



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 28th JUNE 2022
AT 7.45PM AT THE RUFUS CENTRE**

Present:

Cllr I Blazeby (Chairman)
Cllr J Roberts
Cllr A Snape
Cllr D Toinko
Cllr A Lutley

Also, Present:

Rob McGregor – Town Clerk (TC) (remotely)
Stephanie Stanley – Corporate Services Manager (CSM) (remotely)
Beverley Jones – Communications & Marketing Manager (CMM)
Helen Glover – Senior Finance Officer (SFO)

756. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies from Cllr Gleave (dental appointment).

757. DECLARATIONS OF INTEREST

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

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

758. CHAIRMAN'S ANNOUNCEMENTS

The Chairman was sad to note the recent death of former Councillor Mark Banner.

759. PUBLIC OPEN SESSION

There were no members of the public present.

760. INVITED SPEAKER

No invited speaker.

761. MEMBERS QUESTIONS

There were no members questions.

762. MINUTES

- a. It was **resolved** to adopt the Minutes of the Corporate Services Committee meeting held on 28th April 2022.

763. MATTERS ARISING

- a. There were no matters arising.

764. ITEMS FOR CONSIDERATION

a Heritage Website Working Group

Following the allocation of the budget for the Working Group at the Council Meeting in June, its membership was discussed to actively manage the website from an administration/moderation point of view.

Members noted that the CMM would promote the opportunity for residents to join the Working Group via Flitwick Papers and social media posts. An initial social media post had already generated some interest.

The CMM confirmed that contact had been made to confirm the project was to go ahead with the website developers and they were now working to produce an outline for timescales of delivery.

Councillor Blazeby would meet with the CMM to produce a list of content guidelines to present at the next Corporate Services Committee Meeting.

The CMM confirmed that training on how to administer the website would be delivered to the Marketing and Communications team once the first build of the website was complete.

It was **resolved** to elect Councillors Blazeby, Platt and Toinko as members of the Heritage Website Working Group.

Action: CMM

b. Annual Residents Satisfaction Survey

Members discussed the best route to summarise the findings of the survey.

It was **resolved** for the Chairman of the Corporate Services Committee to liaise with the Corporate Services Manager to compile a delegated list of outcomes to be discussed at relevant Committees and Council, which would be reviewed by the SMT.

Action: CSM

c. December Meeting

It was **resolved** for the meeting previously scheduled for 20th December to be moved to 14th December.

d. Social Media & Website Statistics

The CMM provided an overview of current reports produced detailing social media and FTC website performance which looked at different factors, such as growth of followers, reach, engagement of top 10 social media posts, as well as page views, average time on a page and top 10 pages visited on the FTC website.

Members discussed the future requirements of social media and website reporting at meetings, particularly engagement and sentiment.

A discussion took place regarding accessibility standards and how Officers could make the social media accounts more accessible. The CMM confirmed training had taken place regarding accessibility for websites and that the team would look at what action could be taken for social media channels.

A discussion took place regarding social media and points were raised regarding the sharing of third-party posts and the required consistency of branding, which would be discussed with the Chairman as part of the report review. The CMM confirmed that FTC did not directly share FTC content on the other community group pages on social media. This was a conscious decision to encourage people to follow the official FTC page and to increase direct engagement.

The Chairman and CMM would explore the points and ideas discussed, and report suggestions for content and frequency of future social media and website reports to the next Corporate Services Committee Meeting.

Action: CMM

765. ITEMS FOR INFORMATION

a. Financial Reports

The SFO provided an overview of financial reporting, which was followed by a Members' discussion on the content of the financial reports. Members noted that reports needed to be understandable and fit for purpose while fulfilling the reporting requirements of the Financial Regulations. Members noted:

- the requirement for narratives on reports to provide context and further descriptions where necessary.
- improved monitoring of expenditure to ensure spending is within agreed budgets and in line with the Financial Regulations.
- amend terminology for 'Barclays Bank Building' is replaced with '3 Station Road' on all reports.
- provide last year's spending and income trendlines within the Rendezvous and Rufus reports for comparison against current year.

Action: SFO

b. Marketing & Communications Forward Promotional Plan

Members noted the Marketing & Communications Forward Promotional Plan circulated. The CMM reported that this is an evolving document, updated for each committee in liaison with the relevant Officers and provided an outline plan for upcoming activity.

c. Delivery Plan & Priorities

Members noted the Delivery Plan for Corporate Services. Following a question from Councillor Toinko, the CSM confirmed the Environmental Audit would be transferred to the Council Delivery Plan with individual Committees receiving delegated actions from Council. Members requested for deliverables to be removed or replaced on the plan once they were complete.

Action: CSM

766. PUBLIC OPEN SESSION

There were no members of the public present.

Members discussed that perhaps item 12a – CCLA/Business Reserves – did not need to be itemised under exempt. After seeking advice from the Town Clerk, it was confirmed that this could be a public item and there was no reason for it to be under exempt.

It was **resolved** to move item 12a – CCLA/Business Reserves – to the public section of the meeting

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- 12a.** Counsellor Snape requested clarification on CCLA balances. The SFO confirmed monies retained from CCLA were calculated at two month's precept, equating to approximately £140,000 working balance at the start of each month. The process of transferring monies from CCLA took up to 2 working days and required participation from the SFO, TC and CSM. The current working balance avoided the risk of non-payment from lack of funds leading to late fees and bank charges if the account becomes overdrawn.

767. 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) CCLA/Business Reserves

12b) Local Organisation Proposal

12c) Leases Update

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



Flitwick Town Council

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30th June 2022

Mr J Smith
c/o Flitwick Scout Group
The Scout Hut
Station Road
Flitwick
Beds

Dear Mr Smith

Re: Revised Scouts Proposal – Extension Plan

As communicated by email on 21st June, Members of the Corporate Services Committee considered your dimensioned plans for an extension on 28th June. Members were also updated on the progress made as per your email regarding the prices being sought for the roof and the new asbestos survey.

I am pleased to advise that the Corporate Services Committee accepted your plans in terms of scale and design in principle but rejected any attempt to have palisade fencing of grassland. Instead of fencing, Members were likely to accept ornamental hedging up against the building as portrayed in the original sketch plan.

I must reiterate the Council's previous decision that has already been communicated to you, that Members are not permitting any fenced off area within the Station Road open space.

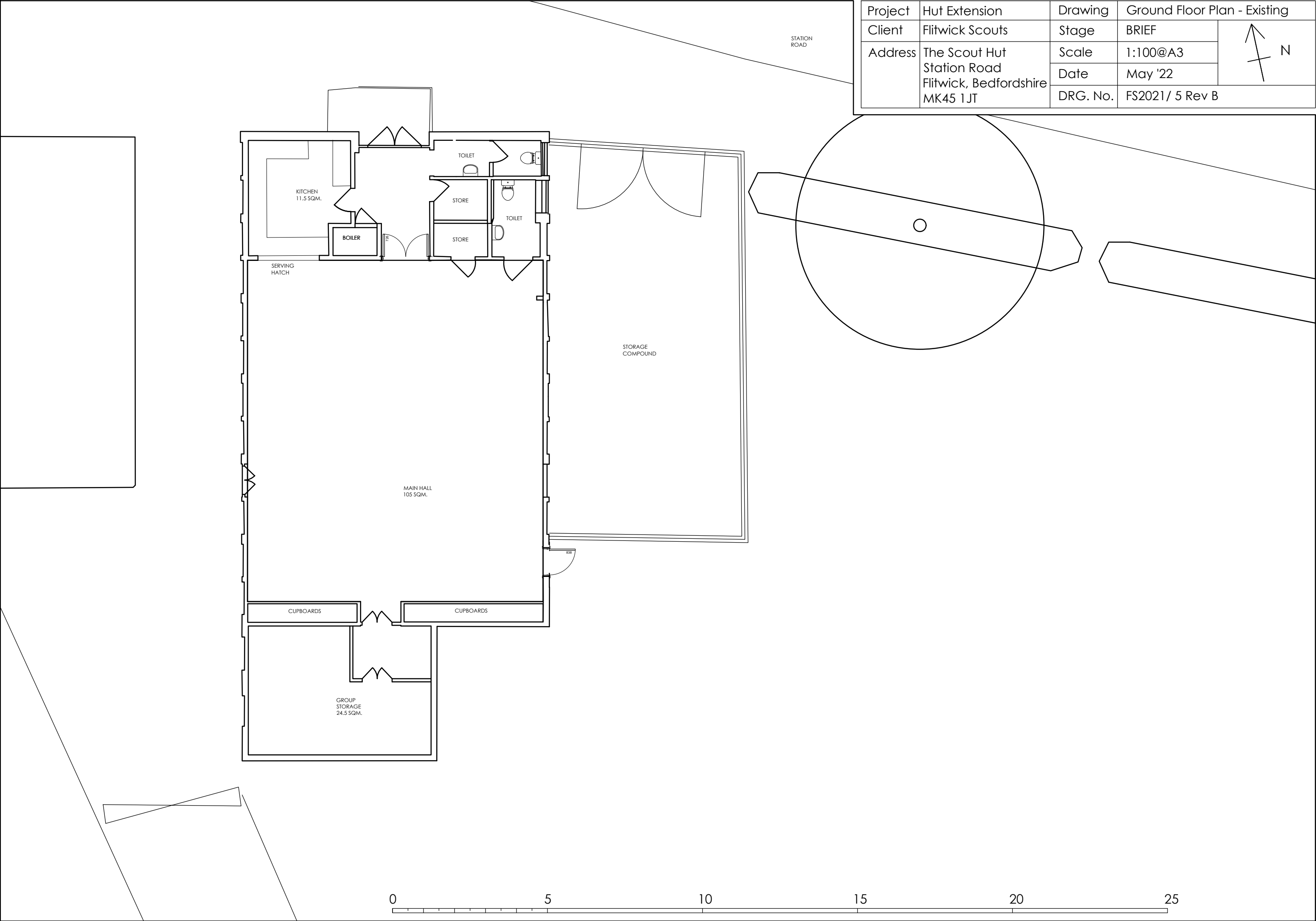
It would be appropriate for Members to consider a revised plan at the next Council meeting due to be held on 19th July. So that paperwork can be circulated in advance, I ask that we receive a revised plan, without the fencing, on or before 12pm on 14th July.

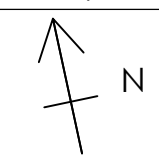
Within your email dated 20th June, you requested for us to progress with the lease arrangements. I am happy to do this once Council have considered an updated plan without fencing included.

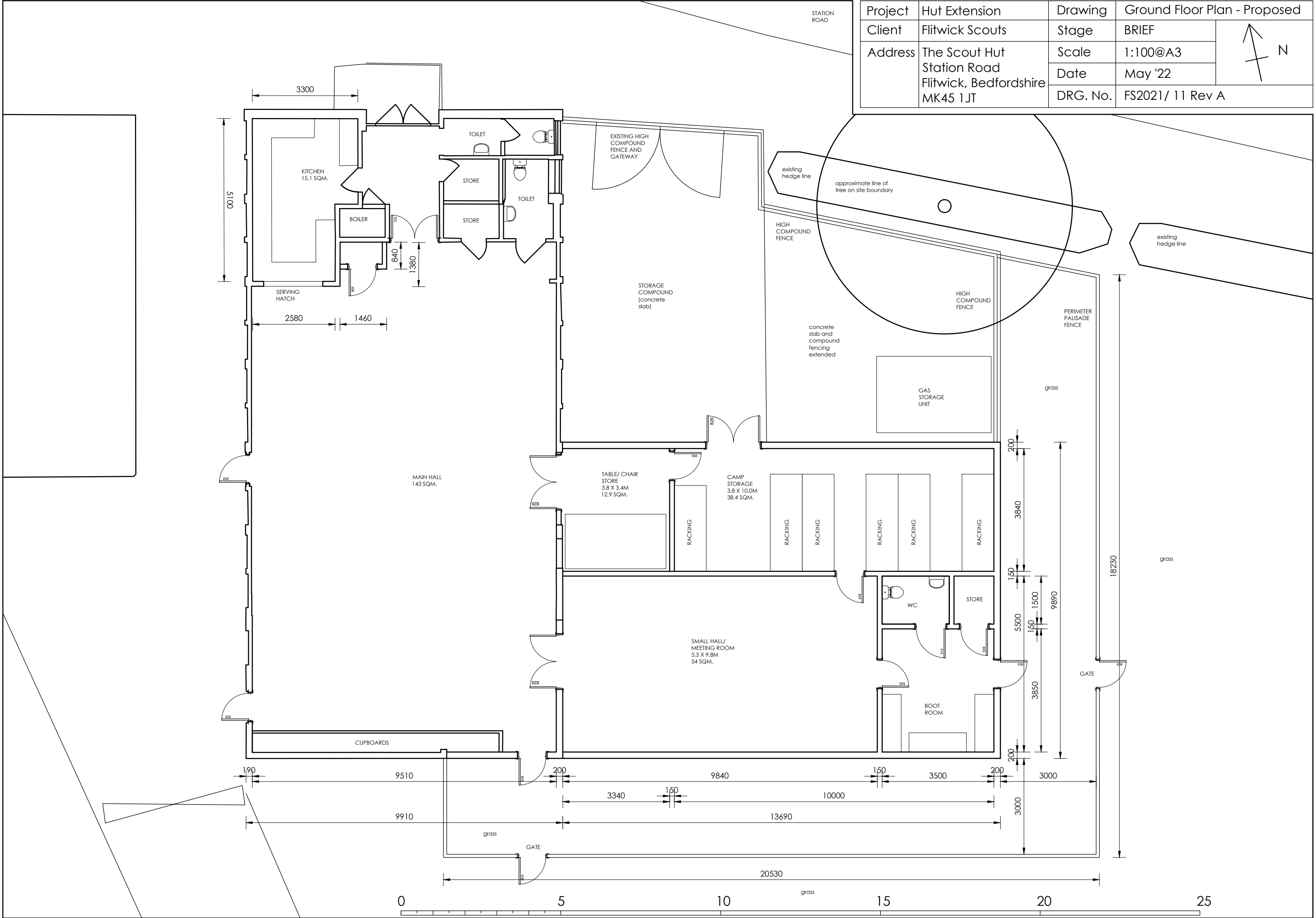
Please do not hesitate to contact me if you have any questions.

Yours sincerely

Stephanie Stanley
Corporate Services Manager



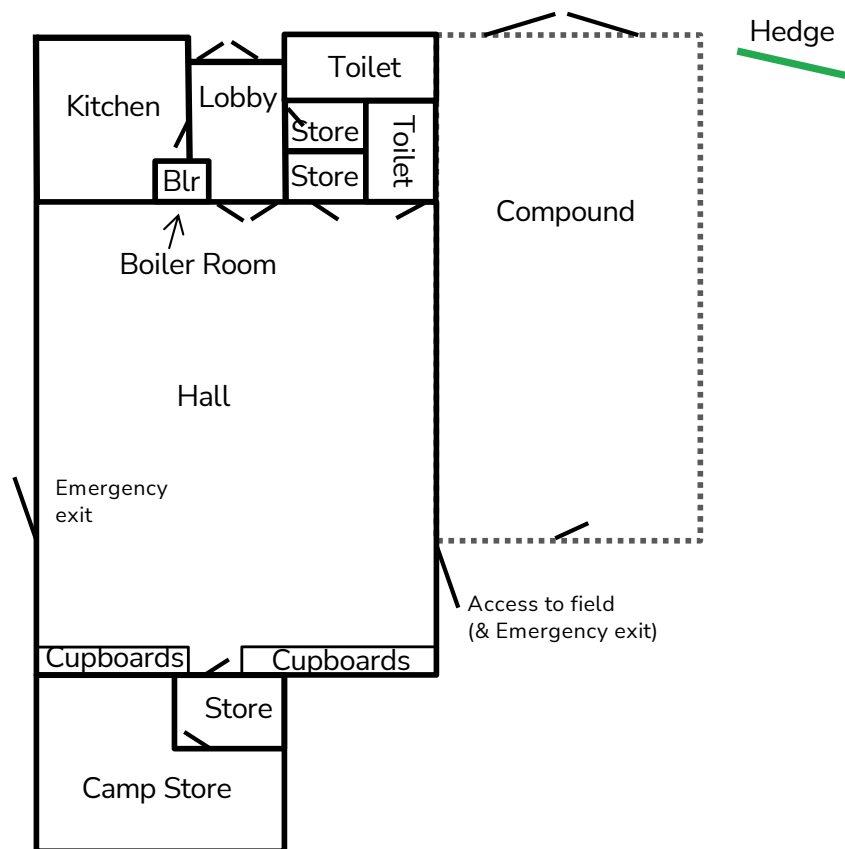
Project	Hut Extension	Drawing	Ground Floor Plan - Proposed	
Client	Flitwick Scouts	Stage	BRIEF	
Address	The Scout Hut Station Road Flitwick, Bedfordshire MK45 1JT	Scale	1:100@A3	
		Date	May '22	
		DRG. No.	FS2021/ 11 Rev A	



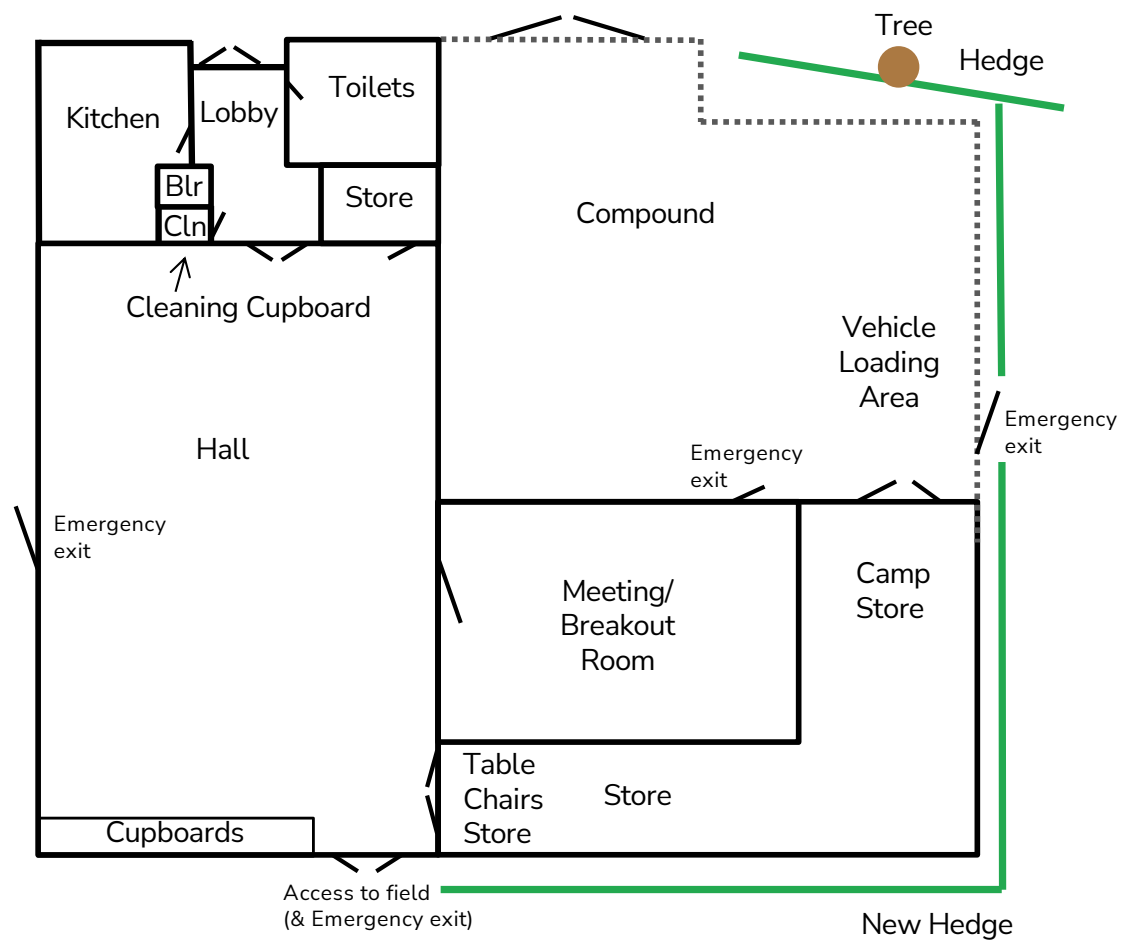
Flitwick Scout Group
Scout HQ Extension Outline Proposal
Annex 1



Existing Headquarters



Proposed Extension



Flitwick Scout Group
Scout HQ Extension Outline Proposal
Annex 2



Approximate Footprint -
Building & Compound



9 February 2022



Flitwick Town Council

Report to Corporate Services 26th July 2022: Town Mayor's Club 200

Implications of recommendations

Corporate Strategy:	Town Mayor fundraising initiative.
Finance:	Town Mayor's Charity Income generation.
Equality:	Takes forward proposal inclusively and directly.
Environment:	N/A

Background

On request of the Town Mayor, Officers have explored the opportunity to run a Club 200 monthly draw. 200 tickets will be available with percentage of the ticket sales are to be donated to the Town Mayor's chosen Charities, and the balance paid in prize money to participants. Other Councils do similar incentives locally and it is a good way to fundraise for the Town Mayor's charities.

Introduction

The purpose of the Club 200 is to raise funds for the Town Mayor's chosen Charities. It is anticipated this incentive will continue into future Mayoral terms.

To comply with the Gambling Act 2005, the Club 200 is required to be set up as a small society lottery with The Government Gambling Commission. This ensures that tickets can be sold to anyone over the age of 16 years, living in the UK and allows for the distribution of cash prizes. There is a £40 registration fee. Thereafter an annual renewal fee of £20.

Options

Please see below structure for the Club 200 based on the sale of 200 tickets. All figures will reduce if fewer than 200 are sold. To remain viable it requires a minimum sale of 50% of available tickets.

Club 200 Finances					
Cost per draw	Cost to play p/a	Max takings per draw	Monthly winnings	Monthly Donation	Annual Donation
£2	£24	£400	£160 1 st prize - £100 2 nd prize - £40 3 rd prize - £20	£240	£2,880 (£1,440 to each charity)

To reduce impact on staff time and administration costs, subscription to Club 200 will be available once a year. The subscription year will be 1st July to 30 June. This will also secure income and allow guarantee of prize payments for the year.

During this first year of introduction, if members agree to progress, tickets would be sold throughout August 2022 (with a subscription year of 10 months to June 2023) with the first draw taking place in September 2022. This will reduce the 22/23 maximum donation to £2,400 (if all tickets are sold).

From here on, tickets will be sold by the newly elected Mayor throughout the month of June with payments taken by FTC Reception by cash, card or over the phone, via a one-off payment link sent via email, or by bank transfer by advertising the FTC account details. The Accounts Team will administer subscriptions and prize monies.

Players would need to fill out a player's form detailing various personal information including bank details to deliver prize monies. All details should conform to GDPR and data protection regulations. The Mayor's Secretary would be administering and overseeing the scheme. Tickets sold should be limited to 2 tickets per household.

Additional Matters

The winning number(s) will be drawn monthly, in public using a random number generator. The winners' initials and winning numbers will be displayed on social media platforms and the winners contacted within 7 days of the date of the draw. Payments would be made by bank transfer to the winners.

To secure participants, we could take advantage of captive audiences at The Rendezvous Café, advertise to tenants of The Rufus Centre and at Town Council events such as Flitwick Fun Day. Officers also anticipate regular group users (e.g., Lunch Club members) would participate. Tickets could also be sold in the community, e.g., at Flitwick Market.

Recommendations

Officers recommend proceeding with the Club 200 initiative as outlined within this report.

Helen Glover
Senior Finance Officer

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Corporate Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION - Corporate							
1003 PHOTOCOPIES	0	31	150	119			20.3%
1177 GRANTS RECEIVED	1,085	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	67	68	0	(68)			0.0%
ADMINISTRATION - Corporate :- Income	1,152	3,279	1,575	(1,704)			208.2%
4001 SALARIES AND WAGES	16,165	45,492	194,972	149,480		149,480	23.3%
4003 VEHICLE - MILEAGE	0	0	250	250		250	0.0%
4004 KICKSTART TRAINEE COSTS	0	0	1,425	1,425		1,425	0.0%
4009 HEALTH & SAFETY	0	0	500	500		500	0.0%
4012 LAND REGISTRY	0	(104)	0	104		104	0.0%
4017 FTC Corporate Events	0	0	750	750		750	0.0%
4020 POSTAGE	(547)	17	1,000	983		983	1.7%
4021 PRINTING/STATIONERY	913	1,765	3,000	1,235		1,235	58.8%
4022 PHOTOCOPIER CONTRACT	0	274	7,000	6,726		6,726	3.9%
4023 TELEPHONES	603	2,474	7,000	4,526		4,526	35.3%
4025 OFFICE & IT EQUIPMENT	0	0	4,000	4,000		4,000	0.0%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4028 ADVERTISING / PROMOTIONS	90	180	0	(180)		(180)	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	938	5,035	27,000	21,965		21,965	18.6%
4056 LICENCES / MEMBERSHIPS	0	2,122	2,600	478		478	81.6%
4058 BANK CHARGES	28	78	0	(78)		(78)	0.0%
4059 SUNDRIES	0	4	500	496		496	0.8%
4102 FTC Internal Rent	3,806	10,071	37,590	27,519		27,519	26.8%
ADMINISTRATION - Corporate :- Indirect Expenditure	21,995	67,407	288,837	221,430	0	221,430	23.3%
Net Income over Expenditure	(20,843)	(64,128)	(287,262)	(223,134)			
102 CIVIC EXPENSES - Corporate							
1143 TOWN MAYOR CHARITIES INCOME	2,567	4,023	0	(4,023)			0.0%
CIVIC EXPENSES - Corporate :- Income	2,567	4,023	0	(4,023)			
4035 REGALIA FUND	0	(97)	1,000	1,097		1,097	(9.7%)
4036 CIVIC SERVICE	0	0	600	600		600	0.0%
4143 TOWN MAYOR CHARITIES COSTS	6,602	2,826	0	(2,826)		(2,826)	0.0%
4210 TOWN MAYOR ALLOWANCE	386	386	4,000	3,614		3,614	9.6%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%
4502 ELECTIONS/BY ELECTIONS	0	0	6,000	6,000		6,000	0.0%
CIVIC EXPENSES - Corporate :- Indirect Expenditure	6,988	3,115	11,800	8,685	0	8,685	26.4%
Net Income over Expenditure	(4,421)	908	(11,800)	(12,708)			

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Corporate Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COMMUNICATIONS - Corporate							
1001 ADVERTISING INCOME	0	0	1,500	1,500			0.0%
1177 GRANTS RECEIVED	1,085	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS - Corporate :- Income	1,085	3,181	3,163	(18)			100.6%
4004 KICKSTART TRAINEE COSTS	0	0	1,663	1,663		1,663	0.0%
4024 SOCIAL MEDIA SOFTWARE	0	0	1,200	1,200		1,200	0.0%
4028 ADVERTISING / PROMOTIONS	8	8	1,000	992		992	0.8%
4045 FLITWICK PAPERS COSTS	2,078	2,078	8,000	5,922		5,922	26.0%
4046 WEBSITE / TICKETING SYSTEM	(100)	0	2,000	2,000		2,000	0.0%
COMMUNICATIONS - Corporate :- Indirect Expenditure	1,986	2,086	13,863	11,777	0	11,777	15.1%
Net Income over Expenditure	(901)	1,095	(10,700)	(11,795)			
106 3 STATION SQUARE - Corpo							
1022 RENT RECEIVABLE TENANTS	9,500	19,000	38,000	19,000			50.0%
3 STATION SQUARE - Corpo :- Income	9,500	19,000	38,000	19,000			50.0%
Net Income	9,500	19,000	38,000	19,000			
110 PROJECTS & GRANTS - Corporate							
4215 PROJ - Flit Valley Walk RCF	0	0	1,459	1,459		1,459	0.0%
4802 RCF - The Hub Refurb	0	0	5,446	5,446		5,446	0.0%
4803 RCF - Manor Park Heritage	0	2,350	34,023	31,673		31,673	6.9%
4808 RCF - Manor Park Fencing	(2,333)	(2,333)	450	2,783		2,783	(518.5%)
4811 RCF -Tenant Office Refurb	0	0	582	582		582	0.0%
4814 RCF - Town Noticeboards	12	12	939	927		927	1.3%
4819 RCF - Barclays Defibrillator	0	0	1,770	1,770		1,770	0.0%
4820 RCF - Purchase Camera Phone	(497)	13	650	637		637	2.0%
4823 RCF - Heritage Website	1,433	1,433	3,800	2,367		2,367	37.7%
4824 RCF - Rm20 Tenant Office Refur	0	0	4,920	4,920		4,920	0.0%
4825 RCF - Ditch & Boundary Works	0	0	4,900	4,900		4,900	0.0%
5013 Trs to Rolling Capital Fund	0	46,892	93,784	46,892		46,892	50.0%
5014 Funding from R C P	880	(1,981)	(58,939)	(56,958)		(56,958)	3.4%
PROJECTS & GRANTS - Corporate :- Indirect Expenditure	(505)	46,387	93,784	47,397	0	47,397	49.5%
Net Expenditure	505	(46,387)	(93,784)	(47,397)			

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Corporate Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
111 PRECEPT, INTEREST & CCLA - Cor							
1176 PRECEPT RECEIVED	0	442,782	885,564	442,782			50.0%
1190 INTEREST RECEIVED	829	1,228	500	(728)			245.5%
1991 PYA - Youth Grant not accrued	15,000	15,000	15,000	0			100.0%
1992 PYA -Barclays Q1 Rent Advance	0	(9,500)	(9,500)	0			100.0%
1993 PYA - VAT on Rent not payable	0	3,167	(100)	(3,267)			(3166.7
PRECEPT, INTEREST & CCLA - Cor :- Income	15,829	452,676	891,464	438,788			50.8%
Net Income	15,829	452,676	891,464	438,788			
422 FINANCE & HR - Corporate							
1029 PEPPERCORN RENTS	0	0	40	40			0.0%
FINANCE & HR - Corporate :- Income	0	0	40	40			0.0%
4009 HEALTH & SAFETY	0	0	2,000	2,000		2,000	0.0%
4010 SIMPLY HEALTH INSURANCE	369	1,417	3,500	2,083		2,083	40.5%
4025 OFFICE & IT EQUIPMENT	0	0	500	500		500	0.0%
4027 AUDIT FEES - EXTERNAL	0	(2,400)	2,000	4,400		4,400	(120.0%)
4029 INSURANCES	0	0	18,000	18,000		18,000	0.0%
4039 HR SUPPORT	0	0	5,000	5,000		5,000	0.0%
4041 PDQ SYSTEMS	707	1,480	5,000	3,520		3,520	29.6%
4047 STAFF COURSES/TRAINING	38	303	6,000	5,698		5,698	5.0%
4053 PAYROLL SYSTEMS	12	37	2,000	1,963		1,963	1.8%
4057 ACCOUNTS IT SOFTWARE	296	(341)	3,300	3,641		3,641	(10.3%)
4061 LOAN CAPITAL PAID	0	12,103	64,630	52,527		52,527	18.7%
4062 LOAN INTEREST PWLB	0	(879)	23,680	24,559		24,559	(3.7%)
4101 Town Clerk's Budget	0	0	1,500	1,500		1,500	0.0%
4156 AUDIT FEES - INTERNAL	460	0	2,000	2,000		2,000	0.0%
4160 ACCOUNTANTS FEES	2,006	624	6,000	5,377		5,377	10.4%
4506 PROFESSIONAL FEES	797	797	5,500	4,703		4,703	14.5%
FINANCE & HR - Corporate :- Indirect Expenditure	4,684	13,140	150,610	137,470	0	137,470	8.7%
Net Income over Expenditure	(4,684)	(13,140)	(150,570)	(137,430)			
601 PLANNING - Corporate							
4102 FTC Internal Rent	62	62	0	(62)		(62)	0.0%
4506 PROFESSIONAL FEES	0	(300)	5,000	5,300		5,300	(6.0%)
PLANNING - Corporate :- Indirect Expenditure	62	(238)	5,000	5,238	0	5,238	(4.8%)
Net Expenditure	(62)	238	(5,000)	(5,238)			
CORPORATE SERVICES :- Income	30,133	482,160	934,242	452,082			51.6%
Expenditure	35,210	131,897	563,894	431,997	0	431,997	23.4%
Movement to/(from) Gen Reserve	(5,077)	350,262					

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Corporate Services Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	30,133	482,160	934,242	452,082			51.6%
Expenditure	35,210	131,897	563,894	431,997	0	431,997	23.4%
Net Income over Expenditure	<u>(5,077)</u>	<u>350,262</u>	<u>370,348</u>	<u>20,086</u>			
Movement to/(from) Gen Reserve	<u>(5,077)</u>	<u>350,262</u>					

	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	29,893	87,579	368,349	280,770		280,770	23.8%
4002 UNIFORM	97	658	500	(158)		(158)	131.6%
4005 VEHICLE - MAINTENANCE	0	206	1,500	1,294		1,294	13.7%
4006 FUEL	560	560	6,500	5,940		5,940	8.6%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	0	0	400	400		400	0.0%
4051 GRANTS PERMITTED	850	3,150	10,000	6,850		6,850	31.5%
4063 TRUCK REPAYMENTS	534	1,601	6,405	4,804		4,804	25.0%
4102 FTC Internal Rent	158	158	0	(158)		(158)	0.0%
CORE SERVICES - Community :- Indirect Expenditure	32,092	91,582	395,854	304,272	0	304,272	23.1%
Net Expenditure	(32,092)	(91,582)	(395,854)	(304,272)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	5,758	20,543	15,000	(5,543)			137.0%
1013 CBC-CLOSED BURIAL GROUND	1,000	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	82	4,816	5,000	184			96.3%
BURIAL GROUNDS - Community :- Income	6,840	26,360	21,000	(5,360)			125.5%
4015 UTILITIES	13	13	150	137		137	8.5%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	0	166	1,000	834		834	16.6%
BURIAL GROUNDS - Community :- Indirect Expenditure	13	274	1,650	1,376	0	1,376	16.6%
Net Income over Expenditure	6,827	26,086	19,350	(6,736)			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	0	231	5,000	4,769			4.6%
ALLOTMENTS - Community :- Income	0	231	5,000	4,769			4.6%
4015 UTILITIES	0	193	350	157		157	55.1%
4072 ALLOTMENTS/MAINTENANCE	20	20	2,000	1,980		1,980	1.0%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4102 FTC Internal Rent	78	78	0	(78)		(78)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	98	585	7,833	7,248	0	7,248	7.5%
Net Income over Expenditure	(98)	(354)	(2,833)	(2,479)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1014 PHONE MAST INC (STATION RD)	4,500	4,500	5,333	833			84.4%
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%
1177 GRANTS RECEIVED	1,722	(23,141)	0	23,141			0.0%
LOCAL AMENITIES - Community :- Income	6,222	(18,641)	7,333	25,974			(254.2%)
4078 Planting/Weeding	1,373	1,373	3,000	1,627		1,627	45.8%
4084 PLANT & EQUIP-PURCHASE	(318)	1,326	2,500	1,174		1,174	53.0%
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	520	2,164	6,300	4,136		4,136	34.4%
4132 BUILDING MAINTENANCE	395	645	1,500	855		855	43.0%
4135 Community Spirit	0	(186)	0	186		186	0.0%
4140 MAINTENANCE CONTRACTS	0	(766)	650	1,416		1,416	(117.9%)
4700 FLITWICK MANOR PARK	42	(26,526)	10,000	36,526		36,526	(265.3%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	2,012	(21,969)	36,700	58,669	0	58,669	(59.9%)
Net Income over Expenditure	4,210	3,328	(29,367)	(32,695)			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	0	333	1,000	667			33.3%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	0	333	2,350	2,017			14.2%
4075 PLAY AREA/REPAIRS & MAINT.	41	41	8,000	7,959		7,959	0.5%
4082 Millennium Park (Inc CCTV)	0	0	2,000	2,000		2,000	0.0%
4122 CHANGING ROOMS - HINKSLEY	63	(156)	0	156		156	0.0%
PLAY AREAS - Community :- Indirect Expenditure	104	(115)	10,000	10,115	0	10,115	(1.2%)
Net Income over Expenditure	(104)	449	(7,650)	(8,099)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	0	(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	0	(750)	4,500	5,250	0	5,250	(16.7%)
Net Expenditure	0	750	(4,500)	(5,250)			

	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	0	148	50	(98)			295.0%
1037 Under 18s Skate Competition	0	0	120	120			0.0%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	0	15,148	15,170	23			99.9%
4001 SALARIES AND WAGES	100	574	2,000	1,426		1,426	28.7%
4015 UTILITIES	140	858	2,300	1,442		1,442	37.3%
4016 BUSINESS RATES	0	2,395	2,469	74		74	97.0%
4049 YOUTH ACTIVITIES	0	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	35	(607)	4,000	4,607		4,607	(15.2%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	111	(150)	2,000	2,150		2,150	(7.5%)
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	386	17,274	56,479	39,205	0	39,205	30.6%
Net Income over Expenditure	(386)	(2,127)	(41,309)	(39,182)			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	58	129	100	(29)			129.2%
1120 KEEP FIT / Dance Fitness	172	456	2,800	2,344			16.3%
1122 MENS CLUB	72	162	1,100	938			14.7%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	0	0	500	500			0.0%
1171 LUNCH CLUB	222	364	2,900	2,536			12.5%
COMMUNITY ACTIVITIES - Communi :- Income	524	1,122	7,675	6,553			14.6%
4102 FTC Internal Rent	472	472	0	(472)		(472)	0.0%
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	118	438	2,700	2,262		2,262	16.2%
4612 MENS CLUB	0	0	1,100	1,100		1,100	0.0%
4621 LUNCH CLUB	0	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	590	982	17,300	16,318	0	16,318	5.7%
Net Income over Expenditure	(65)	140	(9,625)	(9,765)			

	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	1,058	9,207	2,000	(7,207)			460.3%
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	25	513	750	238			68.3%
COMMUNITY EVENTS - Community :- Income	1,083	9,719	6,200	(3,519)			156.8%
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 3 Station Rd 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	(9)	4	100	97		97	3.5%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	0	0	900	900		900	0.0%
4540 Christmas Lights EVENT	0	0	5,400	5,400		5,400	0.0%
4551 Flitwick Fun Day	19,838	20,010	20,000	(10)		(10)	100.1%
4618 COMMUNITY Events Expense	(17)	327	2,000	1,673		1,673	16.3%
4620 YOUTH PANEL	0	0	2,200	2,200		2,200	0.0%
4622 JUBILEE Event 2022	2,556	2,638	2,000	(638)		(638)	131.9%
COMMUNITY EVENTS - Community :- Indirect Expenditure	22,368	22,978	53,050	30,072	0	30,072	43.3%
Net Income over Expenditure	(21,285)	(13,259)	(46,850)	(33,591)			
COMMUNITY SERVICES :- Income	14,670	34,272	64,728	30,456			52.9%
Expenditure	57,662	110,842	583,366	472,524	0	472,524	19.0%
Movement to/(from) Gen Reserve	(42,992)	(76,570)					
Grand Totals:- Income	14,670	34,272	64,728	30,456			52.9%
Expenditure	57,662	110,842	583,366	472,524	0	472,524	19.0%
Net Income over Expenditure	(42,992)	(76,570)	(518,638)	(442,068)			
Movement to/(from) Gen Reserve	(42,992)	(76,570)					

ITEM10a) ii) Whole Business Summary - YEAR to DATE

01 April to 30 June 2022

	Income	Income Budget	% Budget Achieved		Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 482,160	£ 934,242	52%	Amber	£ 131,897	£ 563,894	23%	Green
Business Improvement & Development Board	£ 207,077	£ 640,900	32%	Amber	£ 151,461	£ 492,610	31%	Green
Community Services	£ 34,272	£ 64,728	53%	Amber	£ 110,842	£ 583,366	19%	Green
Whole Business	£ 723,509	£ 1,639,870	44%	Amber	£ 394,200	£ 1,639,870	24%	Green

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

Report Contents

- P1 ii) Whole Business Summary
- P2 iii) Corporate Services
- P3 iii) Civic Expenses
- P4 vi) Investments
- P5 vii) RCF Summary
- P6 Forecasting - report to follow

Attached Omega Reports

- i) Corporate & Community Committees Income & Expenditure
- iv) Cashbook (CB1 & CB2) Transactions
- v) Bank Reconciliations

ITEM 10a) iii) Corporate Services 2022/23

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Cost Centre	01-30 June 2022	
	Income	Expenditure
101 Administration	1003/101, 1177/101, 1191/101 Admin Income	£ 1,152
	4001/101 Salary Costs	£ 16,165
	4003/101, 4004/101, 4009/101, 4033/101 Other Staff Costs	£ -
	4102/101 FTC Internal Rent	£ 3,806
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4026/101, 4040/101, 4056/101 Business Operating Costs	£ 2,471
	4012/101, 4017/101, 4028/101, 4059/101 Other Costs	£ 118
	Administration TOTALS	£ 1,152 £ 22,560

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 3,279	£ 1,575	208% Green			
			£ 45,492	£ 194,972	23% Green
			£ -	£ 3,175	0% Green
			£ 10,071	£ 37,590	27% Green
			£ 11,687	£ 51,850	23% Green
			£ 158	£ 1,250	13% Green
£ 3,279	£ 1,575	208% Green	£ 67,408	£ 288,837	23% Green

TOLERANCES: spend against budget		
Income	0% to 24% RED	
	25% to 74% AMBER	
	75% to 100%+ GREEN	
Expenditure	0% to 74% GREEN	
	75% to 99% AMBER	
	100% BLACK	
	101%+ RED	

422 Finance & HR	1029/422 Peppercorn Rents	£ -	
	4027/422, 4041/422, 4057/422, 4156/422, 4160/422 Finance Costs	£ 375	
	4009/422, 4010/422, 4039/422, 4047/422, 4053/422 Other Staff Costs (not Wages)	£ 1,098	
	4061/422, 4062/422 Loans	£ -	
	4025/422, 4029/422, 4101/422, 4506/422 Other Business Costs	£ -	
	Communications TOTALS	£ - £ 1,473	

£ -	£ 40	0% Red			
			£ 5,760	£ 18,300	31% Green
			£ 6,403	£ 18,500	35% Green
			£ 12,982	£ 88,310	15% Green
			£ 16,254	£ 25,500	64% Green
£ -	£ 40	0% Red	£ 41,399	£ 150,610	27% Green

103 Communication	1001/103, 1177/103 Comms Income	£ 1,085	
	4024/103, 4046/103 Comms IT / Software	£ -	
	4028/103, 4004/103 Advertising Costs	£ -	
	4045/103 Flitwick Papers Costs	£ 2,078	
	Communications TOTALS	£ 1,085 £ 2,078	

£ 3,181	£ 3,163	101% Green			
			£ -	£ 3,200	0% Green
			£ 100	£ 2,663	4% Green
			£ 2,078	£ 8,000	26% Green
£ 3,181	£ 3,163	101% Green	£ 2,178	£ 13,863	16% Green

Other	1022/106 3 Station Square Rents	£ 9,500	
	1176/111, 1190/111 Precept & Interest Received	£ 829	
	1991/111, 1992/111, 1993/111 21/22 Accrued Income	£ 15,000	
	4102/601, 4506/601 Planning Fees	£ 62	

£ 19,000	£ 38,000	50% Amber			
£ 444,010	£ 886,064	50% Amber			
£ 8,667	£ 5,400	161% Green			
			£ 62	£ 5,000	1% Green

Narrative

1177/101	Finance Assistant Kickstart scheme now complete. All grant funds received.
1177/103	Marketing & Communications Assistant Kickstart scheme now complete. All grant funds received.
4056/101	BATPC Annual Fee paid
1991/111	CBC Community Committee Youth Grant from 2021/22 not received until after year end (April) resulting in accrued income.
1993/111	Following lease validation, VAT paid on Barclays 21/22 rent recovered in 22/23. Barclays rent not subject to VAT from hereon.

ITEM 10a) iii) Civic Expenses 2022/23

Cost Centre	01-30 June 2022	
	Income	Expenditure
102 - Civic Expenses	1143/102 TM Charity Income	£ 2,567
	4143/102 TM Charity Costs	£ 6,602
	4210/102 TM Allowance	£ 386
	4035/102 Regalia Fund	£ -
	4036/102 Civic Service	£ -
	4501/102 Honorary Citizens	£ -
	4502/102 Election Costs	£ -
TOTALS		£ 2,567 £ 6,988

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 4,023	£ -	n/a			
			£ 2,826	£ -	n/a
			£ 386	£ 4,000	10% Green
			£ 97	£ 1,000	10% Green
			£ -	£ 600	0% Green
			£ -	£ 200	0% Green
			£ -	£ 6,000	0% Green
£ 4,023	£ -	n/a	£ 3,309	£ 11,800	28% Green

Narrative

4143/102 June TM Charity Costs include total of £5,910 charity donations from 2021/22 term. These donations are not 'counted' in the overall year to date charity costs.

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

ITEM 10a) vi) Investments 2022/23

<u>CCLA Summary Year to Date</u>		
CCLA account balance as of 30 June 22:	£	1,088,000
Dividends received year to date to 30 June 22:	£	1,565.83

ITEM 10a) vii) Rolling Capital Fund Balances 2022-23

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(315) Rolling Capital Programme	RCF Opening Balance	£	181,783
PLUS	RCF Current Year Funding	£	93,784
	LESS Year to Date Spending	£	4,319
	LESS Committed Spending	£	59,459

Last reviewed: 30 June 2022

(Total Committed Spend 2022/23)

-£ 63,778 (2022/23 Budget N/L 5014)

LESS Overspend Funded by Central RCF
£ -
2022/23 RCF Funds Available (Uncommitted)
£ 211,789

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%	Black	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. 22/23 opening bal £1459
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%	Green	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 2,350	£ 6,198	£ -	£ 31,673	113%	Green	\$106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Opening Bal £34,023
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ -	£ 2,333	£ -	£ 2,783	70%	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. 22/23 opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF.
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 19,725	£ -	£ 4,307	£ -	£ 582	4%	Green	CBC dilapidation payment of £4,307 received into 1177/110 22/23 opening bal £582. RCF COMPLETE - close
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 12	£ -	£ -	£ 927	50%	Green	Negotiated discount of 5% within 5% accepted variance. 22/23 opening bal £939
4819	110	RCF - Barclays Defibrillator 22/23	Council	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%	Green	
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 524	£ -	£ -	£ 126	19%	Green	RCF rolled forward from 21/22 as camera purchased in April 2022. RCF COMPLETE - close.
4823	110	RCF - Heritage Website	Corporate	753a 5252a)i	£ 3,800	£ -	£ 1,433	£ -	£ -	£ 2,367	62%	Green	
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404bi 5252a) ii	£ 4,920	£ -	£ -	£ -	£ -	£ 4,920	100%	Green	
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ -	£ -	£ -	£ 4,900	100%	Green	
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,506	£ -	£ -	£ -	£ -	£ 2,506	100%	Green	
							£ 4,319			£ 59,459			

Please note:

Unspent 22/23 funds will remain in Rolling Capital Programme

Accepted RCF budget variance at 5%

Rolling Capital Fund (RCF) is the amount as yet unspent (Balance Sheet Account 315)

Rolling Capital Fund available is Balance Sheet Account 315 less remaining approved Commitments (N/L 5014 Variance)

ITEM 10a) Forecast Report Pending

Page 6

Further to consultation with members this report is currently being compiled.

Future reports to include:

- Forecast for regular spending
- Annual payments schedule
- Income forecasting based on previous years performance
- Significant income forecasting for large planned events/functions

Receipts for Month 3				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	5,000.00					5,000.00
Tenat Rent	Banked: 01/06/2022	100.00					
	Sales Recpts Page 11056	100.00	100.00		101		Sales Recpts Page 11056
Tenat Rent	Banked: 01/06/2022	660.00					
	Sales Recpts Page 11057	660.00	660.00		101		Sales Recpts Page 11057
Tenat Rent	Banked: 01/06/2022	891.00					
	Sales Recpts Page 11058	891.00	891.00		101		Sales Recpts Page 11058
Tenat Rent	Banked: 01/06/2022	48.00					
	Sales Recpts Page 11059	48.00	48.00		101		Sales Recpts Page 11059
	Banked: 01/06/2022	60.00					
	Sales Recpts Page 11060	60.00	60.00		103		Sales Recpts Page 11060
S/L Paymts	Banked: 01/06/2022	75.60					
	Sales Recpts Page 11061	75.60	75.60		101		Sales Recpts Page 11061
S/L Paymt	Banked: 01/06/2022	165.60					
	Sales Recpts Page 11062	165.60	165.60		101		Sales Recpts Page 11062
S/L Paymts	Banked: 01/06/2022	50.00					
	Sales Recpts Page 11063	50.00	50.00		101		Sales Recpts Page 11063
	O/L Banked: 06/06/2022	40.00					
	O/L S Larman	40.00		6.67	1127	313	33.33 FFFD22 Cape Haven Stall
	O/L Banked: 06/06/2022	50.00					
	O/L Stotfold Town Council	50.00			1143	102	50.00 MM22 Donation
S/L Paymt	Banked: 06/06/2022	250.00					
	Sales Recpts Page 11064	250.00	-482.00 732.00		101 103		Sales Recpts Page 11064 Sales Recpts Page 11064
S/L Paymt	Banked: 06/06/2022	378.00					
	Sales Recpts Page 11065	378.00	378.00		101		Sales Recpts Page 11065
Tenant Ren	Banked: 06/06/2022	431.20					
	Sales Recpts Page 11066	431.20	431.20		101		Sales Recpts Page 11066
S/L Paymt	Banked: 06/06/2022	10,331.62					
	Sales Recpts Page 11067	10,331.62	10,331.62		101		Sales Recpts Page 11067
Tenant Ren	Banked: 06/06/2022	569.80					
	Sales Recpts Page 11068	569.80	569.80		101		Sales Recpts Page 11068
Tenant Ren	Banked: 06/06/2022	431.20					
	Sales Recpts Page 11069	431.20	431.20		101		Sales Recpts Page 11069
Tenant Ren	Banked: 06/06/2022	1,161.00					
	Sales Recpts Page 11070	1,161.00	1,161.00		101		Sales Recpts Page 11070
Tenant Ren	Banked: 06/06/2022	431.20					

Date: 21/07/2022

Flitwick Town Council

Page: 2

Time: 14:34

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 11071	431.20	431.20		101			Sales Recpts Page 11071
	Banked: 06/06/2022	40.00						
	Sales Recpts Page 11124	40.00	40.00		101			Sales Recpts Page 11124
	O/L Banked: 07/06/2022	1,085.21						
	O/L DWP Kickstart Grant	1,085.21			1177	101	1,085.21	NPH Month 6 Instal Kickstart
	O/L Banked: 07/06/2022	15.00						
	O/L Respite @ Home Volunteers	15.00		2.50	1127	313	12.50	FFFD22 Stall
Tenant Ren	Banked: 07/06/2022	100.80						
	Sales Recpts Page 11072	100.80	100.80		101			Sales Recpts Page 11072
S/L Paymt	Banked: 07/06/2022	786.00						
	Sales Recpts Page 11073	786.00	786.00		101			Sales Recpts Page 11073
	O/L Banked: 08/06/2022	50.00						
	O/L EventBright	50.00		8.33	1067	420	41.67	Fri@ Rend Tickets Online Sales
S/L Paymt	Banked: 08/06/2022	211.50						
	Sales Recpts Page 11074	211.50	211.50		101			Sales Recpts Page 11074
	Banked: 09/06/2022	3,459.52						
AUTO	BUSINESS RESERVE	3,459.52			202		3,459.52	Auto Transfer
	Banked: 09/06/2022	21,000.00						
Manual	BUSINESS RESERVE	21,000.00			202		21,000.00	NIC/PAYE/Pens Paymts
S/L Paymt	Banked: 09/06/2022	556.80						
	Sales Recpts Page 11075	556.80	556.80		101			Sales Recpts Page 11075
	O/L Banked: 10/06/2022	57.00						
	O/L A Snape (Mayor)	57.00			1143	102	57.00	Donation to 21/22 TM Charity
	Banked: 10/06/2022	3,646.51						
AUTO	BUSINESS RESERVE	3,646.51			202		3,646.51	Auto Transfer
	O/L Banked: 13/06/2022	28.00						
	O/L A D E Archer	28.00		4.67	1120	312	23.33	Kepp Fit/Dance Fitness
	O/L Banked: 13/06/2022	1,085.21						
	O/L DWP Kickstart Grant	1,085.21			1177	103	1,085.21	S Carter Month 6 Install Kicks
S/L Paymt	Banked: 13/06/2022	420.00						
	Sales Recpts Page 11076	420.00	420.00		101			Sales Recpts Page 11076
S/L Paymt	Banked: 13/06/2022	211.50						
	Sales Recpts Page 11077	211.50	211.50		101			Sales Recpts Page 11077
Tenant Ren	Banked: 14/06/2022	777.00						
	Sales Recpts Page 11078	777.00	777.00		101			Sales Recpts Page 11078
	Banked: 14/06/2022	1,000.00						

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Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 11122	1,000.00	1,000.00		103			Sales Recpts Page 11122
	Banked: 14/06/2022	243.00						
	Sales Recpts Page 11123	243.00	243.00		101			Sales Recpts Page 11123
	Banked: 15/06/2022	40,313.92						
AUTO	BUSINESS RESERVE	40,313.92			202		40,313.92	Auto Transfer
S/L Paymt	Banked: 15/06/2022	228.00						
	Sales Recpts Page 11079	228.00	228.00		101			Sales Recpts Page 11079
S/L Paymt	Banked: 15/06/2022	487.20						
	Sales Recpts Page 11080	487.20	487.20		101			Sales Recpts Page 11080
	Banked: 16/06/2022	153.00						
	Sales Recpts Page 11081	153.00	153.00		101			Sales Recpts Page 11081
S/L Paymt	Banked: 16/06/2022	612.00						
	Sales Recpts Page 11082	612.00	612.00		101			Sales Recpts Page 11082
Rent Tenan	Banked: 16/06/2022	569.80						
	Sales Recpts Page 11083	569.80	569.80		101			Sales Recpts Page 11083
	Banked: 16/06/2022	1,000.00						
	Sales Recpts Page 11121	1,000.00	1,000.00		103			Sales Recpts Page 11121
BG Paymts	Banked: 17/06/2022	25.20						
	Sales Recpts Page 11084	25.20	25.20		104			Sales Recpts Page 11084
S/L Paymt	Banked: 17/06/2022	165.60						
	Sales Recpts Page 11085	165.60	165.60		101			Sales Recpts Page 11085
BG Paymts	Banked: 17/06/2022	366.45						
	Sales Recpts Page 11086	366.45	366.45		104			Sales Recpts Page 11086
S/L Paymt	Banked: 17/06/2022	120.80						
	Sales Recpts Page 11101	120.80	120.80		101			Sales Recpts Page 11101
S/L Paymt	Banked: 17/06/2022	702.00						
	Sales Recpts Page 11102	702.00	702.00		101			Sales Recpts Page 11102
O/L	Banked: 20/06/2022	1,230.90						
O/L	A Snape (Mayor)	1,230.90			1143	102	1,230.90	Flitton Potato Race 2022
Rent Tenan	Banked: 20/06/2022	429.00						
	Sales Recpts Page 11087	429.00	429.00		101			Sales Recpts Page 11087
Rent Tenan	Banked: 20/06/2022	569.80						
	Sales Recpts Page 11088	569.80	569.80		101			Sales Recpts Page 11088
	Banked: 20/06/2022	2,465.00						
	Sales Recpts Page 11117	2,465.00	2,465.00		103			Sales Recpts Page 11117
	Banked: 20/06/2022	-2,465.00						

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 11118	-2,465.00	-2,465.00		103			Sales Recpts Page 11118
	Banked: 20/06/2022	2,465.00						
	Sales Recpts Page 11119	2,465.00	2,465.00		103			Sales Recpts Page 11119
	Banked: 20/06/2022	40.00						
	Sales Recpts Page 11120	40.00	40.00		103			Sales Recpts Page 11120
O/L	Banked: 21/06/2022	9,500.00						
O/L	AMAS Ltd Re Voyage	9,500.00			1022	106	9,500.00	Barclays Rent Jul-Sep 22
	Banked: 21/06/2022	2,227.86						
AUTO	BUSINESS RESERVE	2,227.86			202		2,227.86	Auto Transfer
S/L Paymt	Banked: 21/06/2022	379.20						
	Sales Recpts Page 11089	379.20	379.20		101			Sales Recpts Page 11089
	Banked: 21/06/2022	220.80						
	Sales Recpts Page 11115	220.80	220.80		101			Sales Recpts Page 11115
	Banked: 21/06/2022	-3,081.80						
	Sales Recpts Page 11116	-3,081.80	-10,576.80		101			Sales Recpts Page 11116
			7,495.00		103			Sales Recpts Page 11116
	Banked: 22/06/2022	6,000.00						
Manual	BUSINESS RESERVE	6,000.00			202		6,000.00	TM Charity Donations
	Banked: 22/06/2022	170.00						
	Sales Recpts Page 11113	170.00	170.00		103			Sales Recpts Page 11113
	Banked: 22/06/2022	74.00						
	Sales Recpts Page 11114	74.00	74.00		101			Sales Recpts Page 11114
201721	Banked: 23/06/2022	4,136.68						
201721	Teas & Coffees	54.50		9.08	1027	420	45.42	Teas & Coffees
201721	Men's Club Subs	86.00		14.33	1122	312	71.67	Men's Club Subs
201721	Book of Flitwick Sale	5.00			1143	102	5.00	Book of Flitwick Sale
201721	Key Fobs	32.00		5.33	1022	421	26.67	Key Fobs
201721	Bar Takings (Fri @ Rend)	67.90		11.32	1026	420	56.58	Bar Takings (Fri @ Rend)
201721	Bar Takings (18.06.22)	205.50		34.25	1026	420	171.25	Bar Takings (18.06.22)
201721	TM Charity LAST YEAR	0.25			1143	102	0.25	TM Charity LAST YEAR
201721	TM MM22 Bar Takings	120.80		20.13	1026	420	100.67	TM MM22 Bar Takings
201721	TM Charity FFFD22 Bucket	91.32			1143	102	91.32	TM Charity FFFD22 Bucket
201721	TM Coffee Mrng 22/23 Year	120.66			1143	102	120.66	TM Coffee Mrng 22/23 Year
201721	TM MM22 Raffle	714.10			1143	102	714.10	TM MM22 Raffle
201721	Rendezvous (25-31 May 22)	630.56		105.09	1027	420	525.47	Rendezvous (25-31 May 22)
201721	Rendezvous (1-6 June 22)	325.04		54.17	1027	420	270.87	Rendezvous (1-6 June 22)
201721	Rendezvous (7-13 June 22)	738.85		123.14	1027	420	615.71	Rendezvous (7-13 June 22)
201721	Rendezvous (14-20 June 22)	570.70		95.12	1027	420	475.58	Rendezvous (14-20 June 22)
201721	Painting Circle	37.50		6.25	1039	312	31.25	Painting Circle
201721	Lunch Club	102.50		17.08	1171	312	85.42	Lunch Club
201721	Rendezvous (21-22 June 22)	233.50		38.92	1027	420	194.58	Rendezvous (21-22 June 22)

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
201722	Banked: 23/06/2022	666.30						
201722	Ward Memorials (CEM57)	436.80	436.80		101			Sales Recpts Page 11044
201722	Beds County Fed of WI	229.50	229.50		101			Sales Recpts Page 11044
Rent Tenan	Banked: 23/06/2022	1,757.30						
	Sales Recpts Page 11090	1,757.30	1,757.30		101			Sales Recpts Page 11090
S/L Paymt	Banked: 23/06/2022	597.60						
	Sales Recpts Page 11091	597.60	597.60		101			Sales Recpts Page 11091
S/L Paymt	Banked: 23/06/2022	15,000.00						
	Sales Recpts Page 11092	15,000.00	15,000.00		101			Sales Recpts Page 11092
S/L Paymt	Banked: 23/06/2022	1,641.60						
	Sales Recpts Page 11093	1,641.60	1,641.60		101			Sales Recpts Page 11093
Rent Tenan	Banked: 23/06/2022	450.00						
	Sales Recpts Page 11094	450.00	450.00		101			Sales Recpts Page 11094
	Banked: 23/06/2022	4,500.00						
	Avison Young	4,500.00			1014	303	4,500.00	Phone Mast Payment
	Banked: 24/06/2022	-130.00						
	Sales Recpts Page 11048	-130.00	4,220.00		101			Sales Recpts Page 11048
			-4,350.00		103			Sales Recpts Page 11048
	Banked: 24/06/2022	2,634.88						
AUTO BUSINESS RESERVE		2,634.88			202		2,634.88	Auto Transfer
	Banked: 24/06/2022	32,000.00						
Manual BUSINESS RESERVE		32,000.00			202		32,000.00	Payment Run
S/L Paymt	Banked: 24/06/2022	165.60						
	Sales Recpts Page 11095	165.60	165.60		101			Sales Recpts Page 11095
	Banked: 24/06/2022	245.00						
	Sales Recpts Page 11112	245.00	245.00		101			Sales Recpts Page 11112
Rent Tenan	Banked: 27/06/2022	126.00						
	Sales Recpts Page 11096	126.00	126.00		101			Sales Recpts Page 11096
S/L Paymt	Banked: 27/06/2022	2,386.50						
	Sales Recpts Page 11097	2,386.50	2,386.50		101			Sales Recpts Page 11097
Rent Tenan	Banked: 28/06/2022	63.00						
	Sales Recpts Page 11098	63.00	63.00		101			Sales Recpts Page 11098
Rent Tenan	Banked: 28/06/2022	1,368.40						
	Sales Recpts Page 11099	1,368.40	1,368.40		101			Sales Recpts Page 11099
S/L Paymt	Banked: 29/06/2022	100.00						
	Sales Recpts Page 11100	100.00	100.00		101			Sales Recpts Page 11100

Receipts for Month 3				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Banked: 30/06/2022	1,337.72					
AUTO	BUSINESS RESERVE	1,337.72			202		1,337.72 Auto Transfer
S/L Paymt	Banked: 30/06/2022	915.30					
	Sales Recpts Page 11103	915.30	915.30		101		Sales Recpts Page 11103
Rent Tenan	Banked: 30/06/2022	431.20					
	Sales Recpts Page 11104	431.20	431.20		101		Sales Recpts Page 11104
Rent Teant	Banked: 30/06/2022	60.00					
	Sales Recpts Page 11105	60.00	60.00		101		Sales Recpts Page 11105
	Banked: 30/06/2022	211.50					
	Sales Recpts Page 11110	211.50	211.50		103		Sales Recpts Page 11110
	Banked: 30/06/2022	5.40					
	Sales Recpts Page 11111	5.40	5.40		103		Sales Recpts Page 11111
Total Receipts for Month		186,535.98	52,137.57	556.38			133,842.03
Cashbook Totals		191,535.98	52,137.57	556.38			138,842.03

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CURRENT ACCOUNT

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Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2022	A Snape (Mayor) 22/23	O/L	10.00			4210	102	10.00	Donation @ Lord Lieut Service
01/06/2022	A Snape (Mayor) 21/22	O/L	14.41		2.40	4143	102	12.01	MM22 Raffle Prizes
01/06/2022	A Snape (Mayor)	O/L	14.80			4147	420	14.80	Cafe Stock/Supplies
01/06/2022	A Snape (Mayor) 22/23	O/L	15.30			4210	102	15.30	Mileage @ Lord Lieut Service
01/06/2022	A Snape (Mayor) 22/23	O/L	40.00			4210	102	40.00	Entry Flitton Potato Race 22
01/06/2022	A Snape (Mayor) 22/23	O/L	100.00			4210	102	100.00	Donation to Food Extra Project
01/06/2022	A Snape (Mayor) 21/22	O/L	101.60		16.93	4143	102	84.67	MM22 Prizes
01/06/2022	BACS P/L Pymnt Page 3897	BACS Pymnt	312.75	312.75		501			BACS P/L Pymnt Page 3897
01/06/2022	BUSINESS RESERVE	AUTO	4,275.56			202		4,275.56	Auto Transfer
01/06/2022	PDQ Account	CB Mvts	14.78			204		14.78	DD243 from CB5 to CB1
01/06/2022	R A Cutler Contracting	REFUND	-2,800.00	-2,800.00		501			Refund for Services not used
06/06/2022	BUSINESS RESERVE	AUTO	13,426.59			202		13,426.59	Auto Transfer
06/06/2022	PDQ Account	CB Mvts	687.43			204		687.43	DD244 from CB5 to CB1
07/06/2022	BUSINESS RESERVE	AUTO	1,970.38			202		1,970.38	Auto Transfer
07/06/2022	O2 Uk Limited	DD263	16.63	16.63		501			Purchase Ledger DDR Payment
08/06/2022	Barclays Bank Charges	O/L	27.84			4058	101	27.84	Payflow Charges
08/06/2022	BUSINESS RESERVE	AUTO	233.66			202		233.66	Auto Transfer
09/06/2022	HMRC	O/L	12,986.70			515		12,986.70	PAYE-NIC May 2022
09/06/2022	Leanora Soul	Chq206224	650.00	650.00		501			FFFD22 Performer (cash paid)
09/06/2022	All Star Business Solutions Li	E3717	319.22	319.22		501			Diesel April 2022
09/06/2022	EllieVisionAV Ltd	E3718	7,448.40	7,448.40		501			FFFD22 Cinema & Sound
09/06/2022	PDQ Account	CB Mvts	240.00			204		240.00	DD245 from CB5 to CB1
09/06/2022	PDQ Account	CB Mvts	3,046.00			204		3,046.00	DD246 from CB5 to CB1
09/06/2022	PDQ Account	CB Mvts	232.00			204		232.00	DD247 from CB5 to CB1
09/06/2022	PDQ Account	CB Mvts	44.00			204		44.00	DD248 from CB5 to CB1
10/06/2022	Barclaycard	Manual	621.71			205		621.71	June 22 CC Payment
13/06/2022	BUSINESS RESERVE	AUTO	1,744.71			202		1,744.71	Auto Transfer
14/06/2022	BUSINESS RESERVE	AUTO	2,020.00			202		2,020.00	Auto Transfer
15/06/2022	Payflow	O/L	41,029.12			516		41,029.12	Wages - June 2022
16/06/2022	BUSINESS RESERVE	AUTO	2,334.80			202		2,334.80	Auto Transfer
17/06/2022	A Snape (Mayor) 22/23	O/L	1.00		0.17	4210	102	0.83	Parking @ Lord Lieut. Service
17/06/2022	BUSINESS RESERVE	AUTO	1,380.05			202		1,380.05	Auto Transfer
20/06/2022	BUSINESS RESERVE	AUTO	3,598.60			202		3,598.60	Auto Transfer
20/06/2022	PDQ Account	CB Mvts	171.38			204		171.38	DD249 from CB5 to CB1
20/06/2022	PDQ Account	CB Mvts	12.81			204		12.81	DD250 from CB5 to CB1
20/06/2022	PDQ Account	CB Mvts	53.98			204		53.98	DD251 from CB5 to CB1
20/06/2022	PDQ Account	CB Mvts	897.93			204		897.93	DD252 from CB5 to CB1
21/06/2022	Deborah Inskip	O/L	10.00			4210	102	10.00	Donation to Lrd Lieut Retireme
21/06/2022	Central Bedfordshire Council	O/L	650.00			4001	101	650.00	AEO Payment GB
21/06/2022	Beverley Jones	O/L	14.45		1.66	4028	103	8.33	Tesco: Sim Card Top Up
						4042	101	4.46	Post Office: Flag Return

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Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/06/2022	Beverley Jones	O/L	20.80		3.47	4551	313	17.33	FFFD22 Sanitiser & Toilet Roll
21/06/2022	Houghton Regis Town Council	O/L	10.00			4210	102	10.00	TM donation to Mayor's Appeal
21/06/2022	J W Harris Funfair	O/L	8,400.00			4551	313	8,400.00	FFFD22 Funfair Payment
21/06/2022	A Snape (Mayor)	O/L	30.00			4210	102	30.00	Flitton Potato Race
21/06/2022	A Snape (Mayor)	O/L	75.00		12.50	4210	102	62.50	Wardrobe Trousers-Timberland
21/06/2022	A Snape (Mayor)	O/L	1.80			4210	102	1.80	Mileage Contact Centre Open
21/06/2022	A Snape (Mayor)	O/L	34.01		5.67	4210	102	28.34	Vicar Lunch x5-Rendezvous
21/06/2022	AMAS Ltd	O/L	9,500.00			1022	106	9,500.00	Barclays Rent Jul-Sep 2022
21/06/2022	AMAS Ltd	O/L	-9,500.00			1022	106	-9,500.00	Barclays Rent Jul-Sep 22
21/06/2022	Barclaycard	Manual	3,081.80			205		3,081.80	Monthly CC Payment
22/06/2022	BUSINESS RESERVE	AUTO	3,289.00			202		3,289.00	Auto Transfer
23/06/2022	FTC Cheque to CASH	CHQ	83.16			220		83.16	Top Up Petty Cash Jnl2819
23/06/2022	Amphill Town Council	O/L	595.45			4143	102	595.45	Donations from Potato Race 22
23/06/2022	Share Flitwick and Amphill	O/L	850.00			4051	300	850.00	SE 2022/23 Approved Grant
23/06/2022	BUSINESS RESERVE	AUTO	25,490.85			202		25,490.85	Auto Transfer
23/06/2022	PDQ Account	CB Mvts	1,063.72			204		1,063.72	DD253 from CB5 to CB1
24/06/2022	Mind BLMK	O/L	2,955.00			4143	102	2,955.00	21/22 TM Charity Donation
24/06/2022	Respite at Home Volunteer	O/L	2,955.00			4143	102	2,955.00	21/22 TM Charity Donation
24/06/2022	CTP Engineering Ltd	E3719	1,719.60	1,719.60		501			Manor Pk Bridge & Gate Posts
24/06/2022	Abbey Flyers Limited	E3717	700.90	700.90		501			Distribution of Flitwick Paper
24/06/2022	All Star Business Solutions Li	E3718	353.25	353.25		501			Diesel May 2022
24/06/2022	Alpha Sign Systems	E3719	156.60	156.60		501			Manufacture/supply 2 slatz
24/06/2022	Belair Coffee	E3720	1,068.11	1,068.11		501			Rendezvous Stock & Supplies
24/06/2022	Bidfood	E3721	2,662.97	2,662.97		501			Rendezvous Stock & Supplies
24/06/2022	BIFFA WASTE SERVICES LTD	E3722	1,987.01	1,987.01		501			YH Trade Waste May 2022
24/06/2022	George Browns Ltd	E3723	116.31	116.31		501			Stihl work trousers
24/06/2022	Bryan Lecoche Ltd	E3724	956.10	956.10		501			Eviction of Travellers
24/06/2022	CK Nurseries	E3725	1,373.00	1,373.00		501			Plants/Compost Station Rd
24/06/2022	Complete I.T.	E3726	1,125.35	1,125.35		501			Remote Mgment Centre
24/06/2022	Corporate Travel Management	E3727	19.80	19.80		501			Booking Commission Charge ELN
24/06/2022	The Cottage Bakery	E3728	488.25	488.25		501			Rendezvous Stock & Supply
24/06/2022	B.W. Deacon Butchers	E3729	617.95	617.95		501			Rendezvous Stock & Supplies
24/06/2022	Denmanair Ltd	E3730	114.00	114.00		501			General Maint Air Conditioning
24/06/2022	Ferris Wheel Company	E3731	3,000.00	3,000.00		501			FFFD22 Ferris wheel hire
24/06/2022	Flitwick Village Hall Manageme	E3732	294.00	294.00		501			Village Hall Hire June 22
24/06/2022	FLITVALE GARDEN CENTRE	E3733	19.49	19.49		501			15m Starter Hose
24/06/2022	Holdsworth	E3734	1,366.17	1,366.17		501			Rendezvous Stock &

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Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Supplies
24/06/2022	Home Counties Toilet Hire	E3735	816.00	816.00		501			FFFD22 Toilet Hire
24/06/2022	ICPhygiene	E3736	635.87	635.87		501			Cleaning Supplies
24/06/2022	JEWSON LTD	E3737	132.40	132.40		501			FFFD22 Marker Spray
24/06/2022	KD Events Publishing Ltd	E3738	108.00	108.00		501			Quarter Page Advert June/July
24/06/2022	Liquid Designs	E3739	696.00	696.00		501			FTC Crest envelopes/A5 pads
24/06/2022	LongLights Event Services	E3740	2,100.00	2,100.00		501			Supply Light Show Jubilee 22
24/06/2022	LWC Northampton	E3741	184.57	184.57		501			Bar Stock and Supply
24/06/2022	NISBETS	E3742	1,163.98	1,163.98		501			Glasswasher purchase
24/06/2022	Pipers Crisps Limited (Walkers	E3743	59.76	59.76		501			Rendezvous Stock & Supply
24/06/2022	Prestige Design & Workwear Ltd	E3744	266.40	266.40		501			Rendezvous Uniform
24/06/2022	AUDITING SOLUTIONS LTD	E3746	552.00	552.00		501			Audit service for 2021-22
24/06/2022	Richard James Baker	E3747	550.00	550.00		501			FFFD22 Supply Flywheel Band
24/06/2022	Flitwick and Ampthill Sea Cade	E3748	48.00	48.00		501			Dance Fitness May 22
24/06/2022	D & G SHORT	E3749	122.51	122.51		501			Various Supplies
24/06/2022	Simply Health	E3750	398.67	398.67		501			Simply Health June 2022
24/06/2022	The Square In The Air	E3751	576.00	576.00		501			Genie hire for Jubilee 22
24/06/2022	TruePos Ltd (Till Systems)	E3752	486.52	486.52		501			Hospitality Licence
24/06/2022	Viking Stationers	E3753	460.46	460.46		501			Various Stationery Supplies
24/06/2022	XL Press Ltd (Partnership Invo	E3754	1,494.00	1,494.00		501			Flitwick Newsletter Summer 22
24/06/2022	ANGLIAN WATER	E3755	192.82	192.82		501			Allotments Water Feb-Mar 22
24/06/2022	RBS SOFTWARE SOLUTIONS	E3745	2,407.68	2,407.68		501			Services for End of Year Accts
24/06/2022	RBS SOFTWARE SOLUTIONS	E3745A	355.20	355.20		501			Cemeteries software Annual Sup
24/06/2022	PDQ Account	CB Mvts	14.78			204		14.78	DD254 from CB5 to CB1
27/06/2022	BUSINESS RESERVE	AUTO	2,501.77			202		2,501.77	Auto Transfer
27/06/2022	PDQ Account	CB Mvts	279.60			204		279.60	DD255 from CB5 to CB1
27/06/2022	PDQ Account	CB Mvts	397.43			204		397.43	DD256 from CB5 to CB1
27/06/2022	PDQ Account	CB Mvts	66.00			204		66.00	DD257 from CB5 to CB1
27/06/2022	PDQ Account	CB Mvts	90.02			204		90.02	DD258 from CB5 to CB1
27/06/2022	PDQ Account	CB Mvts	640.34			204		640.34	DD259 from CB5 to CB1
28/06/2022	BUSINESS RESERVE	AUTO	1,275.38			202		1,275.38	Auto Transfer
29/06/2022	BUSINESS RESERVE	AUTO	100.00			202		100.00	Auto Transfer
30/06/2022	Leighton TM Charity	O/L	25.00			4210	102	25.00	Leighton Charity Meal x1
30/06/2022	Dunstable Town Council	O/L	45.00			4210	102	45.00	TM Charity Meal x2
30/06/2022	Ferris Wheel Company	E756	576.00	576.00		501			Light Up Letters for Function
30/06/2022	Wixted Cleaning Ltd	E757	1,674.78	1,674.78		501			May 2022 Rufus Cleaning

Continued on Page 10

Total Payments for Month	186,535.98	40,143.48	42.80	146,349.70
Balance Carried Fwd	5,000.00			
Cashbook Totals	191,535.98	40,143.48	42.80	151,349.70

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	96,410.74					96,410.74	
	Banked: 01/06/2022	4,275.56						
AUTO	CURRENT ACCOUNT	4,275.56			201		4,275.56	Auto Transfer
	Banked: 06/06/2022	13,426.59						
AUTO	CURRENT ACCOUNT	13,426.59			201		13,426.59	Auto Transfer
CCLA	Banked: 06/06/2022	813.19						
CCLA	Public Sector Deposit Fund	813.19			230		813.19	May 2022 Dividends
AUTO	Banked: 06/06/2022	15.17						
AUTO	Barclays Bank Interest Rec'd	15.17			1190	111	15.17	Barclays Bank Interest Rec'd
	Banked: 07/06/2022	1,970.38						
AUTO	CURRENT ACCOUNT	1,970.38			201		1,970.38	Auto Transfer
	Banked: 08/06/2022	233.66						
AUTO	CURRENT ACCOUNT	233.66			201		233.66	Auto Transfer
	Banked: 13/06/2022	1,744.71						
AUTO	CURRENT ACCOUNT	1,744.71			201		1,744.71	Auto Transfer
	Banked: 14/06/2022	2,020.00						
AUTO	CURRENT ACCOUNT	2,020.00			201		2,020.00	Auto Transfer
	Banked: 16/06/2022	2,334.80						
AUTO	CURRENT ACCOUNT	2,334.80			201		2,334.80	Auto Transfer
	Banked: 17/06/2022	1,380.05						
AUTO	CURRENT ACCOUNT	1,380.05			201		1,380.05	Auto Transfer
	Banked: 20/06/2022	3,598.60						
AUTO	CURRENT ACCOUNT	3,598.60			201		3,598.60	Auto Transfer
	Banked: 22/06/2022	3,289.00						
AUTO	CURRENT ACCOUNT	3,289.00			201		3,289.00	Auto Transfer
CCLA Trans	Banked: 22/06/2022	68,000.00						
CCLA Trans	June 2022 CCLA Transfer In	68,000.00			230		68,000.00	June 2022 CCLA Transfer In
	Banked: 23/06/2022	25,490.85						
AUTO	CURRENT ACCOUNT	25,490.85			201		25,490.85	Auto Transfer
	Banked: 27/06/2022	2,501.77						
AUTO	CURRENT ACCOUNT	2,501.77			201		2,501.77	Auto Transfer
	Banked: 28/06/2022	1,275.38						
AUTO	CURRENT ACCOUNT	1,275.38			201		1,275.38	Auto Transfer
	Banked: 29/06/2022	100.00						
AUTO	CURRENT ACCOUNT	100.00			201		100.00	Auto Transfer
	Banked: 30/06/2022	16,226.83						
Manual	PDQ Account	16,226.83			204		16,226.83	Income Transfer

Total Receipts for Month	148,696.54	0.00	0.00	148,696.54
Cashbook Totals	<u>245,107.28</u>	<u>0.00</u>	<u>0.00</u>	<u>245,107.28</u>

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/06/2022	CURRENT ACCOUNT	AUTO	3,459.52			201		3,459.52	Auto Transfer
09/06/2022	CURRENT ACCOUNT	Manual	21,000.00			201		21,000.00	NIC/PAYE/Pens Paymts
10/06/2022	CURRENT ACCOUNT	AUTO	3,646.51			201		3,646.51	Auto Transfer
15/06/2022	CURRENT ACCOUNT	AUTO	40,313.92			201		40,313.92	Auto Transfer
21/06/2022	CURRENT ACCOUNT	AUTO	2,227.86			201		2,227.86	Auto Transfer
22/06/2022	CURRENT ACCOUNT	Manual	6,000.00			201		6,000.00	TM Charity Donations
24/06/2022	CURRENT ACCOUNT	AUTO	2,634.88			201		2,634.88	Auto Transfer
24/06/2022	CURRENT ACCOUNT	Manual	32,000.00			201		32,000.00	Payment Run
30/06/2022	CURRENT ACCOUNT	AUTO	1,337.72			201		1,337.72	Auto Transfer
Total Payments for Month			112,620.41	0.00	0.00			112,620.41	
Balance Carried Fwd			132,486.87						
Cashbook Totals			245,107.28	0.00	0.00			245,107.28	

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - CURRENT ACCOUNT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	30/06/2022		5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 2 - BUSINESS RESERVE**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BUSINESS RESERVE	30/06/2022		132,486.87
			<u>132,486.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			132,486.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			132,486.87
		Balance per Cash Book is :-	132,486.87
		Difference is :-	0.00

Date: 15/07/2022

Flitwick Town Council

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Time: 09:59

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 5 - PDQ Account**

User: HG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PDQ Account	31/05/2022		1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.00
		Balance per Cash Book is :-	1,000.00
		Difference is :-	0.00

Date: 15/07/2022

Flitwick Town Council

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Time: 09:43

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 6 - Barclaycard**

User: HG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	30/06/2022		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Delivery Plan 2021-22 - Strategy Deliverables

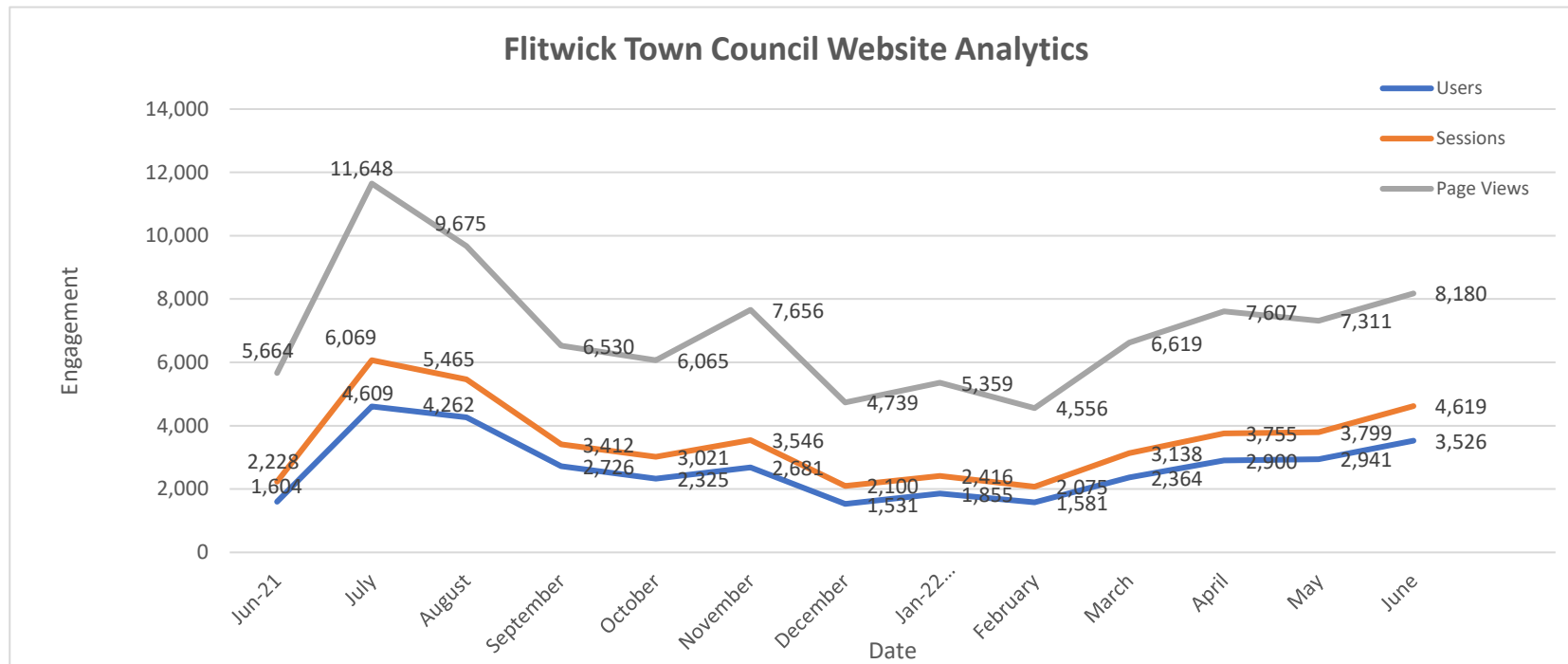
Main Tasks agreed in bold Checklist items relating to main headings in italics

Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Clearly communicate FTC v CBC responsibilities - Create a range of communications to promote visibility of and access to the functions and services of the relevant organisations MOS: Reduced queries from residents about clarification of responsibilities	Corporate	CMM	2022		
<i>1. Review current ways FTC advertise and differentiate between the services of the different councils</i>	Corporate	CMM	Mar-22		Clearer page design showing split between CBC and FTC areas of responsibility repeated in Summer edition of Flitwick Papers and will be included in all future editions. Similar page included in the Annual Report.
<i>2. Create additional menu of options to promote differences and easy access</i>	Corporate	CMM	Sep-22		Officers working on a new website page dedicated to communicating differences and investigating producing a leaflet for residents. Social media to be used to direct residents to sign up for CBC notifications when sharing CBC posts.
<i>3. Agree proposal to take forward</i>	Corporate	CMM	Jul-22		
<i>4. Agree any necessary expenditure to deliver proposals</i>	Corporate	CMM	Jul-22		Any expenditure required for checklist item 3 will be proposed if necessary.
<i>5. Create communication plan around initial promotion of new materials</i>	Corporate	CMM	Jul-22		This will be built into the Comms & Marketing Forward Promotional Plan.
<i>6. Create regular communication of who is responsible for what functions and services</i>	Corporate	CMM	2022		Ongoing.
Develop the use of the Council's Communication & Social Media platforms	Corporate	CMM	2022		
<i>1. Review current range of software used</i>	Corporate	CMM	Jun-22		Review completed. Contentcal software did not deliver on expectation, alternatives still under investigation. Continue to develop web content and functionality of website. New camera equipment purchased.

2. Review range of communication channels used	Corporate	CMM	2021-2022		Tik Tok - originally planned to work with Youth Panel to launch and develop Tik Tok account but this has disbanded
3. Agree any additional requirements	Corporate	CMM	Jun-22		
4. Agree any additional training budget through Personnel	Corporate	CMM	2022		InDesign training took place on 19th July. Any additional training will be investigated when required.
5. Agree necessary revenue or capital budget	Corporate	CMM	Jun-22		
6. Engage contractor to deliver requirements	Corporate	CMM	Jun-22		
7. Deliver training programme	Corporate	CMM	2022		
8. Monitor implementation	Corporate	CMM	2022		
9. Agree additional KPIs which will measure change	Corporate	CMM	2022		
10. Agree annual review date as a default	Corporate	CMM	Jun-23		Dependent on the above.
Create a set of KPI's to track use of FTC Communications	Corporate	CMM	2021-2022		Implemented. Checklist items complete apart from instigating annual review as mentioned below.
1. Instigate Annual Review and add/amend activities as necessary	Corporate	CMM	Jul-22		Initial review took place 20/7 with Cllr Blazeby.
Create a reporting mechanism to assess delivery of Communications and Marketing Plan	Corporate	CMM	2021-22		Implemented.
Revise Delivery Plan for 2022-23	Corporate	DTC/TC	Sep-22		Delivery Plan 2022-23 to be produced considering resident's survey outcomes and revised Committee responsibilities. SMT will look at this.
Create updated Town Guide	Corporate	CMM	2023		Put on hold.

FTC WEBSITE STATISTICS REPORT

JUNE 2022



Top 10 Visited FTC Website Pages (1st June to 30th June 2022)

1	Home Page
2	What's On Community Events/Family Fun Day
3	What's On Calendar of Events
4	What's On Community Events/Jubilee Celebrations
5	About Your Council Agendas and Minutes
6	FTC Event Flitwick Family Fun Day
7	Visiting Flitwick Parks and Open Spaces
8	About Your Council/Councillors
9	About Your Council/Vacancies
10	What's On Community Events

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
25th July	Community	Flitwick Sunday Market this weekend 31/7– second one this year – who will be there this month	Social media, website, flyers
	Community	It's Big Knit at Flitwick Market next week – 5/8 – drop off any wool donations	Social media, website, flyers
	Community	Comedy Night event – 29/7– last tickets available to book	Social media, website, flyers
	Community	Give Us Your Best Shot – don't forget to capture images for year's Flitwick Views Calendar raising funds for Town Mayor's charities – closing date for entries 26/8	Social media, website, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Business	Join us for Sunday breakfast at the Rendezvous Café – last Sunday of the trial	Social media, website, flyers
	Business	Celebrate the start of the school summer holiday – special children's menu inc. breakfast at the Rendezvous Café	Social media, website
	Corporate	Corporate Services Committee Meeting - 26/7 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Vote for us! -Town Council of the Year voting open!	Social media, website
	Town	Town Council Meeting – 19/7 – any outcome highlights of public interest	Social media, website
	Town/Community	Trader stall pitches inside Village Hall for Flitwick Car Show 21/8 – all pitch fees donated to Town Mayor's charities	Social media, website, Stallfinder
	Town	Chat to a Councillor session at Flitwick Sunday Market 31/7 – come and meet your Town Councillors	Social media, website
1st August	Community	Community Services Meeting – 2/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	90s night 17/9– book your tickets for a step back in time!	Social media, website, Eventbrite, flyers

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: **AUGUST 2022**

	Community	Flitwick Market this Friday 5/8 (FTC stall not in attendance – now will be there once a month on the last Friday of the month (CBC no longer supplying bags to TC – share CBC contact info for orders)	Social media, website,
	Community	Forget Me Not next Monday 8/8 Everyone welcome Guest speaker: Tibbs Dementia Foundation - Introduction to Tibbs	Social media, website, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Join us for our Coffee Morning this Friday 5/8 raising funds for Town Mayor's charities	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café & Bank Holiday Closure	Social media, website
	Business	'Month of Sundays' Breakfast at the Rendezvous Café – trial over what did you think? Share your feedback with us!	Social media, website
	Business	Hybrid meetings – we have the flexibility and video conferencing equipment for all rooms	Social media, website, flyers
8th August	Community	Join us for Lunch Club next Tuesday 16/8 book your place Lunch Club new timings reminder – now third Tuesday of the month	Social media, website, flyers
	Community	Total amount raised at Coffee Morning on Friday 5/8 for Town Mayor's charities – thank you for support	Social media, website
	Community	Community Grants round now open – don't forget to apply by 16/9 link to website	Social media, website, flyers
	Community	Skate Comp this weekend - come and take part or spectate and see the amazing talent	Social media, website, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Community	Community Services Meeting – 2/8 – any outcome highlights of public interest	Social media
	Community	What's On Calendar – if you are looking for something to do check out the calendar on our website. If you are organising an event simply upload your event and we will include it.	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

	Community	Join us at the Big Beds Clean Up 14/8	Social media, website
	Business	BI & DB Meeting – 9/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Business	Rendezvous Café – great outdoor spot for breakfast, lunch or sweet treats during the summer holidays. Special children's menu.	Social media, website
	Business	Flexible work passes full/half day space now available	Social media, website, flyers
	PIWG	Share link to new planning pages on website which includes simple guide to how to object to a planning application	Social media, website
15th August	Community	Looking forward to Flitwick Car Show this weekend (share organiser links)	Social media, website
	Community	Men's Club is still on during the summer – come along, first meeting free	Social media, website, flyers
	Community	Do you have a skill to share for Flitwick Fun Palace on 1/10 – 'A Taste of Flitwick'	Social media, website, flyers
	Community	Street Food Heroes back this Sunday 21 st – combine with visit to Flitwick Car Show	Social media, website, flyers
	Community	Skate Comp 14/8 round up of event	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
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BI & DB Meeting – 9/8 – any outcome highlights of public interest	Social media, website
22nd August	Community	Give Us Your Best Shot – Flitwick Views Calendar raising funds for Town Mayor's charities – final day for sending entries this Friday	Social media, website, flyers
	Community	Flitwick Memories website – still time to get involved with this exciting new project	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

	Community	Flitwick Market this Friday – 26/8 FTC at market this week – reminder FTC now monthly attendance – last Friday of the month	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
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Rendezvous Café – Have you left a review on Trip Advisor!	Social media, website
	Business	Party Season – are you looking ahead to Christmas already – perfect venue for big event or private dinner -choice of rooms	Social media, website
29th August	Community	Third Flitwick Sunday Market this weekend – who will be there this month with links to stall holders	Social media, website, flyers
	Community	Community Grants round now open – don't forget to apply by 16/9 link to website	Social media, website, flyers
	Community	What's on at the Youth Hub – drop ins and sessions for all ages – 4YP – Share activities that have taken place	Social media, website,
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Lockyer Suite perfect venue for exhibitions and shows – link to Antiques Fair on 10/11 Sept	Social media, website
	Corporate	Corporate Committee Meeting - 30/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Reminder to Vote for us! -Town Council of the Year	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

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **AUGUST 2022**

Country/Nature Park – next steps

Allotments – when spaces become available

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

Include meeting preview in August to include discussion on outline master plan for nature park (land off Maulden Road)

Manor Park Parkland Management Plan (Oct/Nov)

Environmental Audit

Corporate:

Next steps with Flitwick Memories website

Town

Nominations open for Civic Reception in October – recognition for people who have made a significant contribution to the Flitwick community
– check deadlines

PIWG

Announcements of FTC responses to CBC on any major planning applications when they happen and link to website page

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

V1