



FLITWICK TOWN COUNCIL

Minutes of Flitwick Extra Ordinary Council Meeting held on 9th January 2022 at 7:45 pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr J Dann
Cllr J Gleave
Cllr I Blazeby
Cllr B Meredith-Shaw
Cllr R Shaw
Cllr A Lutley
Cllr J Daly
Cllr H Hodges
Cllr J Roberts
Cllr D Toinko
Cllr P Earles
Cllr K Badham
Cllr Thompson
Cllr M Platt

Also present:

Stacie Lockey – Acting Town Clerk
Susan Eldred – Community Services Manager
Beverley Jones – Marketing & Communications Officer
Helen Glover – Senior Finance Officer
Members of the public - 0

5330. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Chacko – childcare.

No apologies were received from Cllr Mackey.

5331. DECLARATIONS OF INTEREST

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

(a) Disclosable Pecuniary interests in any agenda item – none.

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

5332. PUBLIC OPEN SESSION

No items.

5333. ITEMS FOR CONSIDERATION

No items.

5334. EXEMPT ITEM

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

5a. – Draft Proposed Budget 2023-24

Members discussed the proposed draft budget.

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



FLITWICK TOWN COUNCIL

Minutes of Flitwick Town Council Meeting held on 17th January 2023 at 7:45pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr B Meredith-Shaw
Cllr R Shaw
Cllr P Earles
Cllr A Lutley
Cllr J Daly
Cllr D Toinko
Cllr H Hodges
Cllr C Thompson
Cllr K Badham
Cllr G Mackey
Cllr J Dann
Cllr J Gleave

Also present:

Cllr Gomm -	Ward Councillor
Cllr Bunyan -	Ward Councillor
Stacie Lockey -	Acting Town Clerk
Susan Eldred -	Community Services Manager
Beverley Jones -	Marketing & Communications Officer
Helen Glover -	Senior Finance Officer
Zoe Putwain -	Community Services Manager
Public - 1	

5335. **APOLOGIES FOR ABSENCE**

Apologies were received by Councillor Platt and Councillor Chako due to being unwell. Councillor Blazeby sent apologies due to family commitments, and Councillor Roberts due to work commitments.

It was **resolved** to accept the apologies as detailed above.

5336. **DECLARATIONS OF INTEREST**

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

- (a) No members declared Disclosable Pecuniary interests in any agenda item
- (b) Cllr Earles declared a possible non-pecuniary interest in item number 13b due to a close relative living in the vicinity. The Chair asked Cllr Earles to write to the Acting Town Clerk to agree a dispensation on the subject for when it comes back to Council. However, as there was no voting on the item, no action was required for the meeting.

5337. TOWN MAYORS ANNOUNCEMENTS

The Town Mayor thanked the Community Services Manager and Officer for their work on the Flitwick Community Fridge. Members that joined the press photo on Friday 13th January, at the Rufus Centre to aid in promoting the new service, were also thanked. It was reported that three fridges worth of items had been cleared since the fridge opened. However, obtaining food donations proved to be more problematic than anticipated, with not all local retailers currently supporting the project. Volunteers had come forward from King's Church to support.

The Chair advised Members of the quiz on the 24th February in aid of the Town Mayors' charities and the Proud AF LGBT+ History Month Reception to be held at the Rufus Centre on 9th February. Members were informed that all Proud AF events were open to everybody. The information for the events would be forwarded to Members by the Acting Town Clerk.

Action: Acting Town Clerk

The Deputy Mayor informed members that she had attended the Flitwick Library 40th anniversary celebration and attended the Language Café supporting new community members from Ukraine at their Christmas party.

5338. REPORTS FROM WARD MEMBERS

Cllr Bunyan confirmed the Step Free Access at Flitwick train station would be going ahead. Acknowledgement had been made to the avid supporters of the project.

There was still some snagging work to be completed at the transport interchange, and the size of the island would be reviewed.

Cllr Gomm informed Members that the development on Steppingley Road was running to schedule currently. The number of potholes that had arisen in the town was problematic, and priority would be given to the worst ones by CBC. It was also confirmed that compensation for any damage made to a vehicle through potholes would be available via an application on the CBC website.

Cllr Bunyan contributed to the information on potholes with the indication that the road under the railway bridge on Froghall Road needed more extensive work. However, that would require a road closure and, due to the position would mean a long diversion.

The Chairman added to the conversation drawing members attention to a later agenda item pertaining to the chicane near Steppingley Hospital.

Cllr Mackey shared support for the items mentioned by the other Ward Councillors but elected not to raise any further points.

5339. PUBLIC OPEN SESSION

Ian Adams, a Flitwick Resident with association at Kings Church addressed the Council in relation to the proposed cost increase from the precept of the suggested 13% at a time that the community were struggling with and questioned if it was a sensible way forward. Concern was raised as to whether Members had considered an increase below 10%, noting that CBC would not be increasing their precept this time. Mr Adams shared details of other groups that required a referendum to increase their contributions such as the PCC. Restraint was requested from Members when the budget proposals were discussed in the meeting.

Mr Adams raised other evidence in support of reducing the rise to the budget and suggestions included using reserves.

Acknowledgement was made to thank Councillors for their volunteer contributions and work in the community, such as the community fridge.

5340. INVITED SPEAKER

No invited speaker was requested to attend this meeting.

5341. MEMBERS QUESTIONS

Cllr Badham discussed the police priorities that would look to be discussed in the next meeting, for the time frame of April to June. Confusion in relation to how the priorities could work with the different towns was still present due to the very varied places to be covered. The initial deadline had been extended from the 17th February to the 31st March.

It was confirmed that the Community Services Manager would meet with the police and that Cllr Badham would forward a relevant email to the Community Services Manager to be discussed.

Action: Community Services Manager

5342. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members moved to exempt the approval of the Town Council Meeting minutes for the meeting that took place on **Tuesday 13th December 2022**.
- b. Members deferred the minutes of the Extra Ordinary Town Council Meeting, held on **Monday 9th January 2023**, to the February Town Council meeting.

5343. MATTERS ARISING

- a. Members had no matters arising from the Minutes of the Town Council Meeting held on Monday 9th January 2022.
- b. There were no updates from Officers at this time with an Officer report later on the agenda.

5344. ITEMS FOR CONSIDERATION

a. Proposed Budget 2023 – 2024

- i. Members noted the Chairmans report on the proposed budget for 2023 – 2024
- ii. Members considered the proposed budget for 2023 – 2024

Members considered the proposed budget and precept increase. The Town Mayor provided an overview including a background of the scrutiny process, an overview of decisions, amendments and an outline of costings and budget pressures forecast for 2023/24.

Members expressed regret at the need to implement a precept increase and voiced concerns about the financial impact for Flitwick residents on individual household expenses. Acknowledgement was made that the initial budget proposal indicated a required 28% increase. Members recognised they have a Duty of Care, and significant work had been completed to reduce this rise to 13.1%. Following further discussion, it was conceded that Officers and Members had explored all realistic options and concluded that

the rise was necessary to maintain service levels, realise community benefits and continue to conduct Council business throughout the next financial year. It was agreed that Members and Officers will continually seek efficiency savings, and opportunities to reduce expenditure and that there would be a focus on identifying external funding to deliver capital projects.

It was **resolved** to accept the proposed budget resulting in a precept increase of 13.1% to £1,001,205, equating to a Band D increase of £21.00 per annum or 11.8%.

The member of the public left the meeting at 20.31

b. Residents Survey

Members discussed the survey and the aims as well as the limited time scale for delivery due to the elections in May and the pre-election period beginning 13th March.

The following four suggestions were made –

- Adding a justification as to why we are collecting demographic data
- Amendment to question 11 to not say extremely or easy
- Question 18 to remove the line in relation to Barclays Bank
- Question 23 Widen the scope for the ethnic background categories in line with the 2021 census categories.

It was **resolved** to approve the residents survey with the amendments as detailed above.

Action: Communication and Marketing Manager

c. Interim Internal Audit for the year ended 31 March 2023

Members received and noted the first interim Audit Report for year- end 31st March 2023. Members were pleased to see a positive report.

It was **resolved** to accept the interim internal audit for year ended 31 March 2023.

d. Environmental Working Group

Members considered the proposal by Cllr Blazeby in relation to setting up an Environmental working group.

Members asked if there would be implications on resources and discussed the benefits of having a group of people focused on this topic solely rather than shared between the Councils committees. The Acting Town Clerk commented that if the group were to run similarly to the current Planning Improvement Working Group the requirement from staff would be minimal.

Members commented about the productivity of other areas with active working groups and the need to establish expectations at the start of any group to give awareness of limitations, especially considering the increased involvement of residents.

It was **resolved** for Cllr Blazeby to develop a detailed proposal on establishing an Environmental Working Group for further consideration at the March 2023 Town Council meeting.

e. Calendar of Meeting Dates

Members reviewed and discussed the new Calendar of Meeting dates that had been brought to the committee.

It was **resolved** to accept the revised Calendar of Meeting Dates 2023.

f. Froghall Chicanes

Members discussed both aspects of the speed precautions located on Froghall Road in terms of safety aspects of damaged road structures along with the requirement for them.

It was **resolved** to write to Central Bedfordshire Council and request a full review of the Chicanes on Froghall Road.

g. Standing Orders

Members were asked to review and discuss the standing orders corrections raised as follows

- Adoption date to be amended
- Page 9 Section Z, format numbering from 3x to 3y
- Change all references of Councillors of “Him” to “They” or “Their” if text is not bold.

It was **resolved** to adopt the Standing orders with the following corrections;

- Adoption date to be amended
- Page 9 Section Z, format numbering from 3x to 3y
- Change all references of Councillors of “Him” to “They” or “Their” if text is not bold.

Action Acting Town Clerk

a. Planning – Responses to CBC including Officer Delegated Decisions

Members noted the Planning Responses, including Delegated Decisions.

b. Planning – CBC Decisions

Members noted the CBC Decisions on Planning Applications.

c. Delegated Authority Decision

Members noted the following decisions made under Delegated Authority:

1. Public Realm Team Vehicle Leases

Two new vehicle leases for an Isuzu D-Max 1.9 Utility Single cab 4x4 Truck on a 60-month contract with a maintenance package at £376.16 per month per vehicle.

d. Officers Updates

Members noted the Officer update.

e. Finance Reports Part 1

Members noted the following finance reports:

- i) Whole Business Summary, Investments & Loans
- ii) Corporate Services Summary
- iii) Civic Expenses Summary
- iv) Community Services Summary
- v) Community Activities Summary
- vi) RCF Summary

OMEGA Reports:

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

- ix) Bank Reconciliations (CB1 & CB2)

5345. PUBLIC OPEN SESSION

There were no members of the public present at this time.

5346. EXEMPT ITEMS

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

a. Minutes and Recommendations of meeting

Members **adopted** the minutes of the Town Council meeting held on 13th December 2022.

b. Avebury Update

Members noted the progress report from Avebury.

c. Finance Reports Part 2

Members noted the finance reports.

d. Cleaning Contract

Members discussed the report.

It was **RESOLVED** to accept option 3 as detailed in the report.

e. Town Clerk

Members received an update in relation to the Town Clerk.

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

Meeting ended at 21.45pm



FLITWICK TOWN COUNCIL

Minutes of Flitwick Extra Ordinary Town Council Meeting held on 3rd February 2023 at 4.00pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr B Meredith-Shaw
Cllr R Shaw
Cllr P Earles
Cllr A Lutley
Cllr H Hodges
Cllr K Badham
Cllr G Mackey
Cllr J Dann
Cllr M Platt
Cllr I Blazeby

Also present:

Stacie Lockey - Acting Town Clerk

5347. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thompson – work, Cllr Daly – work, Cllr Gleave – work.

5348. DECLARATIONS OF INTEREST

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

- (a)** No members declared Disclosable Pecuniary interests in any agenda item – none.
- (b)** Non Pecuniary interests in any agenda item – none.

Members noted that Cllrs Badham, Snape and Blazeby were mentioned in the investigation that had been conducted in relation to item 5a.

5349. PUBLIC OPEN SESSION

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

No public.

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

5350. ITEMS FOR CONSIDERATION

No items.

5351. EXEMPT ITEMS

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

(a) – Town Clerk

Members made a resolution within the exempt section of the meeting.

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

Meeting ended at 16.15

Attendance 2022 - 2023

As Mayor or Deputy Mayor
Attended but not on the committee

Councillor	Apr-22			May-22			Jun-22			Jul-22			Aug-22			Sep-22			Oct-22			Nov-22			Dec-22			Jan-23			Feb-23			Mar-23			Total No Meetings	Total apologies received	Total No Apologies	Total meetings attended	TOTAL Annual Meetings	TOTAL Annual Attendance	Attendance %
	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies													
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NEW COUNCILLOR OUTLINE RECRUITMENT CAMPAIGN & KEY DATES – 4th MAY 2023 LOCAL ELECTIONS

DATE W/C	ACTIVITY
6 th Feb	Find out what goes on at Community Services meeting 7/2. Chat to a Councillor – Flitwick Market 10/2.
13 th Feb	Chat to a Councillor – Flitwick Market 17/2.
20 th Feb	Launch new campaign. Find out what goes on at Town Council Meeting 21/2. Chat to a Councillor – Flitwick Market 24/2.
27 th Feb	Find out what goes at Corporate Services meeting 28/2. Chat to a Councillor – Flitwick Market 3/3. Residents' Survey closes 1 st March tie in with share your views next step and stand as a Councillor.
6 th March	Publication of Flitwick Papers Spring edition with feature. Last session of Chat to a Councillor – Flitwick Market 10/3.
13 th March	13/3 Publication of notice - pre-election period starts. 14/3 submission of nominations opens. Ongoing promotion.
20 th March	Ongoing promotion.
27 th March	Final promotional push for new candidates before submission deadline.
3 rd April	4/4 @ 4pm Deadline for submission of nominations.
24 th April	25/4 Publication of Notice of Poll.
1 st May	Elections Wednesday 4th May.

Note:

Dates to be added for the two Councillor evening meetings at The Hub and The Rufus Centre once confirmed.

Interested parties to contact Acting Town Clerk. Links shared to NALC, Electoral Commission and CBC website pages.

Medium: Social media platforms, website, FTC and community noticeboards, flyers, FTC community groups, Email campaign to schools for Parent mail, local groups and organisations.

Priority	Project/Initiative	Owning Committee	Lead Officer	RAG Status	% Complete	Status	Estimated Delivery Date	Blocker	Next Steps	Input/Support needed from Members
3	Nature Park	Community	SL		10%	Paused	n/a	- Staff resources - Need to go through planning process again	Recommend hiring a consultant to assist with the process if the project is to be progressed.	
2	Manor Park Heritage Projects	Community	SL		25%	Active		n/a	Works due to start on 20th February	n/a
3	Manor Park Parkland Management Plan	Community	SL			Paused	n/a	- Staff resources - Potential lack of funds (difficult to advise as it depends on what projects are chosen/viable to complete within next financial year and subject to third party funding)	Recommend working with Chris Burnett Associates (who completed the PMP) to progress key projects such as lake. Suggest waiting for return of Environmental Services Officer/Manager.	
1	Community Fridge	Community	SE		n/a	Active	n/a	- Online booking system for volunteer availability - Booking system for pick-ups - Communication with stores - Time curfew of building being open	Facilitate more weekly pick-ups - Investigate Cllrs Key Holders and alternative location of a holding fridge	Additional volunteers for pick ups - Continue to attend Cost of Living Meetings
4	Flitwick - A Living History Website	Corporate	BJ		85%	Active	n/a	n/a	Website to be launched	This project has been led by Cllr Blazeby and will continue with the support from the CMM
1	CCTV	Community	SL		75%	Active	March 2023	n/a - on schedule	Once lights at Skatepark have been installed, camera currently sited at Dunstable Road will be relocated. Should have had a Data Protection Impact Assessment completed for installation of new cameras – have now commissioned work.	n/a
1	Skate Park Lights	Community	SE		25%	Active	April 2023	Waiting on UKPN for timescales		
1	Flitwick Town Square Furniture	Community	SL		25%	Active	March 2023	n/a - on schedule	Awaiting benches to be manufactured and a delivery date.	n/a
3	Proud AF - Start-up and Initial Events	Community	SE		50%	Active	n/a	n/a - on schedule	Pride Picnic on 4th June	Continued support to attend Working Group Meetings
1	Banking Hub Bid	BDIB	SE/SL		0%	Active	n/a	n/a	Meeting on 20th Feb and discussion at Council on 21st Feb	Members to lead
4	Public Art	Community	SE		10%	Paused	n/a	- Staff resources	Commission a consultant to create a specification of works	Need Member input
2	FTC/Rufus/Rendezvous Branding	Corporate	BJ		50%	Active	April 2023	n/a	Design brief to be considered at February Corporate Services Meeting.	Cllr Blazeby to work with the CMM
2	Wildflower Planting/Reduced Mowing/Weed Spraying	Community	SL		50%	Active	n/a	- Staff resources - Waiting for CBC to confirm areas put forward are suitable for wildflower planting	Once areas have been confirmed by CBC, residents will be invited to a meeting explaining how they can get involved in the planting and maintaining of areas - wait for CBC to send over SLA agreement	Will need support from Members to host meeting and take lead on co-ordinating volunteers when planting/maintaining areas
1	Environmental Audit	Council	SL		50%	Active	April 2023	- Staff resources	March Town Council to consider first draft of audit	Look to tie in with Environmental Working Group if Council resolve to pursue



Flitwick Town Council

Strategy 2021 -2025

Date Adopted: 28th June 2021

1. Introduction

This document sets out the broad vision and ethos of Flitwick Town Council. This vision sits within both the wider and the local context. It outlines where we want to get to and how we should get there.

It aims to provide the framework within which the community, other councils, the voluntary sector, and businesses can engage with Flitwick Town Council over the next four years. It aims to provide continuity across election periods to ensure a stable, supported, and deliverable plan.

This strategy provides the outline from which we will develop more detailed annual delivery plans and budgets, allowing us to measure progress and be accountable, while being flexible enough to seize new opportunities as they arise.

Our strategy will be a living document that will be reviewed annually and developed through the four years it covers and will evolve depending on the circumstances around us.

Section 2: Explains our 'Vision' for Flitwick and the Town Councils' 'Mission' on how we will go about achieving it.

Section 3: Sets out our philosophy as a Council and how we will bring this to life in the way that we work.

Section 4: Describes the context in which we live, both the wider picture and our more local environment.

Section 5: Identifies the main themes for our work in the next four years: the heart of our strategy and describes our plans in more detail.

Section 6: Covers how we will monitor progress towards our vision and how we will review this strategy.

FLITWICK MATTERS

2.1 Our Vision

Our Town will be vibrant and welcoming, with an inclusive and engaged community, working together to provide an improved, sustainable, and life-enhancing environment.

2.2 Our Mission

We will engage residents, organisations, and businesses to understand their needs and wishes.

We will champion equality, enhance local democracy, and encourage community involvement & cooperation.

We will manage our resources openly, effectively, and sustainably.

We will advocate and campaign for the Town, where appropriate, working with other bodies and organisations to influence beneficial development and investment in amenities and services in our local area.

3. What we will do and how we will work

There are practical limits on what we can achieve as a Town Council, with our own legal powers or resources. However, where we are able, we will act decisively to deliver services and activities to the best of our ability. Where there is greater benefit in engaging in partnership with other groups and organisations to deliver change, we will take that route. Where we cannot directly make things happen, we will use 'our voice' to try and influence those organisations in the driving seat.

We see the role of the Town Council is to support and enhance the energy and commitment of its citizens. We will enable others to be successful. We will support and champion causes that improve the Town's resilience and protect against those that erode it.

We will encourage everyone to get involved. Participation and engagement will be central to our thinking, and we will work hard to expand and improve how we do this. We will look for new ways to listen to Flitwick's Residents and Businesses and bring forward those voices that are not always heard. We will be transparent, open, and accessible, with good communication at the heart of everything that we do.

We will aim to be bold, responding to identified needs and making decisions on the basis of what we believe is best for Flitwick. We will be nimble, taking opportunities as they emerge. To do this, we will ensure our staff are empowered and that both staff and Councillors have the range of skills and experience they need to succeed.

We will run our commercial events, hospitality, and serviced office business at the Rufus Centre on a for-profit basis, aiming to generate an annual financial surplus and to provide high-quality facilities for our community. We will use all profit generated to invest in services and projects across the Town and where possible, to reduce the burden on the taxpayer.

We will practice what we preach. The Town Council will create an ethical policy to enhance our current approach. We aspire to provide our staff with a great place to work and to be a local employer of choice. We will do this by creating a culture of professionalism and respect, embracing diversity, offering development and training opportunities and recognising achievement and contribution. We will continue to pay at least the Living Wage and continue developing opportunities to employ apprentices at the Council. We will continue to support local businesses through our procurement processes wherever possible. We will work hard to minimise our own environmental impact and to support local businesses and residents to do the same.

Lastly, we are committed to ensuring that our processes, as a group of Councillors, exemplify this commitment to engagement and participation, embracing diversity and allowing debate and challenge. We want neither to stifle discussion nor bury dissent. We will work together effectively, be fair and participative and allow space for enthusiasm, learning and initiative.

4.1 The wider context

We live in changeable and unpredictable times, characterised by divisions in society exemplified by debates concerning Brexit, Climate Crisis, and the response to the current pandemic. For all our town spirit, Flitwick is intimately connected to and influenced by wider national developments that inevitably affect the wellbeing and confidence of Flitwick's residents and businesses.

The impact of cuts to public services, health, social care, education, and emergency services will continue to dominate the next few years in the aftermath of the pandemic. Cuts in services have affected all aspects of society and especially the more vulnerable people in our community. Continued cuts to Central Bedfordshire Council budgets mean that it will be challenging for them to implement much, if anything, beyond the legal minimum.

The National Government has set legally binding targets for net-zero emissions by 2050. Parliament and all tiers of local government, including Central Bedfordshire Council, have declared a Climate Emergency. We aim to follow this lead and create our own range of local climate change actions. We believe it is our duty to make whatever difference we can locally; doing nothing is not an option.

4.2 The local picture

The last ten years have seen a significant increase in new housing in the Town, which continues to put pressure on the existing infrastructure. More areas for housing are identified in the Central Bedfordshire local plan, which will increase the pressure on town roads (for both travel and parking), on education, health and social care provision, leisure and sports provision and on demand for employment.

We will look at the benefits or otherwise of creating and adopting a Neighbourhood Plan and whether it would help secure better urban design, energy-efficient homes, sustainable housing opportunities, protection of open spaces and employment sites, and encourage town centre regeneration.

Our local environment dramatically affects our experience of the Town, from issues around air quality and litter through to the enjoyment of our many green spaces. The Town needs to feel and be a safe place to live, work and enjoy, so we will look at initiatives to improve aspects of different people's perceptions.

Flitwick's location and transport links mean that the Town is home to large numbers of residents who commute to work, with many relying on cars for their day-to-day travel. Flitwick is also a hub for surrounding small villages and communities, enabling people to access health services, education, banks, post-office, shops and the Railway.

Local services and businesses have appeared even during the current emergency and have helped the local economy to remain resilient to the limited available local employment. A challenge will be to ensure that the Town continues to be a place where businesses, physical and virtual, have opportunities to grow in locations where they wish to operate.

Flitwick enters this strategic period with a thriving community sector and relatively low crime and social deprivation levels. However, there are real challenges around making sure people feel a part of Flitwick, especially as it undergoes continued growth and change. Collaborative working and community participation needs to be more central to how we work. We will strive to find new ways to work with the people of Flitwick to address challenges and seize opportunities around inclusion, housing, employment, and wellbeing.

5.1 The heart of our strategy

There are five key pillars of our strategy for the next four years. We have broken each area down into a series of actions that will be incorporated into detailed work plans.

A PROSPEROUS TOWN

Increase economic prosperity and encourage a vibrant and diverse town. Develop improved services to meet the demand as it grows.

A SUSTAINABLE ENVIRONMENT

Improve the quality of the public realm, responding to climate change issues and protecting the local environment.

AN ENGAGED COMMUNITY

Develop a greater sense of pride in the Town across all age groups, improving the level of public engagement and providing a place where people have a strong sense of wellbeing.

A CENTRE FOR EVERYONE

Develop the Rufus Centre as a profitable commercial business and quality hospitality centre, which also caters for a wide range of community activities and supports local businesses.

A COUNCIL THAT DELIVERS

Develop the capacity and skills within the Council to equip it to best deliver its aims and services efficiently, effectively, imaginatively, and collaboratively.

5.2 A detailed plan

A PROSPEROUS TOWN

The Town is constrained and divided by the railway line, which adversely affects the town centre's potential for cohesive development. Past plans have proposed differing scales of re-development, but large-scale change is unlikely in the foreseeable future due to the financial costs involved.

We propose to:

- Continue to work with stakeholders to ensure that opportunities are taken to improve the town centre's layout, accessibility, and infrastructure, including more use of the area in front of Barclays Bank, developed by Central Bedfordshire Council as part of the Market Towns initiative.
- Continue to support and participate in Central Bedfordshire Councils' development of an integrated and accessible transport interchange at the Flitwick Station site.
- Continue to support the development of step-free access to the station within the next few years.
- Actively support the enhancement and development of the Village Hall and the adjacent market to maximise its contribution to the Town's revitalisation.
- Work with local businesses – physical and virtual - to encourage networking, investment, and job creation for a speedy recovery following the impact of the pandemic.
- Lobby Central Bedfordshire Council on the expansion of the current Flitwick Industrial Estate.
- Help facilitate start-up activity or the expansion of existing businesses and support business from home and online.
- Promote the visitor and night-time economies by working with stakeholders to raise the standard and range of the offering in Flitwick, with supporting promotion to local audiences.
- Continue to work with Central Bedfordshire Council, the community and other partners to ensure the development of Flitwick is planned and delivered in a strategic and holistic manner.
- Consider the development of a Neighbourhood Plan to influence the nature, type, scale, and style of future developments, and ensuring that our community's wishes are considered.
- Lobby for increased Health, Education and other infrastructure provision for the Towns residents based on the recent housing development already delivered and future demand anticipated in the Central Bedfordshire Council Local Plan.
- Help to influence the continuation of adequate physical retail outlets and an extension to the current space, where opportunities allow.
- Actively influence the consultation processes and development of the CBC Local Plan strategy.
- Where we are able, use local suppliers and businesses. We will create a roster of companies that match our ethical standards and environmental aims.

A SUSTAINABLE ENVIRONMENT

Sustainability means "meeting the needs of today but preserving the environment for the next generation". This cannot be achieved by only considering environmental issues, social and economic sustainability is equally important.

The Town Council will act both as an organisation whose business activities impact on the environment, where we will lead by example to minimise any adverse impact. Secondly, we will work with our community and other partners to help make the town environment more sustainable.

We propose to:

Protect and enhance our local environment and address sustainability

- Initiate an environmental audit of FTC activities and operations to create a Council Environmental and Sustainability Policy to reduce our adverse impact on climate change and environmental issues.
- Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions. Consider ways to reduce consumption, improve re-use and increase re-cycling.
- Do all we can to preserve the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.
- Raise the standard of the public realm by tackling litter, fouling, graffiti and neglected or aesthetically displeasing areas. Work in partnership with existing responsible bodies and voluntary organisations to improve the look of the Town.
- Review the benefits of working with like-minded organisations to make the Town sustainable via a Local Authorities "joint pledge" approach.
- Encourage and facilitate walking and cycling in and around the Town and to the Rufus Centre and to reduce the adverse impact of traffic.
- Use our influencing role in planning as a positive influence on the Town's built environment and sustainability.

Recognise and build on our existing heritage

- Maintain, co-ordinate and financially support the Remembrance parade and other events which commemorate important occasions.
- Ensure Flitwick's heritage is recorded and made accessible to all. Look to develop more online content on our website that captures the Town's look, memories, and history.
- Use our involvement in the planning process to preserve green open spaces, protecting green belt land where it is possible.
- Work with other stakeholders to develop art and culture provision in the Town. Review previous proposal to create a showcase for the existing artistic endeavours produced by residents of the Town.
- Stage directly or with partners, events that raise the profile of the Town and encourage visitors.

Work to improve the range of leisure and sporting assets

- Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided.
- Support and promote the development of new sports and leisure facilities to meet the local and surrounding population's needs.
- Work with grant awarding and third-party bodies to maintain and upgrade the various play parks in the Town.
- Support inclusive local sports and leisure organisations to expand and play a greater role in meeting the population's needs, encouraging residents to lead a healthier lifestyle.

AN ENGAGED COMMUNITY

It is a fundamental requirement of the success of any community project that it is undertaken in partnership with the community. But more than this, working in partnership with the community, empowering it and helping it to become cohesive is at the core of our proposals.

We propose to:

Build an engaged and empowered Flitwick community

- Celebrate the diversity of our communities of place, origin, interest, or age, and proactively engage with them. Work to develop a wider range of arts and cultural activities that showcase the talents of residents and help develop the interests of people in the town.
- Work with the community on planning how to develop and support it.
- Engage with, and support, the wide variety of voluntary and charitable organisations in the Town, which help us deliver our aims.
- Ensure that young people have things to aspire to, be it employment opportunities, safe activities, and places to engage in and an interest in their community and Council. Continue to support and, where appropriate, develop our existing youth services and outreach activities.
- Take the lead to empower a volunteering culture within Flitwick by raising awareness of the benefits and promoting opportunities.
- Ensure our equality policy always reflects best practice in respect of employment, services and democracy.

Provide a voice for Flitwick

- Maintain either directly or in partnership a programme of events to promote the Town and promote the Council's other objectives.

- Develop a shared agenda to influence the improvement and effective management of local services through coordinating with stakeholders and relevant third parties, holding to account service providers responsible for delivery.
- Work more closely with Central Bedfordshire Council to influence the delivery of coordinated services and development.
- Promote and support events that build community cohesiveness or promote the Town.
- Maintain an active and responsive programme of Mayoral engagements to support the community and promote the Town.
- Continue with the annual Community Awards to highlight outstanding local contributions by individuals and organisations.

Work to make our Town safer

- Look at opportunities to work with Central Bedfordshire Council to extend CCTV services and, where financially viable, introduce a monitoring service that will deter crime.
- Work with the Police and other partners on community safety initiatives and to disseminate information and ensure residents know where to report matters of concern.
- Ensure that FTC has a robust Town Emergency Plan, working with appropriate third-party organisations.
- Provide access to home safety & health advice/information through our website, social media and other FTC channels.
- Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.
- Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.
- Lobby for road improvements and maintenance, which improves safety.

Work to improve health and wellbeing

- Support and partner initiatives that encourage residents to live a healthier lifestyle.
- Reduce social isolation and loneliness by supporting befriending schemes and community transport.
- Lobby to ensure the community has enough health and social care facilities and services and to contribute at a very local level, where appropriate. To work in partnership to address food poverty, where evident.
- Lobby to ensure the housing proposed in the Central Bedfordshire Council Local Plan is delivered in a sustainable way, has a mix of types for a balanced and diverse population (including affordable homes) and is of a design that preserves Flitwick's character.

- Lobby to ensure homelessness in the Town is addressed.

A CENTRE FOR EVERYONE

The Rufus Centre, opened originally as a school and taken over by the Town Council in 1999 as their administrative hub and has become one of the most flexible hospitality, conference and events venues in the local area. It provides the opportunity for the Council to deliver many of its economic, environmental and community goals, as well as enabling a range of commercial activities that can keep down the cost of the council precept.

We propose to:

To develop the Rufus Centre as a strongly performing commercial enterprise.

- Operate on a commercial basis, with a full cost understanding of all events and activities and the markets in which they compete.
- Ensure non-business functions are internally re-charged to service cost centres.
- Undertake a range of commercial events which help maximise the use of the Centre.
- Offer an excellent standard of hospitality, with a varied and value menu that offers healthy and sustainable options.
- Offer good value business space at a commercial rent.
- Provide subsidised use of the Centre by Community organisations and charities to support the Council's community aims.
- Provide a quality and engaging public interface for the Council's services and a gateway to services by other providers.
- Provide a range of services and events to support and promote the Council's democratic processes, the community, citizens' wellbeing, supporting businesses and job creation and protecting the Town's environment.

A COUNCIL TO DELIVER

Over the last year we have reviewed our organisational structure, governance, policies, processes, and culture to ensure they are all pulling in the same direction and are fit for purpose. We have made much progress, but there is still more work to do.

We propose to:

Taking an integrated approach to Management.

- Develop capacity and a diverse skill base through an active and ongoing Councillor and Officer training programme.
- Finalise the new agreed Council staffing structure, which clearly differentiates areas of responsibility, led by a strong and empowered Senior Management Team, with sufficient additional resources to cope with our initial plans. Recruit remaining identified roles.

- Be innovative in finding external funding for Council and other local community initiatives.
- Gain accreditation under the Local Council Award Scheme, where it furthers efficient practises.
- Deliver the Council objectives through outcome-focused delivery plans and related performance management.
- Improve operational efficiency by developing a range of quality based operating procedures.
- Regularly review our governance and policies to ensure they work to the best advantage.
- Move to a 5-year financial plan to ensure best value and undertake a service-value review.
- Ensure the Council's information technology is fit for purpose and delivers value for the organisation. We will conclude our move to the 'cloud', introduce more opportunities for remote and flexible working, and introduce new software or services where they fit the Council's aims.

Deliver excellent services.

- Determine priorities on objective need and public choice in the light of both business and safety risk assessments.
- Continue to deliver our existing services and develop outcome-based standards.
- Support or supplement essential services provided by others, but only take on new or devolved services where it is necessary to preserve or improve them.
- Introduce new services and initiatives where we can satisfy need and choice cost-effectively.
- Use our role in the planning system to the benefit of the local community.

Provide excellent communications and transparency

- Seek to engage the public and communities through a variety of channels as set out in our Communications and Marketing Policy, ensuring communication is two way and that we listen.
- Regularly report progress on actions in our delivery plans, including any unimplemented decisions. Develop a range of key performance indicators and a balanced scorecard approach if they enable better communication of our progress.
- Ensure regular publication of key Council financial reporting and that published accounts are easy to understand.

6. Keeping track of our progress

We want to understand the impact and value of the work that the Town Council and the community do and how far we are progressing towards achieving the vision set out.

We will engage the community with reviewing this strategy to find out how and where we are making progress, who we are helping and who we may need to support further with new projects or activities.

For each key pillar in our strategy, we will create a series of actions and targets that will appear in our delivery plans. The responsibility for the delivery of every action will be allocated to an area of the Council, under the Management of the Town Clerk and the Senior Leadership Team.

Progress will be overseen by one of the current Council Committees or, where necessary, the whole Council. We will identify a target date for each action, and we will review and regularly report on our progress throughout the year. We will also create a complimentary five-year budgetary plan to ensure that we can fund our aims.



FLITWICK TOWN COUNCIL

FINANCIAL REGULATIONS

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

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Corporate Services Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO.
 - acts under the policy direction of the Council.

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the Council up to date in accordance with proper practices.
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement).
 - approving accounting statements.
 - approving an annual governance statement.
 - borrowing.
 - writing off bad debts.
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts annually.
 - approve any grant or a single commitment that is not specifically contained in the budget or covered by other financial regulations in excess of £10,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group

(JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter and at each financial year end, a member other than the Chairman or Cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and original bank statements (or similar documents) as evidence of verification. This activity on conclusion be reported, including exceptions, to and noted by the Council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
 - be competent and independent of the financial operations of the Council.
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council.
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

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

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

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

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

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

- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Town Clerk can approve overspends of no more than 5% for Capital Projects funded from the RCF.
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.10 Changes in earmarked reserves shall be recommended by Business Services and approved by Council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council Or its Committees
- 5.3 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, within our normal credit terms.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before

the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of 20,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records shall be approved in writing by a Member.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be signed by two members of Council. If a member who is also a bank

signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.4 All payments can be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).

Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10 Where internet banking arrangements are made with any bank, the Town Clerk/ RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.11 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.12 Changes to account details for suppliers, which are used for internet banking

may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.

- 6.13 Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.14 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or a Committee with delegated authority. Transactions and purchases made will be reported to the Business Services Committee and authority for topping-up shall be at the discretion of the Business Services Committee.
- 6.15 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk, Catering & Facilities Lead, Rufus Centre Chef, Function & Events Coordinator & Community Services Manager, all shall be subject to the terms as laid out in the Town Councils Credit Card Policy. Personal credit or debit cards of members of staff, shall not be used under any circumstances.
- 6.16 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £1,200 for the purpose of defraying operational and other expenses, additional floats can be taken out for larger events when necessary up to the value of an additional £500. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed annually by Council from a recommendation by the Personnel Panel, unless circumstances require a change during the financial year, on recommendation from the Personnel Panel.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, pension contributions, or similar statutory or discretionary deductions and union fees as applicable, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, as set out in these regulations above.

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

8 LOANS AND INVESTMENTS

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

- 8.5 All investments of money under the control of the Council shall be in the name of the Council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

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

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.1 below.

10.5 Where a member or employee is related to someone who works for a company which provides goods or services to the Town Council, quotations would be sought from two additional companies, these would be dealt with by an independent member of staff in a sealed bid situation.

10.6 No Member may issue an official order or make any contract on behalf of the Council.

10.7 The Council, where possible, will use local suppliers.

10.8. The Town Clerk shall verify the lawful nature of any proposed purchase before The issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services.
for specialist services such as are provided by the District Valuer, solicitors, accountants, surveyors and planning consultants.
 - (ii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iii) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (iv) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk shall act after consultation with the Chairman and Vice Chairman of Council).
 - (v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- (g) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders for contracts and shall refer to the terms of the Bribery Act 2010.
- (i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 11.3 above shall apply.
- (j) The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- (k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

⁴ Thresholds currently applicable are:

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

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

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13 STORES AND EQUIPMENT

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

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties and land owned by the Council. The Town Clerk shall ensure a record is maintained of all properties and land owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or disposed of without the authority of the Council, together with any other consents required by law. In each

case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (Including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

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

15 INSURANCE

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

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

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

18 SUSPENSION & REVISION OF FINANCIAL REGULATIONS

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

CCLA DEPOSIT FUND

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

Date :- 16/02/2023

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Object on the following applications;**23/00025/FUL**

18/01/2023

Benjamin Keen

n/a

10 Nene Road
Flitwick
Beds
MK45 1SE**Proposal :** Erection of 1 bedroom dwelling and create new vehicular access to highway.**Observations :** FTC object on the grounds that it is contrary to section 3.3 of the Draft Parking Standards for new Developments.

No evidence has been presented to confirm compliance with the Draft Parking Standards for New Developments of 1.25 parking spaces per 1 bedroom dwelling.

Signed _____ Date _____

Rob McGregor Mr

Date :- 16/02/2023

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Support with Conditions on the following applications;				
23/00285/FUL	07/02/2023	Sarah Fortune	NA	11 The Thinnings Flitwick Beds MK45 1DY

Proposal :

Observations : FTC recommend the application be approved subject to the following conditions:

- Prior to the commencement of the development, the applicant shall provide to, and agree with CBC, design for the proposed cycle storage on the development in accordance with these designs.
- Prior to the commencement of the development, the applicant shall provide to, and agree with CBC, design for the proposed car park on the development, and the developer shall deliver the cycle storage facility in accordance with these designs.

Signed _____ Date _____

Rob McGregor Mr

Date :- 16/02/2023

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Support (Delegated Decision) on the following applications;

22/04972/FUL

17/01/2023	Sarah Fortune	NA	29 Kings Road Flitwick Bedford MK45 1ED
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Proposal : Rear Ground Floor extension and loft conversion including corner flat roof dormer.

Observations : FTC raise no objections.

23/00013/TRE

17/01/2023	Joanna Backer	NA	55 The Ridgeway Flitwick Bedford MK45 1DJ
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Proposal : Works to a tree protected by a Tree Preservation Order:
(MB/TPO/04/00021/T2) - Crown raise Oak tree to 5 meters and crown reduction back to previous pruning (T2)

Observations : FTC raise no objections.

23/00016/FUL

30/01/2023	Katherine Watts	tbc	5 Sheepfold Hill Flitwick Beds MK45 1BT
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Proposal : Single storey rear extension

Observations : FTC Raise no objections.

23/00021/VOC

17/01/2023	Fenella Hackney	NA	10 Tythe Close Flitwick Bedford MK45 1LE
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Proposal : Variation of condition 10 of planning permission CB/21/04243/VOC
(Variation of condition number 11 of planning permission
CB/21/01804/FULL (Extend and convert the existing dwelling into two dwellings) To change the approved ground floor plan to cover the increase in size of plot 2) Change to the approved ground floor plans, to cover the proposed increase in size of plots 1 & 2

Observations : FTC Raise no objections

23/00057/FUL

07/02/2023	Sarah Fortune	NA	14 Chaucer Road Flitwick Beds MK45 1QG
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Proposal : Single storey extension to the rear of the property.

Observations : FTC raise no objections

Date :- 16/02/2023

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
23/00249/FUL	30/01/2023	Asif Hussain	tbc	20 Willow Way Flitwick Beds MK45 1LN
<p>Proposal : Proposed two storey rear extension, enlargement of front dormer, replacement garage and associated first floor alterations & improvements.</p> <p>Observations : FTC Raise no objections</p>				
23/00290/FUL	07/02/2023	Julia Ward	NA	61 Ampthill Road Flitwick Beds MK45 1AZ
<p>Proposal : Single storey rear/ side extension.</p> <p>Observations : FTC Raise no objections</p>				

Signed_____ Date_____

Rob McGregor Mr

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Tue 7 February 2023

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

E 22/00654/TRE	Approved	58 The Ridgeway
E 22/04472/FUL	Approved	18 Byron Crescent

REFUSED PLANNING PERMISSIONS

C 22/04575/FUL	Refused	2Tythe Close
District COMMENT	CBC Refused	Local COMMENT FTC Raise no objections

Rolling Capital Fund Review 2022-23

as at 31 January 2023

(315) Rolling Capital Programme Opening Balance	£	181,783
PLUS RCF Current Year Funding	£	93,784
LESS RCF Spending to Date	£	69,565
LESS Committed Spending Remaining	£	73,092

(Total Committed Spend 2022/23)

-£ 142,657 (2022/23 Budget N/L 5014)

Last Updated: **31 January 2023**

LESS Overspend Funded by Central RCF	£	-
PLUS Under spend Funded by Central RCF	£	7,889

2022/23 RCP Funds Available (Uncommitted) £ 140,799

PROJECT Details					RCF Details							22/23 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%	£ 1,550	£ 283,385	£ 281,835	No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ 628	£ -	£ -	£ 831	42%	£ -	£ -	£ -	S106 monies remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 2/0/23.
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ 1,868	£ -	£ 3,578	£ -	0%				Greensands grant of £2,405 received (1177/110) in 21/22 in addition to stated budget. 22/23 opening bal £1459. Awaiting final expense for leaflets (estimated at £628)
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ -	£ -	£ -	£ 27,825	99%	£ 4,600	£ 75,885	£ 71,285	Underspend to be returned to RCP - Oct 22- RCF COMPLETE
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ 2,333	£ -	£ 2,783	£ -	0%				S106 Grants monies approved £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Further S106 (Green Infrastructure Planning Obs) monies available £69,687.38- 16.10.22.
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ -	£ 582	£ -	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
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ -	£ -	-£ 9	0%				CBC dilapidation payment of £4,307 received in 21/22 to 1177/110 22/23 opening bal £582. Aug 22- RCF COMPLETE
4819	110	RCF - Flitwick Town Sq Defib	Council	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%		£ -	£ -	Negotiated discount of 5%. Spend within 5% accepted variance. Sep 22 - RCF COMPLETE
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 13	£ -	£ 126	£ 511	79%				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	£ -	£ 12,260	£ -	£ -	£ 9,446	44%				Partially grant funded. Funding levels to be confirmed
4829	110	RCF - Youth Services	Community	9287	£ 9,780	£ -	£ -	£ -	£ -	£ 9,780	100%				
4830	110	RCF - Steppingley Rd	Corporate	5303	£ 13,000	£ -	£ 12,093	£ -	£ -	£ 907	7%				
4831	110	RCF - Outdoor PA System	Community	5302	£ 1,118	£ -	£ 855	£ -	£ -	£ 263	24%				
4832	110	RCF - Water Dispensers	Community	1061	£ 1,417	£ -	£ 1,417	£ -	£ -	£ -	0%	£ 1,181	£ 1,181	£ -	Dec 22- RCF COMPLETE
4833	110	RCF - Town Sq Benches/Plant/Bins	Community	1061	£ 12,102	£ -	£ -	£ -	£ -	£ 12,102	100%		£ 5,600	£ 5,600	Additional funding from Community Cohesion S106 funds 22/23
4834	110	RCF - Town Sq Noticebards	Community	1061	£ 655	£ -	£ 655	£ -	£ -	£ -	0%				Jan 23 - RCF COMPLETE
4835	110	RCF - Burial Ground Access	Community	5326a	£ 17,211	£ -	£ 17,211	£ -	£ -	£ 0	0%	£ 2,746	£ 2,746	£ -	Jan 23 - RCF COMPLETE
4836	110	RCF - CCTV Skate Park & Town Sq	Community	5326c	£ 12,612	£ -	£ 10,912	£ -	£ -	£ 1,700	13%				
							£ 69,565	£ -	£ 7,889	£ 73,092					

NARRATIVE - January 2023

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.**

Oct 22 - **4802/110** Hub refurb RCF now complete. Underspend of £3,578 to be returned to RCP. **RCF closed.**

Nov 22 - **4832/110** Water Dispensers RCF now complete. **RCF closed.**

Jan 23 - **4834/110** Town Square Noticeboards RCF now complete. **RCF closed.**

Jan 23 - **4835/110** Burial Ground Access RCF now complete. **RCF closed.**

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.

Prioirty	Project/Initiative	Owning Committee	Lead Officer	RAG Status	% Complete	Status	Estimated Delivery Date
3	Nature Park	Community	SL		10%	Paused	n/a
2	Manor Park Heritage Projects	Community	SL		25%	Active	
3	Manor Park Parkland Management Plan	Community	SL			Paused	n/a
1	Community Fridge	Community	SE		n/a	Active	n/a
4	Flitwick - A Living History Website	Corporate	BJ		85%	Active	n/a

1	CCTV	Community	SL		75%	Active	March 2023
1	Skate Park Lights	Community	SE		25%	Active	April 2023
1	Flitwick Town Square Furniture	Community	SL		25%	Active	March 2023
3	Proud AF - Start-up and Initial Events	Community	SE		50%	Active	n/a
1	Banking Hub Bid	BDIB	SE/SL		0%	Active	n/a
4	Public Art	Community	SE		10%	Paused	n/a
2	FTC/Rufus/Rendezvous Branding	Corporate	BJ		50%	Active	April 2023

2	Wildflower Planting/Reduced Mowing/Weed Spraying	Community	SL		50%	Active	n/a
1	Environmental Audit	Council	SL		50%	Active	April 2023

Blocker	Next Steps	Input/Support needed from Members
- Staff resources - Need to go through planning process again	Recommend hiring a consultant to assist with the process if the project is to be progressed.	
n/a	Works due to start on 20th February	n/a
- Staff resources - Potential lack of funds (difficult to advise as it depends on what projects are chosen/viable to complete within next financial year and subject to third party funding)	Recommend working with Chris Burnett Associates (who completed the PMP) to progress key projects such as lake. Suggest waiting for return of Environmental Services Officer/Manager.	
- Online booking system for volunteer availability - Booking system for pick-ups - Communication with stores - Time curfew of building being open	Facilitate more weekly pick-ups - Investigate Cllrs Key Holders and alternative location of a holding fridge	Additional volunteers for pick ups - Continue to attend Cost of Living Meetings
n/a	Website to be launched	This project has been led by Cllr Blazeby and will continue with the support from the CMM

n/a - on schedule	Once lights at Skatepark have been installed, camera currently sited at Dunstable Road will be relocated. Should have had a Data Protection Impact Assessment completed for installation of new cameras – have now commissioned work.	n/a
Waiting on UKPN for timescales		
n/a - on schedule	Awaiting benches to be manufactured and a delivery date.	n/a
n/a - on schedule	Pride Picnic on 4th June	Continued support to attend Working Group Meetings
n/a	Meeting on 20th Feb and discussion at Council on 21st Feb	Members to lead
- Staff resources	Commission a consultant to create a specification of works	Need Member input
n/a	Design brief to be considered at February Corporate Services Meeting.	Cllr Blazeby to work with the CMM

- Staff resources - Waiting for CBC to confirm areas put forward are suitable for wildflower planting	Once areas have been confirmed by CBC, residents will be invited to a meeting explaining how they can get involved in the planting and maintaining of areas - wait for CBC to send over SLA agreement	Will need support from Members to host meeting and take lead on co-ordinating volunteers when planting/maintaining areas
- Staff resources	March Town Council to consider first draft of audit	Look to tie in with Environmental Working Group if Council resolve to pursue