



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 25TH OCTOBER 2022
AT 7.45pm AT THE RUFUS CENTRE**

Present:

Cllr Blazeby (Chairman)
Cllr Roberts
Cllr Toinko
Cllr Lutley
Cllr Gleave
Cllr Platt
Cllr Shaw
Cllr Daly

Also Present:

Rob McGregor – Town Clerk
Beverley Jones – Communications and Marketing Manager

804. APOLOGIES FOR ABSENCE

None received.

805. DECLARATIONS OF INTEREST

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

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

806. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

807. 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.

There were no members of the public present.

808. INVITED SPEAKER

None present.

809. MEMBERS QUESTIONS

Cllr Lutley asked if the new floodlights at The Hub had been linked to the Village Hall. Town Clerk will seek clarification from the ESM.

Cllr Lutley asked what the correct address was for 3 Station Road as it appeared to be wrongly identified in the Corporate papers. Town Clerk will speak to SFO.

810. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 29th September 2022.

It was **RESOLVED** to adopt the minutes of the Corporate Services meeting held on 29th September 2022.

811. MATTERS ARISING

- a. Cllr Blazeby raised the following matters;

Minute 800 a (v) To confirm, the SFO has met with the ESO and discussed the current spend on allotment utilities. She has confirmed the budget will be reviewed in line with recent rises in electricity costs.

Sunday Market income are the figures accurate. (Officers to look into income and expenditure).

SFO has circulated a CCLA investment overview as requested by members.

Minute 801 a. To confirm that Cllr Roberts had met with the SFO to discuss reporting requirements for Corporate.

Minute 801 b. To Confirm Cllr Blazeby had met with the CSM to discuss the Delivery Plan and the Committee priorities.

Minute 801 c. To confirm Cllr Blazeby has had a meeting with the CMM and the website development company for the Flitwick - A Living History website. A test version of the website should be ready at the beginning of November.

Flitwick Library celebrates its 40th birthday in December and the Library is planning different activities to mark the event. Cllr Blazeby has spoken to them about potentially tying in with a promotional day for the Living History website on 29th November where residents can come along, find out more about the project and upload information, photographs, etc to the new website. More information to follow once confirmed.

Minutes 801 d. Website & Social Media Quarterly Reports. The next report will be in December 2022.

Minute 801 g. Communications & Marketing Review, Cllr Blazeby met with the CMM to discuss developing a design brief which will come back to the November

Corporate Services meeting for sign off.

812. ITEMS FOR CONSIDERATION

a. Residents' Survey Comments

Members were asked to consider comments received from members of the public as part of the Residents' Survey relevant to this Committee that are circulated with this agenda.

Cllr Blazeby reminded members that the comments from residents related back to the Residents' Survey in March 2022. In response to the comments from residents the following was discussed:

The resident comments on lack of noticeboards across the town. Noticeboards have been installed in a number of new areas. Cllr Blazeby will carry out a survey of the noticeboards.

The resident question on the reintroduction of Flitwick Papers. Flitwick Papers has been reintroduced and had only stopped for a short time. It is now produced on a quarterly basis.

The resident comments on the confusion of the roles between CBC and FTC. The FTC website has been updated to enhance the information around this. It was suggested that a post was programmed in with a link to direct people to the area of the website on FTC and CBC responsibilities. Flitwick Papers features a redesigned information page clearly showing the areas of responsibility and contact information for both town and ward councillors.

Cllr Lutley suggested that an A4 poster with CBC and FTC Councillors' contact details and split of responsibilities between the councils is also placed in the noticeboards. CMM will action.

The final comment on Councillors not making themselves available on a regular basis. The last Chat to a Councillor event was held at the monthly Sunday Market on 31st July. It was noted that there was an opportunity to attend the Village Hall on a Friday once a month when the Community Services Team attend Flitwick Market. Councillors would consider this further.

813. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members were asked to note the following finance reports:

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

OMEGA Reports:

- v) Income & Expenditure (Corporate & Community)
- vi) Cashbook (CB1 & CB2) Transactions

vii) **Bank Reconciliations (CB1 & CB2)**

Members **noted** the finance report's part 1, Councillor Shaw raised a question on the Flitwick Papers cost and asked for confirmation on how many publications had gone out. The CMM confirmed 2 issues had been produced and payments were being processed hence why they were not showing on the report this month.

Cllr Roberts asked a question on the loan interest rates, and it was confirmed the rates are fixed.

Cllr Blazeby raised a question on 10a iv), if there were any funds remaining from the Flit Valley Walk reprint, the CMM confirmed that there should be.

Cllr Blazeby raised a question on the skate park lighting being partially grant funded, the funding does not show up in the summary. Officers to update the summary for the next meeting.

b. Committee Priorities

Members were asked to note the consolidated list of Committee priorities.

Cllr Blazeby informed members that that the Environmental Audit was the first priority which had been funded. When Committee look at resetting priorities, an Environmental Audit Plan costed with funding is going to be a very high Committee priority.

Land off Steppingley Road will also be a high priority for the Committee.

On the finalisation of the Living History website this will be removed from the priorities.

The Business Continuity Plan has been put on the back burner at the moment.

The final point is to get the sign off on the local organisation leases.

c. Communications & Marketing Monthly Forward Promotional Plan

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

Councillor Blazeby reminded members that it would be good for all Committees to look at the Communications and Marketing Forward Promotional Plan and prioritise items that relate to that Committee.

There are not many items on the plan that come under the Corporate Services Committee and it was agreed that all of those listed were to remain on the plan as a Committee priority.

d. Rufus Centre Solar Panel Power Generation

At the Corporate Services meeting of 29th September 2022, a request was made to provide information on the power generated by the Rufus Centre solar panels. Members were asked to note the information circulated with this agenda.

Officers were asked to look at what a kWh is worth, to look at consumption against generation. Members felt it would be good to try and understand the financial savings

generated by the solar panels and if the Council has reached the break even point on the initial investment.

e. Officers Update – Part 1

Members were asked to note the report circulated.

Members noted the Officers update.

Councillor Lutley asked a question on electricity under utilities for the allotments, Officers to investigate.

814. PUBLIC OPEN SESSION

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

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

There were no members of the public present.

815. 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.

12a) Officers Update– For information.

12b) Finance Reports Part 2 – For information.

12c) Land off Steppingley Road

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

FLITWICK TOWN COUNCIL

BRANDING REVIEW

DRAFT DESIGN BRIEF

BACKGROUND

Over the last four years the scope of communications and marketing responsibilities has increased to meet growing demand, both for the Council and for commercial activity for The Rufus Centre and The Rendezvous Café & Bar which are both owned and operated by Flitwick Town Council. Each of these has their own brand identity and an increasing range of marketing channels.

Key communication and marketing activities over this period have included:

- Redesign of The Rufus Centre website in July 2019
- Launch of The Rendezvous Café & Bar at The Rufus Centre in August 2020
- Redesign of the FTC website in September 2020
- Refurbishment and investment in The Rufus Centre's facilities in 2020
- Partial redesign of quarterly magazine, Flitwick Papers in June 2021
- Relaunch of visual identity for The Hub, offering services for young people in October 2022
- Launch of the Community Fridge, supporting cost of living initiative and reducing food waste, branded under the national Hubbub umbrella in January 2023
- Increase in the number of social media pages and channels

THE BRANDS

Flitwick Town Council

The Town Council has 17 Councillors who volunteer their services to act on behalf of Flitwick residents to improve the local community. This is supported by a small team of officer who deliver agreed projects and services.

The Rufus Centre

The Rufus Centre is a flexible meetings, conference, and events venue, licenced to hold weddings and civil ceremonies. with 7 meeting rooms that accommodate up to 200 people. In addition, it is home to FTC, a range of tenants who lease office space, and The Rendezvous Café & Bar.

The Rendezvous Café & Bar

The Rendezvous Café is open Monday to Friday 8am to 4pm and Saturday 8am to 2pm. It prides itself on offering a friendly service in a relaxed setting using locally sourced produce where possible. It has a high percentage of repeat custom and is a popular meeting place for community groups, as well as some business customers. Outside of normal operational hours it is used as a smaller event space.

MARKETING ASSETS REVIEW

A review of communications & marketing assets across the three brands was presented to Members at the Corporate Services meeting in September 2022. (See presentation attached).

Outcomes agreed:

- There is a lack of visibility of Flitwick Town Council branding across the range of assets. Posters/flyers in particular include contact sign off at the bottom of page, but it does not 'jump out' that it is a FTC event/initiative.
- Lack of FTC association with The Rufus Centre or Rendezvous Café & Bar.
- Lack of consistent approach with a mix of typefaces and graphic styles
- Brand guidelines need to be developed further. Current brand guidelines are restricted to use of logo and colourways.
- Lack of consistency in the presentation of basic Council documentation in the public domain i.e. agendas, minutes, policies.

THE TEAM

The Communications & Marketing Team was reduced in February 2023 to one person, working part time for a total of 33 hours per week.

SOFTWARE USED

All work is currently produced in-house using Canva Pro and InDesign (predominantly for Flitwick Papers). Flitwick Papers has an established template set up on InDesign. Council documentation is produced in Word.

POINTS FOR CONSIDERATION

There is no intention to change the FTC website or the anchor colours of teal, grey and black.

The Rufus Centre logo was refreshed in March 2021. However, the introduction of this logo was put on hold.

The variety of traditional and digital marketing channels across the three brands and sub-brands (see document attached).





























THE DESIGN CHALLENGES

How do we effectively position The Rufus Centre and Rendezvous Café & Bar as part of the FTC family.











































How do we increase brand recognition of FTC

How do we streamline the design process to assist team deliver within timeframes.

FLITWICK TOWN COUNCIL MARKETING MATERIALS

ACTIVITY	FTC	RUFUS	RENDEZVOUS	THE HUB		
FLYERS						
POSTERS						
BANNERS						
NOTICEBOARD						
MENUS						
MAGAZINE						
ADVERTS						

FLITWICK TOWN COUNCIL DIGITAL MARKETING CHANNELS

ACTIVITY	FTC	RUFUS	RENDEZVOUS	HUB	FRIDGE	WEDDING
FACEBOOK						
INSTAGRAM						
TWITTER						
LINKEDIN						
TRIPADVISOR						
EVENTBRITE						
WEBSITE						



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
- 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. 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.
- [REDACTED]
- 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.

throughout the year. We will also create a complimentary five-year budgetary plan to ensure that we can fund our aims.

Item 10a i) Whole Business Summary, Investments & Loans 22/23

01 April to 31 January 2023

	Income	Income Budget	% Budget Achieved		Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 967,284	£ 940,440	103%	Green	£ 489,410	£ 628,207	78%	Amber
Business Improvement & Development Board	£ 630,226	£ 640,900	98%	Green	£ 482,717	£ 492,610	98%	Amber
Community Services	£ 129,037	£ 64,728	199%	Green	£ 462,507	£ 583,366	79%	Amber
Whole Business	£ 1,726,547	£ 1,646,068	105%	Green	£ 1,434,634	£ 1,704,183	84%	Amber

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED
Accepted budget variance 15% (or £100)		

Investments Summary 22/23

CCLA Summary Year to Date (230, 1190/111)	
Account balance as of 31 Jan 23:	£ 1,053,000
Cumulative Dividends to 31 Jan 23:	£ 15,896

Loans Summary 22/23

PWLB Lending Facility Year to Date (4061/422, 4062/422)		
Principal Balance Opening 22/23	£	931,522
Capital paid year to date	£	64,630
Interest paid year to date	£	14,042

Report Contents

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

Attached OMEGA Reports

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

Item 10a ii) Corporate Services 2022/23

Cost Centre			01-31 January 2023		2022/23 Year to date						
			Income	Expenditure	Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent
101 Administration	1003/101, 1177/101, 1191/101	Admin Income	£ 12		£ 3,415	£ 1,575	217%	Green			
	4001/101	Salary Costs		£ 13,072					£ 172,788	£ 194,972	89% Amber
	4003/101, 4004/101, 4009/101, 4035/101	Other Staff Costs		£ 402					£ 402	£ 3,175	13% Green
	4102/101	FTC Internal Rent		£ 3,133					£ 31,325	£ 37,590	83% Amber
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4026/101, 4040/101, 4056/101, 4058/101, 4103/101	Business Operating Costs		£ 4,425					£ 47,001	£ 51,850	91% Amber
	4017/101, 4059/101	Other Costs		£ 498					£ 557	£ 1,250	45% Green
103 Communications	1001/103, 1177/103	Comms Income	£ 462		£ 3,703	£ 3,163	117%	Green			
	4024/103, 4046/103	Comms IT / Software		£ -					£ 473	£ 3,200	15% Green
	4028/103, 4004/103	Advertising Costs		£ -					£ 8	£ 2,663	0% Green
	4045/103	Flitwick Papers Costs		£ -					£ 6,234	£ 8,000	78% Amber
422 Finance & HR	1029/422	Local Ground Leases	£ -		£ 40	£ 40	100%	Green			
	4027/422, 4041/422, 4057/422, 4156/422, 4161/422	Finance Costs		£ 1,657					£ 8,875	£ 18,300	48% Green
	4009/422, 4010/422, 4039/422, 4047/422, 4053/422	Other Staff Costs (not Wages)		£ 1,551					£ 8,447	£ 18,500	46% Green
	4061/422, 4062/422	Loans		£ 23,020					£ 78,672	£ 88,310	89% Amber
	4025/422, 4029/422, 4101/422, 4103/422, 4506/422	Other Business Costs		£ 873					£ 30,881	£ 25,500	121% RED
Other	1022/106	Flitwick Town Sq Rents	£ -		£ 38,000	£ 38,000	100%	Green			
	1176/111, 1190/111	Precept & Interest Rec	£ 2,823		£ 898,483	£ 886,064	101%	Green			
	4103/601, 4506/601	Planning Fees		£ -					£ 256	£ 5,000	5% Green

Corporate Services Narrative

Apr-22	1177	Finance and Communications Assistants Kickstart scheme now complete. All grant funds received.
Apr-22	4056/101	BATPC Annual Fee paid
Apr-22	1991/111	CBC Community Committee Youth Grant from 2021/22 not received until after year end (April) resulting in accrued income.
Apr-22	1993/111	Following lease validation, VAT paid on Barclays in 21/22 rent recovered in 22/23 and not subject to VAT from hereon.
Jul-22	4001/101	Required additional payroll payment
Jul-22	4506/422	Fees relating to Bailiiff Evictions at Maulden Road and HR fees
Aug-22	1029/422	Local ground leases to be removed from budget in line with renewed leases
Sep-22	1176/111	Full precept payments for 22/23 now received
Sep-22	4029/422	22/23 Insurance Premium received exceeded budget resulting in overspend. Please see Officers Report for further details.
Sep-22	4506/422	Professional fees include fees for Crime & Disorder Audit and Youth Provision Review.
Nov-22	4027/422	External auditor annual charge exceeded anticipated costs resulting in £400 overspend.
Nov-22	4027/422	Anticipated annual overspend increase supplier costs.
Nov-22	4001/101	November salary costs include backpay following NALC approval.
Dec-22	4010/102	Overspend due to supplier price increases
Jan-23	4021/101	Overspend of (£11) for postage costs within accepted variances due increase in Post Office costs
Jan-23	4023/101	Overspend of 15.3% due to contracted price increases
Jan-23	4029/101	Overspend of 44.5% for Insurance following increase in costs from renegotiated policy

Item 10a iii) Civic 2022/23

			01-31 January 2023	
Cost Centre			Income	Expenditure
102 - Civic Expenses	1143/102	CURRENT Yr - TM Charity Income	£ 422	
	4143/102	CURRENT Yr - TM Charity Costs		£ 76
	4210/102	TM Allowance inc Civic Recep.		£ 221
	4035/102	Regalia Fund		£ -
	4036/102	Civic Service		£ -
	4103/102	FTC Internal Room Hire		£ -
	4501/102	Honorary Citizens		£ -
	4502/102	Election Costs		£ -
	1144/102	PAST Yr - TM Charity Income	£ -	
	4107/102	PAST Yr - TM Charity Costs		£ -
	4209/102	P/Y TM Allowance		£ -

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 7,956	£ -	n/a			
			£ 2,026	£ -	
			£ 2,962	£ 4,000	74% Amber
			£ -	£ 1,000	0% Green
			£ 446	£ 600	74% Amber
			£ 529	£ -	
			£ -	£ 200	0% Green
			£ -	£ 6,000	0% Green
£ 1,634	£ -	n/a			
			£ 2,231	£ -	n/a
			£ 765	£ 765	100% Black

Civic Narrative

Jun-22	4210/102	TM Allowance budget includes £2k provision for Civic Reception costs.
Jul-22	4209/102	Past year's TM Allowance now separated from current year expenditure (4210/102)
Sep-22	1144/102	Past year's TM Charity income now separated from current year income (1143/102)
Sep-22	4107/102	Past year's TM Charity expenditure now separated from current year expenditure (4143/102)
Sep-22	4210/102	TM allowance spend includes costs for Operation London Bridge.

Item 10a iv) Rolling Captial Fund Review 2022/23

(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)
	LESS Overspend Funded by Central RCF	£	-	
	PLUS Under spend Funded by Central RCF	£	7,889	
2022/23 RCP Funds Available (Uncommitted)		£	140,799	

Last Updated: 31 January 2023

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. 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 7/9/22
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ 628	£ -	£ -	£ 831	42%	£ -	£ -	£ -	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)
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ 1,868	£ -	£ 3,578	£ -	0%				Underspend to be returned to RCP - Oct 22- RCF COMPLETE
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ -	£ -	£ -	£ 27,825	99%	£ 4,600	£ 75,885	£ 71,285	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 Infrustrure Planning Obs) monies available £69,687.38- 16.10.22
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	-£ 2,333	£ -	£ 2,783	£ -	0%				21/22 RCF 'rolled forward' budget set at original level of £15,450 without subtracting previous year's spending. Budget adjusted to reflect 21/22 & true balance rolled forward to 22/23 as opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF. Aug 22 - RCF COMPLETE
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ -	£ 582	£ -	0%				CBC dilapidation payment of £4,307 received in 21/22 to 1177/110 22/23 opening bal £582. Aug 22- RCF COMPLETE
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 948	£ -	£ -	-£ 9	0%				Negotiated discount of 5%. Spend within 5% accepted variance. Sep 22 - RCF COMPLETE
4819	110	RCF - Flitwick Town Sq Defib	Council	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%		£ -	£ -	
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%				

RCF 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.

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION							
1003 PHOTOCOPIES	12	92	150	58			61.2%
1177 GRANTS RECEIVED	0	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	0	142	0	(142)			0.0%
ADMINISTRATION :- Income	12	3,415	1,575	(1,840)			216.8%
4001 SALARIES AND WAGES	13,072	172,788	194,972	22,184		22,184	88.6%
4003 VEHICLE - MILEAGE	0	0	250	250		250	0.0%
4004 KICKSTART TRAINEE COSTS	0	0	1,425	1,425		1,425	0.0%
4009 HEALTH & SAFETY	402	402	500	98		98	80.4%
4017 FTC Corporate Events	498	498	750	253		253	66.3%
4020 POSTAGE	985	1,011	1,000	(11)		(11)	101.1%
4021 PRINTING/STATIONERY	0	2,777	3,000	223		223	92.6%
4022 PHOTOCOPIER CONTRACT	0	3,374	7,000	3,626		3,626	48.2%
4023 TELEPHONES	515	8,068	7,000	(1,068)		(1,068)	115.3%
4025 OFFICE & IT EQUIPMENT	242	1,381	4,000	2,619		2,619	34.5%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	2,290	23,141	27,000	3,859		3,859	85.7%
4056 LICENCES / MEMBERSHIPS	0	2,294	2,600	306		306	88.2%
4058 BANK CHARGES	18	216	0	(216)		(216)	0.0%
4059 SUNDRIES	0	59	500	441		441	11.8%
4102 FTC Internal Rent	3,133	31,325	37,590	6,265		6,265	83.3%
4103 FTC Internal Hire	375	4,739	0	(4,739)		(4,739)	0.0%
ADMINISTRATION :- Indirect Expenditure	21,530	252,073	288,837	36,764	0	36,764	87.3%
Net Income over Expenditure	(21,518)	(248,658)	(287,262)	(38,604)			
102 CIVIC EXPENSES							
1143 CURRENT Yr - TM Charity Income	422	7,956	0	(7,956)			0.0%
1144 PAST Yr - TM Charity Income	0	1,634	0	(1,634)			0.0%
CIVIC EXPENSES :- Income	422	9,590	0	(9,590)			
4035 REGALIA FUND	0	(61)	1,000	1,061		1,061	(6.1%)
4036 CIVIC SERVICE & EVENTS	0	446	600	154		154	74.3%
4103 FTC Internal Hire	0	529	0	(529)		(529)	0.0%
4107 PAST Yr - TM Charity Costs	0	2,231	0	(2,231)		(2,231)	0.0%
4143 CURRENT Yr - TM Charity Costs	76	2,026	0	(2,026)		(2,026)	0.0%
4210 TM Allowance & Civic Reception	221	2,962	4,000	1,038		1,038	74.0%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502 ELECTIONS/BY ELECTIONS	0	0	6,000	6,000		6,000	0.0%
CIVIC EXPENSES :- Indirect Expenditure	297	8,132	11,800	3,668	0	3,668	68.9%
Net Income over Expenditure	125	1,458	(11,800)	(13,258)			
103 COMMUNICATIONS							
1001 ADVERTISING INCOME	462	522	1,500	978			34.8%
1177 GRANTS RECEIVED	0	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS :- Income	462	3,703	3,163	(540)			117.1%
4004 KICKSTART TRAINEE COSTS	0	0	1,663	1,663		1,663	0.0%
4024 SOCIAL MEDIA SOFTWARE	0	0	1,200	1,200		1,200	0.0%
4028 ADVERTISING / PROMOTIONS	0	8	1,000	992		992	0.8%
4045 FLITWICK PAPERS COSTS	0	6,234	8,000	1,766		1,766	77.9%
4046 WEBSITE / TICKETING SYSTEM	0	473	2,000	1,528		1,528	23.6%
COMMUNICATIONS :- Indirect Expenditure	0	6,715	13,863	7,148	0	7,148	48.4%
Net Income over Expenditure	462	(3,012)	(10,700)	(7,688)			
106 Flitwick Town Square - Corp							
1022 RENT RECEIVABLE TENANTS	0	38,000	38,000	0			100.0%
Flitwick Town Square - Corp :- Income	0	38,000	38,000	0			100.0%
Net Income	0	38,000	38,000	0			
110 PROJECTS & GRANTS							
1177 GRANTS RECEIVED	2,746	5,467	6,198	731			88.2%
PROJECTS & GRANTS :- Income	2,746	5,467	6,198	731			88.2%
4212 RCF - Nature Park	0	1,550	0	(1,550)		(1,550)	0.0%
4215 PROJ - Flit Valley Walk RCF	0	628	1,459	831		831	43.0%
4802 RCF - The Hub Refurb	0	1,867	5,446	3,579		3,579	34.3%
4803 RCF - Manor Park Heritage	0	4,600	34,023	29,423		29,423	13.5%
4808 RCF - Manor Park Fencing	0	(2,333)	450	2,783		2,783	(518.5%)
4811 RCF -Tenant Office Refurb	0	0	582	582		582	0.0%
4814 RCF - Town Noticeboards	0	948	939	(9)		(9)	101.0%
4819 RCF - Flitwick Town Sq Defib	0	0	1,770	1,770		1,770	0.0%
4820 RCF - Purchase Camera Phone	0	13	650	637		637	2.0%
4823 RCF - Heritage Website	0	1,433	3,800	2,367		2,367	37.7%
4824 RCF - Rm20 Tenant Office Refur	0	4,100	4,920	820		820	83.3%
4825 RCF - Ditch & Boundary Works	0	4,900	4,900	0		0	100.0%
4826 RCF - Hub & Car Park Lights	0	2,605	2,506	(99)		(99)	104.0%

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4827 RCF - Environmental Audit	0	0	5,600	5,600		5,600	0.0%
4828 RCF - Skate Park Lighting	0	12,260	21,705	9,445		9,445	56.5%
4829 RCF - Youth Services	0	0	9,780	9,780		9,780	0.0%
4830 RCF - Steppingley Road	777	12,093	13,000	907		907	93.0%
4831 RCF - Outdoor PA System	0	855	1,118	263		263	76.5%
4832 RCF - Water Dispensers	0	2,598	1,417	(1,181)		(1,181)	183.3%
4833 RCF - Town Sq Bench/Bin/Plante	0	0	12,102	12,102		12,102	0.0%
4834 RCF - Town Square Noticeboards	655	655	655	0		0	100.0%
4835 RCF - Burial Ground Access	19,958	19,958	17,211	(2,747)		(2,747)	116.0%
4836 RCF - CCTV Town Sq/Skate Pk	10,912	10,912	12,612	1,700		1,700	86.5%
5013 Trs to Rolling Capital Fund	0	93,784	93,784	0		0	100.0%
5014 Funding from R C P	(32,301)	(78,091)	(92,332)	(14,241)		(14,241)	84.6%
PROJECTS & GRANTS :- Indirect Expenditure	(0)	95,334	158,097	62,763	0	62,763	60.3%
Net Income over Expenditure	2,746	(89,867)	(151,899)	(62,032)			
111 PRECEPT, INTEREST & CCLA							
1176 PRECEPT RECEIVED	0	885,564	885,564	0			100.0%
1190 INTEREST RECEIVED	2,823	12,919	500	(12,419)			2583.7%
1991 PYA - Youth Grant not accrued	0	15,000	15,000	0			100.0%
1992 PYA -Barclays Q1 Rent Advance	0	(9,500)	(9,500)	0			100.0%
1993 PYA - VAT on Rent not payable	0	3,167	(100)	(3,267)			(3166.7
PRECEPT, INTEREST & CCLA :- Income	2,823	907,149	891,464	(15,685)			101.8%
Net Income	2,823	907,149	891,464	(15,685)			
422 FINANCE & HR							
1029 Local Grounds Leases	0	(40)	40	80			(100.0%)
FINANCE & HR :- Income	0	(40)	40	80			(100.0%)
4009 HEALTH & SAFETY	1,074	1,074	2,000	926		926	53.7%
4010 SIMPLY HEALTH INSURANCE	477	4,294	3,500	(794)		(794)	122.7%
4025 OFFICE & IT EQUIPMENT	0	0	500	500		500	0.0%
4027 AUDIT FEES - EXTERNAL	0	0	2,000	2,000		2,000	0.0%
4029 INSURANCES	0	26,017	18,000	(8,017)		(8,017)	144.5%
4039 HR SUPPORT	0	0	5,000	5,000		5,000	0.0%
4040 IT SUPPORT	13	26	0	(26)		(26)	0.0%
4041 PDQ SYSTEMS	36	4,052	5,000	948		948	81.0%
4047 STAFF COURSES/TRAINING	0	2,422	6,000	3,578		3,578	40.4%
4053 PAYROLL SYSTEMS	0	657	2,000	1,343		1,343	32.8%
4057 ACCOUNTS IT SOFTWARE	0	565	3,300	2,735		2,735	17.1%

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4061 LOAN CAPITAL PAID	20,146	64,630	64,630	0		0	100.0%
4062 LOAN INTEREST PWLB	2,874	14,042	23,680	9,638		9,638	59.3%
4101 Town Clerk's Budget	266	626	1,500	874		874	41.7%
4103 FTC Internal Hire	232	742	0	(742)		(742)	0.0%
4156 AUDIT FEES - INTERNAL	0	480	2,000	1,520		1,520	24.0%
4160 ACCOUNTANTS FEES	1,621	3,778	6,000	2,222		2,222	63.0%
4506 LEGAL & PROFESSIONAL FEES	375	3,496	5,500	2,004		2,004	63.6%
FINANCE & HR :- Indirect Expenditure	<u>27,114</u>	<u>126,900</u>	<u>150,610</u>	<u>23,710</u>	<u>0</u>	<u>23,710</u>	<u>84.3%</u>
Net Income over Expenditure	<u>(27,114)</u>	<u>(126,940)</u>	<u>(150,570)</u>	<u>(23,630)</u>			
601 PLANNING							
4103 FTC Internal Hire	0	556	0	(556)		(556)	0.0%
4506 LEGAL & PROFESSIONAL FEES	0	(300)	5,000	5,300		5,300	(6.0%)
PLANNING :- Indirect Expenditure	<u>0</u>	<u>256</u>	<u>5,000</u>	<u>4,744</u>	<u>0</u>	<u>4,744</u>	<u>5.1%</u>
Net Expenditure	<u>0</u>	<u>(256)</u>	<u>(5,000)</u>	<u>(4,744)</u>			
CORPORATE SERVICES :- Income	6,465	967,284	940,440	(26,844)			102.9%
Expenditure	48,941	489,410	628,207	138,797	0	138,797	77.9%
Movement to/(from) Gen Reserve	<u>(42,476)</u>	<u>477,874</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>BUSINESS Impro & Develop Board</u>							
<u>420 RENDEZVOUS</u>							
1024 Room Bookings	0	900	5,000	4,100			18.0%
1026 BAR INCOME - Rendezvous	3,824	32,490	20,000	(12,490)			162.4%
1027 CATERING INCOME - Rendezvous	9,908	168,480	170,000	1,520			99.1%
1067 RENDEZVOUS Event Income	0	588	7,500	6,913			7.8%
1155 Catering - Corp & Functions	10,010	62,194	600	(61,594)			10365.7
RENDEZVOUS :- Income	23,742	264,651	203,100	(61,551)			130.3%
4001 SALARIES AND WAGES	6,954	89,236	108,225	18,989		18,989	82.5%
4002 UNIFORM	0	33	250	217		217	13.2%
4014 CASUAL STAFF	2,106	11,039	0	(11,039)		(11,039)	0.0%
4056 LICENCES / MEMBERSHIPS	0	0	100	100		100	0.0%
4102 FTC Internal Rent	958	9,583	11,500	1,917		1,917	83.3%
4132 BUILDING MAINTENANCE	0	36	500	464		464	7.3%
4138 EQUIPMENT	1,734	3,334	3,000	(334)		(334)	111.1%
4140 MAINTENANCE CONTRACTS	2,269	2,526	2,500	(26)		(26)	101.0%
4147 CATERING EXP - Rendezvous	7,809	89,646	51,000	(38,646)		(38,646)	175.8%
4148 BAR EXP - Rendezvous	810	16,458	10,000	(6,458)		(6,458)	164.6%
4150 PROMOTIONS - ADVERTISING	0	0	2,000	2,000		2,000	0.0%
4154 RENDEZVOUS Event Expense	0	325	3,750	3,425		3,425	8.7%
4506 LEGAL & PROFESSIONAL FEES	210	840	840	0		0	100.0%
RENDEZVOUS :- Indirect Expenditure	22,850	223,057	193,665	(29,392)	0	(29,392)	115.2%
Net Income over Expenditure	891	41,594	9,435	(32,159)			
<u>421 RUFUS CENTRE</u>							
1010 Pitch Hire	110	1,465	4,000	2,535			36.6%
1019 HIRE OF EQUIPMENT	200	3,963	1,000	(2,963)			396.3%
1020 FUNCTIONS INCOME - Rufus Centr	2,076	16,372	5,000	(11,372)			327.4%
1022 RENT RECEIVABLE TENANTS	13,439	201,369	250,000	48,631			80.5%
1023 RUFUS Events Income	50	5,048	10,000	4,952			50.5%
1024 Room Bookings	9,374	130,159	160,000	29,841			81.3%
1025 Private Residential Flat	650	7,150	7,800	650			91.7%
1191 MISC INCOME	0	50	0	(50)			0.0%
RUFUS CENTRE :- Income	25,900	365,575	437,800	72,225			83.5%
4001 SALARIES AND WAGES	16,430	154,555	198,485	43,930		43,930	77.9%
4002 UNIFORM	0	275	250	(25)		(25)	109.8%
4009 HEALTH & SAFETY	580	1,663	2,000	337		337	83.2%
4014 CASUAL STAFF	2,106	11,242	0	(11,242)		(11,242)	0.0%

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4015 Utilities	4,674	23,672	36,000	12,328		12,328	65.8%
4016 BUSINESS RATES	773	32,624	33,800	1,176		1,176	96.5%
4026 EQUIP.MAINTENANCE	285	1,145	2,000	855		855	57.2%
4040 IT SUPPORT	0	279	4,000	3,721		3,721	7.0%
4046 WEBSITE / TICKETING SYSTEM	0	244	0	(244)		(244)	0.0%
4047 STAFF COURSES/TRAINING	75	2,307	4,000	1,693		1,693	57.7%
4056 LICENCES / MEMBERSHIPS	0	1,431	3,000	1,569		1,569	47.7%
4078 Planting/Weeding	0	500	500	0		0	100.0%
4102 FTC Internal Rent	(4,091)	(40,908)	(49,090)	(8,182)		(8,182)	83.3%
4103 FTC Internal Hire	(1,231)	(12,503)	(11,000)	1,503		1,503	113.7%
4132 BUILDING MAINTENANCE	2,544	17,577	15,000	(2,577)		(2,577)	117.2%
4134 CLEANING	1,646	18,765	19,000	235		235	98.8%
4136 Rufus Field/Pitch Maint	0	0	1,000	1,000		1,000	0.0%
4138 EQUIPMENT	2,124	4,192	5,000	808		808	83.8%
4140 MAINTENANCE CONTRACTS	601	20,903	20,000	(903)		(903)	104.5%
4142 RUFUS Events Expense	364	7,361	2,000	(5,361)		(5,361)	368.0%
4150 PROMOTIONS - ADVERTISING	0	1,536	8,000	6,465		6,465	19.2%
4158 ROOM BOOKING COMMISSION CHRGS	162	1,084	0	(1,084)		(1,084)	0.0%
4159 FUNCTIONS EXP - Rufus Centre	1,540	11,716	5,000	(6,716)		(6,716)	234.3%
RUFUS CENTRE :- Indirect Expenditure	28,580	259,660	298,945	39,285	0	39,285	86.9%
Net Income over Expenditure	(2,681)	105,915	138,855	32,940			
BUSINE	49,641	630,226	640,900	10,674			98.3%
	51,431	482,717	492,610	9,893	0	9,893	98.0%
	(1,790)	147,509					
	56,106	1,597,510	1,581,340	(16,170)			101.0%
	100,372	972,128	1,120,817	148,689	0	148,689	86.7%
	(44,266)	625,383	460,523	(164,860)			
	(44,266)	625,383					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION							
1003 PHOTOCOPIES	12	92	150	58			61.2%
1177 GRANTS RECEIVED	0	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	0	142	0	(142)			0.0%
ADMINISTRATION :- Income	12	3,415	1,575	(1,840)			216.8%
4001 SALARIES AND WAGES	13,072	172,788	194,972	22,184		22,184	88.6%
4003 VEHICLE - MILEAGE	0	0	250	250		250	0.0%
4004 KICKSTART TRAINEE COSTS	0	0	1,425	1,425		1,425	0.0%
4009 HEALTH & SAFETY	402	402	500	98		98	80.4%
4017 FTC Corporate Events	498	498	750	253		253	66.3%
4020 POSTAGE	985	1,011	1,000	(11)		(11)	101.1%
4021 PRINTING/STATIONERY	0	2,777	3,000	223		223	92.6%
4022 PHOTOCOPIER CONTRACT	0	3,374	7,000	3,626		3,626	48.2%
4023 TELEPHONES	515	8,068	7,000	(1,068)		(1,068)	115.3%
4025 OFFICE & IT EQUIPMENT	242	1,381	4,000	2,619		2,619	34.5%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	2,290	23,141	27,000	3,859		3,859	85.7%
4056 LICENCES / MEMBERSHIPS	0	2,294	2,600	306		306	88.2%
4058 BANK CHARGES	18	216	0	(216)		(216)	0.0%
4059 SUNDRIES	0	59	500	441		441	11.8%
4102 FTC Internal Rent	3,133	31,325	37,590	6,265		6,265	83.3%
4103 FTC Internal Hire	375	4,739	0	(4,739)		(4,739)	0.0%
ADMINISTRATION :- Indirect Expenditure	21,530	252,073	288,837	36,764	0	36,764	87.3%
Net Income over Expenditure	(21,518)	(248,658)	(287,262)	(38,604)			
102 CIVIC EXPENSES							
1143 CURRENT Yr - TM Charity Income	422	7,956	0	(7,956)			0.0%
1144 PAST Yr - TM Charity Income	0	1,634	0	(1,634)			0.0%
CIVIC EXPENSES :- Income	422	9,590	0	(9,590)			
4035 REGALIA FUND	0	(61)	1,000	1,061		1,061	(6.1%)
4036 CIVIC SERVICE & EVENTS	0	446	600	154		154	74.3%
4103 FTC Internal Hire	0	529	0	(529)		(529)	0.0%
4107 PAST Yr - TM Charity Costs	0	2,231	0	(2,231)		(2,231)	0.0%
4143 CURRENT Yr - TM Charity Costs	76	2,026	0	(2,026)		(2,026)	0.0%
4210 TM Allowance & Civic Reception	221	2,962	4,000	1,038		1,038	74.0%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502 ELECTIONS/BY ELECTIONS	0	0	6,000	6,000		6,000	0.0%
CIVIC EXPENSES :- Indirect Expenditure	297	8,132	11,800	3,668	0	3,668	68.9%
Net Income over Expenditure	125	1,458	(11,800)	(13,258)			
103 COMMUNICATIONS							
1001 ADVERTISING INCOME	462	522	1,500	978			34.8%
1177 GRANTS RECEIVED	0	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS :- Income	462	3,703	3,163	(540)			117.1%
4004 KICKSTART TRAINEE COSTS	0	0	1,663	1,663		1,663	0.0%
4024 SOCIAL MEDIA SOFTWARE	0	0	1,200	1,200		1,200	0.0%
4028 ADVERTISING / PROMOTIONS	0	8	1,000	992		992	0.8%
4045 FLITWICK PAPERS COSTS	0	6,234	8,000	1,766		1,766	77.9%
4046 WEBSITE / TICKETING SYSTEM	0	473	2,000	1,528		1,528	23.6%
COMMUNICATIONS :- Indirect Expenditure	0	6,715	13,863	7,148	0	7,148	48.4%
Net Income over Expenditure	462	(3,012)	(10,700)	(7,688)			
106 Flitwick Town Square - Corp							
1022 RENT RECEIVABLE TENANTS	0	38,000	38,000	0			100.0%
Flitwick Town Square - Corp :- Income	0	38,000	38,000	0			100.0%
Net Income	0	38,000	38,000	0			
110 PROJECTS & GRANTS							
1177 GRANTS RECEIVED	2,746	5,467	6,198	731			88.2%
PROJECTS & GRANTS :- Income	2,746	5,467	6,198	731			88.2%
4212 RCF - Nature Park	0	1,550	0	(1,550)		(1,550)	0.0%
4215 PROJ - Flit Valley Walk RCF	0	628	1,459	831		831	43.0%
4802 RCF - The Hub Refurb	0	1,867	5,446	3,579		3,579	34.3%
4803 RCF - Manor Park Heritage	0	4,600	34,023	29,423		29,423	13.5%
4808 RCF - Manor Park Fencing	0	(2,333)	450	2,783		2,783	(518.5%)
4811 RCF -Tenant Office Refurb	0	0	582	582		582	0.0%
4814 RCF - Town Noticeboards	0	948	939	(9)		(9)	101.0%
4819 RCF - Flitwick Town Sq Defib	0	0	1,770	1,770		1,770	0.0%
4820 RCF - Purchase Camera Phone	0	13	650	637		637	2.0%
4823 RCF - Heritage Website	0	1,433	3,800	2,367		2,367	37.7%
4824 RCF - Rm20 Tenant Office Refur	0	4,100	4,920	820		820	83.3%
4825 RCF - Ditch & Boundary Works	0	4,900	4,900	0		0	100.0%
4826 RCF - Hub & Car Park Lights	0	2,605	2,506	(99)		(99)	104.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4827 RCF - Environmental Audit	0	0	5,600	5,600		5,600	0.0%
4828 RCF - Skate Park Lighting	0	12,260	21,705	9,445		9,445	56.5%
4829 RCF - Youth Services	0	0	9,780	9,780		9,780	0.0%
4830 RCF - Steppingley Road	777	12,093	13,000	907		907	93.0%
4831 RCF - Outdoor PA System	0	855	1,118	263		263	76.5%
4832 RCF - Water Dispensers	0	2,598	1,417	(1,181)		(1,181)	183.3%
4833 RCF - Town Sq Bench/Bin/Plante	0	0	12,102	12,102		12,102	0.0%
4834 RCF - Town Square Noticeboards	655	655	655	0		0	100.0%
4835 RCF - Burial Ground Access	19,958	19,958	17,211	(2,747)		(2,747)	116.0%
4836 RCF - CCTV Town Sq/Skate Pk	10,912	10,912	12,612	1,700		1,700	86.5%
5013 Trs to Rolling Capital Fund	0	93,784	93,784	0		0	100.0%
5014 Funding from R C P	(32,301)	(78,091)	(92,332)	(14,241)		(14,241)	84.6%
PROJECTS & GRANTS :- Indirect Expenditure	(0)	95,334	158,097	62,763	0	62,763	60.3%
Net Income over Expenditure	2,746	(89,867)	(151,899)	(62,032)			
111 PRECEPT, INTEREST & CCLA							
1176 PRECEPT RECEIVED	0	885,564	885,564	0			100.0%
1190 INTEREST RECEIVED	2,823	12,919	500	(12,419)			2583.7%
1991 PYA - Youth Grant not accrued	0	15,000	15,000	0			100.0%
1992 PYA -Barclays Q1 Rent Advance	0	(9,500)	(9,500)	0			100.0%
1993 PYA - VAT on Rent not payable	0	3,167	(100)	(3,267)			(3166.7
PRECEPT, INTEREST & CCLA :- Income	2,823	907,149	891,464	(15,685)			101.8%
Net Income	2,823	907,149	891,464	(15,685)			
422 FINANCE & HR							
1029 Local Grounds Leases	0	(40)	40	80			(100.0%)
FINANCE & HR :- Income	0	(40)	40	80			(100.0%)
4009 HEALTH & SAFETY	1,074	1,074	2,000	926		926	53.7%
4010 SIMPLY HEALTH INSURANCE	477	4,294	3,500	(794)		(794)	122.7%
4025 OFFICE & IT EQUIPMENT	0	0	500	500		500	0.0%
4027 AUDIT FEES - EXTERNAL	0	0	2,000	2,000		2,000	0.0%
4029 INSURANCES	0	26,017	18,000	(8,017)		(8,017)	144.5%
4039 HR SUPPORT	0	0	5,000	5,000		5,000	0.0%
4041 PDQ SYSTEMS	36	4,052	5,000	948		948	81.0%
4047 STAFF COURSES/TRAINING	0	2,422	6,000	3,578		3,578	40.4%
4053 PAYROLL SYSTEMS	13	683	2,000	1,317		1,317	34.2%
4057 ACCOUNTS IT SOFTWARE	0	565	3,300	2,735		2,735	17.1%
4061 LOAN CAPITAL PAID	20,146	64,630	64,630	0		0	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4062 LOAN INTEREST PWLB	2,874	14,042	23,680	9,638		9,638	59.3%
4101 Town Clerk's Budget	266	626	1,500	874		874	41.7%
4103 FTC Internal Hire	232	742	0	(742)		(742)	0.0%
4156 AUDIT FEES - INTERNAL	0	480	2,000	1,520		1,520	24.0%
4160 ACCOUNTANTS FEES	1,621	3,778	6,000	2,222		2,222	63.0%
4506 LEGAL & PROFESSIONAL FEES	375	3,496	5,500	2,004		2,004	63.6%
FINANCE & HR :- Indirect Expenditure	27,114	126,900	150,610	23,710	0	23,710	84.3%
Net Income over Expenditure	(27,114)	(126,940)	(150,570)	(23,630)			
601 PLANNING							
4103 FTC Internal Hire	0	556	0	(556)		(556)	0.0%
4506 LEGAL & PROFESSIONAL FEES	0	(300)	5,000	5,300		5,300	(6.0%)
PLANNING :- Indirect Expenditure	0	256	5,000	4,744	0	4,744	5.1%
Net Expenditure	0	(256)	(5,000)	(4,744)			
CORPORATE SERVICES :- Income	6,465	967,284	940,440	(26,844)			102.9%
Expenditure	48,941	489,410	628,207	138,797	0	138,797	77.9%
Movement to/(from) Gen Reserve	(42,476)	477,874					
Grand Totals:- Income	6,465	967,284	940,440	(26,844)			102.9%
Expenditure	48,941	489,410	628,207	138,797	0	138,797	77.9%
Net Income over Expenditure	(42,476)	477,874	312,233	(165,641)			
Movement to/(from) Gen Reserve	(42,476)	477,874					

Date: 09/02/2023

Flitwick Town Council

Page: 2113

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	5,000.00					5,000.00	
	Banked: 26/04/2022	-250.00						
	Sales Recpts Page 11643	-250.00	-250.00		103			Sales Recpts Page 11643
	Banked: 26/04/2022	250.00						
	Sales Recpts Page 11645	250.00	250.00		101			Sales Recpts Page 11645
	Banked: 25/05/2022	1,665.00						
	Sales Recpts Page 11577	1,665.00	1,665.00		101			Sales Recpts Page 11577
201720	Banked: 25/05/2022	-1,665.00						
201720	Bar takings (20.05.22)	-1,665.00		-277.50	1026	420	-1,387.50	Reverse Cashbook Entry Duplica
	Banked: 29/11/2022	-170.00						
	Moved to correct A/C UNI01	-170.00			1024	421	-170.00	Moved to correct A/C UNI01
	Banked: 29/11/2022	-170.00						
	Sales Recpts Page 11629	-170.00	-170.00		101			Sales Recpts Page 11629
	Banked: 29/11/2022	170.00						
	Sales Recpts Page 11631	170.00	170.00		101			Sales Recpts Page 11631
	Banked: 07/12/2022	-238.80						
	Sales Recpts Page 11633	-238.80	-238.80		101			Sales Recpts Page 11633
	Banked: 07/12/2022	238.80						
	Sales Recpts Page 11635	238.80	238.80		101			Sales Recpts Page 11635
	Banked: 19/12/2022	-210.00						
	Sales Recpts Page 11636	-210.00	-210.00		101			Sales Recpts Page 11636
	Banked: 19/12/2022	210.00						
	Sales Recpts Page 11638	210.00	210.00		101			Sales Recpts Page 11638
	Banked: 03/01/2023	431.20						
	Sales Recpts Page 11580	431.20	431.20		101			Sales Recpts Page 11580
	Banked: 03/01/2023	569.80						
	Sales Recpts Page 11581	569.80	569.80		101			Sales Recpts Page 11581
	Banked: 03/01/2023	891.00						
	Sales Recpts Page 11582	891.00	891.00		101			Sales Recpts Page 11582
	Banked: 03/01/2023	660.00						
	Sales Recpts Page 11583	660.00	660.00		101			Sales Recpts Page 11583
	Banked: 03/01/2023	100.00						
	Sales Recpts Page 11584	100.00	100.00		101			Sales Recpts Page 11584
	Banked: 03/01/2023	48.00						
	Sales Recpts Page 11585	48.00	48.00		101			Sales Recpts Page 11585
	Banked: 03/01/2023	12.00						
	Sales Recpts Page 11586	12.00	12.00		103			Sales Recpts Page 11586

Continued on Page 2113

Date: 09/02/2023

Flitwick Town Council

Page: 2114

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 03/01/2023	6,622.00						
	Sales Recpts Page 11673	6,622.00	6,622.00		101			Sales Recpts Page 11673
	Banked: 04/01/2023	264.00						
	Sales Recpts Page 11587	264.00	264.00		101			Sales Recpts Page 11587
	Banked: 04/01/2023	431.20						
	Sales Recpts Page 11588	431.20	431.20		101			Sales Recpts Page 11588
	Banked: 04/01/2023	315.07						
	Sales Recpts Page 11589	315.07	315.07		101			Sales Recpts Page 11589
	Banked: 04/01/2023	188.10						
	Sales Recpts Page 11590	188.10	188.10		101			Sales Recpts Page 11590
	Banked: 04/01/2023	647.50						
	Sales Recpts Page 11591	647.50	647.50		101			Sales Recpts Page 11591
	Banked: 04/01/2023	630.00						
	Sales Recpts Page 11592	630.00	630.00		101			Sales Recpts Page 11592
	Banked: 05/01/2023	246.00						
	Sales Recpts Page 11593	246.00	246.00		101			Sales Recpts Page 11593
	Banked: 05/01/2023	30,000.00						
MANUAL	BUSINESS RESERVE	30,000.00			202		30,000.00	Pens/NIC Payments
	Banked: 05/01/2023	16.60						
	L Coverley	16.60			1005	302	16.60	Allotment Plot 183
	Banked: 06/01/2023	333.00						
	Sales Recpts Page 11594	333.00	333.00		101			Sales Recpts Page 11594
	Banked: 06/01/2023	258.00						
	Sales Recpts Page 11595	258.00	258.00		101			Sales Recpts Page 11595
	Banked: 06/01/2023	1,800.00						
	Sales Recpts Page 11596	1,800.00	1,800.00		101			Sales Recpts Page 11596
	Banked: 06/01/2023	270.00						
	Sales Recpts Page 11597	270.00	270.00		101			Sales Recpts Page 11597
	Banked: 06/01/2023	84.00						
	Sales Recpts Page 11598	84.00	84.00		101			Sales Recpts Page 11598
	Banked: 09/01/2023	405.60						
	Sales Recpts Page 11599	405.60	405.60		101			Sales Recpts Page 11599
	Banked: 09/01/2023	360.00						
	Sales Recpts Page 11600	360.00	360.00		101			Sales Recpts Page 11600
	Banked: 09/01/2023	2,777.33						
AUTO	BUSINESS RESERVE	2,777.33			202		2,777.33	Auto Transfer

Continued on Page 2114

Receipts for Month 10				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 09/01/2023	37.00						
	P Nichols	37.00		6.17	1120	312	30.83	Dance Fitness
	Banked: 10/01/2023	50.00						
	Sales Recpts Page 11660	50.00	50.00		103			Sales Recpts Page 11660
	Banked: 10/01/2023	3,282.90						
AUTO	BUSINESS RESERVE	3,282.90			202		3,282.90	Auto Transfer
	Banked: 10/01/2023	10,000.00						
MANUAL	BUSINESS RESERVE	10,000.00			202		10,000.00	PAYE Payment
	Banked: 11/01/2023	250.00						
	Sales Recpts Page 11661	250.00	250.00		103			Sales Recpts Page 11661
	Banked: 12/01/2023	647.50						
	Sales Recpts Page 11601	647.50	647.50		101			Sales Recpts Page 11601
	Banked: 12/01/2023	647.50						
	Sales Recpts Page 11602	647.50	647.50		101			Sales Recpts Page 11602
	Banked: 12/01/2023	647.50						
	Sales Recpts Page 11603	647.50	647.50		101			Sales Recpts Page 11603
	Banked: 12/01/2023	647.50						
	Sales Recpts Page 11604	647.50	647.50		101			Sales Recpts Page 11604
	Banked: 12/01/2023	1,257.25						
	Sales Recpts Page 11605	1,257.25	1,257.25		101			Sales Recpts Page 11605
	Banked: 12/01/2023	569.80						
	Sales Recpts Page 11606	569.80	569.80		101			Sales Recpts Page 11606
	Banked: 12/01/2023	37.00						
	J Moore	37.00		6.17	1120	312	30.83	Dance Fitness
	Banked: 13/01/2023	165.60						
	Sales Recpts Page 11607	165.60	165.60		101			Sales Recpts Page 11607
	Banked: 13/01/2023	65.00						
	Sales Recpts Page 11608	65.00	65.00		103			Sales Recpts Page 11608
	Banked: 13/01/2023	44,680.86						
AUTO	BUSINESS RESERVE	44,680.86			202		44,680.86	Auto Transfer
	Banked: 16/01/2023	420.00						
	Sales Recpts Page 11609	420.00	420.00		101			Sales Recpts Page 11609
	Banked: 16/01/2023	1,090.80						
	Sales Recpts Page 11610	1,090.80	1,090.80		101			Sales Recpts Page 11610
	Banked: 16/01/2023	777.00						
	Sales Recpts Page 11611	777.00	777.00		101			Sales Recpts Page 11611

Date: 09/02/2023

Flitwick Town Council

Page: 2116

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/01/2023	72.00						
	Sales Recpts Page 11612	72.00	72.00		101			Sales Recpts Page 11612
201734	Banked: 17/01/2023	3,455.97						
201734	Allotments	418.20			1005	302	418.20	Allotments
201734	Painting Circle	45.00		7.50	1039	312	37.50	Painting Circle
201734	Tea & Coffee Donations	24.25			1155	420	24.25	Tea & Coffee Donations
201734	Book of Flitwick	20.00			1143	102	20.00	Book of Flitwick
201734	Bar Takings (31.12.22)	256.85		42.81	1026	420	214.04	Bar Takings (31.12.22)
201734	Quiz Night Tickets	48.00			1143	102	48.00	Quiz Night Tickets
201734	Lunch Club	33.00		5.50	1171	312	27.50	Lunch Club
201734	Rendezvous (19-23 Dec 22)	586.19		97.70	1027	420	488.49	Rendezvous (19-23 Dec 22)
201734	Rendezvous (3-7 Jan 23)	679.38		113.23	1027	420	566.15	Rendezvous (3-7 Jan 23)
201734	Rendezvous (9-14 Jan 23)	778.80		129.80	1027	420	649.00	Rendezvous (9-14 Jan 23)
201734	Rendezvous (16 Jan 23)	121.60		20.27	1027	420	101.33	Rendezvous (16 Jan 23)
201734	Sunday Market	140.00			1149	312	140.00	Sunday Market
201734	Allotments (Cheques)	304.70			1005	302	304.70	Allotments (Cheques)
	Banked: 17/01/2023	228.00						
	Sales Recpts Page 11613	228.00	228.00		101			Sales Recpts Page 11613
	Banked: 17/01/2023	1,944.00						
	Sales Recpts Page 11614	1,944.00	1,944.00		101			Sales Recpts Page 11614
	Banked: 17/01/2023	441.00						
	Sales Recpts Page 11615	441.00	441.00		101			Sales Recpts Page 11615
	Banked: 17/01/2023	1,257.25						
	Sales Recpts Page 11616	1,257.25	1,257.25		101			Sales Recpts Page 11616
	Banked: 17/01/2023	108.00						
	Sales Recpts Page 11617	108.00	108.00		101			Sales Recpts Page 11617
	Banked: 18/01/2023	171.23						
AUTO	BUSINESS RESERVE	171.23			202		171.23	Auto Transfer
	Banked: 19/01/2023	1,764.00						
	Sales Recpts Page 11618	1,764.00	1,764.00		101			Sales Recpts Page 11618
	Banked: 19/01/2023	10,000.00						
MANUAL	BUSINESS RESERVE	10,000.00			202		10,000.00	Payment Run
At Desk	Banked: 20/01/2023	112.00						
At Desk	TM Charities AS Donations	112.00			1143	102	112.00	TM Charities AS Donations
	Banked: 20/01/2023	429.00						
	Sales Recpts Page 11619	429.00	429.00		101			Sales Recpts Page 11619
	Banked: 23/01/2023	5,829.00						
	Sales Recpts Page 11620	5,829.00	5,829.00		101			Sales Recpts Page 11620
	Banked: 23/01/2023	225.58						

Continued on Page 2116

Date: 09/02/2023

Flitwick Town Council

Page: 2117

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 11621	225.58	225.58		101			Sales Recpts Page 11621
	Banked: 23/01/2023	21,290.00						
	Rural Payments Agency	21,290.00			1177	303	21,290.00	RPA Grant Due FMP PKG
	Banked: 23/01/2023	150.00						
	Flitwick Club	150.00			1141	312	150.00	Food Extra Donation
	Banked: 24/01/2023	156.00						
	Sales Recpts Page 11622	156.00	156.00		101			Sales Recpts Page 11622
	Banked: 24/01/2023	250.00						
	Sales Recpts Page 11623	250.00	250.00		101			Sales Recpts Page 11623
	Banked: 24/01/2023	718.55						
	Sales Recpts Page 11624	718.55	718.55		101			Sales Recpts Page 11624
	Banked: 24/01/2023	777.00						
	Sales Recpts Page 11625	777.00	777.00		101			Sales Recpts Page 11625
	Banked: 24/01/2023	108.00						
	Sales Recpts Page 11626	108.00	108.00		101			Sales Recpts Page 11626
	Banked: 24/01/2023	1,736.71						
AUTO	BUSINESS RESERVE	1,736.71			202		1,736.71	Auto Transfer
	Banked: 24/01/2023	36,000.00						
MANUAL	BUSINESS RESERVE	36,000.00			202		36,000.00	Payment Run
	Banked: 25/01/2023	1,757.30						
	Sales Recpts Page 11627	1,757.30	1,757.30		101			Sales Recpts Page 11627
	Banked: 26/01/2023	170.00						
	Clear Duplication	170.00			1024	420	170.00	Clear Duplication
	Banked: 26/01/2023	143.71						
	Sales Recpts Page 11649	143.71	143.71		101			Sales Recpts Page 11649
	Banked: 26/01/2023	11,017.78						
	Sales Recpts Page 11650	11,017.78	11,017.78		101			Sales Recpts Page 11650
	Banked: 26/01/2023	305.10						
	Sales Recpts Page 11651	305.10	305.10		101			Sales Recpts Page 11651
	Banked: 26/01/2023	100.00						
	Pyrolec Ltd	100.00			1181	312	100.00	Community Fridge Donation
	Banked: 27/01/2023	2,136.75						
	Sales Recpts Page 11652	2,136.75	2,136.75		101			Sales Recpts Page 11652
	Banked: 27/01/2023	854.70						
	Sales Recpts Page 11653	854.70	854.70		101			Sales Recpts Page 11653
	Banked: 27/01/2023	250.00						

Continued on Page 2117

Date: 09/02/2023

Flitwick Town Council

Page: 2118

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 11663	250.00	250.00		101			Sales Recpts Page 11663
	Banked: 27/01/2023	48.00						
	Dunstable Town Council	48.00			1143	102	48.00	TM Charity Quiz Tickets
	Banked: 30/01/2023	569.80						
	Sales Recpts Page 11654	569.80	569.80		101			Sales Recpts Page 11654
	Banked: 30/01/2023	3,418.80						
	Sales Recpts Page 11655	3,418.80	3,418.80		101			Sales Recpts Page 11655
	Banked: 30/01/2023	1,368.40						
	Sales Recpts Page 11656	1,368.40	1,368.40		101			Sales Recpts Page 11656
	Banked: 30/01/2023	4,560.02						
AUTO	BUSINESS RESERVE	4,560.02			202		4,560.02	Auto Transfer
	Banked: 30/01/2023	14,500.00						
MANUAL	BUSINESS RESERVE	14,500.00			202		14,500.00	Payment Run
	Banked: 31/01/2023	282.00						
	Sales Recpts Page 11657	282.00	282.00		101			Sales Recpts Page 11657
	Banked: 31/01/2023	1,257.25						
	Sales Recpts Page 11658	1,257.25	1,257.25		101			Sales Recpts Page 11658
	Banked: 31/01/2023	302.40						
	Sales Recpts Page 11659	302.40	302.40		101			Sales Recpts Page 11659
	Banked: 31/01/2023	150.00						
	Sales Recpts Page 11662	150.00	150.00		101			Sales Recpts Page 11662
	Banked: 31/01/2023	25,000.00						
MANUAL	PDQ Account	25,000.00			204		25,000.00	January 22 Income
201735	Banked: 31/01/2023	2,866.83						
201735	Lunch Club	56.00			1171	312	56.00	Lunch Club
201735	Teas & coffees Donation	29.75			1155	420	29.75	Teas & Coffees Donation
201735	Harpenden TC	24.00			1143	102	24.00	Chq 000247 Quiz Tickets
201735	J Bray Chq 100344	18.50			1120	312	18.50	Dance Fitness
201735	Allotments	27.70			1005	302	27.70	Allotments
201735	Rendezvous (26-30 Jan 23)	481.15		80.19	1027	420	400.96	Rendezvous (26-30 Jan 23)
201735	Rendezvous (23-25 Jan 23)	295.68		49.28	1027	420	246.40	Rendezvous (23-25 Jan 23)
201735	Rendezvous (19-21 Jan 23)	406.75		67.79	1027	420	338.96	Rendezvous (19-21 Jan 23)
201735	Rendezvous (17-18 Jan 23)	259.80		43.30	1027	420	216.50	Rendezvous (17-18 Jan 23)
201735	Rendezvous (Additional)	14.00		2.33	1027	420	11.67	Rendezvous (Additional)
201735	Bar Takings	713.50		118.92	1026	420	594.58	Bar Takings
201735	University of Third Age	540.00	540.00		101			Sales Recpts Page 11665

Continued on Page 2118

Date: 09/02/2023

Flitwick Town Council

Page: 2119

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Total Receipts for Month	271,745.74	63,128.29	513.46	208,103.99
--------------------------	------------	-----------	--------	------------

Cashbook Totals	<u>276,745.74</u>	<u>63,128.29</u>	<u>513.46</u>	<u>213,103.99</u>
-----------------	-------------------	------------------	---------------	-------------------

Date: 09/02/2023

Flitwick Town Council

Page: 2120

Time: 08:26

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	BUSINESS RESERVE	AUTO	9,334.00			202		9,334.00	Auto Transfer
04/01/2023	BUSINESS RESERVE	AUTO	2,475.87			202		2,475.87	Auto Transfer
05/01/2023	BUSINESS RESERVE	AUTO	462.70			202		462.70	Auto Transfer
05/01/2023	O2 Uk Limited	DD378	27.60	27.60		501			Line Rental Charges
05/01/2023	Virgin Media Business	DD379	50.40	50.40		501			YH Broadband Charges
05/01/2023	Bedfordshire Pension Fund	O/L	16,567.86			517		16,567.86	Pension Costs - December 22
05/01/2023	HMRC	O/L	13,204.44			515		13,204.44	NIC Costs December 22
06/01/2023	BUSINESS RESERVE	AUTO	2,694.60			202		2,694.60	Auto Transfer
09/01/2023	Central Bedfordshire	DD380	44.00	44.00		501			Althorp Close Bus. Rates 22/23
09/01/2023	Central Bedfordshire	DD381	240.00	240.00		501			Youth Hub Business Rates 22/23
09/01/2023	Central Bedfordshire	DD382	3,046.00	3,046.00		501			Rufus Cen Business Rates 22/23
09/01/2023	Central Bedfordshire	DD383	232.00	232.00		501			Purchase Ledger DDR Payment
09/01/2023	Barclays Bank Charges	O/L	17.93			4058	101	17.93	Barclays Bank Charges
10/01/2023	Barclaycard	Manual	3,315.92			205		3,315.92	Jan 23 Barclaycard Pymt
10/01/2023	HMRC	O/L	9,789.64			515		9,789.64	PAYE - December 2022
10/01/2023	A Snape (Mayor)	O/L	31.00			4210	102	31.00	Dunstable Dinner Mileage/Drink
10/01/2023	A Snape (Mayor)	O/L	39.00			4210	102	39.00	Caritas Charity Gala Tickets
10/01/2023	A Snape (Mayor)	O/L	16.70		2.78	4210	102	13.92	Rendezvous Lunch Simon Sadler
10/01/2023	A Snape (Mayor)	O/L	18.71		3.12	4143	102	15.59	Home Bargains Raffle Prizes
10/01/2023	A Snape (Mayor)	O/L	30.00		5.00	4143	102	25.00	Tesco: Raffle Prizes
10/01/2023	A Snape (Mayor)	O/L	31.93		5.32	4143	102	26.61	The Range: Raffle Prizes
10/01/2023	A Snape (Mayor)	O/L	44.00		7.33	4210	102	36.67	Tesco Staff Recognition
10/01/2023	A Snape (Mayor)	O/L	11.00		1.83	4143	102	9.17	M&S: Raffle Prizes
10/01/2023	A Snape (Mayor)	O/L	5.00			4210	102	5.00	Raffle Ticket - Local Business
11/01/2023	BUSINESS RESERVE	AUTO	250.00			202		250.00	Auto Transfer
12/01/2023	BUSINESS RESERVE	AUTO	4,415.55			202		4,415.55	Auto Transfer
12/01/2023	Leighton-Linslade TC	O/L	26.00			4210	102	26.00	TM Charity Meal Tickets
12/01/2023	Houghton Regis TC	O/L	12.50			4210	102	12.50	Pride Awards Tickets
13/01/2023	Payflow	O/L	44,486.46			516		44,486.46	Wages - January 2023
13/01/2023	Cheque to CASH	CHQ	425.00			4017	101	425.00	FTC Corporate Event 206240
16/01/2023	BUSINESS RESERVE	AUTO	2,359.80			202		2,359.80	Auto Transfer
17/01/2023	Chq to Cash 106301	CHQ	51.05			220		51.05	Reimburse Petty Cash
17/01/2023	BUSINESS RESERVE	AUTO	6,921.02			202		6,921.02	Auto Transfer
17/01/2023	O2 Uk Limited	DD384	171.23	171.23		501			Mobiles
17/01/2023	Cheque to CASH 106301	CHQ	51.05			220		51.05	Reimburse Safe Petty Cash
17/01/2023	A Snape (Mayor)	O/L	4.00			4210	102	4.00	Flitwick Library Event
17/01/2023	A Snape (Mayor)	O/L	63.60		10.60	4210	102	53.00	Dan Gaze Service Dinner
17/01/2023	S Lockey Acting TC	O/L	87.00		14.50	4017	101	72.50	Staff Meal Contribution
17/01/2023	S Lcokey Acting TC	O/L	2.85			4020	101	2.85	Recorded Postage
17/01/2023	Chq to cash 106301	CHQ	-51.05			220		-51.05	Duplicate entry cancelled

Continued on Page 2120

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/01/2023	BUSINESS RESERVE	AUTO	1,320.91			202		1,320.91	out Auto Transfer
19/01/2023	NPower	DD385	773.72	773.72		501			Street Lighting December 2022
19/01/2023	HMRC	O/L	9,804.07			515		9,804.07	PAYE / NIC Payments Due
19/01/2023	Flittabus Community Transport	Corr	170.00	170.00		501			Transport Provided
20/01/2023	BUSINESS RESERVE	AUTO	541.00			202		541.00	Auto Transfer
23/01/2023	BUSINESS RESERVE	AUTO	27,478.79			202		27,478.79	Auto Transfer
23/01/2023	Iris Payroll Solutions Ltd	DD386	15.79	15.79		501			Monthly Contracted Package
24/01/2023	ACE Fire & Security Ltd	E4034	180.00	180.00		501			Engineer callout Access Contro
24/01/2023	Ace Celebrations & Events	E4035	55.00	55.00		501			Balloon Arch
24/01/2023	All Star Business Solutions Li	E4036	411.35	411.35		501			Diesel
24/01/2023	ATP UK Ltd	E4037	11.40	11.40		501			Hotel Commission
24/01/2023	Michael Bellamy	E4038	1,200.00	1,200.00		501			MP Tree works
24/01/2023	Bidfood	E4039	3,400.13	3,400.13		501			Cafe Stock & Supply
24/01/2023	BIFFA WASTE SERVICES LTD	E4040	1,336.00	1,336.00		501			Rufus General Waste
24/01/2023	Climate By Design South	E4041	2,314.32	2,314.32		501			Air Conditioner to IT Cupboard
24/01/2023	P Chester & Sons (Bedford) Ltd	E4042	285.83	285.83		501			Call out heating fault
24/01/2023	SHARP (formally Complete I.T.)	E4043	2,705.56	2,705.56		501			Complete IT Support
24/01/2023	The Community Heartbeat Trust	E4044	342.00	342.00		501			De-Fib Battery Replacement
24/01/2023	Corporate Travel Management	E4045	365.28	365.28		501			Room Booking Commission
24/01/2023	CPM Playgrounds Ltd	E4046	888.00	888.00		501			Althorp Park repairs
24/01/2023	Crystal Clear (Bedford) Limite	E4047	400.00	400.00		501			Rufus Window Cleaning
24/01/2023	B.W. Deacon Butchers	E4048	587.91	587.91		501			CREDIT Turkey Charged Twice
24/01/2023	Denmanair Ltd	E4049	114.00	114.00		501			Maintenance Air Conditioning
24/01/2023	FNS Creative Design	E4050	189.00	189.00		501			Quarterly Website Maintenance
24/01/2023	W Fuller & Son Ltd	E4051	594.00	594.00		501			Professional Security
24/01/2023	Holdsworth	E4052	218.10	218.10		501			Cafe Stock & Supplies
24/01/2023	ICPhygiene	E4053	817.01	817.01		501			Cleaning Supplies
24/01/2023	JEWSON LTD	E4054	32.26	32.26		501			Post crete Mill Park Play Area
24/01/2023	Lamps and Tubes Illuminations	E4055	2,596.20	2,596.20		501			Xmas Lighting Display
24/01/2023	Lyreco UK Limited	E4057	114.12	114.12		501			Rufus Staionery
24/01/2023	Marlowes Fire Supression	E4058	4,393.20	4,393.20		501			Kitchen tank Insulation
24/01/2023	Allan Peacock (Street Lighting	E4059	690.43	690.43		501			Rufus Carpark Lighting
24/01/2023	RBS SOFTWARE SOLUTIONS	E4060	941.50	941.50		501			P/Ledger Electronic Payment
24/01/2023	DCK Beavers Limited T/A Accoun	E4061	1,945.68	1,945.68		501			Budget Setting for 2023
24/01/2023	AUDITING SOLUTIONS LTD	E4062	576.00	576.00		501			Internal Audit service 22/23
24/01/2023	Rosetone Contract Furniture Lt	E4063	739.92	739.92		501			Napkins (White)
24/01/2023	ROYAL MAIL REVENUE MANAGEMENT	E4064	990.00	990.00		501			Weekday Collection Fee
24/01/2023	D & G SHORT	E4065	2,406.40	2,406.40		501			Shutters to TS (50%)

Payments for Month 10					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Deposit)
24/01/2023	Simply Health	E4066	459.28	459.28		501			Simply Health December 2022
24/01/2023	We Know AV Limited	E4068	36.00	36.00		501			Channel Passive DI Box
24/01/2023	Wicksteed Leisure Ltd	E4069	45.83	45.83		501			Playareas Maintenance
24/01/2023	Wixted Cleaning Ltd	E4070	1,674.78	1,674.78		501			Contractual cleaning Dec 22
24/01/2023	BRITISH GAS TRADING LTD	DD387	3,063.93	3,063.93		501			Business Gas Bill
24/01/2023	Total Energies (prev. Total Ga	DD388	2,545.21	2,545.21		501			TS Electric Sept-Dec 2022
24/01/2023	Total Energies (prev. Total Ga	DD389	80.63	80.63		501			TS Electric Dec 2022
25/01/2023	BUSINESS RESERVE	AUTO	439.60			202		439.60	Auto Transfer
25/01/2023	BRITISH TELECOMMUNICATION	DD390	418.80	418.80		501			BT Business Bill
25/01/2023	Shogun Vehicle Leasing	DD391	60.00	60.00		501			Road Fund Licence Recharge
25/01/2023	Total Energies (prev. Total Ga	DD392	224.76	224.76		501			Hinksley Rd Electric Dec 22
25/01/2023	Total Energies (prev. Total Ga	DD393	614.14	614.14		501			YH Electricity Bill
26/01/2023	BUSINESS RESERVE	AUTO	11,566.59			202		11,566.59	Auto Transfer
27/01/2023	Flitwick Village Hall Manageme	CORR01	-170.00	-170.00		501			Correct to entry (FLI07)
27/01/2023	BUSINESS RESERVE	AUTO	3,459.45			202		3,459.45	Auto Transfer
30/01/2023	1Entertainments	E4071	465.00	465.00		501			Light Up 2 and 1 Numbers
30/01/2023	PWLB Loan	O/L	23,019.62			4061	422	9,615.39	PWLB - PW480459 - Captial
						4062	422	901.43	PWLB - PW480459 - Interest
						4061	422	6,000.00	PWLB - PW488637 - Captial
						4062	422	1,872.00	PWLB - PW488637 - Captial
						4061	422	4,530.23	PWLB - PW494544 - Captial
						4062	422	100.57	PWLB - PW494544 - Captial
30/01/2023	Landmark Information	O/L	932.40		155.40	4830	110	777.00	Utility Report Steppinley Rd
31/01/2023	BUSINESS RESERVE	AUTO	29,175.64			202		29,175.64	Auto Transfer
31/01/2023	Shogun Vehicle Leasing	DD394	640.34	640.34		501			Lease Rental
Total Payments for Month			271,703.24	46,770.04	205.88			224,727.32	
Balance Carried Fwd			5,042.50						
Cashbook Totals			276,745.74	46,770.04	205.88			229,769.82	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		152,462.68					152,462.68	
	Banked: 03/01/2023	9,334.00						
AUTO	CURRENT ACCOUNT	9,334.00			201		9,334.00	Auto Transfer
	Banked: 04/01/2023	2,475.87						
AUTO	CURRENT ACCOUNT	2,475.87			201		2,475.87	Auto Transfer
	Banked: 04/01/2023	2,822.72						
	Public Sector Deposit Fund	2,822.72			1190	111	2,822.72	CCLA Interest Received
	Banked: 05/01/2023	462.70						
AUTO	CURRENT ACCOUNT	462.70			201		462.70	Auto Transfer
	Banked: 06/01/2023	2,694.60						
AUTO	CURRENT ACCOUNT	2,694.60			201		2,694.60	Auto Transfer
	Banked: 11/01/2023	250.00						
AUTO	CURRENT ACCOUNT	250.00			201		250.00	Auto Transfer
	Banked: 12/01/2023	4,415.55						
AUTO	CURRENT ACCOUNT	4,415.55			201		4,415.55	Auto Transfer
	Banked: 13/01/2023	40,000.00						
	CCLA	40,000.00			230		40,000.00	Deposit from Central A/C
	Banked: 16/01/2023	2,359.80						
AUTO	CURRENT ACCOUNT	2,359.80			201		2,359.80	Auto Transfer
	Banked: 17/01/2023	6,921.02						
AUTO	CURRENT ACCOUNT	6,921.02			201		6,921.02	Auto Transfer
	Banked: 19/01/2023	1,320.91						
AUTO	CURRENT ACCOUNT	1,320.91			201		1,320.91	Auto Transfer
	Banked: 20/01/2023	541.00						
AUTO	CURRENT ACCOUNT	541.00			201		541.00	Auto Transfer
	Banked: 23/01/2023	27,478.79						
AUTO	CURRENT ACCOUNT	27,478.79			201		27,478.79	Auto Transfer
	Banked: 25/01/2023	439.60						
AUTO	CURRENT ACCOUNT	439.60			201		439.60	Auto Transfer
	Banked: 26/01/2023	11,566.59						
AUTO	CURRENT ACCOUNT	11,566.59			201		11,566.59	Auto Transfer
	Banked: 27/01/2023	3,459.45						
AUTO	CURRENT ACCOUNT	3,459.45			201		3,459.45	Auto Transfer
	Banked: 31/01/2023	29,175.64						
AUTO	CURRENT ACCOUNT	29,175.64			201		29,175.64	Auto Transfer

Total Receipts for Month	145,718.24	0.00	0.00	145,718.24
Cashbook Totals	<u>298,180.92</u>	<u>0.00</u>	<u>0.00</u>	<u>298,180.92</u>

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/01/2023	CURRENT ACCOUNT	MANUAL	30,000.00			201		30,000.00	Pens/NIC Payments
09/01/2023	CURRENT ACCOUNT	AUTO	2,777.33			201		2,777.33	Auto Transfer
10/01/2023	CURRENT ACCOUNT	AUTO	3,282.90			201		3,282.90	Auto Transfer
10/01/2023	CURRENT ACCOUNT	MANUAL	10,000.00			201		10,000.00	PAYE Payment
13/01/2023	CURRENT ACCOUNT	AUTO	44,680.86			201		44,680.86	Auto Transfer
18/01/2023	CURRENT ACCOUNT	AUTO	171.23			201		171.23	Auto Transfer
19/01/2023	CURRENT ACCOUNT	MANUAL	10,000.00			201		10,000.00	Payment Run
24/01/2023	CURRENT ACCOUNT	AUTO	1,736.71			201		1,736.71	Auto Transfer
24/01/2023	CURRENT ACCOUNT	MANUAL	36,000.00			201		36,000.00	Payment Run
30/01/2023	CURRENT ACCOUNT	AUTO	4,560.02			201		4,560.02	Auto Transfer
30/01/2023	CURRENT ACCOUNT	MANUAL	14,500.00			201		14,500.00	Payment Run
Total Payments for Month			157,709.05	0.00	0.00			157,709.05	
Balance Carried Fwd			140,471.87						
Cashbook Totals			298,180.92	0.00	0.00			298,180.92	

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	31/01/2023		5,042.50
			<u>5,042.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,042.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,042.50
		Balance per Cash Book is :-	5,042.50
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - BUSINESS RESERVE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BUSINESS RESERVE	31/01/2023		140,471.87
			<u>140,471.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			140,471.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			140,471.87
		Balance per Cash Book is :-	140,471.87
		Difference is :-	0.00

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **MARCH 2023**

DATE W/C	COMMITTEE	ACTIVITY
27 th February	Community	Flitwick Litter Picks are back! – make a date in the diary for 12/3 Millennium Park
	Community	Street Food Heroes return for 2023 at Millennium Park – first date 12/3 will run monthly until 10/9
	Community	Warm Space at The Hub – pop in or stay all day every Monday
	Community	The Hub – open access every Tuesday evening for 11- to 16-year-olds, come along and get involved
	Community	The Hub – thanks to Octavius for sponsoring two pop up goals to use at Millennium Park when outside activities return in the spring
	Business	Saturday breakfasts are back from this Saturday (4/3)
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Business	Rufus Centre exhibiting at Beds Business Expo 28/2 - Event photos
	Corporate	Corporate Services meeting (28/2) – any agenda items of interest – links to agenda and supporting papers, interested in becoming a Town Councillor – find out what goes on – May elections
	Town/Business	Business & Facilities Manager position - The Rufus Centre recruitment – deadline for applications (8/3)
	Town	Chat to a Councillor – Flitwick Market inc new councillor recruitment for May elections (3/3)
	Town	Residents Survey Reminder – last chance to share your views closes 1/3
	Town	Town Council meeting (21/2) – any outcome highlights of public interest
6 th March	Community	Forget Me Not (13/3) – talk from Citizens Advice, everyone welcome
	Community	Easter Free Community Movie Day – Make a date for the diary (4/4)
	Community	Street Food Heroes return this Sunday (12/3)
	Community	Cost of living initiatives, new team member on board inc. community fridge – please ask if you need our help. Thank you to local businesses for their support.
	Community	King Charles III Coronation. Links to apply for road closures for street parties. Big Help Out – (8/5) – volunteer for litter pick and get involved with national campaign to celebrate.
	Community/Business	King Charles III Coronation Afternoon Tea at The Rufus Centre (6/5) – bookings now open.

This is an evolving document. There will be activities/events for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities/events. In addition, some activities may move w/c allocation. The document will be updated for each committee meeting.

	Business	Will you be joining us for Breakfast at Rendezvous Café this Saturday?
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Business	Looking forward to welcoming Antiques & Fine Art Fair to The Rufus Centre -perfect location for exhibitions and fairs
	Town/Business	Business & Facilities Manager position - The Rufus Centre recruitment – closing date for applications this Wednesday (8/3)
	Town	Residents’ Survey – Headline results
	Town	Chat to a Councillor – last session at Flitwick Market (10/3) inc new Councillor recruitment for May elections
	Town	New Councillor recruitment campaign for May elections
****	PRE-ELECTION PERIOD	Restrictions on what type of material and content can be publicised in place until after 4th May elections
13 th March	Community	Easter Egg Trail 6/4 – Flitwick Wood
	Community	Warm Space at The Hub – pop in or stay all day every Monday
	Community	The Hub – Exciting Plans from April – New Youth Club for Years 6 and 7 – Open Access continues for 11-16 year olds
	Community	Thanks to everyone who joined the first Litter Pick of 2023 (12/3) Next Litter Pick (5/4)
	Community	March Lunch Club (21/3) reminder – booking deadline this Thursday
	Community	Community Fridge – reminder to link to page – Cost of living initiatives – please ask if you need help – link to website page for the latest information
	Community/Business	Comedy Night at The Rufus Centre (18/3) last chance to buy tickets for this Saturday’s show
	Community/Business	Afternoon tea event at The Rufus Centre for Coronation King Charles III – bookings now open(6/5)
	Business	BIDB meeting (14/3) – any agenda items of interest – links to agenda and supporting papers, interested in becoming a Town Councillor – find out what goes on – May elections
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Business	Rendezvous Saturday full menu now served – join us for breakfast or lunch

This is an evolving document. There will be activities/events for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities/events. In addition, some activities may move w/c allocation. The document will be updated for each committee meeting.

	Town	New Councillor recruitment campaign for May elections
20 th March	Community	Flitwick Family Fun Day (10/6) – great sponsorship opportunities for local businesses
	Community	The Hub – Meet the team delivering youth services from April
	Community	Come and see the Community Services team at Flitwick Market this Friday! (24/3)
	Community	Warm Space at The Hub – pop in or stay all day every Monday (service ends at the end of March)
	Community	Stitchers – fantastic contribution to neonatal unit at L & D and Bedford Hospitals
	Community	New members for Painting Circle – term time only
	Community/Business	Drag Evening of Entertainment (15/7) tickets now on sale via Eventbrite
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Town	New Councillor recruitment campaign for May elections
	Town	Town Council meeting (21/3) – any agenda items of interest – links to agenda and supporting papers, interested in becoming a Town Councillor – find out what goes on – May elections
27 th March	Community	Flitwick Litter Pick – 2 nd date – (5/4) Hinksley Road Recreation Ground
	Community	Street Food Heroes return for 2023 at Millennium Park – 2nd date (9/4)
	Community	Warm Space at The Hub – pop in or stay all day every Monday (reminder when service ends)
	Community	Easter Free Community Movie Day reminder – (4/4)
	Community	Easter Egg Trail Flitwick Wood reminder (6/4)
	Community	The Hub – events throughout the Easter holidays
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Corporate	Corporate Services meeting (28/3) – any agenda items of interest – links to agenda and supporting papers, interested in becoming a Town Councillor – find out what goes on – May elections
	Town	New Councillor recruitment campaign for May elections
	Town	Town Council meeting (21/3) – any outcome highlights of public interest

Note:

Timings will be scheduled once additional information/timings confirmed for the following:

This is an evolving document. There will be activities/events for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities/events. In addition, some activities may move w/c allocation. The document will be updated for each committee meeting.

Town

- Confirmed dates for two information events at The Hub and at The Rufus Centre to find out about the role of Town Council for anyone who wants to stand as a local councillor in May.
- Chat to a Councillor sessions arranged by Members that need publicising
- Banking hub - any update following post on 23rd Feb
- Installation of street furniture and noticeboard – Flitwick Town Square
- Annual Assembly – May date
- Proud Ampthill & Flitwick – Picnic 4th June

Business

- Welcome new chef – check first

Community:

- Skate Park lighting installation – announce when work completed.
- Poetry Evening with Flitwick Library
- Green Wheel
- Country/Nature Park – next steps
- Allotments – when spaces become available.
- Manor Park Parkland Management Plan
- Manor Park Heritage Works – announce when work completed. Work in progress on South Gate restoration images.
- Environmental Audit
- Festival of Volunteering 8/5 – part of King's Coronation 'The Big Help Out' event
- The Hub -new noticeboard – new place to check out what's on

Corporate:

- Flitwick – A Living History website – next steps, launch date

This is an evolving document. There will be activities/events for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities/events. In addition, some activities may move w/c allocation. The document will be updated for each committee meeting.

PIWG

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

*Committee meeting agenda highlights/outcomes – content dependent on agenda items and feedback from committee chairs

Medium: includes social media, website, flyers, noticeboards, posters, external websites

This is an evolving document. There will be activities/events for promotion that arise during each month, and additional promotional opportunities for sharing to support third party activities/events. In addition, some activities may move w/c allocation. The document will be updated for each committee meeting.

Tasks	Lead	Target Date	Status (RAG)	Notes
<u>Community Services</u>				
1. Manor Park Plan	ESM	2022		Draft Parkland Management Plan to be considered and adopted at the October Community Services meeting. Tenders for the Heritage Works have been received however costs are over budget and options are being investigated.
2. Nature Park	ESM/TC	2024-25		Masterplan adopted by Town Council 27.9.22.
3. 3 Station Square Frontage	ESM/CSM	2022		Working group has been set up to discuss the vision for the space. A report with options had been put together however Members of the working group were still not happy with the options presented. A further meeting is to be arranged with the working group.
4. Green Agenda	ESM	2023		Members resolved to a reduced mowing scheme with CBC and to introduce Wildflower planting in the Community. Negotiations are currently ongoing with CBC to put this in place. Members to consider alternative Weed Spraying options at the October Community Services Meeting.
5. Community Services work including CCTV in line with interchange work.	ESM/CSM	2022		The Environmental Services Manager has obtained a quote for CCTV in the Town and is currently awaiting a cost from CBC for monitoring. Once all costs have been received a report will be presented to the Community Services Committee.
<u>Business Improvement & Development Board</u>				
1. Environmental Audit of the Rufus Centre – sustainability	TC	2022		Item for Council to consider at July meeting.
2. Development of a Business Plan	TC/DTC	May-22		On hold as no Business Manager in post. Task currently with members for overview and vision.
3. Install a disabled toilet that is compliant with regulations	DTC/TC	2022		Works complete and tested to meet the required needs.
4. Investigate options and viability for an online booking system	CMM/DTC	Apr-22		Meeting held between Officers and Cllrs IB/AS 6.1.22. Further investigations was required. October 2022, Officers are reviewing in context of day to day operations and quality of service.
<u>Corporate</u>				
1. Environmental audit – creating a costed plan with prioritisation	TC	2022		Contractor for environment audit decided at July Council meeting with funding from RCF.
2. Flitwick Living History website	CMM	Apr-22		The RCF funding was approved at Council 21.6.22 and Corporate decided Cllrs Blazeby, Platt and Toinko would form the membership alongside 3 residents. Training to be given regarding administering the site. The website copy about Flitwick heritage will be built on. Work is progressing on the design and framework of the website and an outline timetable for delivery given by website designers FNS.

Committee Priorities 2022

19/10/2022

3. Business continuity plan to be tested through scenarios	DTC	2022		Committee discussed this at January meeting. DTC has made contact with Cllr Badham who is happy to assist with scenarios for testing. Plan to be updated before DTC and Cllr Badham meet. The DTC had not had time to update the plan before handover due to other tasks being a higher priority, the current DTC will take this forward as time allows.
4. Finalise local organisation leases	DTC	Apr-22		Progression with leases by DTC before handover. The current DTC will take this forward.
5. Make use of dance studio space	TC/DTC	Apr-22		Access to the building has been agreed. Keep Fit classes will move to the Dance Studio on Mondays and Thursdays from end of October. The space is also available Fridays until 4pm. Officers are dealing with enquiries for bookings.

<u>Personnel</u>				
1. Stable Staffing Structure with remaining agreed vacancies filled.	TC	2022		Due to budget restraints the remaining agreed vacancies are on hold. The business team are particularly stretched as the reliability of casuals is changeable. Request to recruit a Part Time CSA agreed 16.8.22 to build resilience but recruitment has so far not been successful as at 19-10-22.
2. A robust performance management process working across all employees.	TC/DTC	2022		Performance management is used where necessary under the guidance of external HR contractors.
3. Targeted training programs to support personal development.	TC/DTC	2022		Training programs are in place for new staff as part of their induction process. Personal development is thought about by Managers throughout the year with training needs considered at annual appraisals for consideration at Personnel Committee. There is a Training Matrix to refer to.