSLEY	146	573	3,000	2,427		2,427	19.1%
PLAY AREAS - Community :- Indirect Expenditure	156	3,920	7,500	3,580	0	3,580	52.3%
Net Income over Expenditure	261	(549)	(5,650)	(5,101)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	191	1,575	2,500	925		925	63.0%
4097 Street Lighting Maintenance	0	1,873	1,000	(873)		(873)	187.3%
STREET LIGHTING - Community :- Indirect Expenditure	191	3,448	3,500	52	0	52	98.5%
Net Expenditure	(191)	(3,448)	(3,500)	(52)			

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES - Communi							
1035 The Hub Hire	170	195	500	305			39.0%
1041 YOUTH ACTIVITIES	0	127	15,000	14,873			0.8%
YOUTH HUB/ACTIVITIES - Communi :- Income	170	322	15,500	15,178			2.1%
4001 SALARIES AND WAGES	171	1,528	2,000	472		472	76.4%
4015 UTILITIES	383	2,114	2,300	186		186	91.9%
4016 BUSINESS RATES	0	2,395	2,422	27		27	98.9%
4049 YOUTH ACTIVITIES	11,934	34,502	41,200	6,698		6,698	83.7%
4132 BUILDING MAINTENANCE	42	933	4,000	3,067		3,067	23.3%
4138 EQUIPMENT	0	11	1,000	989		989	1.1%
4140 MAINTENANCE CONTRACTS	99	2,305	850	(1,455)		(1,455)	271.2%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	12,629	43,788	53,772	9,984	0	9,984	81.4%
Net Income over Expenditure	(12,459)	(43,466)	(38,272)	5,194			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	0	196	0	(196)			0.0%
1120 KEEP FIT / Dance Fitness	48	877	0	(877)			0.0%
1122 MENS CLUB	131	260	0	(260)			0.0%
1129 Community Bingo	4	71	0	(71)			0.0%
1146 OLDER PEOPLE - Events	42	279	0	(279)			0.0%
1171 LUNCH CLUB	0	1,011	0	(1,011)			0.0%
COMMUNITY ACTIVITIES - Communi :- Income	225	2,693	0	(2,693)			
4556 OLDER PEOPLE - Events	137	137	0	(137)		(137)	0.0%
4558 KEEP FIT / Dance Fitness	17	688	0	(688)		(688)	0.0%
4611 Community Bingo	51	264	0	(264)		(264)	0.0%
4612 MENS CLUB	129	129	0	(129)		(129)	0.0%
4621 LUNCH CLUB	51	208	0	(208)		(208)	0.0%
4625 FORGET ME NOT GROUP	0	34	0	(34)		(34)	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	384	1,459	0	(1,459)	0	(1,459)	
Net Income over Expenditure	(159)	1,234	0	(1,234)			
313 COMMUNITY EVENTS - Community							
1052 Comedy Event - Community	0	557	0	(557)			0.0%
1072 COMMUNITY Events Income	0	109	0	(109)			0.0%
1127 Flitwick Fun Day	0	3,773	0	(3,773)			0.0%
1128 CARNIVAL - Income	0	(393)	0	393			0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1130 Christmas Lunch - OLDER People	0	507	0	(507)			0.0%
1164 Christmas Market	46	333	0	(333)			0.0%
1165 Christmas Lights EVENT	0	(100)	2,500	2,600			(4.0%)
COMMUNITY EVENTS - Community :- Income	46	4,788	2,500	(2,288)			191.5%
4000 COMMUNITY EVENTS BUDGET	0	0	10,000	10,000		10,000	0.0%
4036 CIVIC SERVICE	0	100	0	(100)		(100)	0.0%
4043 REMEMBRANCE EVENT	0	250	0	(250)		(250)	0.0%
4103 FTC Internal Hire	0	0	11,000	11,000		11,000	0.0%
4200 Christmas Lights Installation	5,594	13,704	20,000	6,296		6,296	68.5%
4201 Christmas Market	210	210	0	(210)		(210)	0.0%
4203 Festive Fun	0	108	0	(108)		(108)	0.0%
4204 Barclays Christsmas Tree	3,955	4,539	0	(4,539)		(4,539)	0.0%
4530 Christmas Lights EVENT - USE 4	292	402	0	(402)		(402)	0.0%
4533 Comedy Event - Community	0	188	0	(188)		(188)	0.0%
4540 Christmas Lights EVENT	1,006	2,895	0	(2,895)		(2,895)	0.0%
4551 Flitwick Fun Day	5	4,131	0	(4,131)		(4,131)	0.0%
4618 COMMUNITY Events Expense	38	1,011	0	(1,011)		(1,011)	0.0%
4622 JUBILEE Event 2022	0	24	0	(24)		(24)	0.0%
COMMUNITY EVENTS - Community :- Indirect Expenditure	11,101	27,563	41,000	13,437	0	13,437	67.2%
Net Income over Expenditure	(11,055)	(22,775)	(38,500)	(15,725)			
COMMUNITY SERVICES :- Income	17,381	56,945	47,850	(9,095)			119.0%
Expenditure	47,973	304,030	431,085	127,055	0	127,055	70.5%
Movement to/(from) Gen Reserve	(30,592)	(247,085)					
Grand Totals:- Income	17,381	56,945	47,850	(9,095)			119.0%
Expenditure	47,973	304,030	431,085	127,055	0	127,055	70.5%
Net Income over Expenditure	(30,592)	(247,085)	(383,235)	(136,150)			
Movement to/(from) Gen Reserve	(30,592)	(247,085)					



Flitwick Town Council

Officers Update – Community Services 1st February 2022

1. **Period Poverty**

The Community Services Manager has spent time researching period poverty within Flitwick. Although there is very limited information and data available to know if this is an issue for people within Flitwick, the following information has been sourced:

- Free sanitary products for youth are available from Woodlands Middle School, Redborne Upper School, local collages, The Hub, local sports groups and direct from the Always website.
- Adults who have access to food banks receive free sanitary products within their food packages.
- Morrison offer free sanitary products within all stores.

2. **Welcome Back Fund**

Flitwick Town Council was advised of additional funding available from Central Bedfordshire Council from the Welcome Back Fund. The project quotes and projects must be in place or completed by 31st March 2022.

The SMT discussed various options that were available and that could be delivered within the short time span. We selected to have Jubilee Bunting installed along Franklin House, Brookes Road Shops, on Barclays Bank, along the Russell Centre and round the vape shop, leading to Flitwick Florists. There will also be 12 Jubilee flags installed on the lampposts around the Tesco roundabout and the High Street roundabout.
See Appendix 001

3. **Domestic Abuse Responder Training**

The Community Services Manager has attended a two-day Domestic Abuse Responder training course. The course covered a range of topics including the different types of abuse, barriers that stop people leaving an abusive relationship and how support can be offered.

The training will support the registration of The Rufus Centre being a 'Safe Space'.

4. The Hub Well-being Drop in Sessions

It was resolved at Community Services in 2021 to commission 4YP to deliver a Well-being drop in session from The Hub, one day per week for young people.

The last Well-being drop in session will take place at The Hub on Tuesday 29th March, these will not continue for 2022/23.

5. Stitchers and Big Knit Donation

The Stitchers and Big Knit groups have been busy making donations for SMART, a charity supporting homeless people across Bedfordshire.

On Tuesday 25th January, The Community Services Team were able to deliver:

46 scarves
24 large Blankets
32 Gloves
5 pairs of socks
1 jumper
4 waste coats
2 ponchos

6. Queens Green Canopy

The application to CBC for a grant for tree planting has been submitted. The application was for £1750 for a mixed variety of trees and hedgerow for the sites confirmed at the January Community Services Committee.

The Flitwick Gardeners Association, Youth Rangers and the Parish Paths Partnership (P3) Group have all offered their support as volunteers to assist with planting.

To date no further correspondence has been received from CBC with regards to the additional sites.

7. Manor Park

Officers have been working on a plan to control the ragwort within Manor Park this coming spring, approval has been granted from Natural England to carry out this work.

The Public Realm Team are currently working on repairing fencing between the two back paddocks of Manor Park so that grazing can be restricted to just one field. This will free up access for users of the park whilst grazing is taking place.

The P3 group have made a start on reinstating the footpath alongside the road. It is hoped that the footpath will be completed by the summer. Members

of the Public Realm Team have been assisting and will continue to work with the group.

Planning permission has been granted for the Heritage works at Manor Park. documents are being prepared to go out to tender for the building works. Tree and scrub clearance will start within the next couple of months. We will ensure this is communicated with residents, so they are fully aware of what is going on.

8. Community Support

The Community Services Manager has recently met with two new Safer Neighbourhood Officers from the Safer Central Team. The Safer Neighbourhood Officers can support with low level ASB, they plan to be visible within Flitwick by doing foot patrols and visiting areas of concern.

Flitwick has a new PC and PCSO.

PC Lynsey Dagley and PCSO Sarah Carne will be covering Flitwick, Ampthill and surrounding villages.

PCSO Sarah Carne has organised a 'Bike Marking' afternoon at Flitwick Village Hall on Tuesday 17th February. The aim of the project is to reduce bike theft as well as giving young people the opportunity to engage with the local police team.

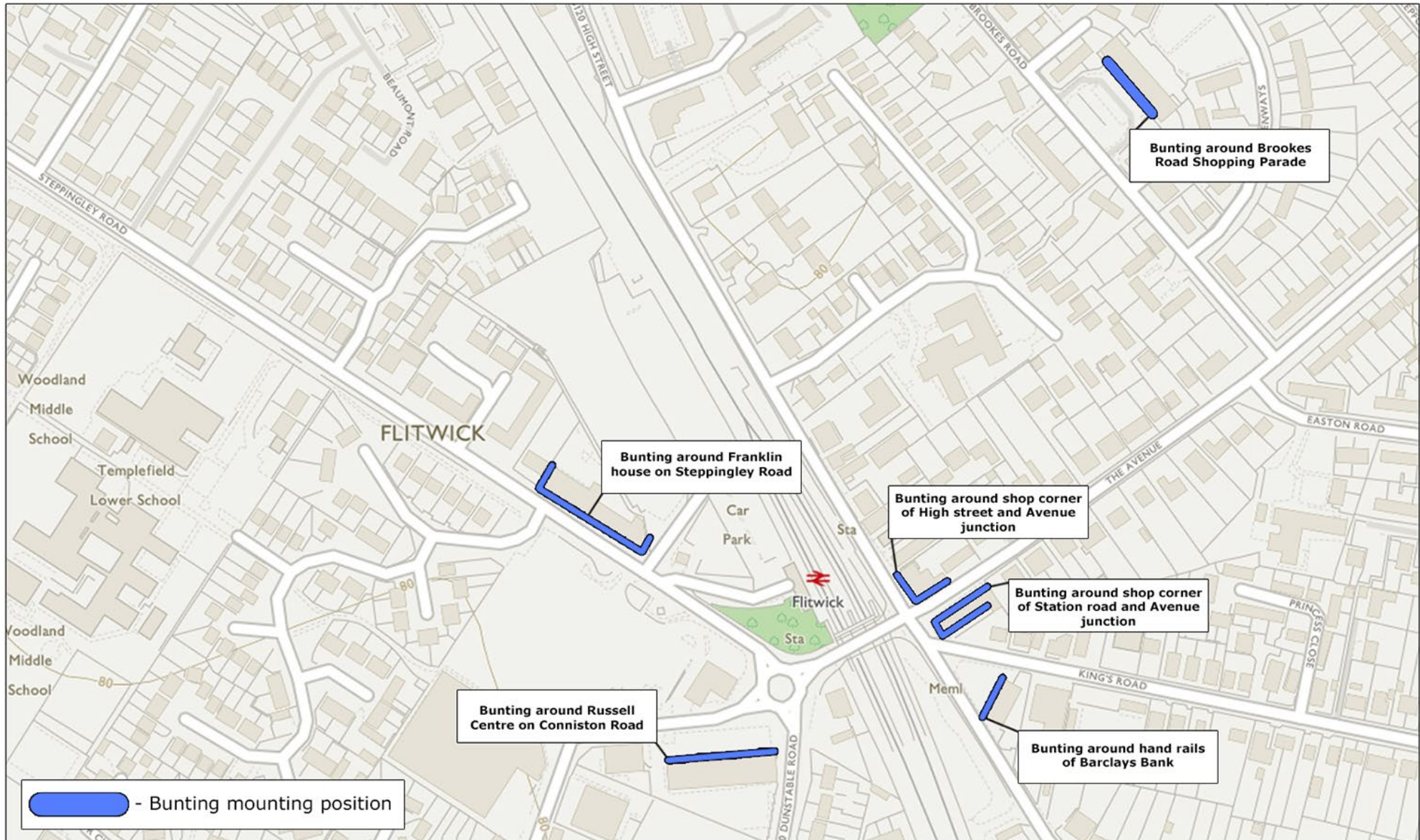
9. The Hub

The Public Realm team have been busy building vegetable planters for The Hub as part of the refurbishment project. These have now been installed and the young people are looking forward to growing their own vegetables and herbs over the spring/summer months.



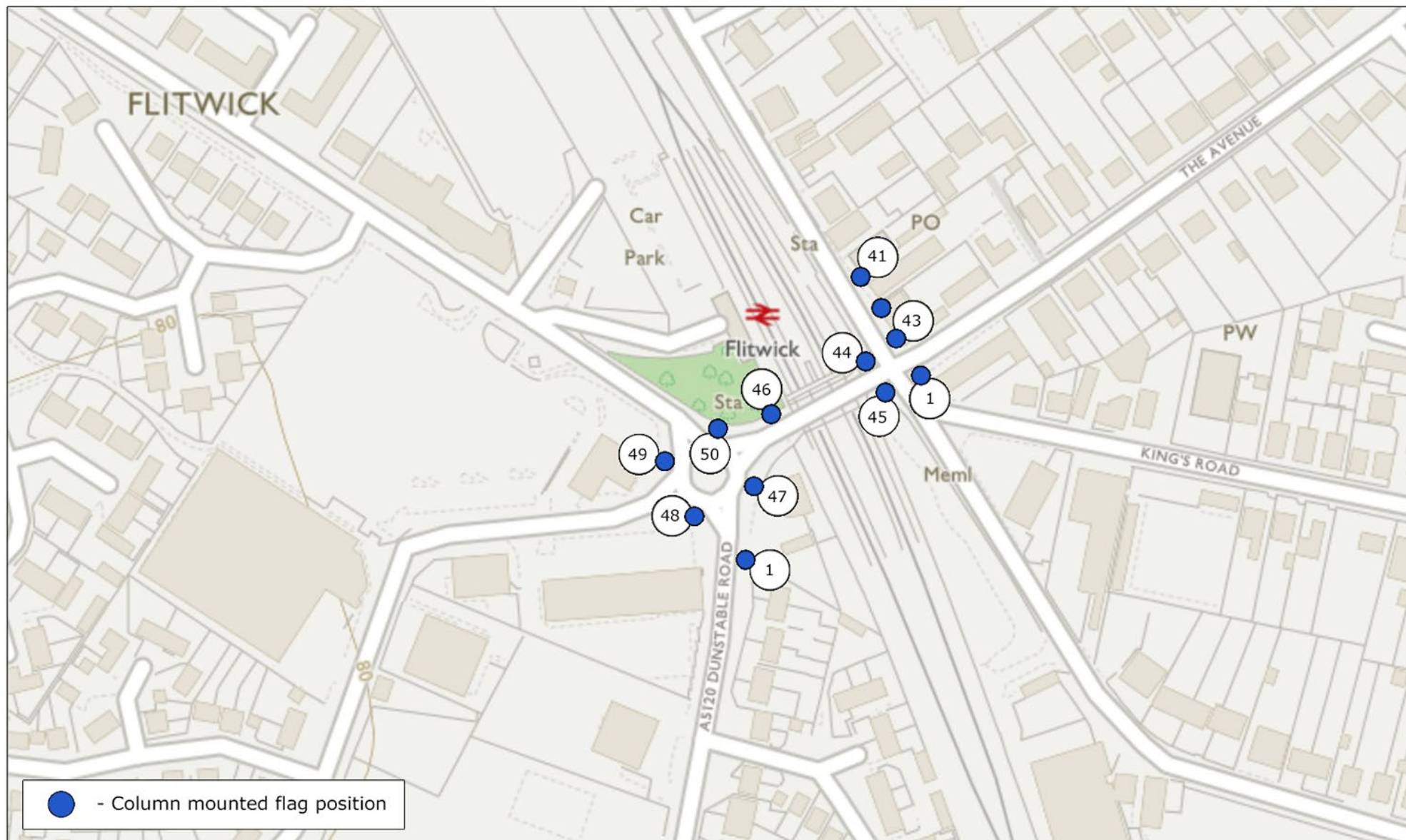
Flitwick Town Council 2022

Platinum Jubilee Bunting Layout Map



Flitwick Town Council 2022

Platinum Jubilee Flag Column Layout Map



Good afternoon

We would like to make you aware, that we propose to reduce the size of the shared hedge that runs along the length of our property Ellenshaw Court and the Recreation Ground/Scout Hut so that it is more manageable and is not an eyesore. We have received numerous complaints from several of the residents at Ellenshaw Court regarding the state of the hedge.

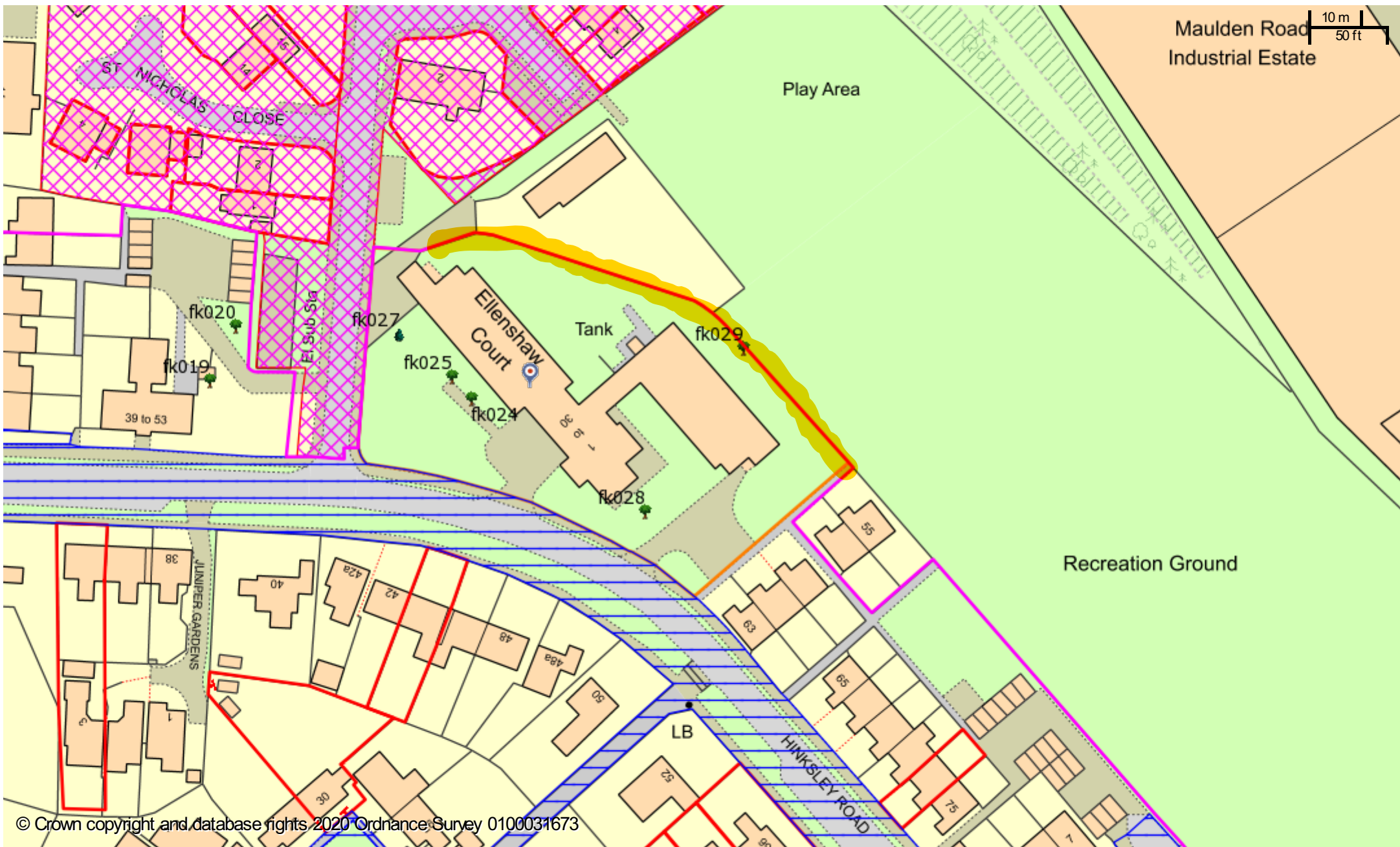
This hedge is a shared hedge between ourselves and FTC, and has become very tall and unmanageable. We will cover the costs to have the hedge reduced in height across the entire width/length of the hedge but we will not be trimming the sides of the hedge on the Recreation Ground/Scout Hut side. We are anticipating that the contractor will be undertaking the work towards the end of February, well in time before nesting season. Our residents have been advised that the hedge will be reduced in size and will be more manageable, however it will be at a good height to ensure their security and privacy from users of the Recreation Ground on the other side of the hedge.

I have attached a map of the area, and have coloured the area where the hedge is, for ease of reference.

We trust that this is order, should you have any further queries, please do not hesitate to contact us.

Kind regards

Andrea



Title
SubTitle
Scale: 1:1000
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Delivery Plan 2021-22 - Strategy Deliverables

Main Tasks agreed in bold Checklist items relating to main headings in italics

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Revisit maximising town centre for community benefit	Community	CSM/ ESM	2024-25		<i>Barclays building and frontage now purchased. Residents satisfaction survey will seek public views on how best to improve the frontage space. SMT discussed ideas for events including weekend markets and seating. Further improvements to be revisited once station interchange complete. Works will be ongoing to throughout the duration of the strategy.</i>
Develop plan for the Country Park	Community	ESM	2024-25		<i>Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design.</i>
<i>1. Tender planning service for Country Park</i>	Community	ESM	2022		<i>See above.</i>
Develop a plan around health, wellbeing and safety needs and actions - explore current challenges and gaps around health (e.g. healthy eating NOT service provision), wellbeing and safety for residents, look at existing solution and promote/work with providers and understand any remaining gaps for FTC to plug and develop a plan to do so. Include consideration of risks to most vulnerable groups and depth of impact not purely scale. To consider: community safety, social isolation & loneliness, healthier lifestyles & food poverty, home safety (incl. water & fire safety). Look to utilise the Council's assets and resources to benefit the most vulnerable.	Community	CSM	2025		<i>Investigation into Period Poverty has taken place and has been fed back to Committee. Support around increased energy costs will be made available to residents. Ongoing research will be completed as and when needed.</i>
Look at opportunities to work with CBC to extend CCTV services - and where financially viable, introduce a monitoring service that will deter crime.	Community	ESM / TC	2022		<i>Progressing discussions with CBC in line with vision to extend CCTV in the town.</i>

Develop a prioritised plan for improving arts and cultural provision	Community	CSM	2022		<i>A report has been submitted to Community Services to consider allocating Section 106 funding to instruct a consultant.</i>
<i>1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.</i>	Community	CSM	2023		
<i>2. Look at working with artist/collective to do community engagement around arts in Flitwick - create draft brief for further discussion at Committee, look at S106 funding to cover costs of engagement and potential outputs, use outputs to inform longer term approach to arts, heritage and culture and build out longer term plan deliverables, reframe public arts Working Group as 'Arts, Heritage & Culture WG'.</i>	Community	CSM	2023		
Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan	Community	CSM / ESM	2025		<i>Gym equipment installed in Millennium Park and Hinksley Road. Currently provide Football Pitch hire at the Rufus Centre and Hinksley Road. Skate Park community is evolving due to the recent Olympics, investigation into improving the facility. We will look to review expansion of all facilities we provide.</i>
<i>1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.</i>	Community	CSM / ESM	2025		
<i>2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.</i>	Community	CSM / ESM	2025		
Ensure access to Flitwick's heritage and current contributions via walking trails and online alternatives	Community	CMM / ESM	2022-25		<i>Flit Valley walk leaflet on the website and printed.</i>
<i>1. Ensure Flitwick's heritage is accurately recorded and made more accessible to all. Look at online content on the website that captures the Town's look, memories and history.</i>	Community	CMM	2022-25		<i>History page on the website and continues to be developed.</i>
<i>2. Look at possibility of tree trail and / or environmental trail.</i>	Community	ESM	2023		<i>No resolution for this.</i>

3. Use the Map template on the FTC website to create an online trail around town that would feature many elements of local history.	Community	CMM	2022		Proposal approved at Corporate Dec 2021 - the scope being investigated and Cllr Blazeby bringing a proposal to Corporate in Spring 2022. Link to Phil Thompson's book on website.
4. Use the Map template on the FTC website to create an online tree trail that would feature many and different types of trees across the town. Consideration to be given to audio clips of a 'tree authority' providing a description.	Community	CMM			No resolution for this.
Develop and publish Public Realm standards - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
Progress improvements under the Manor Park Historic Parkland Project	Community	ESM	2022-25		Planning permission obtained. Been through tender process for the Parkland Management Plan but as only had one, down to RPA if need to go back out to tender or can progress with one quote. Once decided, take about 1 year for Plan to be created.
Produce a Biodiversity Statement - to define how the Council will meet its statutory obligation	Community				To be actioned after Environmental Audit.
1. Gather data	Community				
2. Discuss approach	Community				
3. Draft statement	Community				
4. Statement approved by Council	Community				
Environmental Audit	Community	ESM	2022		Audit Policy approved at Council 18.1.22. Quotes being sought from independent contractor. Action plan will follow audit process.
Lobby to ensure homelessness in the town is addressed	Community	CSM	2025		Set up Street Links and will remain ongoing as and when it becomes an issue.

Committee Priorities 2022

Tasks	Lead	Target Date	Status (RAG)	Notes
<u>Community Services</u>				
1. Manor Park Plan	ESM	2022		To complete heritage work (Planning Permission granted 25.1.22) and to get new Parkland Management plan finalised. Been through tender but as only had one, down to RPA if need to go back out to tender or can progress with one quote. Once decided, take about 1 year for Plan to be created.
2. Country Park	ESM/TC	2024-25		Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design.
3. Barclays Frontage	ESM/CSM	2022		SMT discussed on 11.1.22 what direction to take with this priority. It was agreed that markets and seating were good ideas but for Officers to liaise with Cllr CT about this. CSM is sorting out a metered electricity supply. A direction from members is required regarding community engagement on this space.
4. Green Agenda	ESM	2023		Green canopy - applying for funding from CBC, anticipated successful, looking to plant in March. Wildflowers work begin later in the year.
5. Community Services work including CCTV in line with interchange work.	ESM/CSM	2022		Progressing discussions with CBC in line with vision to extend CCTV in the town.
<u>Business Services</u>				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Development of a Business Plan	TC/DTC	May-22		Rufus steering group meeting to be arranged following decision to not recruit Business Manager.
3. Install a disabled toilet that is compliant with regulations	CFL	2022		Quote approved BSC 13.1.22. Waiting for contractor to send start date. It has been explained this matter is urgent.
4. Investigate options and viability for an online booking system	CMM/DTC	Mar-22		Meeting held between Officers and Cllrs IB/AS 6.1.22. Further investigations being done and meeting will reconvene.
<u>Corporate</u>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Flitwick heritage content for website	CMM	Apr-22		Committee approved proposal from Cllr IB to 'create an online window on Flitwick's Heritage'. Initial scoping of this project is being done and a proposal on this will be presented in Spring. The website copy about Flitwick heritage will be built on.
3. Business continuity plan to be tested through scenarios	DTC	2022		Committee discussing at January meeting.
4. Finalise local organisation leases	DTC	Apr-22		Draft leases sent to RBL, Guides and Sea Cadets. No meetings in the diary to discuss lease terms as Officers waiting for a response from these groups. Officers have re-contacted the groups to check receipt of draft lease - they are arranging their own meetings to discuss them and will come back to us. Sea Cadets have quite a few different organisations to pass the lease through which will slow the process down. RBL are meeting end of Feb and will meet with us after. Solicitor was instructed the day after the Dec Corporate meeting to draft a 3 year lease for the FGA. Scouts have been given deadline of end of January to provide extension proposal and have been offered a lease that is line with the other groups but they have not responded - however there is a land proposal on the agenda for Corporate in January.
5. Make use of dance studio space	TC/DTC	Apr-22		Officers are continuing to liaise with the owner's son about complying with the lease terms. SMT are investigating options to use the space including moving regular community activities in there during term time and soft play sessions.