



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-28/02/2022- 72

23rd March 2023

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 28th March 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

S.Lockey

Stacie Lockey
Acting Town Clerk

Committee Members: Councillors Blazeby, Roberts, Toinko, Lutley, Gleave, Platt, Shaw, Daly

Distribution: All Town Councillors
Notice Boards
Website

Statement for Virtual Meetings

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item.
- (b)** Non-Pecuniary interests in any agenda item.

3. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

4. PUBLIC OPEN SESSION

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

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjA4ZTYzZWYtNmFmYy00M2YzLWI3NjktY2RkM2Y4M2E1ODIz%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d

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

5. INVITED SPEAKER

No invited speaker.

6. MEMBERS QUESTIONS

To receive questions from members.

7. MINUTES

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 28th February 2023.

8. MATTERS ARISING

- a. Minutes of the Corporate Services Committee Meeting 28th February 2023.

9. ITEMS FOR CONSIDERATION

No items for consideration.

10. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members are 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)

b. Communications & Marketing Monthly Forward Promotional Plan

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

c. Website & Social Media Quarterly Report

Members are asked to note the Website & Social Media quarterly report.

11. PUBLIC OPEN SESSION

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

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

12. EXEMPT ITEMS

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

12a) Finance Reports Part 2 – For information.

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



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 28TH FEBRUARY 2023
AT 7.45pm AT THE RUFUS CENTRE**

Present:

Cllr Blazeby (Chairman)
Cllr Toinko
Cllr Lutley
Cllr Shaw
Cllr Daly

Also Present:

Stacie Lockey – Acting Town Clerk
Beverley Jones – Communications and Marketing Manager
Helen Glover – Senior Finance Officer

816. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Roberts (work commitment).
Apologies were received from Cllr Gleave (unwell).
Apologies for Cllr Platt (personal commitment).

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

817. DECLARATIONS OF INTEREST

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

- (a) No members declared Disclosable Pecuniary interests in any agenda item.
- (b) No members declared Non-Disclosable Pecuniary interests in any agenda item.

818. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

819. PUBLIC OPEN SESSION

There were no members of the public present.

820. INVITED SPEAKER

There were no invited speakers present.

821. MEMBERS QUESTIONS

There were no questions from members.

822. MINUTES

- a. It was **RESOLVED** to adopt the minutes of the Corporate Services meeting held on 25th October 2022 with no amendments.

823. MATTERS ARISING

- a. Cllr Shaw requested an update on progress of Steppingley Road. The Chairman identified this is an agenda item to be discussed later in the meeting.

Members did not identify any further matters to discuss in relation to the Minutes of the Corporate Services meeting on 25th October 2022.

824. ITEMS FOR CONSIDERATION

- a. **Flitwick – A Living History Website**

The Chairman confirmed the website was now set up and testing had identified some changes required to enable multiple items to be included with each upload.

Cllr Blazeby would be arranging meetings to present the website to interested parties, the proposed location for this meeting would be at the Youth Hub and Rufus Centre.

Cllr Blazeby had attended several seminars to explore potential for content and ensure compliance, these included Content and Copyright and Digitising Oral Recordings. A Facebook page has been created and a You Tube channel would be created to link to the website and display video and audio content.

Cllr Blazeby confirmed the intention to release the website in the summer, although no exact date had been set. Details of the project would be included in the Spring edition of The Flitwick Papers.

Cllr Toinko identified that FTC branding had not been included. Cllr Blazeby confirmed this was intentional to allow the brand to 'stand out'.

It was **resolved** to arrange engagement meetings with members of the public for the 'Flitwick – A Living History' website.

b. Communications & Marketing Review

Members discussed the circulated design brief to standardise branding across all medias for FTC, Rufus and Rendezvous.

Following members questions, the Communications and Marketing Manager confirmed visuals had been presented at the Corporate Services Meeting on 27th September 2022 and would be included in the final full brief.

Cllr Blazeby suggested the order of the brief is amended to highlight outputs more clearly. Cllr Shaw reminded members of the previous agreement to consistently use FTC branding across all platforms and content.

Members also suggested involving members of the public with expertise in this area to support Officer's workload.

It was **resolved** for Cllr Blazeby to work with the Communications and Marketing Manager to review the design brief and present to Corporate Services meeting on 28th April 2023.

c. Town Council Strategy

Members discussed the circulated strategy document. A number of updates were highlighted to bring the content up to date.

It was **resolved** for Cllr Blazeby to revise the strategy document and circulate at the Corporate Services Meeting on 28th April 2023.

825. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members noted the following finance reports:

- i) Whole Business Summary, Investments & Loans – members noted that the business as a whole was operating within budget expectations by approximately 1%.
Members also noted the success of the investments as proposed by Cllr Snape, bringing in significant interest for the year to date.
- ii) Corporate Services Summary – members considered the overspends identified with the narrative of the report.
- iii) Civic Expenses Summary – noted.
- iv) RCF Summary – following members questions, the Acting Town Clerk confirmed that the Bins and Seats RCF works would be completed within the next 4-6 weeks, along with the Town Square Noticeboards.

OMEGA Reports:

- v) Income & Expenditure (Corporate) – noted.

- vi) Cashbook (CB1 & CB2) Transactions – members identified a significant spend on utilities at Hinksley Road Changing Rooms, it was agreed for this to be investigated by the Senior Finance Officer and reported back at next Corporate Services meeting.

Action: SFO

- vii) Bank Reconciliations (CB1 & CB2) – noted.

b. Communications & Marketing Monthly Forward Promotional Plan

Members considered the circulated Marketing & Communications Forward Promotional Plan.

Cllr Blazeby requested the promotion of the 'Litter Pick' be repeated the week prior to the event. Considering recent staff cuts, Members agreed to clearly identify communication and marketing priorities going forward. This would support the Communications and Marketing Manager to effectively manage workload and deliver on Member's identified expectations.

Cllr Shaw highlighted the success of the recent quiz night.

Action: CMM

c. Delivery Plan Priorities

Members reviewed the latest version of Corporate Services Committee's priorities. This review has been delayed due to resourcing pressures. Members to review further post-election period. There were no further comments.

d. Local Organisations Leases

Members received a verbal update from the Acting Town Clerk on the status of Local Organisation leases as detailed below.

Flitwick Gardeners Association - Seed Box – FTC Solicitors were finalising the lease. Expected to be received by end of April 2023.

Royal British Legion – are in receipt of all paperwork and FTC were awaiting a response.

Girl Guides – have raised some issues through their Solicitors. Once these are received by FTC they could be addressed to allow the process to continue.

Scouts – FTC Solicitors have been instructed to draw up the lease based on the new terms agreed by Council in 2022.

Sea Cadets – the lease was under review by FTC Solicitors to remove the changing rooms from the terms.

Following members questions, the Acting Town Clerk confirmed that the Dance Studio was now regularly used for Dance Fitness sessions. An enquiry for use from a Tai Chi group was also under consideration.

The Acting Town Clerk to progress communication with the lease holders of the dance studio.

Action: ATC

826. PUBLIC OPEN SESSION

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There were no members of the public present.

827. 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) Finance Reports Part 2 – For information.

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.

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

01 April to 28 February 2023

	Income	Income Budget	% Budget Achieved		Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 971,830	£ 940,440	103%	Green	£ 519,428	£ 570,092	91%	Amber
Business Improvement & Development Board	£ 685,400	£ 640,900	107%	Green	£ 526,269	£ 492,610	107%	RED
Community Services	£ 132,087	£ 64,728	204%	Green	£ 501,366	£ 583,366	86%	Amber
Whole Business	£ 1,789,317	£ 1,646,068	109%	Green	£ 1,547,063	£ 1,646,068	94%	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 28 Feb 23:	£ 1,008,000
Cumulative Dividends to 28 Feb 23:	£ 18,881

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			01-28 February 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	£ 1		£ 3,416	£ 1,575	217% Green				
	4001/101	Salary Costs		£ 11,217				£ 184,005	£ 194,972	94%	Amber
	4003/101, 4004/101, 4009/101, 4033/101,	Other Staff Costs		£ 9				£ 411	£ 3,175	13%	Green
	4102/101	FTC Internal Rent		£ 3,133				£ 34,458	£ 37,590	92%	Amber
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4026/101, 4040/101, 4056/101 4058/101, 4103/101	Business Operating Costs		£ 2,862				£ 49,864	£ 51,850	96%	Amber
	4017/101, 4059/101	Other Costs		£ 4				£ 561	£ 1,250	45%	Green
103 Communications	1001/103, 1177/103	Comms Income	£ -		£ 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, 4160/422	Finance Costs		£ 1,044				£ 9,920	£ 18,300	54%	Green
	4009/422, 4010/422, 4039/422, 4047/422, 4053/422	Other Staff Costs (not Wages)		£ 7,188				£ 22,848	£ 19,770	116%	RED
	4061/422, 4062/422	Loans		£ -				£ 78,672	£ 88,310	89%	Amber
	4025/422, 4029/422, 4101/422, 4103/422, 4506/422	Other Business Costs		£ 60				£ 30,941	£ 25,500	121%	RED
Other	1022/106	Flitwick Town Sq Rents	£ -		£ 38,000	£ 38,000	100% Green				
	1176/111, 1190/111	Precept & Interest Rec	£ 3,243		£ 910,393	£ 891,464	102% 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 Bailiff 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	4010/422	Overspend due to supplier price increases
Jan-23	4021/101	Overspend of (£70) for stationary costs within accepted variances due to operational purchases
Jan-23	4023/101	Overspend of 15.3% due to contracted price increases
Jan-23	4029/422	Overspend of 44.5% for Insurance following increase in costs from renegotiated policy
Feb-23	4020/101	Overspend of (£22) for postage costs within accepted variances due increase in Post Office costs
Feb-23	4039/422	Overspend of (£1,493) for HR Support variance of 30% due price increases following renegotiated contract

Item 10a iii) Civic 2022/23

			01-28 February 2023	
Cost Centre			Income	Expenditure
102 - Civic Expenses	1143/102	CURRENT Yr - TM Charity Income	£ 1,301	
	4143/102	CURRENT Yr - TM Charity Costs		£ 103
	4210/102	TM Allowance inc Civic Recep.		£ 481
	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
£ 9,257	£ -	n/a			
			£ 2,129	£ -	
			£ 3,443	£ 4,000	86% 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.
Feb-23	Year to date surplus for TM Charity at 28 Feb 2023 is £7,128	

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	£	75,398
LESS Committed Spending Remaining	£	71,761

 Last Updated: **21 March 2023**

 (Total Committed Spend 2022/23) **-£ 147,159** (2022/23 Budget N/L 5014)

LESS Overspend Funded by Central RCF **£ 527**
PLUS Under spend Funded by Central RCF **£ 7,890**
2022/23 RCP Funds Available (Uncommitted) **£ 135,772**

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. \$106 monies remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for \$106 once works completed) \$1,749,027.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ 628	£ -	£ -	£ 831	42%	£ -	£ -	£ -	
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ 1,867	£ -	£ 3,579	£ -	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%	£ 35,011	£ 75,885	£ 40,874	\$106 Grants monies approved £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Further \$106 (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	£ -	£ 524	£ -	£ 126	£ -	0%				RCF rolled forward from 21/22 as camera purchased in April 2022. Aug 22- RCF COMPLETE
4823	110	RCF - Heritage Website	Corporate	753a 5252a)i	£ 3,800	£ -	£ -	£ -	£ -	£ 3,800	100%				
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	£ -	£ -	£ -	0%				Mar 23- RCF COMPLETE
4828	110	RCF - Skate Park Lighting	Community	1036d	£ 21,705	£ -	£ 2,359	£ -	£ -	£ 19,346	89%	£ 10,500	£ 10,500	£ -	Partially grant funded - received
4829	110	RCF - Youth Services	Community	9287	£ 9,780	£ -	£ 9,613	£ -	£ -	£ 167	2%				
4830	110	RCF - Steppingley Rd	Corporate	5303	£ 13,000	£ -	£ 13,518	£ 518	£ -	£ -	0%				RCF overspend of £518 (4%) reported to Council March 2023 as within accepted variace. Mar 23 - RCF COMPLETE.
4831	110	RCF - Outdoor PA System	Community	5302	£ 1,118	£ -	£ 874	£ -	£ -	£ 244	22%				
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/Bin	Community	1061	£ 12,102	£ -	£ -	£ -	£ -	£ 12,102	100%		£ 5,600	£ 5,600	Additional funding from Community Cohesion \$106 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	Council	5329c	£ 12,612	£ -	£ 10,912	£ -	£ -	£ 1,700	13%				08.03.23: CBC annual monitoring and signal transmsion expenditure invoice pending for £1,700
4837	110	RCF - Rural Match Fund Benches	Council	5226e	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	100%				Resoluton made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
4838	110	RCF - CCTV Data Impact Assess	Council	Del. Auth	£ 1,975	£ -	£ -	£ -	£ -	£ 1,975	100%				

RCF NARRATIVE - March 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.**

Mar 23 - **4827/110** Environmental Audit RCF now complete. **RCF closed.**

Mar 23 - **4830/110** Steppingley Road now complete. £518 overspend at 4% is within 5% accepted variance. **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 28/02/2023

Month No: 11

Corporate Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
101 ADMINISTRATION							
1003 PHOTOCOPIES	1	93	150	57			61.9%
1177 GRANTS RECEIVED	0	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	0	142	0	(142)			0.0%
ADMINISTRATION :- Income	1	3,416	1,575	(1,841)			216.9%
4001 SALARIES AND WAGES	11,217	184,005	194,972	10,967		10,967	94.4%
4003 VEHICLE - MILEAGE	9	9	250	241		241	3.6%
4004 KICKSTART TRAINEE COSTS	0	0	1,425	1,425		1,425	0.0%
4009 HEALTH & SAFETY	0	402	500	98		98	80.4%
4017 FTC Corporate Events	0	498	750	253		253	66.3%
4020 POSTAGE	11	1,022	1,000	(22)		(22)	102.2%
4021 PRINTING/STATIONERY	292	3,070	3,000	(70)		(70)	102.3%
4022 PHOTOCOPIER CONTRACT	299	3,673	7,000	3,327		3,327	52.5%
4023 TELEPHONES	1,083	9,151	7,000	(2,151)		(2,151)	130.7%
4025 OFFICE & IT EQUIPMENT	0	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	1,153	24,294	27,000	2,706		2,706	90.0%
4056 LICENCES / MEMBERSHIPS	0	2,294	2,600	306		306	88.2%
4058 BANK CHARGES	24	240	0	(240)		(240)	0.0%
4059 SUNDRIES	4	63	500	437		437	12.6%
4102 FTC Internal Rent	3,133	34,458	37,590	3,133		3,133	91.7%
4103 FTC Internal Hire	0	4,739	0	(4,739)		(4,739)	0.0%
ADMINISTRATION :- Indirect Expenditure	17,225	269,298	288,837	19,539	0	19,539	93.2%
Net Income over Expenditure	(17,224)	(265,882)	(287,262)	(21,380)			
102 CIVIC EXPENSES							
1143 CURRENT Yr - TM Charity Income	1,301	9,257	0	(9,257)			0.0%
1144 PAST Yr - TM Charity Income	0	1,634	0	(1,634)			0.0%
CIVIC EXPENSES :- Income	1,301	10,891	0	(10,891)			
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	103	2,129	0	(2,129)		(2,129)	0.0%
4210 TM Allowance & Civic Reception	481	3,443	4,000	557		557	86.1%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%

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Corporate Services

	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	584	8,716	11,800	3,084	0	3,084	73.9%
Net Income over Expenditure	716	2,175	(11,800)	(13,975)			
103 COMMUNICATIONS							
1001 ADVERTISING INCOME	0	522	1,500	978			34.8%
1177 GRANTS RECEIVED	0	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS :- Income	0	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	0	(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	0	5,467	6,198	731			88.2%
PROJECTS & GRANTS :- Income	0	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%

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4827 RCF - Environmental Audit	0	0	5,600	5,600		5,600	0.0%
4828 RCF - Skate Park Lighting	599	12,859	21,705	8,846		8,846	59.2%
4829 RCF - Youth Services	0	0	9,780	9,780		9,780	0.0%
4830 RCF - Steppingley Road	0	12,093	13,000	907		907	93.0%
4831 RCF - Outdoor PA System	19	874	1,118	244		244	78.2%
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	0	655	655	0		0	100.0%
4835 RCF - Burial Ground Access	0	19,958	17,211	(2,747)		(2,747)	116.0%
4836 RCF - CCTV Town Sq/Skate Pk	0	10,912	12,612	1,700		1,700	86.5%
4837 RCF - Rural Match Fund Benches	0	0	2,000	2,000		2,000	0.0%
5013 Trs to Rolling Capital Fund	0	93,784	93,784	0		0	100.0%
5014 Funding from R C P	(618)	(74,793)	(152,447)	(77,654)		(77,654)	49.1%
PROJECTS & GRANTS :- Indirect Expenditure	0	99,251	99,982	731	0	731	99.3%
Net Income over Expenditure	0	(93,784)	(93,784)	(0)			
111 PRECEPT, INTEREST & CCLA							
1176 PRECEPT RECEIVED	0	885,564	885,564	0			100.0%
1190 INTEREST RECEIVED	3,243	16,162	500	(15,662)			3232.4%
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	3,243	910,393	891,464	(18,929)			102.1%
Net Income	3,243	910,393	891,464	(18,929)			
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	0	1,074	2,000	926		926	53.7%
4010 SIMPLY HEALTH INSURANCE	477	4,770	3,500	(1,270)		(1,270)	136.3%
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	6,493	6,493	5,000	(1,493)		(1,493)	129.8%
4041 PDQ SYSTEMS	350	4,403	5,000	597		597	88.1%
4047 STAFF COURSES/TRAINING	205	2,627	6,000	3,373		3,373	43.8%
4053 PAYROLL SYSTEMS	13	696	2,000	1,304		1,304	34.8%
4057 ACCOUNTS IT SOFTWARE	0	565	3,300	2,735		2,735	17.1%

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Corporate Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4061 LOAN CAPITAL PAID	0	64,630	64,630	0		0	100.0%
4062 LOAN INTEREST PWLB	0	14,042	23,680	9,638		9,638	59.3%
4101 Town Clerk's Budget	0	626	1,500	874		874	41.7%
4103 FTC Internal Hire	0	742	0	(742)		(742)	0.0%
4156 AUDIT FEES - INTERNAL	0	480	2,000	1,520		1,520	24.0%
4160 ACCOUNTANTS FEES	694	4,472	6,000	1,529		1,529	74.5%
4506 LEGAL & PROFESSIONAL FEES	60	3,556	5,500	1,944		1,944	64.7%
FINANCE & HR :- Indirect Expenditure	8,291	135,192	150,610	15,418	0	15,418	89.8%
Net Income over Expenditure	(8,291)	(135,232)	(150,570)	(15,338)			
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	4,545	971,830	940,440	(31,390)			103.3%
Expenditure	26,100	519,428	570,092	50,664	0	50,664	91.1%
Movement to/(from) Gen Reserve	(21,555)	452,402					
Grand Totals:- Income	4,545	971,830	940,440	(31,390)			103.3%
Expenditure	26,100	519,428	570,092	50,664	0	50,664	91.1%
Net Income over Expenditure	(21,555)	452,402	370,348	(82,054)			
Movement to/(from) Gen Reserve	(21,555)	452,402					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES							
4001 SALARIES AND WAGES	30,468	352,040	368,349	16,309		16,309	95.6%
4002 UNIFORM	0	623	500	(123)		(123)	124.6%
4005 VEHICLE - MAINTENANCE	161	790	1,500	710		710	52.7%
4006 FUEL	157	2,889	6,500	3,611		3,611	44.4%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	0	216	400	184		184	54.0%
4051 GRANTS PERMITTED	0	8,500	10,000	1,500		1,500	85.0%
4063 TRUCK REPAYMENTS	534	5,920	6,405	485		485	92.4%
4103 FTC Internal Hire	0	1,897	0	(1,897)		(1,897)	0.0%
CORE SERVICES :- Indirect Expenditure	31,320	370,545	395,854	25,309	0	25,309	93.6%
Net Expenditure	(31,320)	(370,545)	(395,854)	(25,309)			
301 BURIAL GROUNDS							
1004 BURIAL GROUNDS (No VAT)	1,638	36,483	15,000	(21,483)			243.2%
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	164	7,594	5,000	(2,594)			151.9%
BURIAL GROUNDS :- Income	1,802	45,078	21,000	(24,078)			214.7%
4015 Utilities	0	76	150	74		74	50.6%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	0	3,359	1,000	(2,359)		(2,359)	335.9%
BURIAL GROUNDS :- Indirect Expenditure	0	3,530	1,650	(1,880)	0	(1,880)	213.9%
Net Income over Expenditure	1,802	41,548	19,350	(22,198)			
302 ALLOTMENTS							
1005 ALLOTMENT RENT	277	4,209	5,000	791			84.2%
ALLOTMENTS :- Income	277	4,209	5,000	791			84.2%
4015 Utilities	29	716	350	(366)		(366)	204.6%
4072 ALLOTMENTS/MAINTENANCE	490	734	2,000	1,266		1,266	36.7%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4103 FTC Internal Hire	0	294	0	(294)		(294)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS :- Indirect Expenditure	519	2,039	7,833	5,794	0	5,794	26.0%
Net Income over Expenditure	(242)	2,170	(2,833)	(5,003)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES							
1002 Insurance Claims	0	11,034	0	(11,034)			0.0%
1014 PHONE MAST INC (STATION RD)	0	5,500	5,333	(167)			103.1%
1070 MANOR PARK (Rural Paymt Agent)	0	1,481	2,000	519			74.0%
1177 GRANTS RECEIVED	0	10,221	0	(10,221)			0.0%
LOCAL AMENITIES :- Income	0	28,236	7,333	(20,903)			385.0%
4015 Utilities	44	564	0	(564)		(564)	0.0%
4078 Planting/Weeding	0	2,121	3,000	879		879	70.7%
4084 PLANT & EQUIP-PURCHASE	0	6,463	2,500	(3,963)		(3,963)	258.5%
4085 PLANT & EQUIP-MAINTENANCE	105	212	2,500	2,288		2,288	8.5%
4110 TREE MAINTENANCE	0	1,000	3,000	2,000		2,000	33.3%
4111 PITCH MAINTENANCE - Hinksley R	0	0	1,000	1,000		1,000	0.0%
4115 Grass Cutting (Flitwick)	0	0	750	750		750	0.0%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000		4,000	0.0%
4118 BINS AND SEATS	0	0	1,000	1,000		1,000	0.0%
4128 WASTE DISPOSAL	775	4,655	6,300	1,645		1,645	73.9%
4132 BUILDING MAINTENANCE	2,027	5,590	1,500	(4,090)		(4,090)	372.6%
4135 Community Spirit	0	(186)	0	186		186	0.0%
4140 MAINTENANCE CONTRACTS	618	618	650	32		32	95.1%
4700 FLITWICK MANOR PARK	0	4,071	10,000	5,929		5,929	40.7%
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
4702 Flitwick Nature Park	0	197	0	(197)		(197)	0.0%
LOCAL AMENITIES :- Indirect Expenditure	3,569	25,306	36,700	11,394	0	11,394	69.0%
Net Income over Expenditure	(3,569)	2,930	(29,367)	(32,297)			
305 PLAY AREAS							
1012 Millennium Park Hire	0	1,458	1,000	(458)			145.8%
1177 GRANTS RECEIVED	0	13,598	0	(13,598)			0.0%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS :- Income	0	15,056	2,350	(12,706)			640.7%
4075 PLAY AREA/REPAIRS & MAINT.	0	7,829	8,000	171		171	97.9%
4082 Millennium Park (Inc CCTV)	0	536	2,000	1,464		1,464	26.8%
4122 CHANGING ROOMS - HINKSLEY	188	247	0	(247)		(247)	0.0%
PLAY AREAS :- Indirect Expenditure	188	8,612	10,000	1,388	0	1,388	86.1%
Net Income over Expenditure	(188)	6,444	(7,650)	(14,094)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 STREET LIGHTING							
4096 Electricity - Street Lights	470	4,892	2,500	(2,392)		(2,392)	195.7%
4097 Street Lighting Maintenance	0	261	2,000	1,739		1,739	13.0%
STREET LIGHTING :- Indirect Expenditure	470	5,153	4,500	(653)	0	(653)	114.5%
Net Expenditure	(470)	(5,153)	(4,500)	653			
311 YOUTH HUB/ACTIVITIES							
1035 The Hub Hire	0	660	50	(610)			1320.1%
1037 Under 18s Skate Competition	0	21	120	99			17.7%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
1170 YOUTH PANEL	0	0	200	200			0.0%
1191 MISC INCOME	0	182	0	(182)			0.0%
YOUTH HUB/ACTIVITIES :- Income	0	15,863	15,370	(493)			103.2%
4001 SALARIES AND WAGES	0	1,172	2,000	828		828	58.6%
4014 CASUAL STAFF	149	500	0	(500)		(500)	0.0%
4015 Utilities	568	3,119	2,300	(819)		(819)	135.6%
4016 BUSINESS RATES	0	2,395	2,469	74		74	97.0%
4049 YOUTH ACTIVITIES	0	14,204	42,000	27,796		27,796	33.8%
4050 Under 18s Skate Competition	0	108	710	602		602	15.2%
4128 WASTE DISPOSAL	108	108	0	(108)		(108)	0.0%
4132 BUILDING MAINTENANCE	250	(141)	4,000	4,141		4,141	(3.5%)
4138 EQUIPMENT	415	1,276	1,000	(276)		(276)	127.6%
4140 MAINTENANCE CONTRACTS	111	1,541	2,000	459		459	77.0%
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	1,601	24,282	56,479	32,197	0	32,197	43.0%
Net Income over Expenditure	(1,601)	(8,419)	(41,109)	(32,690)			
312 COMMUNITY ACTIVITIES							
1036 Stitchers Donations	0	40	0	(40)			0.0%
1039 PAINTING CIRCLE	13	310	100	(210)			309.6%
1120 KEEP FIT / Dance Fitness	394	2,440	2,800	360			87.1%
1122 MENS CLUB	0	811	1,100	289			73.7%
1129 Community Bingo	0	12	275	263			4.2%
1141 Flitwick Food Extra Project	0	150	0	(150)			0.0%
1146 OLDER PEOPLE - Events	0	0	500	500			0.0%
1149 Flitwick Sunday Market	0	490	0	(490)			0.0%
1171 LUNCH CLUB	180	2,183	2,900	717			75.3%
1181 COST OF LIVING MONIES REC'D	116	3,419	0	(3,419)			0.0%
COMMUNITY ACTIVITIES :- Income	702	9,854	7,675	(2,179)			128.4%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4103 FTC Internal Hire	0	3,745	0	(3,745)		(3,745)	0.0%
4553 PAINTING CIRCLE	0	0	10	10		10	0.0%
4554 STITCHERS	0	93	140	47		47	66.4%
4556 OLDER PEOPLE - Events	0	0	2,150	2,150		2,150	0.0%
4558 KEEP FIT / Dance Fitness	200	1,898	2,700	802		802	70.3%
4606 Cost of Living Initiative	228	1,565	0	(1,565)		(1,565)	0.0%
4612 MENS CLUB	0	566	1,100	534		534	51.4%
4614 LGBTQ+ Initiative	0	1,500	0	(1,500)		(1,500)	0.0%
4621 LUNCH CLUB	91	1,237	4,100	2,863		2,863	30.2%
4625 FORGET ME NOT GROUP	12	132	2,100	1,968		1,968	6.3%
4626 RESIDENT DRIVEN PROJECT	0	0	5,000	5,000		5,000	0.0%
4627 Flitwick Sunday Market	0	466	0	(466)		(466)	0.0%
4628 Flitwick Food Extra	0	55	1,500	1,445		1,445	3.6%
COMMUNITY ACTIVITIES :- Indirect Expenditure	531	11,257	18,800	7,543	0	7,543	59.9%
Net Income over Expenditure	170	(1,403)	(11,125)	(9,722)			
313 COMMUNITY EVENTS							
1040 18+ Skate Competition	0	0	200	200			0.0%
1050 CORONATION DAY	30	30	0	(30)			0.0%
1127 Flitwick Fun Day	239	2,792	2,000	(792)			139.6%
1130 Christmas Lunch - OLDER People	0	1,979	1,000	(979)			197.9%
1164 Christmas Market	0	312	200	(112)			155.8%
1165 Christmas Lights EVENT	0	8,149	1,000	(7,149)			814.9%
1167 Christmas Market Trip	0	0	850	850			0.0%
1172 JUBILEE Event 2022	0	513	750	238			68.3%
1191 MISC INCOME	0	18	0	(18)			0.0%
COMMUNITY EVENTS :- Income	269	13,792	6,000	(7,792)			229.9%
4043 REMEMBRANCE EVENT	333	1,179	1,200	21		21	98.3%
4200 Christmas Lights Installation	0	15,342	16,500	1,158		1,158	93.0%
4201 Christmas Market	0	86	360	274		274	23.9%
4202 Christmas Market Trip	0	0	520	520		520	0.0%
4203 Festive Fun	0	0	250	250		250	0.0%
4204 Flitwick TownSq Chrtsmas Tree	0	1,357	1,250	(107)		(107)	108.5%
4205 Front Garden Competition	0	0	220	220		220	0.0%
4206 Scarecrow Festival	0	94	100	6		6	93.7%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	0	899	900	1		1	99.9%
4540 Christmas Lights EVENT	328	6,170	5,400	(770)		(770)	114.3%
4551 Flitwick Fun Day	0	20,556	20,000	(556)		(556)	102.8%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4618 COMMUNITY Events Expense	0	1,455	2,000	545		545	72.8%
4620 YOUTH PANEL	0	0	700	700		700	0.0%
4622 JUBILEE Event 2022	0	2,638	2,000	(638)		(638)	131.9%
4623 Christmas Lunch - OLDER PEOPLE	0	868	0	(868)		(868)	0.0%
COMMUNITY EVENTS :- Indirect Expenditure	661	50,644	51,550	906	0	906	98.2%
Net Income over Expenditure	(392)	(36,852)	(45,550)	(8,698)			
COMMUNITY SERVICES :- Income	3,049	132,087	64,728	(67,359)			204.1%
Expenditure	38,859	501,366	583,366	82,000	0	82,000	85.9%
Movement to/(from) Gen Reserve	(35,810)	(369,279)					
Grand Totals:- Income	3,049	132,087	64,728	(67,359)			204.1%
Expenditure	38,859	501,366	583,366	82,000	0	82,000	85.9%
Net Income over Expenditure	(35,810)	(369,279)	(518,638)	(149,359)			
Movement to/(from) Gen Reserve	(35,810)	(369,279)					

Date: 10/03/2023

Flitwick Town Council

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Time: 12:40

Cashbook 1

User: HG

CURRENT ACCOUNT

For Month No: 11

Receipts for Month 11

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 :	5,042.50					5,042.50	
	Banked: 23/05/2022	-432.00						
	Sales Recpts Page 11703	-432.00	-432.00		101			Sales Recpts Page 11703
	Banked: 23/05/2022	432.00						
	Sales Recpts Page 11705	432.00	432.00		101			Sales Recpts Page 11705
	Banked: 01/02/2023	431.20						
	Sales Recpts Page 11677	431.20	431.20		101			Sales Recpts Page 11677
	Banked: 01/02/2023	100.00						
	Sales Recpts Page 11678	100.00	100.00		101			Sales Recpts Page 11678
	Banked: 01/02/2023	660.00						
	Sales Recpts Page 11679	660.00	660.00		101			Sales Recpts Page 11679
	Banked: 01/02/2023	1,161.00						
	Sales Recpts Page 11680	1,161.00	1,161.00		101			Sales Recpts Page 11680
	Banked: 01/02/2023	65.00						
	Sales Recpts Page 11763	65.00	65.00		103			Sales Recpts Page 11763
	Banked: 01/02/2023	72.00						
	A Snape (Mayor)	72.00			1143	102	72.00	TM quiz Tickets
	Banked: 02/02/2023	431.20						
	Sales Recpts Page 11681	431.20	431.20		101			Sales Recpts Page 11681
	Banked: 02/02/2023	211.50						
	Sales Recpts Page 11682	211.50	211.50		101			Sales Recpts Page 11682
	Banked: 02/02/2023	756.00						
	Sales Recpts Page 11708	756.00	756.00		101			Sales Recpts Page 11708
	Banked: 02/02/2023	3,243.41						
	CCLA	3,243.41			1190	111	3,243.41	Interest Rec'd Jan 2023
	Banked: 02/02/2023	58,000.00						
MANUAL	BUSINESS RESERVE	58,000.00			202		58,000.00	Payment Run
	Banked: 02/02/2023	58,000.00						
MANUAL	BUSINESS RESERVE	58,000.00			202		58,000.00	Payment Run
	Banked: 02/02/2023	5,000.00						
MANUAL	BUSINESS RESERVE	5,000.00			202		5,000.00	Payment Run
	Banked: 02/02/2023	5,000.00						
MANUAL	BUSINESS RESERVE	5,000.00			202		5,000.00	Payment Run
Correction	Banked: 02/02/2023	-3,243.41						
Correction	Public Sector Deposit	-3,243.41			1190	111	-3,243.41	Managed through CB2
	Banked: 03/02/2023	1,230.40						
	Sales Recpts Page 11683	1,230.40	1,230.40		101			Sales Recpts Page 11683

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Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 03/02/2023	569.80						
	Sales Recpts Page 11684	569.80	569.80		101			Sales Recpts Page 11684
	Banked: 03/02/2023	2,996.40						
	Sales Recpts Page 11685	2,996.40	2,996.40		101			Sales Recpts Page 11685
	Banked: 03/02/2023	647.50						
	Sales Recpts Page 11686	647.50	647.50		101			Sales Recpts Page 11686
	Banked: 03/02/2023	50.00						
	Sales Recpts Page 11687	50.00	50.00		101			Sales Recpts Page 11687
	Banked: 03/02/2023	250.00						
	Sales Recpts Page 11688	250.00	250.00		101			Sales Recpts Page 11688
	Banked: 03/02/2023	1,257.25						
	Sales Recpts Page 11689	1,257.25	1,257.25		101			Sales Recpts Page 11689
	Banked: 03/02/2023	500.00						
	Sales Recpts Page 11690	500.00	500.00		101			Sales Recpts Page 11690
	Banked: 03/02/2023	1,089.44						
	Sales Recpts Page 11691	1,089.44	1,089.44		101			Sales Recpts Page 11691
	Banked: 03/02/2023	72.00						
	A Snape (Mayor)	72.00			1143	102	72.00	TM Charity Quiz Tickets
	Banked: 03/02/2023	45,000.00						
	CCLA via HSBC	45,000.00			230		45,000.00	CCLA transfers
Correction	Banked: 03/02/2023	-45,000.00						
Correction	CCLA Transfers	-45,000.00			230		-45,000.00	Duplicate shown on CB2
	Banked: 06/02/2023	1,215.00						
	Sales Recpts Page 11692	1,215.00	1,215.00		101			Sales Recpts Page 11692
	Banked: 06/02/2023	50.00						
	Sales Recpts Page 11693	50.00	50.00		101			Sales Recpts Page 11693
	Banked: 06/02/2023	431.20						
	Sales Recpts Page 11694	431.20	431.20		101			Sales Recpts Page 11694
	Banked: 06/02/2023	48.00						
	Sales Recpts Page 11695	48.00	48.00		101			Sales Recpts Page 11695
	Banked: 06/02/2023	900.00						
	Sales Recpts Page 11709	900.00	900.00		101			Sales Recpts Page 11709
	Banked: 06/02/2023	284.40						
	Sales Recpts Page 11710	284.40	284.40		101			Sales Recpts Page 11710
	Banked: 06/02/2023	52.00						
	L&L Ollerenshaw	52.00		8.67	1023	421	43.33	Comedy Night Tickets

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 07/02/2023	648.00						
	Sales Recpts Page 11711	648.00	648.00		101			Sales Recpts Page 11711
	Banked: 08/02/2023	383.40						
	Sales Recpts Page 11696	383.40	383.40		101			Sales Recpts Page 11696
	Banked: 08/02/2023	300.00						
	Sales Recpts Page 11697	300.00	300.00		101			Sales Recpts Page 11697
	Banked: 08/02/2023	65.00						
	Sales Recpts Page 11712	65.00	65.00		103			Sales Recpts Page 11712
	Banked: 08/02/2023	336.00						
	Sales Recpts Page 11745	336.00	336.00		101			Sales Recpts Page 11745
	Banked: 09/02/2023	108.00						
	Sales Recpts Page 11698	108.00	108.00		101			Sales Recpts Page 11698
	Banked: 09/02/2023	126.00						
	Sales Recpts Page 11699	126.00	126.00		101			Sales Recpts Page 11699
	Banked: 09/02/2023	702.00						
	Sales Recpts Page 11713	702.00	702.00		101			Sales Recpts Page 11713
	Banked: 09/02/2023	12.00						
	K Farzana	12.00			1143	102	12.00	Quiz Night Tickets
	Banked: 09/02/2023	54.00						
	P Nichols	54.00		9.00	1120	312	45.00	Keep Fit
	Banked: 09/02/2023	30,000.00						
MANUAL	BUSINESS RESERVE	30,000.00			202		30,000.00	Pens/NIC/PAYE
	Banked: 09/02/2023	30,000.00						
MANUAL	BUSINESS RESERVE	30,000.00			202		30,000.00	Pens/NIC/PAYE
	Banked: 09/02/2023	65.00						
	Sales Recpts Page 11764	65.00	65.00		103			Sales Recpts Page 11764
	Banked: 10/02/2023	1,709.40						
	Sales Recpts Page 11700	1,709.40	1,709.40		101			Sales Recpts Page 11700
	Banked: 10/02/2023	420.00						
	Sales Recpts Page 11714	420.00	420.00		101			Sales Recpts Page 11714
	Banked: 10/02/2023	285.60						
	Sales Recpts Page 11715	285.60	285.60		101			Sales Recpts Page 11715
	Banked: 10/02/2023	850.00						
	Eventbright	850.00			1023	421	850.00	90s Tribute Night Tickets
	Banked: 10/02/2023	16,417.81						
AUTO	BUSINESS RESERVE	16,417.81			202		16,417.81	Auto Transfer

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 10/02/2023	16,417.81						
AUTO	BUSINESS RESERVE	16,417.81			202		16,417.81	Auto Transfer
	Banked: 10/02/2023	290.00						
	Sales Recpts Page 11765	290.00	290.00		103			Sales Recpts Page 11765
	Banked: 13/02/2023	1,942.50						
	Sales Recpts Page 11701	1,942.50	1,942.50		101			Sales Recpts Page 11701
	Banked: 13/02/2023	132.48						
	Sales Recpts Page 11702	132.48	132.48		101			Sales Recpts Page 11702
	Banked: 13/02/2023	275.00						
	Sales Recpts Page 11716	275.00	275.00		103			Sales Recpts Page 11716
	Banked: 14/02/2023	14.40						
	Sales Recpts Page 11717	14.40	14.40		101			Sales Recpts Page 11717
	Banked: 14/02/2023	1,116.60						
	Sales Recpts Page 11718	1,116.60	1,116.60		101			Sales Recpts Page 11718
	Banked: 14/02/2023	777.00						
	Sales Recpts Page 11719	777.00	777.00		101			Sales Recpts Page 11719
	Banked: 14/02/2023	201.60						
	Sales Recpts Page 11720	201.60	201.60		101			Sales Recpts Page 11720
	Banked: 14/02/2023	60.00						
	Sales Recpts Page 11721	60.00	60.00		101			Sales Recpts Page 11721
	Banked: 14/02/2023	552.00						
	Sales Recpts Page 11722	552.00	552.00		101			Sales Recpts Page 11722
	Banked: 15/02/2023	813.00						
	Sales Recpts Page 11723	813.00	813.00		101			Sales Recpts Page 11723
	Banked: 15/02/2023	41,113.65						
AUTO	BUSINESS RESERVE	41,113.65			202		41,113.65	Auto Transfer
	Banked: 15/02/2023	41,113.65						
AUTO	BUSINESS RESERVE	41,113.65			202		41,113.65	Auto Transfer
	Banked: 15/02/2023	65.00						
	Sales Recpts Page 11766	65.00	65.00		103			Sales Recpts Page 11766
	Banked: 16/02/2023	588.00						
	Sales Recpts Page 11724	588.00	588.00		101			Sales Recpts Page 11724
	Banked: 16/02/2023	838.80						
	Sales Recpts Page 11725	838.80	838.80		101			Sales Recpts Page 11725
	Banked: 16/02/2023	510.00						
	Sales Recpts Page 11726	510.00	510.00		101			Sales Recpts Page 11726

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/02/2023	569.80						
	Sales Recpts Page 11727	569.80	569.80		101			Sales Recpts Page 11727
	Banked: 17/02/2023	420.00						
	Sales Recpts Page 11728	420.00	420.00		101			Sales Recpts Page 11728
	Banked: 17/02/2023	1,230.00						
	Sales Recpts Page 11729	1,230.00	1,230.00		101			Sales Recpts Page 11729
	Banked: 17/02/2023	24.00						
	Luton town Council	24.00			1143	102	24.00	Quiz Night Tickets
	Banked: 17/02/2023	54.00						
	J Moore	54.00		9.00	1120	312	45.00	Keep Fit
	Banked: 20/02/2023	558.00						
	Sales Recpts Page 11730	558.00	558.00		101			Sales Recpts Page 11730
	Banked: 20/02/2023	379.80						
	Sales Recpts Page 11731	379.80	379.80		101			Sales Recpts Page 11731
	Banked: 20/02/2023	429.00						
	Sales Recpts Page 11732	429.00	429.00		101			Sales Recpts Page 11732
	Banked: 20/02/2023	529.20						
	Sales Recpts Page 11733	529.20	529.20		101			Sales Recpts Page 11733
	Banked: 20/02/2023	15.00						
	Sales Recpts Page 11734	15.00	15.00		101			Sales Recpts Page 11734
	Banked: 20/02/2023	12.00						
	Kempston Town Council	12.00			1143	102	12.00	Quiz Night Tickets
	Banked: 21/02/2023	133.20						
	Sales Recpts Page 11735	133.20	133.20		101			Sales Recpts Page 11735
	Banked: 21/02/2023	60.00						
	Sales Recpts Page 11736	60.00	60.00		101			Sales Recpts Page 11736
	Banked: 21/02/2023	1,892.50						
AUTO	BUSINESS RESERVE	1,892.50			202		1,892.50	Auto Transfer
	Banked: 21/02/2023	1,304.54						
	Central bedfordshire Council	1,304.54			501		1,304.54	P/L Pymnt Page 4062
	Banked: 22/02/2023	114.00						
	Sales Recpts Page 11737	114.00	114.00		101			Sales Recpts Page 11737
	Banked: 22/02/2023	2,463.34						
AUTO	BUSINESS RESERVE	2,463.34			202		2,463.34	Auto Transfer
	Banked: 23/02/2023	1,366.80						
	Sales Recpts Page 11738	1,366.80	1,366.80		101			Sales Recpts Page 11738

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 23/02/2023	10,500.00						
	Sales Recpts Page 11739	10,500.00	10,500.00		101			Sales Recpts Page 11739
	Banked: 24/02/2023	1,757.30						
	Sales Recpts Page 11740	1,757.30	1,757.30		101			Sales Recpts Page 11740
	Banked: 24/02/2023	12.00						
	K Farzana	12.00			1143	102	12.00	Quiz Night Tickets
	Banked: 24/02/2023	27,000.00						
MANUAL	BUSINESS RESERVE	27,000.00			202		27,000.00	Payment Run
	Banked: 27/02/2023	795.00						
	Sales Recpts Page 11748	795.00	795.00		101			Sales Recpts Page 11748
	Banked: 27/02/2023	250.00						
	Sales Recpts Page 11767	250.00	250.00		103			Sales Recpts Page 11767
201736	Banked: 28/02/2023	6,562.66						
201736	Teas and Coffee Donation	82.01			1155	420	82.01	Teas and Coffee Donation
201736	Lunch Club	103.00			1171	312	103.00	Lunch Club
201736	Quiz Night Tickets	24.00			1143	102	24.00	Quiz Night Tickets
201736	FFFD23 Stall M Ayres	80.00		13.33	1127	313	66.67	FFFD23 Stall M Ayres
201736	Dance Fitness	27.00		4.50	1120	312	22.50	Dance Fitness
201736	Cafe (31 Jan - 4 Feb 23)	695.10		115.85	1027	420	579.25	Cafe (31 Jan - 4 Feb 23)
201736	Rendezvous (6-18 Feb 23)	1,524.32		254.05	1027	420	1,270.27	Rendezvous (6-18 Feb 23)
201736	Rendezvous (20 Feb 23)	88.32		14.72	1027	420	73.60	Rendezvous (20 Feb 23)
201736	Rendezvous (21-22 Feb 23)	367.45		61.24	1027	420	306.21	Rendezvous (21-22 Feb 23)
201736	Rendezvous (23-25 Feb 23)	270.81		45.14	1027	420	225.67	Rendezvous (23-25 Feb 23)
201736	Rendezvous (27 Feb 23)	168.66		28.11	1027	420	140.55	Rendezvous (27 Feb 23)
201736	Bar Takings (04.02.23)	430.00		71.67	1026	420	358.33	Bar Takings (04.02.23)
201736	Bar Takings (09.02.23)	4.85		0.81	1026	420	4.04	Bar Takings (09.02.23)
201736	Bar Takings (24.02.23)	197.74		32.96	1026	420	164.78	Bar Takings (24.02.23)
201736	Photocopying	1.10			1003	101	1.10	Photocopying
201736	Popcorn @ Movie Night	8.40			1181	312	8.40	Popcorn @ Movie Night
201736	Dance Fitness (Cheques)	54.00		9.00	1120	312	45.00	Dance Fitness (Cheques)
201736	Quiz Night Raffle	400.90			1143	102	400.90	Quiz Night Raffle
201736	Coronation Afternoon Tea	30.00			1050	313	30.00	Coronation Afternoon Tea
201736	Book of Flitwick	5.00			1143	102	5.00	Book of Flitwick
201736	Robin Nar Party	2,000.00	2,000.00		101			Sales Recpts Page 11707
	Banked: 28/02/2023	1,368.40						
	Sales Recpts Page 11742	1,368.40	1,368.40		101			Sales Recpts Page 11742
	Banked: 28/02/2023	66.24						
	Sales Recpts Page 11743	66.24	66.24		101			Sales Recpts Page 11743
	Banked: 28/02/2023	777.00						
	Sales Recpts Page 11744	777.00	777.00		101			Sales Recpts Page 11744
	Banked: 28/02/2023	390.00						

Receipts for Month 11				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 11746	390.00	390.00		101			Sales Recpts Page 11746
	Banked: 28/02/2023	854.70						
	Sales Recpts Page 11747	854.70	854.70		101			Sales Recpts Page 11747
	Banked: 28/02/2023	100.00						
	Pyrolec Ltd	100.00			1181	312	100.00	Community Fridge Donation
	Banked: 28/02/2023	40.00						
	Caroline Ward - Upstyle	40.00			1127	313	40.00	FFFD23 Stall
	Banked: 28/02/2023	40.00						
	R Cook T/A Riverford	40.00			1127	313	40.00	FFFD23 Stall
	Banked: 28/02/2023	80.00						
	S Briggs LS Events	80.00			1127	313	80.00	FFFD23 Stall
	Banked: 28/02/2023	90.00						
	Sales Recpts Page 11768	90.00	90.00		103			Sales Recpts Page 11768
Total Receipts for Month		393,073.47	53,313.51	678.05			339,081.91	
Cashbook Totals		398,115.97	53,313.51	678.05			344,124.41	

Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2023	CF Corporate Finance Limited	DD395	666.07	666.07		501			Annual Copier Contract
01/02/2023	BUSINESS RESERVE	AUTO	1,823.13			202		1,823.13	Auto Transfer
02/02/2023	ACE Fire & Security Ltd	E4072	1,173.64	1,173.64		501			Emergency lighting maintenance
02/02/2023	Arena Security Limited	E4073	74.40	74.40		501			Attending alarm activation
02/02/2023	Belair Coffee	E4074	1,042.95	1,042.95		501			Sanitise Water Cooler
02/02/2023	Bidfood	E4075	2,587.84	2,587.84		501			Credit Note re Short Delivery
02/02/2023	George Browns Ltd	E4076	347.95	347.95		501			Pruning Saw attachment
02/02/2023	Clean4Shaw Ltd	E4077	300.00	300.00		501			Carpet clean at Rufus
02/02/2023	Collin Hill Bar & Catering Sup	E4078	2,319.12	2,319.12		501			Renewal Kitchen Extraction
02/02/2023	SHARP (formally Complete I.T.)	E4079	1,609.68	1,609.68		501			Complete 365 Backup
02/02/2023	Corporate Travel Management	E4080	105.90	105.90		501			Room Booking Commission
02/02/2023	B.W. Deacon Butchers	E4081	285.27	285.27		501			Cafe Stock & Supply
02/02/2023	DDSL Group Ltd	E4082	13,094.01	13,094.01		501			CCTV Installation RCF
02/02/2023	WorkNest - formally Ellis Whit	E4083	2,080.80	2,080.80		501			Noise Workplace Exposure
02/02/2023	FLITVALE GARDEN CENTRE	E4084	143.05	143.05		501			Cafe Stock & Supply
02/02/2023	W Fuller & Son Ltd	E4085	234.00	234.00		501			Security for Private Party
02/02/2023	Herston Catering Ltd	E4087	1,120.00	1,120.00		501			Hot Buffet Catering
02/02/2023	Holdsworth	E4088	944.67	944.67		501			Cafe Stock and Supply
02/02/2023	JP agri	E4089	480.00	480.00		501			Hedge cutting equipment
02/02/2023	Liquid Designs	E4090	290.44	290.44		501			Purchase Order Pad
02/02/2023	LWC Northampton	E4091	750.10	750.10		501			Bar Stock & Supply
02/02/2023	NISBETS	E4092	226.44	226.44		501			Credit re Food Boxes
02/02/2023	Parish Noticeboards Company	E4093	486.00	486.00		501			Notice Board Town Square
02/02/2023	Pro Guard Beds & Hunts (was Pe	E4094	580.00	580.00		501			Renewal of rodent monitoring
02/02/2023	Rosetone Contract Furniture Lt	E4095	102.00	102.00		501			Table Cloth Hire
02/02/2023	Flitwick and Ampthill Sea Cade	E4096	156.00	156.00		501			Dance Fitness June-Oct 23
02/02/2023	Simply Health	E4098	476.64	476.64		501			Simply Health January 2023
02/02/2023	Smith of Derby Ltd	E4097	315.60	315.60		501			Service of Rufus Centre Clock
02/02/2023	SSC Ventures Ltd	E4099	78.00	78.00		501			Call out for leaking urinal
02/02/2023	Andy Skellham at Stockchek	E4100	252.00	252.00		501			Stockcheck at Rendezvous
02/02/2023	STUART BROWN LIMITED	E4101	345.00	345.00		501			Tripod Ladder
02/02/2023	Wixted Cleaning Ltd	E4102	1,674.78	1,674.78		501			Contractual cleaning
02/02/2023	Parish Noticeboards Company	E4093A	300.00	300.00		501			Notice Board Town Square
02/02/2023	Green Valley Construction Ltd	E4086A	23,949.14	23,949.14		501			Burial Ground Resurfacing
02/02/2023	BUSINESS RESERVE	AUTO	6,501.78			202		6,501.78	Auto Transfer
02/02/2023	A Snape (Mayor)	O/L	5.00			4210	102	5.00	Dunstable TM Sweepstake
02/02/2023	A Snape (Mayor)	O/L	9.00			4003	101	9.00	Mileage for Community Fridge
02/02/2023	BUSINESS RESERVE	MANUAL	58,000.00			202		58,000.00	Payment Run Transfer
02/02/2023	BUSINESS RESERVE	MANUAL	5,000.00			202		5,000.00	Payment Run
03/02/2023	O2 Uk Limited	DD396	27.60	27.60		501			Business Landline
03/02/2023	BUSINESS RESERVE	AUTO	8,635.19			202		8,635.19	Auto Transfer
06/02/2023	Virgin Media Business	DD397	50.40	50.40		501			Hub Broadband
06/02/2023	BUSINESS RESERVE	AUTO	2,906.12			202		2,906.12	Auto Transfer
06/02/2023	Barclays Bank	O/L	24.08			4058	101	24.08	Payflow Bank Charges

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/02/2023	BUSINESS RESERVE	AUTO	648.00			202		648.00	Auto Transfer
08/02/2023	BUSINESS RESERVE	AUTO	1,084.40			202		1,084.40	Auto Transfer
09/02/2023	BUSINESS RESERVE	AUTO	404.82			202		404.82	Auto Transfer
09/02/2023	A Snape (Mayor)	O/L	11.22			4020	101	11.22	Post office - Postage
09/02/2023	A Snape (Mayor)	O/L	2.70			4210	102	2.70	Mileage: Ampthill Post Office
09/02/2023	A Snape (Mayor)	O/L	5.00			4210	102	5.00	Flitwick Church Coffee Donatio
09/02/2023	A Snape (Mayor)	O/L	20.80			4210	102	20.80	Leighton Charity Meal
09/02/2023	A Snape (Mayor)	O/L	19.20		3.20	4210	102	16.00	Rendezvous PCC Lunch
09/02/2023	A Snape (Mayor)	O/L	29.00			4210	102	29.00	Dunstable Mileage & Raffle
09/02/2023	A Snape (Mayor)	O/L	50.00			4210	102	50.00	Flower Festival Donation
09/02/2023	Bedfordshire Pension Fund	O/L	16,548.21			517		16,548.21	LSPG Pension Costs - Jan 2023
09/02/2023	HMRC	O/L	1,930.43			515		1,930.43	PAYE/NIC Jan 2023
09/02/2023	HMRC	O/L	12,032.92			515		12,032.92	PAYE / NIC Costs Jan 23
09/02/2023	BUSINESS RESERVE	MANUAL	30,000.00			202		30,000.00	Pens/NIC/PAYE
09/02/2023	A Snape (Mayor)	O/L	12.70			4210	102	12.70	Mileage to Ampthill Civic Serv
10/02/2023	Barclaycard: S Dempsey	DD	1,642.31		272.97	4047	422	175.00	St Johns Staff 1st Aid Trainin
						4056	421	10.50	CBC Replacement Premis License
						4138	420	366.97	Replacement Drinks Glasses
						4072	302	469.83	Trough and Service Boxes
						4047	421	48.00	L2 Food Hygiene Virtual Colleg
						4148	420	10.54	Tesco Bar Stock
						4043	313	166.67	RBL Poppies for Pillars
						4148	420	121.83	Tesco Bar Stock
10/02/2023	Barclaycard: S Dempsey	DD	-1,642.31		-272.97	4047	422	-175.00	Moved to Correct Cashbook
						4056	421	-10.50	Moved to Correct Cashbook
						4138	420	-366.97	Moved to Correct Cashbook
						4072	302	-469.83	Moved to Correct Cashbook
						4047	421	-48.00	Moved to Correct Cashbook
						4148	420	-10.54	Moved to Correct Cashbook
						4043	313	-166.67	Moved to Correct Cashbook
						4148	420	-121.83	Moved to Correct Cashbook
10/02/2023	Barclaycard	Manual	2,972.40			205		2,972.40	Barclaycard Feb 23
10/02/2023	HMRC VAT	O/L	17,000.41			105		17,000.41	Quarter 3 2022/23
10/02/2023	BUSINESS RESERVE	AUTO	16,417.81			202		16,417.81	Auto Transfer
13/02/2023	BUSINESS RESERVE	AUTO	2,182.99			202		2,182.99	Auto Transfer
13/02/2023	NEST Pension Scheme	DD	166.99			517		166.99	NEST Pension Costs - Jan 23
14/02/2023	BUSINESS RESERVE	AUTO	2,721.60			202		2,721.60	Auto Transfer
15/02/2023	Shogun Vehicle Leasing	DD399	193.43	193.43		501			Repairs to Truck
15/02/2023	Payflow	O/L	41,798.22			516		41,798.22	Wages - Feb 2023
15/02/2023	BUSINESS RESERVE	AUTO	41,113.65			202		41,113.65	Auto Transfer
16/02/2023	BUSINESS RESERVE	AUTO	2,506.60			202		2,506.60	Auto Transfer
17/02/2023	NPower	DD400	564.13	564.13		501			Street Lighting January

Payments for Month 11				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2023									
17/02/2023	BUSINESS RESERVE	AUTO	1,163.87			202		1,163.87	Auto Transfer
20/02/2023	O2 Uk Limited	DD401	95.82	95.82		501			Mobile Charges
20/02/2023	BUSINESS RESERVE	AUTO	1,827.18			202		1,827.18	Auto Transfer
21/02/2023	BRITISH GAS TRADING LTD	DD402	2,919.92	2,919.92		501			Rufus Gas Bill January 2023
21/02/2023	Iris Payroll Solutions Ltd	DD403	15.79	15.79		501			Monthly Contracted January 23
21/02/2023	A Snape (Mayor)	O/L	5.60		0.93	4210	102	4.67	Banking Hub Meet - Costa
21/02/2023	A Snape (Mayor)	O/L	20.00			4210	102	20.00	Stotfold Fundraiser Tickets
21/02/2023	A Snape (Mayor)	O/L	10.00			4210	102	10.00	Scouts Coffee Morning
21/02/2023	A Snape (Mayor)	O/L	23.50			4143	102	23.50	TM Quiz Raffle Prizes
21/02/2023	A Snape (Mayor)	O/L	204.00		34.00	4210	102	170.00	M&S Dinner Suit
21/02/2023	A Snape (Mayor)	O/L	28.00			4210	102	28.00	Pride of Houghton Mileages
21/02/2023	A Snape (Mayor)	O/L	37.30			4210	102	37.30	Stotfold Fundraiser Mileage
21/02/2023	A Snape (Mayor)	O/L	33.50			4210	102	33.50	Stotfold Civic Service
21/02/2023	A Snape (Mayor)	O/L	36.40			4210	102	36.40	Dryclean x2 Mayoral Suits
21/02/2023	Woburn Wine Cellar	O/L	56.23		9.37	4143	102	46.86	Quiz Night Prizes
22/02/2023	Total Energies (prev. Total Ga	DD404	2,577.34	2,577.34		501			Rufus Electricity January 2023
23/02/2023	BUSINESS RESERVE	AUTO	11,866.80			202		11,866.80	Auto Transfer
24/02/2023	ACE Fire & Security Ltd	E4103	1,016.38	1,016.38		501			TS Intruder Alarm System 23/24
24/02/2023	Adsi Ltd	E4104	93.60	93.60		501			ADSI Act Mgnt & Refresh
24/02/2023	All Star Business Solutions Li	E4105	188.90	188.90		501			Diesel January 2023
24/02/2023	Arena Security Limited	E4106	44.40	44.40		501			Attending Alarm Activations
24/02/2023	Bedfordshire Assoc. of Parish	E4107	30.00	30.00		501			Finance Course (Cllr Roberts)
24/02/2023	Belair Coffee	E4108	653.92	653.92		501			Cafe Stock & Supplies
24/02/2023	Bidfood	E4109	3,756.70	3,756.70		501			Cafe Stock & Supplies
24/02/2023	BIFFA WASTE SERVICES LTD	E4110	1,714.74	1,714.74		501			TS General Waste January 2023
24/02/2023	SHARP (formally Complete I.T.)	E4111	1,384.13	1,384.13		501			Line Rental Charges
24/02/2023	Copier Solutions (UK) Ltd	E4112	358.48	358.48		501			Monthly Meter Reading January
24/02/2023	Corporate Travel Management	E4113	424.62	424.62		501			Room Commission Charge
24/02/2023	The Cottage Bakery	E4114	154.80	154.80		501			Cafe Stock & Supply
24/02/2023	B.W. Deacon Butchers	E4115	561.28	561.28		501			Cafe Stock & Supplies
24/02/2023	WorkNest - formally Ellis Whit	E4116	7,698.50	7,698.50		501			Combined Core Year 1
24/02/2023	W Fuller & Son Ltd	E4117	396.00	396.00		501			Security on 90's Night
24/02/2023	GGB Services (CO2 Gas)	E4118	32.40	32.40		501			CO2 Beer Dispense (Bar)
24/02/2023	Holdsworth	E4119	911.23	911.23		501			Cafe Stock & Supplies
24/02/2023	ICPhygiene	E4120	284.46	284.46		501			Cleaning Supplies
24/02/2023	Imagination Dance Community Co	E4121	200.00	200.00		501			Dance Fitness
24/02/2023	JEWSON LTD	E4122	39.17	39.17		501			TS: Paddle Mixer
24/02/2023	KD Events Publishing Ltd	E4123	300.00	300.00		501			Quarter Page Advert
24/02/2023	NLC Nova Lift Co Ltd (Formerly	E4124	175.50	175.50		501			Call out for lift phone damage
24/02/2023	Local Media Publishing Ltd (Th	E4125	120.00	120.00		501			East Life Spring 2023

Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Advert
24/02/2023	Lyreco UK Limited	E4126	350.88	350.88		501			Stationery Supplies
24/02/2023	Ocean Print Solutions Ltd	E4127	60.00	60.00		501			Sign for Community Fridge
24/02/2023	PROLATERAL CONSULTING LTD	E4128	72.00	72.00		501			Monthly web/email hosting
24/02/2023	NETWORK RAIL	E4129	4.50	4.50		501			Bus Shelter Charges
24/02/2023	Royal British Legion,	E4130	200.00	200.00		501			Lamp post poppies
24/02/2023	DCK Beavers Limited T/A Accoun	E4131	832.56	832.56		501			Budget setting for 23/24
24/02/2023	Rosetone Contract Furniture Lt	E4132	224.40	224.40		501			Tablecloth Hire
24/02/2023	D & G SHORT	E4133	2,599.48	2,599.48		501			Balance of TS doors
24/02/2023	Simply Health	E4134	476.64	476.64		501			Simply Health February 2023
24/02/2023	Spaldings Limited	E4135	393.00	393.00		501			Litter picker hoop
24/02/2023	STUART BROWN LIMITED	E4136	52.80	52.80		501			Chain Loop
24/02/2023	THREE (3)	E4137	55.43	55.43		501			Business Broadband (Rufus)
24/02/2023	Whitespace Publishers Ltd	E4138	322.80	322.80		501			UKBride online package renewal
24/02/2023	Allan Peacock (Street Lighting	E4139	719.00	719.00		501			Supply & Instal Feeder Pillar
24/02/2023	ANGLIAN WATER	DD405	29.15	29.15		501			Allotments Water Bill
24/02/2023	Total Energies (prev. Total Ga	DD406	225.31	225.31		501			Hinksley Road Electric Jan 23
24/02/2023	Total Energies (prev. Total Ga	DD407	630.77	630.77		501			YH Electric January 2023
24/02/2023	BUSINESS RESERVE	AUTO	921.37			202		921.37	Auto Transfer
24/02/2023	Wayne Power	O/L	60.00			4132	311	60.00	Callout YH timer Issues
27/02/2023	BRITISH TELECOMMUNICATION	DD408	418.80	418.80		501			BT Business Bill
27/02/2023	Total Energies (prev. Total Ga	DD409	46.31	46.31		501			TS Electricity January 2023
27/02/2023	BUSINESS RESERVE	AUTO	579.89			202		579.89	Auto Transfer
28/02/2023	Shogun Vehicle Leasing	DD410	630.34	630.34		501			Truck Repayment
28/02/2023	BUSINESS RESERVE	AUTO	9,517.49			202		9,517.49	Auto Transfer
28/02/2023	Cheque to CASH	CHQ	157.17			220		157.17	Reimburse Petty Cash
28/02/2023	Shogun Vehicle Leasing	DD410A	10.00	10.00		501			Truck Repayment
Total Payments for Month			393,061.97	93,929.30	47.50			299,085.17	
Balance Carried Fwd			5,054.00						
Cashbook Totals			398,115.97	93,929.30	47.50			304,139.17	

Receipts for Month 11

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 :	140,471.87					140,471.87	
	Banked: 03/02/2022	45,000.00						
	CCLA Transfer	45,000.00			230		45,000.00	CCLA trransfer
	Banked: 01/02/2023	1,823.13						
AUTO	CURRENT ACCOUNT	1,823.13			201		1,823.13	Auto Transfer
	Banked: 02/02/2023	6,501.78						
AUTO	CURRENT ACCOUNT	6,501.78			201		6,501.78	Auto Transfer
	Banked: 02/02/2023	58,000.00						
MANUAL	CURRENT ACCOUNT	58,000.00			201		58,000.00	Payment Run Transfer
	Banked: 02/02/2023	5,000.00						
MANUAL	CURRENT ACCOUNT	5,000.00			201		5,000.00	Payment Run
	Banked: 02/02/2023	3,243.41						
	Public Sector Deposit Fund	3,243.41			1190	111	3,243.41	CCLA Interest Received
	Banked: 03/02/2023	8,635.19						
AUTO	CURRENT ACCOUNT	8,635.19			201		8,635.19	Auto Transfer
	Banked: 06/02/2023	2,906.12						
AUTO	CURRENT ACCOUNT	2,906.12			201		2,906.12	Auto Transfer
	Banked: 07/02/2023	648.00						
AUTO	CURRENT ACCOUNT	648.00			201		648.00	Auto Transfer
	Banked: 08/02/2023	1,084.40						
AUTO	CURRENT ACCOUNT	1,084.40			201		1,084.40	Auto Transfer
	Banked: 09/02/2023	404.82						
AUTO	CURRENT ACCOUNT	404.82			201		404.82	Auto Transfer
	Banked: 09/02/2023	30,000.00						
MANUAL	CURRENT ACCOUNT	30,000.00			201		30,000.00	Pens/NIC/PAYE
	Banked: 10/02/2023	16,417.81						
AUTO	CURRENT ACCOUNT	16,417.81			201		16,417.81	Auto Transfer
	Banked: 13/02/2023	2,182.99						
AUTO	CURRENT ACCOUNT	2,182.99			201		2,182.99	Auto Transfer
	Banked: 14/02/2023	2,721.60						
AUTO	CURRENT ACCOUNT	2,721.60			201		2,721.60	Auto Transfer
	Banked: 15/02/2023	41,113.65						
AUTO	CURRENT ACCOUNT	41,113.65			201		41,113.65	Auto Transfer
	Banked: 16/02/2023	2,506.60						
AUTO	CURRENT ACCOUNT	2,506.60			201		2,506.60	Auto Transfer
	Banked: 17/02/2023	1,163.87						
AUTO	CURRENT ACCOUNT	1,163.87			201		1,163.87	Auto Transfer

Receipts for Month 11				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: 20/02/2023	1,827.18					
AUTO	CURRENT ACCOUNT	1,827.18			201		1,827.18 Auto Transfer
	Banked: 23/02/2023	11,866.80					
AUTO	CURRENT ACCOUNT	11,866.80			201		11,866.80 Auto Transfer
	Banked: 24/02/2023	921.37					
AUTO	CURRENT ACCOUNT	921.37			201		921.37 Auto Transfer
	Banked: 27/02/2023	579.89					
AUTO	CURRENT ACCOUNT	579.89			201		579.89 Auto Transfer
	Banked: 28/02/2023	9,517.49					
AUTO	CURRENT ACCOUNT	9,517.49			201		9,517.49 Auto Transfer
	Banked: 28/02/2023	28,000.00					
MANUAL	PDQ Account	28,000.00			204		28,000.00 Feb 23 Income
Total Receipts for Month		282,066.10	0.00	0.00			282,066.10
Cashbook Totals		422,537.97	0.00	0.00			422,537.97

Payments for Month 11				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>
02/02/2023	CURRENT ACCOUNT	MANUAL	58,000.00			201		58,000.00	Payment Run
02/02/2023	CURRENT ACCOUNT	MANUAL	58,000.00			201		58,000.00	Payment Run
02/02/2023	CURRENT ACCOUNT	MANUAL	5,000.00			201		5,000.00	Payment Run
02/02/2023	CURRENT ACCOUNT	MANUAL	5,000.00			201		5,000.00	Payment Run
09/02/2023	CURRENT ACCOUNT	MANUAL	30,000.00			201		30,000.00	Pens/NIC/PAYE
09/02/2023	CURRENT ACCOUNT	MANUAL	30,000.00			201		30,000.00	Pens/NIC/PAYE
10/02/2023	CURRENT ACCOUNT	AUTO	16,417.81			201		16,417.81	Auto Transfer
10/02/2023	CURRENT ACCOUNT	AUTO	16,417.81			201		16,417.81	Auto Transfer
15/02/2023	CURRENT ACCOUNT	AUTO	41,113.65			201		41,113.65	Auto Transfer
15/02/2023	CURRENT ACCOUNT	AUTO	41,113.65			201		41,113.65	Auto Transfer
21/02/2023	CURRENT ACCOUNT	AUTO	1,892.50			201		1,892.50	Auto Transfer
22/02/2023	CURRENT ACCOUNT	AUTO	2,463.34			201		2,463.34	Auto Transfer
24/02/2023	CURRENT ACCOUNT	MANUAL	27,000.00			201		27,000.00	Payment Run
Total Payments for Month			332,418.76	0.00	0.00			332,418.76	
Balance Carried Fwd			90,119.21						
Cashbook Totals			422,537.97	0.00	0.00			422,537.97	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	28/02/2023		5,054.00
			<u>5,054.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,054.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,054.00
		Balance per Cash Book is :-	5,054.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023		90,119.21
			<u>90,119.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			90,119.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,119.21
		Balance per Cash Book is :-	90,119.21
		Difference is :-	0.00

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **APRIL 2023**

DATE W/C	COMMITTEE	ACTIVITY
NOTE:	PRE-ELECTION PERIOD	Restrictions on what type of material and content can be publicised in place until after 4th May elections *****Deadline for submission on nominations this week @4pm on 4/4*****
3rd April		
	Community	Second Flitwick Litter Picks this week – everyone welcome 5/4 Hinksley Rec
	Community	The Hub – Pop up basketball today (3/4)at Millennium Park
	Community	Easter Free Community Movie Day this Tuesday 4/4 last chance to book your free tickets
	Community	Street Food Heroes second one this year at Millennium Park – this Sunday 9/4 – Easter Sunday
	Community	The Community Hub – with the warmer weather changed from warm space to community – pop in or stay all day every Monday
	Community	Thank you to everyone who attended Litter Pick on 5/4 – next date Big Help Out King Coronation – Station Road 8/5
	Community	Community Services Meeting 4/4 links to agenda and supporting papers
	Community	Easter Egg Trail this Thursday 6/4 – Flitwick Wood
	Business	Job Vacancy Hospitality Porter – reminder closing date next week 11/4
	Business	Homemade specials, cakes, themed food - Rendezvous Café – Any Easter specials
	Business	Easter opening times for Rendezvous Café
10 th April		
	Community	Forget Me Not next Monday (17/4) – Coffee & Chat – everyone welcome
	Community	Community Hub – come along every Monday
	Community	Explore our opens spaces in the Easter holidays: Flit Valley Walk and new Manor Park circular walk
	Community	Sunday Market starts this month – if you would like a market stall get in touch with the market manager
	Community	New Job Club starts next Wednesday 19/4 part of cost of living initiatives inc. community fridge – please speak to us if you need help.

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.

	Community	April Lunch Club – Moroccan flavour (18/4) reminder – booking deadline this Thursday
	Community	Are you ready for the Skate Comp – free entry – 30/4
	Community	Painting Circle – give it a try – first session free
	Community/Business	King Charles III Coronation Afternoon Tea at The Rufus Centre (6/5) – TV screen -book your table
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Business	Bring the family along to the Rendezvous Café – special children’s lunch and breakfast menus
17 th April		
	Community	The Hub - Pop up football session today at Millennium Park – thank you to Octavius for sponsoring 2 pop up goals
	Community	New Job Club at The Hub starts this week 19/4
	Community	Flitwick Family Fun Day -stall holders book your space
	Community	The Hub free open access youth drop in – Starts back tonight Tuesday 18/4
	Community/Business	Afternoon tea event at The Rufus Centre for Coronation King Charles III – still time to book
	Community/Business	Drag Evening 15/7 – tickets on sale via Eventbrite
	Business	Homemade specials, cakes, themed food - Rendezvous Café
	Business	Inclusive wedding packages – some date availability
	Town	Town Council meeting (18/4) – links to agenda and supporting papers
24 th April		
	Community	New Youth Club for Years 5 & 6 every Monday during term time – first one tonight 24/4
	Community	The Hub free open access youth drop in – every Tuesday
	Community	Come and see the Community Services team at Flitwick Market this Friday (28/4)
	Community	Sunday Market returns this Sunday 30/4 at Flitwick Town Square – support local traders
	Community	Skate Comp this Sunday 30/4 at Millennium – Free entry - DJ music
	Community	Scarecrow Festival 1-9/7 – start planning your scarecrow – theme Children’s Books
	Business	Homemade specials, cakes, themed food - Rendezvous Café

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	Rendezvous Café will be showing the King's Coronation ceremony on Saturday 6 th May -normal opening hours
	Corporate	Corporate Services meeting 25/4 links to agenda and supporting papers

Note:

Timings will be scheduled once additional information/timings confirmed **or when pre-election period is over** for the following:

Town

- Banking hub – Link announcement
- New Environmental Group
- Installation of street furniture and noticeboard – Flitwick Town Square
- Annual Assembly – May date
- Proud Ampthill & Flitwick – Picnic 4th June

Community:

- Skate Park lighting installation – announce when work completed.
- Poetry Evening with Flitwick Library
- Green Wheel
- Greensand Festival – Flitwick walks
- 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
- The Hub -new noticeboard – new place to check out what's on at The Hub
- Summer Activity Programme

Business:

- New Rendezvous menu
- New Business & Facilities Manager appointment

Corporate:

- Flitwick – A Living History website – meeting dates for interested parties

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PIWG

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

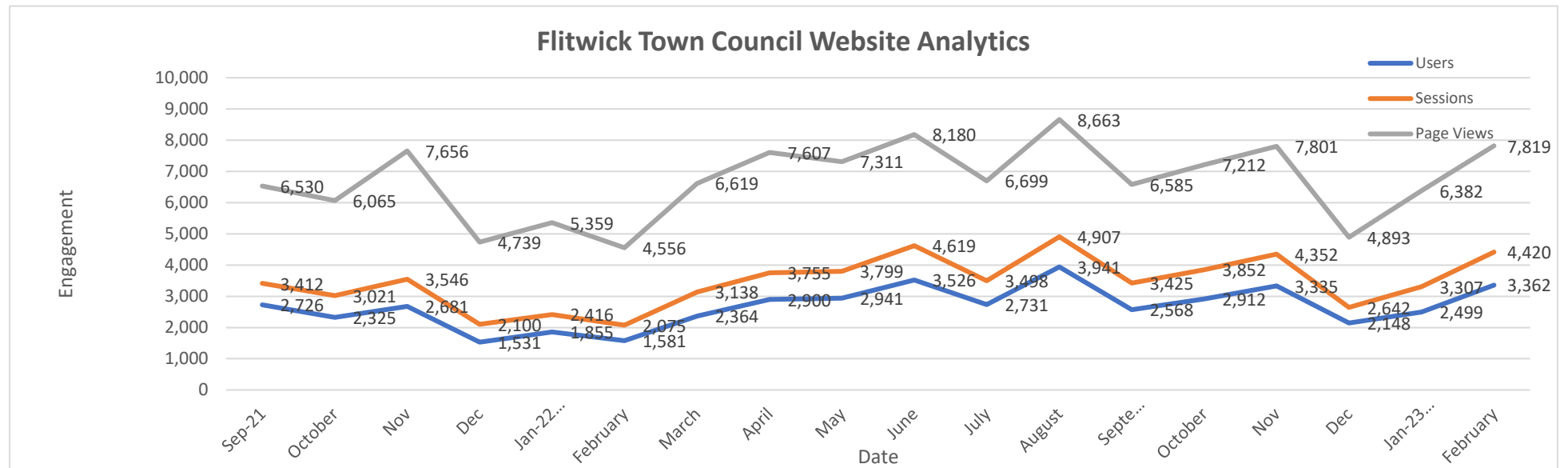
*Committee meeting agenda highlights/outcomes – content dependent on agenda items and feedback from committee chairs

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

V1

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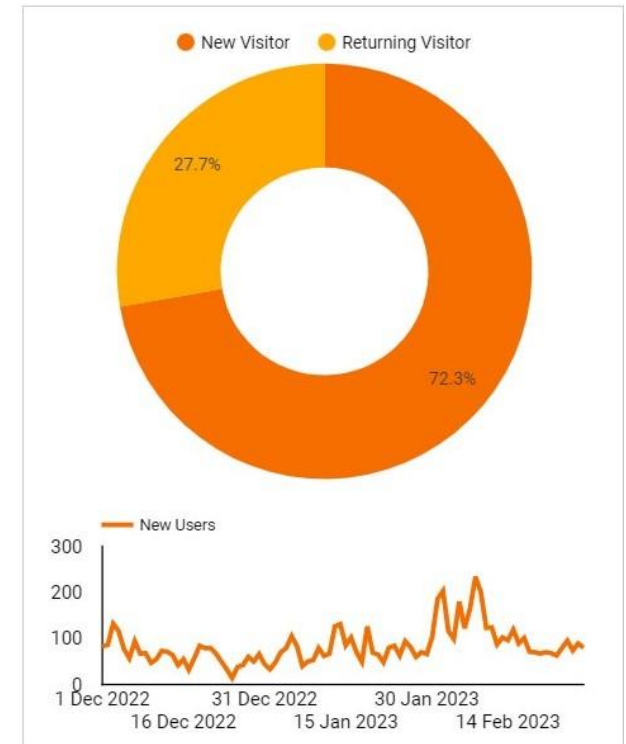
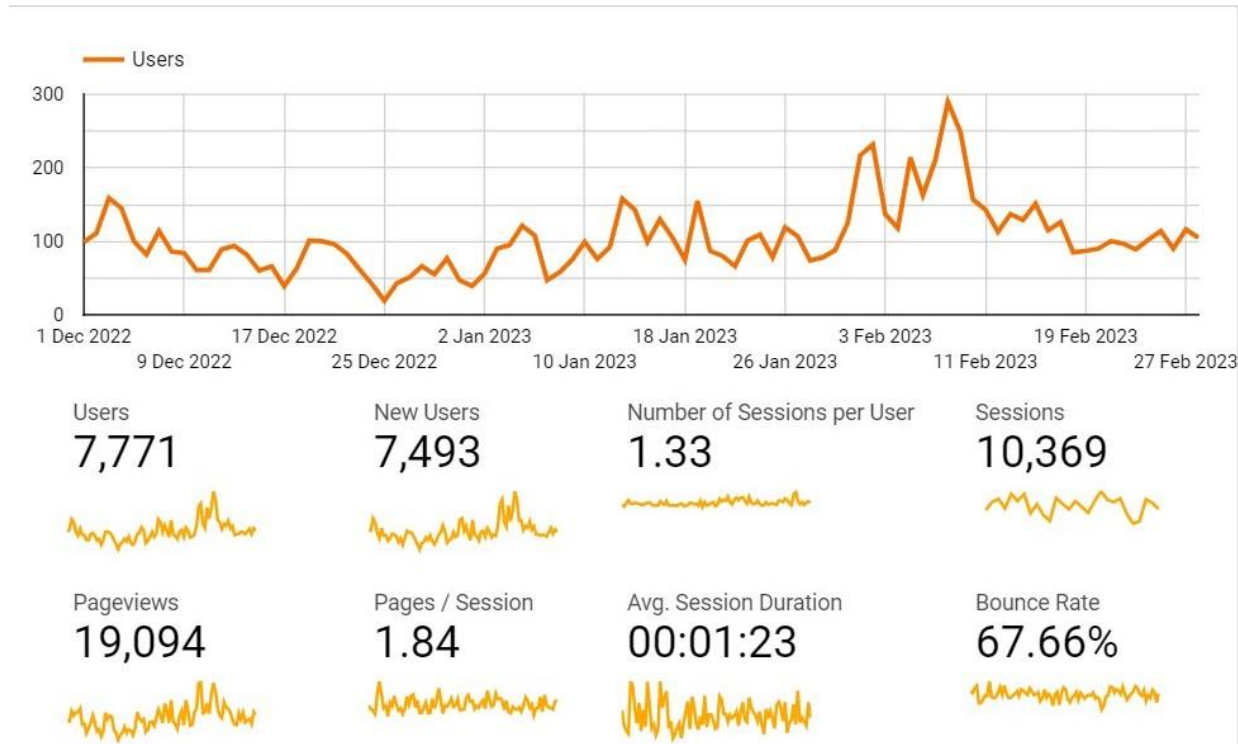
FLITWICK TOWN COUNCIL WEBSITE & SOCIAL MEDIA QUARTERLY REPORT 1st DECEMBER 22 – 28th FEBRUARY 23



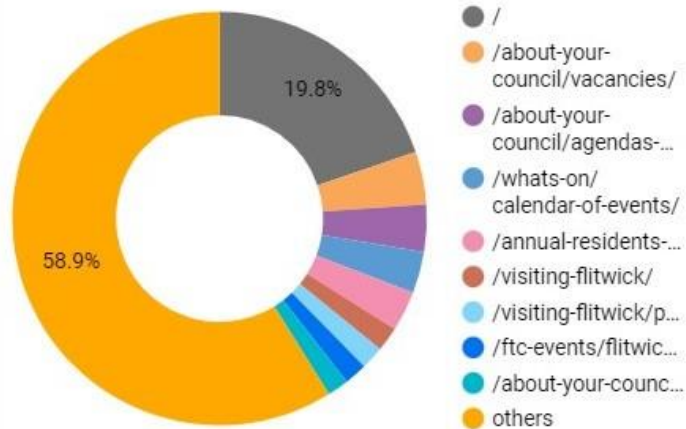
Users: The number of users who have initiated at least one session
Sessions: The number of sessions when a user is actively engaged with the website
Page Views: The total number of pages viewed

FTC WEBSITE USERS - QUARTERLY REPORT

1st DECEMBER 22 – 28th FEBRUARY 23

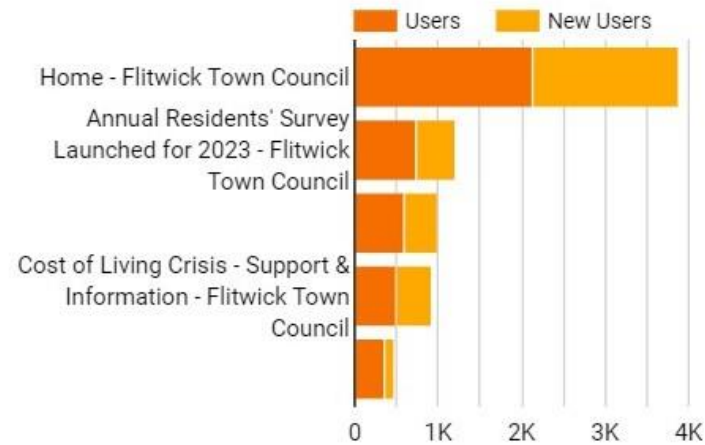


Which page is the most popular?



Page	Pageviews
1. /	3,775
2. /about-your-council/va...	786
3. /about-your-council/ag...	706
4. /whats-on/calendar-of-...	619
5. /annual-residents-surve...	598
6. /visiting-flitwick/	369
7. /visiting-flitwick/parks-...	344
8. /ftc-events/flitwick-chri...	340
9. /about-your-council/co...	318
10. /about-your-council/co...	312

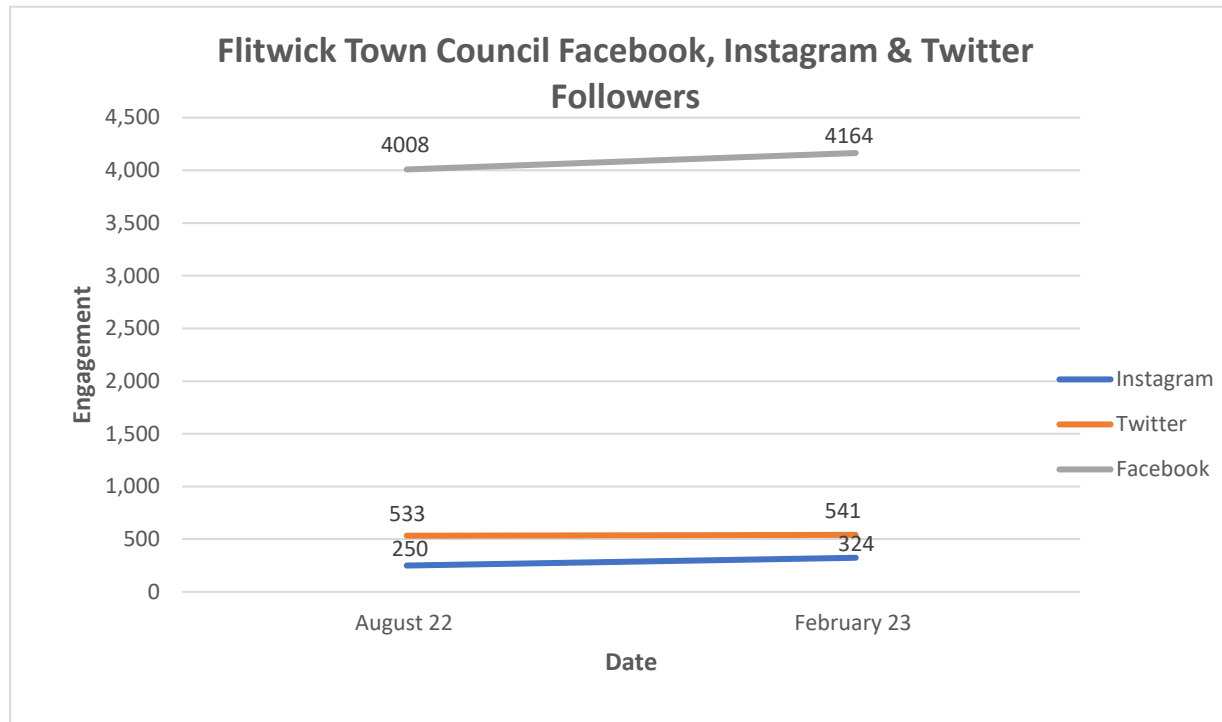
Most popular pages with title breakdown



Page Title	Pageviews
1. Home - Flitwick Town C...	4,045
2. Vacancies - Flitwick To...	992
3. Annual Residents' Surv...	945
4. Agendas and Minutes - ...	706
5. Cost of Living Crisis - S...	635
6. Calendar of Events - Flit...	621
7. Visiting Flitwick - Flitwi...	368
8. Parks and Open Spaces...	348
9. Flitwick Christmas Mar...	342
10. Councillors - Flitwick To...	312






FLITWICK TOWN COUNCIL SOCIAL MEDIA PAGES Number of Followers

1st DECEMBER 22 – 28th FEBRUARY 23



FLITWICK TOWN COUNCIL – TOP TEN FACEBOOK POSTS RANKED BY ENGAGEMENT QUARTERLY REPORT

1st December 22 to 28th February 23

Post Content	Engagement	Reach
 The Flitwick Community Fridge is open! Councillors and staff gathered this morning to stock and officially launch	3,196	14,337
 Work has started today on installing CCTV at Flitwick Town Square and at the Skate Park	2,209	6,150
Update on feasibility of a new banking hub	2,156	7,957
Final preparations are now underway for our new Community Fridge initiative	1,539	8,628
It was smiles and cheer all round in the Lockyer Suite at The Rufus Centre Flitwick this afternoon at the Over 60's Christmas Lunch	980	2,723
 Are you ready to explore a new area of Manor Park this Christmas? For over 12 months the fantastic Flitwick Parish Paths Partnership (P3) volunteers	935	3,607
Flitwick Town Council has set its precept (Video)	870	2,531
We're all set up at The Rufus Centre Flitwick for today's Christmas Market!	742	5,206
 No need to go thirsty if you are at Millennium Park! We have installed a new water dispenser on the wall of The Hub	629	3,164
 Work has started today on the installation of lights at the Skate Park at Millennium Park	642	6,507

Engagement: The number of interactions the post receives from users i.e. likes, shares, comments, clicking links or viewing video content

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