



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 1st AUGUST 2023 AT 7:45 PM AT THE RUFUS CENTRE

Present:

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Wilsmore
Cllr Connell
Cllr Snape
Cllr Gleave
Cllr Badham

Stacie Lockey – Acting Town Clerk
Susan Eldred – Community Services Manager
Zoe Putwain – Community Services Officer
Sue Quinn – Community Services Assistant (Remotely)

One members of the public (Remotely)

1102 APOLOGIES FOR ABSENCE

Members received apologies from Cllr Platt due to being on Holiday and Cllr Meredith-Shaw due to work commitments. Cllr Connell would be attending the meeting late.

It was **RESOLVED** to accept the apologies from Cllr Platt due to being on holiday and Cllr Meredith Shaw due to work commitments.

1103 DECLARATIONS OF INTEREST

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

(a) No Disclosable pecuniary interests were declared by members.

(b) No Non-Pecuniary interest were declared.

1104 CHAIRMAN'S ANNOUNCEMENTS

The Chair thanked Cllr Meridith-Shaw for Chairing the last meeting and congratulated them at being elected Vice Chair.

Acknowledgment was made to the busy June and July with the Family Fun Day and Skate Competition with a continued busy schedule over the summer. Councilors were thanked for their continued support.

1105 PUBLIC OPEN SESSION

The member of the public did not choose to address the Members at this time.

1106 INVITED SPEAKER

No speaker was invited to attend this meeting.

1107 MEMBERS QUESTIONS

Cllr Toinko raised a question in relation to the previous tree planting at Hinksley Road and Station Road as part of the Green Canopy. The Environmental Improvement Working Group discussed the need to maintain or replace trees and possibly some hedgerows. A budget for this work was requested with the work being carried out by the working group.

The Acting Town Clerk advised that funds may be available within the revenue budget and would confirm this via email.

Action - Acting Town Clerk

Cllr Badham was due to ask a question in relation to the progress of the War Memorial listing that was applied for in June 2021. Cllr Badham had found the information and confirmed that the application had been successful, and the War Memorial had been listed as Grade 2 status -

[Flitwick War Memorial , Flitwick - 1479194 | Historic England](#)

Members expressed the opinion that there should be publicity for this, and that Cllr Badham would forward the information to the acting Town Clerk.

Action - Acting Town Clerk

1108 MINUTES

- a. A typo in section 1098C stating Public Art was raised with the correct group being the Environmental Improvement Working Group.

It was **RESOLVED** to accept to adopt the minutes of the Community Services meeting held on 6th June 2023 with one amendment.

Action – Community Services Officer

1109 MATTERS ARISING

Members asked for an update on the Ragwort at Manor Park, The Acting Town Clerk had approached Natural England in relation to the Ragwort at Manor Park and an onsite visit had taken place with an agronomist. It had been confirmed that there would be a requirement to treat the Ragwort via spraying next year. A further update would be made at the Community Services Committee in due course. year.

Action - Acting Town Clerk

Clarity on Item 10099B, the missing Omega report was raised, the Acting Town Clerk confirmed this was missed off the June meeting.

1110 ITEMS FOR CONSIDERATION

- a. **Appointment of Members to Allotment Working Group**

Cllr Platt was elected to the Allotment Working Group at the previous meeting. Two further members were requested to join.

It was **RESOLVED** elect Cllr Gleave and Cllr Thomson to join Cllr Platt on the Allotment Working Group.

Action – Community Services Manager

b. Skate Park Lighting Times

Members received a report from the Community Services Manager and considered the recommendations within the report in relation to the time restraints that needed to be put in place with the Skate Park lighting times.

The Community Services Manager confirmed that they had correspondence with the current Out of Crime Officer to confirm if there had been any changes to the reported Anti-Social Behavior (ASB) since the light installation. It was confirmed that currently the lights that were operating on a sensor rather than timer and this had no effect on the ASB statistics, however this would be reviewed again within the next 6 months.

Discussions took place as to the environmental aspects of the lights and it was acknowledged that this would be minimal due to the light source.

Members asked if there had been complaints about the lights. The Community Services Manager confirmed that one letter had been received from a resident with concerns around the lights.

It was **RESOLVED** to use a timer to set the Skate Park Lights, 16.00 – 22.00 Wintertime and Summertime 21.30 – Midnight. Members agreed for the Community Services Manager to review the timings after 6 months.

Action – Community Services Manager

c. Community Cooking Course

Members received a report from the Community Services Assistant and considered the recommendations in the report in relation to offering Free cookery courses.

Positive support was received for this proposal with the Funding being secured.

It was **RESOLVED** the delivery of a four, six-week cookery courses for parents and children.

(The course would run one afternoon per week, from 15.45 to 17.30. Spaces limited to ten adults with a maximum of two children each per six-week course. Children must be aged 7 years or over.)

d. Community Allotment

Members received a report from the Community Services Assistant in relation to creating a Community Allotment and clarity was requested.

The Community Services Assistant confirmed that the idea to have the allotment was due to the success of the Hub Vegetable patch and to help to create a link with the growing, cooking and community fridge, especially with the lack of donations coming in to help with sustainability. It was confirmed that the funding would be to establish an allotment that would be open to all, including raised beds.

Members discussed the idea and history of previous allotments being used by Community groups and the idea of a Community Garden.

Members commented on the large waiting list for both allotment sites at present and the fact that the funding would only be available for a 12-month period. Members also commented that access to the current allotment sites might not be accessible for everyone.

After consideration Members agreed that alternative sites should be investigated, such as the Rufus Centre, and a further report be presented at the next meeting.

Action – Community Services Assistant

Cllr Connell joined the meeting 20.06pm

e. Beds Green Flag Awards

Members received a verbal report from the Chairman in relation to the Beds Green Flag Awards and the committee decided to ask the Environmental Improvement Working Group to look into the Beds Green Flag awards with a summary of viability of categories being established and emailed to the group.

Action – Environmental Working Group

f. Grass Cutting Schedule

Members reviewed a complaint about the grass cutting in Flitwick and the reduction in cuts that had been resolved at the Community Services meeting on the 6th September 2022. Members discussed the complaint.

It was identified through discussion that when Central Bedfordshire Council was merged, [Mid Bedfordshire](#) and [South Bedfordshire](#) districts had different grass cutting schedules which includes South Bedfordshire receiving up to 14 cuts per annum.

It was suggested that the Council write to CBC asking for an explanation as to why the cutting schedule was different for mid and south Bedfordshire. It was discussed that different aspects of the Town needed a variety of schedule cuttings; however, it was felt that there should not be a requirement for FTC to pay extra to CBC to cut CBC land. The consensus of the Members was that at this time there would be no changes to the current schedules, as previously agreed.

It was **RESOLVED** to reply correcting the errors in the email and information on the policy discussion.

Action – Acting Town Clerk

g. Circuit Classes

Members received a report from the Community Services Manager around the suggested increase in duration of the Circuit Classes that have been funded by CBC that are due to end on the 17th August 2023.

Support was shown for the activity and increased suggested duration.

It was **RESOLVED** to continue the circuit classes until 31st March 2024, funded via budget code 313/4551 (Family Fun Day surplus) at a cost of £2,030.

1111 ITEMS FOR INFORMATION

a. Community Payback Service

Members received a verbal report from the Community Services Manager confirming that the Scheme would be in place by September running one day a week.

More information was requested about the validity of the scheme, publicity aspect and allocated jobs.

The Community Services Manager confirmed that figures would be requested as to the performance of the Scheme and that no publicity of this had been planned.

Members requested an update in the December meeting to give time to evaluate the scheme.

Action – Community Services Manager

b. Public Art Update

Members received an update from Cllr Badham with information on various groups that had been approached in relation to the outlined brief for the public art project, unfortunately no companies had confirmed availability to tender.

Suggestions as to the implementation of equipment to enhance the usage of the Rufus Centre for artists were suggested for use of the 106 allocated funds. Restrictions in relation to 106 moneys being allocated were raised with the Community Services Manager confirming more information would be requested.

It was confirmed that the Business Improvement and Development Board had been discussing improvement to the Lockyer suite at the Rufus Centre. It was agreed once clarity was given as to the 106 Funding a meeting would take place with the Rufus Business and Facilities Manager and Public Arts Working Group.

Action – Community Services Manager

c. Toucan Crossing

Members received a verbal update about the Toucan crossing that was previously scheduled to be placed near the 101 roundabout. It was highlighted that the crossing was scheduled for the summer 2022 and had been delayed. Due to the time frame and change in contractor the work was now progressing under the Clophill roundabout works. A new timeline is still to be confirmed.

d. Community Financial Report

Members noted the Community Financial report.

e. Officer Update

Members discussed items within the report as follows-

- Hemlock at Manor Park and if information boards should be added to the site, or if these would draw more attention to the plant.
- Confirmation given that Litter Picks would return to the weekends after the Summer Holidays.
- The Community Services Officer clarified that they were in contact with Grand Union around doing site visits.
- Members requested an update at the next meeting around the Christmas Light Switch on event and Remembrance.

Action – Community Services Officer

1112 PUBLIC OPEN SESSION

Sue Livens addressed the Members with the following questions, statements, and suggestions: -

- CPB scheme – That it is a punishment and should be seen as such.
- Rufus Concert venue good idea.
- Grass Cutting – Site lines should be considered.

1113 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.

It was **RESOLVED** to move the following items to exempt.

12a Youth Provision Contract

It was **RESOLVED** to extend the youth provision contract for two years (until March 2026) at the fixed price of £59,000 per year.

12b Crime Statistics – noted.

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



FLITWICK TOWN COUNCIL

Report to Community Services : Cost of Living Crisis Community Allotment

Implications of recommendations

Corporate Strategy:

A Council to Deliver

An Engaged Community

A Sustainable Environment

Monitoring Progress

Finance: Application to the National Lottery Fund – Cost of Living Strand

Equality: Access for All

Background

FTC resolved to make the cost-of-living crisis a priority initiative.

FTC has established a Cost-of-Living crisis working group, including members from local businesses, organisations, and Ward Councillors. The Community Services Assistant has been working on expanding the offer of the community Fridge. Collections are now being made from the Co-op, Tesco, SOFEA and Aldi.

As reported at the previous meeting the supply of fresh vegetables has been an issue for the community fridge. During the summer months this has been supplemented by allotment holders donating their excess harvest and residents attending the community hub on Wednesday growing a summer harvest in a planter. The growing project has made a difference to the users engaging them in the growing and watering process, rather than sitting all day they are up and moving, engaging with one another.

Introduction

The Community Allotment project is not just about growing food. It is a space where residents can come together, to support mental health and build community engagement by all ages. At the last meeting members asked the CSO to investigate alternative sites for a community growing project.

Planters at the Barclays site

Location the site is central, however as the site is open there is no security and is open to vandalism. There is no storage for equipment, and it would only accommodate one planter. There would be no space for those working the allotment to sit and talk. No access to water, rainwater capture or composting.

The Hub

Increasing the number of planters at the Hub. While this would allow 2 planters to be placed at the edge of the fence, it would not substantially increase the number of crops that could be harvested. As the Hub is a youth space it would not be possible for residents to access the space most of time. There is no storage for equipment. There would be no space for those working the allotment to sit and talk. There would be access to water, however there would be no space to capture rainwater or compost bins.

The Rufus Centre

The space by the dance studio has been suggested as a space. There is space for 3 planters, a shed for equipment would reduce this it would not be aesthetically pleasing or be secure. There would be no space for those working the allotment to sit and talk. No access to watering or ability to capture rainwater. The volunteers would have access to the Rendezvous café; however, the cost of refreshments would be an issue for volunteers who come on a regular basis.

There is space along the hedge fence on Steppingley Road. The ground is sloped and overshadowed by large trees and would not be suitable for growing.

Why an Allotment

A community allotment based in the current allotment site would be the most appropriate site. The size of an allotment (5 pole) would allow for raised beds, a shed and lean to for volunteers to sit, enough space for water capture (run off from the shed) and composting, and no dig beds.

It offers a way for a broad mix of people to work together, sharing tasks and skills. It creates opportunities for educational workshops, social gatherings and enjoying nature. As a priority to be open and accessible to all, regardless of background and ability. There would be access to other allotment holders who can offer advice as part of the allotment community.

Project Aims

To provide a sustainable food source for the community, to teach people how to grow food, improve mental health and engage all ages in the project:

- Present an answer to the environmental challenge by encouraging people to take an interest in where their food comes from and how it is grown.
- Encourage wellbeing and combat social isolation in the local community by providing a safe and welcoming space for people to come and spend time together. The pandemic has meant that this is even more of a priority.
- Address food shortages in the local area, to supply the community fridge with the excess food.

Running the Allotment

The allotment will be managed by the CSO with the core volunteer group, residents who are ready to support the running of the allotment. One member of the group has already indicated that he will be the lead volunteer and will be responsible for opening and closing of the allotment while we build the core group and roles.

The allotment project would be put on the 'DoIT' website. The allotment is open to anyone from the local community, with word of mouth an important way for people to find out about the project. These volunteers have cited different reasons for becoming involved: some because they want to learn more about gardening or because they care about being involved in a sustainable project for the future and want to do something for their community; some because they are retired and want to be active; some have cited having a purpose and improving their mental health.

Holding regular volunteer days as the project evolves helps to ensure that new people continue to be introduced. Another way of drawing new people in is to plan workshops on specific topics such as composting, bread-oven making or bee keeping.

Impact

The project would be used to demonstrate the impact Flitwick Town Council has in the community. The project would collect quantitative and qualitative data. The collection of data would be mapped through a social return on investment (SORI).

Mental Health

People make friends and there is a sense of community. One of the most important benefits for those using the garden is the social connection. Referrals could be made from the social prescribing service. The allotment would address social isolation and give participants a sense of purpose. The CSO has been made aware of some allotment holders who are having difficulty in maintaining their plots due to age and mobility issues. These allotment holders do not want to give up their allotment as it is a way of them being active and maintaining social ties with others. These gardeners may be willing to join the community allotment where they can still grow and interact without the responsibility of maintaining a whole plot. This could potentially free up more allotments for residents on the waiting list.

Physical Health

The use of planters on part of the site would allow those with disabilities to be engaged in all areas of the growing process. Maintaining physical health and activity is recognised to be of benefit to volunteers.

What information will be collected:

Core volunteer group number of volunteer hours

Number of residents engaging in the project

Number of hours spent at the project.

Number of children engaged in the project.

Ethnicity

Age

Postcode

How will it be funded?

An application to National Lottery, recently the lottery has increased the amount of funding that is available through this scheme to £20K. The application would cover the costs of raised beds and paths to enable disabled residents to access and grow vegetables have been priced into the application along with soil, adaptive tools etc. Funding would be allocated to plants for the new growing season. DBS checks for volunteers to work with vulnerable adults and children.

Additional Matters

The funding applied for to the National Lottery is to cover all the costs of setting up the community allotment as described above.

Options

1. Members agree to the setting up of the Community Allotment
2. Members agree to Community Services Officer time to develop and manage the Community Allotment, including volunteer handbook, risk assessments and relevant policies.

Officers Recommendation

Apply to the National Lottery – Cost of Living Strand to support the Community Allotment

Sue Quinn

Community Services Officer



FLITWICK TOWN COUNCIL

Report to Community Services 3rd October 2023: Family Fun Day 2024

Implications of recommendations

Corporate Strategy: An Engaged Community

Finance: Flitwick Family Fun Day - 313/4551

Equality: Access to All

Background

In September 2021, Flitwick Town Council hosted the first-ever Flitwick Family Fun Day at Millennium Park which was funded by Central Bedfordshire Council's Welcome Back fund. The event was a huge success and was valued by the community. Based on the feedback received by residents, Flitwick Town Council made the resolution and set an agreed budget to host a Family Fun Day in 2022 and 2023.

Introduction

This year saw the event grow in popularity with many people and the surrounding areas attending. With the Cost-of-Living Crisis, Flitwick Town Council felt that the 2023 event would be even more valued in the community. The event included free cinema showings, Fun Fair free popcorn, together with a food court and a wide range of stalls.

An estimated 2,000 people attended the event on the day, bringing the whole community together. Next year the event would be due to take place at Millennium Park on Saturday 8th June, should Flitwick Town Council agree to set a budget.

Family Fun Day Options Below:

Event Options One:

1. The event continues as in previous years, this will include:
 - Event running time 12 noon – 10pm
 - Free Fun Fair (12 – 8pm)
 - Free Cinema Showings (3 Films)
 - Food Court
 - Stalls
 - Free Popcorn

Approximate Cost - £20,000 ex vat

Event Option Two

- Event running time 12 noon – 10pm
- Free Fun Fair (12 – 8pm).
- To hold a Skate Competition on the same day as the Family Fun Day, Live streaming the Skate Competition on the cinema screens between 1pm & 4pm.
- Free Cinema Showings (2 Films)
- Food Court
- Stalls
- Free Popcorn

Approximate Cost – £21.000 ex vat

*The Skate Competition budget in 2023 was £1,100 for each Skate Competition. Due to the Family Fun Day already having first aid and background music, to hold a Skate Competition on the same Day as the Family Fun Day would be £600.

Event Option Three

- Event running time 12 noon – 8pm
- Free Fun Fair (12 – 8pm).
- Live music event – Various bands throughout the day
- Food Court
- Stalls

Approximate Cost - £23,500 ex vat

Option Four (Firework Display)

A firework display could be added to options one, two or three with the additional cost as set out below:

- 10 minute firework display
- This would be pendant on permission from Flitwick Lower being granted for the use of the school playing field as a 'launch zone' and road closures.
- The price includes traffic management for road closures and staff.

Approximate Cost - £4,500 ex vat

Additional Information

During the Family Fun Day 2023, it was identified that the event was enjoyed by both Flitwick residents and many people from outside of the town. To ensure that Flitwick residents, receive the best Community value an option to allocate free wristbands to Flitwick residents has been explored by Officers.

Wristbands would be allocated on proof of address with photo ID, with non-residents being able to enjoy the event by purchasing wristbands at a cost of £5 each. Wristbands would be available a month before the event at various locations across the town, including schools, the Friday market, and at The Rufus Centre.

The outlay to purchase wristbands would add an additional cost of approx. £200.to each cost.

The Rufus Centre are looking to hold a range of events in 2024. One idea includes a live music festival on The Rufus Centre field. The event would be ticketed. Holding a free event with live music may impact sales if the event is approved.

Options

1. To consider accepting Options 1, 2 or 3 as detailed above.
2. To consider accepting Options 1, 2 or 3 as detailed above, with the addition of a 10 minute firework display.
3. To consider accepting Options 1, 2 or 3 as detailed above with the addition of free wristbands for Flitwick residents and a £5 charge for non-residents.
4. To consider accepting Options 1, 2 or 3 as detailed above with the addition of free wristbands for Flitwick residents, a £5 charge for non-residents and a 10-minute firework display.

Officer Recommendations

To accept event option two: To hold the Family Fun Day with the addition of including a Skate Competition on the same day, Live streaming of the Skate Competition on the cinema screens between 1pm – 4pm.

To accept the option of having free wristbands for Flitwick residents, with a £5 charge for non-residents and a firework display. Total cost £24,700.



FLITWICK TOWN COUNCIL

Report to Community Services Committee – 3rd October 2023: Beacon

Implications of recommendations

Corporate Strategy: Maintain, co-ordinate and financially support the Remembrance parade and other events which commemorate important occasions

Finance: RCF Application

Background

In June 2022 Flitwick Town Council opted to host a community Laser Light Show at 3 Station Road for the Queens Platinum Jubilee. Residents were encouraged to watch the Beacon lighting in Ampthill.

Introduction

The RBL will be marking the 80th anniversary of D-Day in June 2024.

The RBL are asking for the occasion to be marked with a Beacon Lighting at 9:15pm on Thursday 6th June.

Should Members consider purchasing a beacon, there are two options available. A beacon that could be permanently installed, this would require planning permission or the purchase of a 'portable' beacon. Both options are detailed below:



Beacon Option one:

Traditional Wood Burning Beacon.
Plain Natural Finish

Fire Beacon stands at 3.2m (10ft) tall and features a large capacity fire basket, being c. 1.2m dia

£1,250 (purchase of Beacon only)

Total cost including purchase, installation and planning permission - **£3,117**

Beacon Option Two:



Option 2 - Heat Resistant Black

Fire Beacon stands at 3.2m (10ft) tall and features a large capacity fire basket, being c. 1.2m dia

£1,490 (purchase of Beacon only)

Total cost including purchase, installation and planning permission - **£3,357**

Costs For Purchase and Installation Option one and two	
Installation - Recommendation for the base to be mounted to a concrete pad using expanding wedge bolts. 1.0m width x 1.0m length x 0.5m depth, ideally reinforced with a single layer of steel	£1750
<p>Planning Permission</p> <p>Recommendations from planning which may add additional cost not specified –</p> <p>Depending on the form and the height of the beacon, we would expect to see drawing with details of topography, materials, design etc.</p> <p>If the site chosen affects a heritage asset, or is in the setting of a heritage asset, we would expect a heritage statement as to how the proposal has been designed to mitigate any harm.</p> <p>I would also advise that some community engagement was done by the Town Council ahead of any planning submission.</p>	£117 with the Council 50% discount applied
Shipping	Free



Beacon Option Three:

Option 3 - Gas Burner with Ceramic log kit

3.2-Meter-Tall beacon, 130kgs, width 1.2 m

This is a one-off product.

£2,650 (purchase of Beacon only)

Costs For Purchase and installation	
Installation – Recommended to be installed with weight supports over the base Can be used installed for occasions only by 2 people in approx. 30 mins	Staff time as Tempory Structure
Shipping	£80 by pallet
Optional Extras	
Gas Hose Extension	£60 This would allow the gas to be removed from the base of the beacon for visual purposes)

Additional Matters

Beacon options one and two would require planning permission. The planning permission process would take a large amount of Officer time to complete. The planning application would cost approx. £117.

The three areas officers have identified for possible installation sites for option one or two, are 3 Station Road, Station Road Green Space or Millenium Park.

The Mount is not able to be considered as an installation site due to the historical restriction on the site.

An event budget of approx. £2000 would be agreed in the 2024/25 budget-setting process.

The Family Fun Day is due to take place on Millennium Park on Saturday 8th June. The Fun Fair will arrive on Thursday 6th June. This could limit space on Millennium Park should Members consider holding a service on Millennium Park.

Event Plan

The Guidance of Service for the D-day anniversary is due to be realised immediately. Based on events from previous years, the service would look like

- Bugler
- Piper
- Lighting
- Fencing
- Road closures
- Generator
- First Aid
- Choir
- Contractor to light Beacon (Option one & Two only)
- Wood (option one & Two only)
- Gas Bottle (option three only)

Options:

1. To consider purchasing a beacon from options one, two or three.
2. To consider applying for planning permission to install a Beacon in Station Road Green Space.
3. To consider applying for planning permission to install a Beacon at 3 Station Road on the hard-standing area.
4. To consider applying for planning permission to install a Beacon at Millenium Park.
5. To consider allocating £2,730 from the RCF to purchase a portable Beacon.
6. To consider not purchasing a beacon or holding an event in June 2024 and signposting to other locations.

Zoe Putwain
Community Services Officer



FLITWICK TOWN COUNCIL

Report to Community Services 3rd September 2023: Scarecrow Festival

Implications of recommendations

Corporate Strategy: An Engaging Community

Finance: Scarecrow Festival - 313 / 4206

Equality: Access to all

Environment: Work to improve health and wellbeing

Background

Each year hundreds of villages all over Britain bring colour, vibrancy and fun to their village or town by organising Scarecrow Festivals, where residents compete with each other to build the best scarecrow from whatever material they can lay their hands upon — pots and pans, tree stumps and branches, broken furniture and discarded clothing.

The scarecrows are then displayed outside their home, in their gardens or on the streets, for all to see.

The festival is open for all to enjoy, from schools, groups, business and individual homes — anyone is welcome to display a Scarecrow, no matter how big or small.

Introduction

Scarecrow Festivals have been growing in the UK since 1990, with many local Central Bedfordshire villages taking part each year.

A Scarecrow Festival is something the whole community can enjoy and take part in. Each year would have a different theme that adults and children can relate to and get inspired about.

Additional Matters

Every year we have had a different theme for this event, it was requested by the Community Services Committee to have options brought to decide as to the 2024 theme.

Officer recommendation after researching Scarecrow Festivals is to move the festival to September to coincide with the harvest and holding the festival over one weekend.

Options

1. To consider the annual Scarecrow Festival being held in September 2024 over one weekend.
2. To consider holding the event with the theme Pirates.
3. To consider holding the event with the theme Childrens Films
4. To consider holding the event with the theme Fairy tale Characters
5. To consider holding the event with no theme

Zoe Putwain
Community Services Officer

Manor Park

Manor Park is an area on the western end of Flitwick of former parkland in two areas of permanent pasture divided by a mature wood.

The whole area is encompassed by a long-term Higher-Level Stewardship agreement which restricts the opportunity to manage the area efficiently. The vegetation has previously managed by a grazing regime but this has been discontinued for safety reasons as cattle and dog walkers are not a good combination.

With little intervention the pasture is in the process of slow decline which eventually will lead to re-wilding. The original sward has been replaced by an indigenous grasses and coarse weeds including Thistles, Brambles, Ragwort and Hogweed. It was noted that saplings are growing in the protected zones made by these coarse weeds.

Issues have arisen with the pernicious spread of Thistles and particularly Ragwort within the Park and patches of Hogweed have been introduced either by dumping waste or mammals. The Thistles and Ragwort are covered by the 1959 Injurious Weed Act. Hogweed is not covered under this act but can be considered as a threat.

Hogweed

This plant has established in distinct patches of a limited scale. These areas can be contained by the limited use of TRICLOPYR, a highly effective very selective herbicide applied by Knap sack application, combined with limited cutting which would virtually eradicate the problem in a few years.

Ragwort

This is a much more serious issue as the plant is widely established in the two areas of pasture North of the brook. South of the brook the conditions are not conducive to a wide spread invasion of Ragwort. The plant can be kept in control by regular rogueing by volunteers.

However, the two areas of pasture North of the brook are widely infested and would be impossible to hand rogue.

To have an immediate effect these areas require cutting and removal to weaken the plants and removal of any toxic parts of the plant to protect the public and their animals. This material needs removal from the site as it is at its most toxic when cut. After the removal of the Ragwort the regrowth is vulnerable to chemical treatment.

There are several options for reduction and control based around hormone herbicides and the later products based around AMINOPYRALID and CLOPYRALID but are restricted in their use by pasture type and usage.

Before a programme can be devised it would require permission to be sought and approval from Natural England.

In summary, the major problem is the Ragwort as there is a duty of care by the landowner to control the spread of the weed from their land to a neighbour under the 1959 Act. Ragwort is most toxic once cut so for public and animal protection it needs to be removed. These problems have occurred over a long period of time so unfortunately will some time to correct to a level were had rogueing will give adequate control.

Community Services Financial Summary YTD

01 April 2023 to 31 August 2023

	YTD Income	23/24 Budget	% Budget Achieved		YTD Expenditure	23/24 Budget	% Budget Spent
Community Services	£ 48,293	£ 84,152	57%		£ 241,746	£ 645,972	37%

Contents of Report

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- Page 4 Community RCF Summary 2023/24

Supporting reports included alongside this report:

Omega Income and Expenditure Report for Community Services

<u>TOLERANCES:</u> 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)

Community Services Summary 23/24

(SL)

		01-31 August 23	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 27,983
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,038
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	-£ 382	£ -
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 111	£ 540
1014/302, 1070/303, 1177/303, 4015/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4118/303, 4128/303, 4132/303, 4137/303, 4700/303, 4701/303, 4702/303	Local Amenities (303)	-£ 311	£ 517
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas / Millennium Park (305)	£ 542	£ 96
4096/306, 4097/306	Street Lighting		£ 446
4009/300, 4103/300	Other Costs (HR & Internal Hire)		£ 56

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
			£ 146,594	£ 428,690	34%
			£ 5,804	£ 17,000	34%
£ 6,744	£ 39,000	17%	£ 100	£ 1,650	6%
£ 717	£ 4,500	16%	£ 1,428	£ 3,220	44%
£ 5,689	£ 7,500	76%	£ 6,282	£ 32,387	19%
£ 1,500	£ 2,850	53%	£ 1,369	£ 11,213	12%
			£ 2,272	£ 4,500	50%
			£ 1,443	£ 3,100	47%

Community Services Narrative

Apr-23	Vehicle Costs; 4063/300:	Includes only costs for updated lease agreement trucks
Jun-23	Allotment EMR; 4990/302:	Transferred funds from EMR for Allotment Portaloo Costs
Aug-23	Street Lighting; 4508/306:	Spend against zero budget due correct budget code 4096/306 and overspend removed.

Community Activities & Events Summary 23/24

(SE)

		01-31 August 23	
		Income	Expenditure
1035/311, 4014/311, 4015/311, 4016/311, 4128/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 244	£ 1,544
1041/311, 1177/311, 4049/311	Youth Activities	£ -	£ 16,238
1031/312, 1036/312, 1039/312, 1042/311, 1120/312, 1149/312, 1171/312, 1177/312, 4103/312, 4553/312, 4554/312, 4558/312, 4614/312, 4621/312, 4625/312, 4627/312, 4629/312, 4990/312	Community Activities (312)	£ 538	£ 21
1050/313, 1127/313, 1130/313, 1142/313, 1164/313, 1165/313, 1167/313, 1169/313, 4043/313, 4200/313, 4201/313, 4202/313, 4204/313, 4206/313, 4207/313, 4208/313, 4211/313, 4213/313, 4540/313, 4551/313, 4615/313, 4618/313, 4623/313	Community Events (313)	£ 418	£ 2,068
1141/312, 1181/312, 4606/312, 4628/312	Cost of Living	£ 173	£ 71
4051/300	Grants (suspended 23/24)		-£ 200

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 500	£ 500	100%	£ 6,835	£ 13,672	50%
£ 15,500	£ 15,000	103%	£ 45,713	£ 59,000	77%
£ 2,228	£ 7,520	30%	-£ 750	£ 10,575	-7%
£ 7,862	£ 7,282	108%	£ 23,537	£ 56,956	41%
£ 6,525	£ -	n/a	£ 1,319	£ 4,000	33%
			-£ 200	£ -	N/A

Community Activity Narrative

Apr-23	Youth Activities; 1041/311:	CBC annual youth grant received at £15k
Apr-23	Youth Activities; 1041/311:	Includes Youth Hub DJ Equipment Grant (£500)
Apr-23	COL EMR Trans; 4990/312:	22/23 funds from Cost of Living Initiative made available to 23/24 by way of EMR transfer.
Jun-23	Community Activity; 4615/313:	Kings Coronation introduced mid-year. Spend against zero budget.
Jun-23	Grants Provided; 4051/300:	£200 received back from Bedfordshire Police for unspent grant funds from 22/23 credited to account
Jun-23	Grants Received; 1177/312:	Includes grant rolled forward for LGBTQ+ grant received (£1,500)
Jun-23	Cost of Living; 4606/312:	Includes purchase of community freezer at £640
Aug-23	Youth Activities; 4049/311:	Q1, Q2, Q3 Youth Services Contract paid for 2023/24
Aug-23	Youth Hub; 4132/311:	£600 spend in August 23 on Car Park Barrier Repairs
Aug-23	Youth Hub; 4140/311:	£310 (16%) overspend on Youth Hub Maintenance due to increased prices. 2024/25 budgets to be reviewed to reflect this increase.
Aug-23	Community Activity; 4213/313:	Summer Programme introduced mid-year. Spend against zero budget. Budget to be reviewed for 2024/25
Aug-23	Community Activity; 4552/313:	Tea Dances introduced mid-year. Spend against zero budget. Budget to be reviewed for 2024/25
Aug-23	Community Activity; 4629/313:	Fitness & Circuit Training introduced mid-year. Spend against zero budget. Budget to be reviewed for 2024/25
Aug-23	Community Activity; 4103/312:	Internal Room Hire charges significantly increase due to Cost of Living events.

Community Rolling Capital Funds 2023/24

Date 31.08.23

PROJECT Details					RCF Details							23/24 FUNDING Details			Comments
Project Code		Project Description	Committee	Minute Ref	RCF Budget Committed	Previous Year's RCF Spend	23/24 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	Del. Auth	£ 3,000	£ -	£ -	£ -	£ -	£ 3,000	0%	£ 1,550	£ 283,385	£ 281,835	S106 monies remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 1,169	£ -	£ -	£ -	£ 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)
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 27,825	£ -	£ -	£ -	0%	£ 75,885	£ 75,885	£ -	S106 Grants monies approved from CBC - please see project schedule for full breakdown of costs.
4819	110	RCF - Flitwick Town Sq Defib	Community	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%				
4828	110	RCF - Skate Park Lighting	Community	1036d	£ 21,705	£ 2,359	£ 7,373	£ -	£ -	£ 11,973	55%	£ 10,500	£ 10,500	£ -	Partially grant funded - received
4831	110	RCF - Outdoor PA System	Community	5302	£ 1,118	£ 874	£ 129	£ -	£ -	£ 115	10%				
4833	110	RCF - Town Sq Benches/Plant/Bins	Community	1061	£ 12,102	£ -	£ -	£ -	£ -	£ 12,102	100%	£ -	£ 5,600	£ 5,600	31.08.23 - CBC S106 funding on invoice FTC8318 (funds not yet received) with a/c MAR05
4836	110	RCF - CCTV Skate Park & Town Sq	Community	5329c	£ 12,612	£ 10,912	£ -	£ -	£ -	£ 1,700	13%				08.03.23: CBC annual monitoring and signal transmission expenditure invoice pending for £1,700
4837	110	RCF - Rural Match Fund Benches	Community	5226e	£ 2,000	£ -	£ -	£ -	£ -	£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
4838	110	RCF - CCTV Data Impact Assess	Community	Del. Auth	£ 1,975	£ 1,625	£ -	£ -	£ -	£ 350	18%				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY SERVICES								
300 CORE SERVICES								
4001 SALARIES AND WAGES	28,436	118,466	427,990	309,524		309,524	27.7%	
4002 UNIFORM	70	145	700	555		555	20.7%	
4005 VEHICLE - MAINTENANCE	2	278	1,000	722		722	27.8%	
4006 FUEL	319	1,188	4,000	2,812		2,812	29.7%	
4008 Truck Insurance	0	370	3,000	2,630		2,630	12.3%	
4009 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%	
4051 GRANTS PERMITTED	0	(200)	0	200		200	0.0%	
4063 TRUCK REPAYMENTS	732	2,929	9,000	6,071		6,071	32.5%	
4103 FTC Internal Hire	62	1,387	1,600	213		213	86.7%	
CORE SERVICES :- Indirect Expenditure	29,621	124,563	448,790	324,227	0	324,227	27.8%	0
Net Expenditure	(29,621)	(124,563)	(448,790)	(324,227)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS (No VAT)	6,044	6,044	30,000	23,956			20.1%	
1013 CBC-CLOSED BURIAL GROUND	1,000	1,000	1,000	0			100.0%	
1119 Burial Grounds Income VATABLE	82	82	8,000	7,918			1.0%	
BURIAL GROUNDS :- Income	7,126	7,126	39,000	31,874			18.3%	0
4015 Utilities	0	5	150	145		145	3.2%	
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%	
4069 Burial Ground VATABLE	0	0	1,000	1,000		1,000	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	0	100	1,650	1,550	0	1,550	6.0%	0
Net Income over Expenditure	7,126	7,026	37,350	30,324				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	129	606	4,500	3,894			13.5%	
ALLOTMENTS :- Income	129	606	4,500	3,894			13.5%	0
4015 Utilities	0	33	700	667		667	4.8%	
4072 ALLOTMENTS/MAINTENANCE	13	614	2,000	1,386		1,386	30.7%	
4088 PORTALOO HIRE	130	130	1,250	1,120		1,120	10.4%	
4103 FTC Internal Hire	41	110	520	410		410	21.1%	
4990 Transfer from EMR	0	0	(1,250)	(1,250)		(1,250)	0.0%	
ALLOTMENTS :- Indirect Expenditure	184	887	3,220	2,333	0	2,333	27.6%	0
Net Income over Expenditure	(55)	(281)	1,280	1,561				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 LOCAL AMENITIES/TRACTOR STORE								
1014 PHONE MAST INC (STATION RD)	0	4,500	5,500	1,000			81.8%	
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%	
1177 GRANTS RECEIVED	0	1,500	0	(1,500)			0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Income	0	6,000	7,500	1,500			80.0%	0
4015 Utilities	25	188	1,822	1,634		1,634	10.3%	
4078 Planting/Weeding	0	1,337	3,000	1,663		1,663	44.6%	
4084 PLANT & EQUIP-PURCHASE	0	18	2,500	2,482		2,482	0.7%	
4085 PLANT & EQUIP-MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4111 PITCH MAINTENANCE - Hinksley R	0	0	700	700		700	0.0%	
4115 Grass Cutting (Flitwick)	0	0	500	500		500	0.0%	
4118 BINS AND SEATS	22	22	1,000	978		978	2.2%	
4128 WASTE DISPOSAL	556	3,060	6,065	3,005		3,005	50.4%	
4132 BUILDING MAINTENANCE	39	739	1,500	761		761	49.3%	
4137 Water Dispenser Maintenance	0	0	300	300		300	0.0%	
4700 FLITWICK MANOR PARK	0	401	8,000	7,599		7,599	5.0%	
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%	
4702 Flitwick Nature Park	0	0	1,000	1,000		1,000	0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	641	5,765	32,387	26,622	0	26,622	17.8%	0
Net Income over Expenditure	(641)	235	(24,887)	(25,122)				
305 PLAY AREAS								
1012 Millennium Park Hire	0	958	1,500	542			63.9%	
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%	
PLAY AREAS :- Income	0	958	2,850	1,892			33.6%	0
4075 PLAY AREA/REPAIRS & MAINT.	234	741	8,000	7,259		7,259	9.3%	
4082 Millennium Park (Inc CCTV)	0	155	2,000	1,845		1,845	7.8%	
4122 CHANGING ROOMS - HINKSLEY	8	376	1,213	837		837	31.0%	
PLAY AREAS :- Indirect Expenditure	242	1,273	11,213	9,940	0	9,940	11.3%	0
Net Income over Expenditure	(242)	(314)	(8,363)	(8,049)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	464	1,638	2,500	862		862	65.5%	
4097 Street Lighting Maintenance	0	188	2,000	1,812		1,812	9.4%	
STREET LIGHTING :- Indirect Expenditure	464	1,826	4,500	2,674	0	2,674	40.6%	0
Net Expenditure	(464)	(1,826)	(4,500)	(2,674)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311 YOUTH HUB/ACTIVITIES								
1035 The Hub Hire	0	1,284	500	(784)			256.9%	
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
1177 GRANTS RECEIVED	0	500	0	(500)			0.0%	
YOUTH HUB/ACTIVITIES :- Income	0	16,784	15,500	(1,284)			108.3%	0
4014 CASUAL STAFF	226	561	1,984	1,423		1,423	28.3%	
4015 Utilities	143	584	3,100	2,516		2,516	18.8%	
4016 BUSINESS RATES	0	1,536	2,600	1,064		1,064	59.1%	
4049 YOUTH ACTIVITIES	0	29,475	59,000	29,525		29,525	50.0%	
4128 WASTE DISPOSAL	71	357	988	631		631	36.1%	
4132 BUILDING MAINTENANCE	25	823	3,000	2,178		2,178	27.4%	
4138 EQUIPMENT	7	490	1,000	510		510	49.0%	
4140 MAINTENANCE CONTRACTS	0	942	1,000	58		58	94.2%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	471	34,767	72,672	37,905	0	37,905	47.8%	0
Net Income over Expenditure	(471)	(17,982)	(57,172)	(39,190)				
312 COMMUNITY ACTIVITIES								
1031 FITNESS CIRCUITS CLASSES	0	938	0	(938)			0.0%	
1036 Stitches Donations	0	7	0	(7)			0.0%	
1039 PAINTING CIRCLE	0	86	300	214			28.8%	
1120 KEEP FIT / Dance Fitness	113	1,183	3,000	1,817			39.4%	
1149 Flitwick Sunday Market	0	0	720	720			0.0%	
1171 LUNCH CLUB	269	976	3,500	2,524			27.9%	
1177 GRANTS RECEIVED	0	(1,500)	0	1,500			0.0%	
1181 COST OF LIVING MONIES REC'D	5,100	6,352	0	(6,352)			0.0%	
COMMUNITY ACTIVITIES :- Income	5,481	8,042	7,520	(522)			106.9%	0
4103 FTC Internal Hire	550	3,245	4,400	1,155		1,155	73.7%	
4552 TEA DANCE	85	85	0	(85)		(85)	0.0%	
4553 PAINTING CIRCLE	0	0	30	30		30	0.0%	
4554 STITCHERS	12	36	195	159		159	18.5%	
4558 KEEP FIT / Dance Fitness	350	300	2,400	2,100		2,100	12.5%	
4606 Cost of Living Initiative	0	1,248	4,000	2,752		2,752	31.2%	
4621 LUNCH CLUB	195	460	2,500	2,040		2,040	18.4%	
4625 FORGET ME NOT GROUP	0	12	650	638		638	1.8%	
4627 Flitwick Sunday Market	0	0	400	400		400	0.0%	
4629 Fitness Circuit Classes	0	385	0	(385)		(385)	0.0%	
4990 Transfer from EMR	0	(5,294)	0	5,294		5,294	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	1,192	478	14,575	14,097	0	14,097	3.3%	0
Net Income over Expenditure	4,289	7,564	(7,055)	(14,619)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Community Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
313 COMMUNITY EVENTS								
1050 King's Coronation 2023	0	531	0	(531)			0.0%	
1127 Flitwick Fun Day	(40)	4,752	3,500	(1,252)			135.8%	
1130 Christmas Lunch - OLDER People	0	0	1,800	1,800			0.0%	
1142 Easter Egg Trail	0	407	480	73			84.9%	
1164 Christmas Market	310	325	340	15			95.6%	
1165 Christmas Lights EVENT	11	1,255	312	(943)			402.1%	
1167 Christmas Market Trip	0	0	850	850			0.0%	
1169 Summer Programme 23	105	175	0	(175)			0.0%	
COMMUNITY EVENTS :- Income	386	7,445	7,282	(163)			102.2%	0
4043 REMEMBRANCE EVENT	0	120	1,700	1,580		1,580	7.1%	
4200 Christmas Lights Installation	0	0	18,975	18,975		18,975	0.0%	
4201 Christmas Market	0	0	475	475		475	0.0%	
4202 Christmas Market Trip	0	0	850	850		850	0.0%	
4204 Flitwick TownSq Christsmas Tree	0	0	1,375	1,375		1,375	0.0%	
4206 Scarecrow Festival	65	83	240	157		157	34.7%	
4207 Fun Palace	0	0	150	150		150	0.0%	
4208 Skate Competition	0	1,475	2,200	725		725	67.0%	
4211 Easter Egg Trail	0	0	400	400		400	0.0%	
4213 Summer Programme 23	0	559	0	(559)		(559)	0.0%	
4540 Christmas Lights EVENT	0	350	6,000	5,650		5,650	5.8%	
4551 Flitwick Fun Day	251	18,838	20,000	1,162		1,162	94.2%	
4615 King's Coronation 2023	150	175	0	(175)		(175)	0.0%	
4618 COMMUNITY Events Expense	0	(131)	2,000	2,131		2,131	(6.5%)	
4623 Christmas Lunch - OLDER PEOPLE	0	0	2,600	2,600		2,600	0.0%	
COMMUNITY EVENTS :- Indirect Expenditure	466	21,470	56,965	35,495	0	35,495	37.7%	0
Net Income over Expenditure	(80)	(14,025)	(49,683)	(35,658)				
COMMUNITY SERVICES :- Income	13,122	46,961	84,152	37,191			55.8%	
Expenditure	33,282	191,127	645,972	454,845	0	454,845	29.6%	
Movement to/(from) Gen Reserve	(20,160)	(144,166)						
Grand Totals:- Income	13,122	46,961	84,152	37,191			55.8%	
Expenditure	33,282	191,127	645,972	454,845	0	454,845	29.6%	
Net Income over Expenditure	(20,160)	(144,166)	(561,820)	(417,654)				
Movement to/(from) Gen Reserve	(20,160)	(144,166)						

COMMUNITY SERVICES300 CORE SERVICES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 SALARIES AND WAGES	27,983	146,449	427,990	281,541		281,541	34.2%
4002 UNIFORM	0	145	700	555		555	20.7%
4005 VEHICLE - MAINTENANCE	8	286	1,000	714		714	28.6%
4006 FUEL	298	1,486	4,000	2,514		2,514	37.1%
4008 Truck Insurance	0	370	3,000	2,630		2,630	12.3%
4009 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%
4051 GRANTS PERMITTED	0	(200)	0	200		200	0.0%
4063 TRUCK REPAYMENTS	732	3,662	9,000	5,338		5,338	40.7%
4103 FTC Internal Hire	56	1,443	1,600	157		157	90.2%

CORE SERVICES :- Indirect Expenditure	29,078	153,641	448,790	295,149	0	295,149	34.2%
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Net Expenditure	(29,078)	(153,641)	(448,790)	(295,149)
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301 BURIAL GROUNDS

1004 BURIAL GROUNDS (No VAT)	(218)	5,825	30,000	24,175			19.4%
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	(164)	(82)	8,000	8,082			(1.0%)

BURIAL GROUNDS :- Income	(382)	6,744	39,000	32,257			17.3%
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4015 Utilities	0	5	150	145		145	3.2%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	0	0	1,000	1,000		1,000	0.0%

BURIAL GROUNDS :- Indirect Expenditure	0	100	1,650	1,550	0	1,550	6.0%
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Net Income over Expenditure	(382)	6,644	37,350	30,706
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302 ALLOTMENTS

1005 ALLOTMENT RENT	111	717	4,500	3,783			15.9%
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ALLOTMENTS :- Income	111	717	4,500	3,783			15.9%
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4015 Utilities	294	328	700	372		372	46.8%
4072 ALLOTMENTS/MAINTENANCE	0	614	2,000	1,386		1,386	30.7%
4088 PORTALOO HIRE	220	350	1,250	900		900	28.0%
4103 FTC Internal Hire	26	136	520	384		384	26.1%
4990 Transfer from EMR	0	0	(1,250)	(1,250)		(1,250)	0.0%

ALLOTMENTS :- Indirect Expenditure	540	1,428	3,220	1,792	0	1,792	44.3%
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Net Income over Expenditure	(429)	(710)	1,280	1,990
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES/TRACTOR STORE							
1014 PHONE MAST INC (STATION RD)	0	4,500	5,500	1,000			81.8%
1070 MANOR PARK (Rural Paymt Agent)	0	0	2,000	2,000			0.0%
1177 GRANTS RECEIVED	(311)	1,189	0	(1,189)			0.0%
LOCAL AMENITIES/TRACTOR STORE :- Income	(311)	5,689	7,500	1,811			75.9%
4015 Utilities	26	214	1,822	1,608		1,608	11.7%
4078 Planting/Weeding	0	1,337	3,000	1,663		1,663	44.6%
4084 PLANT & EQUIP-PURCHASE	0	18	2,500	2,482		2,482	0.7%
4085 PLANT & EQUIP-MAINTENANCE	0	0	2,500	2,500		2,500	0.0%
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%
4111 PITCH MAINTENANCE - Hinksley R	0	0	700	700		700	0.0%
4115 Grass Cutting (Flitwick)	0	0	500	500		500	0.0%
4118 BINS AND SEATS	0	22	1,000	978		978	2.2%
4128 WASTE DISPOSAL	477	3,536	6,065	2,529		2,529	58.3%
4132 BUILDING MAINTENANCE	15	754	1,500	746		746	50.3%
4137 Water Dispenser Maintenance	0	0	300	300		300	0.0%
4700 FLITWICK MANOR PARK	0	401	8,000	7,599		7,599	5.0%
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%
4702 Flitwick Nature Park	0	0	1,000	1,000		1,000	0.0%
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	517	6,282	32,387	26,105	0	26,105	19.4%
Net Income over Expenditure	(828)	(593)	(24,887)	(24,294)			
305 PLAY AREAS							
1012 Millennium Park Hire	542	1,500	1,500	0			100.0%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS :- Income	542	1,500	2,850	1,350			52.6%
4075 PLAY AREA/REPAIRS & MAINT.	88	829	8,000	7,171		7,171	10.4%
4082 Millennium Park (Inc CCTV)	0	155	2,000	1,845		1,845	7.8%
4122 CHANGING ROOMS - HINKSLEY	8	384	1,213	829		829	31.7%
PLAY AREAS :- Indirect Expenditure	96	1,369	11,213	9,844	0	9,844	12.2%
Net Income over Expenditure	446	131	(8,363)	(8,494)			
306 STREET LIGHTING							
4096 Electricity - Street Lights	0	1,638	2,500	862		862	65.5%
4097 Street Lighting Maintenance	0	188	2,000	1,812		1,812	9.4%
4508 STREET LIGHTING	446	446	0	(446)		(446)	0.0%
STREET LIGHTING :- Indirect Expenditure	446	2,272	4,500	2,228	0	2,228	50.5%
Net Expenditure	(446)	(2,272)	(4,500)	(2,228)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES							
1035 The Hub Hire	244	1,528	500	(1,028)			305.6%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
1177 GRANTS RECEIVED	0	500	0	(500)			0.0%
YOUTH HUB/ACTIVITIES :- Income	244	17,028	15,500	(1,528)			109.9%
4014 CASUAL STAFF	218	779	1,984	1,205		1,205	39.3%
4015 Utilities	324	907	3,100	2,193		2,193	29.3%
4016 BUSINESS RATES	0	1,536	2,600	1,064		1,064	59.1%
4049 YOUTH ACTIVITIES	16,238	45,713	59,000	13,288		13,288	77.5%
4128 WASTE DISPOSAL	35	392	988	596		596	39.6%
4132 BUILDING MAINTENANCE	600	1,423	3,000	1,578		1,578	47.4%
4138 EQUIPMENT	0	490	1,000	510		510	49.0%
4140 MAINTENANCE CONTRACTS	368	1,310	1,000	(310)		(310)	131.0%
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	17,782	52,548	72,672	20,124	0	20,124	72.3%
Net Income over Expenditure	(17,538)	(35,520)	(57,172)	(21,652)			
312 COMMUNITY ACTIVITIES							
1031 FITNESS CIRCUITS CLASSES	0	938	0	(938)			0.0%
1036 Stitches Donations	0	7	0	(7)			0.0%
1039 PAINTING CIRCLE	0	86	300	214			28.8%
1042 TEA DANCES	132	132	0	(132)			0.0%
1120 KEEP FIT / Dance Fitness	54	1,237	3,000	1,763			41.2%
1149 Flitwick Sunday Market	60	60	720	660			8.3%
1171 LUNCH CLUB	292	1,268	3,500	2,232			36.2%
1177 GRANTS RECEIVED	0	(1,500)	0	1,500			0.0%
1181 COST OF LIVING MONIES REC'D	173	6,525	0	(6,525)			0.0%
COMMUNITY ACTIVITIES :- Income	711	8,753	7,520	(1,233)			116.4%
4103 FTC Internal Hire	1,847	5,092	4,400	(692)		(692)	115.7%
4552 TEA DANCE	0	85	0	(85)		(85)	0.0%
4553 PAINTING CIRCLE	0	0	30	30		30	0.0%
4554 STITCHERS	12	48	195	147		147	24.6%
4558 KEEP FIT / Dance Fitness	0	300	2,400	2,100		2,100	12.5%
4606 Cost of Living Initiative	71	1,319	4,000	2,681		2,681	33.0%
4621 LUNCH CLUB	192	652	2,500	1,848		1,848	26.1%
4625 FORGET ME NOT GROUP	0	12	650	638		638	1.8%
4627 Flitwick Sunday Market	0	0	400	400		400	0.0%
4629 Fitness Circuit Classes	(2,030)	(1,645)	0	1,645		1,645	0.0%
4990 Transfer from EMR	0	(5,294)	0	5,294		5,294	0.0%
COMMUNITY ACTIVITIES :- Indirect Expenditure	92	569	14,575	14,006	0	14,006	3.9%
Net Income over Expenditure	619	8,184	(7,055)	(15,239)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
313 COMMUNITY EVENTS							
1050 King's Coronation 2023	0	531	0	(531)			0.0%
1127 Flitwick Fun Day	0	4,752	3,500	(1,252)			135.8%
1130 Christmas Lunch - OLDER People	0	0	1,800	1,800			0.0%
1142 Easter Egg Trail	0	407	480	73			84.9%
1164 Christmas Market	68	393	340	(53)			115.4%
1165 Christmas Lights EVENT	0	1,255	312	(943)			402.1%
1167 Christmas Market Trip	0	0	850	850			0.0%
1169 Summer Programme 23	350	525	0	(525)			0.0%
COMMUNITY EVENTS :- Income	418	7,862	7,282	(580)			108.0%
4043 REMEMBRANCE EVENT	0	120	1,700	1,580		1,580	7.1%
4200 Christmas Lights Installation	0	0	18,975	18,975		18,975	0.0%
4201 Christmas Market	0	0	475	475		475	0.0%
4202 Christmas Market Trip	0	0	850	850		850	0.0%
4204 Flitwick TownSq Christsmas Tree	0	0	1,375	1,375		1,375	0.0%
4206 Scarecrow Festival	7	90	240	150		150	37.7%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 Skate Competition	0	1,475	2,200	725		725	67.0%
4211 Easter Egg Trail	0	0	400	400		400	0.0%
4213 Summer Programme 23	0	559	0	(559)		(559)	0.0%
4540 Christmas Lights EVENT	0	350	6,000	5,650		5,650	5.8%
4551 Flitwick Fun Day	2,030	20,868	20,000	(868)		(868)	104.3%
4615 King's Coronation 2023	0	175	0	(175)		(175)	0.0%
4618 COMMUNITY Events Expense	31	(100)	2,000	2,100		2,100	(5.0%)
4623 Christmas Lunch - OLDER PEOPLE	0	0	2,600	2,600		2,600	0.0%
COMMUNITY EVENTS :- Indirect Expenditure	2,068	23,537	56,965	33,428	0	33,428	41.3%
Net Income over Expenditure	(1,650)	(15,675)	(49,683)	(34,008)			
COMMUNITY SERVICES :- Income	1,332	48,293	84,152	35,859			57.4%
Expenditure	50,618	241,746	645,972	404,226	0	404,226	37.4%
Movement to/(from) Gen Reserve	(49,287)	(193,452)					
Grand Totals:- Income	1,332	48,293	84,152	35,859			57.4%
Expenditure	50,618	241,746	645,972	404,226	0	404,226	37.4%
Net Income over Expenditure	(49,287)	(193,452)	(561,820)	(368,368)			
Movement to/(from) Gen Reserve	(49,287)	(193,452)					



Flitwick Town Council

Officers Update – Community Services 3rd October 2023

1. **Movie Days**

The next free movie day is due to take place on Friday 27th October, with a Halloween theme. The evening movie will be for over 18's only.

Due to Eventbrite introducing a fixed fee for free listings, the movie days will not long require people to pre-book tickets.

2. **Cookery Course**

The first round of the free six-week cookery course was fully booked with eight adults and 12 children attending.

The cookery course started on Tuesday 26th September, with all attendees enjoying vegetarian chicken fajitas and chocolate and banana brownies.

3. **Litter Pick**

The next litter pick is due to take place on Sunday 22nd October at Hinksley Park.

4. **Macmillan Coffee Morning**

The Community Services team held a Macmillan Coffee Morning at Flitwick Village Hall on Friday 29th September.

All money raised will be donated to Macmillan.

5. **Extra Ordinary Community Services Meeting – Budgets**

An Extra Ordinary Community Services Committee meeting will be held in November to discuss the proposed budgets for 2024/25.

The Town Clerk will circulate the date, once confirmed.

6. **Christmas Lights**

Planning for the Christmas Lights Switch-on event is well underway. The event is due to take place on Sunday 26th November at 3 Station Road, 3pm til 6pm.

There will be a visit from Santa, a Naughty Elf, and a Grinch! We will have 3 small fairground rides, with a burger van, a tea/coffee van, and a few stalls from traders.

FTC will be handing out Mulled Wine and Mince Pies for donations towards the Town Mayor's charities and we may even have the addition of seeing some Donkey's this year.

The lights will be switched on at 5pm, followed by carols around the tree.

7. Remembrance Service

Remembrance Sunday this year takes place on Sunday 12th November.

The Remembrance Service will be held at the War Memorial at 3pm. Rev. Herald has confirmed attendance with other local churches being invited to take part at the event.

A meeting took place on 28/09/23 to confirm the event logistics.

Amphill Town Band will be attending the service, with other local groups and schools being invited to lay a wreath and take part in the parade.

8. Job Club

The next Job Club will take place at The Hub on Wednesday 11th October, 18th October, and 1st November, 14:30 till 16:30.

9. Community Payback Scheme

The Community Payback Scheme have completed their first month, spending two weeks at The Rufus Centre and two weeks at the Burial Ground.

The team have worked hard on clearing weeds, cutting hedges, and generally tidying public areas.

There have been between three and six people attending each week.

10. Half-Term Activity

The Community Services Officer has been successful in securing £740 funding from HUBBUB for the delivery of a free pumpkin carving workshops.

The workshops will be held at The Hub on Wednesday 25th and Thursday 26th October, 10am til 1pm. Spaces will be limited to 40 pumpkins, per day.

The inside of the pumpkin will be used to make pumpkin soup, which will be used to supply a free lunch for the people attending.

11. Town Mayor Calendar – 2024

Cllr Andy Snape, Town Mayor, had the tough job of selecting twelve photos from this year's 'Give Us Your Best Shot' Community Calendar Project.

The twelve photos have been selected and the calendars will be available to purchase from October for £6. All money raised will go to the Town Mayor's charities.

12. Flitwick Living History

The Flitwick Living History launch took place at The Rufus Centre on Thursday 14th September.

Approximately 150 people attended to listen to Ellis Billington, Christina Swannell and Cllr Ian Blazeby talk about Flitwick in 1940's & 1950's.

A 'Down Memory Lane' event is due to take place at The Hub on Saturday 21st October, 10am til 12 noon, where people can come and share their stories and bring memorabilia that can be shared on the website.

13. Community Fridge Wastage

In July 6,804.84kg of food was collected and distributed through the Community fridge. 0.08% was waste, with an estimated 2,859 meals provided.

In August 5,060.67kg of food was collected and distributed through the Community fridge. 0.11% was waste, with an estimated 2,126 meals provided

In September 5,010.96kg of food was collected and distributed through the Community fridge. 0% was wasted, with an estimated 2105.45 meals provided.

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