



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 30th AUGUST 2022
AT 7.45PM AT THE RUFUS CENTRE**

Present:

Cllr I Blazeby (Chairman)
Cllr A Snape
Cllr D Toinko
Cllr J Gleave
Cllr M Platt
Cllr J Daly (Sub for Cllr J Roberts)

Also, Present:

Stephanie Stanley – CSM
Helen Glover - SFO
Mike Thorn – ESO (remotely)

780. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies from Cllr Roberts (on holiday).
No apologies received from Cllr Lutley.

781. 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.

782. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

783. PUBLIC OPEN SESSION

There were no members of the public present.

784. INVITED SPEAKER

No invited Speaker.

785. MEMBERS QUESTIONS

None

786. MINUTES

- a. It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 26th July 2022

787. MATTERS ARISING

- a. The Chairman confirmed the development of the Heritage Website was now in the 'design and amend' stage. The project would continue to be reviewed until the end of September by the Working Panel, which included members of the public. At this point the project would move to final development with an intended launch date of 31st October.
- b. The Chairman confirmed he had held discussions with a resident who had a drone, who had offered his services free of charge to assist with the website. Various locations to capture images of Flitwick had been discussed and a proposal would be presented at the next Community Services Committee meeting for consideration for approval to fly a drone over Council land.
- c. Cllr Snape had met with members of the Scouts to address concerns and maintain open channels of communication following their presentation to Committee last month. There were some amendments to the proposal and plans which includes further detail for access ramps, more detailed options for consideration. The updated proposal would be presented at the Town Council Meeting on 20th September 2022.

788. ITEMS FOR CONSIDERATION

a. Corporate Branding Review

Members agreed a full review of branding would be beneficial to ensure strong, clear and consistent branding across all medias and communications with a view to streamlining FTC, Rendezvous and Rufus communications. Cllr Daly identified the need for a corporate branding strategy with Members suggesting the review included up clear guidelines for branding application, corporate colours, logo placement, font usage etc. which could be applied by all Officers.

It was agreed that members would complete the review in consultation with the Communications and Marketing Manager to provide clear direction and detailed actions. Cllr Snape also identified that signage at The Rufus Centre requires updating.

Members agreed that the current promotions lacked continuity And Members felt the Council Crest would be better used in material alongside Rufus and Rendezvous logos. Cllr Shaw felt the Flitwick Papers did this well.

Cllr Blazeby confirmed he would brief the Communications and Marketing Manager directly when she returns from leave.

It was **RESOLVED** to progress with the first stage of the branding review by pulling together an overview of communications currently produced by the Council.

Action: CMM

b. Policy and Code of Practice for Handling Cash

Following consideration of the Cash Handling Policy, The Chairman identified some grammatical errors for correction. Cllr Snape highlighted that Member frequently took payments at events as cash, Sum Up and till transactions and therefore should be included within the policy listing. Cllr Snape advised that some of the infographics being used did not meet accessibility guidelines and for there to be a distinction between poster and social media graphics/promotions. He also believed the Rufus Centre required a re-branding exercise and asked for signage for the building to be refreshed.

It was **RESOLVED** to adopt the Cash Handling Policy with the inclusion of members suggestions and with the amendments to the wording on the Policy.

Action: TC

789. ITEMS FOR INFORMATION

a. Finance Reports Part 1

- i) Whole Business Summary, Investments & Loans

Members requested that a year-to-date loan summary was included in all financial reports going forward.

Action: SFO

Members were pleased with the CCLA dividends.

- ii) Corporate Services Summary – noted.
It was confirmed that admin income included Kickstart Grants
- iii) Civic Expenses Summary – noted.
The Town Mayor was content with how this was presented.
- iv) RCF Summary

Members requested the RCF for Country Park was renamed Nature Park and includes funding previously agreed. SFO to liaise with CSM to confirm funding allocated.

Action: CSM

Following discussion, members agreed to leave completed RCF on the summary in grey boxes to provide an overview of the annual RCF spend as the year progressed.

Members also requested 'Barclays Defibrillator' is referred as '3 Station Rd Defibrillator' in future reports. Members requested also requested a progress update for this installation for the next meeting.

Action: SFO

Members request a report is provided to the next Community Services Committee Meeting by the Community Services Manager detailing remaining spend and expected timescales for the Hub Refurbishments RCF.

Action: CSM

OMEGA Reports:

- v) Income & Expenditure (Corporate & Community) – noted.
- vi) Cashbook (CB1 & CB2) Transactions – noted.
- vii) Bank Reconciliations (CB1 & CB2) – noted.

It was requested for the town Clerk to reconcile the CIT contract and current spending. Members discussed the Tesco Spending and asked for investigations into a Clubcard be done. The Café team were trialling new suppliers to reduce Tesco spending.

b. Delivery Plan & Committee Priorities

- i) Members discussed the Delivery Plan for Corporate Services.
The Delivery Plan would be brought up to date by the Corporate Services Manager prior to commencing maternity leave in mid-September. After this date, responsibility for the Deliver Plan would be taken by Mike Thorn, the Caretaker Corporate Services Manager to maintain continuity.

- ii) Members discussed the consolidated list of Committee priorities. Cllr Blazeby had reviewed all commentary received on the Residents Survey. The Corporate Service Manager is currently working through the feedback and allocating each action to the relevant Committee for consideration. These actions would inform future priorities. There would be an item regarding this on the Council agenda.

c. Marketing & Communications Forward Promotional Plan

Members noted the Marketing & Communications Forward Promotional Plan circulated. It was confirmed that Flitwick Papers would be published next week with Cllr Snape providing input and content.

Cllr Gleave confirmed that all planning applications now appeared on the Planning Webpage but there was further information to be uploaded.

790. PUBLIC OPEN SESSION

There were no members of the public present.

791. 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) Officers Update

12b) Finance Reports Part 2 – For information.

Meeting ended at 20.51hrs

Item 10a) i) Whole Business Summary, Investments & Loans

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01 April to 31 August 2022

	Income	Income Budget	% Budget Achieved		Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 484,767	£ 934,242	52%	Amber	£ 217,665	£ 593,705	37%	Green
Business Improvement & Development Board	£ 308,914	£ 640,900	48%	Amber	£ 237,526	£ 492,610	48%	Green
Community Services	£ 62,467	£ 64,728	97%	Green	£ 205,804	£ 583,366	35%	Green
Whole Business	£ 856,148	£ 1,639,870	52%	Amber	£ 660,995	£ 1,669,681	40%	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

Investments Summary

Loans Summary 22/23

CCLA Summary Year to Date (230, 1190/111)

Account balance as of 31 August 22:	£ 943,000
Dividends received to 31 August 22:	£ 3,444

PWLB Lending Facility Year to Date

(4061/422, 4062/422)

Principal Balance Opening 22/23	£ 931,522
Capital paid year to date	£ 32,249
Interest paid year to date	£ 12,179

Report Contents

- P1 Item 10a i) Whole Business Summary, Investments & Loans
- P2 Item 10a ii) Corporate Services Summary
- P3 Item 10a iii) Civic Expenses Summary
- P4 Item 10a iv) RCF Review

OMEGA Reports

- vi) Income & Expenditure (Corporate & Community)
- vii) Cashbook (CB1 & CB2) Transactions
- viii) Bank Reconciliations (CB1 & CB2)

Item 10a) ii) Corporate Services 2022/23

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Cost Centre	01-31 August 2022	
	Income	Expenditure
101 Administration	1003/101, 1177/101, 1191/101 Admin Income	£ 4
	4001/101 Salary Costs	£ 15,709
	4003/101, 4004/101, 4009/101, 4033/101 Other Staff Costs	£ 88
	4102/101 FTC Internal Rent	£ 3,350
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4026/101, 4040/101, 4056/101, 4058/101 Business Operating Costs	£ 2,344
	4012/101, 4017/101, 4028/101, 4059/101 Other Costs	£ 90
Administration TOTALS		£ 4 £ 21,581

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 3,290	£ 1,575	209% Green			
			£ 85,034	£ 194,972	44% Green
			£ 88	£ 3,175	3% Green
			£ 17,754	£ 37,590	47% Green
			£ 20,170	£ 51,850	39% Green
			£ 274	£ 1,250	22% Green
£ 3,290	£ 1,575	209% Green	£ 123,320	£ 288,837	43% 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	

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

£ 3,181	£ 3,163	101% Green			
			£ -	£ 3,200	0% Green
			£ 8	£ 2,663	0% Green
			£ 2,078	£ 8,000	26% Green
£ 3,181	£ 3,163	101% Green	£ 2,086	£ 13,863	15% Green

422 Finance & HR	1029/422 Peppercorn Rents	£ -	
	4027/422, 4041/422, 4057/422, 4156/422, 4160/422 Finance Costs	£ 582	
	4009/422, 4010/422, 4039/422, 4040/422, 4047/422, 4053/422 Other Staff Costs (not Wages)	£ 952	
	4061/422, 4062/422 Loans	£ -	
	4025/422, 4029/422, 4101/422, 4102/422, 4506/422 Other Business Costs	£ 68	
Finance & HR TOTALS		£ - £ 1,602	

£ -	£ 40	0% Red			
			£ 4,194	£ 18,300	23% Green
			£ 4,361	£ 18,500	24% Green
			£ 34,789	£ 88,310	39% Green
			£ 2,006	£ 25,500	8% Green
£ -	£ 40	0% Red	£ 45,350	£ 150,610	30% Green

Other	1022/106 3 Station Square Rents	£ -	
	1176/111, 1190/111 Precept & Interest Received	£ 985	
	4102/601, 4506/601 Planning Fees	£ 92	

£ 19,000	£ 38,000	50% Amber			
£ 445,887	£ 886,064	50% Amber			
			£ 278	£ 5,000	6% Green

Narrative

Apr-22	1177/101	Finance Assistant Kickstart scheme now complete. All grant funds received.
Apr-22	1177/103	Marketing & Communications Assistant Kickstart scheme now complete. All grant funds received.
Apr-22	4056/101	BATPC Annual Fee paid
Apr-22	1991/111	CBC Community Committee Youth Grant from 2021/22 not received until after year end (April) resulting in accrued income.
Apr-22	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	01-31 August 2022	
	Income	Expenditure
102 - Civic Expenses	1143/102 TM Charity Income	£ 698
	4143/102 TM Charity Costs	£ -
	4209/102 P/Y TM Allowance	£ -
	4210/102 TM Allowance	£ 42
	4035/102 Regalia Fund	£ -
	4036/102 Civic Service	£ -
	4501/102 Honorary Citizens	£ -
	4502/102 Election Costs	£ -
TOTALS		£ 698 £ 42

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 4,781	£ -	n/a			
			£ 2,832	£ -	n/a
			£ 765	£ 765	100% Black
			£ 584	£ 4,000	15% Green
			£ 97	£ 1,000	10% Green
			£ 68	£ 600	11% Green
			£ -	£ 200	0% Green
			£ -	£ 6,000	0% Green
£ 4,781	£ -	n/a	£ 4,346	£ 12,565	35% Green

Narrative

- Jun-22 **4210/102** TM Allowance budget includes £2k provision for Civic Reception costs.
- Jul-22 **4209/102** Past year's TM Allowance now separated from current year expenditure (4210/102)

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) iv) Rolling Capital Fund Review 2022/23

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22 September 2022

(315) Rolling Capital Programme: F Opening Balance	£	181,783
PLUS RCF Current Year Funding	£	93,784
LESS Year to Date Spending	£	17,031
LESS Committed Spending	£	71,089

(Total Committed Spend 2022/23)

-£ 88,120 (2022/23 Budget N/L 5014)

LESS Overspend Funded by Central RCF £ -

PLUS Overspend Funded by Central RCF £ **8,623**
2022/23 RCF Funds Available (Uncommitted) £ **196,070**

PROJECT Details				RCF Details							FUNDING Details			Comments
Project Code	Project Description	Committee	Minute Ref	RCF Budget Committed	Previous Year's RCF Spend	22/23 RCF Spend to Date	Overspend Funded by RCP	Underspend Returned to RCP	RCF Commitment Remaining		Additional Project Spend	Funding Received (1177)	Project Budget Remaining	
4212	110	RCF - Nature Park	Community	None	£ -	£ -	£ -	£ -	£ -	0%		£ -	£ -	No amounts have been committed for this project. S106 monies remaining: Phase 1 £7,106.89 & Phase 2 £274,728 (CBC to be invoiced for S106 once works completed). SL 7/9/22
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ -	£ -	£ 1,459	73%	£ 2,405	£ 2,405	£ -	Greensands grant of £2,405 received (1177/110) in addition to stated budget. 22/23 opening bal £1459. Awaiting final expense for leaflets (estimated at £628)
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ 254	£ -	£ 5,192	26%		£ -	£ -	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 4,600	£ -	£ 23,225	83%	£ 2,350	£ 6,198	£ 3,848	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	-£ 2,333	£ -	£ 2,783	£ -	0%		£ -	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 & true balance rolled forward to 22/23 as opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF. Aug 22 - RCF COMPLETE
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ -	£ 582	£ -	0%	£ 4,307	£ 4,307	CBC dilapidation payment of £4,307 received into 1177/110 22/23 opening bal £582. Aug 22- RCF COMPLETE
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ -	-£ 9	0%		£ -	£ -	Negotiated discount of 5%. Spend within 5% accepted variance. Sep 22 - RCF COMPLETE
4819	110	RCF - 3 Station Rd Defibrillator	Council	5213d	£ 1,770	£ -	£ -	£ -	£ 1,770	100%		£ -	£ -	
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 524	£ -	£ 126	£ -	0%		£ -	RCF rolled forward from 21/22 as camera purchased in April 2022. Aug 22- RCF COMPLETE
4823	110	RCF - Heritage Website	Corporate	753a 5252a)i	£ 3,800	£ -	£ 1,433	£ -	£ 2,367	62%		£ -	£ -	
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404bi 5252a) ii	£ 4,920	£ -	£ 4,100	£ -	£ 820	£ -	0%		£ -	Original RCF budget requested included VAT in error. Aug 22- RCF COMPLETE
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ 4,900	£ -	£ -	0%		£ -	£ -	Aug 22- RCF COMPLETE
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,605	£ -	£ 2,605	£ -	£ -	0%		£ -	£ -	Sep 22- RCF COMPLETE
4827	110	RCF - Environmental Audit	Council	5265c	£ 5,600	£ -	£ -	£ -	£ 5,600	100%		£ -	£ -	
4828	110	RCF - Skate Park Lighting	Community	1036d	£ 21,705	£ -	£ -	£ -	£ 21,705	100%		£ -	£ -	Awaiting Council Resolution
4829	110	RCF - Youth Services	Community	TBC	£ 9,780	£ -	£ -	£ -	£ 9,780	100%		£ -	£ -	Awaiting Council Resolution
					£ 17,031	£ -	£ 4,311	£ 71,089						

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). RCF review has been adjusted to separate grant funding. Please refer to 'YELLOW boxes for RCF remaining balances.

NARRATIVE - September 2022

 Aug 22 - **4808/110** Manor Park Fencing now complete with £2,783 underspend returned. **RCF closed.**

 Aug 22 - **4811/110** Tenant Office Refurb now complete with £582 underspend returned. **RCF closed.**

 Aug 22 - **4820/110** Purchase Camera Phone now complete with £126 underspend returned. **RCF closed.**

 Aug 22 - **4824/110** Room 20 Tenant Office Refurb now complete with £820 underspend returned. **RCF closed.**

 Aug 22 - **4825/110** Ditch & Boundary Works now complete on budget. **RCF closed.**

 Sep 22 - **4814/110** Town Noticeboards works now complete. £9 overspend within 5% accepted variance. **RCF closed.**

 Sep 22 - **4826/110** Hub & Car Park Lights works now complete on budget. **RCF closed.**

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Corporate Services

	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	4	41	150	109			27.6%
1177 GRANTS RECEIVED	0	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	0	68	0	(68)			0.0%
ADMINISTRATION - Corporate :- Income	4	3,290	1,575	(1,715)			208.9%
4001 SALARIES AND WAGES	15,709	85,034	194,972	109,938		109,938	43.6%
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	88	500	412		412	17.6%
4012 LAND REGISTRY	0	(104)	0	104		104	0.0%
4017 FTC Corporate Events	0	0	750	750		750	0.0%
4020 POSTAGE	9	25	1,000	975		975	2.5%
4021 PRINTING/STATIONERY	0	1,791	3,000	1,209		1,209	59.7%
4022 PHOTOCOPIER CONTRACT	265	2,509	7,000	4,491		4,491	35.8%
4023 TELEPHONES	1,121	4,318	7,000	2,682		2,682	61.7%
4025 OFFICE & IT EQUIPMENT	0	133	4,000	3,867		3,867	3.3%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4028 ADVERTISING / PROMOTIONS	90	270	0	(270)		(270)	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	933	9,146	27,000	17,854		17,854	33.9%
4056 LICENCES / MEMBERSHIPS	0	2,122	2,600	478		478	81.6%
4058 BANK CHARGES	16	126	0	(126)		(126)	0.0%
4059 SUNDRIES	0	4	500	496		496	0.8%
4102 FTC Internal Rent	3,350	17,754	37,590	19,836		19,836	47.2%
ADMINISTRATION - Corporate :- Indirect Expenditure	21,492	123,216	288,837	165,621	0	165,621	42.7%
Net Income over Expenditure	(21,488)	(119,926)	(287,262)	(167,336)			
102 CIVIC EXPENSES - Corporate							
1143 TOWN MAYOR CHARITIES INCOME	698	4,781	0	(4,781)			0.0%
CIVIC EXPENSES - Corporate :- Income	698	4,781	0	(4,781)			
4035 REGALIA FUND	0	(97)	1,000	1,097		1,097	(9.7%)
4036 CIVIC SERVICE & EVENTS	0	68	600	532		532	11.3%
4143 TOWN MAYOR CHARITIES COSTS	0	2,832	0	(2,832)		(2,832)	0.0%
4210 TOWN MAYOR ALLOWANCE	42	584	4,000	3,416		3,416	14.6%
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	42	3,387	11,800	8,413	0	8,413	28.7%
Net Income over Expenditure	656	1,394	(11,800)	(13,194)			

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Corporate Services

	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	0	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS - Corporate :- Income	0	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	0	8	1,000	992		992	0.8%
4045 FLITWICK PAPERS COSTS	0	2,078	8,000	5,922		5,922	26.0%
4046 WEBSITE / TICKETING SYSTEM	0	0	2,000	2,000		2,000	0.0%
COMMUNICATIONS - Corporate :- Indirect Expenditure	0	2,086	13,863	11,777	0	11,777	15.1%
Net Income over Expenditure	0	1,095	(10,700)	(11,795)			
106 3 STATION SQUARE - Corpo							
1022 RENT RECEIVABLE TENANTS	0	19,000	38,000	19,000			50.0%
3 STATION SQUARE - Corpo :- Income	0	19,000	38,000	19,000			50.0%
Net Income	0	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	254	254	5,446	5,192		5,192	4.7%
4803 RCF - Manor Park Heritage	0	2,350	34,023	31,673		31,673	6.9%
4808 RCF - Manor Park Fencing	0	(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	0	27	939	912		912	2.9%
4819 RCF - 3 Station Rd Defibrillat	0	0	1,770	1,770		1,770	0.0%
4820 RCF - Purchase Camera Phone	0	13	650	637		637	2.0%
4823 RCF - Heritage Website	0	1,433	3,800	2,367		2,367	37.7%
4824 RCF - Rm20 Tenant Office Refur	0	4,100	4,920	820		820	83.3%
4825 RCF - Ditch & Boundary Works	0	4,900	4,900	0		0	100.0%
4826 RCF - Hub & Car Park Lights	0	0	2,506	2,506		2,506	0.0%
4827 RCF - Environmental Audit	0	0	5,600	5,600		5,600	0.0%
4828 RCF - Skate Park Lighting	0	0	21,705	21,705		21,705	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	(254)	(11,250)	(58,939)	(47,689)		(47,689)	19.1%
PROJECTS & GRANTS - Corporate :- Indirect Expenditure	0	46,387	123,595	77,208	0	77,208	37.5%
Net Expenditure	0	(46,387)	(123,595)	(77,208)			

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Corporate Services

	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	985	3,105	500	(2,605)			621.1%
1991 PYA - Youth Grant not accrued	0	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	985	454,554	891,464	436,910			51.0%
Net Income	985	454,554	891,464	436,910			
422 FINANCE & HR - Corporate							
1029 PEPPERCORN RENTS	0	(40)	40	80			(100.0%)
FINANCE & HR - Corporate :- Income	0	(40)	40	80			(100.0%)
4009 HEALTH & SAFETY	0	0	2,000	2,000		2,000	0.0%
4010 SIMPLY HEALTH INSURANCE	372	2,162	3,500	1,338		1,338	61.8%
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%
4040 IT SUPPORT	(12)	0	0	0		0	0.0%
4041 PDQ SYSTEMS	582	2,397	5,000	2,603		2,603	47.9%
4047 STAFF COURSES/TRAINING	0	1,582	6,000	4,418		4,418	26.4%
4053 PAYROLL SYSTEMS	580	617	2,000	1,383		1,383	30.9%
4057 ACCOUNTS IT SOFTWARE	0	(341)	3,300	3,641		3,641	(10.3%)
4061 LOAN CAPITAL PAID	0	32,249	64,630	32,381		32,381	49.9%
4062 LOAN INTEREST PWLB	0	2,540	23,680	21,140		21,140	10.7%
4101 Town Clerk's Budget	0	0	1,500	1,500		1,500	0.0%
4102 FTC Internal Rent	68	68	0	(68)		(68)	0.0%
4156 AUDIT FEES - INTERNAL	0	0	2,000	2,000		2,000	0.0%
4160 ACCOUNTANTS FEES	0	1,797	6,000	4,203		4,203	30.0%
4506 PROFESSIONAL FEES	0	1,938	5,500	3,562		3,562	35.2%
FINANCE & HR - Corporate :- Indirect Expenditure	1,590	42,611	150,610	107,999	0	107,999	28.3%
Net Income over Expenditure	(1,590)	(42,651)	(150,570)	(107,919)			
601 PLANNING - Corporate							
4102 FTC Internal Rent	92	278	0	(278)		(278)	0.0%
4506 PROFESSIONAL FEES	0	(300)	5,000	5,300		5,300	(6.0%)
PLANNING - Corporate :- Indirect Expenditure	92	(22)	5,000	5,022	0	5,022	(0.4%)
Net Expenditure	(92)	22	(5,000)	(5,022)			
CORPORATE SERVICES :- Income	1,687	484,767	934,242	449,475			51.9%
Expenditure	23,217	217,665	593,705	376,040	0	376,040	36.7%
Movement to/(from) Gen Reserve	(21,530)	267,102					

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Corporate Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,687	484,767	934,242	449,475			51.9%
Expenditure	23,217	217,665	593,705	376,040	0	376,040	36.7%
Net Income over Expenditure	<u>(21,530)</u>	<u>267,102</u>	<u>340,537</u>	<u>73,435</u>			
Movement to/(from) Gen Reserve	<u>(21,530)</u>	<u>267,102</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	29,446	147,212	368,349	221,137		221,137	40.0%
4002 UNIFORM	0	658	500	(158)		(158)	131.6%
4005 VEHICLE - MAINTENANCE	0	217	1,500	1,283		1,283	14.5%
4006 FUEL	374	1,782	6,500	4,718		4,718	27.4%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	0	216	400	184		184	54.0%
4051 GRANTS PERMITTED	0	3,150	10,000	6,850		6,850	31.5%
4063 TRUCK REPAYMENTS	534	2,668	6,405	3,737		3,737	41.7%
4102 FTC Internal Rent	99	574	0	(574)		(574)	0.0%
CORE SERVICES - Community :- Indirect Expenditure	30,453	154,147	395,854	241,707	0	241,707	38.9%
Net Expenditure	(30,453)	(154,147)	(395,854)	(241,707)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	0	24,783	15,000	(9,783)			165.2%
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	0	7,075	5,000	(2,075)			141.5%
BURIAL GROUNDS - Community :- Income	0	32,858	21,000	(11,858)			156.5%
4015 UTILITIES	0	13	150	137		137	8.5%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	3,070	3,236	1,000	(2,236)		(2,236)	323.6%
BURIAL GROUNDS - Community :- Indirect Expenditure	3,070	3,344	1,650	(1,694)	0	(1,694)	202.7%
Net Income over Expenditure	(3,070)	29,514	19,350	(10,164)			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	52	461	5,000	4,539			9.2%
ALLOTMENTS - Community :- Income	52	461	5,000	4,539			9.2%
4015 UTILITIES	136	328	350	22		22	93.8%
4072 ALLOTMENTS/MAINTENANCE	0	206	2,000	1,794		1,794	10.3%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4102 FTC Internal Rent	41	161	0	(161)		(161)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	176	990	7,833	6,843	0	6,843	12.6%
Net Income over Expenditure	(124)	(529)	(2,833)	(2,304)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1002 Insurance Claims	2,230	7,492	0	(7,492)			0.0%
1014 PHONE MAST INC (STATION RD)	0	4,500	5,333	833			84.4%
1070 MANOR PARK (Rural Paymt Agent)	0	1,481	2,000	519			74.0%
1177 GRANTS RECEIVED	5,716	(13,157)	0	13,157			0.0%
LOCAL AMENITIES - Community :- Income	7,946	316	7,333	7,017			4.3%
4078 Planting/Weeding	0	1,491	3,000	1,509		1,509	49.7%
4084 PLANT & EQUIP-PURCHASE	1,198	2,525	2,500	(25)		(25)	101.0%
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	634	4,211	6,300	2,089		2,089	66.8%
4132 BUILDING MAINTENANCE	237	1,156	1,500	344		344	77.1%
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	0	(9,220)	10,000	19,220		19,220	(92.2%)
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
4702 Flitwick Nature Park	150	150	0	(150)		(150)	0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	2,219	(640)	36,700	37,340	0	37,340	(1.7%)
Net Income over Expenditure	5,727	956	(29,367)	(30,323)			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	0	1,458	1,000	(458)			145.8%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	0	1,458	2,350	892			62.1%
4075 PLAY AREA/REPAIRS & MAINT.	13	105	8,000	7,895		7,895	1.3%
4082 Millennium Park (Inc CCTV)	0	155	2,000	1,845		1,845	7.8%
4122 CHANGING ROOMS - HINKSLEY	(278)	(407)	0	407		407	0.0%
PLAY AREAS - Community :- Indirect Expenditure	(265)	(147)	10,000	10,147	0	10,147	(1.5%)
Net Income over Expenditure	265	1,605	(7,650)	(9,255)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	12	1,303	2,500	1,197		1,197	52.1%
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%
STREET LIGHTING - Community :- Indirect Expenditure	12	1,303	4,500	3,197	0	3,197	29.0%
Net Expenditure	(12)	(1,303)	(4,500)	(3,197)			

	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	348	50	(298)			695.0%
1037 Under 18s Skate Competition	17	17	120	103			14.4%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	17	15,365	15,170	(195)			101.3%
4001 SALARIES AND WAGES	153	984	2,000	1,016		1,016	49.2%
4015 UTILITIES	200	1,128	2,300	1,172		1,172	49.0%
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	0	(607)	4,000	4,607		4,607	(15.2%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	368	440	2,000	1,560		1,560	22.0%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	722	18,543	56,479	37,936	0	37,936	32.8%
Net Income over Expenditure	(704)	(3,179)	(41,309)	(38,130)			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	33	163	100	(63)			162.5%
1120 KEEP FIT / Dance Fitness	0	456	2,800	2,344			16.3%
1122 MENS CLUB	87	287	1,100	813			26.1%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	0	417	500	83			83.3%
1149 Flitwick Sunday Market	0	75	0	(75)			0.0%
1171 LUNCH CLUB	242	795	2,900	2,105			27.4%
COMMUNITY ACTIVITIES - Communi :- Income	363	2,203	7,675	5,472			28.7%
4102 FTC Internal Rent	856	1,955	0	(1,955)		(1,955)	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	0	787	2,700	1,913		1,913	29.1%
4612 MENS CLUB	0	26	1,100	1,074		1,074	2.4%
4621 LUNCH CLUB	100	340	4,100	3,760		3,760	8.3%
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%
4628 Flitwick Food Extra	55	55	1,500	1,445		1,445	3.6%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	1,011	3,163	18,800	15,637	0	15,637	16.8%
Net Income over Expenditure	(648)	(960)	(11,125)	(10,165)			

	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	4	4	200	196			2.0%
1127 Flitwick Fun Day	(229)	8,977	2,000	(6,977)			448.9%
1130 Christmas Lunch - OLDER People	0	0	1,000	1,000			0.0%
1164 Christmas Market	0	25	200	175			12.5%
1165 Christmas Lights EVENT	120	287	1,000	713			28.7%
1167 Christmas Market Trip	0	0	850	850			0.0%
1170 YOUTH PANEL	0	0	200	200			0.0%
1172 JUBILEE Event 2022	0	513	750	238			68.3%
COMMUNITY EVENTS - Community :- Income	(105)	9,806	6,200	(3,606)			158.2%
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	1,330	1,330	1,250	(80)		(80)	106.4%
4205 Front Garden Competition	0	0	220	220		220	0.0%
4206 Scarecrow Festival	71	81	100	19		19	80.7%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	17	167	900	733		733	18.6%
4540 Christmas Lights EVENT	0	0	5,400	5,400		5,400	0.0%
4551 Flitwick Fun Day	0	20,556	20,000	(556)		(556)	102.8%
4618 COMMUNITY Events Expense	0	329	2,000	1,671		1,671	16.4%
4620 YOUTH PANEL	0	0	700	700		700	0.0%
4622 JUBILEE Event 2022	0	2,638	2,000	(638)		(638)	131.9%
COMMUNITY EVENTS - Community :- Indirect Expenditure	1,418	25,101	51,550	26,449	0	26,449	48.7%
Net Income over Expenditure	(1,523)	(15,295)	(45,350)	(30,055)			
COMMUNITY SERVICES :- Income	8,272	62,467	64,728	2,261			96.5%
Expenditure	38,816	205,804	583,366	377,562	0	377,562	35.3%
Movement to/(from) Gen Reserve	(30,543)	(143,338)					
Grand Totals:- Income	8,272	62,467	64,728	2,261			96.5%
Expenditure	38,816	205,804	583,366	377,562	0	377,562	35.3%
Net Income over Expenditure	(30,543)	(143,338)	(518,638)	(375,300)			
Movement to/(from) Gen Reserve	(30,543)	(143,338)					

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CURRENT ACCOUNT

For Month No: 5

Receipts for Month 5

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 :	5,000.00					5,000.00	
	Banked: 14/06/2022	1,000.00						
	Sales Recpts Page 11275	1,000.00	1,000.00		103			Sales Recpts Page 11275
	Banked: 14/06/2022	-2,000.00						
	Sales Recpts Page 11283	-2,000.00	-2,000.00		101			Sales Recpts Page 11283
	Banked: 16/06/2022	1,000.00						
	Sales Recpts Page 11276	1,000.00	1,000.00		103			Sales Recpts Page 11276
	Banked: 01/08/2022	100.00						
	Sales Recpts Page 11208	100.00	100.00		101			Sales Recpts Page 11208
	Banked: 01/08/2022	660.00						
	Sales Recpts Page 11209	660.00	660.00		101			Sales Recpts Page 11209
	Banked: 01/08/2022	63.00						
	Sales Recpts Page 11210	63.00	63.00		101			Sales Recpts Page 11210
	Banked: 01/08/2022	48.00						
	Sales Recpts Page 11211	48.00	48.00		101			Sales Recpts Page 11211
	Banked: 01/08/2022	2,125.20						
	Sales Recpts Page 11282	2,125.20	2,125.20		101			Sales Recpts Page 11282
	PDQ Banked: 01/08/2022	526.29						
	PDQ Rendezvous (26/07/22)	526.29		87.72	1027	420	438.57	Rendezvous (26/07/22)
	PDQ Banked: 01/08/2022	-526.29						
	PDQ Rendezvous (26.07.22)	-526.29		-87.72	1027	420	-438.57	Moved to CB5
	Banked: 02/08/2022	1,295.00						
	Sales Recpts Page 11212	1,295.00	1,295.00		101			Sales Recpts Page 11212
	Banked: 02/08/2022	647.50						
	Sales Recpts Page 11213	647.50	647.50		101			Sales Recpts Page 11213
	Banked: 02/08/2022	1,230.00						
	Sales Recpts Page 11214	1,230.00	1,230.00		101			Sales Recpts Page 11214
	Banked: 03/08/2022	569.80						
	Sales Recpts Page 11215	569.80	569.80		101			Sales Recpts Page 11215
	Banked: 04/08/2022	851.40						
	Sales Recpts Page 11216	851.40	851.40		101			Sales Recpts Page 11216
	Banked: 04/08/2022	1,030.00						
	Sales Recpts Page 11217	1,030.00	1,030.00		101			Sales Recpts Page 11217
	Banked: 04/08/2022	2,370.00						
	Sales Recpts Page 11218	2,370.00	2,370.00		101			Sales Recpts Page 11218
	Banked: 04/08/2022	2,230.13						
	Royal Sun Alliance	2,230.13			1002	303	2,230.13	Insurance Pmt for TS Install 2

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Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/08/2022	431.20						
	Sales Recpts Page 11219	431.20	431.20		101			Sales Recpts Page 11219
	Banked: 04/08/2022	171.00						
	Sales Recpts Page 11220	171.00	171.00		101			Sales Recpts Page 11220
	Banked: 05/08/2022	420.00						
	Sales Recpts Page 11221	420.00	420.00		101			Sales Recpts Page 11221
	Banked: 05/08/2022	165.60						
	Sales Recpts Page 11222	165.60	165.60		101			Sales Recpts Page 11222
	Banked: 05/08/2022	211.50						
	Sales Recpts Page 11223	211.50	211.50		101			Sales Recpts Page 11223
	Banked: 05/08/2022	110.40						
	Sales Recpts Page 11239	110.40	110.40		101			Sales Recpts Page 11239
	Banked: 08/08/2022	1,776.00						
	Sales Recpts Page 11224	1,776.00	1,776.00		101			Sales Recpts Page 11224
	Banked: 08/08/2022	11,017.78						
	Sales Recpts Page 11225	11,017.78	11,017.78		101			Sales Recpts Page 11225
	Banked: 09/08/2022	198.00						
	Sales Recpts Page 11226	198.00	198.00		101			Sales Recpts Page 11226
	Banked: 09/08/2022	431.20						
	Sales Recpts Page 11227	431.20	431.20		101			Sales Recpts Page 11227
	Banked: 09/08/2022	2,932.80						
Auto	BUSINESS RESERVE	2,932.80			202		2,932.80	Auto Transfer
	Banked: 10/08/2022	513.00						
	Sales Recpts Page 11228	513.00	513.00		101			Sales Recpts Page 11228
	Banked: 10/08/2022	1,709.40						
	Sales Recpts Page 11229	1,709.40	1,709.40		101			Sales Recpts Page 11229
	Banked: 10/08/2022	16,954.41						
AUTO	BUSINESS RESERVE	16,954.41			202		16,954.41	Auto Transfer
	Banked: 10/08/2022	275.00						
	Sales Recpts Page 11281	275.00	275.00		103			Sales Recpts Page 11281
	Banked: 11/08/2022	4,530.00						
	Sales Recpts Page 11230	4,530.00	4,530.00		101			Sales Recpts Page 11230
	Banked: 12/08/2022	569.80						
	Sales Recpts Page 11231	569.80	569.80		101			Sales Recpts Page 11231
	Banked: 12/08/2022	30,500.00						
Manual	BUSINESS RESERVE	30,500.00			202		30,500.00	PAYE/Pens Jul 22

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CURRENT ACCOUNT

For Month No: 5

Receipts for Month 5

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: 15/08/2022	217.20						
	Sales Recpts Page 11232	217.20	217.20		101			Sales Recpts Page 11232
	Banked: 15/08/2022	1,506.00						
	Sales Recpts Page 11233	1,506.00	1,506.00		101			Sales Recpts Page 11233
	Banked: 15/08/2022	551.28						
	Sales Recpts Page 11234	551.28	551.28		101			Sales Recpts Page 11234
	Banked: 15/08/2022	431.22						
	Sales Recpts Page 11235	431.22	431.22		101			Sales Recpts Page 11235
	Banked: 15/08/2022	777.00						
	Sales Recpts Page 11236	777.00	777.00		101			Sales Recpts Page 11236
	Banked: 15/08/2022	1,161.00						
	Sales Recpts Page 11237	1,161.00	1,161.00		101			Sales Recpts Page 11237
	Banked: 15/08/2022	15.00						
	M & P GeorGiou	15.00			1165	313	15.00	Xmas Lights Event 22 - Stall
	Banked: 15/08/2022	15.00						
	K Simmonds	15.00			1165	313	15.00	Xmas Lights Event 22 - Stall
	Banked: 15/08/2022	38,041.88						
AUTO	BUSINESS RESERVE	38,041.88			202		38,041.88	Auto Transfer
	Banked: 16/08/2022	82.80						
	Sales Recpts Page 11238	82.80	82.80		101			Sales Recpts Page 11238
	Banked: 16/08/2022	1,089.44						
	Sales Recpts Page 11240	1,089.44	1,089.44		101			Sales Recpts Page 11240
201725	Banked: 16/08/2022	4,895.69						
201725	Photocopying	2.40		0.40	1003	101	2.00	Photocopying
201725	Mens Club	104.00		17.33	1122	312	86.67	Mens Club
201725	Teas and Coffees	21.00		3.50	1155	420	17.50	Teas and Coffees
201725	Lunch Club	70.00		11.67	1171	312	58.33	Lunch Club
201725	Book Of Flitwick	5.00			1143	102	5.00	Book Of Flitwick
201725	Painting Circle	20.00		3.33	1039	312	16.67	Painting Circle
201725	TM Charity Donations	190.20			1143	102	190.20	Donations & Coffee Morning
201725	Rendezvous (14-22 July 22)	983.30		163.88	1027	420	819.42	Rendezvous (14-22 July 22)
201725	Rendezvous (23-30 July 22)	924.84		154.14	1027	420	770.70	Rendezvous (23-30 July 22)
201725	Rendezvous (01-08 Aug 22)	879.19		146.53	1027	420	732.66	Rendezvous (01-08 Aug 22)
201725	Rendezvous (09-13 Aug 22)	667.60		111.27	1027	420	556.33	Rendezvous (09-13 Aug 22)
201725	Rendezvous (15 Aug 22)	158.51		26.42	1027	420	132.09	Rendezvous (15 Aug 22)
201725	Bar Takings	553.54		92.26	1026	420	461.28	Bar Takings
201725	Hog Roast Stall	75.00		12.50	1165	313	62.50	Xmas Lights Switch On 2022
201725	Skate Comp Tuck Shop	20.71		3.45	1037	311	17.26	Skate Comp Tuck Shop
201725	Janet Theodore Party	220.00	220.00		101			Sales Recpts Page 11278
201725	Home Instead	0.40	0.40		101			Sales Recpts Page 11278

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Flitwick Town Council

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Cashbook 1

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CURRENT ACCOUNT

For Month No: 5

Receipts for Month 5

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>
201724	Banked: 16/08/2022	3,685.80						
201724	E Bodsworth	2,108.70	2,108.70		101			Sales Recpts Page 11279
201724	AL & G Abbott	788.55	788.55		101			Sales Recpts Page 11279
201724	Dignity Funerals	788.55	788.55		101			Sales Recpts Page 11279
	Banked: 17/08/2022	1,548.00						
	Sales Recpts Page 11241	1,548.00	1,548.00		101			Sales Recpts Page 11241
	Banked: 17/08/2022	63.00						
	Sales Recpts Page 11242	63.00	63.00		101			Sales Recpts Page 11242
	Banked: 17/08/2022	1,942.50						
	Sales Recpts Page 11243	1,942.50	1,942.50		101			Sales Recpts Page 11243
	Banked: 17/08/2022	15.00						
	L Higgs Bubs N Bows	15.00			1165	313	15.00	Xmas Lights Event 22 on Stall
	Banked: 18/08/2022	212.00						
	Central Bedfordshire Council	212.00			4056	421	212.00	REFUND for overpayment 18/6/21
	Banked: 18/08/2022	999.00						
	Sales Recpts Page 11244	999.00	999.00		101			Sales Recpts Page 11244
	Banked: 19/08/2022	165.60						
	Sales Recpts Page 11245	165.60	165.60		101			Sales Recpts Page 11245
	Banked: 19/08/2022	2,600.46						
	Sales Recpts Page 11246	2,600.46	2,600.46		104			Sales Recpts Page 11246
	Banked: 19/08/2022	840.00						
	Sales Recpts Page 11247	840.00	840.00		101			Sales Recpts Page 11247
	Banked: 19/08/2022	27.60						
	Sales Recpts Page 11248	27.60	27.60		101			Sales Recpts Page 11248
	Banked: 19/08/2022	75.00						
	Sales Recpts Page 11249	75.00	75.00		101			Sales Recpts Page 11249
	Banked: 22/08/2022	724.50						
	Sales Recpts Page 11250	724.50	724.50		101			Sales Recpts Page 11250
	Banked: 22/08/2022	429.00						
	Sales Recpts Page 11251	429.00	429.00		101			Sales Recpts Page 11251
	Banked: 22/08/2022	1,257.25						
	Sales Recpts Page 11252	1,257.25	1,257.25		101			Sales Recpts Page 11252
	Banked: 22/08/2022	39.00						
	Sales Recpts Page 11253	39.00	39.00		101			Sales Recpts Page 11253
	Banked: 22/08/2022	66,000.00						
Manual	BUSINESS RESERVE	66,000.00			202		66,000.00	Payment Run

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Date: 16/09/2022

Flitwick Town Council

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Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 5

Receipts for Month 5

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: 23/08/2022	340.00						
	A Snape (Mayor)	340.00			1143	102	340.00	TM charity Sweep
	Banked: 23/08/2022	878.73						
AUTO	BUSINESS RESERVE	878.73			202		878.73	Auto Transfer
	Banked: 24/08/2022	405.00						
	Sales Recpts Page 11254	405.00	405.00		101			Sales Recpts Page 11254
	Banked: 24/08/2022	1,757.30						
	Sales Recpts Page 11255	1,757.30	1,757.30		101			Sales Recpts Page 11255
	Banked: 24/08/2022	5,715.61						
	Beds Rural GSCLP Projects	5,715.61			1177	303	5,715.61	Park Management Plan Payment
	Banked: 25/08/2022	540.00						
	Sales Recpts Page 11256	540.00	540.00		101			Sales Recpts Page 11256
	Banked: 25/08/2022	1,160.00						
	Sales Recpts Page 11257	1,160.00	1,160.00		101			Sales Recpts Page 11257
	Banked: 25/08/2022	314.00						
	Sales Recpts Page 11258	314.00	314.00		101			Sales Recpts Page 11258
	Banked: 25/08/2022	777.00						
	Sales Recpts Page 11259	777.00	777.00		101			Sales Recpts Page 11259
	Banked: 26/08/2022	1,242.00						
	Sales Recpts Page 11260	1,242.00	1,242.00		101			Sales Recpts Page 11260
	Banked: 30/08/2022	334.20						
	Sales Recpts Page 11261	334.20	334.20		101			Sales Recpts Page 11261
	Banked: 30/08/2022	277.99						
	Anglian Water	277.99			501		277.99	P/L Pymnt Page 3944
	Banked: 30/08/2022	1,368.40						
	Sales Recpts Page 11262	1,368.40	1,368.40		101			Sales Recpts Page 11262
	Banked: 30/08/2022	20.00						
	NP & KJ Wilkinson	20.00		3.33	1039	312	16.67	Painting Circle Payment
	Banked: 30/08/2022	172.26						
AUTO	BUSINESS RESERVE	172.26			202		172.26	Auto Transfer
	Banked: 31/08/2022	966.00						
	Sales Recpts Page 11263	966.00	966.00		101			Sales Recpts Page 11263
	Banked: 31/08/2022	100.00						
	Sales Recpts Page 11264	100.00	100.00		101			Sales Recpts Page 11264
	Banked: 31/08/2022	1,244.30						
AUTO	BUSINESS RESERVE	1,244.30			202		1,244.30	Auto Transfer

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Flitwick Town Council

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Cashbook 1

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CURRENT ACCOUNT

For Month No: 5

Total Receipts for Month	233,157.13	62,916.73	750.01	169,490.39
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Cashbook Totals	<u>238,157.13</u>	<u>62,916.73</u>	<u>750.01</u>	<u>174,490.39</u>
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Date: 16/09/2022

Flitwick Town Council

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Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 5

Payments for Month 5

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>
01/08/2022	CF Corporate Finance Limited	DD278	714.07	714.07		501			Lease Rental Contract 21/22
01/08/2022	BUSINESS RESERVE	AUTO	2,282.13			202		2,282.13	Auto Transfer
02/08/2022	BUSINESS RESERVE	AUTO	3,172.50			202		3,172.50	Auto Transfer
03/08/2022	O2 Uk Limited	DD279	27.60	27.60		501			Line Chargers July 22
03/08/2022	BUSINESS RESERVE	AUTO	542.20			202		542.20	Auto Transfer
04/08/2022	Barclays Bank Charges	O/L	16.08			4058	101	16.08	Payflow Charges
04/08/2022	BUSINESS RESERVE	AUTO	7,067.65			202		7,067.65	Auto Transfer
05/08/2022	BUSINESS RESERVE	AUTO	907.50			202		907.50	Auto Transfer
08/08/2022	BUSINESS RESERVE	AUTO	12,793.78			202		12,793.78	Auto Transfer
09/08/2022	Central Bedfordshire	DD280	240.00	240.00		501			Youth Hub Business Rates 22/23
09/08/2022	Central Bedfordshire	DD281	3,046.00	3,046.00		501			Rufus Cen Business Rates 22/23
09/08/2022	Central Bedfordshire	DD282	232.00	232.00		501			Room 7 Rufus Bus. Rates 22/23
09/08/2022	Central Bedfordshire	DD283	44.00	44.00		501			Althorp Close Bus. Rates 22/23
09/08/2022	NPower	DD284	1,679.19	1,679.19		501			Purchase Ledger DDR Payment
09/08/2022	NPower	DD285	561.21	561.21		501			Purchase Ledger DDR Payment
10/08/2022	Barclaycard	Manual	2,914.97			205		2,914.97	Aug 22 CC Payment
10/08/2022	HMRC VAT	O/L	16,536.84			105		16,536.84	Quarter 1 22/23 VAT
11/08/2022	BUSINESS RESERVE	AUTO	4,530.00			202		4,530.00	Auto Transfer
12/08/2022	HMRC	O/L	12,928.35			515		12,928.35	PAYE/NIC - July 2022
12/08/2022	Bedfordshire Pension Fund	O/L	16,690.30			517		16,690.30	Pension Costs - July 2022
12/08/2022	Miss S James (SS)	O/L	51.00			4147	420	51.00	Tesco: Cafe Stock: Reimburse
12/08/2022	Mrs B Jones	O/L	64.20		10.70	4147	420	53.50	Tesco: Cafe Stock: Reimburse
12/08/2022	LS Medical And Training Limite	O/L1	150.00	150.00		501			Medical Cover (Skate Comp)
12/08/2022	BUSINESS RESERVE	AUTO	1,185.95			202		1,185.95	Auto Transfer
15/08/2022	Barclays Payflow	O/L	41,036.39			516		41,036.39	Wages - August 2022
16/08/2022	Cheque to CASH	CHQ	74.44			220		74.44	Reimburse Main Safe Petty Cash
16/08/2022	BUSINESS RESERVE	AUTO	5,993.49			202		5,993.49	Auto Transfer
17/08/2022	A Snape (Mayor)	O/L	11.40			4210	102	11.40	Train Ticket; Bedford Receptio
17/08/2022	A Snape (Mayor)	O/L	6.80			4210	102	6.80	CBC Young Carers Raffle & Mile
17/08/2022	Mrs B Jones	O/L	40.62		0.88	4147	420	39.74	Tesco: Cafe Stock: Reimburse
17/08/2022	BUSINESS RESERVE	AUTO	2,948.47			202		2,948.47	Auto Transfer
18/08/2022	O2 Uk Limited	DD286	170.81	170.81		501			August Charges 2022
18/08/2022	BRITISH GAS TRADING LTD	DD287	446.26	446.26		501			Rufus Gas Bill July 2022
18/08/2022	BUSINESS RESERVE	AUTO	4,279.73			202		4,279.73	Auto Transfer
19/08/2022	BUSINESS RESERVE	AUTO	3,708.66			202		3,708.66	Auto Transfer
22/08/2022	ACE Fire & Security Ltd	E3796	1,992.12	1,992.12		501			Annual Fire Alarm Maint 22/23

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Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/08/2022	All Star Business Solutions Li	E3797	267.55	267.55		501			Diesel July 2022
22/08/2022	Arena Security Limited	E3798	133.20	133.20		501			Attending Callouts June 2022
22/08/2022	Barton Skip and Grab Hire	E3799	288.00	288.00		501			Skip Hire for Rufus
22/08/2022	Beds & Luton Chamber of Commer	E3800	358.80	358.80		501			Membership Subscriptions 22/23
22/08/2022	Belair Coffee	E3801	1,262.24	1,262.24		501			Cafe Stock/Supplies
22/08/2022	Bidfood	E3802	5,122.48	5,122.48		501			Cafe Stock/Supplies
22/08/2022	BIFFA WASTE SERVICES LTD	E3803	1,595.72	1,595.72		501			YH Waste Disposal July 2022
22/08/2022	George Browns Ltd	E3804	180.00	180.00		501			Gate posts for Nature Park
22/08/2022	Broome Signs	E3805	63.60	63.60		501			AS/JD Board Adhesive letters
22/08/2022	Bryan Lecoche Ltd	E3806	520.80	520.80		501			Eviction of travellers
22/08/2022	Beds Assoc Of Town & Parish Co	E3807	225.00	225.00		501			Chairmanship Training
22/08/2022	Central Bedfordshire	E3808	37.50	37.50		501			S Eldred Course Fee
22/08/2022	THE COLUMBARIA COMPANY	E3809	3,684.00	3,684.00		501			Grey Granite Sanctum Vaults
22/08/2022	Complete I.T.	E3810	2,718.71	2,718.71		501			Complete Teams July 2022
22/08/2022	Copier Solutions (UK) Ltd	E3811	317.41	317.41		501			Copier Chargers July 2022
22/08/2022	Corporate Travel Management	E3812	24.00	24.00		501			Room Booking Commission Charge
22/08/2022	The Cottage Bakery	E3813	221.75	221.75		501			CREDIT Cafe Stock/Supplies
22/08/2022	B.W. Deacon Butchers	E3814	809.55	809.55		501			Cafe Stock/Supplies
22/08/2022	Flitwick Village Hall Manageme	E3815	49.00	49.00		501			Village Hall Hire (Dance Fit)
22/08/2022	Four Square Innovations Lts	E3816	595.00	595.00		501			InDesign CC Beginners Traning
22/08/2022	W Fuller & Son Ltd	E3817	441.00	441.00		501			Security at Rufus Function
22/08/2022	Green Valley Construction Ltd	E3818	4,900.00	4,900.00		501			RCF Ditch Excavation
22/08/2022	Holdsworth	E3819	604.91	604.91		501			Cafe Stock/Supplies
22/08/2022	Huntsmen Catering	E3820	695.00	695.00		501			Hog Roast for 50 persons
22/08/2022	ICPhygiene	E3821	1,029.78	1,029.78		501			Rufus Cleaning Supplies
22/08/2022	JEWSON LTD	E3822	141.74	141.74		501			Shiplap Wood Planters Barclay
22/08/2022	JRB Enterprise	E3823	1,068.96	1,068.96		501			Dog Poo Bags
22/08/2022	KD Events Publishing Ltd	E3824	108.00	108.00		501			Quarter Page Advert Aug/Sept
22/08/2022	NLC Nova Lift Co Ltd (Formerly	E3825	1,764.90	1,764.90		501			Annual service/maint of lift
22/08/2022	LWC Northampton	E3826	1,204.01	1,204.01		501			Bar Stock & Supply
22/08/2022	NISBETS	E3827	251.88	251.88		501			Olympia Cups/Saucers for Rufus
22/08/2022	NPower	E3828	2,240.40	2,240.40		501			Street Lighting July 2022
22/08/2022	Online Playgrounds	E3829	338.40	338.40		501			Materials for play areas
22/08/2022	PROLATERAL CONSULTING LTD	E3830	132.00	132.00		501			Monthly Web Hosting
22/08/2022	Rosetone Contract Furniture Lt	E3831	246.00	246.00		501			Round Table Cloth Hire
22/08/2022	D & G SHORT	E3832	281.29	281.29		501			Allotment Supplies
22/08/2022	Simply Health	E3833	744.98	744.98		501			Simply Health August 2022
22/08/2022	SSC Ventures Ltd	E3834	4,920.00	4,920.00		501			Room 20 Office Refurb -

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									RCF
22/08/2022	Viking Stationers	E3835	31.52	31.52		501			Rufus Stationery Supplies
22/08/2022	Wixted Cleaning Ltd	E3836	3,349.56	3,349.56		501			Rufus Contractual Cleaning
22/08/2022	TV Licensing	DD288	159.00	159.00		501			Purchase Ledger DDR Payment
22/08/2022	Iris Payroll Solutions Ltd	DD289	15.79	15.79		501			Monthly Payroll Charges July
22/08/2022	Total Energies (prev. Total Ga	DD290	1,202.94	1,202.94		501			Rufus Electric July 2022
22/08/2022	Total Energies (prev. Total Ga	DD291	11.74	11.74		501			Electric Hinksley Rd July 2022
22/08/2022	BUSINESS RESERVE	AUTO	23,361.51			202		23,361.51	Auto Transfer
22/08/2022	Viking Signs Ltd	E3835CR	-31.52	-31.52		501			P/Ledger Electronic Payment
24/08/2022	Total Energies (prev. Total Ga	DD292	43.42	43.42		501			YH Electric July 2022
24/08/2022	ANGLIAN WATER	DD293	135.60	135.60		501			Purchase Ledger DDR Payment
24/08/2022	BRITISH TELECOMMUNICATION	DD294	279.60	279.60		501			BT Business Bill August 2022
24/08/2022	A Snape (Mayor)	O/L	22.00			4210	102	22.00	Care of Police Sirvivors Donat
24/08/2022	Miss S James (SS)	O/L	91.20			4147	420	91.20	Tesco: Cafe Stock: Reimburse
24/08/2022	Mrs H Glover	O/L	118.57		0.35	4147	420	118.22	Tesco: Cafe Stock: Reimburse
24/08/2022	BUSINESS RESERVE	AUTO	7,175.78			202		7,175.78	Auto Transfer
25/08/2022	BUSINESS RESERVE	AUTO	2,791.00			202		2,791.00	Auto Transfer
26/08/2022	BUSINESS RESERVE	AUTO	1,242.00			202		1,242.00	Auto Transfer
30/08/2022	Miss S James (SS)	O/L	26.85		0.10	4147	420	26.75	Tesco: Cafe Stock: Reimburse
30/08/2022	Real Christmas Trees Limited	O/L3	1,596.00	1,596.00		501			25ft Norway Tree-3 Station Rd
30/08/2022	Relight Talent Management Ltd	O/L2	550.00	550.00		501			90s tribute Night 17.09.22
31/08/2022	ANGLIAN WATER	DD295	930.10	930.10		501			Purchase Ledger DDR Payment
31/08/2022	Shogun Vehicle Leasing	DD296	640.34	640.34		501			Purchase Ledger DDR Payment
31/08/2022	Miss S James (SS)	O/L	71.26		0.10	4147	420	71.16	Tesco: Cafe Stock: Reimburse
31/08/2022	Miss S James (SS)	O/L	0.10			4147	420	0.10	Tesco: Cafe Stock: Reimburse
31/08/2022	Miss S James (SS)	O/L	2.50		0.42	4210	102	2.08	CB Get Well Card Tesco
31/08/2022	Iris Payroll Solutions Ltd	O/L4	666.00	666.00		501			Payroll Annual Maint Renewal
Total Payments for Month			233,157.13	58,470.91	12.55			174,673.67	
Balance Carried Fwd			5,000.00						
Cashbook Totals			238,157.13	58,470.91	12.55			179,673.67	

Receipts for Month 5

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 :	110,997.85					110,997.85	
	Banked: 01/08/2022	2,282.13						
AUTO	CURRENT ACCOUNT	2,282.13			201		2,282.13	Auto Transfer
	Banked: 02/08/2022	3,172.50						
AUTO	CURRENT ACCOUNT	3,172.50			201		3,172.50	Auto Transfer
	Banked: 02/08/2022	985.42						
	Public Sector Deposit Fund	985.42			1190	111	985.42	CCLA Interest Jul 22
	Banked: 03/08/2022	542.20						
AUTO	CURRENT ACCOUNT	542.20			201		542.20	Auto Transfer
	Banked: 04/08/2022	7,067.65						
AUTO	CURRENT ACCOUNT	7,067.65			201		7,067.65	Auto Transfer
	Banked: 05/08/2022	907.50						
AUTO	CURRENT ACCOUNT	907.50			201		907.50	Auto Transfer
	Banked: 08/08/2022	12,793.78						
AUTO	CURRENT ACCOUNT	12,793.78			201		12,793.78	Auto Transfer
	Banked: 11/08/2022	4,530.00						
AUTO	CURRENT ACCOUNT	4,530.00			201		4,530.00	Auto Transfer
	Banked: 12/08/2022	1,185.95						
AUTO	CURRENT ACCOUNT	1,185.95			201		1,185.95	Auto Transfer
	Banked: 16/08/2022	5,993.49						
AUTO	CURRENT ACCOUNT	5,993.49			201		5,993.49	Auto Transfer
	Banked: 17/08/2022	2,948.47						
AUTO	CURRENT ACCOUNT	2,948.47			201		2,948.47	Auto Transfer
	Banked: 18/08/2022	4,279.73						
AUTO	CURRENT ACCOUNT	4,279.73			201		4,279.73	Auto Transfer
	Banked: 19/08/2022	3,708.66						
AUTO	CURRENT ACCOUNT	3,708.66			201		3,708.66	Auto Transfer
	Banked: 22/08/2022	23,361.51						
AUTO	CURRENT ACCOUNT	23,361.51			201		23,361.51	Auto Transfer
	Banked: 24/08/2022	7,175.78						
AUTO	CURRENT ACCOUNT	7,175.78			201		7,175.78	Auto Transfer
	Banked: 24/08/2022	80,000.00						
	CCLA Transfer In	80,000.00			230		80,000.00	CCLA Transfer In
	Banked: 25/08/2022	2,791.00						
AUTO	CURRENT ACCOUNT	2,791.00			201		2,791.00	Auto Transfer
	Banked: 26/08/2022	1,242.00						
AUTO	CURRENT ACCOUNT	1,242.00			201		1,242.00	Auto Transfer

Date: 16/09/2022

Flitwick Town Council

Page: 593

Time: 15:14

Cashbook 2

User: HG

BUSINESS RESERVE

For Month No: 5

Receipts for Month 5

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: 31/08/2022	29,006.05						
--	--------------------	-----------	--	--	--	--	--	--

Manual	PDQ Account	29,006.05			204		29,006.05	Aug 22 Cafe Income
--------	-------------	-----------	--	--	-----	--	-----------	--------------------

Total Receipts for Month		193,973.82	0.00	0.00			193,973.82	
--------------------------	--	------------	------	------	--	--	------------	--

Cashbook Totals		<u>304,971.67</u>	<u>0.00</u>	<u>0.00</u>			<u>304,971.67</u>	
-----------------	--	-------------------	-------------	-------------	--	--	-------------------	--

Payments for Month 5				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>
09/08/2022	CURRENT ACCOUNT	Auto	2,932.80			201		2,932.80	Auto Transfer
10/08/2022	CURRENT ACCOUNT	AUTO	16,954.41			201		16,954.41	Auto Transfer
12/08/2022	CURRENT ACCOUNT	Manual	30,500.00			201		30,500.00	PAYE/Pens Jul 22
15/08/2022	CURRENT ACCOUNT	AUTO	38,041.88			201		38,041.88	Auto Transfer
22/08/2022	CURRENT ACCOUNT	Manual	66,000.00			201		66,000.00	Payment Run
23/08/2022	CURRENT ACCOUNT	AUTO	878.73			201		878.73	Auto Transfer
30/08/2022	CURRENT ACCOUNT	AUTO	172.26			201		172.26	Auto Transfer
31/08/2022	CURRENT ACCOUNT	AUTO	1,244.30			201		1,244.30	Auto Transfer
Total Payments for Month			156,724.38	0.00	0.00			156,724.38	
Balance Carried Fwd			148,247.29						
Cashbook Totals			304,971.67	0.00	0.00			304,971.67	

Date: 16/09/2022

Flitwick Town Council

Page 1

Time: 14:40

Bank Reconciliation Statement as at 31/08/2022
for Cashbook 1 - CURRENT ACCOUNT

User: HG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	31/08/2022		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 31/08/2022
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	31/08/2022		148,247.29
			<u>148,247.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			148,247.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			148,247.29
		Balance per Cash Book is :-	148,247.29
		Difference is :-	0.00



Flitwick Town Council

Officers Update – Corporate Services Committee 29th September 2022

PART 1

1. Environmental Audit

Site visits and in-depth discussions took place with the consultant earlier in the month. The general feeling from this visit is that our carbon footprint is relatively low for the size and reach of our organisation and operations. In particular, the range of operations and diversity of our estate, including land management at Manor Park, the allotments and the proposed Nature Park, were viewed extremely positively.

2. Residents Survey

Detailed commentary provided in the resident survey has been compiled and organised according to committee in readiness for the October Council meeting, the view being to allocate information to each committee to consider relevant feedback.

3. Delivery Plan

The CSM had been working on revising the delivery plan, aiming to complete this before going on maternity leave. This is now with the interim CSM to take forward.

4. Credit Control

Following Members' comments at the August Corporate Services meeting, Officers are reviewing the process for reporting on and managing outstanding debt and recommendations will be brought to a future meeting. In the meantime, routine credit control continues to form part of the regular ongoing finance operations. Rufus bookings continue to only be accepted from larger organisations on receipt of a purchase order number.

Mike Thorn
Interim Corporate Services Manager

Delivery Plan 2021-22 - Strategy Deliverables

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

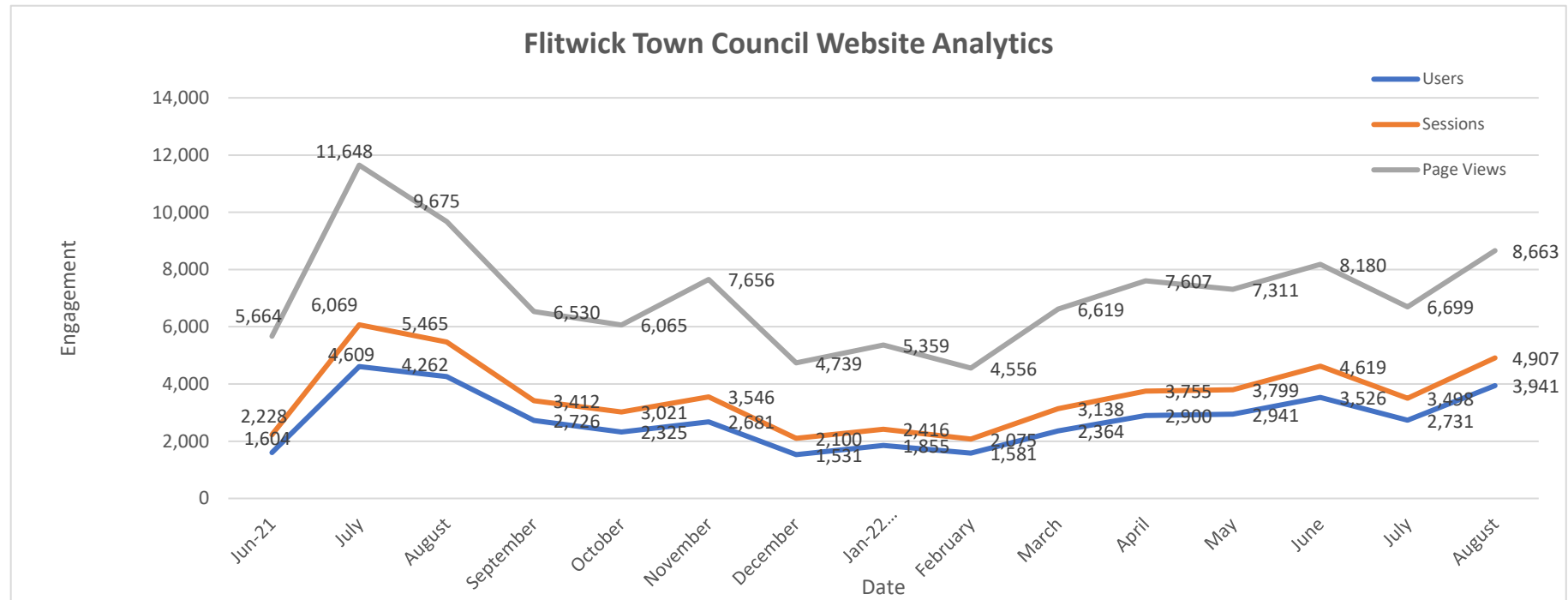
Tasks	Committee or Council	Lead	Target Date	Status (RAG)	Notes
Clearly communicate FTC v CBC responsibilities - Create a range of communications to promote visibility of and access to the functions and services of the relevant organisations MOS: Reduced queries from residents about clarification of responsibilities	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		

1. Review current range of software used	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		Review completed. Implemented Instagram from review. Tik Tok - originally planned to work with Youth Panel to launch and develop Tik Tok account but this has disbanded due to educational pressures of youth panel members. Community Services looking to re-form in September.
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.

Committee Priorities 2022

<u>Corporate</u>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Contractor for environment audit decided at July Council meeting with funding from RCF.
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 was considered and approved on 28.4.22. The RCF funding was approved at Council 21.6.22 and Corporate decided Cllrs Blazeby, Platt and Toinko would form the membership alongside 3 residents. Training to be given regarding administering the site. The website copy about Flitwick heritage will be built on. Work is now starting on the design of the website and an outline timetable for delivery given by website designers FNS.
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 due to other tasks being a higher priority.
4. Finalise local organisation leases	DTC	Apr-22		See full update as part of item 12b report under exempt.
5. Make use of dance studio space	TC/DTC	Apr-22		Officers are continuing to liaise with the owner's son. Access to the building was given at a meeting on 5th September and progress is being made. Keep Fit group would like to move to the Dance Studio and have said they would visit the cafe afterwards which is positive. The owner's son has agreed this will be possible to facilitate Mondays and Thursdays. The space is also available Fridays until 4pm. There were no other existing group that the Community Services Team look after who could move into this space.

FLITWICK TOWN COUNCIL WEBSITE & SOCIAL MEDIA QUARTERLY REPORT 1ST JUNE TO 31ST AUGUST 2022



Users: The number of users who have initiated at least one session

Sessions: The number of sessions when a user is actively engaged with the website

Page Views: The total number of pages viewed

Top 10 Visited FTC Website Pages (1st June to 31st August 2022)

1	Home Page
2	What's On Community Events/Car Show
3	What's On Community Events/Family Fun Day
4	What's On Calendar of Events
5	Planned Roadworks
6	Visiting Flitwick Parks and Open Spaces
7	About Your Council/Agendas and Minutes
8	About Your Council/Vacancies
9	About Your Council/Councillors
10	What's On/Flitwick Scarecrow Festival Interactive Map

FLITWICK TOWN COUNCIL – TOP TEN FACEBOOK POSTS RANKED BY ENGAGEMENT

1st June 2022 – 31st August 2022

Post Content	Engagements	Reach
☀️ We are offering sanctuary from the extreme hot weather at The Rufus Centre Flitwick tomorrow. We have no bookings in the Lockyer Suite on Monday so we are opening it up for use to anyone who wants to come down and keep cool.	3,156	36,016
🏠 Pop along to Flitwick Sunday Market from 9am to 2pm today for a browse! You'll find a host of stalls selling a range of items including; ladies clothing, fresh produce, artisan products, gifts, refreshments, hardware, fabrics, watch	1,345	4,157
📅 The countdown is on, Flitwick Family Fun Day is just 4 days away, and what an exciting day we have in store for you all: 🎡 Free Traditional Fun Fair Rides 🎢 VIDEO	1,203	7,191
The Town Council are aware there have been a lot of complaints about the piling works taking place on the Steppingley Road development. We have spoken with the Community Business Partner for the site today who is dealing with all the	1,117	4,684
🏠 Flitwick Sunday Market - this Sunday! Starting from this Sunday 26th June, Flitwick Sunday Market will be held outside Barclays Bank, Station Road on the	1,009	10,551
👑 GB We hope you enjoyed the special Platinum Jubilee Laser Light Show last night! 👑 VIDEO	882	3,240
Would you like to be involved in an exciting new project dedicated to bringing the history of Flitwick alive? We're recruiting residents to join a working group to help develop and manage a 'Flitwick Memories' website which will include online	794	7,710
📷 Here are a few snaps to highlight Flitwick Family Fun Day, can you spot anyone you know?! We would like to thank our event sponsors; Flitwick & Ampthill	742	2,243
A fantastic day is in store for all to enjoy at Flitwick Family Fun Day next Saturday! 🎪	677	9,067
👤 Join us for a jam packed day of entertainment, from thrilling Traditional Fun We are delighted to announce that we've been named a Council of the Year finalist for the National Association of Local Councils #StarCouncil Awards!	642	5,626

Reach: The number of people who saw the post content at least once

Engagements: The number of interactions the post received from users – i.e. likes, shares, comments, clicking links or viewing videos

SOCIAL MEDIA PAGES

Number of Followers

FLITWICK TOWN COUNCIL

Facebook 4,008

Twitter 533

Instagram 250

THE RUFUS CENTRE

Facebook 1,862

Instagram 156

The RENDEZVOUS CAFÉ & BAR

Facebook 701

Instagram 86

WEDDINGS AT THE RUFUS CENTRE

Facebook 578

THE HUB*

Facebook 31

*(new page August 2022. Pages on other social media platforms will be created for The Hub)

Note: Previously we have recorded the number of likes our pages have on Facebook, however our pages have been updated to a new 'Pages Experience' and this information is no longer available. See extract from Facebook below:

With this update, your Page likes and the Like button went away, but you can still manage your audience and reach your followers, just like before. Follows are even more meaningful because they represent people who receive updates from your Page in their News Feed. You currently have 4008 followers

CMM September 22

COMMUNICATIONS & MARKETING MONTHLY FORWARD PROMOTIONAL PLAN

Month: **OCTOBER 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
26th September			
	Community	Macmillan Coffee Morning – come along and support this Friday 30/9 at Village Hall	Social media, website, flyers
	Community	Flitwick Fun Palace, join in the fun this Saturday – updated artwork with confirmed sessions	Social media, website, flyers
	Community	Stitchers – come along for a morning of crafting	Social media, website, flyers
	Community	An Evening with The Numbers – tickets available! Book direct or via Eventbrite	Social media, website, flyers, Eventbrite
	Community	Covid-19 vaccination van at Flitwick Market this Friday 30/09	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Chef vacancy – closing deadline this week	Social media, website
	Business	Mind, Body & Soul Fair this weekend – The Rufus Centre - flexible exhibition venue	Social media
	Corporate	Corporate Services Meeting – 29/09 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Town Council Meeting - 27/09 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Civic Service – next Sunday. Limited number of spaces available	Social media, website
	Town	Town Mayor's Charity 200 Club – sign up by 30 th September to be in the first draw next week (3 rd October)	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.

COMMUNICATIONS & MARKETING MONTHLY FORWARD PROMOTIONAL PLAN

Month: **OCTOBER 2022**

3rd October	Community	Community Services Meeting – 04/03 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	Forget Me Not – next Monday. Everyone welcome	Social media, website, flyers
	Community	The Selfish Giant Puppet Show – Half Term Fun!	Social media, website, flyers
	Community	Join us for the over 60's Lunch Club – delicious warming dishes on the menu this month	Social media, website, flyers
	Community	Poetic Flitwick – posters going up around the town	Social media, website, flyers
	Community	Christmas Lights Switch On – children's £1 competition. Fill in a form at Town Council Offices or at your school	Social media, website
	Community	Flitwick Fun Palace – how did it go. Thanks to everyone for taking part	Social media, website
	Community/Business	What's on this Christmas – mini-Christmas events launch. Space for stallholders at Christmas Market	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Festival For Older People Event held in Lockyer – great space for all event types	Social media
	Business	Choice of meeting rooms to suit all number of delegates – hybrid technology flexible video conferencing equipment for all rooms	Social media, website
	Business	Christmas Party Night (03/12) – book for your staff Christmas party or enquire about holding an exclusive party -	Social media, flyers, website
	Corporate	Corporate Services Meeting - 29/10 any outcome highlights of public interest	Social media
	Town	Civic Service – if you would like to join us at this special event we have some spaces available but need to know in advance	Social media

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COMMUNICATIONS & MARKETING MONTHLY FORWARD PROMOTIONAL PLAN

Month: **OCTOBER 2022**

	Town	Town Mayor's Charity 200 Club – Winners of first draw	Social media, website
	Town	Town Council Meeting - 27/10 any outcome highlights of public interest	Social media
10th Oct	Community	Men's Club next week – come along for the weekly social	Social media, website, flyers
	Community	Join us for Lunch Club on 18 th October booking reminder (deadline Thursday 13 th)	Social media, website, flyers
	Community	Our Community Services Team are busy preparing some spooky scarecrows to decorate the town – look out for them (if you dare)	Social media, website
	Community	Wool donations for Stitchers to knit blankets for the community	Social media
	Community	Flitwick Comedy Night – coming to the Rufus Centre next month. Don't forget to buy your tickets on Eventbrite	Social media, website, flyers, Eventbrite
	Business	Business Committee Meeting - 11/10 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media
	PIWG	Promote the new planning page on FTC website with the guide to objecting effectively	Social media
	Town	NALC Council Awards Ceremony (13/10) – how did we do in the Council of the Year category	Social media, website
	Town	Round up of Civic Service event on Sunday	Social media, website
17th Oct	Community	Forget Me Not – call out for sharing a skill/activity/talk at Forget Me Not Events	Social media, website
	Community	Flitwick Halloween Trail – follow the organisers Facebook page for details and use our interactive map	Social media, website, flyers

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COMMUNICATIONS & MARKETING MONTHLY FORWARD PROMOTIONAL PLAN

Month: **OCTOBER 2022**

	Community	The Selfish Giant Puppet Show – join us for some half term fun next week, tickets still available	Social media, website, flyers
	Community	Don't forget to book your tickets for next week's an Evening with the Numbers event	Social media, website, flyers
	Community	Community events/news callout for the next Flitwick Papers Edition & website event listing facility reminder	Social media, website
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Rendezvous Café – How are we doing? Have you left a review on Trip Advisor!	Social media
	Business	Business Committee Meeting - 11/10 any outcome highlights of public interest	Social media
	Town	Town Council Meeting - 18/10 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
24th Oct	Community	Flitwick Sunday Market, this week! Support your local traders	Social media, website, flyers
	Community	Halloween trail reminder and link to interactive map	Social media, website,
	Community	Remembrance Parade reminder (13/11)	Social media, website, flyers
	Community	Christmas message upon a star – deadline to return reminder (18/11)	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café . October Half Term treats – trick or treat!	Social media, website
	Business	Party Season – are you looking ahead to Christmas already – perfect venue for big event or private dinner -choice rooms	Social media, website
	Business	Thanks to everyone who came along to the Evening with the Numbers event, a great time was had by all. The Lockyer Suite can be transformed into a great space for evening parties and events.	Social media, website

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COMMUNICATIONS & MARKETING MONTHLY FORWARD PROMOTIONAL PLAN

Month: **OCTOBER 2022**

	Corporate	Corporate Committee Meeting - 25/10 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Civic Reception at The Rufus Centre – celebration of the event thanking the community	Social media, website

Note:

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

Community:

Cost of living initiatives

Community Fridge

Youth Services update (after Town Council Meeting on 27/09)

Regular young activities

P3 Manor Park Footpath works

Green Wheel

Queen's Green Canopy – resident trees initiative autumn?

Country/Nature Park – next steps

Allotments – when spaces become available

Manor Park Parkland Management Plan

Environmental Audit

Park repairs updates

Corporate:

Flitwick Heritage website

Town:

Flitwick Views calendar raising money for Town Mayor's charities

3 Station Square name

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

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.

BRANDING REVIEW

EXAMPLES OF COMMUNICATIONS & MARKETING MATERIALS & CONTENT



Flitwick Town Council



RENDEZVOUS
Café & Bar

FTC - POSTERS



Limited Eggs available, once they are gone, they are gone!

Free

EASTER EGG TRAIL

Thursday 14th April 10am
Flitwick Woods, Tennyson Road Entrance

No parking available - Please walk where possible.

Sponsored by
OSBORNE INFRASTRUCTURE

Win An Egg Every Time

Organised by Flitwick Town Council
For more information: 01525 631900 or events@flitwick.gov.uk

@NewsFTC f /flitwickTC /flitwicktowncouncil www.flitwick.gov.uk



RESIDENT DRIVEN PROJECTS 2022

Do you have an idea for a project in Flitwick but don't have access to funding to make it happen?

Would you like to organise a special event in the town like an arts festival or photographic exhibition?

Maybe you have an idea for a regular activity that would benefit residents, or a project to enhance the local environment.

Deadline: Friday 29th April

If your project has wide community appeal we want to hear from you!

Find out more information, check your project meets the scheme criteria and complete the proposal form online by visiting www.flitwick.gov.uk or call 01525 631900.

Up to £5,000 available for the chosen project
(One Resident Driven Project will be chosen in 2022)

Organised by Flitwick Town Council
For more information: 01525 631900 or info@flitwick.gov.uk

@NewsFTC f /flitwickTC /flitwicktowncouncil www.flitwick.gov.uk



Message Upon a Star

Would you like to write a message on a star to be displayed on the Community Christmas Tree?

Stars can be purchased from the Town Council offices at The Rufus Centre

£1.50 per Star

Simply purchase your star, take it home to write your message and return it to us by:
Friday 18th November.

Stars will be displayed on the Christmas Tree in the Town Centre from 27th November (the Christmas Lights Switch On!).

Organised by Flitwick Town Council
For more information: 01525 631900 or events@flitwick.gov.uk

@NewsFTC f /flitwickTC /flitwicktowncouncil www.flitwick.gov.uk



A social club aimed at men over 55

MEN'S CLUB

Every Monday Afternoon
1.30pm - 3.30pm
Flitwick Club
High Street, Flitwick

£2 a week - First week free!

Free Tea, Coffee & Biscuits

Come along and enjoy a relaxed group for a chat and play darts, dominoes and pool! Regular trips organised to local places of interest.

Organised by Flitwick Town Council
For more information: 01525 631900 or info@flitwick.gov.uk

@NewsFTC f /flitwickTC /flitwicktowncouncil www.flitwick.gov.uk

FLITWICK PAPERS – FRONT COVERS

Flitwick Papers
Autumn 2022



Explore the colour of Manor Park this Autumn

What's Inside...	What's On...
<ul style="list-style-type: none"> Town Mayor Charity 200 Club Community Grants Poetic Flitwick Remembrance Parade 	<ul style="list-style-type: none"> An Evening with The Numbers: Friday 28th October Comedy Night: Saturday 12th November Christmas Lights Switch On: Sunday 27th November


Flitwick Town Council
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 Flitwick
 Bedfordshire
 MK45 1AH

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 w: flitwick.gov.uk

Flitwick Papers
Summer 2022



Wildflowers coming into bloom by the Station Road Play Area

What's Inside...	What's On...
<ul style="list-style-type: none"> Town Mayor Re-elected Annual Residents' Survey Results Hedgehog Friendly Town Update Flitwick Scarecrow Festival Returns 	<ul style="list-style-type: none"> Flitwick Family Fun Day: Saturday 11th June Flitwick Car Show: Sunday 21st August 90's Tribute Night: Saturday 17th September


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Flitwick Papers
Spring 2022



Bluebells & Wild Garlic in Flitwick Wood in April

What's Inside...	What's On...
<ul style="list-style-type: none"> Community Grants Easter Egg Trail Resident Driven Projects Manor Park Heritage Works 	<ul style="list-style-type: none"> Lionel Richie Tribute Night: Saturday 23rd April Platinum Jubilee Afternoon Tea: Friday 3rd June Flitwick Family Fun Day: Saturday 11th June


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 w: flitwick.gov.uk

Flitwick Papers
Winter 2021



Christmas Lights Switch On
Photo: Ben Jemmett

What's Inside...	What's On...
<ul style="list-style-type: none"> Flitwick Festive Fun Remembrance Day Play Areas Boost Neighbourhood Plan 	<ul style="list-style-type: none"> Christmas Market: Sunday 12th December Friday Nights@Rendezvous: Quiz Night - 28th January 22 Murder Mystery Afternoon Tea: 19th March 22


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

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FLITWICK PAPERS – SPREADS

Educational Grants

Are you due to start your second year of university or apprenticeship this September?

Flitwick Combined Charities offer a one off support grant in the Autumn to students whose home is in Flitwick and have completed their first year at university, or in an apprenticeship and are about to enter their second year.

To apply for an educational grant please visit www.flitwickcombinedcharities.org.uk and download an application form. Deadline date for receipt of applications is **30th September**.

The charity also provides support to Flitwick residents who are in financial need and offer grants for specific items throughout the year, as well as grants around Christmas time. You can visit the website for forms and more information. Deadline date for receipt of applications for a Relief in Need Grant is **31st October**.

If you need any more information please contact Ann Lutley, Flitwick Combined Charities' Treasurer on 01525 712837.



FESTIVAL FOR OLDER PEOPLE



Friday 7 October 2022 – 10am to 2.30pm
The Rufus Centre, Steppingley Road, Flitwick MK45 1AH

Action and information for older people from local organisations, voluntary and community groups.

FREE ENTRY, LUNCH, REFRESHMENTS AND ENTERTAINMENT

For further details or if you need it all in one place

01525 631900 or info@flitwick.gov.uk or www.flitwick.gov.uk

01525 631900 e: info@flitwick.gov.uk w: flitwick.gov.uk

01525 631900 e: info@flitwick.gov.uk w: flitwick.gov.uk

Flitwick Skate Jam Competition

A fantastic afternoon was had by all at the annual Flitwick Skate Jam Competition in August. Many local young people braved the hot weather and took to the ramps to show off their skateboard, scooter and BMX skills at Millennium Park! The event was funded by Flitwick Town Council and coordinated by RollBack World in Bedford. The Town Mayor presented prizes at the end of the afternoon for the 1st and 2nd place in each category.



Well done to all of the winners!

90's Throwback Evening

Get ready to dance and sing along to some of the most iconic bands of the 90's at the 'Back to the 90's Tribute Night' on **Saturday 17th September** at The Rufus Centre.

A DJ as well as live music from Duette Duo will keep you entertained with all of the classic 90's hits, come along for a fantastic evening out! Tickets can be purchased online at Eventbrite (booking fee applies), by calling us on 01525 631900 or in person at the Town Council Offices. We hope to see you there!



[FlitwickTC](https://www.facebook.com/FlitwickTC) [@NewsFTC](https://www.facebook.com/NewsFTC) [Flitwicktowncouncil](https://www.facebook.com/Flitwicktowncouncil)

Flitwick Gardeners' Association

For nearly 40 years the Flitwick Gardeners' Association (FGA) has been supporting gardeners and allotmenters in Flitwick and the surrounding villages and towns, through sales of gardening goods and provision of gardening advice to members, and running shows for members to show off their produce.

The FGA is entirely run by volunteers for the benefit of its members – it only costs £2 to join plus £2 per annum! We sell a wide range of gardening products from the 'Seed Box' located behind the old Leisure Centre on Steppingley Road, all at around cost-price. Stock range from from seeds to growbags, fertilisers to tools, garden canes to bulbs – almost everything you need to 'grow your own' or brighten up your garden. Despite the fence around the site, we still trade on Saturday afternoons (2pm-4pm).

The other big area for the FGA is the three shows we organise annually in the Flitwick Village Hall, the next is the Spring Show from 3pm on **Saturday 2nd April**. Everyone is welcome at all the shows, with afternoon tea available whilst you admire the work of those exhibiting.

For more information on the FGA and the benefits of membership, see our website www.flitwickgardeners.co.uk, visit us at the Seedbox or come along to the Spring Show on Saturday 2nd April.



Article sent in by
Flitwick Gardeners' Association

Explore the Flit Valley Walk

Explore the wonders and gems of The Flit Valley Walk with a new leaflet now available to download from our website and pick up from The Rufus Centre.

The leaflet has easy to follow directions for the 7.5 mile walk that takes you through stunning Greensand Country between Westoning and Silsoe, following the River Flit.

You'll also find information on points of interest and wildlife you might spot along the way.



01525 631900 e: info@flitwick.gov.uk w: flitwick.gov.uk

Queen's Green Canopy - Tree Grant Success

500 specimen trees, saplings and hedgerow will be planted across Flitwick for the Queen's Green Canopy this spring thanks to our successful application to Central Bedfordshire Council's Tree Planting Grant scheme.

In celebration of the Platinum Jubilee, the Queen's Green Canopy initiative will see new trees and hedgerow planted throughout the town to add to the existing tree cover and natural scrub, and create new habitat for wildlife to flourish.

Species include Rowan, Wild Cherry, Silver Birch, Lime and Beech trees as well as Hawthorn, Blackthorn and Hazel native hedgerow.

Flitwick Gardeners' Association, Bedfordshire Youth Rangers and the Parish Paths Partnership (P3) group have kindly volunteered to assist our Public Realm Team with the planting in Hinkley Recreation Ground, Station Road and Beaumont Court play areas, and on the grassed area at the bottom of Station Road.

All trees planted nationally for the Queen's Green Canopy initiative will be plotted on the website www.queensgreencanopy.org



The Great British Spring Clean

Get involved with this year's Great British Spring Clean, a nationwide initiative taking place between 25th March to 10th April.

We have teamed up once again with The Big Beds Clean Up for a special litter pick on **Sunday 3rd April**. We will be meeting at Flitwick Fisheries, Windmill Road at 12 noon to work together to help keep Flitwick tidy.

Come and join us. It is a great event for all the family to get involved with and all equipment will be provided.

Visit the Big Beds Clean Up Facebook page [@BigBedsCleanUp](https://www.facebook.com/BigBedsCleanUp) for the latest news and dates of future Flitwick litter picks.



[FlitwickTC](https://www.facebook.com/FlitwickTC) [@NewsFTC](https://www.facebook.com/NewsFTC) [Flitwicktowncouncil](https://www.facebook.com/Flitwicktowncouncil)

ROLLER BANNER



Flitwick Town Council

MEET YOUR LOCAL
COUNCILLORS
Sunday 31st July
10am - 1pm
Flitwick Sunday Market
(Outside Barclays Bank, Station Road)

Come and say 'Hello'
and speak to the people who
represent you in Flitwick.

*Opportunity to discuss any issues you
may have in the town!*



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Flitwick Town Council

[What's On](#)
[Your Council](#)
[Flitwick Town](#)
[Living and Working](#)



WELCOME TO FLITWICK TOWN COUNCIL

Welcome to the website of Flitwick Town Council. Here you'll find everything you need to know about the opportunities, events and services available to residents and to visitors to our community.

[FIND OUT WHAT'S ON ->](#)

[illegible]

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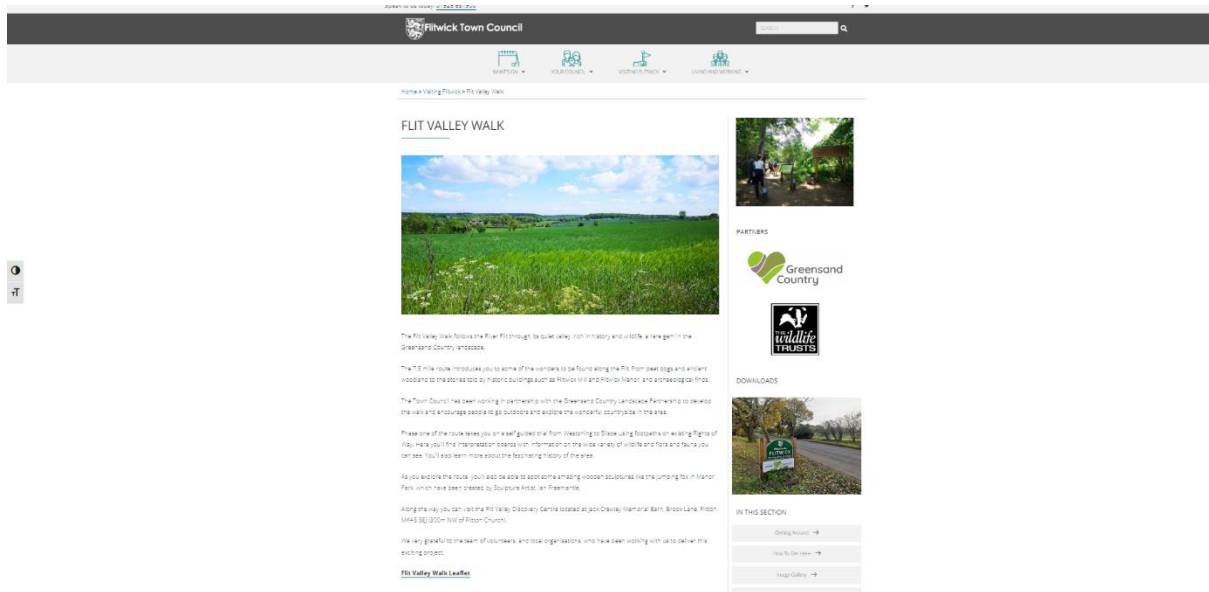
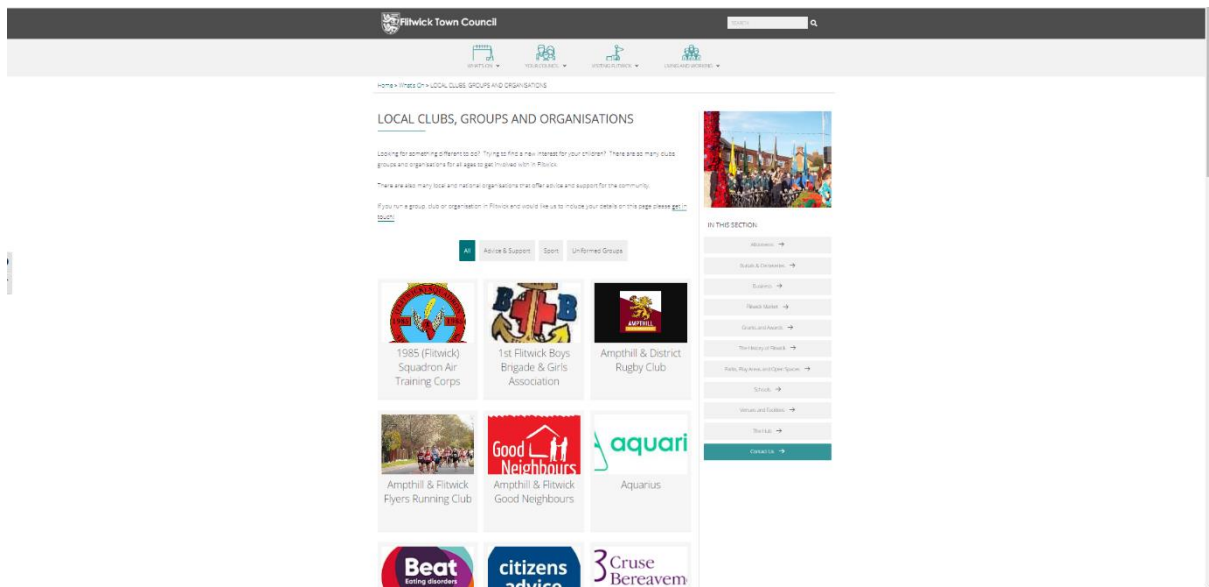
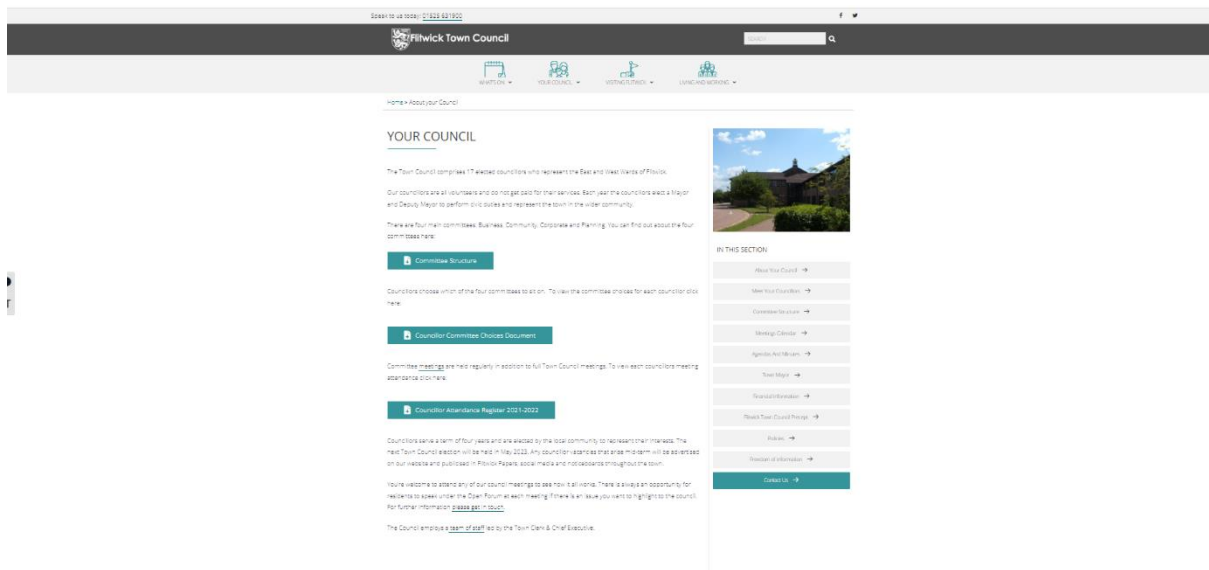
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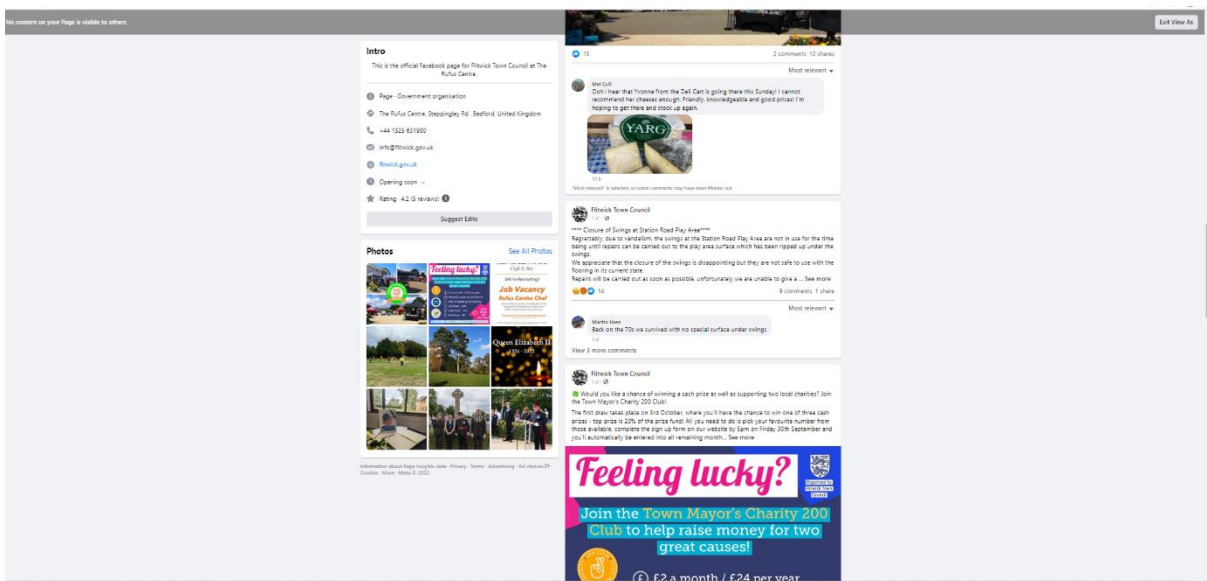
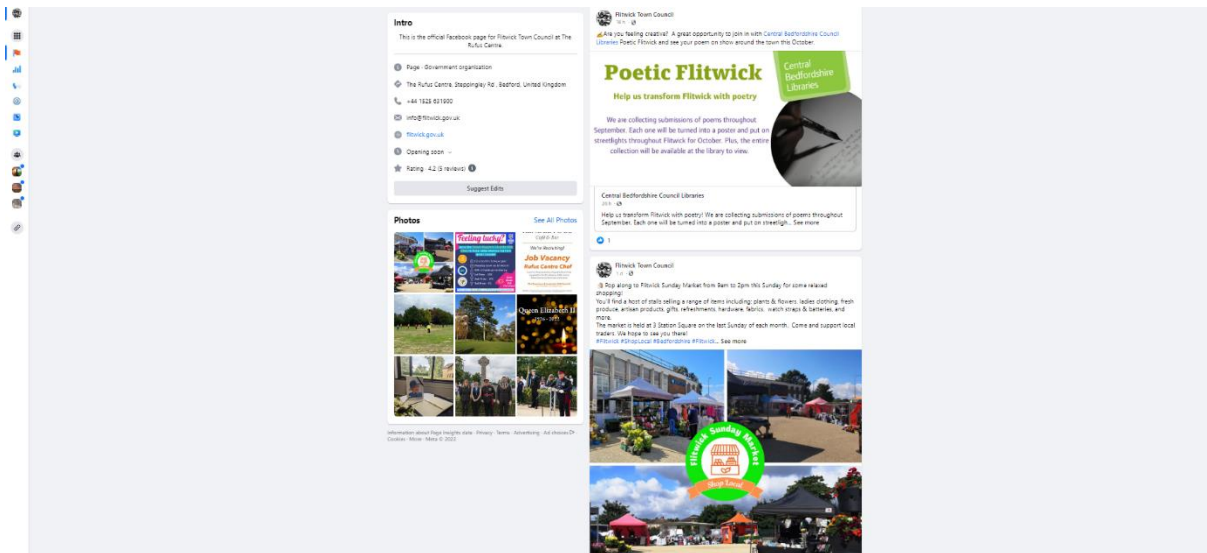
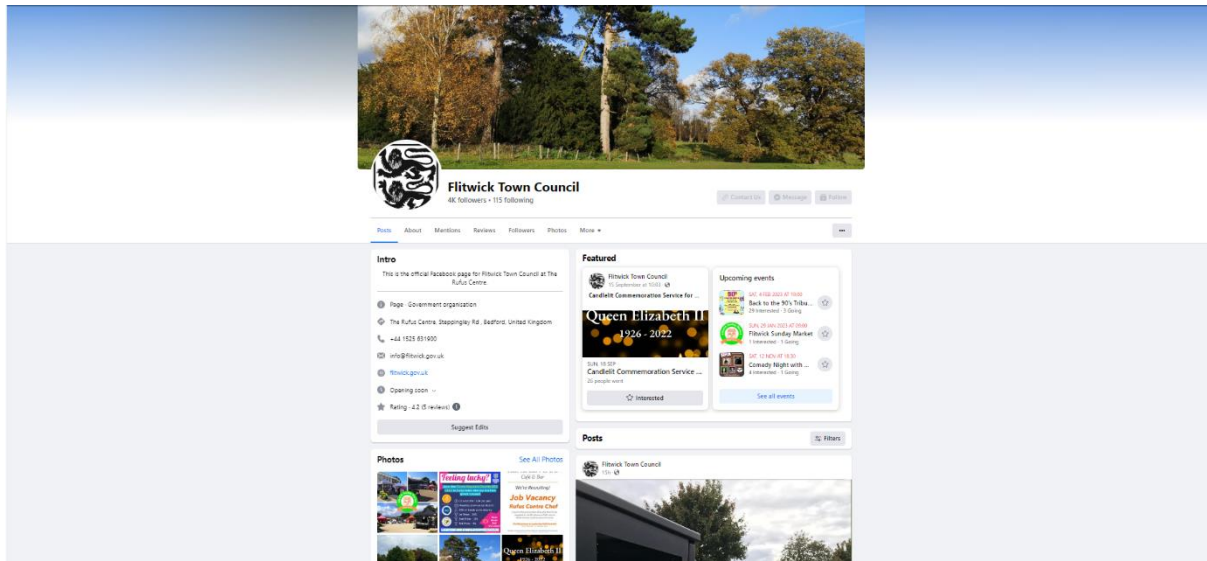
[View the full report and plan for this project](#)
[View and comment on planning applications in the area](#)

[Activities and fun things to do in Plaika](#)

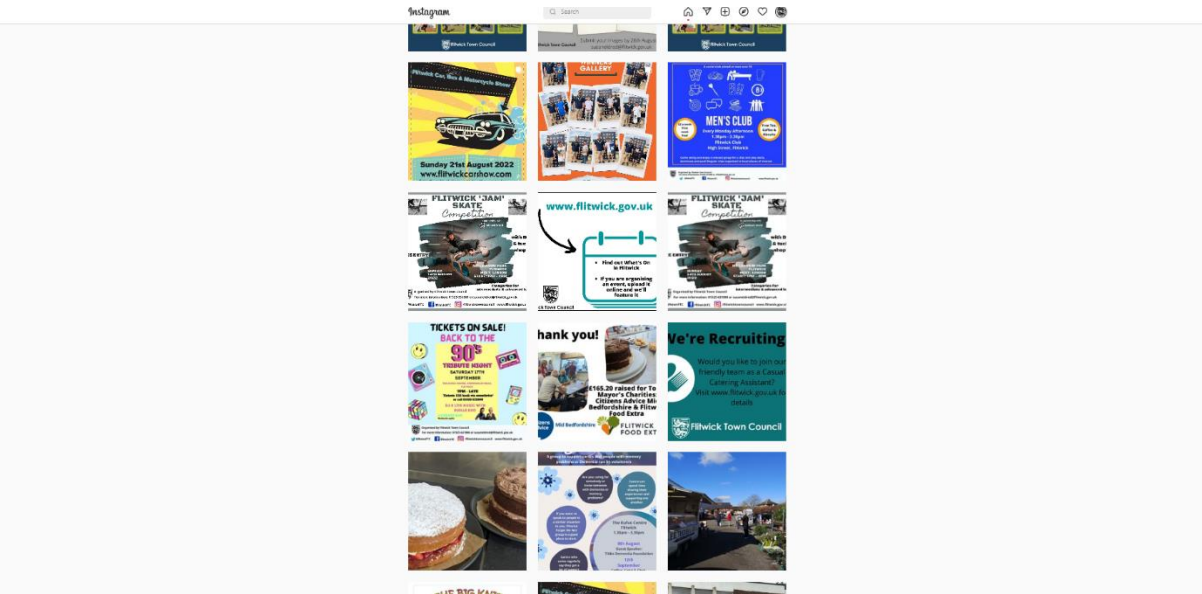
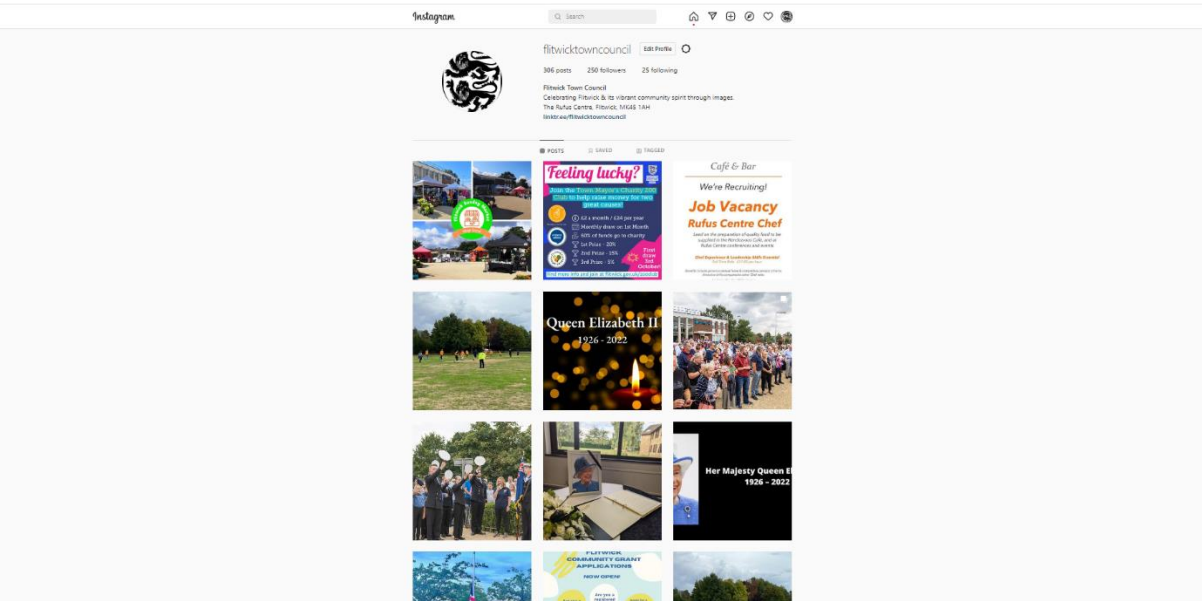
FTC WEBSITE – PAGE SELECTION



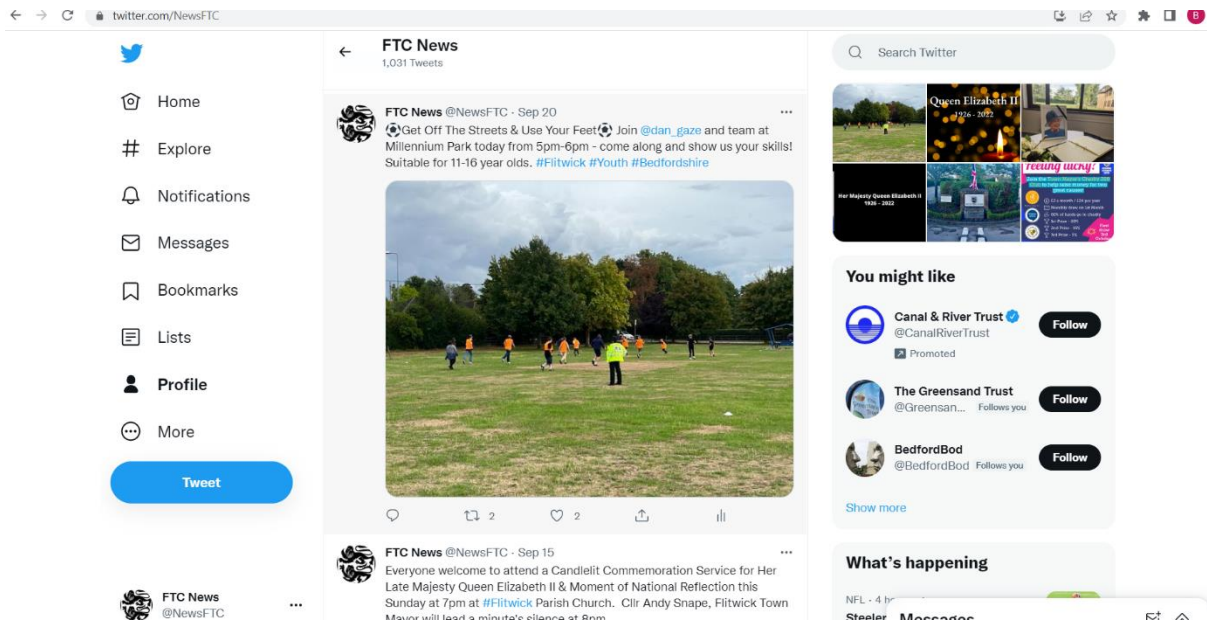
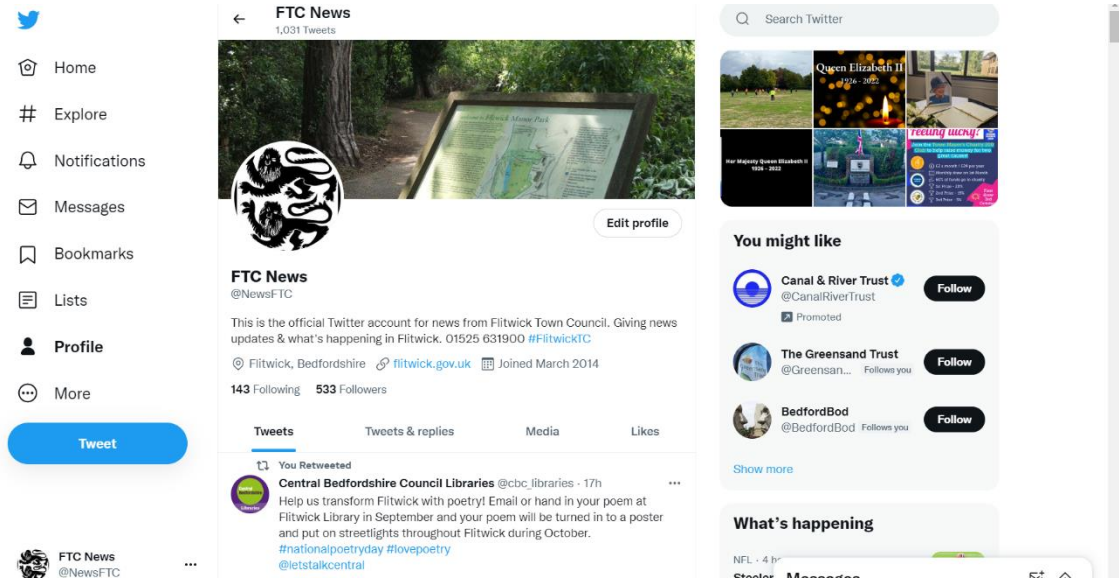
FTC FACEBOOK PAGE



FTC INSTAGRAM PAGE



FTC TWITTER PAGE



THE RUFUS CENTRE WEBSITE – HOMEPAGE

For bookings and enquiries: 01525 531001 | bookings@therufuscentre.co.uk

The Rufus Centre

Event Venues in Bedfordshire

Meet

Work

Celebrate

Weddings

Events

Wakes

Our Rooms

Cafe

Contact

OFFICE SPACE AVAILABLE

If you are looking for office space with ample car parking in a central location and minutes from Fletwell Train Station we have rooms available to rent. Our rooms are fully equipped with a fantastic on site cafe.

Find out more

The Rufus Centre is one of the most flexible conference, meeting and event venues in Bedfordshire

Find a room to suit your needs

Event Type

Conferences


Number of people

Search

Featured Services

For bookings and enquiries: 01525 531001 | bookings@therufuscentre.co.uk


Featured Services



Weddings

Paint a picture of your perfect wedding


Explore



Conferences

Pick the right venue for your conference

Explore



Meetings


Are you looking for a flexible meeting space?

Explore

My colleague Martyn would like to pass his personal thanks to the CSA. He was appropriately friendly and went out of his way to ensure we had a successful event. Upon arrival one of our key guests was in need of a cup of tea. Martyn spoke with the CSA, not only did he sort out a cup of tea for her but provided a biscuit too. In Martyn's words, "Superb. Wouldn't it be great if everyone went that extra mile like the CSA at the Rufus Centre."


[Read a review of 'Institution Engineers' association](#)

Our Services




Anniversaries

Celebrate your anniversary in style at The Rufus Centre.



Businesses based at the Rufus Centre

There are a wide range...



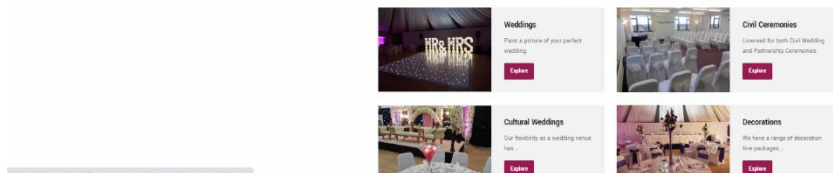
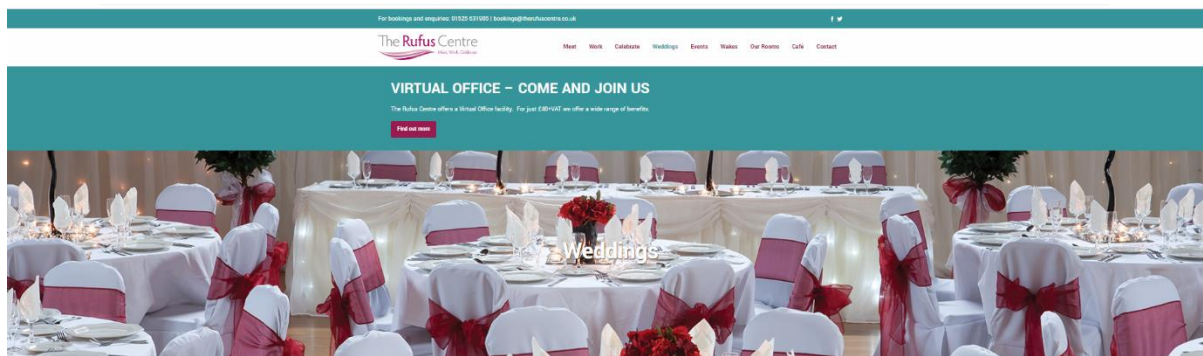
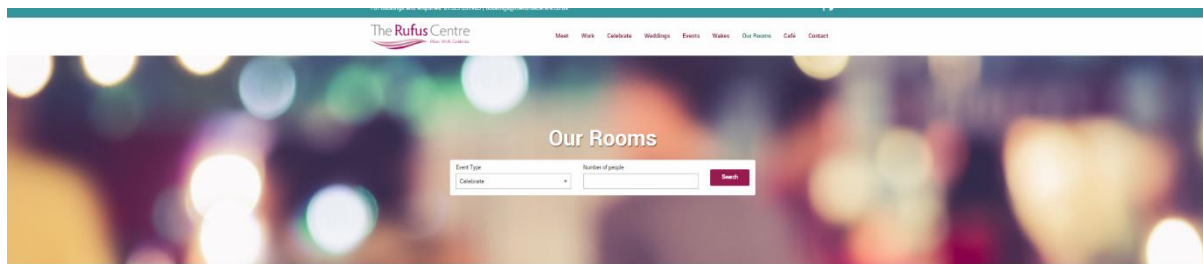
Catering & Wine Packages

To suit all budgets and tastes...

[About](#) [News](#) [Privacy Policy](#) [Terms & Conditions](#) [CSR](#)

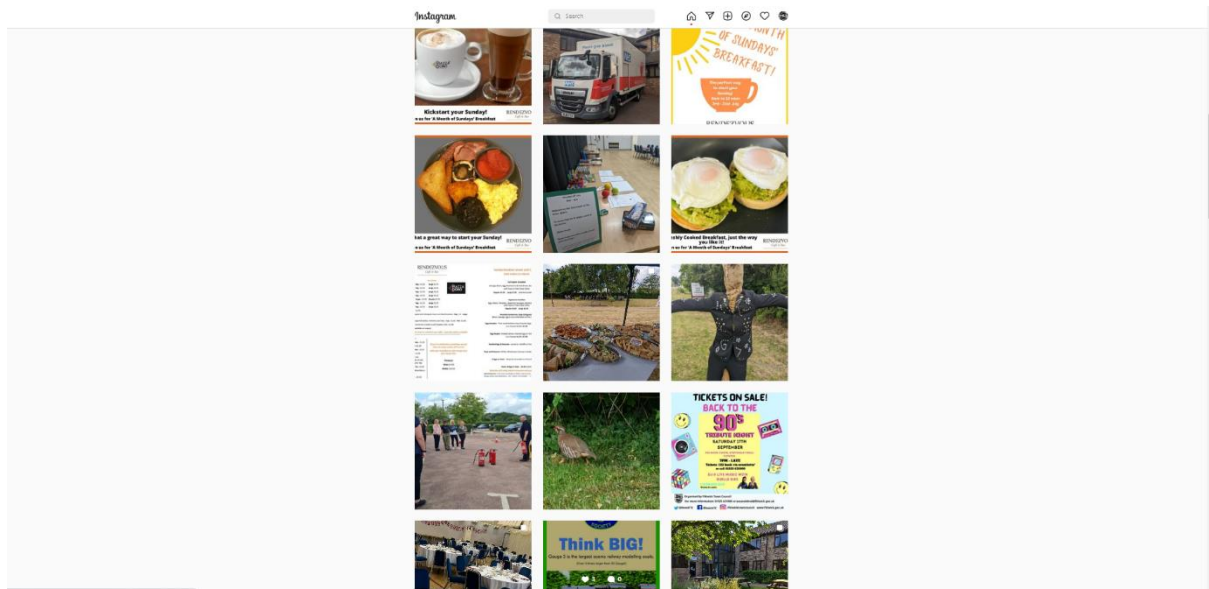
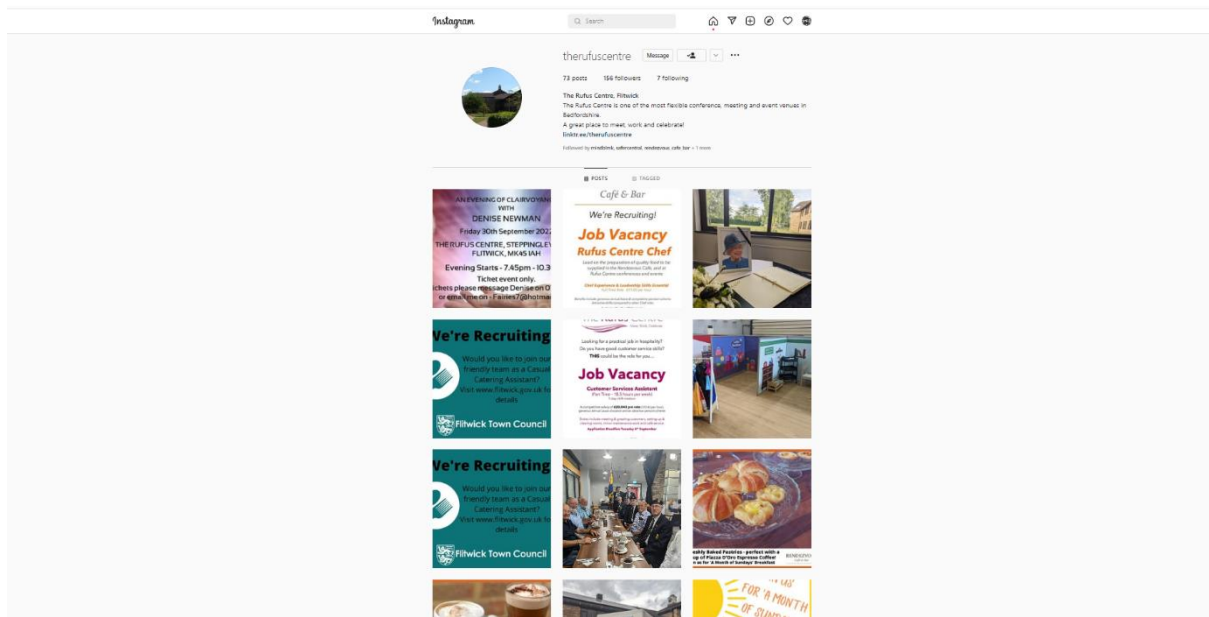
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THE RUFUS CENTRE WEBSITE – PAGE SELECTION



The image displays a Facebook profile for 'The Rufus Centre Flitwick'. The profile picture is a photograph of a large, leafy tree with vibrant red flowers in the foreground, with a brick building visible in the background. The cover photo is a collage of several images, including a 'Job Vacancy' poster for a 'Rufus Centre Chef', a poster for 'RENDZVOUS Café & Bar' with a 'We're Recruiting!' message, and a poster for 'THE 7th THREE COUNTIES ANTIQUES & FINE ART FAIR'. The profile information section shows the name 'The Rufus Centre Flitwick' with 1.8k followers and 136 following. The address is 'The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, United Kingdom', the phone number is '+44 1223 871905', and the email is 'bookings@therufuscentre.co.uk'. The 'Posts' section contains several updates, including a notice about a 'CLARVOYANCE' event and a 'Job Vacancy' for a 'Rufus Centre Chef'.

THE RUFUS CENTRE INSTAGRAM PAGE



THE RUFUS CENTRE – QUARTERLY SPREADS IN FLITWICK PAPERS

The Rufus Centre

Office Space & Meeting Rooms

If you are looking for office space we currently have rooms available for new tenants. Please get in touch if you would like to come and view what we have on offer.

The Rufus Centre also provides flexible meetings rooms that can accommodate up to 200 so whether you need a small room for interviews or a large space for training we have it all! We also offer short term hire and twilight rates. Call 01525 631905 or email bookings@therufuscentre.co.uk.

It's Party Time!

We've hosted a number of party celebrations already this year for guests of all ages. The team were delighted to receive amazing feedback from a recent children's birthday party held in the Lockyer Suite:

"Great venue for a birthday party. Organising and planning was straight forward, with the local team super keen to help and support. We used one of the function rooms, for 30 4-5 year olds, two bouncy castles, set-up for food, and also space in the middle for Diddlers and a balloon guy. The party went really well, and the staff on the day were excellent."

If you're planning a party in the coming months, don't forget Flitwick residents get 10% discount on room hire for evening party bookings.

Rendezvous Café & Bar

If you've not visited us before you'll find a very warm welcome awaits you at the Rendezvous Café & Bar. Our full menu is available Monday to Saturday 8am to 2pm with delicious daily specials.

Between 2pm to 4pm, Monday to Friday, you'll find a selection of homemade cakes, freshly ground coffee and refreshments.

With spring finally here you can also take a seat in our outdoor seating area. Four legged friends are welcome to join you!

We're also busy with our plans to launch a new Sunday Brunch service in the coming months!



Tel: 01525 631905

Email: bookings@therufuscentre.co.uk

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[/therufuscentre](https://www.facebook.com/therufuscentre)

The Rufus Centre
Meet, Work, Celebrate.
www.therufuscentre.co.uk

t: 01525 631900 e: info@flitwick.gov.uk w: flitwick.gov.uk

Special Wedding Package

Celebrate in Style!

A complete package for 50 day guests and up to 100 evening guests*



Exclusive use of the Lockyer Suite

Room Decorations including ceiling canopy, sparkling aurore, chair covers & bows, table centres and lighting to suit your theme

Welcome Drink

Choice of Three Course Meal & Glass of Wine

Glass of Prosecco to Toast

Silver Cakes Knife & Table

Wedding Garden - perfect for photographs

Finger Buffet for your evening guests

DJ & Disco for your evening reception

£6,395 inclusive

*Additional daytime guests £10pp, evening guests £20pp.

A ceremony room may be added to the package for an additional charge.

Call our Wedding Team to discuss availability on 01525 631905 or email events@therufuscentre.co.uk

www.therufuscentre.co.uk

The Rufus Centre
Meet, Work, Celebrate.

[/TheRufusCentre](https://www.facebook.com/TheRufusCentre)

f: /flitwickTC @NewsFTC /flitwicktowncouncil

The Rufus Centre

We're well into the party (and wedding!) season at The Rufus Centre, having hosted a range of celebrations including a number of birthday parties for both children and adults. The team were thrilled to receive amazing feedback from a recent 40th birthday party held in the Lockyer Suite:

"The venue looked absolutely beautiful and we had so many compliments from our guests. We just want to say thank you so much and express our appreciation and gratitude for the wonderful service that you have provided. It has been lovely working with you and you made everything so easy and stress free. You truly delivered. Thank you to everyone involved and for making my 40th party a night to remember! I'm positive you'll be hearing from us again in the near future!"



If you're planning a party in the coming months, don't forget Flitwick residents get 10% discount on room hire for evening party bookings. We also offer children's birthday parties from just £65!

Rendezvous Café & Bar

The long awaited summer is here, and you'll find a very warm welcome awaits you at the Rendezvous Café. You'll find a great selection of homemade cakes and savouries which can be enjoyed in our outdoor seating area. Iced coffees, smoothies and milkshakes are on the menu to keep you cool throughout the warmer days! We're open Monday to Friday 8am to 4pm and on Saturdays from 8am to 2pm.

Look out for news of our special Children's Menu and plans for Sunday Brunch coming soon!



Tel: 01525 631905

Email: bookings@therufuscentre.co.uk

[/TheRufusCentre](https://www.facebook.com/TheRufusCentre)

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[@RufusCentreFTC](https://www.facebook.com/RufusCentreFTC)

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BRINGING COMEDY ROYALTY TO:
FLITWICK
EDINBURGH PREVIEWS
29TH JULY

STARRING:

Seann Walsh
Star of *How to Succeed in Business Without Really Trying*, *Mr. Bean*, *The Fast Forward Show* and *The Fast Forward Show*.
"The most successful comedian of the generation" - *The Guardian*

ALSO FEATURING:

Jake Lambert
As seen on *Comedy Central*, *Live from the Comedy Store*, *Has 112's Steve N' Jackin' Sam*, *"Bitchy Bitchin'"*, *Chort*

Paul Revill
Known for *the show*

TICKETS £12

DOORS 7.30PM SHOW 8.15PM

THE RUFUS CENTRE, STEPPINGWELL RD, FLITWICK, BEDFORDSHIRE MK45 2AH
TICKETS: WWW.CASTLECOMEDY.CO.UK 07730 000 541

f: /flitwickTC @NewsFTC /flitwicktowncouncil

THE RUFUS CENTRE – BUSINESS FLYER



Flexible Meetings & Conference Space

Choice of seven meeting rooms to accommodate 2 to 200

Video conferencing available for Hybrid meetings

Free Wi-Fi in all meeting rooms

Choice of catering options from our in-house catering team

Excellent transport links by road and rail

Ample free car parking

Rendezvous Café & Bar on site

Friendly, professional staff



Tel: 01525 631905

Email: bookings@therufuscentre.co.uk

www.therufuscentre.co.uk


 /TheRufusCentre

 /therufuscentre


RENDEZVOUS CAFÉ & BAR – SECTION ON RUFUS CENTRE WEBSITE




We offer a very warm welcome in a fantastic setting with plenty of seating inside and out for when the sun is shining!




Café Menus
Join us for breakfast, lunch, freshly ground coffee, cakes, afternoon tea and a wide range of refreshments.
[Explore](#)



Drinks Menu
Join us for a selection of hot and cold drinks as well as our delicious beverages from our licensed bar.
[Explore](#)



Afternoon Teas
Choose from a wide selection of afternoon teas, perfect for a day out or for a special treat at home.
[Explore](#)



Breakfast
Start your day the right way with a freshly cooked breakfast... join us between 8am and 11.00am, Monday to Saturday, for a delicious breakfast with Mandy and family or a breakfast meeting with your colleagues.
[Explore](#)

For bookings and enquiries: 01525 631955 | bookings@therufuscentre.co.uk

We cater for special dietary requirements including vegetarian, vegan, dairy free, egg free and gluten free. Please advise of any allergies.
Well behaved dogs are welcome at our outside tables!

Reservations in Rendezvous Café

Monday we encourage customers to just turn up to visit and enjoy the Rendezvous Café. However, if you are part of a group and would like to book a table for 6 or more people, our team will be happy to reserve this for you on the basis of the following terms:

- A pre-order is made
- A deposit of 50% for the order is made to secure the booking that will be non-refundable if you do not turn up

We are sure our customers will understand why this is necessary for our busy Café. To reserve a table please contact 01525 631955. We look forward to seeing you again!


New! Full Menu - Available until 3pm Monday to Friday and until 2pm on Saturday

New! Children's Menu


Friday Night/Rendezvous Menu (only served on event nights)


We also offer a range of Photo Booths and Afternoon Teas for pre-order.

Follow us on Facebook for all the latest news.

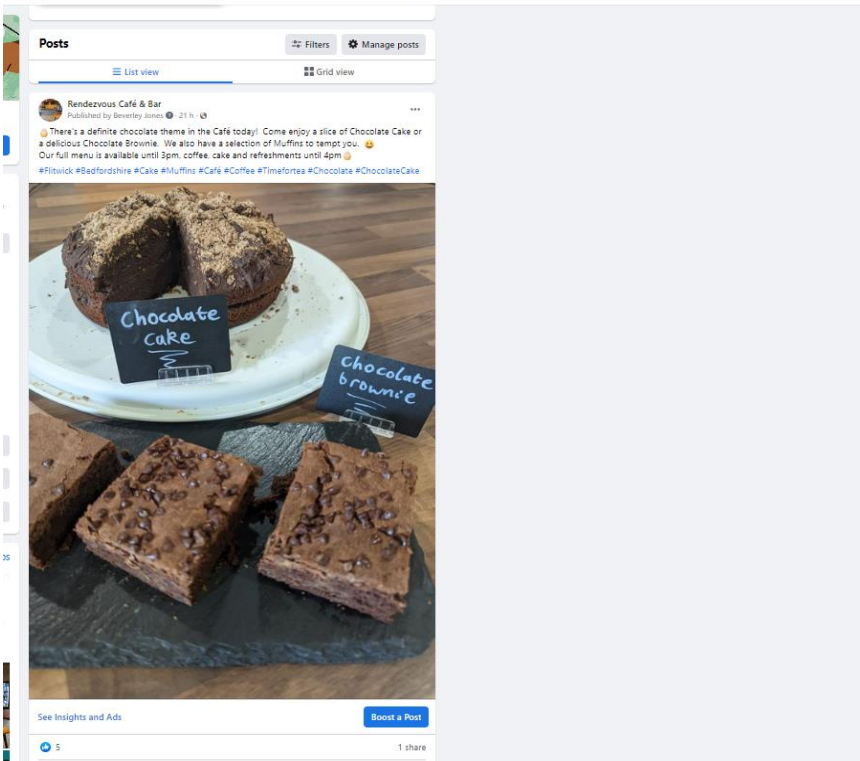
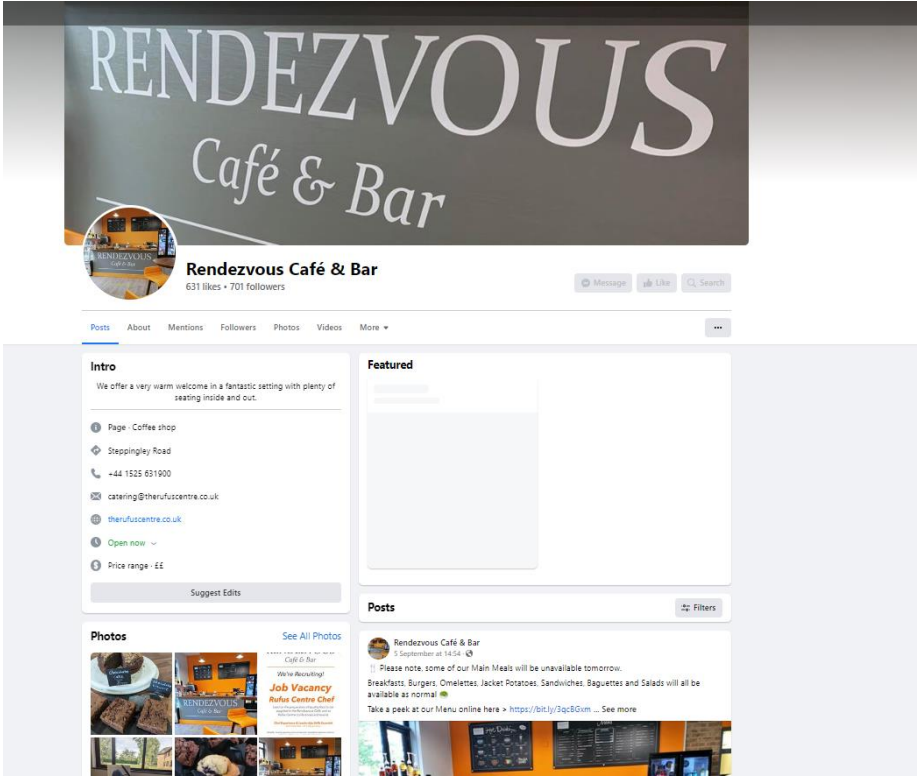


TripAdvisor
Reviews: Rendezvous Café & Bar
[View Reviews](#)

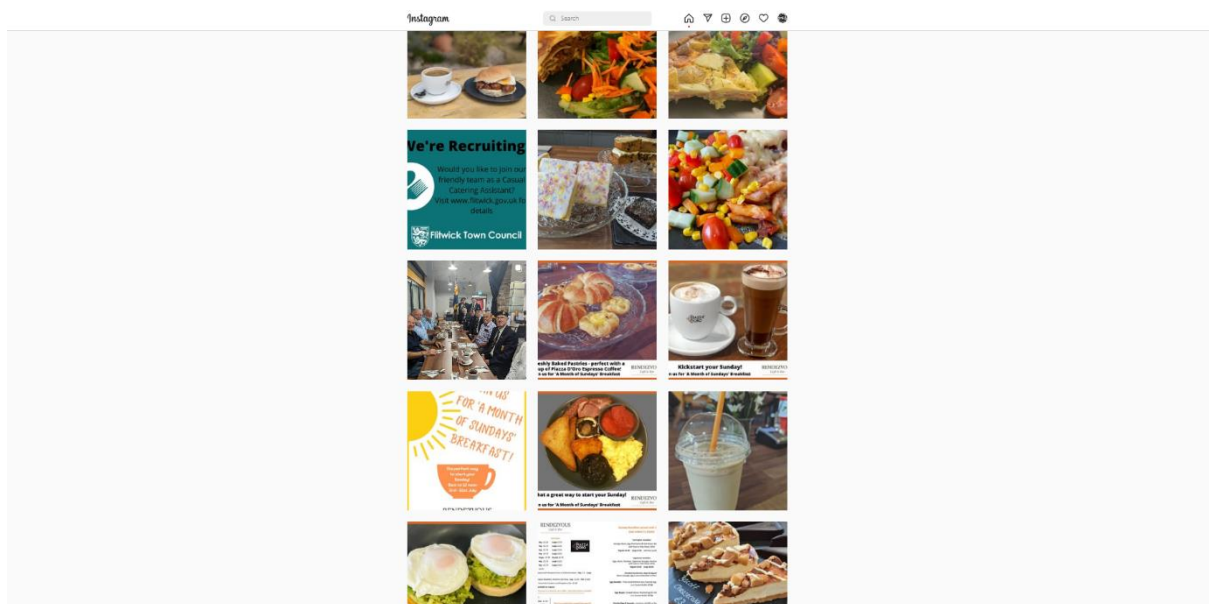
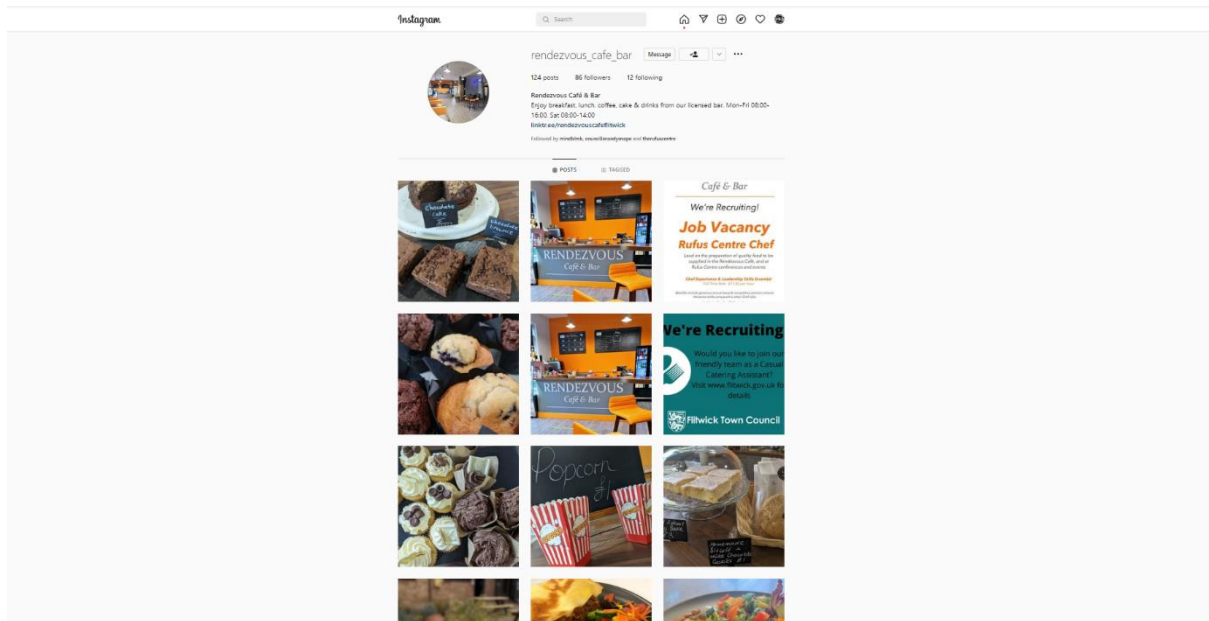




RENDEZVOUS CAFÉ & BAR FACEBOOK PAGE



THE RENDEZVOUS CAFÉ & BAR INSTAGRAM PAGE



THE RENDEZVOUS CAFÉ & BAR - BREAKFAST FLYER

RENDEZVOUS

Café & Bar

Open Saturday 8am - 2pm

Monday to Friday 8am - 4pm

Join us for breakfast, lunch, freshly ground coffee and cakes.
We have a wide range of refreshments and a daily 'Specials' board.

Cooked Breakfast 8am to 11am - Vegetarian Options Available

Large Breakfast £7.50

Eggs (fried, poached or scrambled)
Two Cumberland Sausages
Two Rashers of Smoked Back Bacon
Two Hash Browns
Baked Beans
Tinned Plum Tomatoes
Mushrooms
Two Slices of Toast & Butter

Small Breakfast £5.50

Egg (fried, poached or scrambled)
Cumberland Sausage
Smoked Back Bacon
Hash Brown
Baked Beans
Tinned Plum Tomatoes
Mushrooms
Two Slices of Toast & Butter

All of our breakfast meats are supplied by local family butchers B W Deacon



The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH
Tel: 01525 631905 www.therufuscentre.co.uk catering@therufuscentre.co.uk

Attached Brand Guidelines created in 2021

Note: The Rufus Centre Brand Guidelines were created based on a redesign of the existing logo

