



## FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 15/03/2022- 433

10<sup>TH</sup> March 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 15<sup>th</sup> March 2022 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

*Rob McGregor*

Rob McGregor  
Town Clerk

Distribution: All Town Councillors  
Notice Boards  
Central Bedfordshire Council

Chairman to read out the following statement:

*I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.*

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

## 5. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODgwMGJhZGQtNDE3Mi00YWRhLTg5ODctZmRhOWVhZTE2ODNm%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODgwMGJhZGQtNDE3Mi00YWRhLTg5ODctZmRhOWVhZTE2ODNm%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

## 6. **INVITED SPEAKER**

## 7. **MEMBERS QUESTIONS**

To receive questions from members.

## 8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 15<sup>th</sup> February 2022**, this meeting was held at the Rufus Centre and via virtual access.
- b. For Members to receive and consider **resolutions and recommendations** of the Planning Services Committee Meeting, held on **Thursday 17<sup>th</sup> February 2022**, this meeting was held at The Rufus Centre and via virtual access.
- c. For Members to receive and consider **resolutions and recommendations** of the Personnel Committee Meeting, held on **Tuesday 22<sup>nd</sup> February 2022**, this meeting was held at The Rufus Centre and via virtual access (**Chairman will move this item to Exempt**).
- d. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 1<sup>st</sup> March 2022**, this meeting is held at The Rufus Centre and via virtual access.
- e. For Members to receive and consider **resolutions and recommendations** of the Planning Services Committee Meeting, held on **Tuesday 8<sup>th</sup> March 2022**, this meeting was held at The Rufus Centre and via virtual access.
- f. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting, held on **Thursday 10<sup>th</sup> March 2022**, this meeting is held at The Rufus Centre and via virtual access.
- g. Members are asked to note the Planning Committee decisions from 17<sup>th</sup> February and 8<sup>th</sup> March.

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 15<sup>th</sup> February 2022.
- b. Members to receive any updates from Officers.

10. **ITEMS FOR CONSIDERATION**

a. **Councillor Vacancies – Co-option**

Members are asked to consider the circulated report prepared by the Chairman and consider the recommendations presented.

b. **Corporate Risk Management Scheme**

Members are asked to review the Corporate Risk Register circulated.

c. **Fuel Card – Public Realm Team**

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

d. **Financial Regulations**

Members are asked to review the Council's Financial Regulations.

e. **Rural Match Funding**

Members are asked to consider options from Community Services and Planning relating to the Rural Match Funding. Business Services and Corporate Services did not put ideas forward.

f. **Planning Application – 2 High Street**

Members are asked to consider the following application for 2 High Street, Flitwick, Beds, MK45 1DS – CB/22/00735/FULL – Erection of 2 no two storey buildings to create 6 self contained flats with associated parking and ancillary works. See supporting papers for full information from CBC.

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

Members are asked to consider the following application to the RCF:

Community Services – £216 contribution to hold a laser light show from the roof of Barclays Bank (with permission) from 22:00 on Thursday 2<sup>nd</sup> June (£1,900 to be funded from Jubilee Budget).

A copy of the most recent summary is circulated for information.

h. **Joint Committee**

Members are asked to note the circulated update report on the Joint Committee and consider the recommendations presented.

11. **ITEMS FOR INFORMATION**

a. **Land Off Church Road, Flitwick**

Members are asked to formally note a copy of recent correspondence regarding a proposal for development for an elderly persons housing scheme (Class C2). The letter sets out changes to the original proposal based on feedback from public consultation and information on this can be found via [www.flitwick-grange.co.uk](http://www.flitwick-grange.co.uk).

12. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

13. **EXEMPT ITEMS**

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

13a Minutes & Recommendations of Meetings – for consideration

13b Responsible Finance Officer – for consideration

13c Car Park Use Request – for consideration

13d Local Organisation Lease – for consideration

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

**Recommendations and resolutions of the Planning Committee Thursday 17th February 2022.**

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

**2982 Election of a Vice Chairman**

It was **RESOLVED** to appoint Cllr Martin Platt as Vice Chairman of the Planning Committee.

**2984 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Meeting on 27th January 2022 as a true record.

**2996 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.

**17a - Minutes**

It was **RESOLVED** to move item 17a to the exempt part of the meeting.  
Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960

Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.

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

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

**b. Lockdown Car Show – Resident Request**

It was **RESOLVED** to permit use of the Station Square land outside Barclays pending the assessment that the land would be suitable to parking cars on, obtained from CBC for the Lockdown Car show event.

It was **RESOLVED** to permit use of the basketball court for the duration of the event on the 21<sup>st</sup> August to be used by the Street Food Hero's, pending the SAG approval for the Lockdown Car Show.

**Recommendations and resolutions of the Planning Committee Tuesday 8<sup>th</sup> March 2022.**

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

**3004 Minutes**

It was **RESOLVED** to accept the minutes of the Planning Committee Meeting held 17<sup>th</sup> February 2022 as a true record.

**3007 Rural Match Funding – Integrated Programme 2022-23**

It was **RECOMMENDED** to apply for the following items under the Rural Match Funding scheme for 2022-23:

- Installation of a bench on the High Street
- Installation of a bench on Station Road
- Installation of a bench on Station Square
- Installation of a bench at the top of Townfield Road
- Improved entrance signage including planters for floral display at entrances to the town.
- Improvements to the roundabout at the junction of Steppingley Road and Froghall Road to include floral display.

**3008 CBC Design Guide Consultation**

This item was **DEFERRED** until the next Planning Committee Meeting to enable a more detailed response.

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

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

**1383**            **Exempt Item**

**12d**            **Debt Recovery Policy**

It was **resolved** to adopt the Debt Recovery Policy as presented.



3006-1 **Application No: CB/22/00393/FULL**

Location: 69 and 71 Townfield Road, Flitwick, Bedford, MK45 1JG

Proposal: Removal of conservatory at No.69 and the erection of two storey rear extensions to No.69 and No.71.

Cllr Gleave withheld from discussing or commenting on this item.

It was **RESOLVED** to accept this application.

Cllr Gleave asked for the minutes to reflect that he abstained from voting on this item.

3006-2 **Application No: CB/22/00214/FULL**

Location: Land to rear and side of 39 and rear of 41 Dunstable Road, Flitwick, Bedford, MK45 1HP

Proposal: Erection of two semi-detached dwellings

Members felt that this application did not address previous concerns regarding highways safety including suitable access and turning for heavy goods vehicles such as refuse collection and in particular for emergency services. It was noted that the installation of a fire hydrant would be an essential requirement for the Bedfordshire Fire and Rescue Service.

It was **RESOLVED** to accept this application on condition that adequate access and turning space is provided for refuse and emergency vehicles and that an additional fire hydrant is installed in line with the requirements of the Bedfordshire Fire and Rescue Service.

3006-3 **Application No: CB/22/00171/LDCE**

Location: Folly Farm, Maulden Road, Flitwick, Bedford, MK45 5BN

Proposal: Lawful Development Certificate Existing: All buildings subject to this proposal have been used for agricultural purposes for a period in excess of ten years.

Members discussed the application and noted a local roofing firm operates from Folly Farm.

It was **RESOLVED** to respond with a statement that it is believed that there may be non-agricultural use by a local roofing firm which should be investigated further.

3006-4 **Application No: CB/22/00596/FULL**

Location: 1 Wellington Close, Flitwick, Bedford, MK45 1GS

Proposal: Demolition of existing and construction of garage with side and rear extension

It was **RESOLVED** to accept this application, subject to adequate distance being maintained between the garage and the property boundary.

3006-5 **Application No: CB/22/00658/FULL**

Location: 9 & 11 Townfield Road, Flitwick, Bedford, MK45 1JE

Proposal: Two storey rear extensions to no's. 9 & 11

It was **RESOLVED** to accept this application.

3006-6 **Application No: CB/22/00667/FULL**

Location: 18 Ampthill Road, Flitwick, Bedford, MK45 1AY

Proposal: Side extension to the existing rear garage and new roof to match

It was **RESOLVED** to accept this application.

Date :- 21/02/2022

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Support on the following applications;**

**21/05677/FUL**

27/01/2022	Sarah Fortune	Mr & Mrs Rutherford	21 Kingfisher Road Flitwick Beds MK45 1RA
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**Proposal :** Side extension, insertion of rooflights, new front porch, internal alterations and associated works.

**Observations :** FTC - Support

**21/05687/FUL**

28/01/2022	Sarah Fortune	Mr Mike Wright	58 Dunstable Road Flitwick Beds MK45 1HU
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**Proposal :** Demolition of lean to Kitchen entailing moving of one exterior wall by 600mm, creation of new kitchen extension with lantern roof light.

**Observations :** FTC - Support

**21/05688/LB**

28/01/2022	Sarah Fortune	Mr Mike Wright	58 Dunstable Road Flitwick Beds MK45 1HU
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**Proposal :** Listed Building: Demolition of lean to Kitchen entailing moving of one exterior wall by 600mm and creation of new kitchen extension with lantern roof light.

**Observations :** FTC - Support

**22/00003/TRE**

28/01/2022	Joanna Baker	Mr Phil De Feo	17 Church Road Flitwick MK45 1AE
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**Proposal :** Works to trees Protected by Tree Preservation Order MB/53/00002/A1: Prune eight mature lime trees (L1-L8), including removal of all growth (epicormic/suckers) up to the crown break (where the main branches originate)

**Observations :** FTC - Support

**22/00122/FUL**

28/01/2022	Sarah Fortune	Smith	69 Windmill Road Flitwick Beds MK45 1AU
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**Proposal :** Single storey side and rear extension

**Observations :** FTC - Support

Date :- 21/02/2022

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>22/00129/FUL</b>	02/02/2022	William Comber	Mr Burgoine	Frogmore 45 The Ridgeway Flitwick MK45 1DH
<b>Proposal :</b> Two storey rear and side extension, part two storey side extension, single storey first floor front extension and loft conversion with side facing Dormer window. New wooden recladding around building.				
<b>Observations :</b> FTC - Support				
<b>22/00211/FUL</b>	01/02/2022	Thomas Mead	S Caldwell	42 High Street Flitwick Beds MK45 1DU
<b>Proposal :</b> Demolition of existing building and creation of replacement building with 9 flats, car parking, cycle parking and bin store.				
[Application referred direct to Town Council meeting 15/2/22 for consideration]				
<b>Observations :</b> FTC - Support				
<b>22/00237/FUL</b>	02/02/2022	Sarah Fortune	Emily Whiting	The Pool House Church Road Flitwick MK45 1AE
<b>Proposal :</b> Erection of triple car port, open sided to the front made from tannelised timber, shingle roof, black timber cladding to the sides, and rear sitting on top of a double width brick lower wall.				
<b>Observations :</b> FTC - Support				

Signed\_\_\_\_\_ Date\_\_\_\_\_

Rob McGregor Mr



## FLITWICK TOWN COUNCIL

### Report to Town Council 15<sup>th</sup> March 2022: Co-option Candidates

#### Implications of recommendations

**Corporate Strategy:** In accordance with aim to develop the Council's potential by ensuring adequate representation of residents within Flitwick Parish.

**Finance:** No Impact

**Equality:** Opportunity to increase diversity and inclusion

#### Introduction

As a result of the resignation of two members, there are currently two casual vacancies in the ward of Flitwick (Part) West. Both vacancies have been advertised by the Returning Officer who did not receive the required ten signatures from residents requesting an election.

In accordance with the published co-option policy, both positions were advertised by the Town Clerk. The Mayor and Deputy Mayor have interviewed two candidates for co-option with Cllr Thompson joining the panel to ensure a diverse interview panel.

#### Candidate Information and findings of the panel

**Mr Joseph Daly** applied to the Town Clerk to be considered for co-option. Mr Daly's application and a summary from the panel is included in Appendix 1.

**Ms Becky Meredith-Shaw** applied to the Town Clerk to be considered for co-option. Ms Meredith-Shaw's application and a summary from the panel is included in Appendix 2.

The Town Clerk has confirmed that both candidates meet the qualification criteria to be a Town Councillor.

#### Conclusion

The panel found that both candidates had relevant skills and motivation to join the Council to represent residents living in Flitwick (Part) West.

#### Recommendations:

1. To appoint Mr Joe Daly as a Councillor representing Flitwick (Part) West.
2. To appoint Ms Becky Meredith-Shaw as a Councillor representing Flitwick (Part) West.
3. That the Council does not make changes to appoint any co-opted candidate to standing Committees outside of the established process at the Annual Statutory Meeting on Tuesday 17<sup>th</sup> May.

Cllr Andy Snape  
Town Mayor



## FLITWICK TOWN COUNCIL RISK MANAGEMENT SCHEME

### Introduction

This document sets out the framework on which risk management processes at Flitwick Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

### Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management – *‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

### Risks Types

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to

prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

**Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

**Risk Prioritisation** – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

**Risk Control** – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

**Tolerate** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

**Treat** – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

**Transfer** – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

**Terminate** – the circumstances from which the risk arises are ceased so that the risk no longer exists;

**Risk Register** –Details on the impact and likelihood matrix are included below. A summary is carried forward into the annual Business Plan.

**Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

#### **Roles and Responsibilities -**

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

Approval of the Risk Management Strategy.

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal Audit** – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Training** – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.



**Risk Assessment and Management (Financial & Business) for the Period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**  
**L (Low) M (Medium) H (High)**

**Financial: Income**

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute	Diary	Annual	Town Clerk
	Not Paid by District Council	L	H	Check and Report	Diary/Bank Statement	6 monthly	Town Clerk
	Adequacy of Precept	H	H	Monthly Review of budget to actual	9month budget review	Ongoing	Town Clerk Council
Charges Recreation	Cash Banking	H	M	Segregate duties of person receiving money and person banking	Reconciliation	Monthly	Town Clerk/DTC
Charges Cemetery	Plot Allocation	M	M	Update of Burial Register		Ongoing	Town Clerk/ESM
	Receipt of fees	M	M	Check with documentation		Ongoing	ESM
Charges Allotments	Rental Invoices	L	M	Register to invoice	Reconciliation	Annual	Town Clerk/ESM
	Cash Handling	L	M	Issue of Receipt			
	Cash Banking	L	M	Segregation of duties			
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Councillors Town Clerk
Markets	Cash Banking	M	M	Monies received in accordance with up to date list of stall holders Checked against banking		Weekly	Town Clerk/CSM
New Community Centre	Income from room lets	L	M	Check and Report	Advance advertising	Ongoing	Town Clerk

## Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid Wrong hours paid Wrong Rate of pay Wrong deductions - NI/Tax	M M M M	L L L M	Check with input, minute approval Check with input Check with input and minute approval Check to PAYE calculations	Staff Check	On review  6 monthly	Town Clerk Accounts Town Clerk Accounts
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheques payable to wrong party	M M M	M L M	Order system  Check arithmetic Invoice initialed by signatories	Approval check App. Check	Monthly Monthly	Town Clerk Accounts Councillors
Grants	Power to Pay Agreement of Council to pay Cheques	L L L	L L L	Minute power Minute Signatory signed (3)			Councillors Councillors Councillors
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Councillors
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	Accounts
Reserves General	Adequacy	L	M	Consider at budget setting	Accountants opinion	Annual	Councillors
Reserves Earmarked	Adequacy	L	M	Consider at budget setting and year end	Accountants opinion	Annual	Councillors
Assets	Loss, damage etc. Risk to third party	M M	H M	Regular inspections, update insurance and register Review adequacy of public liability insurance	Diary	Annual	Town Clerk Councillors. Councillors
Staff	Loss of key personnel Fraud by staff	M L	H L	Hours, health, stress etc. Fidelity guarantee insurance	Committee Council	Annual	Councillors Councillors
Loss	Consequential loss due to critical damage or third party performance	L	M	Insurance cover review adequacy		Annual	Councillors

<b><u>Topic</u></b>	<b><u>Risk Identified</u></b>	<b><u>Likelihood</u></b>	<b><u>Financial Impact</u></b>	<b><u>Management of Risk</u></b>	<b><u>Action</u></b>	<b><u>Frequency</u></b>	<b><u>Ownership</u></b>
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Councillors
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting			Accounts Councillors
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Councillors Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor Accountant	6 monthly Annual	Accounts Town Clerk DTC
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Councillors Town Clerk DTC

## Strategic

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Grants	Need to review Grant Scheme and link to strategic priorities	M	M	Target priorities	Review Scheme	annually	Town Clerk/CSM
Additional recreation/sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk/ESM
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	4 years	Town Clerk SMT Councillors
Business Plan	Unable to implement Strategy	H	M	Follow to deliver Strategy	Follow and update	annually	Town Clerk DTC Councillors
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy & be included in Business Plan		Ongoing	Town Clerk

## Operational

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary  <Precept increase	Ongoing	Town Clerk DTC
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk
Regular maintenance of assets and	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk
Newsletter	Threats to preparation/delivery	L	L	Ensure slot booked with Bulletin	Early preparation	Monthly	Town Clerk/CMM
Council Liability	Lone person working-compliance with law	L	M	Procedure for safety	Monitor & review	Ongoing	Town Clerk/CFL
	Contract of Employment	L	L	For all staff	Monitor & review	Ongoing	Town Clerk
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
	Loss of Key Staff	M	H	Need contingency arrangements and succession planning	Monitor & review	Ongoing	Town Clerk
	Councillors- must be adequately advised of their responsibilities and culpability.	L	M	Induction & refresher training	Monitor	Ongoing	Town Clerk
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Deputy Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk/ESM
Training	Essential for councilors & staff if to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk
Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk/CMM
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk
Byelaws	Reference to models when adopting	L	L	Not currently applicable			
Archiving documents	Security and statutory retention periods	L	M	Needs to be in accordance with a document retention policy	Monitor	Ongoing	Town Clerk
Public Access	Public need to be able to access services according to need & safely	L	M	Services available at stated times. Subject to safety inspections	Monitor	Ongoing	Town Clerk
Office administration	Needs to be effective	M	M	Review & introduce procedures	Review & monitor	Ongoing	Town Clerk DTC

<b><u>Topic</u></b>	<b><u>Risk Identified</u></b>	<b><u>Likelihood</u></b>	<b><u>Impact</u></b>	<b><u>Management of Risk</u></b>	<b><u>Action</u></b>	<b><u>Frequency</u></b>	<b><u>Ownership</u></b>
Contracts	Compliance with legislation/ governance documents when letting	L	H	Prepare specification, determine on price and quality	Monitor	Ongoing	Town Clerk
	Risk to performance and cost if not properly monitored	L	H	Monitor against specification and price	Monitor	Ongoing	Town Clerk

## Compliance

Topic	Risk Identified	Likelihood	Financial	Management of Risk	Action	Frequency	Ownership
Minutes	Accurate and Legal	L	L	Approved at following meeting			DTC
Confidential Matters	Accurate and Legal	H	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual Monthly	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk Accountant
Accounts & Annual Return	In accordance with Regulations	M	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk CMM
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk Accountant
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk CMM
Data Protection	Legal	H	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Newsletter	Compliance with Publicity Code	L	L	Check content against Code	Monitor	Monthly	Town Clerk CMM
Charitable Trust	Understanding responsibilities			No trusts operated by Council			
Statutory Governance Documents	Not compliant with legislation or current	L	H	Regular Reviews	Monitor	Annual	Town Clerk





# Flitwick Town Council

## Report to Town Council 15<sup>th</sup> March 2022: Fuel Cards – Public Realm Team

### Implications of recommendations

**Corporate Strategy:** A council that delivers

**Finance:** Core Services – Fuel (4006/300)

**Equality:** No change

**Environment:** Help with the Environmental Audit

### Background

The Public Realm Team currently fuels all Council vehicles from a fuel tank situated at the Tractor Store off Steppingley Road. The annual cost of fuel is approximately £5,000.

Due to the new development on land at the former Leisure Centre site, the boundary for the Tractor Store is going to be reduced (this is due to boundary lines and ownership). The current fuel tank is sited on part of the land that is going to be taken away meaning it will not be possible to re-site the Fuel Tank when the development is complete.

### Introduction

With the view that the current fuel tank will have to be disposed of, the only viable option for obtaining fuel will be by way of fuel card:

The benefits of a fuel card are as follows.

- No set up costs
- Able to set a monthly credit limit
- No annual contract (leave when we want)
- Over 2 pence per litre discount against the diesel pump price
- Access to 2 of the local petrol stations.
- Online account management tools
- Government approved supplier

### Additional Matters

Officers feel that moving to fuel cards is a positive step and will help track usage which will tie in with the Environmental Audit. It will also eliminate the risk of leakage and theft.

### Officers Recommendations

1. Dispose of the current fuel tank and obtain fuel cards

Stacie Lockey  
Environmental Services Manager



# **FLITWICK TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

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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~~ recommended by Business Services and 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 ?. Or its Committees
- 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. Required for Quality Status
- 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],? 20,000 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~~ **can** 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~~ **£1,200** 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 **an additional** £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

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<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.

## **CCLA DEPOSIT FUND**

Approval and Mechanism The above outline Investment Strategy is commended to the council for approval (subject to any detailed amendments that may be felt desirable). Once approved no further authorisation of actual investments should be required. The transactions do not represent expenditure/payment by council and thus are not required to comply with (the now defunct) LGA 1972 s150(5) – signature by two councillors, nor with any other specific provisions in the council's Financial Regulations. It is suggested that the Clerk or Corporate Services Manager (after consultation with Derek Kemp DCK Solutions) is authorised under the council's existing bank mandate to make such investments and withdrawals as required in terms of the Strategy

### **Recommendations for Rural Match Funding Programme from Community and Planning Committees**

Costs are an estimate based on information provided in the RMF guidance document and expected to be subject to change as and when schemes are designed.

<b>Community Services Committee Recommendations</b>	<b>Estimated Cost based on CBC Rural Match Funding Document</b>	<b>Estimated Cost of 50% Match Funding</b>
Benches and planters to be located on our sites or CBC land such as the triangle between Townfield Road and Lyle Close.	£1,000 each	£500 each
Bollards to prevent parking on verges the areas would need to be confirmed that requirement is needed through a walk around the town.	£1,500 to £5,000 depending on quantity	£750 to £2,500 depending on quantity
Plants to avoid parking on verges due to them being more aesthetically pleasing and helpful to the environment.	unknown	Unknown
Traffic calming measures such as the smiley face signs	£5,000 each	£2,500 each
Froghall road chicanes removal as previously discussed	Unknown	unknown
Reduce speed measures near the nursery on Maulden road	Unknown	Unknown

<b>Planning Committee Recommendations</b>	<b>Estimated Cost based on CBC Rural Match Funding Document</b>	<b>Estimated Cost of 50% Match Funding</b>
Installation of a bench on the High Street	£1000 each	£500 each
Installation of a bench on Station Road	£1000 each	£500 each
Installation of a bench on Station Square	£1000 each	£500 each
Installation of a bench at the top of Townfield Road	£1000 each	£500 each
Improved entrance signage including planters for floral display at entrances to the town.	£12,000 each	£6,000 each
Improvements to the roundabout at the junction of Steppingley Road and Froghall Road to include floral display.	Up to £25,000	Up to £12,500

# 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** 04 March 2022

Dear Mr McGregor,

**Application No:** CB/22/00735/FULL  
**Location:** 2 High Street, Flitwick, Bedford, MK45 1DS  
**Proposal:** Erection of 2 no two storey buildings to create 6 self contained flats with associated parking and ancillary works

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 22/00735.

Please provide any comments by no later than 01 April 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

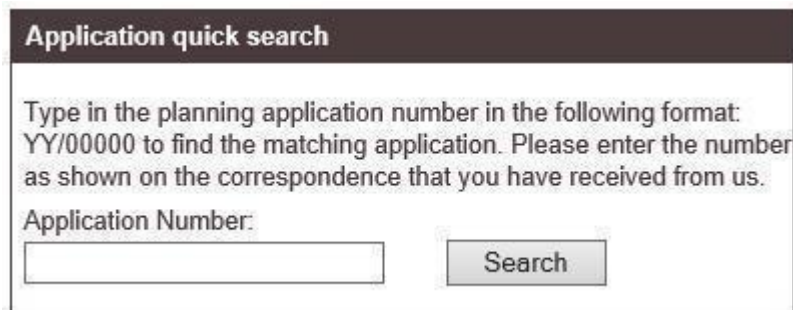
co-operation.

Yours sincerely,

**Eilis Edmonds**  
Senior 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: 22/00735

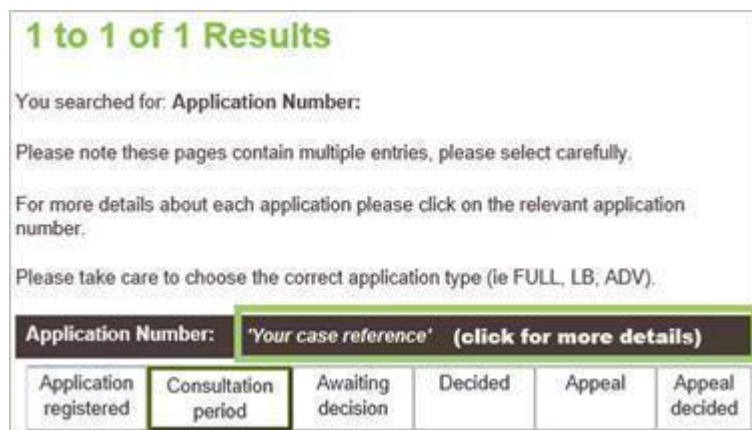


**Application quick search**

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/22/00735/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>

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<AnISCons01A>

**Rolling Capital Fund Balances 2021-22**

09 March 2022

315 Rolling Capital 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	£	183,795
	LESS Committed Spending Remaining	£	62,554
	LESS Overspend Funded by Central RCF	£	41,789
	<b>21/22 RCF Funds Available</b>	<b>£</b>	<b>67,021</b>

RCF Code		Description	Committee	Minute Ref	Budget Committed	Spend to date	Funding Received (1177)	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	£ 2,946	£ 2,405	£ -	£ 1,459	73%	Green	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%		RCF COMPLETE
4802	110	PROJ - The Hub Refurb RCF	Community	809a 833c	£ 20,000	£ 14,018	£ -	£ -	£ 5,982	30%	Green	
4803	110	PROJ - Manor Park Heritage RCF	Community	809c	£ 28,000	£ -	£ 6,198	£ -	£ 34,198	122%	Green	S106 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%		RCF COMPLETE Balance of spending from last year's authorisation.
4808	110	PROJ - Manor Park Fencing RCF	Community	730e	£ 15,450	£ 17,500	£ -	£ 2,050	£ -	0%		
4809	110	PROJ - Barclays Bank Build 21/22	Council	4142a	£ 50,000	£ 89,510	£ -	£ 39,510	£ -	0%		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	£ 4,307	£ -	£ 707	4%	Green	CBC delpidation payment of £4,307 received into 1177/110
4812	110	PROJ - War Memorial Clean 21/22	Community	5152b	£ 858	£ 858	£ -	£ -	£ -	0%		RCF COMPLETE
4813	110	PROJ - Xmas Tree & Works 21/22	Community	5164 a i	£ 5,926	£ 5,104	£ -	£ -	£ 822	14%	Green	
4814	110	PROJ - Town Noticeboards 21/22	Community	718 a	£ 620	£ -	£ -	£ -	£ 620	100%	Green	
4815	110	PROJ - Xmas Lights Event	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	£ 1,861	£ 1,300	£ -	£ 39	6%	Green	RCF to be confirmed (+ £300 S106 & up to £1k Village Hall Comm Funds)
4818	110	PROJ - Electric Fencing 21/22	Community	856b	£ 442	£ 446	£ -	£ 4	£ -	0%		
4819	110	PROJ - Barclays Defibrillator 21/22	Council	5213d	£ 1,770	£ -	£ -	£ -	£ 1,770	100%	Green	





# Flitwick Town Council

## Report to Council 15<sup>th</sup> March 2022: Joint Committee

### Implications of recommendations

**Corporate Strategy:** Continue to work with Central Bedfordshire Council, the community and other partners to ensure the development of Flitwick is planned and delivered in a strategic and holistic manner.

**Finance:** None

**Equality:** Increases inclusivity

### Background

For some time now the Council has been keen to work better with Central Bedfordshire Council (CBC). To achieve this, the Town Clerk suggested setting up a Joint Committee with CBC to discuss areas, projects etc for collaboration for Flitwick. After debating the matter, the Council made the following resolution at the January 2021 Council meeting:

*It was **resolved** to trial the Joint Committee with the commitment of reviewing how it worked at the January 2022 Council meeting.*

At the September meeting, the following was discussed:

*Members were informed that CBC were assessing how they engaged with Councils and part of that included a review of Joint Committees and their effectiveness. The Council had previously committed to trial the Joint Committee, but the dates needed to be amended to start the 6 month period from when the first meeting took place.*

*It was agreed for Officers to write to CBC requesting to trial a Joint Committee for Flitwick.*

Members and Officers have been frustrated at the lack of movement for this Committee to be set up.

### Introduction

On 2<sup>nd</sup> March, the Town Mayor, Ward Members, CBC Cllr Stock, CBC's Officer who co-ordinates the Joint Committees, the Town Clerk and the Corporate Services Manager met to discuss a way forward for Flitwick.

CBC representatives explained that they had been internally reviewing the way Joint Committees worked which was the main reason they had been hesitant to start up a new one with Flitwick. There were issues with a complete shared Terms of Reference for all Towns because not every place is the same, however it was recognised that the core Terms of Reference were important.

CBC representatives mentioned that some of the existing Joint Committees had not been working well, particularly when some CBC Officers were coming up against a lot of negativities.

The group discussed expected behaviours at the meetings and how it was productive to work collaboratively on areas within both the CBC and Town's strategic plans which interlinked, Section 106 agreements, and social value for contracts.

Due to the review of Joint Committees currently taking place at CBC, the CBC Officer suggested trialling a shadow Joint Committee for Flitwick, who would meet informally about subject areas mentioned above. It was agreed for Members to discuss this at the next Council meeting.

The CBC Officer would liaise with the Town Clerk about potential dates for late April to hold the first meeting if Members wanted to progress this.

### **Additional Matters**

Joint Committees do not have a budget.

It is customary for the same number of Ward Members as Town Council representatives to form the Joint Committee.

It was important to let residents know that there will be a Joint Committee, should FTC Members agree to the recommendations below.

Cllr Stock would attend the meetings.

### **Recommendations**

1. To set up a shadow body for a Flitwick and CBC Joint Committee that works informally alongside the standard Terms of Reference looking at subject matters such as strategic plans and Section 106 funding, on a trial basis.
2. For the Town Mayor and Deputy Town Mayor to attend Joint Committee meetings and elect one other Member from the Council at the March meeting, with a view to re-electing the third Member at the Annual Statutory meeting.

Rob McGregor  
Town Clerk & Chief Executive

Stephanie Stanley  
Corporate Services Manager

Date: 8<sup>th</sup> March 2022

Dear Councillor

**Re: Proposal for development on Land south of Flitwick, Bedfordshire for Development of an elderly persons housing scheme (Class C2) comprising a 162-unit Integrated Retirement Community providing Extra Care housing, including 30% affordable housing in the form of 29 bungalows and 12 apartments, 66-bed Care Home with ancillary community and service space, gardens and leisure areas, car parking, circulation space, internal access ways, principal access, and ancillary landscaping and greenspace.**

As you will be aware, is working to bring forward the above proposal for the development of land off Church Road, Flitwick, Bedfordshire.

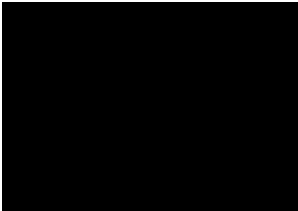
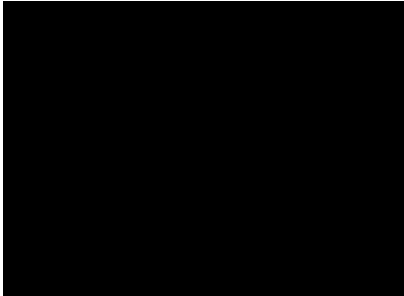
We previously wrote you last August to inform you of the online public consultation event which was opened to seek the views of the local community and other interested parties/stakeholders and help shape the development proposal going forward.

I now write to update you with the proposed changes to the development in response to the feedback received, our website will also be updated to reflect these changes ([www.flitwick-grange.co.uk](http://www.flitwick-grange.co.uk)).

The changes which have been made to the proposed development include:

- Reduction in the overall numbers from 250 to 228 units;
- Introduction of a wider range of specialist residential/care accommodation, including a 66-bed care home, which would offer care beds, a nursing home, and dementia wing; a 162-unit Integrated Retirement Community (IRC) which will also provide 30% affordable housing in the form of bungalows for the elderly;
- The proposed layout has been reconfigured to provide a circular route around the site for pedestrians, linking to the new dropped kerb crossing point onto Church Road tying into the existing footpath;
- Lesser scale-built form has been proposed adjacent to the County Wildlife Site and Flitwick Manor allowing for further landscaping and enhancements to existing boundaries;
- Replacement of several two-storey blocks to bungalows to introduce softer edges and more affordable properties; and
- Church Road is proposed to have areas of local widening to 4.8 metres to allow safe vehicular movement and enhance the existing road

The proposed development, following discussions with the NHS will make a financial contribution towards local GP services to be secured through a S.106 Obligation.



If you require any further information or it would be helpful to discuss the proposals with us directly, please e-mail [\[REDACTED\]](#)

Yours Sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]