



FLITWICK TOWN COUNCIL

Ref: Agenda/AnnualStat - 16/05/2023- 446

11th May 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 16th May 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

S.Stanley

Stephanie Stanley
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

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. **ELECTION OF TOWN MAYOR FOR THE YEAR 2023-2024**

To receive nominations for the office of Town Mayor for Flitwick

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Town Mayor to read and sign the Declaration of Acceptance of Office.

3. **ELECTION OF DEPUTY TOWN MAYOR**

To receive nominations for the office of Deputy Town Mayor.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Deputy Town Mayor to read and sign the Declaration of Acceptance of Office.

Ward members

5. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

6. 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.

7. TOWN MAYOR'S ANNOUNCEMENTS

To receive announcements from the Town Mayor.

8. REPORTS FROM WARD MEMBERS

To receive reports from Central Bedfordshire Council ward members.

9. MEMBERSHIP OF STANDING COMMITTEES

Information setting out the Committees of the Council and preferences has been circulated.

- a. For Members to determine membership of the Town Council's Standing Committees, Boards and Working Groups that report to Council.
- b. For Members to appoint Chairmen for Standing Committees.

10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

- a. Police Priority Setting Representative
- b. Flitwick Village Hall Management Committee Representative
- c. Planning Improvement Representative to attend CBC Development Management Meetings
- d. Patient Group (Flitwick Surgery) Representative
- e. Beds Association of Towns & Parish Councils Committee Representative

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, 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_MzE4N2RmNmEtNTgzNy00MmEzLTljMDQtMTFhZDVhZDRjOGZk%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%22ad122307-57f6-4b25-8d34-de0960945522%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**.

12. INVITED SPEAKER

No invited speaker.

13. MEMBERS QUESTIONS

To receive questions from members.

14. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and consider **resolutions and recommendations** of the Personnel Meeting, held on **Monday 17th April 2023**, this meeting is held at The Rufus Centre **(this item will be moved to EXEMPT)**.
- b. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 21st March 2023**, this meeting was held at the Rufus Centre **(this item will be moved to EXEMPT)**.

15. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 18th April 2023.
- b. Members to receive any updates from Officers.

16. OUTSIDE BODIES

To receive reports from representatives on outside bodies.

17. ITEMS FOR CONSIDERATION

a. General Power of Competence (GPC)

The GPC gives Councils the freedom to act when there is not a specific power.

Localism Act 2011 s1(1):

Under the GPC 'a local authority has power to do anything that individuals generally may do.'

Criteria for a Council to operate using the GPC:

- 1. Qualified clerk – CiLCA/Level 4 Qualification for Clerks
- 2. Two thirds of members need to have stood for election ('Elected Members')

Members are asked to confirm by resolution that Flitwick Town Council meet the criteria above to adopt the GPC.

b. Flitwick Combined Charities Trustees

Members are asked to note the Trustees for Flitwick Combined Charities for the ensuing year are Mr Paul Cranmer, Mrs Ann Lutley, Mrs Sheila Smith, Mrs Catherine Hursthouse and Revd Claire Harald.

c. Corporate Risk Management Scheme

Members are asked to review the Corporate Risk Register circulated.

18. ITEMS FOR INFORMATION

a. Planning – Responses to CBC including Officer Delegated Decisions

Members are asked to note the Planning Responses including Delegated Decisions.

b. Planning – CBC Decisions

Members are asked to note the CBC Decisions on Planning Applications.

18c. Delegated Authority Decision

Members are asked to note the following decisions made under Delegated Authority:

1. To purchase a 'Buffalo Planetary' stand mixer with a 2 year onsite part and labour warranty at a cost of £1,399.99 allocated from the Rolling Capital Fund.
2. To transfer £200 from the Town Mayors Allowance budget (4210/102) to the Town Mayors Charities budget (4107/102).

d. Rolling Capital Fund (RCF)

Members are asked to note the RCF summary circulated.

19. 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**.

20. 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.

- a. Minutes & Recommendations**
- b. Avebury Report**

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.

Committee Choices & Senior Role Applications 2023-2024

Please see below tables showing preferred choices for Committees and other roles.
[First preferences are shown in blue.](#)

Committee	Members
Corporate Services <i>8 Members</i>	1. Cllr Roberts 2. Cllr Platt 3. Cllr Shaw 4. Cllr Blazeby 5. <i>Vacant</i> 6. <i>Vacant</i> 7. <i>Vacant</i> 8. <i>Vacant</i>
Community Services <i>8 Members</i>	1. Cllr Meredith-Shaw 2. Cllr Platt – Chairman applicant 3. Cllr Badham – Chairman applicant 4. Cllr Thompson – Chairman applicant 5. Cllr Wilsmore 6. Cllr Connell 7. Cllr Toinko 8. Cllr Gleave
Environmental Working Group <i>8 Members</i>	1. Cllr Toinko – Chairman applicant 2. Cllr Gleave 3. Cllr Meredith-Shaw 4. Cllr Platt 5. Cllr Blazeby 6. Cllr Wilsmore 7. <i>Vacant</i> 8. <i>Vacant</i>
Business Improvement & Development Board <i>6 Members</i>	1. Cllr Roberts 2. Cllr Shaw 3. Cllr Snape 4. Cllr Hodges 5. Cllr Blazeby – Chairman applicant 6. Cllr Harald
Planning Improvement Working Group <i>6 Members</i>	1. Cllr Platt 2. Cllr Shaw 3. Cllr Hodges 4. Cllr Harald 5. Cllr Wilsmore 6. Cllr Gleave
Personnel <i>5 Members</i>	1. Cllr Roberts 2. Cllr Badham 3. Cllr Snape 4. Cllr Blazeby 5. Cllr Wilsmore

Appeals <i>5 Members</i>	1. Cllr Thompson 2. Cllr Wilshire 3. Cllr Gleave 4. <i>Vacant</i> 5. <i>Vacant</i>
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	Members
Joint Committee – VOTE REQUIRED <i>3 Members – Town Mayor, Deputy Town Mayor +1 other</i>	1. Town Mayor TBC 2. Deputy Mayor TBC 3. Cllr Badham / Cllr Blazeby / Cllr Wilshire / Cllr Gleave
Police Priority Setting Representative – VOTE REQUIRED <i>1 Member, 1 Sub</i>	Cllr Badham / Cllr Wilshire
Flitwick Village Hall Management Committee Representative <i>1 Member, 1 Sub</i>	Cllr Blazeby
Planning Improvement Representative to attend CBC DMC Meetings – VOTE REQUIRED <i>1 Member, 1 Sub</i>	Cllr Wilshire / Cllr Gleave
Patient Group Representative (Flitwick Surgery) – VOTE REQUIRED <i>1 Member, 1 Sub</i>	Cllr Roberts / Cllr Thompson
Beds Association of Town & Parish Councils Country - Committee Member <i>1 Member, 1 Sub</i>	Cllr Platt

Senior Role Applications on remaining pages

Town Mayor

Application from Councillor Snape

Serving as Town Mayor for the 2022/2023 civic year has been a huge honour, and I'm grateful for the tremendous support from members and officers through what has been a challenging yet productive twelve months.

So why do you want to be Town Mayor for a third year in a row, you ask? We find ourselves at the end of this term with many positive things to shout about. Our business at the Rufus Centre is thriving; the building is developing into the 'town hall' it always should have been, filled with residents and community groups. Our events are well-received by the community, and we've been able to broaden our target audience to serve better. We've finally delivered CCTV in the town centre, we're about to deliver lighting at the Skate Park and our youth service is scaling from strong foundations thanks to the dedication of our fantastic team of officers. We've navigated the closure of the Post Office and Barclays Bank, working with Ampthill and the surrounding parishes to successfully secure a Banking Hub in the area. We're now working towards redeveloping 3 Station Road for the benefit of the community and other projects, which I can't mention here because they are considered exempt.

I've worked with officers and members to organise Civic events in Flitwick, including the Flitwick Civic Reception and the Civic Service at St Peter & St Paul's Church, complete with a performance from the Caritas Harmony Choir. I've also organised fundraising events, including the Quiz Night (thank you, Cllr Thompson for being an amazing Quiz Master!!), Charity Wine Tasting, two coffee mornings and various other activities to raise £7,510 to be split equally between Flitwick Food Extra and Citizen's Advice Mid Bedfordshire.

I'm most proud of our Council's response to the cost-of-living crisis, and being Flitwick, we've done it differently from everyone else. Alongside our Community Hub and Community Movie Days, we launched the Flitwick Community Fridge, a project that has become a passion for me and has already redistributed 9,800 kilos of food to local residents in three months of operation. It's not glamorous collecting surplus food late at night, but it has been humbling to serve our community this way and hearing stories from residents we have helped has spurred me on to continue, whether that's collections or fighting to secure collection slots at our local supermarkets.

I've continued to use the office of the Town Mayor to build on the Council's reputation and presence in the community, producing print and video publicity materials that have helped us to build a stronger relationship with our community, especially when delivering difficult messages such as the precept increase. I have attended many civic events across the County, including 14 civic services and many charity fundraisers. I've attended many events in Flitwick, including most events run by FTC and worked with the community to deliver our response to Operation London Bridge. Furthermore, I've worked with members to form the joint Proud AF project with Ampthill Town Council, delivering new events for residents and building a closer relationship with our neighbours.

However, with lots of positive delivery, there have been many challenges, and there is more work to do. After two years as Town Mayor, you know my values and how I work. Specific challenges have left the Council in a precarious position, and I want to ensure we continue building back better. I will continue to be collaborative and inclusive, ensuring that everyone has a chance to contribute and be heard equally, encouraging a healthy debate at our meetings, facilitating council business and ensuring we make the best decisions for the people of Flitwick. While it's not always been smooth sailing, we have made significant progress as an organisation to deliver critical elements of our vision and strategy for the people of Flitwick.

I am proud to be a member of this Council, proud of our bold and progressive approach and our track record of delivering. Serving the Council and our Community as Town Mayor for a third term would be a huge honour, and I hope you will consider supporting me.

Deputy Town Mayor – VOTE REQUIRED

Application from Councillor Roberts

Dear Colleagues,

Since joining FTC in 2015 I have sat on several committees and have been Deputy Chair of Corporate Services for a number of years. For the last year I have been Chair of the Business Improvement & Development Board. For 2023 and 2024 I would like to be considered for the role of Deputy Town Mayor and would very much welcome your support.

I feel that the coming year is going to be very important for FTC with a number of crucial decisions to be made with the development of a number of Council owned sites as well as a number of Community initiatives supporting local residents. These include new Youth Services and further development of the Community fridge and other initiatives to support residents.

I believe that my experience serving as a Councillor, and also in my work life developing and running businesses, gives me the skills to help successfully move these initiatives forward as well as helping to support the Mayor as the public face of the Council.

I also would also be honoured to represent the Council at various Civic and Ceremonial function whilst I am also keen to continue my involvement in local community activities.

Thank you

John

Application from Councillor Platt
(no supplementary wording provided)

Corporate Services Chairman

No applications.

Community Services Chairman – VOTE REQUIRED

Application from Councillor Badham

Having chaired the committee on two occasions before, I would like the opportunity to continue with the work we have achieved so far. We need to ensure that previous projects are completed where possible, before we embark on any other major projects, and support the staff during this period of instability. I would also like to encourage more community involvement in events and projects where possible.

Application from Councillor Thompson

Chairman of Community Committee: Having previously served as chairman on this committee I would like the chance to return to the role, given the wealth of projects community will be supporting this year (from the nature park, to public arts, to ongoing cost of living work to Station Square and beyond) and how much I enjoy working with our officers. I am passionate about community events, giving up time both for council and wider community activities, and committed to maintaining and improving our community and green spaces.

Application from Councillor Platt
(no supplementary wording provided)

Environmental Working Group Chairman

Application from Councillor Toinko

As a member/Vice Chair of Community Services since joining the Council in 2018 I have brought a number of proposals to Committee/Council which I was pleased to have adopted:

- Wildflower areas/verges in FTC-owned areas including Millennium Park and The Mount
- Support for Buglife Wildlife Corridors
- Ambition to phase out glyphosate spraying by both FTC and CBC
- Reduced-frequency mowing by CBC
- Recognition of resident-maintained wildflower areas

However, tangible progress against these has often been limited particularly where co-operation from CBC has been required. I believe the Environmental Working

Group (EWG) should have a key role in mandating members to help drive these initiatives through at CBC, so that we can take the burden off FTC staff and begin to deliver the positive impact in our town.

For about three years I have regularly volunteered with the equivalent environmental group in Ampthill, planting trees and hedges, installing and maintaining wildflower areas in their town, all providing direct experience of successful projects of the type the EWG might pursue. I've often regretted the fact that for my kids to be able to plant trees or improve the environment it's been necessary to take them to Ampthill, as volunteering opportunities in Flitwick have been much more infrequent. I believe that such activities have great potential for community building and wish to make volunteering opportunities a key priority for the EWG, greatly extending FTC's organisational capacity to support projects as well as empowering residents of Flitwick to influence their surrounding environment for the better.

In regard to FTC's own operations, I have through professional life accumulated the skills required to evaluate financials and business cases, gathering and analysing relevant data to enable decisions to be made with a full quantitative understanding of their impacts and returns on investment. This naturally extends to environmental measures, where it's important to avoid being bamboozled by greenwash to properly understand the efficiency/energy/pollution/cash impacts of choices made. As Chair I would ensure the EWG is properly informed on such considerations by the provision of relevant background info and data.

Finally, as a trustee of Share Flitwick and Ampthill, at its core an environmental charity, I spend two hours each Saturday available to the public at the village hall alongside members of Ampthill's parallel group, including Ampthill's newly-elected Green Party CBC councillor. This provides excellent opportunities for organisation, sharing ideas and meeting residents and other stakeholders to pursue environmental improvements for FTC/Flitwick/the wider area.

Business Improvement & Development Board Chairman

Application from Councillor Blazeby

Since joining FTC as a Councillor 8 years ago, I have, in 7 out of 8 years, chaired a Committee, either Corporate or Business. I enjoy the role and have undertaken the relevant training.

I always strive to make meetings as informal as possible and to allow open debate around the agenda. I am organised and ensure that items are agreed with Officers in advance of the confirmed agenda to try and ensure Councillors have the appropriate detail to have an informed debate and to enable a decision, where possible, to be made at the meetings. I believe being a Councillor should be a rewarding experience, rather than a chore.

Planning Improvement Working Group Chairman

No applications.

Personnel Chairman

Application from Councillor Snape

I am putting myself forward again to chair the Personnel Committee, a role that I have done twice during the past term. I have significant experience handling complex staff matters, including building working culture and teams (I manage a service of 138 council officers in my professional job), coaching, recruitment, investigations and disciplinary matters and staff benefits within the local government sector.

I am keen to support the development of our Senior Management Team, including assisting the Deputy Town Clerk and Community Service Manager to study for their CiLCA certifications, a priority for the Council.

Appeals Chairman

No applications.

Planning Improvement Group Chairman

No applications.



FLITWICK TOWN COUNCIL

Draft - Minutes of Flitwick Town Council Meeting held on 18th April 2023 at 7:45pm at the Rufus Centre

Present:

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

Also present:

Cllr Bunyan - Ward Councillor
Cllr Gomm – Ward Councillor
Stacie Lockey - Acting Town Clerk
Stephanie Stanley – Deputy Town Clerk
Public - 2

5380. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mackey – election campaigning, Cllr Blazeby – unwell.

No apologies were received from Cllr Daly.

5381. DECLARATIONS OF INTEREST

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

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

5382. TOWN MAYORS ANNOUNCEMENTS

The Town Mayor thanked all Members for their work over the past term in particular the following Members who were not standing again; Cllr Chacko, Earles, Daly, Dann & Mackey. CBCllr Gomm was also thanked for his contribution over the years serving as a Councillor on Flitwick Town Council (FTC), Mid Beds District Council and Central Bedfordshire Council (CBC).

Members were advised that three new Members would join the Council on 8th May, Robert Wilshire who was present in the public gallery, Tina Connell and Toby Harold. An informal meeting had been arranged for all Members on Tuesday 2nd May at 7.30pm. More information would follow.

The Mayor expressed sincere thanks to Cllr Lutley, who was also not standing again, after serving as a Councillor for over 30 years. The Mayor shared historical photos from the Council Archive relating to Cllr Lutley's tenure, including articles and photos from Flitwick Papers, and commented how Cllr Lutley was always there to help, regularly attended Council meetings and events and always challenged other Members to make the right decisions for residents of Flitwick. Members presented Cllr Lutley with a bouquet of flowers as a token of their appreciation for her service to the community of Flitwick.

5383. REPORTS FROM WARD MEMBERS

Cllr Bunyan took the opportunity to thank CBCllr Gomm for his service over the years.

Members were advised that Stagecoach had agreed to use the new transport interchange, and CBC was waiting for Grant Palmer to cooperate. Cllr Bunyan reported that all the comments circulating social media regarding the interchange not being fit for purpose were incorrect.

Cllr Bunyan thanked FTC Members for their recent collaborative approach, reflecting that working together had achieved better results for the Flitwick community and that he hoped the approach would continue.

Cllr Dann asked if Centre Parcs had agreed to use the transport interchange. Cllr Bunyan advised that Centre Parcs would use the interchange.

Cllr Shaw asked for an update on a burial ground within Flitwick as FTC had resolved to cease being a burial authority once the current burial ground was full. Spaces within the current burial ground were very limited. The Mayor reflected that CBC had been informed of this decision and the Acting Town Clerk agreed to follow up with CBC officers to understand their plans.

Cllr Toinko requested an update on the missing trees along the footpath between Eagle Drive and Manor Way. Cllr Bunyan advised that the works had been carried out by the Highways team however had no further information at this time. Cllr Bunyan agreed to follow this up and report back to Cllr Toinko.

5384. PUBLIC OPEN SESSION

Sue Livens asked Cllr Badham for an update on Community Volunteers assisting with organised litter picks. Cllr Badham advised that he was not at the meeting where this was discussed and agreed to investigate and report back to Ms Livens.

5385. INVITED SPEAKER

No invited speaker.

5386. MEMBERS QUESTIONS

Cllr Toinko asked if the attendance register had been published. The Acting Town Clerk advised that this had not been published and would follow up with Cllr Blazeby.

5387. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The following corrections were highlighted;
5369. Cllr Bunyan offered to report the overflowing drains on fixmystreet.
Cllr B M Shaw to be replaced with Cllr B Meredith-Shaw
5376.b change tole – role

It was **RESOLVED** to accept the minutes from the Town Council meeting held on **Tuesday 21st March 2023**.

- b. Members to receive and consider the **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28th March 2023**, this meeting was held at the Rufus Centre.

Members noted the resolutions and recommendations of the Corporate Services Committee held on **Tuesday 28th March 2023**.

- c. Members to receive and consider the **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 4th April 2023**, this meeting was held at the Rufus Centre.

Members noted the resolutions and recommendations of the Community Services Committee Meeting held on **Tuesday 4th April 2023**.

5388. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 21st March 2023 - no matters arising.

Members commented that acronyms needed to be listed as full words within the minutes in the first instance to help new Members and the public understand what was being referred to.

Members asked why not all resolution sheets included apologies for absence. The Deputy Town Clerk advised that all resolutions should be included and agreed to discuss this with Officers ensure consistency.

Action: Town Clerk

- b. Members to receive any updates from Officers.

The Acting Town Clerk advised Members that CBC had agreed to contribute £1,500 towards a replacement CCTV camera at The Rufus Centre.

5389. OUTSIDE BODIES

To receive reports from representatives on outside bodies – there were no reports.

5390. ITEMS FOR CONSIDERATION

There were no items for consideration.

5391. ITEMS FOR INFORMATION

a. **Planning – Responses to CBC including Officer Delegated Decisions**

Members noted the Planning Responses including Delegated Decisions. Members noted that the name of the former Town Clerk was still on the supporting paperwork.

Action: Town Clerk

b. **Planning – CBC Decisions**

Members noted the CBC Decisions on Planning Applications.

c. **Delegate Authority Decision**

Members noted the delegated authority decisions.

d. **Rolling Capital Fund (RCF)**

Members noted the rolling capital fund.

5392. **PUBLIC OPEN SESSION**

There were no items.

5393. **EXEMPT ITEMS**

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

a. **Town Clerk & Deputy Town Clerk Roles**

It was **RESOLVED** to appoint Stephanie Stanley as Town Clerk.

It was **RESOLVED** to appoint Stacie Lockey as Deputy Town Clerk.

b. **Avebury Update**

Members received an update from the Acting Town Clerk.

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.

The General Power of Competence

1. Legislative background to the power

Parish councils are corporate bodies their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008 when they could, if eligible, exercise the Power of Well-being 2008 Order made under Sec 1 (2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a general power of competence, a radical new power with wide ranging possibilities. The broader general power of competence replaces the power of well-being.

The general power of competence was brought into force by SI. 961, The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

2. What does the power allow councils to do?

The power is a central part of this Governments move towards the decentralisation of powers down to the lowest practical level of local government. The Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965 says that

“The Government’s intention in providing eligible parish councils with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things they have previously been unable to do under their existing powers”

The Government hopes that this new power will give local councils confidence in the legal capacity to act for their communities. The idea being that councils will use this power to work with others to provide cost-effective services and facilities in new ways to meet the needs of local communities.

The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, *“the power to do anything that individuals generally may do”* as long as they do not break other laws. It is intended to be a power of first resort.

The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.

A council could:

- lend or invest money
- it could set up a company or co-operative society to trade and engage in commercial activity
- it could run a community shop or post office
- the power is not restricted to use within the parish it can be used anywhere.

3. Risks and restrictions limiting the general power of competence

The general power of competence is a power; it cannot be used to raise the precept. The council can seek other sources of funding such sponsorship, commercial activity and agreements with other authorities. Councils can receive income as a consequence of

using the power, they could lend money to support a local activity and earn interest on the loan, they could purchase shares in a struggling local enterprise.

However, to use this power the council must have the support of the local community. While councils are being encouraged to be innovative they should be aware of the risk of:

- being challenged
- their trading activities damaging other competing local enterprises
- damage to the councils reputation and public money if a project goes wrong.

Existing duties remain in place, such as having regard to the likely effect on crime and disorder, biodiversity and the duty to provide allotments

Existing financial and procedural duties remain in place for regulating governance for example - no delegation to a single councillor

Councils must continue to comply with relevant existing legislation - employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information.

If a council wishes to trade it must set up a company or co-operative society and abide by company law. The council can charge for services provided under the power.^{1,2}

If the council wishes to invest in a local business which it hopes will support the local economy it should follow Government advice³. If it wishes to support a community enterprise, an economic development grant might be a sensible option.

If another authority has a statutory duty to provide a service (eg education) it remains their duty to provide it but your council may assist. The council needs to ask itself whether an individual, private company or community trust could help, if the answer is yes then the council can assist. An appropriate delivery body may need to be set up.

If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power remain in place. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission of the Highways Authority before doing work on roadside verges.

4. How does the general power of competence relate to Sec 137 expenditure?

Monies that can be spent under Sec 137, Local Government Act 1972 are limited and have to be budgeted for separately, they are restricted in that they cannot be used to

¹ <http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>

² <http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

³ <http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>

give money to individuals and expenditure must be commensurate with the benefit. Sec 137 is a power of last resort. A council that is eligible to use the general power of competence can no longer use Sec 137 as a power for taking action for the benefit of the area or its community.

The general power of competence is a very broad ranging power, far wider than any power that has previously been available to town and parish councils, wider than sec 137 and the power of well-being.

5. How to become eligible to use the power of general competence

The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012⁴. They are:

1. Resolution

Full council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council. Eligibility lasts until the date of the Annual Council Meeting in the next year of ordinary elections. At that meeting a further resolution must be passed, and at every subsequent “relevant annual meeting” (ie every four years) for the council to be able to continue to exercise the power.

2. Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approx 5.3, then the number of councillors that must be elected is 6.

3. Qualified clerk

At the time the resolution is passed the clerk must hold the certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

If the council loses its qualified clerk or has insufficient elected councillors then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

⁴ <http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body>



FLITWICK TOWN COUNCIL RISK MANAGEMENT SCHEME

Introduction

This document sets out the framework on which risk management processes at Flitwick Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management – *‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register –Details on the impact and likelihood matrix are included below. A summary is carried forward into the annual Business Plan.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

Approval of the Risk Management Strategy;

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Risk Assessment and Management (Financial & Business) for the Period 1st April 2020 to 31st March 2021
L (Low) M (Medium) H (High)

Financial: Income

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute	Diary	Annual	Town Clerk
	Not Paid by District Council	L	H	Check and Report	Diary/Bank Statement	6 monthly	Town Clerk
	Adequacy of Precept	H	H	Monthly Review of budget to actual	9month budget review	Ongoing	Town Clerk Council
Charges Recreation	Cash Banking	H	M	Segregate duties of person receiving money and person banking	Reconciliation	Monthly	Town Clerk
Charges Cemetery	Plot Allocation	M	M	Update of Burial Register		Ongoing	Town Clerk
	Receipt of fees	M	M	Check with documentation		Ongoing	
Charges Allotments	Rental Invoices	L	M	Register to invoice	Reconciliation	Annual	Town Clerk
	Cash Handling	L	M	Issue of Receipt			
	Cash Banking	L	M	Segregation of duties			
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Councillors Town Clerk
Cafe	Cash Banking	M	M	Monies received - Checked against banking		Weekly	Town Clerk
Rufus Centre	Income from room lets	L	M	Check and Report	Advance advertising	Ongoing	Town Clerk

Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid	M	L	Check with input, minute approval	Staff Check	On review	Town Clerk
	Wrong hours paid	M	L	Check with input			Payroll
	Wrong Rate of pay	M	L	Check with input and minute approval			Town Clerk
	Wrong deductions - NI/Tax	M	M	Check to PAYE calculations		6 monthly	Payroll
Direct Costs and Overhead	Goods not supplied	M	M	Order system	Approval check	Monthly	Town Clerk
	Invoice incorrectly calculated	M	L	Check arithmetic	App. Check	Monthly	Accounts

Adopted -----April 2022
Amended: -----

expenses	Cheques payable to wrong party	M	M	Invoice initialed by signatories			Councillors
Grants	Power to Pay Agreement of Council to pay Cheques	L L L	L L L	Minute power Minute Signatory signed ()			Councillors Councillors Councillors
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Councillors
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	Accounts
Reserves General	Adequacy	L	M	Consider at budget setting	Accountants opinion	Annual	Councillors
Reserves Earmarked	Adequacy	L	M	Consider at budget setting and year end	Accountants opinion	Annual	Councillors
Assets	Loss, damage etc. Risk to third party	M M	H M	Regular inspections, update insurance and register Review adequacy of public liability insurance	Diary	Annual	Town Clerk Councillors. Councillors

Staff	Loss of key personnel Fraud by staff	M L	H L	Hours, health, stress etc. Fidelity guarantee insurance	Committee Council	Annual	Councillors Councillors
Loss	Consequential loss due to critical damage or third-party performance	L	M	Insurance cover review adequacy		Annual	Councillors

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Councillors
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting			Accounts Councillors
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Councillors Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor Accountant	6 monthly Annual	Accounts Town Clerk
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Councillors Town Clerk

Strategic

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Grants	Need to review Grant Scheme and link to strategic priorities	M	M	Target priorities	Review Scheme	annually	Town Clerk
Business Plan	Unable to take forward key priorities	L	M	Include Strategy in Business Plan	Review	annually	Town Clerk
Additional recreation/ sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	4 years	Town Clerk Councillors
Business Plan	Unable to implement Strategy	H	M	Follow to deliver Strategy	Follow and update	annually	Town Clerk Councillors
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy & be included in Business Plan		Ongoing	Town Clerk

Operational

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary <Precept increase	Ongoing	Town Clerk
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk
Regular maintenance of assets and	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk
Flitwick Papers	Threats to preparation/delivery	L	L	Ensure slots booked and dates advertised	Early preparation	Monthly	Town Clerk
Council Liability	Lone person working-compliance with law	L	M	Procedure for safety	Monitor & review	Ongoing	Town Clerk
	Contract of Employment	L	L	For all staff	Monitor & review	Ongoing	Town Clerk
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
	Loss of Key Staff	M	H	Need contingency arrangements and succession planning	Monitor & review	Ongoing	Town Clerk
	Councillors- must be adequately advised of their responsibilities and culpability.	L	M	Induction & refresher training	Monitor	Ongoing	Town Clerk
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Deputy Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk
Training	Essential for councilors & staff if to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk
Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk
Byelaws	Reference to models when adopting	L	L	Not currently applicable			
Archiving documents	Security and statutory retention periods	L	M	Needs to be in accordance with a document retention policy	Monitor	Ongoing	Town Clerk
Public Access	Public need to be able to access services according to need & safely	L	M	Services available at stated times. Subject to safety inspections	Monitor	Ongoing	Town Clerk
Office administration	Needs to be effective	M	M	Review & introduce procedures	Review & monitor	Ongoing	Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Contracts	Compliance with legislation/ governance documents when letting	L	H	Prepare specification, determine on price and quality	Monitor	Ongoing	Town Clerk
	Risk to performance and cost if not properly monitored	L	H	Monitor against specification and price	Monitor	Ongoing	Town Clerk

Compliance

Topic	Risk Identified	Likelihood	Financial	Management of Risk	Action	Frequency	Ownership
Minutes	Accurate and Legal	L	L	Approved at following meeting			
Confidential Matters	Accurate and Legal	H	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual Monthly	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk Accountant
Accounts & Annual Return	In accordance with Regulations	M	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk Accountant
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk
Data Protection	Legal	H	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Newsletter	Compliance with Publicity Code	L	L	Check content against Code	Monitor	Monthly	Town Clerk
Charitable Trust	Understanding responsibilities			No trusts operated by Council			
Statutory Governance Documents	Not compliant with legislation or current	L	H	Regular Reviews	Monitor	Annual	Town Clerk

Date :- 10/05/2023

Observations on the following Planning Applications

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

23/01039/FUL

20/04/2023	Katrina Morrow	n/a	17 Astwood Drive Flitwick Beds MK45 1EN
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Proposal : Installation of an air source heat pump - air conditioning unit to be mounted on a wall bracket 7m above ground between No 17 and No 15 (retrospective)

Observations : FTC supports this application on the basis that it will positively contribute to Policy CC1 of the Local Plan by reducing domestic carbon emissions.

23/01103/FUL

25/04/2023	Katherine Watts	n/a	22 The Ridgeway Flitwick Beds MK45 1DH
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Proposal : Single storey rear infill extension with a flat roof.

Observations : FTC raise no objection to this application.

23/01144/VOC

25/04/2023	Julia Ward	Former F/W Hand Car Wash	Land adj to 1 High St Flitwick Beds MK45 1DU
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Proposal : Variation of condition number 4 of planning permission CB/21/05143/FULL (Change of use to hand car wash and first floor extension to create an office and conversion of ground floor to cafe/ takeaway (part retrospective). Erection of 4 metre high boundary treatment along northern boundary adjacent to car wash access.) Variation sought to take away opening hours/days. Retrospective.

Observations : FTC raise no objection to this application.

23/01313/FUL

02/05/2023	Sarah Fortune	n/a	28 Larkway Flitwick Beds MK45 1RF
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Proposal : Two storey front extension, garage conversion with new pitched roof, and alterations to existing dropped kerb.

Observations : FTC raise no objection to this applicaiton.

Signed _____ Date _____

Stacie Lockey Miss

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Wed 10 May 2023

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

E 23/00365/FUL	Approved	5 & 6 Buckingham Mews
E 23/00760/FUL	Approved	40 Coniston Road
23/00818/FUL	Approved	2 Tythe Close

Rolling Capital Fund Review April 2023 - PRE YEAR END ACCOUNTS

PROJECT Details				RCF Details								22/23 FUNDING Details			Comments	Year End Actions
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 20/22.	Info only grant balance o/s £281,835
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)	Roll over (see SS) o/s balance £831
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%	£ 34,913	£ 75,885	£ 40,972	S106 Grants monies approved £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23 Further S106 (Green Infrastructure Planning Obs) monies available £69,687.38- 16.10.22	Roll over RCF balance £27,825 Roll over remaining balance of £97.62 (from grant of £6,198) as income rec'd Show on my form approved grant outstanding balance of £40,874 Roll forward grant income due TBC - see schedule
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	£ 948	£ 939	£ 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%					Roll forward £1,770
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)j	£ 3,800	£ -	£ -	£ -	£ -	£ 3,800	100%					Roll forward £3,800
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	Roll forward £19,346
4829	110	RCF - Youth Services	Community	9287	£ 9,780	£ -	£ 9,613	£ -	£ 167	£ -	0%				Mar 23- RCF COMPLETE	
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 variance. Mar 23 - RCF COMPLETE.	
4831	110	RCF - Outdoor PA System	Community	5302	£ 1,118	£ -	£ 874	£ -	£ -	£ 244	22%					Roll forward £244 (Barclaycard spend in April)
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	Roll forward £12,102 RCF funds and £5600 grant funding
4834	110	RCF - Town Sq Noticeboards	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 transmission expenditure invoice pending for £1,700	Roll forward £1700
4837	110	RCF - Rural Match Fund Benches	Council	5226e	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC	Roll forward £2000
4838	110	RCF - CCTV Data Impact Assess	Council	Del. Auth	£ 1,975	£ -	£ 1,625	£ -	£ -	£ 350	18%					Roll forward £350
4839	110	RCF - Rendezvous Mixer	Council	Del. Auth	£ 1,680	£ -	£ -	£ -	£ -	£ 1,680	100%					Commenced April 2023 no roll forward required

RCF NARRATIVE - April 2023 - PRE YEAR END ACCOUNTS

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.**

Mar 23 - **4829/110** Youth Services now complete. £167 underspend returned. **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.