

4. **PUBLIC OPEN SESSION**

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

Click the link below to join this **Teams meeting**:

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

5. **INVITED SPEAKER**

PC Lyndsey Dagley has been invited to advise Members of Community Policing priorities within Flitwick.

Q&A opportunity for Members.

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held 3rd May 2022.

8. **MATTERS ARISING**

- a. Minutes of the Community Services Committee Meeting 3rd May 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Barclays Square**

At the May Community Services Meeting, Members discussed feedback from the residents survey in relation to Barclays Square and made the following resolution.

*'It was **RESOLVED** for Officers to investigate options to develop the area outside Barclays Bank including looking at benches, bins, pop up coffee stalls, notice boards etc.'*

Members to consider options previously circulated. Options relating to a coffee van will be presented at a future meeting.

b. **Allotment Fees**

Members to consider additional information requested from Members in relation to the allotment fee review.

c. **Maulden Road Boundary**

Members to consider a quotation to secure the boundary of land at Maulden Road.

d. **Biodiversity Statement**

Members to adopt the biodiversity statement.

e. Environmental Audit

Members are asked to consider quotations received to conduct an Environmental Audit. With recommendations to be made to Council.

Quotations are attached to this agenda as follows:

Quotation 1	£9,950
Quotation 2	£5,600
Quotation 3	Declined to quote

10. ITEMS FOR INFORMATION

a. Marketing & Communications Plan

Members are asked to note the status of actions for the Marketing & Communications Plan.

b. Marketing & Communications Forward Promotional Plan

Members are asked to note the Marketing & Communications Forward Promotional Plan circulated.

c. Financial Reports

Members are asked to note the Financial Reports for Community Committee circulated.

d. Delivery Plan & Committee Priorities

- i) Members are asked to note the Delivery Plan for Community Services.
- ii) Members are asked to note the consolidated list of Committee priorities.

e. Officers Update

Members to note the Officers update.

f. Gumbles

Members to note that Gumbles Children's Fun Zone will be attending the Millennium Park from 23rd August – 30th August 2022. The open days will be from 25th August – 29th August 2022. SAG has been obtained.

11. PUBLIC OPEN SESSION

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

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

12. **EXEMPT ITEMS**

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

12a – Millennium Park

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



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 3rd MAY 2022
AT 7:45 PM AT THE RUFUS CENTRE**

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Lutley
Cllr Badham
Cllr Earles
Cllr Blazeby
Cllr Roberts

Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Rob McGregor – Town Clerk (Virtual)
Mike Thorn – Environmental Services Officer (Virtual)
1 Member of Public

980. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Chacko and Cllr Dann.

981. DECLARATIONS OF INTEREST

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

982. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Committee and Officers for their work over the past year.

983. PUBLIC OPEN SESSION

None.

984. INVITED SPEAKER

None.

985. MEMBERS QUESTIONS

Members asked if the Council would be participating in 'No Mow May'. The Environmental Services Manager would discuss possible areas with the Town Clerk and agreed to update Members via email.

986. MINUTES

- a. Members advised of a typo within minute numbers 969b and 976c.

It was **RESOLVED** to adopt the minutes of the Community Services meeting held on 12th April 2022

987. MATTERS ARISING

- a. Members did not identify any matters to discuss in relation to the Minutes of the Community Services Committee Meeting 12th April 2022.

988. ITEMS FOR CONSIDERATION

a. Fee's Comparison

Members discussed how fees are evaluated, for example, comparing fees in surrounding Parishes was a good starting point but to what extent were fees based on the services being provided by FTC. Members suggested when looking into costs, it was also important to look at the population of the area and the number of allotments being provided. The Environmental Services Manager would investigate this and feed information back to Members in due course.

The Chairman reminded Members that FTC no longer follow the Rygate agreement, meaning all fee increases could be reviewed in isolation and not across the board.

Members discussed the possibility of having the port-a-loo's reinstated at the allotment sites. Members asked to investigate different options available, such as compostable toilets. Members raised that allotment holders have asked if pathways could be cut, The Environmental Services Manager commented that it could be considered however it would take up a lot of Public Realm time and would need to be factored in when discussing fee increases.

Members asked for a breakdown in costs, how much of the allotment income is spent on the allotment sites, this includes services provided by Officers and The Public Realm Team. It was agreed to speak with the ALC for feedback.

Members discussed the costs that are included within the burial charges.

Members commented that comparison Council fees differed from each other due to other services provided by the Council and the amount the costs were able to be subsidised by each Council.

It was **RESOLVED** to not increase burial fees for 2022. Burial fees would be reviewed in one year.

Members raised how often the football pitches are being utilised. The Environmental Services Manager informed Member's there was a regular booking at The Rufus Centre but there had not been a booking at Hinksley Road Playing field since we no longer had the changing rooms. Members asked if there could be a fee difference between Hinksley Road and The Rufus Centre, this may encourage bookings. The Environmental Services Manager could look into this, although it was felt a changing room would be needed when booking a senior football pitch.

It was **RESOLVED** to not increase football pitch fees for Hinksley Road Playing Field or The Rufus Centre.

b. Country Park

The Environment Services Manager informed Members that Cllr Toinko had given feedback regarding the Country Park after the Community Services Meeting in April.

The Town Clerk asked Members for feedback regarding what they would like to see or what they felt was important for the Country Park design. The Town Clerk was keen to move forward with a design that would be presented at Community Services for Members to discuss finer details.

Members discussed the need for substantial parking and pathways to encourage children and school trips to be able to access the site.

Members discussed the importance of taking professional advice around the design of the park, including on items such as ponds, wildlife and sustainability.

Members suggested a working group would be beneficial.

The Environmental Services Officer agreed to look at other sites with the working group, to gather information, ideas and knowledge around the development of the Park.

Members agreed to use the proposed list as a starting point to design the Country Park.

It was **RESOLVED** to take forward the proposed list of priorities as a starting point for the design of The Country Park, with the addition of car parking spaces.

It was **RESOLVED** to set up a working group to discuss priorities in more details and to invite guest speakers.

Cllr Thompson, Cllr Toinko, Cllr Platt, Cllr Lutley, Cllr Earles and Cllr Badham joined the working group.

c. Recycling Scheme

The Environmental Services Officer gave members a brief overview of the Tetracycle initiative and explained that some investigation had been carried out in the past by Cllr Dann.

It was **RESOLVED** to instruct Officers to investigate the Council becoming a Tetracycle public drop off point.

d. Weed Spraying

Members had previously raised concerns with CBC regarding weed spraying on verges and around road signs, but nothing was done about this. The Town Clerk suggested adding this to the agenda for the joint committee meeting along with the reduced mowing regime that had been resolved by the Council in 2021.

e. Barclays Square

Cllr Earles commented that something needed to be done to stop parking at the side of the building on Kings Road side, it was suggested that taking the signs down would be helpful. The Town Clerk advised that more investigation into the lease would be required before signs were to be removed. This item would be deferred to the Business Improvement group.

Members discussed the need for benches and bins within the area, along with lighting and CCTV. Members are keen for the area to be used as a community space where people can sit, have markets and possibly enjoy a coffee.

It was **RESOLVED** for Officers to investigate options to develop the area outside Barclays Bank including looking at benches, bins, pop up coffee stalls, notice boards etc.

989. ITEMS FOR INFORMATION

a. Marketing & Communications Plan 2022-23

The Marketing and Communications plan was noted.

b. Marketing & Communications Forward Plan

The forward plan was noted.

c. Financial Reports

The financial reports were noted.

d. Delivery Plan & Committee Priorities

- i) Members noted the Delivery Plan for Community Services.
- ii) Members noted the consolidated list of Committee priorities.

e. Officers Update

Members noted the Officer Report. One Member commented that after a lot of time spent looking back through archives in relation to the Manor Park, it was suggested in the original park management plan, adoption of which was part of the planning process that a Friends of Manor Park group would be set up. It was not clear to say for certain that it was a planning condition however the Council did agree to meet once a year as a part of this agreement. Members noted in the report, that Officers had suggested putting this on hold until the Parkland Management plan had been completed.

The Community Services Manager informed Members that they had been successful in gaining a premises licence for Millennium Park.

f. Section 106

Members noted the updated available section 106 funds. The Chairman advised that this would become a rolling item so that the committee could monitor what monies are available.

g. Manor Park – Parkland Management Plan Progress Report

Members noted the progress report for the Manor Park Parkland Management Plan.

h. Resident Driven Projects

The Community Services Manager advised that no applications had been received for the Resident Driven Projects therefore this would be closed until next year.

i. Public Art Proposal

Members noted that work had been started on the public art brief and this would be presented to the Committee as soon as possible.

990. PUBLIC OPEN SESSION

A member of public raised the following points.

1. The resident urged the Council to reconsider opening up the football pitches at Hinksley Road which would help with keeping young people off the streets.
2. It was suggested to visit the Marston Forest Centre to help gauge an idea of what should be included as part of a priority in the proposed Country Park.
3. Westoning had a very good Tetracycle scheme and suggested liaising with them for information.
4. The resident felt it was vital to stop weed spraying around the Town.
5. It was felt that CCTV should be included as part of the suggestions for Barclays square.

991. EXEMPT ITEMS

The members were asked to move the following items into the Exempt section of the meeting.

12a – 4YP Youth Service Report

The 4YP report was noted.

12b – Flitwick Youth Provision




It was **RESOLVED** to take forward the proposal of having an in-house youth provision team to the Personnel Committee for further 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.

Meeting closed at 21.12




Layout Option 1



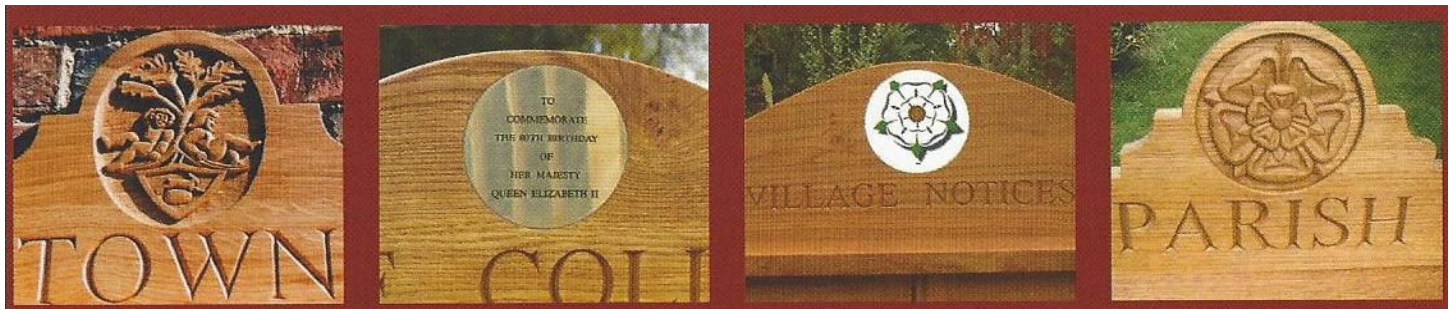
-  Bin
-  Bench
-  Notice Board (on front of building)

Layout Option 2



-  Bin
-  Bench
-  Notice Board

Notice Board Option 1



Approximate Cost - £2150.00 plus vat

(Cost will vary depending on which header is chosen - see above options)

This notice board would accommodate 18 x A4 pages

Notice Board Option 2



Approximate Cost - £1296.00

(Cost will vary depending on which header is chosen - see above options)

This notice board would accommodate 16 x A4 pages

Bin Option 1



Approximate Cost - £785.00 plus vat

Bin Option 2



Approximate Cost - £399.00 plus vat

Bench Option 1



Approximate Cost - £526.00 plus vat

Bench Option 2



Approximate Cost - £475.00 plus vat

Allotment Fee Comparison June 2022

At the May Community Services Meeting, Members deferred the decision to consider allotment fees pending further information which is listed below in red.

	Ampthill Town Council Population – 13,600 Plots – 154 (across 2 sites)	Dunstable Town Council Population – 40,200 Plots – 272 (across 6 sites)	Leighton Linlade Town Council Population – 12,100 Plots - 268 (across 2 sites)	Flitwick Town Council Population – 13,800 Plots – 194 (across 2 sites)
Allotments <i>(5 pole plot)</i>	£16.00 (some variants due to shed on plot, proximity of water pipe etc) Facilities included: Toilets – No Standpipes – Yes Troughs – No Spine paths cut by Town Council - Yes	£25.00 Facilities included: Toilets – No Standpipes – No Troughs – Yes Spine paths cut by Town Council - Yes	£20.00 Over 60's qualify for a 50% discount Facilities included: Toilets – Composting Toilets Standpipes – Yes Troughs – Yes Spine paths cut by Town Council - Yes	£26.39 Facilities included: Toilets – No Standpipes – Yes Troughs – Yes Spine paths cut by Town Council - No

The Public Realm Team currently maintain both sites which includes cutting and strimming of the grass, general maintenance of taps/troughs etc and maintaining any vacant plots. This takes approximately 2 staff members, 2 days every fortnight (April - November) which costs £8,896 per year (£1,112 per month).

If cutting of spine paths were to be included as part of the annual allotment rents, an additional 1 days works would be required for 2 members of staff fortnightly (April – November). This would cost an additional £4,448 per year (£556 per month).

Other Officers spend approximately 12 hours per month (April – November) on allotment administration.



FLITWICK TOWN COUNCIL
Report to Community Services Committee 07.06.22
Land at Maulden Road Boundary

Background

As you are aware the Town Council had two unauthorised traveller encampments on the land at Maulden Road in April. They accessed the site via the access road to the sewerage works.

The Public Realm Team had previously dug a ditch around part of the perimeter of the site, but it did not cover the area where they accessed the field as access was still required for our staff to maintain the site.

Bailiffs attended site on both occasions and managed to evict both encampments in a timely manner with no issues. The cost for the evicting the travellers was £227.75 on the first occasion, this was for serving notice only and £569.00 on the second occasion, this was for serving notice and evicting on the same day.

Introduction

Quotations have been sought to secure the site by digging a trench and creating a bund around the perimeter. Please see attached quotations.

Other

We have had no further issues of unauthorised traveller encampments since the incident, and we are led to believe that both encampments were linked to one another.

Officers have discussed options for securing the site and feel that considering it was the first incident since the land has been in ownership of the Town Council and due to the Nature Park/Country Park project developing it may be a better option to secure the site.

Recommendations 1.

To secure the site by digging a trench and bund.

Stacie Lockey Environmental Services Manager

12-05-22
Flitwick Town Council
The Rufus Centre
Steppingly Road
Flitwick
MK45 1AH

Re: Flitwick Country Park

Further to your recent enquiry we have pleasure in confirming our quotation for the ditch and bund works to Flitwick Country Park for the sum of:

£4,900.00

Works as below:

Excavate ditch and create bund around Flitwick country park using as dug materials aprox 1100m

As discussed, daily rate will be £700.00

Estimated duration: 6 days with 1 day float

Payment Terms **Nett** and within **30 days** of Invoice Date.

All works carried out in with unrestricted access for our works.

It is a condition of our quality systems that we must have written confirmation of an order prior to commencing on site.

In the event of failure to make payment by the due date, interest shall be due to this company at the rate of 5% per month, above current base rate, or part thereof, on the outstanding balance, plus an administration fee of £80 per invoice.

Please note that our quotation will be subject to the addition of VAT current at the date when the works were carried out.

We trust you will find our Quotation of interest and look forward to receiving your favourable instructions in the near future. However, should you have any queries do not hesitate to contact us.

Yours faithfully,

For and on behalf of

[REDACTED]

[REDACTED]



Flitwick Town Council

STATEMENT TO ENSURE COUNCIL MEETS ITS DUTIES IN RELATION TO BIODIVERSITY AND CRIME AND DISORDER

Adopted by Council:

Planned Review Date:

Crime and Disorder

The Town Council acknowledges its duty to consider crime and disorder implications when exercising its various functions and the need to do all that it reasonably can to prevent crime and disorder in its area, in accordance with Section 17 of the Crime and Disorder Act 1998. One of the Council's strategic objectives is to "Work to make our Town safer". Several actions in its Delivery Plan appertain to this.

Flitwick is among the top 5 safest small towns in Bedfordshire (December 2020), and is the 55th most dangerous overall out of Bedfordshire's 127 towns, villages, and cities. The overall crime rate in Flitwick in 2020 was 44 crimes per 1,000 people. This compares favourably to Bedfordshire's overall crime rate, coming in 62% lower than the Bedfordshire rate of 72 per 1,000 residents. For England, Wales, and Northern Ireland as a whole, Flitwick is the 315th safest small town, and the 3,712nd most dangerous location out of all towns, cities, and villages. Over the last four years most crimes have reduced with only anti-social behaviour, drugs and public order increasing.

The Town Council is supportive of the Safer Central (community safety) Partnership, which brings together a range of partners to reduce crime, protect communities and help people feel safer. The Council support the local Neighbourhood Watch and publish on the Council's Website, crime prevention information from the Police and Fire & Rescue authority as well as safety advice.

The Town Council will work with the local business network to deter crime. The Council operates a small CCTV network and is liaising with the district council to seek to extend CCTV coverage in the Town.

The Council consider crime prevention when commenting on planning applications and as part of managing its facilities and services. Council will undertake periodic crime audits undertaken on its services and operations to ensure compliance with its statutory duty.

Biodiversity

Flitwick Town Council acknowledges in its Environmental and Sustainability Policy, its duty under the Natural Environment and Rural Communities Act 2006, s40 to consider the conservation of biodiversity when carrying out its functions. One of the Council's strategic objectives is to "Protect and enhance our local environment and address sustainability." Key actions supporting this priority are to "initiate wildflower and tree planting, while also seeking to develop wildlife areas, including re-wilding a community park". The Council will also introduce "wilding" into its public realm standards.

Council has in its Strategy, an action to undertake an environmental audit which will include a section on land management. The Town Council own and manage allotment sites and a number of parks and play areas. Through proactive management of these, are able to provide opportunities for natural habitats which the Council is committed to protecting through its Environmental and Sustainability policy.

The Council uses its Public Realm team to ensure that problems of fly-tipping and litter are tackled, so as not to put green areas and natural habitats at risk. The Council funds a floral display throughout the town centre.

Planning applications are scrutinised and comments submitted to the Planning Authority endeavouring to ensure that the environment is not in any way harmed by any development proposal itself or the work required in delivering it. The Council try to ensure landscaping schemes on new developments are designed to benefit wildlife through planting of trees, native hedges and other plants which encourage wildlife and minimise disturbance to resident species.

NET ZERO DISCOVERY

PROPOSAL

Prepared for:

FLITWICK TOWN COUNCIL

Energise Ltd.

8 Eaton Court
Colmworth Business Park
St Neots, PE19 8 ER

Prepared by

Adam Wright
adam@energise.com

Document Date

24th March 2022

Released

24th March 2022

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INTRODUCTION

Thank you for requesting our proposed approach to supporting your organisation in going Net Zero.

The below document details the steps to identifying a Net Zero Plan and the elements required to implement actions to achieve your targets. Following the production and adoption of a Net Zero Strategy, Energise can further assist in the implementation of your Strategy outcomes acting as your Net Zero Partner.

This proposal covers Flitwick Town Council's operations which has 4 buildings (Rufus Centre, Tractor Store, The Hub and Football Changing Rooms), land (cemetery and allotments), various vehicles and plant equipment. The Council has made some good progress through initial developing of an Environmental Action Plan and are now looking to understand their carbon position and to build a Net Zero Strategy.

The proposal has been produced using information provided by the Council and publicly available information.



PARTNERSHIP

We believe this programme of works will require a close and integrated partnership. To manage the relationship from our side you will have:

- A named client Lead
- Expected service levels
- A clear annual action plan



CONTRACT STRUCTURE

We are proposing a 6-month contract to develop your Net Zero Strategy

The project would review, analyse and develop key data sets, produce your Net Zero Strategy and set ambitious yet achievable Net Zero targets.

WHY GO NET ZERO

As humans our progress has been based on unsustainable use of natural resources. The extract-use-pollute-throwaway paradigm means our natural system cannot regenerate or adapt fast enough. It is time for us to change and adapt instead.

Net Zero means reducing the UK's emissions by 100% from 1990 levels. Greenhouse gas emissions that can't be avoided must be matched by removing the equivalent from the atmosphere. In general, it is accepted that to be "going Net Zero" means to be acting in a way that will limit global temperature rise to 1.5°C.

The 21st Century sees a race to rapidly reduce greenhouse gas (GHG) emissions to zero, enabling us to transition from fossil fuel sources to Net Zero. The more of us that join the race, the faster we will progress and the more benefits we will generate for each other.

HOW TO GET THERE

The 1.5°C was the agreed target from the Paris Agreement. To meet it we need to "put the carbon handbrake on". We can all do this by being more energy efficient, using renewable/low carbon technologies and then utilising tree planting/carbon offsetting to counterbalance the rest. We've set out in this plan how you first reduce your energy use, then generate your energy needs from low/zero carbon solutions and then ultimately "offset" the balance to achieve "Net Zero".

HOW TO ACT

You can undertake a whole range of measures to reduce your carbon footprint directly. There are many ways to live a low carbon lifestyle or operate a low carbon organisation, and every one of them has a real impact on tackling climate change, air pollution, the security of energy supply, and in many cases, provide a financial benefit too.

WHY NOW?

To avoid the most serious potential impacts of climate change, the UNFCCC has set out a limit to the amount of emissions that can be released into the atmosphere before the target to limit average temperature rise to a 1.5°C/2°C increase is achieved.

The amount of carbon that can still be emitted is termed a "carbon budget". It is crucial that we all set out a way to use our budget, as we would with any financial budget.

The more carbon we emit now (i.e. carbon we've spent already), the faster and deeper our emissions reductions will need to be in the future, which will likely be at greater cost and risk.

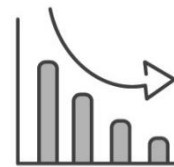
NET ZERO PATHWAY

Our Pathway to Net Zero is built on a cycle of Review, Reduce, Renew, Rebalance. This cycle occurs on an annual basis with a carbon footprint, as part of the Review stage, being the ongoing measurement of performance and the identifier of new or continuing priorities.



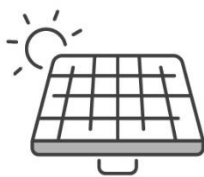
01. REVIEW

The first stage of any strategy is to know your current position. With Net Zero, that is knowing what your emissions sources are, how much you emit and how they can be reduced. This is a really important step in achieving Net Zero, so it's good to spend a bit of time getting this right and having an accurate answer set as your foundations.



02. REDUCE

Once your carbon baseline is known and you have an adopted Net Zero Strategy in place, it's time to take action to ensure your annual emissions reduce in line with your targets. Reduce actions will provide the carbon reductions required to achieve Net Zero and produce financial savings to reinvest in future projects. Options to reduce emissions vary across industry sectors and your type of operation.



03. RENEW

Alongside taking action to reduce your carbon footprint, it's key to identify options for renewable generation, innovative solutions and technology to further provide net carbon reductions.

As we all progress on our journeys to Net Zero, manufacturers and suppliers will create new solutions to help achieve this common goal. It's key to monitor these advancements and include in ongoing Net Zero action plans.



04. REBALANCE

It's unlikely that we'll be able to achieve Net Zero through Reduce and Renew actions alone, so we need to look at options to remove carbon from the atmosphere.

Offsetting options are varied such as sequestering carbon through forestation, carbon reductions by investing in projects and direct removals via carbon capture.

OUR NET ZERO PLAN

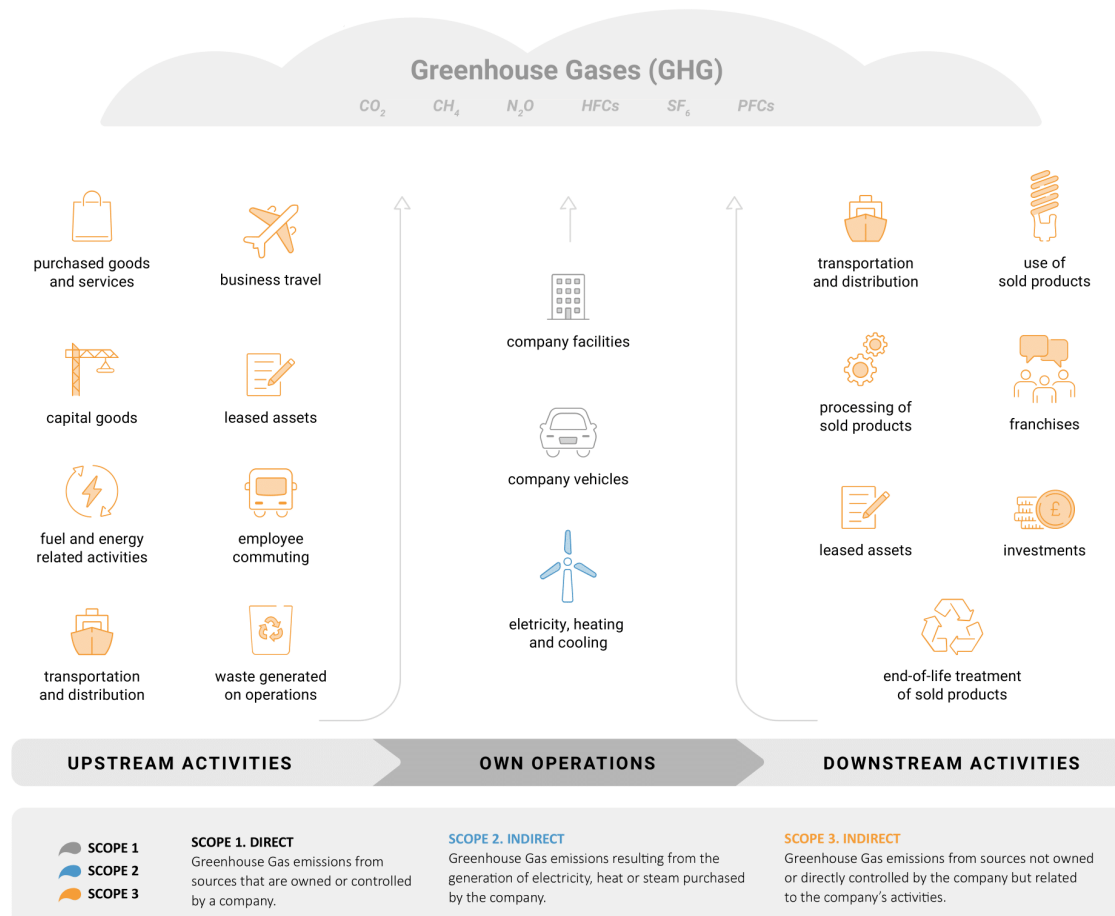
HOW WE BELIEVE YOU CAN ACHIEVE NET ZERO

We believe Net Zero can be broken down into four clear steps – Review, Reduce, Renew, Rebalance. These can then be used to decide your approach. It starts first with reviewing your footprint, so you know where you are. You then reduce your resource use to ensure there is no unnecessary waste, followed by transitioning to renewables and cleaner technology (such as electric vehicles) and then the remaining carbon emissions can be offset.

WHICH EMISSIONS SOURCE WE INCLUDE

Our Review stage of Net Zero includes a review of your carbon emissions and is mapped to the internationally recognized GHG Protocol. This carbon data forms the baseline of your Strategy. The GHG Protocol splits emissions into three scopes:

- **Scope 1** – direct emission from combustion of fuels by facilities and vehicles
- **Scope 2** – indirect emissions from purchased electricity, steam, heat, and cooling
- **Scope 3** – indirect emissions from your value chain split into upstream and downstream emissions and into 15 categories.



DEVELOPING YOUR NET ZERO PLAN

OUR APPROACH TO DEVELOPING YOUR NET ZERO PLAN

Below are the steps we would take to develop your Net Zero Strategy. This journey takes you from being in a potential position of completing mandatory reporting and climate-related compliance to having a strategic approach to tackling climate change and aligning to Net Zero.



NET ZERO PLAN SUMMARISED

SCOPE 1, 2 & 3 CARBON FOOTPRINT

- Compile a scope 1, 2 and upstream 3 carbon footprint covering all relevant emissions categories in line with the GHG Protocol
- Produce a report summarising current emissions, energy and costs at a site level with a presentation of overall performance, dependent on data availability
- Provide access to Energise's Net Zero Hub for review and interrogation of emission records
- Data will be collected retrospectively to cover 24 months (i.e. 2 financial years).

CARBON STRATEGY

EDUCATION/CARBON LITERACY WORKSHOP

- Carbon literacy and engagement workshop (1-2 hours) covering:
 - High level carbon literacy summary
 - Target setting process
 - Your carbon footprint summarised and a deep dive into some hotspots.

BASELINE AND TECHNICAL AUDIT

- Conduct audits on all buildings and fleet within the portfolio to identify opportunities to reduce carbon emissions from energy, water and waste.
- Compile a formal evidence set from your carbon footprint work and energy auditing, as well as other available data sets to be summarised in a summary report and will be used to formulate scenario options
- This report will summarise known information relating to:
 - Buildings
 - Fleet

NET ZERO SCENARIO MODELLING

- Produce a set of Net Zero scenarios using the National Grid Future Energy Scenarios and 6th Carbon Budget datasets (plus equivalents of other countries); the Council's own datasets and the data sets of Energise to allow assessment of different technical and financial approaches to Net Zero and inform other works in this scope (namely workshops on Objective/Target setting).

NET ZERO PLAN SUMMARISED CONTD.

CARBON STRATEGY CONTD.

OBJECTIVE AND TARGET SETTING

Through a process; including workshop(s); arrive at a set of Net Zero objectives and targets that can be collated into a Net Zero Strategy. An initial target (and associated action plan) will be presented from the work that is in alignment with the requirements of the Science Based Target Initiative.

NET ZERO STRATEGY

- Collation of findings from the carbon footprint, technical audit, scenario modelling and objective setting to form a Net Zero Strategy that can be adopted by the business
- Presentation to board-level team of the Strategy.

ACTION PLAN

- High level action plan outlining the details of the actions required within the first year of the programme of works from the agreed Strategy to support the beginning of implementation
- Details main workstreams and the who, what, where, when and how of each of them

WORKSHOPS

- Conduct workshops related to the development of the Net Zero Strategy developed by this project:
 - Objective and target setting
 - Strategy run-through/presentation

Sessions to be half day workshops as maximum length.

NET ZERO PLAN TIMELINE

Assuming a project start date of April/May, the following indicative timeline is achievable.

	Task Title	Task Owner	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	Discovery Stage							
1.1	Scope 1, 2 & U3 Carbon Footprint	ENE/Client						
1.2	Baseline & Technical Audit	ENE						
1.3	Supply Chain Assessment	ENE						
1.4	Scenario Modelling	ENE						
1.6	Objective & Target Setting Workshop	ENE						
1.7.1	Net Zero Strategy	ENE						
1.7.2	Net Zero Strategy Presentation	ENE						
1.8	Annual Action Plan	ENE						

The project timeline can be extended (or compressed if possible) through mutual agreement, and will be agreed during the project kick off meeting.

WORKING WITH ENERGISE

OUR MISSION

Since 2008, Energise aims to provide solutions required to meet the Net Zero Challenge. With a team of 23 working with around 100 active customers at any time, our intention is to be the catalyst for 1% of the UK to go Net Zero by 2025.

As is the case with everything in life, things are more likely to happen if we create and follow the path of least resistance. This means we need to make the journey for our customers easy to use, effective and enjoyable. It is our job to make this happen and as a result, we stand for “we did everything we could”. That’s why we don’t just help our clients to tick boxes. We go all in to help them connect with their own ‘why’ for reducing their carbon footprint and walk hand-in-hand with them on the journey towards net zero carbon.

OUR IMPACT

100%

COMPLIANCE PASS RATE

Over 600 Programmes

£49m

SAVINGS DELIVERED

Adding around £7m per annum

351k

Tonnes of Carbon Saved

And increasing daily

OUR CUSTOMER SERVICE

Energise believes that the best customer relationships are true partnerships, where both the customer and ourselves deliver against key commitments in order to achieve common goals, and where each partner understands and respects the commercial and operational imperatives of the other. To support our aim in doing this, we have developed a 10 point Relationship Charter which is intended to help us work together as effectively and as productively as possible. You can view our Relationship Charter on request.

OUR PROJECT MANAGEMENT

Our Delivery and Service Development Teams includes two Prince2 Trained Practitioners, both who have used their knowledge and experience to shape our delivery, project management and service development processes. All our projects are managed on a cloud-based project management platform which captures project progress, tasks, risks, opportunities and resource management.

OUR CUSTOMERS



Huntingdon Town Council



St Neots
Town Council

THE NET ZERO HUB

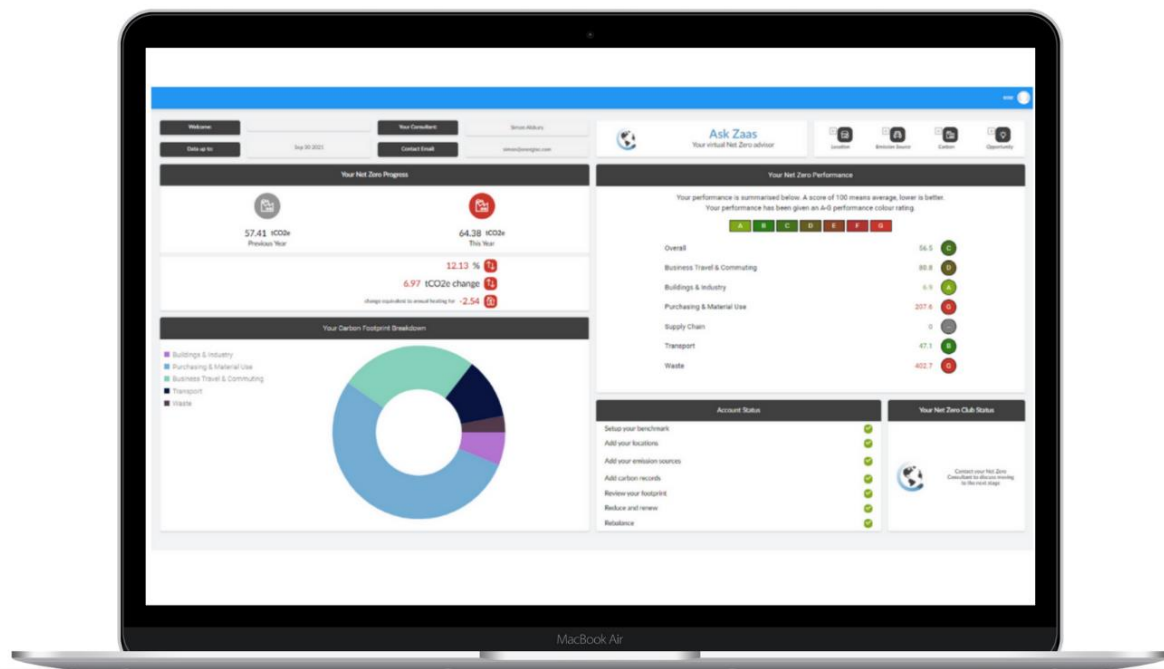
BUSINESS INTELLIGENCE

The Net Zero Hub is where we track your carbon footprint, with various reports like the Carbon Map, Emissions Profile, the Action vs Impact Matrix and the report shown here as an example, “Carbon Bubbles”, which allows you to navigate the proportional size of different parts of your carbon footprint and then drill-down through the data to investigate areas that could provide opportunities on your Pathway to Net Zero.

KNOWLEDGE BASE

We'll use the Net Zero Hub to track your progress to Net Zero. The portal provides you a single place to keep a track of:

- Your Pathway to Net Zero
- Your Action Plan (incl. Energy Efficiency Opportunities)
- Your Carbon Offsetting Records



COMMERCIAL/FEES

Our Proposal to deliver the list of deliverables is as follows:

Section	Category	Fee
Discovery	Scope 1, 2 & U3 Carbon Footprint	£3,880
Discovery	Baseline & Technical Audit	£6,070
Discovery	Supply Chain Assessment	
Discovery	Scenario Modelling	
Discovery	Carbon Strategy & Annual Action Plan	
Discovery	Workshops (2) incl. Carbon Literacy	
Total	Core Scope	£9,950

PROPOSAL TERMS

- All subject to our terms and conditions of supply (provided alongside)
- All costs stated are exclusive of VAT which will be charged at the prevailing rate, and subject to formal agreement by both parties
- Travel expenses, where applicable, are absorbed into any fee quoted above, and as such will not appear as a separate fee within the proposal
- Energise Ltd reserves the right to alter, amend or withdraw any proposal at any time prior to its formal acceptance of it via contract or purchase order.

PAYMENT TERMS

- **Invoice 1** – On Instruction – 50% - £4,975.00
- **Invoice 2** – On Completion – 50% - £4,975.00
- Invoice terms are 30 days net.



PROPOSAL ACCEPTANCE

Name	
Position	
Signature	
Date	
Purchase Order Number	
Invoicing Email Address	

TERMS & CONDITIONS

This order is subject to our Terms and Conditions V1.4 which are provided alongside.

THANK YOU FOR BEING A ZERO HERO.

Keep up the good work!



TERMS & CONDITIONS

VERSION 1.4

1. DEFINITIONS

In this document the following words shall have the following meanings: -

1.1 "Agreement" means these Terms and Conditions together with the terms of any applicable Specification Document;

1.2 "Client" means the organisation or person who purchases Services from the Supplier;

1.3 "End Client" means the party for whom Services are provided where this is not the Client, either on a "White Labelling" basis or under the Supplier's name through a third party;

1.4 "Intellectual Property Rights" means patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;

1.5 "Letter of Authorisation" or "LOA" refers to a document on the Client's headed paper and signed by a representative of the Client permitting the Supplier to request relevant information on the Client's behalf for the purpose of completing the work in the Specification Document. The example Letter of Authorisation is in the Specification Document.

1.6 "Normal Working Hours" means Monday to Friday (excluding Bank Holidays) between the hours of 9:00 and 17:00.

1.7 "Services" means the services provided by the Supplier to the Client, as set out in the Specification Document;

1.8 "Software" means any program or other operating information used by a computer including, but not limited to, CO2manager

1.9 "Specification Document" means a statement of work, Quotation, Proposal, Order Acknowledgement or other similar document describing the Services to be provided by the Supplier;

1.10 "Supplier" means Energise Ltd; Registered in England and Wales (Reg. No. 06470379) with Registered Office: 8 Eaton Court, Colmworth Business Park, St Neots, Cambridgeshire PE19 8ER

1.11 "White-Labelling" means Services provided by the Supplier to an End Client which have been branded to make it appear as though they are being delivered by the Client.

2. GENERAL

2.1 These Terms and Conditions shall apply to all contracts for the supply of services by the Supplier to the Client.

2.2 The Supplier shall submit to the Client a Specification Document which shall specify the services to be supplied and the price payable. The Specification Document is the agreed record between the Supplier and Client of the Services to be delivered. All Specification Documents shall be subject to these Terms and Conditions.

2.3 The Supplier shall use all reasonable endeavors to complete the services within estimated time frames but, unless an agreed delivery date is set out in the Specification Document, time shall not be of the essence in the performance of any services.

TERMS & CONDITIONS

VERSION 1.4

3. PRICE AND PAYMENT

3.1 The price for the supply of services is set out in the Specification Document.

3.2 Invoiced amounts shall be due and payable within 30 days following receipt of invoice. The Supplier shall be entitled to charge interest on overdue invoices from the date when payment becomes due from day to day until the date of payment in line with the Late Payment of Commercial Debts (Interest) Act 1998. In the event that the Client's procedures require that an invoice be submitted against a purchase order to make payment, the Client shall be responsible for issuing such purchase order before the services are supplied. For the avoidance of doubt, the Supplier will not be responsible for delays to the delivery of the Specification caused by the Client failing to issue a purchase order.

3.3 The price for the supply of services will be reviewed annually (usually in April) and changes will be notified to you in writing.

3.4 Our current rates, effective from 1st April 2020, are set out in the table below.

Grade	Description	Per Day (exc. VAT)
G1	Data entry	£295
G2	Junior support, data analysis	£360
G3	Basic net zero advice, reporting analyst, low complexity auditing, compliance support	£430
G4	Carbon footprint collation, compliance work, medium complexity auditing, advanced data analysis	£510
G5	Medium to high complexity auditing, complex data analysis, oversight of compliance/projects	£545
G6	Oversight of integrated programmes of work, high to complex auditing, strategic advice and consultancy	£645
G7	Strategic programme management, complex auditing, strategic advice and consultancy	£700
G8	Complex compliance advice, complex auditing, large/complex strategic advice and consultancy	£800

All prices are subject to the addition of VAT which is currently charged at 20%. VAT will be charged at the appropriate rate at the time of billing.

TERMS & CONDITIONS

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3.5 Aborted Site Survey fees will be charged at the hourly rate of the individual carrying out the work for travel time and time on site.

3.6 Prices quoted in the Specification Document are subject to the pre-site work information being as provided by the Client in relation to location, accessibility, floor area, unit size, complexity of operation and condition prior to provision of a Specification Document.

3.7 Any necessity to conduct additional Services due to provision by the Client of misleading information, or a request by the Client for the Supplier to compile additional information in order to complete the Services, will be subject to additional fees to be agreed in writing with the Client prior to completion.

3.8 Where authorisation to complete additional work is not given the Client will still be charged for work already completed even if the final deliverable cannot be achieved as per any original quote.

3.9 Prices quoted are subject to pre-proposal information being as provided by the Client in relation to organisation size, complexity, number of energy supplies or sources, required timetables and availability of data.

3.10 Prices quoted for site works are based on delivery of work during the Supplier's Normal Working Hours. An additional fee of 50% of the original site works cost may be charged for site works required outside of the Supplier's Normal Working Hours.

4. SPECIFICATION OF THE SERVICES

4.1 All services shall be required only to conform to the specification in the Specification Document. For the avoidance of doubt no description, specification or illustration contained in any sales or marketing literature of the Supplier and no representation, written or oral, correspondence or statement shall form part of the contract.

4.2 Amendments to the Specification Document must be agreed in writing by both parties and may be subject to a revised fee.

5. DELIVERY

5.1 All reasonable measures shall be taken to ensure that services as set out in the Specification Document are delivered in line with the dates in the Specification Document; however, where incidents outside of the Supplier's control cause a delay to this delivery, the Supplier shall not be liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the services.

5.2 Where incidents outside of the Supplier's control cause a delay to the originally agreed timetable of delivery, the Supplier makes no guarantees that the revised delivery date will be equal to the original delivery date plus the number of days over which the delay impacted the project. The original delivery timetable will have been agreed based on availability of resources during that original delivery timetable period, and the Client should be aware that those resources may not remain available in the new delivery timetable period.

TERMS & CONDITIONS

VERSION 1.4

6. CLIENT'S OBLIGATIONS

6.1 To enable the Supplier to perform its obligations under this Agreement the Client shall:

6.1.1 co-operate with the Supplier's reasonable requests;

6.1.2 provide the Supplier with any information reasonably required by the Supplier;

6.1.3 obtain all necessary permissions and consents which may be required before the commencement of the services; and

6.1.4 comply with such other requirements as may be set out in the Specification Document or otherwise agreed between the parties.

6.2 The Client shall be liable to compensate the Supplier for any expenses incurred by the Supplier as a result of the Client's failure to comply with Clause 6.1.

6.3 Without prejudice to any other rights to which the Supplier may be entitled, in the event that the Client unlawfully terminates or cancels the services agreed to in the Specification Document, the Client shall be required to pay to the Supplier as agreed damages and not as a penalty the full amount of any third party costs to which the Supplier has committed and in respect of cancellations the full amount of the services delivered to date for which payment has not yet been received by the Supplier plus six months of the annual fee on a pro-rata basis, and the Client agrees this is a genuine pre-estimate of the Supplier's losses in such a case. For the avoidance of doubt, the Client's failure to comply with any obligations under Clause 6.1 shall be deemed to be a cancellation of the services and subject to the payment of the damages set out in this Clause should such failures not be remedied by the Client within 30 days of receiving written notice from the Supplier that this Clause 6 has been breached.

6.4 In the event that the Client or any third party (from which the Supplier has requested further information in relation to the Client using a Letter of Authorisation) shall omit or commit anything which prevents or delays the Supplier from undertaking or complying with any of its obligations under this Agreement, then the Supplier shall notify the Client as soon as possible and:

6.4.1 the Supplier shall have no liability in respect of any delay to the completion of any project;

6.4.2 if applicable, the timetable for the project will be modified accordingly on agreement in writing by both parties;

6.4.3 the Supplier shall notify the Client at the same time if it intends to make any claim for additional costs and will provide evidence and reasonable grounds for doing so.

6.5 The Client shall provide a comprehensive scope of required works by completing the Supplier's template data collection form to enable the Supplier to commence the services for the Client.

6.6 Minor amendments required by the Client to the works shall be included within the scope of the Specification Document but major amendments shall be excluded from the scope of the Specification Document and shall be comprised in a further Specification Document. Whether or not the required works comprise minor amendments or major amendments shall be at the absolute discretion of the Supplier.

6.7 Feedback on and requests for amendments to any Services to be provided to the Client by the Supplier shall be referred by the Client through the Supplier's Helpdesk (for which login details will be provided on receipt of a signed copy of this Agreement).

6.8 Feedback and support requests submitted following completion of the Services by the Supplier shall be submitted by the Client through the Supplier's Helpdesk

6.9 The Client shall conduct an operational test of any reports created by the Supplier as part of the Services prior to final sign off of the same.

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6.10 The Client shall provide any requisite Letter of Authority allowing the Supplier to request data from third parties and shall provide all reasonable assistance to facilitate the provision of such data. The Client accepts that the Supplier shall not be responsible for the accuracy of such data so used in the delivery of reporting services, the Supplier being responsible only for the accuracy in the entry of such data into any Software package used for reporting and in the event that the required data is not forthcoming the Supplier shall make reasonable efforts to estimate data if appropriate and shall be entitled to submit incomplete reports if complete data is not provided.

6.11 The Client hereby acknowledges as follows: -

6.11.1 that whilst the Supplier shall ensure any request for the negotiation of a utility supply contract together with consumption data is passed to a third party, the Supplier shall have no responsibility for the negotiation of, or failure to negotiate any supply contract by, any such third party

6.11.2 The Supplier shall have no responsibility for any Client's legislative compliance with schemes which the Supplier may assist the Client with participating in.

7. ALTERATIONS TO THE SPECIFICATION DOCUMENT

7.1 The parties may at any time mutually agree upon and execute new Specification Documents. Any alterations in the scope of services to be provided under this Agreement shall be set out in the Specification Document, which shall reflect the changed services and price and any other terms agreed between the parties.

7.2 The Client may at any time request alterations to the Specification Document by notice in writing to the Supplier. On receipt of the request for alterations the Supplier shall, within 14 working days, advise the Client by notice in writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties.

7.3 Where the Supplier gives written notice to the Client agreeing to perform any alterations on terms different to those already agreed between the parties, the Client shall, within 14 working days of receipt of such notice, advise the Supplier by notice in writing whether or not it wishes the alterations to proceed.

7.4 Where the Supplier gives written notice to the Client agreeing to perform alterations on terms different to those already agreed between the parties, and the Client confirms in writing that it wishes the alterations to proceed on those terms, the Specification Document shall be amended to reflect such alterations and thereafter the Supplier shall perform this Agreement upon the basis of such amended terms.

8. WARRANTY

8.1 The Supplier warrants that the services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

8.2 Except as expressly stated in this Agreement, all warranties whether express or implied, by operation of law or otherwise, are hereby excluded in relation to the services to be provided by the Supplier.

9. INDEMNIFICATION

9.1 The Client shall indemnify the Supplier against all claims, costs and expenses which the Supplier may incur and which arise, directly or indirectly, from the Client's breach of any of its obligations under this Agreement.

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10. LIMITATION OF LIABILITY

10.1 Nothing in these Conditions shall limit or exclude the Supplier's liability for:

- (a) death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;
- (b) fraud or fraudulent misrepresentation;
- (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession);
- (d) breach of the terms implied by section 12 of the Sale of Goods Act 1979 (title and quiet possession); or
- (e) defective products under the Consumer Protection Act 1987.

10.2 Subject to clause 10.1:

- (a) the Supplier shall under no circumstances whatever be liable to the Client, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with this Agreement; and
- (b) the Supplier's total liability to the Client in respect of all other losses arising under or in connection with this Agreement, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed twice the price paid by the Client to which the claim relates.

10.3 The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and the terms implied by sections 3 to 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from this Agreement.

10.4 This clause 10 shall survive termination of this Agreement.

11. CONFIDENTIALITY

11.1 A party (receiving party) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the receiving party by the other party (disclosing party), its employees, agents or subcontractors, and any other confidential information concerning the disclosing party's business, its products and services which the receiving party may obtain. The receiving party shall only disclose such confidential information to those of its employees, agents and subcontractors who need to know it for the purpose of discharging the receiving party's obligations under this Agreement, and shall ensure that such employees, agents and subcontractors comply with the obligations set out in this clause as though they were a party to this Agreement. The receiving party may also disclose such of the disclosing party's confidential information as is required to be disclosed by law, any governmental or regulatory authority or by a court of competent jurisdiction. Provided always that the Supplier may name the Client or the End Client as a client and utilise non-commercially sensitive information for marketing purposes. In the event that the Supplier is providing services on a "white-labelling" basis, the Supplier reserves the right to name itself as the Supplier in the event that confirmation is sought by the End Client. This clause shall survive termination of this Agreement.

TERMS & CONDITIONS

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12. SOFTWARE

12.1 Where set out in the Specification Document, the Supplier grants a restricted limited non-transferable, non-sub licensable, royalty-free non-exclusive licence to the Client for the use of CO2manager which is protected by copyright law and international copyright treaty provisions. Where Services are provided through a third party, the Supplier extends the use of this license to the End Client. The Client must ensure that the End Client agrees to the terms set out within this Clause 12.

12.2 The Client may copy the content of the Supplier's Software for the purpose of archiving only provided that such copies retain all original proprietary notices.

12.3 The Client is strictly prohibited from directly or indirectly modifying, translating, reverse-engineering, decompiling, disassembling, creating derivate works based on, or otherwise attempting to discover source codes including ideas or algorithms of the Supplier's Software or programming.

12.4 The Client is strictly prohibited from removing any proprietary notices or labels from CO2manager.

12.5 The Client is not permitted to lease or distribute the Supplier's Software without the Supplier's prior written consent which may be withdrawn at any time and following the withdrawal of such consent the Client shall forthwith destroy all copies.

12.6 The Intellectual Property Rights in CO2manager are the sole property of the Supplier.

12.7 Save as may be provided herein or in the Specification Document all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law provided that where Software is supplied to a Client dealing as a consumer nothing herein shall affect the statutory rights of such a Client.

13. TERMINATION

Either party may terminate this Agreement forthwith by notice in writing to the other if:

13.1 The other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 28 calendar days of being given written notice from the other party to do so;

13.2 The other party commits a material breach of this Agreement which cannot be remedied under any circumstances;

13.3 The other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;

13.4 The other party ceases to carry on its business or substantially the whole of its business; or

13.5 The other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrator receiver, manager, trustee or similar officer is appointed over any of its assets.

13.6 Subject to Clause 13.7, the Agreement can only be terminated on the first anniversary of service, or after this point has passed, on completion of the term stated in the Specification Document, giving not less than 3 months' notice in writing to the other party. In the case that the Client terminates the Agreement, it shall be liable to pay the relevant fees for work delivered to date in that period.

13.7 The Agreement may be terminated by mutual consent in the event that changes to legislation waver the Client's need for the Services. In the case that the Agreement is terminated, the Client shall be liable to pay the relevant fees for work delivered to date, including any work required to terminate the Services prematurely.

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14. INTELLECTUAL PROPERTY RIGHTS

14.1 All Intellectual Property Rights produced from or arising as a result of the performance of this Agreement shall, so far as not already vested, become the absolute property of the Supplier, and the Client shall do all that is reasonably necessary to ensure that such rights vest in the Supplier by the execution of appropriate instruments or the making of agreements with third parties. For the avoidance of doubt, any data relating to the operation of the Client which is used in the delivery of the Services will remain the property of the Client. Any material created by the Supplier to present the operational data to the Client as part of the Services shall remain the property of the Supplier.

15. FORCE MAJEURE

15.1 Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, the act or omission of government, highway authorities or any telecommunications carrier, operator or administration or other competent authority, or the delay or failure in manufacture, productions, or supply by third parties of equipment or services, and the party shall be entitled to a reasonable extension of its obligations after notifying the other party of the nature and extent of such events.

16. INDEPENDENT CONTRACTORS

16.1 The Supplier and the Client are contractors independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in writing by both parties.

17. TITLE AND RISK

17.1 The risk in the Software shall pass to the Client on delivery.

17.2 Title to the Supplier's Software shall remain solely with the Supplier.

17.3 Access rights to the Software shall not pass to the Client until the Supplier has received payment in full (in cash or cleared funds) for:

(a) The Software.

(b) Any other Software or Services that the supplier has supplied to the Client in respect of which payment has become due.

18. ASSIGNMENT AND OTHER DEALINGS

18.1 Assignment and other dealings

(a) The Supplier may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of its rights under this Agreement and may subcontract or delegate in any manner any or all of its obligations under this Agreement to any third party who shall be subject to the requirements of the Supplier's quality management system.

(b) The Client shall not, without the prior written consent of the Supplier, assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with all or any of its rights or obligations under this Agreement.

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19. SEVERABILITY

19.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provisions eliminated.

20. WAIVER

20.1 The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein shall not be a waiver from them or of the right at any time subsequently to enforce all Terms and Conditions of this Agreement.

21. NOTICES

21.1 Any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party given in the Specification Document or such other address as such party may from time to time have communicated to the other in writing, and if sent by email shall unless the contrary is provided be deemed to be received on the day it was sent, if sent by fax shall be deemed to be served on receipt of an error free transmission report, if given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by post shall be deemed to have been delivered in the ordinary course of post.

22. ENTIRE AGREEMENT

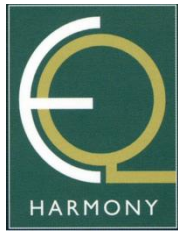
22.1 This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreement, arrangements, undertakings or proposals, oral or written. Unless expressly provided elsewhere in this Agreement, this Agreement may be varied only by a document signed by both parties.

23. NO THIRD PARTIES

23.1 Nothing in this Agreement is intended to, nor shall it confer any rights on a third party whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise.

24. GOVERNING LAW AND JURISDICTION

24.1 This Agreement shall be governed by and construed in accordance with the law of England and the parties hereby submit to the exclusive jurisdiction of the English courts.



Proposal to undertake an Environmental Audit - Flitwick Town Council

23rd May 2022

OVERVIEW

EQH Ltd is pleased to submit a proposal for carrying out an environmental audit on behalf of Flitwick Town Council in accordance with its environmental policy commitment:

The Objective

Flitwick Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring, and reducing such impacts and will:

1. Measure the organizations carbon footprint and agree the necessary actions to reduce it
2. Undertake periodic environmental audits
3. Ensure up to date assessments of its environmental impacts
4. Develop systems to monitor and maintain action plans

The scope of the audit is determined by the councils own environmental objectives and will review the 11 commitments within its environmental policy

OUR PROPOSAL

EQH limited will undertake an environmental audit of FlitwickTown Council to provide an evaluation of the performance of the organisation, management systems and processes designed to protect the environment.

The Audit will include:

1. A review of control of practices and an assessment of compliance with the Authority's existing policies and practices
2. An assessment of all emissions to air, land and water; legal constraints; the effects on the neighbouring community, landscape and ecology and a compliance audit
3. An evaluation of the authority's current carbon footprint



Upon completion of the audit, the consultants deliver a short training session for councillors and staff on the environmental responsibilities of a local council and outline the main findings of the audit. Using the information from the audit to work with the Council to develop an Environmental Action Plan.

PRICING

Our prices are built on our standard charge per consultant of £500 per day. Our research and administrative support is included in this rate. Expenses are restricted to £0.45 per mile travelling or rail/air travel and subsistence/overnight stays at cost. We do not charge for travelling time. We operate a helpline during this work which is included in our costs.

Services Costs	Time Period
<p>Preparation of environmental audit plan with deliverables.</p> <p>Request all relevant information requirements which should be available from the Council's records, to include issues identified within the Environmental Policy including energy use, vehicle and fuel use and waste produced as well as relevant policy decisions.</p> <p>In addition, we would undertake background research necessary to supplement the available information. Analyse the information and present in a useable form.</p>	3 Days
<p>Site Visits</p> <p>We would wish to discuss the Council's work with staff and key councillors and visiting all sites and premises for which the Council are responsible.</p> <p>We would meet with environmental groups and the appropriate sustainability officer from Bedfordshire council.</p>	3 Days
<p>Preparation of Draft Audit Report</p> <p>We would prepare a draft audit report, including calculation of the Council's Carbon Footprint from available data and recommended action plan and make it available for comment by officers and key councillors.</p> <p>We would then finalise these documents to go out with a Committee Agenda.</p>	3 days



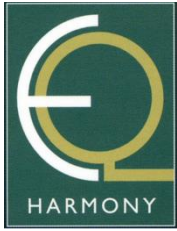
<p>4. Presentation to Committee</p> <p>We would present our findings to Committee and answer any questions raised by councillors.</p> <p>We would also provide a short training session which we hope all councillors would be invited to, explaining the environmental responsibilities of local councils. We would include guidance to how the Council could work with community partners to develop a “transition town” approach and possibly develop a state of the environment or energy descent plan for the town.</p>	0.5 Days
<p>5. Development of Staff</p> <p>On the same day as presenting to councillors, we would offer training to staff on the environmental responsibilities of local councils. Additionally, we would coach nominated staff on updating of the environmental audit and action plan and integrating with the Council's Business Plan</p>	0.5 Days
<p>Services costs</p>	
<p>Full workdays (x10)</p>	£500
<p>Travelling/Accommodation/Subsistence</p>	£600
<p>Total</p>	£5600

CONCLUSION

We are grateful, for the opportunity to quote for undertaking an Environmental Audit at Flitwick Town Council and to help support the Council in protecting the environment and reducing its environmental impact.

If you have questions on this proposal, feel free to contact Glyn Chambers at your convenience by email at eqharmony@btinternet.com or by phone at 01503250040 or 07775515167. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration



Appendix 1

QUALIFICATIONS

EQH Ltd currently supports several local councils with strategic governance planning, and Project Management skills, safety audits governance matters staffing issues and grant funding applications.

The lead Director is Glyn Chamber a previous local authority chief executive and a qualified environmental health officer. Holding senior positions in pollution control during his career, he is a trained environmental and quality auditor. Glyn was also previously a Local Agenda 21 and environmental sustainability officer at a Principal authority and managed the first pilot for the removal of cfc gasses from domestic equipment, undertaking all council environmental audits and managed the development of 'the state of the environment' report in collaboration with the private and third sectors



Flitwick Town Council - Marketing & Communications Plan 2022

Status – June 2022

Community Services

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

Community/ Business	Promote what the Town has to offer - facilities, schooling infrastructure, health & wellbeing	Joint promotions and guide to facilities to help attract new residents and businesses to the town and build the local economy, and inform residents of the range of services and attractions in Flitwick	Residents/Visitors Businesses	CMM	Annual		Timeline to be worked on for guide.
Community/ Business	Direction & Help with Council Q's	Signpost residents to the people who can help. Identify the different local authority responsibilities and contact details e.g. Road repair, Planning, Health, etc. Promote website Service Finder. Flitwick Papers intro page.	Residents/ Businesses	CMM/RT	Ongoing		
Community	Green Spaces	Promote play parks, green spaces and local walks such as the Flit Valley Walk. Working with local organisations i.e. Greensand Trust, Flit Valley Volunteers, Wildlife Trust. Promotion through Experience Bedfordshire tourism website	Residents/Visitors	CMM/ESM/CORSM	Quarterly		
Community	Local Government Structure – Who does what?	Provide a guide about the relative split of responsibilities between CBC and Flitwick Town Council. Including methods of contact relating to different issues e.g. 'Fix My Street' system. Including any third party helpline/contact information	Residents/ Businesses	CMM	Quarterly		Continue with new layout design showing FTC v CBC responsibilities in Summer edition of Flitwick Papers
Community	Searchable content Promotion	Periodically promote the functionality of the FTC website to find content more easily	Residents/Local Organisations/ Businesses	CMM	Monthly		
Community	Reuse and Recycling	To promote the many ways a wide variety of items can be recycled. From CBC Tidy Tip sites through to other product specific initiatives i.e. Earth Day – bottle cap rainbow as well as local online recycling and local resale groups.	Residents/Local Organisations/ Businesses	CMM	Quarterly		New website page to be finalised.
PROMOTIONAL							
Community	FTC Community Events	Promote FTC events e.g. Easter Egg Trail, .Platinum Jubilee Celebrations, Family Fun Day, Christmas Lights Switch-On, Christmas Markets, to encourage participation, support and attendance	Residents/Visitors	CMM/CSM	Ongoing		
Community/ Business	The Rufus Centre led Events	Promote events at The Rufus Centre once confirmed in the calendar i.e. Comedy Nights, Quiz Nights, Regular Friday Nights@Rendezvous	Residents/Visitors	CMM/CSM	Ongoing		
Community	Community Calendar Highlights	Ensure that key listings on the Community Events Calendar across the Town are provided with an additional promotional push prior to either end of booking period or 7 -10 days before activity date	Residents	CMM	Weekly		

Community	Youth Activities	Promote the support provided by The Youth Hub for young people in the community. Publicise all activities organised by 4YP to encourage uptake i.e. art & craft activities, wellbeing support, drop-ins etc.	Residents	CMM/CSM	Ongoing		
Community	Regular Clubs & Activities organised by FTC	Publicise the opportunities for residents to take part in regular activities organised by FTC including Men's Club, Lunch Club, Stitchers, Painting Circle, Dance Fitness and Forget Me Not. Promote highlights i.e. Stitchers knitted projects for Remembrance, Christmas and Platinum Jubilee celebrations.	Residents	CMM/CSM	Ongoing		
Community	Flitwick Market	Promote Flitwick Market to encourage visitors and attract new stall holders. Promote fundraising opportunity for local groups and organisations via refreshment stall donations. Working with Village Hall Committee. Promote Council's monthly stall at the market and the opportunity to meet Councillors when scheduled	Residents/ Businesses/ Visitors	CMM/CSM	Monthly		
Community	Supporting local clubs/groups & organisations	Highlight how FTC supports various organisations/individuals in the Community. Community grants, Peppercorn rent of Buildings, Access to survey council owned sites, Free/Reduced cost use of Council facilities by groups. Where appropriate substantiated value in kind benefit/community benefit	Residents	CMM/CORSM/CSM/	Quarterly		
Community	Grow Your Own	Promote the availability of allotment spaces (when allotment space becomes available) and any other future initiatives approved by committee	Residents	CMM/ESM/CSM	Quarterly		
ENGAGEMENT							
Council	FTC/Committee Meeting Previews and Summaries	To promote greater awareness of the subjects being discussed at next planned meeting and post meeting to confirm recommendations. Create a better understanding of each committee's responsibility. Encourage residents to attend meeting if subject is of interest to them and make them aware of the opportunity to speak.	Residents	CMM/Committee Chair (Except Personnel)	Pre/Post each meeting		Will remind new committee chairs of the opportunity to promote relevant outcomes.
Community	Flitwick Heritage	Build up a library of content for regular features on Flitwick Heritage (Inc. Buildings, People and Organisations/Businesses), including stories and images. Working with existing local interest/history groups.	Residents	CMM	Quarterly		New Flitwick Heritage website approved at Corporate Services May, inc. June Town Council. June. Social media post generated initial interest.

Community	Increase awareness and promote local clubs, groups and organisations in Flitwick	Use FTC channels to promote awareness of local clubs, group, organisations and charities – events, the work they do and how people can get involved.	Residents	CMM	Ongoing		
Community	Organising and/or supporting community led activities and competitions	e.g. Scarecrow Trail, Flitwick Festive Fun, Lockdown Car Show,	Residents/Local Organisations/ Businesses	CMM/CSM	As required		
Community	Education - Working with local schools - What does the Council do? - First tier of local government	Offer support to enhance curriculum of specific subjects delivered in school by providing speaker to give insight into different elements of local council's work/speaker in assembly depending on age range i.e. Mayor visit with chain to lower school; Q&A with upper school pupils studying politics. Increase the awareness of FTC's role within Flitwick. Youth Council connection with Upper Schools	Residents	CMM/Mayor/Committee Chairs	Twice yearly		
Community	Celebrate the Community!	Promote nominations for guests for annual Civic Reception to thank local organisations and individuals for their contribution to the Flitwick community, and celebrate their achievements.	Residents/Local Organisations/ Businesses	CSM/CMM	Annual		Civic event celebrating contribution of local organisations and individuals in the community – as held in October 2021. 2022 Timing to be confirmed
Community	FTC Community Grant Awards Scheme	Encourage applicants for the annual scheme to submit bids, publicise the recipients and promote the work that has been achieved from receiving a grant.	Residents/Local Organisations	CMM/CSM	Twice yearly		
COLLABORATIVE							
Community	Local Events & Activities Promotion	Elicit content for the Community Events Calendar. Promote access to the direct upload to calendar on website. Increase awareness of the platform to promote community events/talks/walks, etc on website What's On calendar and on Community News & Events page in Flitwick Papers	Residents/Local Organisations	CMM	Monthly		
Community	Community Driven Event Trails	Support promotion of third party locally organised events e.g. Halloween Trail, - interactive event maps on website	Residents/Local Organisations	CMM/CSM	As required		
Community	Create Debate	Gather views from residents about key strategic priorities including Environment, Sustainability, Planning Developments, Policing, Health, etc using survey tools (Detailed or pop-up). (i.e. Corporate Strategy consultation, Green Spaces Survey). In addition, provide opportunity at	Residents	CMM	Annual/6 monthly		Annual Residents' Survey completed. Results presented in Annual Report. Article in summer edition of Flitwick Papers with link to survey results on website.

		events for gathering views from people who might not engage with us via the more traditional channels.					
Community	Community Campaign Support	Provide promotional support for community led campaigns i.e. Step Free Access/Bedford Commuters Association, Big Beds Clean Up, etc	Residents	CORSM/CMM	As required		
Community	Youth Council/Committee	Recruit young people to represent local community on the Youth Council working with 4YP and local schools. Publicise meetings and outcomes	Residents	CSM/CMM	As required		
Community	Strategy Consultation/ Working Group Involvement	Recruit interested individuals/organisations to get involved with any Working Groups set up by the Council which are looking for external expertise and advice	Residents/ Businesses	CORSM/CMM	As required		
Community	Community Projects Working Groups	Recruit local people to join community working groups set up by FTC for community projects when opportunities arise	Residents/ Businesses	CSM/CMM	As required		
Community	Increase awareness and promote volunteering opportunities with groups and local organisations in Flitwick	Support recruitment to Local Voluntary Groups e.g.. Patient Panel, Neighbourhood Watch, Flitwick Combined Charities Trustees, etc., when opportunities arise.	Residents	CORSM/CMM	As required		
Community	4YP Activity	Work together to develop support and activities young people want and need and promote the opportunities 'Designed by You'. Launch of Youth Council, share Youth Hub news and events to encourage young people to attend Hub sessions	Residents	CSM/CMM	Monthly		
Community	Local clubs, groups and organisations provided with the opportunity to share with the public on how to get involved in their group	What's on Your Doorstep' event - annual exhibition at The Rufus Centre where residents find out more about the opportunities offered by different groups and how they can get involved.	Residents	CMM/CSM	Annual		2022/23 - initial planning/feasibility of event discussions
Business/ Community	Building the Business Directory	Contact local businesses (direct + virtual) to encourage them to be included in the Business Directory. Explore regular feature to spotlight individual businesses - Flitwick Papers. Working with Flitwick Business Group when active again.	Businesses	CMM/CSM	Bi monthly		

KEY



Ongoing



In process



Not started

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JUNE 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
30th May	Community	Family Fun Day – next weekend!	Social media, website
	Community	Upcoming Jubilee Events (this week) reminder	Social media, website, flyers
	Community	Flitwick Market this Friday 3/6 (FTC stall not in attendance)	Social media, website,
	Community	Flitwick Street Food Heroes event (12 June)	Social media, website, flyer
	Community	Forget Me Not (Guest Speaker: Mind BLMK 13 June)	Social media, website, flyer
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Stitchers – 1 st June	Social media, website
	Community	Murder Mystery events roundup and total raised for Mayor's charities	Social media, website
	Community	Explore the Flit Valley Walk this May Half Term	Social media
	Business	Homemade Jubilee specials, cakes, national/international food days Rendezvous Café & Bank Holiday Closure	Social media, website
	Business	New Children's Menu at Rendezvous Café – enjoy this half term	Social media, website
	Town	Progress Pride Flag at The Rufus Centre	Social media, website
	Town	Cheque presentation to 21-22 Mayor's Charities	Social media, website
6th June	Community	Family Fun Day – this weekend! What's instore for the day (food vendors and stallholders)	Social media, website,

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

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JUNE 2022**

	Community	Family Fun Day – on the day coverage (photos/videos/thanking sponsors)	Social media
	Community	Community Services Meeting – 7/06 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	The Queen’s Jubilee – last week’s events roundup and ‘Jubilee Congratulations’	Social media, website
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Dance Fitness – try something new	Social media
	Community	Flitwick Papers Summer Edition now out!	Social media, website
	Community	Mowing/wildflower update: #GardenWildlifeWeek and Cattle return	Social media
	Community	Street Food Heroes Event, this Sunday 12th	Social Media, website, flyers
	Community	Comedy Night event – 29 th July	Social media, website, flyers
	Business	Cheering Volunteering event at The Rufus Centre (photos/review – exhibition space)	Social media
13th June	Community	Flitwick Market this Friday with FTC in attendance	Social media, website
	Community	What’s on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Join us for Lunch Club next Tuesday	Social media, website, flyers, noticeboards
	Community	Men’s Club – come along	Social media, website, flyers, noticeboards

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JUNE 2022**

	Community	Family Fun Day post event roundup	Social media, website
	Community	Community Services Meeting – 07/06 – any outcome highlights of public interest	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café #WorldCupcakeDay2022 for Alzheimer's Society Fathers Day 19 th June	Social media and website
	Business	Children's Birthday Parties at the Rufus Centre – don't forget resident discount!	Social media, website, flyers
	Corporate	Corporate Services Meeting – 14/06 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Summer Planting Update	Social media, website
20th June	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Scarecrow Festival – register your interest	Social media, website
	Community	Flitwick Memories Website – resident recruitment	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Corporate	Corporate Committee Meeting – 14/06 – any outcome highlights of public interest	Social media, website
	Town Council	Town Council Meeting – 21/06 any agenda of public interest inc. links to agenda and supporting papers	Social media, website, flyer
27th June	BI & DB	BI & DB Meeting – 28/06 any agenda of public interest inc. links to agenda and supporting papers	Social media, website, flyer

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **JUNE 2022**

	Business	Inclusive Wedding Package at The Rufus Centre & new licensing law for outdoor ceremonies	Social media, website
	Town	Town Council Meeting – 21/06 – any outcome highlights of public interest	Social media, website

Note:

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

Community:

P3 Manor Park Footpath works – nesting season until 1st Sept

Green Wheel

Queen's Green Canopy – resident trees initiative autumn

Country/Nature Park – next steps

Allotments – when spaces become available

Bottle cap rainbow at the Hub – work starts on the design at the Youth Hub

Planning:

New planning approach

Business:

Rendezvous Sunday Brunch opening

Works passes – half day/day

Sunday Play Day

Wedding ceremonies outside – new licencing law

Corporate:

Recruitment for residents to join the working group for the new 'Flitwick Memories' website

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

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Community Services Financial Summary YTD

01 April 2022 to 30 April 2022

	Income				Expenditure			
		22/23 Budget	% Budget Achieved			22/23 Budget	% Budget Spent	
Community Services	£ 24,350	£ 64,728	38%	Amber	£ 54,119	£ 577,256	9%	Green

Supporting reports included alongside this report:

- Rialtas Income and Expenditure Report for Community Services

Items of note

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

Rolling Capital Fund Balances 2022-23

30 April 2022

RCF Code		Description	Committee	Minute Ref	Budget Committed	Previous Year's Spend	22/23 Spend to Date	Funding Received (1177)	Overspend Funded by Central RCF	RCF Commitment Remaining			
4212	110	RCF - Country Park	Community	None	£ -	£ -	£ -	£ -	£ -	£ -	0%		No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	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
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%	Green	
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 2,350	£ 6,198	£ -	£ 31,673	113%	Green	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697)
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ -	£ -	£ -	£ 450	11%	Green	21/22 RCF 'rolled forward' budget set at original level of £15,450 without subtracting previous year's spending. Budget adjusted to reflect 21/22 spending only and true balance remaining rolled forward to 22/23.

Please note:

Unspent funds will remain as annual Rolling Capital Programme (5014/110) funds.

Accepted RCF budget variance at 5%

Community Services Committee Report

01-30 April 2022

		01-30 April 2022	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 28,475
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,286
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds	£ -	£ 175
1005/302, 1014/302, 4015/302, 4072/302, 4088/302	Allotments	£ 231	£ 295
1070/303, 1177/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4116/303, 4118/303, 4128/303, 4132/303, 4140/303, 4700/303, 4701/303	Local Amenities ¹	£ -	£ 1,664
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas	£ 333	£ 118
4096/306, 4097/306	Street Lighting		£ 750
1035/311, 4001/311, 4015/311, 4016/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 235	£ 4,558
1037/311, 1041/311, 4049/311, 4050/311	Youth Activities	£ 15,000	£ 14,204
1039/312, 1120/312, 1122/312, 1129/312, 1146/312, 1171/312, 4553/312, 4554/312, 4556/312, 4558/312, 4612/312, 4621/312, 4625/312, 4626/312	Community Activities (312)	£ 511	£ 174
1040/313, 1072/313, 1127/313, 1130/313, 1142/313, 1145/313, 1164/313, 1165/313, 1167/313, 1170/313, 1172/313 4036/313, 4043/313, 4141/313, 4200/313, 4201/313, 4202/313, 4203/313, 4204/313, 4205/313, 4206/313, 4207/313, 4208/313, 4540/313, 4551/313, 4612/313, 4618/313, 4620/313, 4622/313	Community Events (313)	£ 8,040	£ 256
4051/300	Grants		£ 2,000
4009/300, 4015/300, 4103/300, 4135/303	Other Costs ²		£ 164

2022/23 Year to date									
Income	Budget	% Budget Achieved			Expenditure	Budget	% Budget Spent		Comments
					£ 28,475	£ 368,849	8%	Green	
					£ 1,286	£ 16,605	8%	Green	
£ -	£ 21,000	0%	Red		£ 175	£ 1,650	11%	Green	
£ 231	£ 10,333	2%	Red		£ 295	£ 7,833	4%	Green	
£ -	£ 2,000	0%	Red		£ 1,664	£ 36,700	5%	Green	
£ 333	£ 2,350	14%	Red		£ 118	£ 10,000	1%	Green	
					£ 750	£ 4,500	17%	Green	
£ 235	£ 50	470%	Green		£ 4,558	£ 13,769	33%	Green	
£ 15,000	£ 15,120	99%	Green		£ 14,204	£ 42,000	34%	Green	
£ 511	£ 7,675	7%	Red		£ 174	£ 17,300	1%	Green	
£ 8,040	£ 6,200	130%	Green		£ 256	£ 47,650	1%	Green	
					£ 2,000	£ 10,000	20%	Green	
					£ 164	£ 400	41%	Green	

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

² Includes Health & Safety, FTC Internal Hire

Narrative
4016/311: The Hub; Business Rates paid for the year 22/23
1041/311: Youth Activities; CBC Youth Grant Received 21/22
1127/313: Community Events; Flitwick Fun Day Income received last year (21/22) brought forward to this year (22/23)

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

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES - Community							
4001 SALARIES AND WAGES	28,475	28,475	368,349	339,874		339,874	7.7%
4002 UNIFORM	0	0	500	500		500	0.0%
4005 VEHICLE - MAINTENANCE	69	69	1,500	1,431		1,431	4.6%
4006 FUEL	0	0	6,500	6,500		6,500	0.0%
4008 Truck Insurance	683	683	2,200	1,517		1,517	31.1%
4009 HEALTH & SAFETY	164	164	400	236		236	41.0%
4015 UTILITIES	300	300	0	(300)		(300)	0.0%
4051 GRANTS PERMITTED	2,000	2,000	10,000	8,000		8,000	20.0%
4063 TRUCK REPAYMENTS	534	534	6,405	5,871		5,871	8.3%
CORE SERVICES - Community :- Indirect Expenditure	32,224	32,224	395,854	363,630	0	363,630	8.1%
Net Expenditure	(32,224)	(32,224)	(395,854)	(363,630)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	0	0	15,000	15,000			0.0%
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%
1119 Burial Grounds Income VATABLE	0	0	5,000	5,000			0.0%
BURIAL GROUNDS - Community :- Income	0	0	21,000	21,000			0.0%
4015 UTILITIES	0	0	150	150		150	0.0%
4068 Burial Ground NO VAT	95	95	500	405		405	19.0%
4069 Burial Ground VATABLE	80	80	1,000	920		920	8.0%
BURIAL GROUNDS - Community :- Indirect Expenditure	175	175	1,650	1,475	0	1,475	10.6%
Net Income over Expenditure	(175)	(175)	19,350	19,525			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	231	231	5,000	4,769			4.6%
1014 PHONE MAST INC (STATION RD)	0	0	5,333	5,333			0.0%
ALLOTMENTS - Community :- Income	231	231	10,333	10,102			2.2%
4015 UTILITIES	0	0	350	350		350	0.0%
4072 ALLOTMENTS/MAINTENANCE	0	0	2,000	2,000		2,000	0.0%
4088 PORTALOO HIRE	295	295	0	(295)		(295)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	295	295	7,833	7,538	0	7,538	3.8%
Net Income over Expenditure	(64)	(64)	2,500	2,564			

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%
1177 GRANTS RECEIVED	(24,863)	(24,863)	0	24,863			0.0%
LOCAL AMENITIES - Community :- Income	(24,863)	(24,863)	2,000	26,863			(1243.2)
4078 Planting/Weeding/Trees Maint	0	0	3,000	3,000		3,000	0.0%
4084 PLANT & EQUIP-PURCHASE	750	750	2,500	1,750		1,750	30.0%
4085 PLANT & EQUIP-MAINTENANCE	0	0	2,500	2,500		2,500	0.0%
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%
4111 PITCH MAINTENANCE - Hinksley R	0	0	1,000	1,000		1,000	0.0%
4115 Grass Cutting (Flitwick)	0	0	750	750		750	0.0%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000		4,000	0.0%
4118 BINS AND SEATS	0	0	1,000	1,000		1,000	0.0%
4128 WASTE DISPOSAL	766	766	6,300	5,534		5,534	12.2%
4132 BUILDING MAINTENANCE	334	334	1,500	1,166		1,166	22.3%
4135 PROJ - Community Spirit RCF	(186)	(186)	0	186		186	0.0%
4140 MAINTENANCE CONTRACTS	0	0	650	650		650	0.0%
4700 FLITWICK MANOR PARK	(26,058)	(26,058)	10,000	36,058		36,058	(260.6%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	(24,393)	(24,393)	36,700	61,093	0	61,093	(66.5%)
Net Income over Expenditure	(470)	(470)	(34,700)	(34,230)			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	333	333	1,000	667			33.3%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	333	333	2,350	2,017			14.2%
4075 PLAY AREA/REPAIRS & MAINT.	0	0	8,000	8,000		8,000	0.0%
4082 Millennium Park (Inc CCTV)	336	336	2,000	1,664		1,664	16.8%
4122 CHANGING ROOMS - HINKSLEY	(219)	(219)	0	219		219	0.0%
PLAY AREAS - Community :- Indirect Expenditure	118	118	10,000	9,882	0	9,882	1.2%
Net Income over Expenditure	216	216	(7,650)	(7,866)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	(750)	(750)	2,500	3,250		3,250	(30.0%)
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%
STREET LIGHTING - Community :- Indirect Expenditure	(750)	(750)	4,500	5,250	0	5,250	(16.7%)
Net Expenditure	750	750	(4,500)	(5,250)			

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES - Communi							
1035 The Hub Hire	235	235	50	(185)			470.0%
1037 Under 18s Skate Competition	0	0	120	120			0.0%
1041 YOUTH ACTIVITIES	15,000	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	15,235	15,235	15,170	(65)			100.4%
4001 SALARIES AND WAGES	219	219	2,000	1,782		1,782	10.9%
4015 UTILITIES	362	362	2,300	1,938		1,938	15.7%
4016 BUSINESS RATES	2,395	2,395	2,469	74		74	97.0%
4049 YOUTH ACTIVITIES	14,204	14,204	42,000	27,796		27,796	33.8%
4050 Under 18s Skate Competition	0	0	710	710		710	0.0%
4132 BUILDING MAINTENANCE	(642)	(642)	4,000	4,642		4,642	(16.1%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	1,582	1,582	2,000	418		418	79.1%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	18,119	18,119	56,479	38,360	0	38,360	32.1%
Net Income over Expenditure	(2,884)	(2,884)	(41,309)	(38,425)			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	50	50	100	50			50.0%
1120 KEEP FIT / Dance Fitness	220	220	2,800	2,580			7.9%
1122 MENS CLUB	57	57	1,100	1,043			5.2%
1129 Community Bingo	12	12	275	263			4.2%
1146 OLDER PEOPLE - Events	0	0	500	500			0.0%
1171 LUNCH CLUB	172	172	2,900	2,728			5.9%
COMMUNITY ACTIVITIES - Communi :- Income	511	511	7,675	7,164			6.7%
4553 PAINTING CIRCLE	0	0	10	10		10	0.0%
4554 STITCHERS	0	0	140	140		140	0.0%
4556 OLDER PEOPLE - Events	0	0	2,150	2,150		2,150	0.0%
4558 KEEP FIT / Dance Fitness	102	102	2,700	2,599		2,599	3.8%
4612 MENS CLUB	0	0	1,100	1,100		1,100	0.0%
4621 LUNCH CLUB	73	73	4,100	4,028		4,028	1.8%
4625 FORGET ME NOT GROUP	0	0	2,100	2,100		2,100	0.0%
4626 RESIDENT DRIVEN PROJECT	0	0	5,000	5,000		5,000	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	174	174	17,300	17,126	0	17,126	1.0%
Net Income over Expenditure	337	337	(9,625)	(9,962)			

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
313 COMMUNITY EVENTS - Community							
1040 18+ Skate Competition	0	0	200	200			0.0%
1127 Flitwick Fun Day	7,740	7,740	2,000	(5,740)			387.0%
1130 Christmas Lunch - OLDER People	0	0	1,000	1,000			0.0%
1164 Christmas Market	0	0	200	200			0.0%
1165 Christmas Lights EVENT	0	0	1,000	1,000			0.0%
1167 Christmas Market Trip	0	0	850	850			0.0%
1170 YOUTH PANEL	0	0	200	200			0.0%
1172 JUBILEE Event 2022	300	300	750	450			40.0%
COMMUNITY EVENTS - Community :- Income	8,040	8,040	6,200	(1,840)			129.7%
4043 REMEMBRANCE EVENT	0	0	1,200	1,200		1,200	0.0%
4200 Christmas Lights Installation	0	0	16,500	16,500		16,500	0.0%
4201 Christmas Market	0	0	360	360		360	0.0%
4202 Christmas Market Trip	0	0	520	520		520	0.0%
4203 Festive Fun	0	0	250	250		250	0.0%
4204 Barclays Christsmas Tree	0	0	1,250	1,250		1,250	0.0%
4205 Front Garden Competition	0	0	220	220		220	0.0%
4206 Scarecrow Festival	12	12	100	88		88	12.5%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	0	0	900	900		900	0.0%
4551 Flitwick Fun Day	0	0	20,000	20,000		20,000	0.0%
4618 COMMUNITY Events Expense	244	244	2,000	1,756		1,756	12.2%
4620 YOUTH PANEL	0	0	2,200	2,200		2,200	0.0%
4622 JUBILEE Event 2022	0	0	2,000	2,000		2,000	0.0%
COMMUNITY EVENTS - Community :- Indirect Expenditure	256	256	47,650	47,394	0	47,394	0.5%
Net Income over Expenditure	7,784	7,784	(41,450)	(49,234)			
COMMUNITY SERVICES :- Income	(513)	(513)	64,728	65,241			(0.8%)
Expenditure	26,218	26,218	577,966	551,748	0	551,748	4.5%
Movement to/(from) Gen Reserve	(26,730)	(26,730)					
Grand Totals:- Income	(513)	(513)	64,728	65,241			(0.8%)
Expenditure	26,218	26,218	577,966	551,748	0	551,748	4.5%
Net Income over Expenditure	(26,730)	(26,730)	(513,238)	(486,508)			
Movement to/(from) Gen Reserve	(26,730)	(26,730)					

Delivery Plan 2021-22 - Strategy Deliverables

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

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Revisit maximising town centre for community benefit	Community	CSM/ ESM	2024-25		<i>Green spaces engagement conducted September 2021. Barclays building and frontage now purchased. Residents satisfaction survey will seek public views on how best to improve the frontage space. SMT discussed ideas for events including weekend markets and seating. Further improvements to be revisited once station interchange complete. Works will be ongoing to throughout the duration of the strategy.</i>
Develop plan for the Country Park	Community	ESM	2024-25		<i>Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design.</i>
<i>1. Tender planning service for Country Park</i>	Community	ESM	2022		<i>See above.</i>
Develop a plan around health, wellbeing and safety needs and actions - explore current challenges and gaps around health (e.g. healthy eating NOT service provision), wellbeing and safety for residents, look at existing solution and promote/work with providers and understand any remaining gaps for FTC to plug and develop a plan to do so. Include consideration of risks to most vulnerable groups and depth of impact not purely scale. To consider: community safety, social isolation & loneliness, healthier lifestyles & food poverty, home safety (incl. water & fire safety). Look to utilise the Council's assets and resources to benefit the most vulnerable.	Community	CSM	2025		<i>Investigation into Period Poverty has taken place and has been fed back to Committee. Support around increased energy costs will be made available to residents. Ongoing research will be completed as and when needed.</i>

Look at opportunities to work with CBC to extend CCTV services - and where financially viable, introduce a monitoring service that will deter crime.	Community	ESM / TC	2022		<i>Progressing discussions with CBC in line with vision to extend CCTV in the town.</i>
Develop a prioritised plan for improving arts and cultural provision	Community	CSM	2022		<i>Members RESOLVED at the February Community Services Meeting to spend the committed £16k section 106 money on a consultant after Cllr Badham and the CSM sets a brief.</i>
<i>1. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents in the town.</i>	Community	CSM	2023		
<i>2. Look at working with artist/collective to do community engagement around arts in Flitwick - create draft brief for further discussion at Committee, look at S106 funding to cover costs of engagement and potential outputs, use outputs to inform longer term approach to arts, heritage and culture and build out longer term plan deliverables, reframe public arts Working Group as 'Arts, Heritage & Culture WG'.</i>	Community	CSM	2023		<i>Cllr Badham is working on a Public Art brief, this will be shared to Community Services once complete.</i>
Agree approach to sport and leisure responsibilities for FTC and develop appropriate plan	Community	CSM / ESM	2025		<i>Gym equipment installed in Millennium Park and Hinksley Road. Currently provide Football Pitch hire at the Rufus Centre and Hinksley Road. Skate Park community is evolving due to the recent Olympics, investigation into improving the facility. We will look to review expansion of all facilities we provide.</i>
<i>1. Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.</i>	Community	CSM / ESM	2025		
<i>2. Consider possibilities for sport and leisure opportunity and deliver a plan in response to this.</i>	Community	CSM / ESM	2025		
Ensure access to Flitwick's heritage and current contributions via walking trails and online alternatives	Community	CMM / ESM	2022-25		<i>Flit Valley walk leaflet on the website and printed.</i>

1. Ensure Flitwick's heritage is accurately recorded and made more accessible to all. Look at online content on the website that captures the Town's look, memories and history.	Community	CMM	2022-25		History page on the website and continues to be developed.
2. Look at possibility of tree trail and / or environmental trail.	Community	ESM	2023		No resolution for this.
3. Use the Map template on the FTC website to create an online trail around town that would feature many elements of local history.	Community	CMM	2022		Proposal approved at Corporate Dec 2021 - the scope being investigated and Cllr Blazeby bringing a proposal to Corporate in Spring 2022. Link to Phil Thompson's book on website.
4. Use the Map template on the FTC website to create an online tree trail that would feature many and different types of trees across the town. Consideration to be given to audio clips of a 'tree authority' providing a description.	Community	CMM			No resolution for this.
Develop and publish Public Realm standards - a comprehensive standard covering grounds maintenance, cleaning, litter, graffiti & fouling, including "wilding" some areas.	Community	ESM	2023		
Progress improvements under the Manor Park Historic Parkland Project	Community	ESM	2022-25		Planning permission obtained. Contractor appointed for new Parkland Management Plan, to be complete by November 2022.
Produce a Biodiversity Statement - to define how the Council will meet its statutory obligation	Community				To be actioned after Environmental Audit.
1. Gather data	Community				
2. Discuss approach	Community				
3. Draft statement	Community				
4. Statement approved by Council	Community				
Environmental Audit	Community	ESM	2022		Audit Policy approved at Council 18.1.22. Quotes being sought from independent contractor. Action plan will follow audit process.

Lobby to ensure homelessness in the town is addressed	Community	CSM	2025		<i>Set up Street Links and will remain ongoing as and when it becomes an issue.</i>
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Committee Priorities 2022				
Tasks	Lead	Target Date	Status (RAG)	Notes
<u>Community Services</u>				
1. Manor Park Plan	ESM	2022		To complete heritage work (Planning Permission granted 25.1.22) and to get new Parkland Management plan finalised. Contractors have started work on the new Management Plan, this will be complete by November 2022.
2. Country Park	ESM/TC	2024-25		Will be approaching appropriate contractors with a view to producing a Town Council design. When design produced we will present to Committee and then go out to tender on delivery of design. Updated priorities to be considered at May Community Service Meeting.
3. Barclays Frontage	ESM/CSM	2022		Community engagement included within the resident satisfaction survey.
4. Green Agenda	ESM	2023		Green canopy - delivered with local organisations volunteering. Remaining trees to be planted by the PR Team. Wildflowers work begin later in the year.
5. Community Services work including CCTV in line with interchange work.	ESM/CSM	2022		Progressing discussions with CBC in line with vision to extend CCTV in the town.
<u>Business Services</u>				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Development of a Business Plan	TC/DTC	May-22		On hold as no Business Manager.
3. Install a disabled toilet that is compliant with regulations	CFL	2022		Building contractor started works w/c 24.1.22. Door, toilet and sink installed. Estimated not to take long to complete. Update as of 6.4.22: waiting on a tap which needs replacing (initial one faulty). Snagging to do. Mike Ashton will be invited to test the facility when appropriate.
4. Investigate options and viability for an online booking system	CMM/DTC	Mar-22		Meeting held between Officers and Cllrs IB/AS 6.1.22. Further investigations being done and meeting will reconvene.
<u>Corporate</u>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Policy approved 18.1.22. Quotes being sought. Action plan to be done.
2. Flitwick heritage content for website	CMM	Apr-22		Committee approved proposal from Cllr Blazeby to 'create an online window on Flitwick's Heritage'. Initial scoping of this project has been completed by Cllr Blazeby and a proposal is due to be considered on 28.4.22. The website copy about Flitwick heritage will be built on.
3. Business continuity plan to be tested through scenarios	DTC	2022		Committee discussed this at January meeting. DTC has made contact with Cllr Badham who is happy to assist with scenarios for testing. Plan to be updated before DTC and Cllr Badham meet. The DTC has not had time to update the plan at the moment but this will be done in the next month.
4. Finalise local organisation leases	DTC	Apr-22		Draft leases sent to RBL, Guides, Sea Cadets and FGA. Officers waiting for a response from these groups. Officers have re-contacted the original three groups to check receipt of draft lease - they are arranging their own meetings to discuss them and will come back to us. Sea Cadets have quite a few different organisations to pass the lease through which will slow the process down. RBL met with Officers and were happy with the terms of the lease but requested a longer term which Council rejected. RBL are reporting this to their next Branch Meeting and will contact Officers following this. Scouts made a proposal to Council in Feb for a revised extension plan which was agreed in principle and solicitor working on a 25 year lease.
5. Make use of dance studio space	TC/DTC	Apr-22		Officers are continuing to liaise with the owner's son about complying with the lease terms. The building will be inspected at the beginning of May which the owner's son is facilitating, this will check insurances. SMT have discussed using the space at length and it is difficult because the owner uses the hall in school holidays throughout the week but there are opportunities in term time. Officers are in the process of liaising with Keep Fit class users that the Council run from the Village Hall, to see if there would be loss of members if we moved the group to the dance studio. The Community Services Manager temporarily moved this group to the sea cadet hall once before and members decided not to continue because it was 'too far out of town'. Officers will keep members updated on this.



Flitwick Town Council

Officers Update – Community Services 7th June 2022

1. Manor Park

Fencing to separate the two back paddocks has been installed by the Public Realm Team to enable users of the park to access one of the paddocks while grazing takes place. Cattle will start grazing from 1st June – end of October.

Works to clear the new footpath adjacent to the roadway will commence from 1st September due to nesting season.

The Public Realm Team have started the ragwort management.

2. Notice Boards

The Public Realm Team have installed the new notice boards in the following locations; Vicarage Hill, Millennium Park and Brookes Road.



3. Jubilee Events

A laser light show took place on Thursday 2nd June at 10pm to celebrate the Platinum Jubilee.

103 people enjoyed a Jubilee Afternoon Tea with live music from May Blossom at The Rufus Centre on Friday 3rd June.

A Jubilee themed quiz and craft pack was available for people to download from the Flitwick Town Council website or people could collect a hard copy from The Rufus Centre reception. The packs were shared with local schools, nurseries and organisations.

The Stitchers and Big Knit groups worked together with the Community Services Officer to organise the decoration of the Tesco roundabout for the Jubilee weekend.



The display compliments the bunting already in place along Franklin House, Russell Square, High Street and Brookes Road shops.

4. Street Food Heroes

The first Street Food Heroes event took place on Millenium Park on Sunday 8th May.

The event was very well attended with several residents giving positive feedback on the event. We look forward to welcoming Street Food Heroes back on Sunday 12th June.

5. Partnership Working

The Community Services Manager has been working closely with Bedfordshire Police and CBC's Community Safty Partnership Team to tackle growing concerns around ASB, vandalism and explotation within Flitwick.

The Community Servcies Manager attended a Serious Organised Crime Webinar delivered by CBC and Bedfordshire Police to help gain a better understanding of how organised crime oporates and how FTC can support local police to tackle these issues.

The Community Services Manager will also be attending multi-agency safeguarding meetings once a month, from May.

6. Lunch Club

Unfortunately, Lunch Club on Tuesday 10th May was cancelled due to staff illness.

We look forward to seeing everyone again in June.

7. Market – Barclays Frontage

The Community Services Manager is exploring options to hold a monthly market on the area to the front of the Barclays Bank building.

The market would consist of up to ten traders and a coffee van.

The market would operate on the last Sunday of each month, with trading times between 9am and 3pm.

Traders and the running of the Market would be co-ordinated by an independent market trader, with little input from FTC.