



**(DRAFT) MINUTES OF FLITWICK TOWN COUNCIL MEETING  
HELD ON 18<sup>th</sup> JANUARY 2022  
AT 7:45PM AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS**

**Present**

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

Cllr C Gomm & Cllr N Bunyan – Central Beds Ward Members

**Also present:**

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

**5190. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Dodds (unwell) and Councillors Platt and Chacko (family commitments).

**5192. DECLARATIONS OF INTEREST**

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

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

**5193. TOWN MAYOR'S ANNOUNCEMENTS**

The Chairman advised that this meeting could be challenging with the acoustics and asked Members to use the handheld microphones.

The Chairman thanked former Councillor, Maureen Williams, for her long service to the Council. Former Councillor Williams had resigned for personal reasons but had over time, been involved in many Council activities, in particular community events.

The Chairman congratulated the staff team for the delivery of their Christmas programme of events. He also thanked Councillors Mackey, Roberts and Shaw for their efforts being Father Christmas at the events.

The next event set to fundraise for the Town Mayor's charities was 'Murder in the Chamber' and would take place on 19<sup>th</sup> March. Councillor Badham and his drama colleagues would be providing the entertainment. Members were advised that they should have received their invitation to the event. Sixty-five tickets were sold for the afternoon session already.

The Chairman advised that he had attended the following events:

- Leighton Linlade meal
- FTC older person's Christmas Meal
- NALC LGBT+ networking meeting

The Chairman thanked Councillor Blazeby for his assistance with the budget process, the Chairman's report, and the video preparation.

Members were informed that the Chairman had decided to present the Council with a gift which was an aerial printed photograph of Flitwick in 1931. It was on display in the café and the Chairman mentioned the number of positive comments about it on social media. Councillor Blazeby thanked the Chairman for this gift and advised that he remembered the Flitwick memorabilia being part of the original agreement for the café décor. He asked for Officers to look through the photo archives for more aerial shots and add these to the café walls. Councillor Badham mentioned that photos from the community calendar could also be transferred into the café and used around the building. Members requested for this to be added to the next Business Committee agenda.

*Action: Corporate Services Manager*

## **5194. REPORTS FROM WARD MEMBERS**

Ward Members reported the following:

- CBC Budget – the consultation had concluded. The organisation was looking at an almost 2% increase.
- Lamp columns – it was disappointing that more lights were out than admitted to which were CBC's responsibility. A couple came under the remit of UKPN. This issue was raised at CBC's meeting the previous week however Councillor Mackey asked others to let him know of any more lights out and he would investigate.
- The Ward Members had £1700 worth of funding remaining which needed to be spent before the end of this financial year. He suggested a match funding option to provide seating in front of Barclays.
- The Chancellor had announced more support to the hospitality and culture industries. There was £5.3m at CBC. Councillor Mackey had sought advice on this. It was £6k per business and £400k from the ARG grant.
- Councillor Gomm had attended a meeting with the Project Manager for the interchange scheme. The completion date was March 2023. He had asked for the team to remove the yellow sign positioned prior to the roundabout which gave the impression of finishing the project in the summer. Engagement with shop owners had taken place. These meetings would be happening monthly, and it was suggested for FTC to send a representative along. The Project Manager had been requested to liaise with Network Rail regarding step free access.

## Questions

Councillor Bunyan asked for an update on the Joint Committee. The Town Clerk advised on his recent emails with a CBC Officer, but no responses had been received to date. The Chairman commented that this was frustrating, and he asked for the Ward Members to intervene.

Councillor Thompson referred to discussions at Community Services about the Queen's Green Canopy and thanked Ward Members for their support. She advised that the team were having problems with CBC in relation to this, in that land in their ownership had been identified but FTC were waiting for answers. She asked for the Ward Members to assist with this. Councillor Mackey advised on who to liaise with at CBC but to send the information to Ward Members.

Councillor Shaw referred to the press release about CBC towns benefitting from tree planting however Flitwick did not feature. He asked if the remaining Ward Members funding mentioned earlier could go towards this. Councillor Thompson informed the Council that FTC's application had not yet been submitted however the guidelines did not allow for individual giveaways.

Councillor Toinko asked about air filters and associated products for schools to assist in keeping pupils and teachers safe. He asked how much money had been given and for information about the CBC plan for this. Councillor Badham added that it would be useful for CBC to include information about mitigation for Covid in the weekly updates.

Councillor Badham asked about the outstanding debt from the Mid Beds Conservative Party for use of a room at the Rufus Centre, he wondered if the Ward Members had contacted the Treasurer. Councillor Bunyan agreed to take this on.

Councillor Gleave mentioned that residents had been in contact with him about traffic counts on Steppingley Road during October Half Term as people had wondered why they were happening. Councillor Mackey advised that the most recent counts had been in preparation for the extra care facility and results would be available on the planning portal. Councillor Blazeby asked if this could also be part of the crematorium application and Councillor Mackey stated this might be possible however he had not received formal notification of this.

### **5195. PUBLIC OPEN SESSION**

There were no members of public present.

### **5196. INVITED SPEAKER**

There was no invited speaker.

### **5197. MEMBERS QUESTIONS**

Councillor Badham questioned the presentation of the Planning Minutes for 8<sup>th</sup> December as he did not deem them to be accurate. He had concerns regarding the legality of the Exempt section and no vote had been taken. He added that content was not minuted and there was an inaccurate recording of the Chairman's announcements, as well as there being no reasons for apologies. He requested for the Planning Committee to look at this. Members were advised that these minutes could be put back on the next meeting's agenda.

Action ESM

Councillor Blazeby commented that he had watched the Planning video and asked for the Committee to reconsider the approval of the minutes and for the minutes to be re-written.

**5198. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 16<sup>th</sup> November 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 16<sup>th</sup> November 2021 as a true record with the following amendments to minute number 5178e – Lightshow Barclays Bank:

Insert additional information regarding the extended discussion on Health & Safety that took place which related to the Council having a full understanding of what was required for the Barclays Bank building now that they were the owners. There was a particular discussion about the roof repairs where Members requested for a full review of this to be carried out before considering applications of this nature. A Member wanted it minuted that the Council had a duty of care to others to ensure this was appropriately actioned. A Member referenced the fact that the purchase had been worked on from a commercial basis without tenants being approached for community events. The Council needed to consider the impact of these applications on the building's tenants.

The Chairman commented that the Council had not been made aware that the Lightshow applicant was a professional and this could have impacted the decision.

- b. For Members to receive and adopt the minutes of the Extra Ordinary Town Council Meeting held, on **Tuesday 7<sup>th</sup> December 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members received and adopted as a true record the minutes of the Extra Ordinary Town Council Meeting held on Tuesday 7<sup>th</sup> December 2021.

- c. For Members to receive and adopt the minutes of the Extra Ordinary Town Council Meeting held, on **Wednesday 22<sup>nd</sup> December 2021**, this meeting was held at the Rufus Centre and via virtual access.

Members received and adopted as a true record the minutes of the Extra Ordinary Town Council Meeting held on Wednesday 22<sup>nd</sup> December 2021.

- d. For Members to receive and consider **resolutions and recommendations** of the Planning Services Committee Meeting, held on **Wednesday 18<sup>th</sup> November 2021**, this meeting was held at The Rufus Centre and via virtual access.

Members noted that the Council has endorsed the Planning Committee's view to object to the crematorium application at the Extra Ordinary Council meeting on 7<sup>th</sup> December 2021 and therefore consideration is only required for minute number 2924 - To consider major development at Marston Mortaine.

Members noted the resolutions of the Planning Committee Meeting held on Wednesday 18<sup>th</sup> November 2021.

- d. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 7<sup>th</sup> December 2021**, this meeting was held at The Rufus Centre and via virtual access.

Members noted the resolutions of the Community Services Committee Meeting held on Tuesday 7<sup>th</sup> December 2021. Councillor Badham commented that the Committee were required to recommend the budget and reminded others that apologies given required a reason to be stated.

- e. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 14<sup>th</sup> December 2021**, this meeting was held at The Rufus Centre and via virtual access.

Members noted the resolutions and recommendations of the Business Services Committee Meeting held on Thursday 14<sup>th</sup> December.

- f. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Thursday 9<sup>th</sup> December 2021**, this meeting was held at The Rufus Centre and via virtual access. (To be moved to exempt)

Members noted the resolutions of the Personnel Committee Meeting held on Thursday 9<sup>th</sup> December 2021.

- g. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held at The Rufus Centre and on **Tuesday 21<sup>st</sup> December 2021**, this meeting is held via virtual access.

Members noted the resolutions of the Corporate Services Committee Meeting held on Tuesday 21<sup>st</sup> December 2021.

- h. For Members to receive and approve **resolutions and recommendations** of the Community Services Committee Meeting, held at The Rufus Centre and on **Tuesday 4<sup>th</sup> January 2022**, this meeting is held via virtual access.

Mr C Norris entered the meeting at this time.

Members noted the resolutions and recommendations of the Community Services Committee Meeting held on Tuesday 4<sup>th</sup> January 2022. As this meeting was held via virtual access, Members were required to vote on the decisions made at this meeting and it was **resolved** to approve the recommendations circulated.

Officers were asked to check the minute numbers for this document.

- i. For Members to receive and approve **resolutions and recommendations** of the Planning Services Committee Meeting, held on **Thursday 6<sup>th</sup> January 2022**, this meeting is held at The Rufus Centre and via virtual access.

Members noted the resolutions and recommendations of the Planning Committee Meeting held on Thursday 6<sup>th</sup> January 2022 and it was **resolved** to approve the decisions circulated.

- j. For Members To receive and approve **resolutions and recommendations** of the Personnel Committee Meeting, held on **Thursday 6<sup>th</sup> January** and **Thursday 13<sup>th</sup> January 2022**. (To be moved to exempt).

Members noted the resolutions and recommendations of the Personnel Committee Meeting held on Thursday 6<sup>th</sup> January and Thursday 13<sup>th</sup> January 2022 and it was resolved to approve the decisions circulated.

- l.** For Members to receive and approve **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 13<sup>th</sup> January 2022**, this meeting was held at The Rufus Centre and via virtual access.

Members noted the resolutions and recommendations of the Business Services Committee Meeting held on Thursday 13<sup>th</sup> January 2022 and it was **resolved** to approve the decisions circulated.

- m.** Members are asked to note the Planning Committee decisions from 18<sup>th</sup> November, 8<sup>th</sup> December and 6<sup>th</sup> January.

Members noted the Planning Committee decisions from 18<sup>th</sup> November, 8<sup>th</sup> December and 6<sup>th</sup> January.

#### **5199. MATTERS ARISING**

Councillor Dann referred to the Council Minutes from 7<sup>th</sup> December 2021 and asked for an update on the resolution made to fund up to £5k on a Planning Consultant regarding the CBC crematorium applications. He added that subsequent decisions had taken place following the meeting and it had been suggested that the Council would not get much for its money. The ESM reported that a Planning Consultant had been instructed following the decision made however progress had been delayed since CBC's Development Management Committee had been delayed. The Consultant would do a portal report and put a case together. It was agreed for the ESM to circulate an email updating Members on this as the sound quality was poor for this section of the meeting.

*Action: ESM*

#### **5200. ITEMS FOR CONSIDERATION**

##### **a Proposed Budget 2022-23**

- i) Members were asked to note the Chairman's report on the proposed budget for 2022-23.

The Chairman thanked Officers for completing their review of revenue spending which was a complete process this year and had triggered interesting discussions. The Council were aware of current spending which led to a good position and allowed for an element of value engineering. It meant that any precept increase was accurate. He went on to explain that a Chairman's report had been drafted based on approving the Chairman's group and Business Services' recommendation for the precept as he wanted the Council to see what was being published first. The Chairman explained that should the Council decide on a different precept option, then alterations to the report could be made. He mentioned that a video had been created and he planned to show this shortly to all Members.

Councillor Blazeby thanked Officers for putting the information together but asked for the work on this to be done more in advance next time so that subsequent work/meeting discussions were not done at the last minute.

The Chairman presented the following on the precept options circulated:

- Options 1, 2 and 3 had been prepared by the Accountant prior to the Chairman's meeting
- At the Chairman's meeting and Business Services, lengthy discussions were held on any precept rise put onto residents. He mentioned that lots of households faced uncertain outcomes.



- The Chairman's group discussed the additional staff costs which included the cost of living being negotiated by the NJC Committee (accountant suggested to budget for a 3% increase here), an additional 1.25% was included to fund the social care levy through National Insurance contributions (CBC were exempt from this) and the 1% increase to the employer's contribution to the pension scheme. All costs had been imposed on the Council.
- This led to a 4<sup>th</sup> option of a precept increase of 3.67% to cover the additional staff costs which was clear to explain and justify to residents.
- The Chairman was confident that with other increases, these could be managed within other set budgets.
- The Chairman mentioned the increasing energy costs and explained that the Council was in a fixed contract for the next financial year. He added that solar array produced a significant amount of electricity and an update on this would be circulated for Business Services.

*Action: Corporate Services Manager*

The video explaining the suggested precept increase was played on the screen for everybody present (in person and remotely) to view. The Chairman mentioned that this video could be recorded again if Members wanted to alter the precept recommendation from Business Services.

- ii) Members are asked to consider the proposed budget for 2022-23 that has been circulated.

Councillor Gleave referred to the assumption presented that the Rufus Centre would turn a profit next year and asked how confident the Council were to achieve this considering the challenges currently being faced with renting office space and meeting rooms. The Chairman advised that the accountant was predicting a £10k profit overall which would be a good outcome. The catering side was doing exceptionally well, and it was about building confidence in the community for the more traditional business on events and conferencing. The Officers had secured a tenant for one of the vacant offices and were in discussions with another business regarding a second.

Councillor Blazeby commented that the budget notes looked at additional ways to mitigate potential losses or to add profitability by changing internal operations and exercising additional opportunities for use of the building.

The Chairman advised that the forecasted figures were challenged with the accountant. A sum (£50k) had been used from General Reserves this year for the purchase of the Barclays Bank building and for the Council to still have £38k in reserves was a good position. Retaining 6 months net expenditure was a good idea and the Council was £196k above this level.

Councillor Shaw questioned the percentage suggested for the precept as he felt this was a 'bad' number considering a 0% rise last year. The Chairman responded that last year the Council could rely on the income from the vaccine hub and there was also a public sector pay freeze at the time. The advice given regarding the additional staff costs could lead to the Council managing a decline in finance if the precept was not increased now. Members accepted that any rise would not be welcomed by the public however the Chairman believed this suggestion would be clear and easy to provide justification since these factors were outside the Council's control. He added that he would agree with Councillor Shaw if the suggestion related to adding to the Rolling Capital Fund.

Councillor Earles thought it would be beneficial for the video to explain why the Council had not raised the precept last year. The Chairman explained that the video could not be too long, but he did make reference to the fact that the Council

did not raise the precept last year to assist residents in getting through the pandemic. Councillor Blazeby added that the suggested rise was below inflation increases and Councillor Badham mentioned that other bills were rising by much more. Members commented that if the precept was not increased this year, then there would be larger increases to consider for the future. The Chairman had spoken with other Councils who were going to raise their precept by more than what was suggested for Flitwick. The staff team would be including forecasts in financial reporting.

Councillor Mackey thought it was an achievement to be in a position where the precept would only need to raise by the suggested amount considering the pressures and that services could remain at the same level for the community.

Councillor Hodges thanked the Officers and Chairmen for their efforts with the proposed budget as he understood this was difficult work.

It was **resolved** to progress with Option 4 presented, which would be a Precept rise of 3.67% at £31,321 limited to cover externally imposed increases to staff costs (Employer's National Insurance Contributions (UK Government Health & Social Care Levy), National Pay Award and Employers Pension Contribution increase).

**k. Rolling Capital Fund (RCF)**

i) Members noted the RCF Summary circulated.

ii) Members were asked to approve the following RCF application:

Community Services – contribution of £600 for Hub Car Park hoop barriers. Councillor Thompson clarified that this expenditure was for a partial funding as the Village Hall Management Committee were contributing.

It was **resolved** to contribute £600 towards the Hub Car Park hoop barriers from the RCF.

iii) Members were asked to consider an amendment to the Financial Regulations to allow Officers a 5% or 10% margin on RCF project overspends following committed budgets approved by the Council. Officers would revert to Council for approval of funds that exceed overspends above the percentage agreed.

The Chairman explained the difference between expenditure for the revenue budget in comparison to capital spending. He stated that within other Councils, Officers were permitted to exceed the committed funding for projects within the RCF between 5-10% to allow for discretion and mitigate delays or the need to call additional meetings.

It was **resolved** to accept overspends of no more than 5% for RCF projects due to financial constraints and past overspends.

**c. Interim Internal Audit for the year ended 31 March 2022**

Members considered the first Interim Audit Report for year-end 31<sup>st</sup> March 2022. It was noted that this was a positive report and thanked Officers for their work.

It was resolved to accept the Interim Internal Audit report for the year ended 31<sup>st</sup> March 2022.

**d. Environmental Policy & Action Plan**



It was noted that the Action Plan had not been included in the paperwork circulated. Members were keen for the audit to happen as soon as possible as this had been first discussed in July 2021. This work had been identified as a major priority for the Council via two Committees.

It was **resolved** to accept the Environmental Policy as circulated.

It was **resolved** to instruct Officers to obtain three quotes for an independent Environmental Audit.

**e. Self Defence Course**

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

A Member asked why this proposal had been presented to the Council instead of the Community Services Committee. The Town Clerk advised that the Youth Panel, where this proposal had arisen from, reported to the Council. Councillor Thompson advised that some clarifications about this course had been discussed at Community Services however there was no delegated authority. It was explained that theoretically, the Youth Panel represented the full Council and should be viewed as a Youth Committee from the formal perspective. The Chairman asked for this to be discussed under the Scheme of Delegation item.

Members asked why the course would not take place at the Rufus Centre as these would be free of charge. The CSM was also asked if there was a need to put a limit on the number of attendees prior to advertising so that the Council could obtain data on the response. This was a relevant and topical issue.

The CSM advised that the Village Hall would be the preferred venue as the course was targeted at teenage girls and it would be unreasonable to think they would walk to the Rufus Centre in the dark. The young people had communicated a preference for a town centre venue as they knew the area. The numbers were capped as this was the amount the instructor could take on the course however if the demand was there, the CSM would look to run additional classes.

A Member asked how the instructor had been chosen and what their credentials were. The CSM advised that the instructor was a contact through past events and she had a list of their qualifications if Members requested to view them. The instructor had done similar work for the Police.

Members asked if any discount had been secured and were advised that the price included a big discount, which would be communicated via email.

*Action: CSM*

Councillor Badham mentioned there was a large need for this however some residents could struggle with the cost. He and Councillor Shaw offered to fund two spaces. Councillor Badham asked if there had been any thought given about a potential scheme to assist with those in the community who might struggle to afford the classes.

Councillor Thompson mentioned that it would be good to work on leaflets relating to the subject and the need to discuss the issues around women's safety from a balanced perspective. The Chairman agreed and commented that it would be beneficial to gain more insight on what the Panel is working on. It was appreciated that a young person may not want to attend within a Council meeting forum.

Councillor Mackey asked about safeguarding and Members were advised that there was a consent form process via parents that would be followed. Councillor Mackey suggested this project would be something he and other Ward Members would be in favour of supporting via the previously mentioned £1700 funding they had. He mentioned that this would need to go via the CBC approval process, and it would need to be actioned before 31<sup>st</sup> March.

It was **resolved** to accept the Officer's recommendation presented in the circulated report and ask the Community Services Manager to look at alternative funding options as identified by Councillor Mackey as part of Ward Members' funding. This was to provide a 6 week self-defence course free of charge.

**f. Delivery Plan & Committee Priorities**

The Town Clerk advised that this item would not be discussed following a conversation that occurred at Business Services the previous week which related to late papers.

**g. Scheme of Delegation**

Members were asked to carry out a review of the Town Council's Scheme of Delegations.

Councillor Blazeby commented the following points:

- Regarding Youth Panel reporting, the direction had been set via the Policy.
- As Chairman of Corporate, he had referred several items to Full Council for democracy reasons to entitle all Members to have a vote – these included the sale of Steppingley Road land, the development of a Corporate Strategy and the discussions relating to the surrender of the library office lease.
- The scheme worked based on the Chairmen understanding the benefits of referring matters back to Council.
- A review of the scheme was suggested via Corporate Services to investigate potential call-in processes whereby an independent person, e.g., the Mayor or Deputy Mayor, could call in a particular subject matter for the Council to consider. The responsibilities for the Committees could be looked at which could assist with clearing a lot of bureaucracy relating to the servicing of Committees. Councillor Mackey endorsed this and added that he thought all Members should be able to speak on any subject matter, attend exempt sections and vote. The Town Clerk advised that this would not be reflective of the Standing Orders and could lead to large Committees resembling a sitting Council.

Councillor Shaw stated that matters had been referred to the Council when required, such as the CBC crematorium application. He added that he did not understand why these matters were being discussed at this meeting as it related to personal disagreements. The Chairman advised that he would prefer not to do this without the Chairman of Planning present.

Councillor Earles stated that although the crematorium application went to Planning first, every Member could have attended this meeting and she mentioned that the Mayor should have come as it may have impacted how the Committee voted and felt.

Councillor Thompson mentioned the time commitment that Councillors put in and stated it was fundamental to send relevant matters back to Council. She gave the example of the Community Safety Plan to explain and said this decision made the document better. She advised that there were some inconsistencies in the scheme and would liaise with the Town Clerk on this separately.

Councillor Toinko explained that matters have previously waited for a Committee meeting date when there has been a Council meeting sooner, e.g. the response to Planning legislation for the Oxford/Cambs arc. The Planning Committee had decided not to respond

as CBC were seen as the 'experts', which had not recognised the different interests CBC had as developers with a housing strategy.

The Chairman advised that it was the Town Clerk's responsibility to decide what goes on agendas and that Officers can be in difficult positions over Members' disagreements.

Councillor Mackey asked if 3 Members could write to the Town Clerk to call matters to Council.

It was **resolved** to review the Scheme of Delegations at Corporate Services with a view to recommending changes for the Council to consider. This would look at a possible call-in process and if there were opportunities to streamline elements of Committees to reduce administration for Officers servicing these Committees.

#### **h. Rural Match Funding - Integrated Programme 2022 – 2023**

Members received correspondence and application process for the Highways Improvement Scheme 2022 -2023. Members were asked to consider any schemes they may wish to put forward. Any proposed schemes will have to be match funded with a 50% contribution from the Town Council.

It was confirmed that the maximum funds would be £25k and the Council's contribution of funds would need to be from the RCF.

Councillor Gleave asked if the schemes needed to be delivered by CBC's contractors and if these schemes had to be delivered on highway's land. He also enquired if the EV charging points could be used as there was not any details relating to this in the papers. The Town Clerk advised that the EV charging was a separate matter within a CBC process. He added that these schemes take time and could include disabled access priorities. Councillor Blazeby mentioned looking at match funding if the schemes sat with identified Committee priorities. Councillor Thompson commented that the Barclays frontage was a Community Services priority and items could include planters/benches. The Chairman explained it needed to be highways improvements on CBC land. Members were advised that there were a number of matters on the area around the Barclays frontage that was on highways land that was not particularly safe for disabled access.

As the deadline for this was not until 8<sup>th</sup> April, it was agreed for each Committee to discuss this opportunity.

*Action: SMT*

#### **i. Town Mayor Allowance Policy**

Members were asked to consider and adopt the circulated Town Mayor's allowance policy.

There was currently not a policy in place relating to the Town Mayor's allowance. The Chairman commented that the current budget did not have enough funds for all the civic engagements he had wished to do and had suggested within the proposed budget to increase this to £4k. He added his view that the allowance should not be paid out quarterly (used as cash).

After discussion, it was agreed to refer to transport costs instead of mileage and for raffle prizes won to be donated to the Council for further raffles.

It was **resolved** to accept the policy circulated with a review date of every January and to include the minor amendments discussed relating to transport costs and raffle prizes.

### **5201. ITEMS FOR INFORMATION**

There were no items for information.

**5202. Public Open Session**

Mr Norris, a member of the public, wished to speak to the Council regarding the Focus on Flitwick Facebook page, which had been set up by Councillor Mackey and was labelled relating to his Council duties to help achieve tasks in Flitwick. Mr Norris commented that he felt the page displayed bullying, harassment, and violence.

The Chairman asked if this matter was Council business. Mr Norris explained his opinion that the page was allowing him to carry out business. He added that his comments regarding Millennium Park are not replied to and that other people set upon others therefore he questioned why this was permitted as it constituted bullying.

The Chairman explained to Mr Norris that this matter was not Council business, and he could not allow this discussion to continue. He advised that if Mr Norris had a complaint regarding an individual Councillor, it was best to approach this person first and subsequently speak to the Monitoring Officer if he was unhappy with the response. The Chairman clarified that the Facebook page referred to was not owned by the Council. Councillor Mackey advised that he was happy for Mr Norris to contact him directly and pointed out the Council's official routes of contact.

**5203. 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.

8g, 8k) Personnel Resolutions

Members noted the resolutions and recommendations of the Personnel Committee Meeting held on Thursday 6<sup>th</sup> January and Thursday 13<sup>th</sup> January 2022 and it was **resolved** to approve the decisions circulated.

13a) Youth Provision

It was **resolved** to accept the Officer recommendation of a four-month extension to the current contract to allow time to look at the tender document and other options.

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.

**Recommendations and resolutions of the Corporate Services Committee  
25<sup>th</sup> January 2022**

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

**740a     Delegation Policy Review**

It was **recommended** that the Scheme of Delegation Policy Review be looked at with the addition of input from Committee Chairs', Councillors and the SMT, in order to ensure that there is an ability for the full Council to be involved in the debate of 'strategic' issues if they aren't referred by the standing Committee Chairs. Also, the whole Committee operation and responsibilities to be reviewed to see if it is possible to streamline their operation, in order to reduce the administrative burden on supporting Officers, without reducing necessary accountability. Proposals to be brought back to the next Corporate Service Committee Meeting in April 2022.

**740b     Residents Satisfaction Survey**

It was **resolved** that the Chairman would work in collaboration with the CMM to bring back the proposed questionnaire, looking to incorporate key points raised at the meeting, with the intention that the revised option is on the agenda for sign-off at the February Town Council Meeting.

**740c     Marketing Equipment**

It was **resolved** to purchase recording equipment option A (Google Pixel 6) at a cost of £650 and that video editing be undertaken on existing IT equipment. The functionality would then be reviewed at the next Council meeting.

**740d     Business Continuity Plan - Test**

It was **resolved** to start the process of testing and reviewing the Council's Business Continuity Plan. Also, for the DTC to approach Cllr Badham, due to his previous work experience, to help with creating scenarios to test or potentially providing alternative contacts for who might be able to assist. The full process will need to decide who needs to be involved in the test, setting a date for testing, reviewing results and recommending plan improvements. It was agreed for the proposal on this to be considered at the next Corporate Services meeting in April.

**Recommendations and resolutions of the Planning Committee 27<sup>th</sup> January 2022**

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

**2966 Minutes**

Members requested that Cllr Badham be added to Members present. Members also advised of two typos on item 6.4 and 6.5. Members also asked for amendments to be made to items 6.2 and 6.3 by removing the statement supporting the application and leaving the comments that the committee just noted both applications.

It was RESOLVED to accept the minutes of the Planning meeting held on 6<sup>th</sup> January 2022 with the amendments listed above.

**2974 Proposed stopping up of Highway at 8 Robin Close, Flitwick**

It was RESOLVED to write to CBC to clarify their policy on stopping up or selling Highway/Amenity land.

**2975 CBC Consultation on the Bus Enhanced Partnership**

It was RESOLVED to accept the response to the Bus Enhanced Partnership consultation with the suggested additions referencing the Station Interchange.

**2978 Street Trading License**

It was RESOLVED for Officers to contact the licensing department and establish if there would be any legal grounds to object to the application based on compatibility of having street food on the grounds of a Leisure Centre, final decision to be delegated to Officers.



**Recommendations and resolutions of the Community Services Committee 1st February 2022**

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

**944. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept the following reasons for absence for members, Cllr Thompson due to family commitments and Cllr Dann being on holiday.

**950. MINUTES**

- a. It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 4<sup>th</sup> January 2022 with no amendments.

**952. ITEMS FOR CONSIDERATION**

**a. Community Awards**

It was **RESOLVED** to accept option 1 of the report to remove the Community Awards process and replace with an annual recognition event as detailed.

**b. Public Art**

It was **RESOLVED** to use the £16,000 already committed for a consultant to work with residents, schools, groups and organisations and businesses to produce an artist brief.

**c. Bees Proposal**

It was **RESOLVED** for the Environmental services Manager to work with the public member, to consider various locations and return to the Community Services Committee with a possible two options at a future meeting.

**d. Resident Driven Projects**

It was **RESOLVED** to contact previous entrants first and open applications to the wider community.

It was **RESOLVED** to accept the criteria with the amendment to point 1 with the following being incorporated - projects should not involve lasting changes or capital investment in/on Council land or buildings.

**Recommendations and resolutions of the Business Services Committee  
10<sup>th</sup> February 2022**

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

**1368a      Test & Learn**

It was **resolved** to proceed with option 1, for Members to instruct officers to adopt a Test & Learn approach to new ideas with income generation. This would allow Officers to trial ideas without needing Members' approval. Officers would implement a template for reporting and reviewing for the Committee after the events.

**1368c      Friday Nights @ Rendezvous**

It was **resolved** to proceed with option 3, to continue with the last Friday of the month in the Rendezvous Café and Bar space with alternative months of Bingo and Food events as consistent Friday Nights @ Rendezvous and reserve more profitable events, such as Quiz, Tributes to other dates in the Lockyer.

---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Joanna Baker

Date 31/01/2022

---

**Application No 21/00560/TRE**

Type : TRE

Status : 0 New Application

**Date Received : 10/01/2022**

Applicant : Mrs Faridah Webb  
4 Villa Gardens  
High Street  
Flitwick  
MK45 1DS

Agent/Architect :

Location : 4 Villa Gardens  
High Street  
Flitwick  
MK45 1DS

Parish : East

N.G.R. :

Road Class :

Proposal : Works to trees protected by a Tree Preservation Order: MB/TPO/96/00025/T2, T4, G1 & G2 - Prune Robina Tree by 30% (T2), prune Sycamore Tree by 30% (T4), prune Oak Tree by 30% (G1) and fell Lime Tree by three quarters, down to the stub (G2)

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/00560/TRE and observations thereon are as follows :

FTC - Support

---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Sarah Fortune

Date 31/01/2022

---

**Application No 21/05417/FUL**

Type : FULL

Status : 0 New Application

**Date Received : 10/01/2022**

Applicant : TBC  
24 Trafalgar Drive  
Flitwick  
Beds  
MK45 1EF

Agent/Architect :

Location : 24 Trafalgar Drive  
Flitwick  
Beds  
MK45 1EF

Parish : East

N.G.R. :

Road Class :

Proposal : Rear single storey flat roof extension, replacing conservatory. First floor extension above garage.

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/05417/FUL and observations thereon are as follows :

FTC - Support

---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Thomas Mead

Date 31/01/2022

---

**Application No 21/05484/FUL**

Type : FULL

Status : 0 New Application

**Date Received : 19/01/2022**

Applicant : P & I Milligan  
77 Ampthill Road  
Flitwick  
MK45 1BD

Agent/Architect :

Location : 77 Ampthill Road  
Flitwick  
MK45 1BD

Parish : East

N.G.R. :

Road Class :

Proposal : Change of Use from House in Multiple Occupation (HMO)4 Occupants to HMO 5 Occupants & 1 Office to the ground floor and conversion of loft space to habitable space.

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/05484/FUL and observations thereon are as follows :

FTC - Object

Members objected to this application as it does not meet the standards of occupancy and parking issues.

---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Sarah Fortune

Date 31/01/2022

---

**Application No 21/05521/FUL**

Type : FULL

Status : 0 New Application

**Date Received : 19/01/2022**

Applicant : Mrs Jenny Denham  
6 Byron Close  
Flitwick  
Beds  
MK45 1QE

Agent/Architect :

Location : 6 Byron Close  
Flitwick  
Beds  
MK45 1QE

Parish : West

N.G.R. :

Road Class :

Proposal : Part two and first floor side extension, and associated alterations.

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/05521/FUL and observations thereon are as follows :

FTC - Support



---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Sarah Fortune

Date 31/01/2022

---

**Application No 21/05697/FUL**

Type : FULL

Status : 0 New Application

**Date Received : 19/01/2022**

Applicant : Karl Bunyan  
34 Kings Road  
Flitwick  
Beds  
MK45 1EL

Agent/Architect :

Location : 34 Kings Road  
Flitwick  
Beds  
MK45 1EL

Parish : East

N.G.R. :

Road Class :

Proposal : Two storey side and rear extension and front porch extension.

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 21/05697/FUL and observations thereon are as follows :

FTC - Support

---

## Flitwick Town Council

-  
Central Bedfordshire Council  
Priory House  
Monks Walk  
CHICKSANDS  
Shefford

Rob McGregor - Mr  
The Rufus Centre  
Steppingley Road  
Flitwick  
Beds  
MK45 1AH

Telephone 01525 631900

Fax 01525 631903

Case Officer : Jade Moss

Date 31/01/2022

---

**Application No 22/00050/FUL**

Type : FULL

Status : 0 New Application

**Date Received : 19/01/2022**

Applicant : Cohen Group  
Land to side and rear of 41-47  
Consiton Road  
Flitwick  
Beds  
MK45

Agent/Architect :

Location : Land to side and rear of 41-47  
Consiton Road  
Flitwick  
MK45

Parish : West

N.G.R. :

Road Class :

Proposal : Construction of single storey 1 bed dwelling

---

### TOWN AND COUNTRY PLANNING ACT 1990 - LOCAL COUNCIL OBSERVATIONS

Flitwick Town Council have considered the Application No 22/00050/FUL and observations thereon are as follows :

FTC - Object

Members objected to this application based on the following reasons;

1. Loss of privacy
2. No adequate parking
3. Highway safety issue
4. No road access for emergency vehicles
5. Layout and density of building



# **FLITWICK TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

### ***INDEX***

	<b>Page No.</b>
<b>1 General</b>	<b>2</b>
<b>2 Accounting and Audit (Internal and External)</b>	<b>5</b>
<b>3 Annual Estimates (Budget) and Forward Planning</b>	<b>7</b>
<b>4 Budgetary Control</b>	<b>8</b>
<b>5 Budgetary Control and Authority to Spend</b>	<b>8</b>
<b>6 Banking Arrangements and Authorisation of Payments</b>	<b>10</b>
<b>7 Instructions for the Making of Payments</b>	<b>11</b>
<b>8 Payment of Salaries</b>	<b>14</b>
<b>9 Loans and Investments</b>	<b>15</b>
<b>10 Income</b>	<b>16</b>
<b>11 Orders for Work, Goods and Services</b>	<b>17</b>
<b>12 Contracts</b>	<b>18</b>
<b>13 Payments</b>	<b>21</b>
<b>14 Stores and Equipment</b>	<b>21</b>
<b>15 Assets, properties and Estates</b>	<b>22</b>
<b>16 Insurance</b>	<b>23</b>
<b>17 Charities</b>	<b>23</b>
<b>18 Risk Management</b>	<b>23</b>
<b>19 Revision of Financial Regulations</b>	<b>24</b>

These Financial Regulations were adopted by the Council at its Meeting held in October -2020

## GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts.
  - that provide for the safe and efficient safeguarding of public money.
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.](#)
- 1.9. The RFO.
  - acts under the policy direction of the Council.

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the Council its accounting records and accounting control systems.
  - ensures the accounting control systems are observed.
  - maintains the accounting records of the Council up to date in accordance with proper practices.
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts annually.
- approve any grant or a single commitment that is not specifically contained in the budget or covered by other financial regulations in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.



In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter and at each financial year end, a member other than the Chairman or Cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and original bank statements (or similar documents) as evidence of verification. This activity on conclusion be reported, including exceptions, to and noted by the Council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the Council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council.
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1 Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of January each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.
- 3.3 The Business Services Committee BSC shall consider annual budget proposals in relation to the Council's actual forecast of revenue and capital receipts and payments having regard to the budget including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The Town Mayor, Deputy Town Mayor and Committee Chairmen shall meet to finalise the proposed precept for the commencing year and submit their proposals to the Council meeting in January of each year.
- 3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of

January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.6 The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4 BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £25,000
- a duly delegated committee of the Council for items under £25,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, under the Scheme of delegations.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an Earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Town Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 [The Town Clerk can approve overspends of no more than 5% for Capital Projects funded from the RCF.](#)
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.10 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.3 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, within our normal credit terms.

- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
  - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records shall be approved in writing by a Member.

## **6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.4 All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).
- Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10 Where internet banking arrangements are made with any bank, the Town Clerk/ RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.11 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link.



Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.12 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.13 Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.14 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or a Committee with delegated authority. Transactions and purchases made will be reported to the Business Services Committee and authority for topping-up shall be at the discretion of the Business Services Committee.
- 6.15 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk, [Catering & Facilities Lead, Rufus Centre Chef, Function & Events Coordinator & Community Services Manager](#), all shall be subject to the terms as laid out in the Town Councils Credit Card Policy. Personal credit or debit cards of members of staff, shall not be used under any circumstances.
- 6.16 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of £800 for the purpose of defraying operational and other expenses, additional floats can be taken out for larger events when necessary up to the value of £500. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

## **7 PAYMENT OF SALARIES**

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed annually by Council from a recommendation by the Personnel Panel, unless circumstances require a change during the financial year, on recommendation from the Personnel Panel.

- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, pension contributions, or similar statutory or discretionary deductions and union fees as applicable, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee and approved by the Town Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know.
  - b) by the internal auditor
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Town Council.
- 7.8 Before employing interim staff the relevant committee of the Town Council must consider a full business case.

## **8 LOANS AND INVESTMENTS**

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council on recommendation of the appropriate committee. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council decisions as required.

- 8.4 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5 All investments of money under the control of the Council shall be in the name of the Council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of [Corporate Services Manager](#) under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be reviewed and agreed annually by the Council. The RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges, for Council services, at least annually, following a report of the [Corporate Services Manager](#).
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be recorded in the annual accounts and therefore reported to the BSC and shall be written off at the end of the financial year.
- 9.5 All sums received on behalf of the Council shall be banked intact by or as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the receipts record.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted (£500 minimum) in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.1 below.
- 10.5 Where a member or employee is related to someone who works for a company which provides goods or services to the Town Council, quotations would be sought from two additional companies, these would be dealt with by an independent member of staff in a sealed bid situation.
- 10.6 No Member may issue an official order or make any contract on behalf of the Council.
- 10.7 The Council, where possible, will use local suppliers.
- 10.8. The Town Clerk shall verify the lawful nature of any proposed purchase before The issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
    - (i) for the supply of gas, electricity, water, sewerage and telephone services.  
for specialist services such as are provided by the District Valuer, solicitors, accountants, surveyors and planning consultants.
    - (ii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
    - (iii) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
    - (iv) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk shall act after consultation with the Chairman and Vice Chairman of Council).

- (v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 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<sup>3</sup>.
- 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)<sup>4</sup>.
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- (g) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders for contracts and shall refer to the terms of the Bribery Act 2010.
- (i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 11.3 above shall apply.
- (j) The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- (k) Should it occur that the council, or duly delegated committee, does not accept

---

<sup>3</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>4</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

- (l) Contracts and equipment and maintenance agreements can only be issued by the Town Clerk on authority of the Town Council.

## **12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13 STORES AND EQUIPMENT**

- 13.1 A delegated Officer shall be responsible for the stores and equipment relating to their team and shall maintain such stocks as consistent with minimum operating requirements.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 The RFO shall be responsible for ensuring that checks of stocks and stores are carried out at least annually.

## **14 ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties and land owned by the Council. The Town Clerk shall ensure a record is maintained of all properties and land owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law save

where the estimated value of any one item of tangible movable property does not exceed £250.

- 14.3 No real property (interests in land) shall be sold, leased or disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (Including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (Including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit (in line with 11.3 and 11.4) no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15 INSURANCE**

- 15.1 Following a risk assessment which shall be reviewed annually (per Financial Regulation 18), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Town Clerk.
- 15.2 All officers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees and Members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated committee

## **16 CHARITIES**

- 16.1 Where the Council is sole trustee of a Charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and

separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **17 RISK MANAGEMENT**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18 SUSPENSION & REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council at least once in each Council term to review the Financial Regulations of the Council. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of the Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the Council.





## FLITWICK TOWN COUNCIL

### Report to Town Council 15<sup>th</sup> February: Town Centre Defibrillator

#### **Implications of recommendations**

**Corporate Strategy:** Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.

**Finance:** Rolling Capital Fund

**Equality:** Inclusivity

**Environment:** N/A

#### **Background**

According to The National Defibrillator Database there are two registered defibrillators within Flitwick, both are owned and maintained by Flitwick Town Council.

One defibrillator is located at The Rufus Centre, Steppingley Road, Flitwick.  
The second defibrillator is located at The Hub, Coniston Road, Flitwick.

#### **Introduction**

In October 2021, Flitwick Town Council purchased the Barclays Bank building and frontage.

Currently there are no registered defibrillators on the east side of Flitwick.

Given the prime location and central locality of the building, the Barclays Bank building would be an ideal location for a defibrillator on the east side of Flitwick.

The defibrillator would be owned and maintained by Flitwick Town Council.

#### **Additional Matters**

The defibrillator would be hardwired onto the wall of the Barclays Building. The power supply would be funded by Barclays Bank, The Community Services Manager would gain permission from Barclays before any works were completed.

The defibrillator would be installed by a qualified electrician; this would have an additional cost of approx. £200 plus VAT.

Defibrillator quotations:

Appendix – 001

Appendix – 002

**Options:**

1. To consider purchasing a defibrillator to be installed on the Barclays Bank building (with permission) on the east side of Flitwick, accepting quote 001. Total request from RCF - £1,689.20 including electrician costs.
2. To consider purchasing a defibrillator to be installed on the Barclays Bank building (with permission) on the east side of Flitwick, accepting quote 002. Total request from RCF - £1,770 including electrician costs.

**Officer Recommendation:**

Option 2

Susan Eldred  
Community Services Manager

# Quotation

Application Number :

DATE :

25/01/2022

**FROM**

---

**To**

---

**Flitwick Town Council**

The Rufus Centre

Steppingley Road

Flitwick

MK45 1AH

Qty	Item	Price	Total
1	Beneheart Mindray C1A Defibrillator & External heated Cabinet with keypad lock	£1,225.00	£1,225.00
1	P&P	£16.00	£16.00
1	VAT	£248.20	£248.20
		<b>Total</b>	<b>£1,489.20</b>

---

Thank you

---

# QUOTATION

Page 1

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

Quotation No	
Quotation Date	07/02/2022
Order No	
Account Ref	

**This is not a V.A.T Invoice**

Qty	Ordered	Product Code	Description	Unit Price	Net Amount
1.00		G5S-02A-CAR001	G5S-02A Semi Auto Defib & Ready Kit+2 Pads & Slip Case	995.00	995.00
1.00		DEFIBSAFE2-WEL001	Defibsafe 2 Cabinet Locked	525.00	525.00
1.00		SIGNS-SET-DEFIB	Set of Signs 1 x Triangle + 3 x A4 Flat	35.00	35.00
1.00		CABINET-EXTRAS	Rescue Safety Kit including High Viz,Torch & Sign	15.00	15.00
1.00		INCLUDED	Webnos Governance System	0.00	0.00
1.00		INCLUDED2	Post Rescue Counselling	0.00	0.00

**Please note prices are subject to VAT at 20%**

**Carriage** £ 25.00

# Development Management

## Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



Mr R McGregor  
Clerk to Flitwick Town Council  
The Rufus Centre  
Steppingley Road  
Flitwick  
Bedford  
MK45 1AH

**Date** 28 January 2022

Dear Mr McGregor,

**Application No:** CB/22/00211/FULL  
**Location:** 42 High Street, Flitwick, Bedford, MK45 1DU  
**Proposal:** Demolition of existing building and erection of replacement building with 9 flats, car parking, cycle parking and bin store

I have received an application for planning permission in respect of the above property which can be inspected on our website within 3 working days from the date of this letter.

This application can be viewed at <http://www.centralbedfordshire.gov.uk/planning-register> by entering the application reference 22/00211.

Please provide any comments by no later than 25 February 2022.

### How coronavirus is affecting planning

For the safety of staff and customers our offices remain closed to the public and officers continue to work from home. A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in logging these. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

Site visits by officers will only be carried out after the applicant / agent has first been contacted to discuss the suitability of a visit. Case officers will make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

As our offices remain closed to visitors we are still unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings. [https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development\\_management\\_committee\\_-\\_meetings\\_and\\_agendas](https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas).

All of these arrangements will be kept under review and we would like to thank you for your

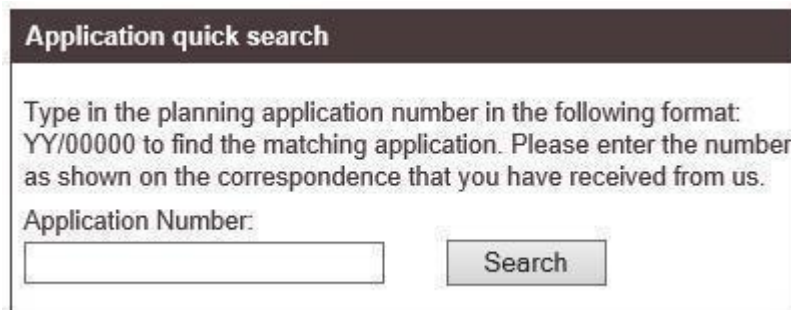
co-operation.

Yours sincerely,

**Thomas Mead**  
Planning Officer

## Submitting Consultee Comments Online Guidance

1. Open webpage: <http://www.centralbedfordshire.gov.uk/planning-register>
2. Enter the case reference in the search field: 22/00211

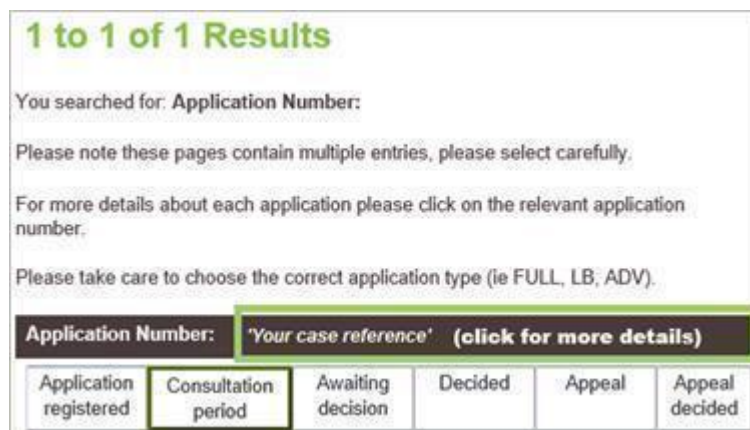


**Application quick search**

Type in the planning application number in the following format: YY/00000 to find the matching application. Please enter the number as shown on the correspondence that you have received from us.

Application Number:

3. The case summary will be displayed
4. Click on CB/22/00211/FULL (click for more details)



**1 to 1 of 1 Results**

You searched for: **Application Number:**

Please note these pages contain multiple entries, please select carefully.

For more details about each application please click on the relevant application number.

Please take care to choose the correct application type (ie FULL, LB, ADV).

<b>Application Number:</b>		<b>'Your case reference' (click for more details)</b>			
Application registered	Consultation period	Awaiting decision	Decided	Appeal	Appeal decided

5. Scroll down to the bottom of the page - there will be a link to 'Submit a Consultee Online Comment'



**Statutory Consultee**

If you are a Consultee and would like to submit an on-line Comment on this application please [Submit A Consultee Online Comment](#)

<AnISEmailDetailsFromCO>  
<AnISCons01A>

<AnISEmailDetailsFromCO>  
<AnISCons01A>

<AnISEmailDetailsFromCO>  
<AnISCons01A>



## FLITWICK TOWN COUNCIL

### Report to Town Council 15<sup>th</sup> February: Street Food Heroes

#### **Implications of recommendations**

**Corporate Strategy:** Promote and support events that build community cohesiveness or promote the Town.

**Finance:** N/A

**Equality:** Promoting community spirit

**Environment:**

#### **Background**

In 2019 Flitwick Town Council resolved to work in partnership with Street Food Heroes.

Street Food Heroes consisted of up to ten different food traders, a bar and DJ.

From April 2019 – September 2019, Street Food Heroes held an event on The Hub Car park once a month on a Friday, 4pm – 9pm.

Street Food Heroes did not return in 2020 due to The Hub Car park not being suitable for the event.

#### **Introduction**

The Community Services Manager has recently been in contact with Street Food Heroes, with the hope they would be able to return for 2022.

After holding an on-site meeting and receiving feedback from the Community Services Committee, it was felt the best location to hold the events would be on Millennium Park, this is due to the events being aimed at families with small children. Holding the event in Millennium Park would allow families time to enjoy the event as well as the play area, skate park and green space. The event would consist of approx. 10 food traders, a bar and a DJ. The music would be family friendly and kept at a reasonable level to ensure people could still have conversations comfortably.

Street Food Heroes are looking to hold events, with support from Flitwick Town Council in Flitwick, one Sunday a month from 11am – 6pm, May – September.

Street Food Heroes would be responsible for organising all traders, including checking risk assessments, food hygiene and public liability insurance. These can be supplied to Flitwick Town Council upon request. Street Food Heroes hold their own public liability insurance. An 'agreement' would be signed between Flitwick Town Council and Street Food Heroes, outlining responsibilities and commitments from both parties.



## **Additional Matters**

The Flitwick Town Council logo would be on all publications.

Flitwick Town Council would support the event by ways of advertisement on social media and in Flitwick Papers.

Street Food Heroes currently hold events in Leighton Buzzard and Biggleswade within the Central Bedfordshire area. They also hold other events within other local authorities on a regular basis.

Weather permitting, Street Food Heroes would like to add the addition of a bouncy castle to the event. The bouncy castle would be included within the Street Food Heroes insurance and Street Food Heroes responsibility, inclusively.

## **Options:**

1. To allow Street Food Heroes to hold an event consisting of food traders, a bar and DJ within Millennium Park, one Sunday each month from May – September, 11am – 6pm
2. To allow Street Food Heroes to hold an event consisting of food traders, a bar, a DJ and a bouncy castle (responsibility of Street Food Heroes) within Millennium Park, one Sunday each month from May – September, 11am – 6pm

## **Officer Recommendation:**

Option 2

Susan Eldred  
Community Services Manager

## **Flitwick Town Council**

***Internal Audit Report 2021-22: Second 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 to date, during our visits on 13<sup>th</sup> October 2021 and 18<sup>th</sup> January 2022.

## **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, August and December 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 30<sup>th</sup> April, 31<sup>st</sup> August and 31<sup>st</sup> December 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. Further work will be undertaken in this area at our final visit.*

## 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 50<sup>th</sup> cashbook transaction, irrespective of value, covering the period April 2021 to December 2021 . Our test sample comprised of 83 payments, totalling £246,708 and represents 39% of all non-pay related payments with all the above criteria met.

Finally in this area we have reviewed we have reviewed the procedures regarding the issuing of grants.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area warranting formal comment. Further work will be undertaken in this area at our final visit.***

## 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.

We have reviewed the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the April to December 2021 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in accord with the published scales and recovered within a reasonable time period.

On our second interim visit we also examined the cash handling procedures and stock management at the onsite café.

### Conclusions

*We are pleased to report that no issues have been identified in the areas examined warranting further comment. Further work and testing will be undertaken at our final visit.*

## 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.*

## 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.***





# Flitwick Town Council

## Report to Town Council 2022:

### Implications of recommendations

**Corporate Strategy:** A Neighbourhood Plan can identify projects that can help deliver against a number of priorities. Notably increasing prosperity, improving services, improving the quality of the public realm, and protecting the local environment.

**Finance:** £40,000 over 3 years, not inclusive of staff time and effort

**Equality:** Neighbourhood Plans are community-led initiatives, and the community will be engaged at every stage of the development of the Plan. There may also be a requirement to undertake a formal Equalities Impact Assessment of the Plan.

**Environment:** Producing a Neighbourhood Plan could enhance the local environment through protecting green spaces, funding green space projects through planning, and setting design codes for new developments to improve the public realm.

### Background

The Planning Committee, through the Neighbourhood Plan Working Group, has been looking into the feasibility of developing and adopting a Neighbourhood Plan for Flitwick. There are two resolutions that are directly relevant to this report:

- The Planning Committee on 15<sup>th</sup> July 2021 resolved to set up a working group to investigate the option of creating a Neighbourhood Plan for Flitwick.
- It was additionally resolved at Town Council on 21<sup>st</sup> September 2021 to amend a recommendation made by the Planning Services Committee on 16<sup>th</sup> September to read that the Council engages with the public to assess the feasibility of constructing a Neighbourhood Plan.

Over the last few months, the Neighbourhood Plan Working Group – consisting currently of members of the Planning Committee – have been undertaking work in compliance with these resolutions, to report its findings back to Town Council.

### Introduction

This report summarises the results of research into the feasibility of developing and adopting a Neighbourhood Plan for Flitwick. This includes highlighting the benefits and disadvantages of a Neighbourhood Plan, the likely costs and timescales, and how the development of the plan could be governed. This is based upon best practice and the experience of other areas who have developed Neighbourhood Plans.

It should be noted that the experience of developing a Neighbourhood Plan varies significantly between areas, and will be affected significantly by decisions taken on the Plan as it is developed. So the findings, especially the costs and resource requirement, should be taken as an indicative 'worst case scenario' based upon our current knowledge at this stage.

## Additional Matters

### *What is a Neighbourhood Plan?*

A neighbourhood plan sets planning policies for the use and development of land. The content of Neighbourhood Plan varies, but it can cover things like sites for new homes or green areas to be protected. Once adopted, it becomes a part of the statutory local plan and is used to make decisions on planning applications.

In Central Bedfordshire, there are 39 Neighbourhood Plans at varying stages of adoption. The most directly relevant to Flitwick are the following neighbouring areas. Should Flitwick seek to develop its own Neighbourhood Plan, it will need to take account of the proposals in these areas:

- Ampthill (Designated Area)
- Flitton and Greenfield (Adopted)
- Maulden (submitted to Central Bedfordshire Council)
- Westoning (Designated Area)

It should be noted that Neighbourhood Plans are intended to guide development in their areas. The Neighbourhood Plan cannot be contrary to national planning policy guidance (as stated in the National Planning Policy Framework) nor the designations and policies in the Local Plan (adopted in 2021).

### *The benefits and disadvantages of having a Neighbourhood Plan*

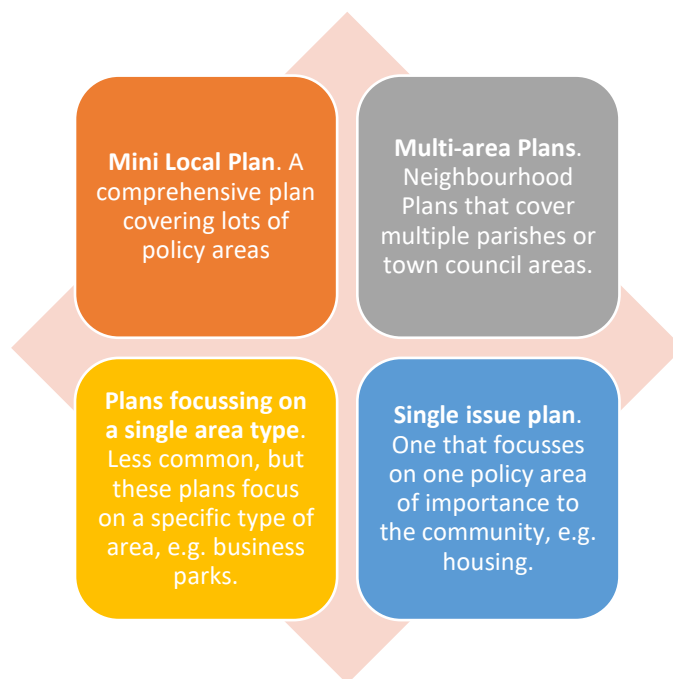
Developing and having a Neighbourhood Plan in place has a number of advantages and disadvantages. Based upon the experience of other areas that have developed their own Plans, the most cited are as follows.

<b>Strengths of a Neighbourhood Plan</b> <ul style="list-style-type: none"><li>• It forms part of the Statutory Development Plan and so development should be compliant with it</li><li>• It enables local communities to set the agenda for developing their local area</li></ul>	<b>Weaknesses of a Neighbourhood Plan</b> <ul style="list-style-type: none"><li>• It cannot be contrary to national or local planning policy</li><li>• It is likely to need refreshing whenever the Local Plan is refreshed, which will be a serious time commitment</li></ul>
<b>Opportunities from creating a Neighbourhood Plan</b> <ul style="list-style-type: none"><li>• Neighbourhood development orders can permit 'desired' types of development</li><li>• 25% of the Community Infrastructure Levy from development in the area will go directly into the Parish to support growth and infrastructure development</li><li>• It can also specify what projects Section 106 contributions should be prioritised towards</li></ul>	<b>Threats of creating a Neighbourhood Plan</b> <ul style="list-style-type: none"><li>• It is resource intensive, both in terms of time and in terms of staff resource</li><li>• There is a significant time commitment expected from volunteers to develop the Neighbourhood Plan</li><li>• There is a risk of failing at the stage of independent examination and in the public referendum</li></ul>

### *What would be in the Neighbourhood Plan*

The final content of the Neighbourhood Plan would be determined by the supporting research, technical work, advice from Central Bedfordshire Council, existing planning policies, and through

engagement with residents and statutory stakeholders. Experience from elsewhere indicates that this work is usually led by a Neighbourhood Plan Working Group or similar committee. The content is also determined by several different decisions that will be taken as the plan develops. The most important immediate decision is what type of plan it will be. Whilst all Neighbourhood Plans need to follow common statutory processes, the approach to developing a Neighbourhood Plan can vary a lot. The 4 main approaches identified are summarised as follows.



The most common type is a mini-Local Plan. When reviewing other Neighbourhood Plans, the Working Group found that no two plans were the same in terms of their content and the types of policies proposed. However, common policy areas that were covered in most Neighbourhood Plans included the following:

- Adoption of local design standards for new homes and other buildings, including environmental standards and standards for historic buildings;
- The protection of important green spaces that are otherwise not protected by policies in the Local Plan;
- Identifying improvements to key infrastructure to be funded through new development, such as schools, doctors surgeries, youth facilities, and transport infrastructure;
- Protection of local heritage assets otherwise not protected in the Local Plan;
- Improving environmental standards, including reducing CO2 emissions and mitigating flood risk

It is this type of Plan that the Neighbourhood Plan Working Group recommends that the Flitwick Neighbourhood Plan follows the model of. However, this will need to be informed, and ultimately guided by, feedback from the community and Central Bedfordshire Council. Whilst we may commence work with the intention of creating a Mini Local Plan, what may result is the creation of a Neighbourhood Plan that looks different.

There are several other factors that will arise through the development of the plan that will affect its content. These are as follows.

- **The outcomes of the evidence collection.** All Neighbourhood Plans need to be evidence led, and their policies need to be backed up with the appropriate evidence and assessments. Proposed policies that lack relevant planning evidence may be judged to be unsound.

- **The need to have a Strategic Environmental Assessment, Habitats Regulation Assessment, and Equalities Impact Assessment.** A screening opinion provide by Central Bedfordshire Council may determine that the Neighbourhood Plan is of a sufficient scale to require these assessments. The content of the Plan will be affected by the outcome of these assessments, for example by having a greater focus on environmental policies.
- **The outcome of the Independent Examination.** The Planning Inspector may determine that changes are needed to the Neighbourhood Plan for it to be compliant with appropriate legislation, national policy, local policy, or all three.

### *Roles and responsibilities in developing the Neighbourhood Plan*

National Government guidance says that where the Neighbourhood Plan area contains all or part of the administrative area of a parish or town council, that council is responsible for neighbourhood planning as the qualifying body. Effectively what this means is that the Council would take on the role of developing the Neighbourhood Plan, which would ultimately be adopted by Central Bedfordshire Council.

The Working Group identified that the best practice in the creation of Neighbourhood Plans is that the plans that command the greatest levels of support from the community are the ones where the community has been actively involved in its development. This includes membership of working groups and advisory groups, and volunteering time to work on the evidence base and write the content of the plan. The more involved the community is, the greater the support for the Neighbourhood Plan. This best practice should be replicated in how our Neighbourhood Plan is developed.

A Neighbourhood Plan is also a significant undertaking for the Council, with implications on staff and financial resources. Decisions associated with committing those resources ultimately rest with a mixture of Full Council, the Corporate Services Committee, and the Town Clerk. Furthermore, the whole process requires co-ordination and project management of several parallel workstreams and potentially outside resources that may need to be secured to create the plan.

A further important consideration is that the Town Council itself cannot formally adopt the Neighbourhood Plan. The Town Council can resolve to support the development of the Neighbourhood Plan, and it can indicate its support (or otherwise) for the Neighbourhood Plan. But the adoption of the Neighbourhood Plan can only be done by Central Bedfordshire Council as the planning authority. Also, the Town Council itself cannot recommend the community support or oppose the Neighbourhood Plan during its referendum.

The proposed delivery structure is summarised below, and is now explained in further detail.

Organisation	Section	Primary responsibilities	Constitution
Neighbourhood Plan Working Group		<ul style="list-style-type: none"> <li>• Delivery of the technical work to develop the Neighbourhood Plan</li> <li>• Lead the delivery of the consultation and engagement</li> <li>• Writing the Plan</li> <li>• Working with consultants on technical works and reports as required</li> <li>• Liaise with Central Bedfordshire as required</li> </ul>	<ul style="list-style-type: none"> <li>• Chair and Vice-Chair of the Planning Committee (standing members)</li> <li>• Interested Flitwick Town Councillors</li> <li>• Volunteers from the community</li> </ul>

Organisation	Section	Primary responsibilities	Constitution
Flitwick Town Council	Town Council	<ul style="list-style-type: none"> <li>To consider and where required approve any additional budget required to develop the Neighbourhood Plan</li> <li>To receive quarterly updates on progress with the Neighbourhood Plan from the Working Group</li> <li>To receive the minutes of the Neighbourhood Plan Working Group and the Planning Committee</li> </ul>	<ul style="list-style-type: none"> <li>Current and future Town Councillors</li> </ul>
	Planning Committee	<ul style="list-style-type: none"> <li>To approve expenditure on the Neighbourhood Plan within the allocated budget</li> <li>To commission any external consultancy support where required</li> <li>To provide overall project direction and advice to the Neighbourhood Plan Working Group</li> <li>To support the Neighbourhood Plan Working Group in its work</li> </ul>	<ul style="list-style-type: none"> <li>Current and future members of the Planning Committee as appointed by Town Council</li> </ul>
	Staff	<ul style="list-style-type: none"> <li>To support the delivery of consultation and engagement exercises on the Neighbourhood Plan</li> <li>To provide administrative support as relevant, such as email addressees, IT support, and support with arranging meetings where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Current and future staff members</li> </ul>
Central Bedfordshire Council	Planning	<ul style="list-style-type: none"> <li>Provide expert opinion as required</li> <li>Provide access to planning data and analysis undertaken for the Local Plan</li> <li>Undertake consultation on the Designation of the Neighbourhood Plan area</li> <li>Undertake statutory consultation on the Draft Local Plan</li> <li>Arrange the Independent Examination</li> <li>Arrange the local referendum</li> <li>Formally adopt the Neighbourhood Plan</li> </ul>	<ul style="list-style-type: none"> <li>CBC Planning Department</li> </ul>

The most significant part of this delivery structure is the formal establishment of a reconstituted **Neighbourhood Plan Working Group** as a formal sub-committee of the Planning Committee. The current Working Group has been useful in undertaking the feasibility work. But due to the need to focus on the delivery of the works, the potential significant implications of this work, and best practice indicating significant community involvement in decision making is common in good Neighbourhood Plans, the group needs to be reconstituted.

One of the important tasks over the next 3 months will be develop a formal Terms of Reference that is agreed with the Planning Committee, and formalise the membership. As this has yet to be formalised, what is set out here is the principles by which this will be done.

The Neighbourhood Plan Working Group would be responsible for undertaking the work associated with developing a Neighbourhood Plan, apart from the statutory works that can only be undertaken by Central Bedfordshire Council and any roles that can only be undertaken by the

Town Council, such as procuring consultants. It is proposed that the membership consists of the following:

- The Chair and Vice Chair of the Planning Committee as standing members;
- Town Councillors as elected to the Working Group;
- Nominated volunteers to the Working Group.

The Planning Committee has already asked for interest from the local community for volunteers to assist with the development of the Neighbourhood Plan. To date, 7 people have volunteered, including a certified Planner, a Project Manager, someone who organises local voluntary activities, and a specialist in electric vehicle charging points.

All meetings of the Working Group will be public meetings, and will be minuted. Not only will this ensure transparency in proceedings, but could also potentially act as part of an evidence base for the Examination. It is anticipated that Working Group meetings would take place monthly.

It is expected that the Working Group elect a chair at its first meeting, and all members will have equal voting rights.

Further work will also be needed to establish formal project management arrangements for managing the work associated with the Neighbourhood Plan. This will include the establishment of formal 'project gateways' where decisions on whether to continue proceeding with the Neighbourhood Plan are taken.

The **Planning Committee** will, in effect, act as the 'Project Board' for the Neighbourhood Plan. It will ultimately be accountable for the creation of the Neighbourhood Plan, it will set the overall direction of the Neighbourhood Plan, and provide visible and sustained support for the Working Group. It will also approve the spend of delegated funds for the development of the Neighbourhood Plan.

The role of Town Council staff is anticipated to be supporting the work of the Working Group, particularly on public consultation and engagement. This could include, but is not limited to, undertaking surveys, printing publication materials, hosting stakeholder and public engagement events (including at the Rufus Centre), helping to staff consultation workshops and events, and supporting Central Bedfordshire Council in its statutory consultations. Decisions relating to staffing will ultimately be the responsibility of the Town Clerk.

Finally, it should be noted that Central Bedfordshire Council also has a statutory 'Duty to support' the development of the Neighbourhood Plan. In practice, what this means could include the following:

- Making existing data and maps available for the evidence base
- Identifying key local strategic policies from the Local Plan
- Advising on relevant national policies/guidance
- Providing technical support, such as assistance in laying out and illustrating a plan and writing plan policies
- Checking the plan prior to formal submission to give community confidence

### *Approach to engagement*

The work of the Working Group has identified that it is best practice for the community to be deeply involved in the development of the Neighbourhood Plan from the outset. It is recommended that in developing the Neighbourhood Plan, that the approach of closely engaging with the community is adopted throughout its development. The community should be given every opportunity to feed into and shape the plan in a manner that is over and above statutory consultation.

A more detailed Engagement Plan will need to be developed by the Working Group over the coming months, setting out precisely what activities will be undertaken and by when, including statutory consultations. This will also necessitate discussions with the Town Clerk over the use of

Town Council resources (e.g. the website) and on the issues of co-branding any engagement activity.

Based upon the experience of other Neighbourhood Plans, techniques that could be used include the following:

- Setting up a dedicated Neighbourhood Plan website and email address;
- Stimulating discussion on local social media sites, e.g. Facebook and Nextdoor;
- Undertaking in-person 'Planning for Real' exercises and workshops across the Town, inviting the community to discuss issues and ideas;
- Undertaking public opinion surveys on the plan or on specific issues;
- Issuing a localised 'call for sites', for example identifying green spaces that should be protected;
- Holding dedicated workshops and meetings with specific groups of interest, such as young people or businesses.

### *Creating the Neighbourhood Plan*

Several key pieces of work are needed to develop a Neighbourhood Plan. An indicative project plan is included in Appendix B. The key work packages and tasks, as well as timescales, are shown below, as well as some indicative project gateways where a decision on whether to continue work on the Neighbourhood Plan or not is taken by the Planning Committee.

<b>Work Package</b>	<b>Key tasks</b>	<b>Timescale</b>
Neighbourhood Plan Working Group	Setting up the group Training the members Monthly meetings	March 2022 – May 2022 <sup>1</sup>
Designating the community area	Identification of the community area Application for designation Consultation on designation <b>Project Gateway: Decision to apply for designation</b>	May 2022 – September 2022
Data collection	Screening Assessment Data collection Data analysis	September 2022 – December 2022
Engagement and Consultation	Develop an Engagement Plan Initial Engagement Engagement on Vision, Objectives, and Policies <b>Project Gateway: Decision to engage on vision, objectives, and policies</b>	May 2022 – December 2023
Writing the Plan	Setting the vision Deciding the policies and the site allocations Writing the Draft Plan Modification of the Draft Plan <b>Project Gateway: Decision to commence writing the Draft Plan</b> <b>Project Gateway: Decision to modify Draft Plan following consultation</b>	January 2023 – February 2024
Examination and adoption	Neighbourhood Plan proposal Regulation 16 consultation Independent Examination Referendum <b>Project Gateway: Decision to put plan to a referendum</b>	March 2024 – March 2025

<sup>1</sup> Monthly meetings of the Working Group will be held after this point

It is estimated that the creation of the Neighbourhood Plan will take around 3 years to complete. From the experience of other Neighbourhood Plans, the key determinants of this timescale are, and will be, as follows:

- Sufficient volunteer capacity to undertake the majority of the work;
- Statutory consultation periods;
- Organising, delivering, and reporting the outcomes of the Independent Examination

These factors have been accounted for in the Project Plan.

### *Costs of the Neighbourhood Plan*

Indicative project plan costs are shown below. This is based upon the experience of other Neighbourhood Plans which have sought to develop their Neighbourhood Plan along the lines of a Mini Local Plan. It also reflects our current knowledge of statutory consultation periods, who is ultimately responsible for costs, and likely specialist resources needed.

Most of these costs relate to specialist expertise, however allowance is also made for costs associated with consultation and engagement (room hire, printing etc.), as some contingency for unexpected costs. The below costs do not include any costs borne by Central Bedfordshire Council for which we would not be responsible for covering, such as the Independent Examination.

<b>Work Package</b>	<b>Estimated Cost</b>
Neighbourhood Plan Working Group	£2,000
Designating the Community Plan area	£0
Data collection	£7,500
Engagement and consultation	£7,000
Writing the Plan	£14,500
Examination and Adoption	£9,000
<b>Total:</b>	<b>£40,000</b>

For reference, Central Bedfordshire Council would be responsible for several costs associated with the Neighbourhood Plan. This includes the following:

- The costs of running the statutory consultations (known as Regulation 14 and Regulation 16 consultations)
- The costs of setting up and running the Examination into the Neighbourhood Plan
- The costs of running the referendum on the Plan
- The costs of any statutory assessments as required by their screening opinion, including:
  - Strategic Environmental Assessment
  - Habitats Regulation Assessment
  - Equalities Impact Assessment.

The anticipated spend profile is shown below. It should be noted that this spend profile is indicative only.

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Anticipated spend</b>	£14,790	£17,890	£7,320

### *Resourcing the Neighbourhood Plan*

It is anticipated that most of the work associated with the Neighbourhood Plan will be led by the Working Group. As such, the development of the plan is, to a significant degree, reliant on the efforts of volunteers to deliver. This is a common approach adopted among Neighbourhood Plans that have enjoyed community support throughout their development. However the risks associated with volunteer resource and the skills of that resource will need to be monitored throughout the delivery of the Neighbourhood Plan.



It is likely that several specialist services will need to be procured to develop the Neighbourhood Plan. The purpose of this resource will be to undertake specialist research, analysis, and advisory services on specific technical aspects of the work. This is likely to include the following works:

- Site selection criteria, an assessment of need, and assessment of site viability;
- Specialist expertise to develop the evidence base;
- Design including Design Codes;
- Plan Health Check Review;
- Strategic Environmental Assessment (subject to screening opinion from Central Bedfordshire Council);
- Habitats Regulation Assessment (subject to screening opinion from Central Bedfordshire Council);
- Equalities Impact Assessment (subject to screening opinion from Central Bedfordshire Council).

To assist with securing this external expertise, Central Bedfordshire Council have a Service Level Agreement signed with Bedfordshire Rural Communities Charity and Locality. From discussions with Central Bedfordshire Council, all the above tasks could be delivered through this Service Level Agreement for free or for a nominal charge.

For the purposes of our costing, it has been assumed that this would be provided through a consultancy at a market rate. The procurement of any such resource would be subject to standard contract procurement rules, which have been assumed in the indicative project plan.

#### *Securing additional financial support for the Neighbourhood Plan*

Financial support has been provided for the development of Neighbourhood Plans, primarily financed by the Department for Levelling Up, Housing, and Communities (DLUHC). This funding is due to cease by 31<sup>st</sup> March 2022. A statement on the Locality website, who administer the support on behalf of DLUHC, states the following:

“DLUHC are in the final stages of the Spending Review 2021 process which will allocate funds to all programmes across Government, beyond March 2022. As part of this process the DLUHC Neighbourhood Planning (NP) Team have been exploring the allocation of further funds for neighbourhood planning. As soon as possible but within the confines of this bigger process, the DLUHC NP Team hope to be able to provide us with more certainty as to whether they are able to extend the neighbourhood planning support along current lines (an extension from April 2022 for at least a year). As soon as we have further news on the continuity of funding, we will let you know.”

It is unknown whether this funding will be made available to the Town Council should it wish to seek a contribution to the development of the Neighbourhood Plan. For our costing assumptions, it has been assumed that this funding will not be made available. However, there should be sufficient flexibility for the Planning Committee to apply for funding for the Working Group to undertake any work associated with the development of the Neighbourhood Plan.

#### *The next 3 months*

Should Town Council agree to the resolutions set out below, the next few months will primarily consist of undertaking the necessary work to start the development of the Neighbourhood Plan. Subject to approval by the Town Council to develop the Neighbourhood Plan, the following key tasks will need to be delivered.

- Formal establishment of the Neighbourhood Plan Working Group, including agreeing its membership and its Terms of Reference;

- Training Neighbourhood Plan Working Group Members on the Neighbourhood Planning Process;
- Commencing work on identifying the Neighbourhood Plan Area;
- Commencing in-depth engagement with Central Bedfordshire Council;
- Creating an engagement plan.

All throughout this process, the Project Plan, costs, and timescales will be further refined and updated.

## **Recommendations**

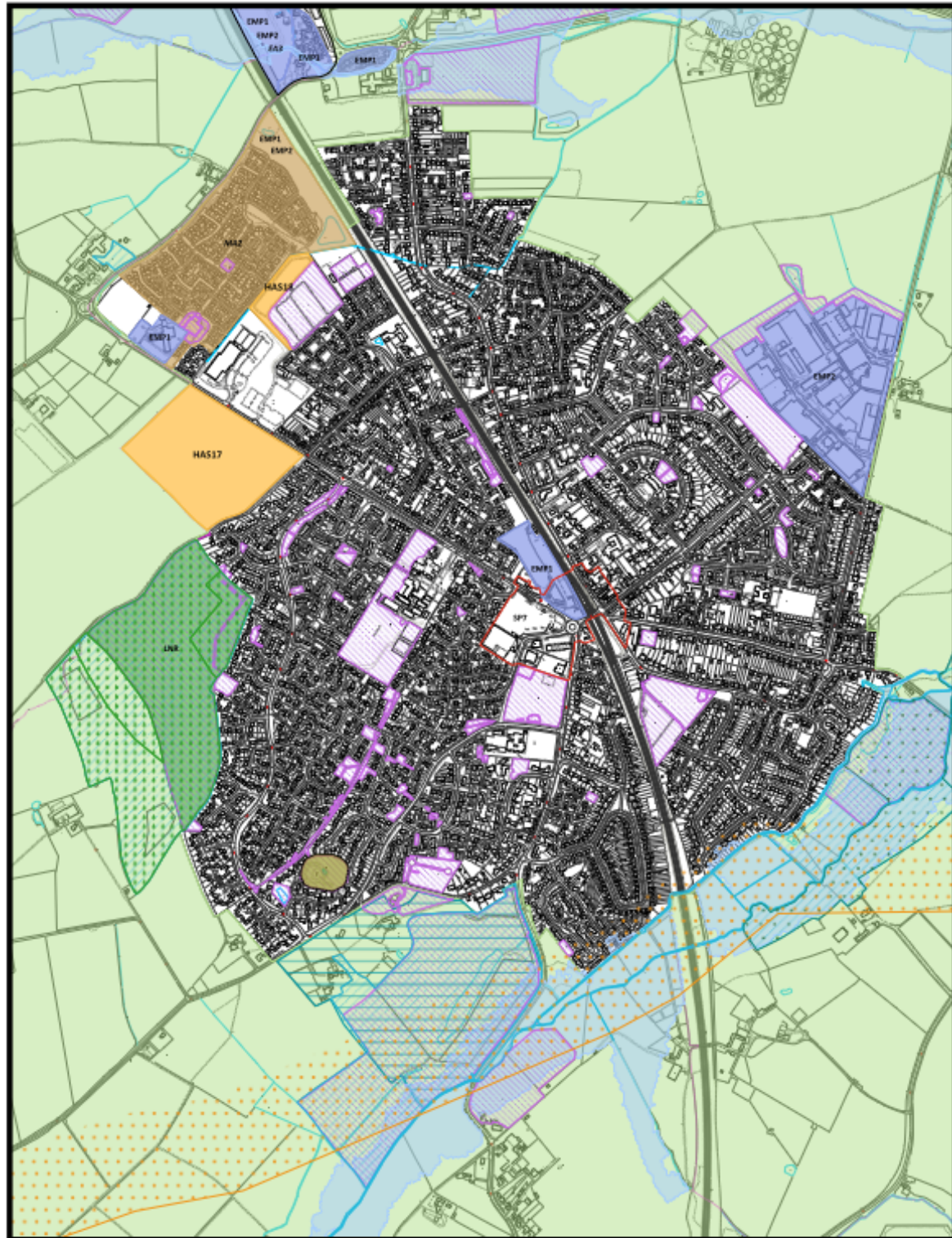
That the Council resolves to support the development of a Neighbourhood Plan for Flitwick.

That the Council resolves to establish a Neighbourhood Plan Working Group as a sub-committee of the Planning Committee, with the Terms of Reference to be approved by the Planning Committee.

That the Council resolves to allocate £40,000 over 3 years to the development and delivery of the Neighbourhood Plan, with the Planning Committee maintaining responsibility for the expenditure of this funding, and the Planning Committee is given the authority to apply for funding contributions to develop the Neighbourhood Plan.

## Appendix A – Local Plan Proposals Map for Flitwick

Inset 25



Scale: 1:5000  
© Crown Copyright and Database Right (2021)  
Ordnance Survey 100049029  
Central Bedfordshire Council



Central Bedfordshire Local Plan  
Policies Map  
Published: July 2021

## KEY

Policy references annotated in square brackets



## Central Bedfordshire Local Plan Policies Map Published: July 2021

	Unitary Authority Boundary		Chilterns Area of Outstanding Natural Beauty [EE7]
	Area outside Central Bedfordshire		Forest of Marston Vale [EE8]
	Inset Boundary		Greensand Ridge Nature Improvement Area [EE9]
	Strategic Housing & Mixed Use Allocations [SA1-4]		Bedford - Milton Keynes Waterway [EE10]
	Strategic Employment Allocations [SE1-3]		Outdoor Sport, Leisure & Open Space Sites [EE13] <small>Sites subject to annual review. For updates refer to <a href="http://www.centralbedfordshire.gov.uk">www.centralbedfordshire.gov.uk</a></small>
	Strategic Commitment [SC1]		Flood Plain [CC3] <small>Source: Environment Agency Indicative Flood Plain maps 2008 (Probability of Flooding 0.1-0.01%) - <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a></small>
	Small & Medium Housing Allocations [HAS1-52]		Scheduled Monuments [HE1] <small>Source: Historic England - <a href="http://www.historicengland.org.uk">www.historicengland.org.uk</a></small>
	Important Countryside Gaps [SP5]		Historic Parks & Gardens [HE2] <small>Source: Historic England - <a href="http://www.historicengland.org.uk">www.historicengland.org.uk</a></small>
	Settlement Envelopes [SP7]		Conservation Areas [HE3]
	Settlements that are inset from the Green Belt [SP7]	<i>Saved Local Development Framework (North) Policies:</i>	
	Portfolio of Employment Sites [EMP1]		Employment Allocations [EA]
	Employment sites considered favourably for alternative use [EMP2]		Housing Allocations [HA]
	Significant Facilities in the Countryside & Green Belt [EMPS]		Mixed Use Allocations [MA]
	Town Centre Boundaries [R1/R3]	<i>Saved Local Plan (North) Policies:</i>	
	Primary Shopping Areas [R1]		Employment Allocations [EMP4]
	County Wildlife Sites [EE3] <small>Source: Biodiversity Recording &amp; Monitoring Centre</small>		Cranfield Airfield [EMP12]
	Local Geological Sites [EE3]		Housing Allocations [HO8]
	Local Nature Reserves [EE3] <small>Source: Natural England - <a href="http://www.gov.uk/government/organisations/natural-england">www.gov.uk/government/organisations/natural-england</a></small>	<i>Saved Local Plan (South) Policies:</i>	
	National Nature Reserves [EE3] <small>Source: Natural England - <a href="http://www.gov.uk/government/organisations/natural-england">www.gov.uk/government/organisations/natural-england</a></small>		Housing Allocations [H1]
	Sites of Special Scientific Interest [EE3] <small>Source: Natural England - <a href="http://www.gov.uk/government/organisations/natural-england">www.gov.uk/government/organisations/natural-england</a></small>		Open Space Proposal [R2-9]
	Ancient Woodland [EE4] <small>Source: Natural England - <a href="http://www.gov.uk/government/organisations/natural-england">www.gov.uk/government/organisations/natural-england</a></small>	<i>National Policies:</i>	
			Green Belt & Green Belt Boundary

## **Appendix B – Indicative Project Plan**

Included as a separate PDF file.

Flitwick Neighbourhood Plan Project Plan (indicative)

Work package	Key tasks	Lead organisation	Estimated effort (days)	Estimated cost (TC)	Month	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25		
Neighbourhood Plan Working Group	Agreeing terms of reference	Town Council	5	£0																																								
	First meeting	Town Council	2	£0																																								
	Working Group training on Neighbourhood Plans	Town Council	2	£1,000																																								
	Working Group meetings	Working Group	22	£1,000																																								
Designating the community area	Identify the Neighbourhood Plan area	Working Group	6	£0																																								
	Application for the designation of the neighbourhood area	Town Council	2	£0																																								
	Consultation on designation of neighbourhood area	Central Beds	60	£0																																								
	Decisions on designation of neighbourhood area	Central Beds	1	£0																																								
Data collection	Setting out what local plan policies are considered strategic	Central Beds	1	£0																																								
	Screening for a Strategic Environmental Assessment	Central Beds	5	£0																																								
	Screening for a Habitats Regulation Assessment	Central Beds	5	£0																																								
	Collecting planning data	Working Group	10	£0																																								
	Collecting socio-economic data	Working Group	10	£0																																								
	Collecting environmental data	Working Group	10	£1,000																																								
	Collecting heritage data	Working Group	10	£1,000																																								
	Collecting employment and business data	Working Group	10	£1,000																																								
	Collecting transport data	Working Group	10	£500																																								
	Collecting community infrastructure data	Working Group	10	£0																																								
Engagement	Analysis of data and creating 'Issue Papers'	Working Group	20	£4,000																																								
	Creating an Engagement Plan	Working Group	5	£0																																								
	Initial stakeholder engagement - Issues and themes	Working Group / Town Council	20	£3,000																																								
	Vision, objectives, policies, and designations	Working Group / Town Council	20	£3,000																																								
Writing the Plan	Formal consultation on the Neighbourhood Plan (Regulation 14)	Working Group / Town Council	20	£1,000																																								
	Setting the vision and objectives	Working Group	10	£0																																								
	Deciding on key policies	Working Group	15	£1,000																																								
	Criteria for site allocations and designations	Working Group	10	£7,500																																								
	Discussing site allocations and designations with Central Beds	Working Group	10	£1,000																																								
	Discussing site allocations and designations with land owners	Working Group	10	£1,000																																								
	Screening opinion on impact assessments from Cental Beds	Central Beds	5	£0																																								
	Equalities Impact Assessment (subject to screening opinion)	Central Beds	40	£0																																								
	Strategic Environmental Impact Assessment (subject to screening opinion)	Central Beds	60	£0																																								
	Habitat Regulations Assessment (subject to screening opinion)	Central Beds	60	£0																																								
	Writing the Draft Plan	Working Group	40	£3,000																																								
	Publication of Draft Plan	Working Group / Central Beds	5	£0																																								
	Modification of Draft Plan	Working Group	20	£1,000																																								
Examination and adoption	Prepare basic conditions statement	Working Group	5	£1,000																																								
	Prepare consultation statement	Working Group	5	£1,000																																								
	Prepare map of area to which the plan relates	Working Group	5	£1,000																																								
	Prepare the Neighbourhood Plan proposal	Working Group	5	£1,000																																								
	Regulation 16 consultation	Central Beds / Town Council	30	£0																																								
	Independent Examination	Central Beds	60	£0																																								
	Referendum	Town Council	15	£5,000																																								
	Formal adoption of Neighbourhood Plan	Central Beds	20	£0																																								

Estimated effort (all tasks):	696
Estimated cost (all tasks):	£40,000

**Rolling Capital Fund Balances 2021-22**

31 January 2022

315 Rolling Captial Fund	Opening Balance	£	228,260
	21/22 Funding	£	126,900
	<b>21/22 Available Funds</b>	<b>£</b>	<b>355,160</b>
	LESS Actual Spending	£	155,563
	LESS Committed Spending Remaining	£	13,998
	LESS Overspend Funded by Central RCF	£	825
	<b>RCF Funds Available to end Dec 21</b>	<b>£</b>	<b>184,774</b>

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 comitted 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
4801	110	PROJ - Rendezvous Air Con RCF	Business	1248b	£ 7,865	£ 7,865	£ -	£ -	0%		
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	5106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697)
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
4807	110	PROJ - Rufus Centre Refurb RCF	Business	20/21	£ 4,870	£ 4,870	£ -	£ -	0%		Balance of spending from last year's authorisation.
4808	110	PROJ - Manor Park Fencing RCF	Community	730e	£ 15,450	£ 14,000	£ -	£ 1,450	9%	Green	
4809	110	PROJ - Barclays Bank Build 21/22	Council	4142a	£ 50,000	£ 89,510	£ -	-£ 39,510	-79%	Green	Agreed from EMR but to be managed through RCF
4810	110	PROJ - Play Equip Repairs 21/22	Community	892e 5150i	£ 15,907	£ -	£ -	£ 15,907	100%	Green	
4811	110	PROJ - Tenant Office Refurb 21/22	Business	5152b	£ 16,000	£ 19,600	£ -	-£ 3,600	-23%	Red	CBC delpidation payment of £4,307 received into 1177/110
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 5106 & up to £1k Village Hall Comm Funds)
RCF Grants Received		Description	Committee	Minute Ref	Committed	Income Achieved to Date		Balance			
1177	110	PROCEEDS - Grants Received	Corporate	n/a	£ 11,000	£ 13,405		£ 2,405	GREEN	GREEN	Exected grants exceeded
1179	110	PROCEEDS - PWLB Loan (Barclays)	Corporate	4142a	£ 800,000	£ 800,000		£ -	GREEN	GREEN	PWLB Loan Proceeds