



## FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 19/09/2023- 451

14<sup>th</sup> September 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 19<sup>th</sup> September 2023 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey  
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. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

5. **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\\_ZDcxOTkxNmItZjlkNy00MzJmLTThiYWmtMmU5OGRmMzg0NzJj%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDcxOTkxNmItZjlkNy00MzJmLTThiYWmtMmU5OGRmMzg0NzJj%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

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

6. **INVITED SPEAKER**

No invited speaker.

7. **MEMBERS QUESTIONS**

To receive questions from members.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 15th August 2023**, this meeting was held at the Rufus Centre. **(This item will be moved to EXEMPT)**

- b. For Members to receive and consider **resolutions and recommendations** of the Business Improvement and Development Board Meeting, held on **Tuesday 12<sup>th</sup> September 2023**, this meeting is held at The Rufus Centre

*The Chairman to advise on 1478 b ii – 3 Station Road – with amendment for expenditure to be approved as an overspend on professional fees (4506/422) instead of funding from general reserves.*

9. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 15<sup>th</sup> August 2023.
- b. Members to receive any updates from Officers.

10. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

11. **ITEMS FOR CONSIDERATION**

a. **Scheme of Delegations Review**

- i) Members are asked to elect 3 or 4 Members to the Finance Scrutiny Working Group.

- ii) Members are asked to agree the circulated Terms of Reference for the Finance Scrutiny Working Group.
- iii) Members are asked to consider the circulated report and Officer recommendation regarding communications responsibilities.

Following decisions made on the above, Officers will draft a revised whole Scheme of Delegations based on all previous discussions for approval at the October Council meeting.

**b. Local Organisation Leases**

**Sea Cadets**

The Sea Cadets have requested to take on ownership of the changing rooms at Hinksley Road and work to prepare the lease is being carried out by the solicitors. In line with other local organisations the final request from the organisation is to extend the lease term to 20 years. This will help with securing grant funding to refurbish the changing rooms.

Members are asked to consider increasing the new lease term for Flitwick & Ampthill Sea Cadets from 15 to 20 years.

**12. ITEMS FOR INFORMATION**

**a. Finance Reports Part 1**

Members are asked to note the following finance reports:

- i) Flitwick Town Council Summary, Investments & Loans
- ii) Corporate Services Summary
- iii) Civic Expenses Summary
- iv) RCF & Grant Funding Review

RIALTAS Reports:

- v) Consolidated Bank Reconciliations
- vi) Income & Expenditure (Corporate & Community)
- vii) Cashbook (CB1 & CB2) Transactions June 2023

**b. UK Shared Prosperity Fund**

Members are asked to note the circulated letter from CBC regarding the UK Shared Prosperity Fund. The Town Clerk has a meeting with the interim head of Place Delivery on the 21<sup>st</sup> September to discuss opportunities.

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

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

**d. Planning – CBC Decisions**

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

**13. 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**.

**14. 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. Finance Update**
- c. Finance Reports Part 2**
- d. Steppingley Road/Allotment Access**
- e. 4YP Update**

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

### **DRAFT** Minutes of Flitwick Town Council Meeting held on Tuesday 15<sup>th</sup> August 2023 at the Rufus Centre at 7:45pm

Present:

Cllr A Snape – Chairman  
Cllr H Hodges  
Cllr J Gleave  
Cllr I Blazeby  
Cllr C Thompson  
Cllr R Wilshire  
Cllr T Connell  
Cllr D Toinko  
Cllr Roberts  
Cllr Harald  
Cllr Shaw

CBC Cllr H Townsend  
CBC Cllr I Adams

Also present:

Stephanie Stanley – Deputy Town Clerk & RFO  
Sue Livens (resident) – virtual access  
1 member of the public

#### **5498. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllrs Blazeby, Toinko and Parsons (holiday), Cllr Badham (work), Cllr Platt (family commitment) and Cllr Meredith-Shaw (sabbatical leave).

#### **5499. DECLARATIONS OF INTEREST**

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

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

Cllr Shaw declared the following interests:

Item 11e – Sabbatical Leave – Cllr Meredith-Shaw is his daughter.

Item 7 – Reports from Ward Members – he was a football coach for Flitwick Eagles.

Cllr Connell declared an interest in item 11f – Town Mayor's Charity – due to her role in one of the current charities and took no part in the discussion.

#### **5500. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor had attended the following civic events:

Dunstable Charity Coffee Morning

The High Sheriff of Bedfordshire's Garden Party

Annual Formal Reception at the Joint Strategic Command, Chicksands

SHARE: Flitwick & Ampthill - Repair Café

The Deputy Town Mayor had attended the Topping Out Ceremony for the over 55's development at Steppingley Road.

#### **5501. REPORTS FROM WARD MEMBERS**

Cllr Adams referred to the sport themed grant funding that had been previously awarded to Flitwick via the Community Assets and Ward Councillor grants:

Flitwick & Ampthill Tennis Club – resurfacing 3 courts

Flitwick Football Centre – patio terrace canopy

Flitwick Cricket Club – clubhouse redevelopment

Flitwick Town Council – skatepark lighting.

Cllr Adams mentioned that there was also a bid going in for a special facility at a Flitwick School, and more details would follow.

The Chairman asked if the trees had died in the transport interchange area, and if they had, he assumed these would be replaced. Cllr Townsend reported that CBC were unsure if the trees had died or not, but that this information would be known in the spring. She added that if the trees had died, then there was a 12-month warranty within the scheme and the trees would be replaced.

The Chairman asked if there was a maintenance regime for the area around the station. Cllr Townsend commented that this depended on who owned the land, but if it was CBC owned, then the Assets Department would look after it.

The Chairman mentioned that the planting area outside Tesco was unkept and full of weeds. He asked who was responsible for this area however the Ward Councillors did not know the answer, so agreed to investigate and report back.

*Action: Ward Members*

Cllr Wilshire commented that the center parcs buses parking on Steppingley Road on Fridays was causing terrible traffic congestion when there was a buses area section at the station that they could use, which would be out of the way. Cllr Townsend stated that the bus companies had a commercial contract but noted the situation was frustrating. The Chairman asked if there was any assistance FTC could provide. Ward Members agreed to investigate solutions to this issue.

Ward Members left the meeting at 19:56.

#### **5502. PUBLIC OPEN SESSION**

Sue Livens (resident) mentioned that the sound system did not appear to be working very well for the meeting as she was struggling to hear the discussion.

#### **5503. INVITED SPEAKER**

There was no invited speaker.

#### **5504. MEMBERS QUESTIONS**

Cllr Shaw asked what was happening with the current burial ground as spaces were running out. He also asked if any progress had been made regarding CBC taking the

steps to create a new burial ground. The Chairman explained that no land was available to create a new site in Flitwick and that both FTC and CBC were not responsible for providing a burial ground. This was a discretionary power for FTC and that CBC could only do this in unparished areas.

The Town Clerk would be asked to update Members by email on her return from annual leave regarding the number of plots available at the burial ground.

*Action: Town Clerk*

Cllr Hodges asked if the Council had received an official response from the Chief Whip or the Chairman of Mid-Bedfordshire Conservative Association following the letter sent to MP Nadine Dorries regarding the lack of representation at Westminster for Mid Bedfordshire. The Deputy Town Clerk advised that no response had been received.

#### **5505. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 18<sup>th</sup> July 2023**, this meeting was held at the Rufus Centre. **(This item was taken in Exempt)**
- b. For Members to receive and consider **resolution and recommendations** of the Business Development Improvement Board Meeting, held on **Tuesday 25<sup>th</sup> July 2023**, this meeting was held at The Rufus Centre.

Members noted the recommendations of the Business Development & Improvement Board meeting held on Tuesday 25<sup>th</sup> July 2023 at the Rufus Centre.

- c. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 1<sup>st</sup> August 2023**, this meeting is held at The Rufus Centre.

Members noted the resolutions of the Community Services Committee Meeting held on Tuesday 1<sup>st</sup> August 2023 at the Rufus Centre.

- d. For Members to receive and consider the **resolutions and recommendations** of the Personnel Committee Meeting, held on **Monday 7<sup>th</sup> August 2023**, this meeting was held at The Rufus Centre. **(This item was taken in EXEMPT)**

#### **5506. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 18<sup>th</sup> July 2023.

The Chairman requested an update on 'SHARE: Flitwick & Ampthill' utilising the Rufus Centre. The Deputy Town Clerk advised that this was in hand and commented that the container had been cleared for the group to utilise the storage container.

- b. Members to receive any updates from Officers – none.

#### **5507. OUTSIDE BODIES**

There were no reports.

#### **5508. ITEMS FOR CONSIDERATION**

**a. Deputy Responsible Finance Officer (RFO)**

It was **resolved** to appoint Stacie Lockey as the Deputy RFO. The Financial Regulations would be updated to reflect this decision.

**b. Local Organisation Leases**

The Chairman reminded Members that this item would have previously been dealt with at Corporate Services Committee, which was not currently meeting.

Girl Guides

It was **resolved** to accept a revised lease term of 20 years for the Girl Guides.

Scouts

Members noted that the draft lease circulated incorporated the new area as agreed in 2022 and that the wording in the document was in line with Members' requirements previously agreed for all local organisations who had buildings on Council land.

Cllr Thompson asked if the diagram was accurate and if Officers were confident that the new plan aligned with what Members had signed off previously. The Deputy Town Clerk confirmed this to be the case and advised that the only alteration was to the site boundary line, which had been moved slightly to be within Station Road open space, rather than encroaching onto the grassed verge, which was CBC Highways land.

It was **resolved** to accept the Scouts draft lease and accompanying drawing.

**c. Planning Improvement Working Group**

Members noted the report circulated. Cllr Gleave confirmed that the Group replaced the previous incarnation of the Group. Cllr Wilsmore asked if residents had resigned from the Group, and Cllr Gleave confirmed this to be the case. It was confirmed that Cllr Wilsmore was a Councillor elected onto this Group at the Annual Statutory Meeting in May, whereas he had been a non-Councillor member the previous civic year.

It was **resolved** to co-opt the following residents as members of the Planning Improvement Working Group: Nick Dugard, Judy Martin, Martin Sheehan, and Steve Coates.

**d. Scheme of Delegations Review**

The Chairman gave some background as to why the review of Corporate Services responsibilities had taken place. A discussion took place about suggestions presented in the report including:

on

Cllr Thompson asked about vehicle leases and where these were reported currently. The Deputy Town Clerk advised that the Grounds Team trucks (Fleet Reviews) historically went to Community Services, which was why vehicle insurance was suggested to move there too.

Members agreed to the Chairman's suggestion that the organisation of civic events should come under the Council's remit, given this was overseen by the Town Mayor.. Cllr Thompson commented that she could see why this had been suggested for Community Services.

Cllr Snape asked Members for their opinion on renaming the Personnel Committee as the HR Committee as this was a more modern name.

It was **resolved** to rename the Personnel Committee as the HR Committee.



In relation to the finance recommendations in the report, Cllr Hodges asked about expenditure and questioned if Officers had the authority to spend up to a certain value without Council approval. The Deputy Town Clerk advised that the Financial Regulations covered this, and that Officers could spend against the revenue budget but would need approval for overspending. The Chairman clarified that the Council agreed on a revenue budget annually.

It was **resolved** to progress with recommendation 3 shown in the report – To elect 3-4 Members to a Finance Scrutiny Working Group with all expenditure decisions and statutory requirements to continue to be within the Council's remit.

The Chairman questioned if the suggested Communications Panel was necessary. The Deputy Town Clerk advised that her research had shown that some Councils of a similar size to Flitwick had a Comms Panel, whereas some Councils did not, so this was a decision for Members. The Deputy Town Clerk suggested that Members could set up a Comms Panel on a trial basis. It was agreed to defer this decision to the next meeting when Cllr Blazeby would be present.

*Action: Deputy Town Clerk*

Members agreed with recommendation 4 shown in the report – Within Officers' review of the Standing Orders, to insert an item relating to the Council's ability to remove non-Councillor member participants of Working Groups, setting out rules for membership and what would qualify for removing individuals from Working Groups. It was agreed to include this wording in the Standing Orders when the review took place.

**e. Sabbatical Leave**

It was **resolved** to grant Cllr Meredith-Shaw sabbatical leave from the present day to the end of November.

Cllr Shaw abstained from this vote.

**f. Town Mayor's Charity**

Members noted the report. Cllr Thompson asked if she and the other Trustees named in the appendix needed to declare a non-pecuniary interest. The Deputy Town Clerk advised that this was not necessary.

The Chairman provided some background information on why the proposal was to be considered, including the ability to raise more funds that were not vatable, to be able to crowd fund, and to access more grants. He added that the initial Trustees suggested were the current Town Mayor, Deputy Mayor, and the Chairman of Community Services. It was confirmed that Trustees were able to resign if they wanted to and that there was one vacancy. The Town Clerk & Chief Executive would be an ex-officio trustee. Members were advised that the standard constitution document was recommended as the set-up process would take considerably longer if this was not the case. The intention was to set up robust policies around this initiative.

It was **resolved** to:

1. Progress with setting up a charity using the Model Constitution circulated.
2. To open a bank account for the charity with 2 signatures to approve expenditure, in line with the charity commission guidelines.
3. To agree the suggested Trustees.

**g. Business Improvement & Development Board (BI&DB) Membership**

Newly co-opted Member Cllr Parsons had expressed an interest in being elected to the BI&DB.

It was **resolved** to elect Cllr Parsons to the BI&DB, temporarily increasing the membership from 6 to 7 Members.

## **5509. ITEMS FOR INFORMATION**

### **a. Finance Reports Part 1**

Members were asked to note the following finance reports:

- i) Flitwick Town Council Summary, Investments & Loans – noted.
- ii) Corporate Services Summary – noted.
- iii) Civic Expenses Summary – noted.
- iv) RCF & Grant Funding Review – The Chairman requested for the ‘commitment remaining’ column to be checked.
- v) Bank Reconciliations – noted.

OMEGA Reports:

- vi) Income & Expenditure (Corporate & Community) – noted.
- vii) Cashbook (CB1 & CB2) Transactions – noted.

### **b. Rolling Capital Fund (RCF) Applications**

- (i) Members noted the RCF Summary document circulated.
- (ii) Members are asked to approve the following Committee applications to the RCF:
  - Business Development Improvement Board – Digital Signage - £3,485.00
  - Business Development Improvement Board – Lockyer Suite Flooring - £4,800.00

It was **resolved** to approve the BI&DB RCF application for Digital Signage at a cost of £3,485.00.

It was **resolved** to approve the BI&DB RCF application for Lockyer Suite Flooring at a cost of £4,800.00.

Cllr Thompson questioned the way RCF projects were accounted for, in terms of what would be classified as a ‘business’ project and what would be a ‘council’ (i.e. Precept) funded project. She asked if there was scope for profits raised within the business to fund capital projects for the Rufus Centre or Rendezvous Café, and for the Precept funding element of the RCF to fund Council-related projects. She added that the current way of administering and presenting the RCF did not give this detail. The Deputy Town Clerk agreed that this sounded sensible and touched on the fact that this was another complication for Councils running commercial activities. The Deputy Town Clerk commented that the RCF was accounted for in the way the accountant had shown Officers, but this was not to say there were not other options with it going forward and this would be investigated.

*Action: RFO*

The Chairman mentioned that an alternative route would be to allow the Business & Facilities Manager to go over budget, with the shortfall being taken from the General Reserve at the end of the year.

## **5510. PUBLIC OPEN SESSION**

Sue Livens (resident) again advised the Council that the sound quality for the meeting as a virtual attendee had been poor. The Chairman asked for the sound system to be tested by Officers.

Sue Livens and the other resident in the public gallery left the meeting at 20:30.

**5511. 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**

Members **resolved** to adopt the minutes of the Town Council meeting held on Tuesday 18<sup>th</sup> July 2023 at the Rufus Centre as a true record with one amendment for item 14a(i).

**b. Town Clerk & Deputy Town Clerk Roles**

It was **resolved** to appoint Stacie Lockey as the Town Clerk & Chief Executive at SCP 50. The transparency wording circulated in the supporting paper would be published on the Council's website (financial page).

It was **resolved** for Stephanie Stanley to revert to the Deputy Town Clerk & RFO role.

**c. Finance Reports Part 2**

**d. Options**

It was **resolved** to endorse the recommendations set out in the report and to progress with one other action.

**e. Station Road Allotments Telecoms Mast**

It was **resolved** to proceed with the Head of Terms circulated with the value offered for a 20 year lease subject to legal advice.

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.**

**Recommendations and resolutions of the  
Business Improvements & Development Board Committee 12<sup>th</sup> September 2023**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the  
**RECOMMENDATIONS** of the BI&DB Committee 12<sup>th</sup> September 2023

**1470. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept the apologies for Cllr Roberts due to work commitments.

**1476. MINUTES**

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on the 25<sup>th</sup> July 2023.

**1478. ITEMS FOR CONSIDERATION**

**a. EV Charging**

It was **RESOLVED** for Influx Technology to proceed with the application for power supply to UK Power Network for The Rufus Centre and 3 Station Road. No charges would be incurred for these applications.

**b 3 Station Road**

- ii. It was **RECOMMENDED** to allocate up to £10k from general reserves to work with a property developer and architect to review options for the development of 3 Station Road.
- iii. It was **RESOLVED** to investigate options and costs for the supply and fit of window vinyl for the frontage of 3 Station Road building.



# Flitwick Town Council

## Finance Scrutiny Working Group

The Working Group will be a Working Group of the Council.

The Council will set the Terms of Reference and membership for the Working Group.

The Working Group will have no delegated authority, no budget and will make recommendations to the Town Council.

### Membership

3 or 4 Members of the Council will be elected to this Working Group.

Members (and the Working Group Chairman) will be elected at the Annual Statutory Meeting in May each year.

There will be no members of the public on this Working Group.

### Meetings

Meetings will be held at an appropriate date monthly, in advance of Council meetings but after sufficient time has passed to complete month end tasks.

Meetings can be held online or in person.

Discussions will be summarised with action points and Officers will work to the deadline of completing these no later than 5 working days after the meeting has taken place.

Recommendation sheets will be prepared for Council when required.

### Terms of Reference

The Working Group is responsible for the control and development of:

- Monitoring and making recommendations to the Council for the use of Earmarked Reserves and RCF.
- To review and scrutinise financial reports monthly including cashbook, transactions, and income & expenditure.
- Reviewing the Financial Regulations annually and make recommendations to Council on these.
- Receiving and reviewing the reports from the Internal Auditor before presentation to Town Council for adoption.

- Track and review the budget vs year to date actual spending across the Council providing a report with recommendations to Council.
- Consider investment opportunities.
- Debt management (considering bad debt write-off proposals at year end).
- To oversee loans.
- To make recommendations to Council on Precept requirements.
- To supervise the Council's insurance and IT arrangements.
- To supervise Section 106 and grants from external sources.
- To promote efficiency, value for money and an integrated approach to management.
- Any other matters that may be delegated to it by the Council from time to time.



# Flitwick Town Council

## Report to Council 19<sup>th</sup> September 2023: Scheme of Delegations Review – Communication Responsibilities

### Implications of recommendations

**Corporate Strategy:** Improve operational efficiency / Provide excellent communications and transparency.

**Finance:** None.

**Equality:** N/A.

**Environment:** N/A.

### Background

A Scheme of Delegations document for the Council and its Committees was introduced in December 2020. This detailed the responsibilities of the Council and the Committees, as well as laying out functions within each area and the delegation of these functions in each Terms of Reference.

During the Committee Choices process in May 2023, it was clear that there was limited interest from Members to be part of the Corporate Services Committee. At the Annual Statutory Meeting, it was decided that no Members would be elected to Corporate Services at this time, but for Council to take on the financial reporting temporarily and communication matters were left within Officers' remit.

It was agreed for Officers to bring back a report detailing where priorities from the Corporate Services Committee could be alternatively reported.

At the August 2023 Council meeting, Members agreed to set up a Finance Scrutiny Working Group and defer the decision relating to the communication responsibilities. All other former Corporate Services responsibilities were reallocated to other Committees or the Council.

### Introduction

The communication responsibilities and their associated Terms of Reference previously attributed to the former Corporate Services Committee are attached as Appendix 1.

This report sets out options for how the Council may like to consider and discuss communication responsibilities going forward.

### Options

#### 1. Set up a Communications Panel

A Communications Panel would be informal with 2-4 interested Members joining either remotely or in-person on a bi-monthly or quarterly basis with any expenditure decisions being recommended to Council (or Business Improvement & Development Board if relevant). Discussions and debates previously held at Corporate Services, including social media content plans, the comms & marketing plan etc. could be dealt with via this Panel with the Comms & Marketing Manager being the Officer present. Actions would be typed up instead of formal minutes.

2. Electronic file sharing for communications

This option would have less Member involvement than Option 1, with Officers preparing documents to be uploaded to Sharepoint which historically would have been discussed by the Corporate Services Committee. This is with the view of Members making comments and suggestions on communication matters, but not in a meeting setting.

There are other Town Councils locally who operate this way including Sandy Town Council.

3. A combination of Options 1 & 2 – Panel Meetings & Electronic File Sharing

This would mean the Panel could meet about specific matters as and when required, such as the Annual Residents Survey (drafting stage) and to assist with relevant policies. Files for these matters would be uploaded to Sharepoint for comment from Members in advance of meeting, but not as regularly as it would be for option 2.

Officers could upload documents that they were working on for Members to comment on, e.g. social media content plans, but these matters would not be discussed at a Panel meeting.

4. Officer remit

This option would have minimal member involvement with corporate communications. A report for information could be submitted to Council covering updates on social media, the website, Flitwick Papers etc. every 6 months. Council would approve expenditure if above what is included in the revenue budget, as well as considering the Annual Residents Survey. Other surveys would be approved, if necessary, by relevant Committees.

Other Councils operate in this way, such as Leighton Linlade Town Council.

**Additional Matters**

Elements of any comms & marketing plan that was focused on the Rufus Centre or the Rendezvous Café, would be considered by the BI&DB.

The recommendations below are different from the Officer recommendation presented to Council for the August meeting. This is because more research has been carried out during this time and the new suggestions reflect a better use of Member and Officer time.

**Officer Recommendations**

1. To progress with Option 4 putting business-as-usual communication responsibilities (Terms of Reference points 8.1 – first half, 8.2, 8.3 & 8.5) within Officers' remit.
2. For Council to consider the Comms & Marketing Strategy, Annual Residents Survey and point 8.4 in appendix 1. Other large-scale surveys to be approved by relevant Committees.
3. For the BI&DB to consider any Comms & Marketing Plans created which focussed on the Rufus Centre or Rendezvous Café.
4. To use electronic file sharing with interested Members on specific tasks if required.

Stephanie Stanley  
Deputy Town Clerk & RFO



## Appendix 1

### Communication Responsibilities

The former Corporate Services Committee had delegated authority to deal with matters listed below relating to communications.

Responsible for the control and development of,

- Town Council Communications – e.g., Flitwick Papers, website, leaflets, etc.
- FTC Website.
- Communications and Marketing Strategy.
- Marketing related to Corporate activities.
- Annual residents survey and any other surveys.

Below is an extract from the previous Corporate Services Committee Terms of Reference document with matters relating to communications.

### Communication – Terms of Reference

Function of Committee Column 1	Delegation of Functions Column 2
<b>8. Communications / Public Relations and Marketing</b>	
8.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Strategy.	<ul style="list-style-type: none"><li>• Strategic overview to Committee</li><li>Operational management to Town Clerk</li></ul>
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"><li>• Strategic overview to Committee</li><li>Operational management to Town Clerk</li></ul>
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"><li>• Strategic overview to Committee</li><li>Operational management to Town Clerk</li></ul>
8.4 To advise Council on adoption of a publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"><li>• Strategic overview to Committee</li><li>Operational management to Town Clerk</li></ul>
8.5 Town Council Communications – e.g., Flitwick Papers, website, leaflets, etc.	<ul style="list-style-type: none"><li>• Committee</li><li>Operational management to Town Clerk</li></ul>

## Item 12a i) Flitwick Town Council Summary, Investments & Loans 23/24

01 April to 31 August 2023

	YTD Income	Income Budget	% Budget Achieved		YTD Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 513,713	£ 1,080,059	48%	Amber	£ 188,035	£ 532,529	35%	Green
Business Improvement & Development Board	£ 350,503	£ 660,300	53%	Amber	£ 236,272	£ 646,010	37%	Green
Community Services	£ 48,293	£ 84,152	57%	Amber	£ 241,041	£ 645,972	37%	Green
<b>Whole Business</b>	<b>£ 912,509</b>	<b>£ 1,824,511</b>	<b>50%</b>	<b>Amber</b>	<b>£ 665,348</b>	<b>£ 1,824,511</b>	<b>36%</b>	<b>Green</b>

**TOLERANCES:** spend against budget

<b>Income</b>	<b>0% to 24%</b>	<b>RED</b>
	<b>25% to 74%</b>	<b>AMBER</b>
	<b>75% to 100%+</b>	<b>GREEN</b>
<b>Expenditure</b>	<b>0% to 74%</b>	<b>GREEN</b>
	<b>75% to 99%</b>	<b>AMBER</b>
	<b>100%</b>	<b>BLACK</b>
	<b>101%+</b>	<b>RED</b>

Accepted budget variance 15% (or £100)

### Investments Summary 23/24

<b>CCLA Summary Year to Date</b> (230, 1190/111)	
Account balance as of 31 Aug 23:	<b>£ 1,136,000</b>
Cumulative Dividends to 31 Aug 23:	<b>£ 17,170</b>

### Loans Summary 23/24

<b>PWLB Lending Facility Year to Date *</b>		
(4061/422, 4062/422)		
Principal Balance Opening 23/24	£	<b>866,892</b>
Capital paid year to date	£	<b>27,985</b>
Interest paid year to date	£	<b>1,806</b>

**\* July 23: Please Note;**

Public Works loan PW494544

Commenced July 2009 for play equipment

Now complete and **CLOSED**.

## Item 12a ii) Corporate Services 2023/24

Cost Centre			01-31 August 23		2023/24 Year to date							
			Income	Expenditure	Income	Budget	% Budget Achieved		Expenditure	Budget	% Budget Spent	
101 Administration	1003/101, 1191/101	Admin Income	£ 1		£ 101	£ 100	101%	Green				
	4001/101	Salary Costs		£ 17,699					£ 69,212	£ 211,528	33%	Green
	4003/101, 4009/101, 4011/101, 4033/101,	Other Staff Costs		£ 2					£ 3,407	£ 1,500	227%	Red
	4102/101	FTC Internal Rent		£ 3,133					£ 15,663	£ 37,590	42%	Green
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4040/101, 4056/101	Business Operating Costs		£ 4,549					£ 16,234	£ 52,200	31%	Green
	4017/101, 4058/101, 4059/101, 4103/101	Other Costs		£ 82					£ 1,005	£ 8,650	12%	Green
103 Communications	1001/103	Comms Income	£ -		£ 312	£ 750	42%	Amber				
	4024/103, 4046/103	Comms IT / Software		£ -					£ 219	£ 3,000	7%	Green
	4028/103	Advertising Costs		£ -					£ 5	£ 500	1%	Green
	4045/103	Flitwick Papers Costs		£ -					£ 2,078	£ 9,500	22%	Green
422 Finance & HR	1029/422	Local Ground Leases	£ -		£ -	£ 4	0%	Red				
	4027/422, 4041/422, 4057/422, 4156/422, 4160/422	Finance Costs		£ 460					-£ 114	£ 17,200	-1%	Green
	4010/422, 4039/422, 4047/422, 4053/422	Other Staff Costs (not Wages)		£ 700					£ 9,006	£ 18,500	49%	Green
	4061/422, 4062/422	Loans		£ -					£ 29,791	£ 74,841	40%	Green
	4029/422, 4103/422, 4506/422	Other Business Costs		£ 104					£ 17,000	£ 32,100	53%	Green
Other	1022/106	Flitwick Town Sq Rents	£ -		£ 9,500	£ 38,000	25%	Amber				
	1176/111, 1190/111	Precept & Interest Rec	£ 4,730		£ 518,316	£ 1,041,205	50%	Amber				
	4103/601, 4506/601	Planning Fees		£ 46					£ 139	£ 1,720	8%	Green

### Corporate Services Narrative

Jun-23	4003/101	Spend against zero budget for travel claims. Costs incurred for Accounts Team parking costs for monthly Business Banking at Milton Keynes Barclays branch.
Jul-23	4506/422	Legal Fees for land survey included at £3k resulting in 34% overspend against budget. Costs to be claimed back from Barclays Bank in line with lease terms to resolve overspend.
Aug-23	4011/101	Agency Staff costs for Reception position is spend against a zero budget. However, this was necessary spending to remain operational.

Item 12a iii) Civic 2023/24

Cost Centre		01-31 August 2023		2023/24 Year to date					
		Income	Expenditure	Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
102 - Civic Expenses	1143/102	CURRENT Yr - TM Charity Income	£ 95		£ 1,002	£ -	n/a		
	4143/102	CURRENT Yr - TM Charity Costs		£ -			-£ 33	£ -	
	4210/102	TM Allowance inc Civic Recep.		£ 267			£ 652	£ 4,000	16% Green
	4035/102	Regalia Fund		£ -			£ 428	£ 1,000	43% Green
	4036/102	Civic Service		£ -			£ -	£ 600	0% Green
	4103/102	FTC Internal Room Hire		£ -			£ -	£ 600	0% Green
	4502/102	Election Costs		£ 347			£ 347	£ 7,500	5% Green

Civic Narrative

May-234107/102

Jun-234107/102

1 of 2 year end charity donations for 2022/23 mayoral term included above. Final payment completed in June 2023.  
2022/23 mayoral term charity donations now complete.

**ITEM 12a iv) Rolling Capital Fund Review 2023-24**

(315)	Rolling Capital Programme	Opening Balance	£	202,062	
(5013)		<b>PLUS</b> RCF Current Year Funding	£	50,000	(£25k rec'd 01/04/23 with £25k due Nov 23 with 2nd precept instalment)
(5014)		<b>LESS</b> RCF 23/24 Spending to Date	£	<b>44,765</b>	
		<b>LESS</b> Committed Spending Remaining	£	<b>62,160</b>	
		<b>LESS</b> Overspend Funded by Central RCF	£	-	
		<b>PLUS</b> Under spend Funded by Central RCF	£	-	

 Last Updated: **31 August 2023**
**2022/23 RCP Funds Available (Uncommitted) £ 145,137**

PROJECT Details					RCF Details							23/24 FUNDING			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	\$106 monies remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for \$106 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	£ -	\$106 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%				
4823	110	RCF - Heritage Website	Corporate	753a 5252a)i	£ 3,800	£ -	£ -	£ -	£ -	£ 3,800	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 \$106 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%				
4839	110	RCF - Rendezvous Mixer	Business	Del. Auth	£ 1,400	£ -	£ 1,400	£ -	£ -	£ -	0%				June 23 - RCF CLOSED
4840	110	RCF Avebury Representation	EO Meeting	5418a	£ 13,550	£ -	£ -	£ -	£ -	£ 13,550	100%				
4841	110	RCF - Deployable CCTV Camera	Council	Del. Auth	£ 907	£ -	£ 907	£ -	£ -	£ -	0%	£ 1,500	£ 1,500	£ 1,500	(FTC8170) CBC grant monies received 1177/110 August 23 - RCF CLOSED
4842	110	RCF - Replace Davis Equipment	Business	1453c	£ 4,488	£ -	£ 3,241	£ -	£ -	£ 1,247	28%				
4843	110	RCF - Rufus Room 3 & 17 Refurb	Business	Council	£ 7,780	£ -	£ 3,890	£ -	£ -	£ 3,890	50%				
4844	110	RCF - Digital Signage	Business	1466b	£ 5,200	£ -	£ -	£ -	£ -	£ 5,200	100%				
4845	110	RCF - Lockyer Flooring Works	Business	1466c	£ 4,800	£ -	£ -	£ -	£ -	£ 4,800	100%				

### **ITEM 12a iv) Rolling Capital Fund NARRATIVE - August 2023**

**Jun-23 4839/110** RCF for Rendezvous Mixer budget met - RCF COMPLETE and **CLOSED**.

**Aug-23 4841/110** RCF for Deployable CCTV Camera budget met - RCF COMPLETE and **CLOSED**.

#### **Please note:**

Unspent 23/24 funds will remain in Rolling Capital Programme until year end.

Accepted RCF budget variance at 5%.

Rolling Capital Fund review has been adjusted to separate grant funding (shown in 'BLUE' columns). Please refer to 'YELLOW' columns for RCF remaining balances.

# Flitwick Town Council Current Year

## Bank - Cash and Investment Reconciliation as at 13 September 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/08/2023	CURRENT ACCOUNT	5,063.00
2	31/08/2023	BUSINESS RESERVE	84,825.87
5	31/08/2023	PDQ Account	13,902.18
6	31/08/2023	Barclaycard	0.00
			<b>103,791.05</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA PSDF Account	1,136,000.00
		Float - Cafe Safe	400.00
		Float - Cafe Till Drawer	80.00
		Float - Main Safe	400.00
		Float - Reception Safe	15.00
		Petty Cash Control	400.00
			<b>1,137,295.00</b>
			<b>1,241,086.05</b>
<u>Receipts not on Bank Statement</u>			
0	13/09/2023	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>1,241,086.05</b>
<u>All Cash &amp; Bank Accounts</u>			
1		Current Bank Ac Barclays 009	5,063.00
2		Barclays Business Reserve 106	84,825.87
5		PDQ Account	13,902.18
6		Barclaycard	0.00
		Other Cash & Bank Balances	1,137,295.00
		<b>Total Cash &amp; Bank Balances</b>	<b>1,241,086.05</b>

CORPORATE SERVICES101 ADMINISTRATION

1003	PHOTOCOPIES	1	91	100	9		91.3%
1191	MISC INCOME	0	10	0	(10)		0.0%

ADMINISTRATION :- Income		1	101	100	(1)		101.3%
4001	SALARIES AND WAGES	17,699	69,212	211,528	142,316	142,316	32.7%
4003	TRAVEL CLAIMS	2	18	0	(18)	(18)	0.0%
4009	HEALTH & SAFETY	0	0	500	500	500	0.0%
4011	Agency Staff	0	3,384	0	(3,384)	(3,384)	0.0%
4017	FTC Corporate Events	0	0	750	750	750	0.0%
4020	POSTAGE	0	621	800	179	179	77.7%
4021	PRINTING/STATIONERY	402	1,277	3,000	1,723	1,723	42.6%
4022	PHOTOCOPIER CONTRACT	193	780	5,000	4,221	4,221	15.6%
4023	TELEPHONES	1,716	4,243	8,300	4,057	4,057	51.1%
4025	OFFICE & IT EQUIPMENT	25	346	2,500	2,154	2,154	13.8%
4033	RECRUITMENT COSTS	0	5	1,000	995	995	0.5%
4040	IT SUPPORT	2,213	8,967	30,000	21,033	21,033	29.9%
4056	LICENCES / MEMBERSHIPS	0	0	2,600	2,600	2,600	0.0%
4058	BANK CHARGES	16	90	200	110	110	45.2%
4059	SUNDRIES	0	17	500	483	483	3.5%
4102	FTC Internal Rent	3,133	15,663	37,590	21,928	21,928	41.7%
4103	FTC Internal Hire	66	898	7,200	6,302	6,302	12.5%

ADMINISTRATION :- Indirect Expenditure	25,465	105,521	311,468	205,947	0	205,947	33.9%
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Net Income over Expenditure	(25,463)	(105,420)	(311,368)	(205,948)
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102 CIVIC EXPENSES

1022	RENT RECEIVABLE TENANTS	0	0	0	(0)		0.0%
1143	CURRENT Yr - TM Charity Income	95	1,002	0	(1,002)		0.0%

CIVIC EXPENSES :- Income		95	1,002	0	(1,002)		
4035	REGALIA FUND	0	428	1,000	572	572	42.8%
4036	CIVIC SERVICE & EVENTS	0	0	600	600	600	0.0%
4103	FTC Internal Hire	0	0	600	600	600	0.0%
4143	CURRENT Yr - TM Charity Costs	0	(33)	0	33	33	0.0%
4210	TM Allowance & Civic Reception	267	652	4,000	3,348	3,348	16.3%
4502	ELECTIONS/BY ELECTIONS	347	347	7,500	7,153	7,153	4.6%

CIVIC EXPENSES :- Indirect Expenditure	613	1,394	13,700	12,306	0	12,306	10.2%
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Net Income over Expenditure	(518)	(391)	(13,700)	(13,309)
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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>103 COMMUNICATIONS</b>							
1001 ADVERTISING INCOME	0	312	750	438			41.6%
COMMUNICATIONS :- Income	0	312	750	438			41.6%
4024 SOCIAL MEDIA SOFTWARE	0	0	500	500		500	0.0%
4028 ADVERTISING / PROMOTIONS	0	5	500	495		495	1.0%
4045 FLITWICK PAPERS COSTS	0	2,078	9,500	7,422		7,422	21.9%
4046 WEBSITE / TICKETING SYSTEM	0	219	2,500	2,282		2,282	8.7%
COMMUNICATIONS :- Indirect Expenditure	0	2,301	13,000	10,699	0	10,699	17.7%
Net Income over Expenditure	0	(1,989)	(12,250)	(10,261)			
<b>106 Flitwick Town Square - Corp</b>							
1022 RENT RECEIVABLE TENANTS	0	9,500	38,000	28,500			25.0%
Flitwick Town Square - Corp :- Income	0	9,500	38,000	28,500			25.0%
Net Income	0	9,500	38,000	28,500			
<b>110 PROJECTS &amp; GRANTS</b>							
1175 Sale of Assets	0	(17,019)	0	17,019			0.0%
1177 GRANTS RECEIVED	1,500	1,500	0	(1,500)			0.0%
PROJECTS & GRANTS :- Income	1,500	(15,519)	0	15,519			
4212 RCF - Nature Park	0	0	3,000	3,000		3,000	0.0%
4215 PROJ - Flit Valley Walk RCF	0	0	831	831		831	0.0%
4803 GF & RCF - Manor Park Heritage	0	68,134	27,825	(40,309)		(40,309)	244.9%
4819 RCF - Flitwick Town Sq Defib	0	0	1,770	1,770		1,770	0.0%
4823 RCF - Heritage Website	0	0	3,800	3,800		3,800	0.0%
4828 RCF - Skate Park Lighting	373	7,373	19,346	11,974		11,974	38.1%
4831 RCF - Outdoor PA System	0	129	244	115		115	52.7%
4833 RCF - Town Sq Bench/Bin/Plante	0	0	12,102	12,102		12,102	0.0%
4836 RCF - CCTV Town Sq/Skate Pk	0	0	1,700	1,700		1,700	0.0%
4837 RCF - Rural Match Fund Benches	0	0	2,000	2,000		2,000	0.0%
4838 RCF - CCTV Data Impact Assess	0	0	350	350		350	0.0%
4839 RCF - Rendezvous Mixer	0	1,400	1,400	0		0	100.0%
4840 RCF - Avebury Representation	0	0	13,550	13,550		13,550	0.0%
4841 RCF - Deployable CCTV Camera	2,407	2,407	907	(1,500)		(1,500)	265.3%
4842 RCF - Replace Davis Equipment	0	3,241	4,488	1,247		1,247	72.2%
4843 RCF - Rufus Room 3 & 17 Refurb	3,890	3,890	7,780	3,890		3,890	50.0%
4844 RCF - Rufus Digital Signage	0	0	5,200	5,200		5,200	0.0%
4845 RCF - Lockyer Flooring Works	0	0	4,800	4,800		4,800	0.0%
5013 Trs to Rolling Capital Fund	0	25,000	50,000	25,000		25,000	50.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
5014 Funding from R C P	(6,669)	(88,574)	(111,093)	(22,519)		(22,519)	79.7%
PROJECTS & GRANTS :- Indirect Expenditure	0	22,999	50,000	27,001	0	27,001	46.0%
Net Income over Expenditure	1,500	(38,518)	(50,000)	(11,482)			
<u>111 PRECEPT, INTEREST &amp; CCLA</u>							
1176 PRECEPT RECEIVED	0	500,603	1,016,205	515,603			49.3%
1190 INTEREST RECEIVED	4,730	17,714	25,000	7,286			70.9%
PRECEPT, INTEREST & CCLA :- Income	4,730	518,316	1,041,205	522,889			49.8%
Net Income	4,730	518,316	1,041,205	522,889			
<u>422 FINANCE &amp; HR</u>							
1029 Local Grounds Leases	0	0	4	4			0.0%
FINANCE & HR :- Income	0	0	4	4			0.0%
4010 SIMPLY HEALTH INSURANCE	425	2,192	6,500	4,308		4,308	33.7%
4027 AUDIT FEES - EXTERNAL	0	(2,520)	2,700	5,220		5,220	(93.3%)
4029 INSURANCES	0	9,567	27,000	17,433		17,433	35.4%
4039 HR SUPPORT	0	5,450	6,000	550		550	90.8%
4041 PDQ SYSTEMS: 50/50 on 420/422	235	1,225	2,500	1,275		1,275	49.0%
4047 STAFF COURSES/TRAINING	275	477	4,000	3,524		3,524	11.9%
4053 PAYROLL SYSTEMS	0	887	2,000	1,114		1,114	44.3%
4057 ACCOUNTS IT SOFTWARE	0	2,076	3,300	1,224		1,224	62.9%
4061 LOAN CAPITAL PAID	0	27,985	56,105	28,120		28,120	49.9%
4062 LOAN INTEREST PWLB	0	1,806	18,736	16,930		16,930	9.6%
4103 FTC Internal Hire	104	727	100	(627)		(627)	726.6%
4156 AUDIT FEES - INTERNAL	0	480	2,000	1,520		1,520	24.0%
4160 ACCOUNTANTS FEES	225	(1,375)	6,700	8,075		8,075	(20.5%)
4506 LEGAL & PROFESSIONAL FEES	0	6,706	5,000	(1,706)		(1,706)	134.1%
FINANCE & HR :- Indirect Expenditure	1,263	55,681	142,641	86,960	0	86,960	39.0%
Net Income over Expenditure	(1,263)	(55,681)	(142,637)	(86,956)			
<u>601 PLANNING</u>							
4103 FTC Internal Hire	46	139	720	581		581	19.3%
4506 LEGAL & PROFESSIONAL FEES	0	0	1,000	1,000		1,000	0.0%
PLANNING :- Indirect Expenditure	46	139	1,720	1,581	0	1,581	8.1%
Net Expenditure	(46)	(139)	(1,720)	(1,581)			
CORPORATE SERVICES :- Income	6,326	513,713	1,080,059	566,346			47.6%
Expenditure	27,387	188,035	532,529	344,494	0	344,494	35.3%
Movement to/(from) Gen Reserve	(21,061)	325,677					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,326	513,713	1,080,059	566,346			47.6%
Expenditure	27,387	188,035	532,529	344,494	0	344,494	35.3%
Net Income over Expenditure	<u>(21,061)</u>	<u>325,677</u>	<u>547,530</u>	<u>221,853</u>			
Movement to/(from) Gen Reserve	<u>(21,061)</u>	<u>325,677</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>COMMUNITY SERVICES</b>							
<b>300 CORE SERVICES</b>							
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	1,022	2,409	1,600	(809)		(809)	150.6%
CORE SERVICES :- Indirect Expenditure	30,044	154,607	448,790	294,184	0	294,184	34.4%
Net Expenditure	(30,044)	(154,607)	(448,790)	(294,184)			
<b>301 BURIAL GROUNDS</b>							
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%
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%
Net Income over Expenditure	(382)	6,644	37,350	30,706			
<b>302 ALLOTMENTS</b>							
1005 ALLOTMENT RENT	111	717	4,500	3,783			15.9%
ALLOTMENTS :- Income	111	717	4,500	3,783			15.9%
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%
Net Income over Expenditure	(429)	(710)	1,280	1,990			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>303 LOCAL AMENITIES/TRACTOR STORE</b>							
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)			
<b>305 PLAY AREAS</b>							
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)			
<b>306 STREET LIGHTING</b>							
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
<b>311 YOUTH HUB/ACTIVITIES</b>							
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)			
<b>312 COMMUNITY ACTIVITIES</b>							
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	176	3,421	4,400	979		979	77.7%
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	(1,579)	(1,101)	14,575	15,676	0	15,676	(7.6%)
Net Income over Expenditure	2,290	9,854	(7,055)	(16,909)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>313 COMMUNITY EVENTS</b>							
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	49,913	241,041	645,972	404,931	0	404,931	37.3%
Movement to/(from) Gen Reserve	(48,582)	(192,747)					
Grand Totals:- Income	1,332	48,293	84,152	35,859			57.4%
Expenditure	49,913	241,041	645,972	404,931	0	404,931	37.3%
Net Income over Expenditure	(48,582)	(192,747)	(561,820)	(369,073)			
Movement to/(from) Gen Reserve	(48,582)	(192,747)					

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	5,000.00					5,000.00	
	Banked: 01/08/2023	4,202.00						
	Sales Recpts Page 12245	4,202.00	4,202.00		103			Sales Recpts Page 12245
	Banked: 01/08/2023	15.00						
	L Nandlal	15.00			1164	313	15.00	Rufus Christmas Market Stall
	Banked: 01/08/2023	144.00						
	Sales Recpts Page 12246	144.00	144.00		101			Sales Recpts Page 12246
	Banked: 01/08/2023	1,188.77						
	Rural Payments Agency	1,188.77			1177	303	1,188.77	Basic Payment Scheme Interim
	Banked: 01/08/2023	431.20						
	Sales Recpts Page 12247	431.20	431.20		101			Sales Recpts Page 12247
	Banked: 01/08/2023	647.50						
	Sales Recpts Page 12248	647.50	647.50		101			Sales Recpts Page 12248
	Banked: 01/08/2023	100.00						
	Sales Recpts Page 12249	100.00	100.00		101			Sales Recpts Page 12249
	Banked: 01/08/2023	660.00						
	Sales Recpts Page 12250	660.00	660.00		101			Sales Recpts Page 12250
	Banked: 01/08/2023	1,161.00						
	Sales Recpts Page 12251	1,161.00	1,161.00		101			Sales Recpts Page 12251
	Banked: 02/08/2023	1,444.50						
	Sales Recpts Page 12252	1,444.50	1,444.50		101			Sales Recpts Page 12252
	Banked: 03/08/2023	14.40						
	Sales Recpts Page 12253	14.40	14.40		101			Sales Recpts Page 12253
	Banked: 03/08/2023	3,976.20						
	Sales Recpts Page 12254	3,976.20	3,976.20		101			Sales Recpts Page 12254
	Banked: 03/08/2023	751.20						
	Sales Recpts Page 12256	751.20	751.20		101			Sales Recpts Page 12256
	Banked: 03/08/2023	224.00						
	Eventbright	224.00		37.33	1169	313	186.67	Teaching Talons Event
	Banked: 03/08/2023	569.80						
	Sales Recpts Page 12257	569.80	569.80		101			Sales Recpts Page 12257
	Banked: 03/08/2023	58.20						
	Sales Recpts Page 12258	58.20	58.20		101			Sales Recpts Page 12258
	Banked: 03/08/2023	489.41						
	Sales Recpts Page 12259	489.41	489.41		101			Sales Recpts Page 12259
	Banked: 03/08/2023	921.59						
	Sales Recpts Page 12260	921.59	921.59		101			Sales Recpts Page 12260



Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 03/08/2023	300.00						
	Sales Recpts Page 12261	300.00	300.00		101			Sales Recpts Page 12261
	Banked: 04/08/2023	854.70						
	Sales Recpts Page 12262	854.70	854.70		101			Sales Recpts Page 12262
	Banked: 04/08/2023	621.60						
	Sales Recpts Page 12263	621.60	621.60		101			Sales Recpts Page 12263
	Banked: 04/08/2023	489.40						
	Sales Recpts Page 12264	489.40	489.40		101			Sales Recpts Page 12264
	Banked: 04/08/2023	434.70						
	Sales Recpts Page 12265	434.70	434.70		101			Sales Recpts Page 12265
	Banked: 07/08/2023	5,333.40						
	Sales Recpts Page 12266	5,333.40	5,333.40		101			Sales Recpts Page 12266
	Banked: 07/08/2023	315.00						
	Sales Recpts Page 12267	315.00	315.00		101			Sales Recpts Page 12267
	Banked: 07/08/2023	104.40						
	Sales Recpts Page 12268	104.40	104.40		101			Sales Recpts Page 12268
	Banked: 07/08/2023	211.50						
	Sales Recpts Page 12269	211.50	211.50		101			Sales Recpts Page 12269
	Banked: 07/08/2023	78.00						
	Sales Recpts Page 12270	78.00	78.00		101			Sales Recpts Page 12270
	Banked: 07/08/2023	60.00						
	Sales Recpts Page 12271	60.00	60.00		101			Sales Recpts Page 12271
	Banked: 08/08/2023	109.20						
	Sales Recpts Page 12272	109.20	109.20		104			Sales Recpts Page 12272
	Banked: 09/08/2023	15.00						
	Miss A Elmore	15.00			1164	313	15.00	Rufus Christmas Market Stall
	Banked: 09/08/2023	72.00						
	Sales Recpts Page 12273	72.00	72.00		101			Sales Recpts Page 12273
	Banked: 09/08/2023	162.00						
	Sales Recpts Page 12274	162.00	162.00		101			Sales Recpts Page 12274
	Banked: 09/08/2023	3,636.00						
AUTO	BUSINESS RESERVE	3,636.00			202		3,636.00	Auto Transfer
	Banked: 10/08/2023	3,993.00						
	Sales Recpts Page 12275	3,993.00	3,993.00		101			Sales Recpts Page 12275
	Banked: 10/08/2023	422.40						
	Sales Recpts Page 12276	422.40	422.40		101			Sales Recpts Page 12276

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 10/08/2023	2,458.80						
	Sales Recpts Page 12277	2,458.80	2,458.80		101			Sales Recpts Page 12277
	Banked: 10/08/2023	4,909.20						
	Sales Recpts Page 12278	4,909.20	4,909.20		101			Sales Recpts Page 12278
	Banked: 10/08/2023	734.90						
	Sales Recpts Page 12279	734.90	734.90		101			Sales Recpts Page 12279
	Banked: 10/08/2023	306.60						
	Sales Recpts Page 12280	306.60	306.60		104			Sales Recpts Page 12280
	Banked: 10/08/2023	25.20						
	Sales Recpts Page 12281	25.20	25.20		104			Sales Recpts Page 12281
	Banked: 10/08/2023	646.70						
	Sales Recpts Page 12282	646.70	646.70		101			Sales Recpts Page 12282
	Banked: 10/08/2023	-500.00						
	Sales Recpts Page 12295	-500.00	-500.00		101			Sales Recpts Page 12295
	Banked: 10/08/2023	32,974.76						
Manual	BUSINESS RESERVE	32,974.76			202		32,974.76	July 23 Income Reverse
	Banked: 10/08/2023	27,500.00						
Manual	BUSINESS RESERVE	27,500.00			202		27,500.00	PAYE/NIC/Pens/CB
	Banked: 10/08/2023	254.31						
AUTO	BUSINESS RESERVE	254.31			202		254.31	Auto Transfer
	Banked: 11/08/2023	840.00						
	Sales Recpts Page 12283	840.00	840.00		101			Sales Recpts Page 12283
	Banked: 11/08/2023	135.00						
	Sales Recpts Page 12284	135.00	135.00		101			Sales Recpts Page 12284
	Banked: 11/08/2023	228.00						
	Sales Recpts Page 12285	228.00	228.00		101			Sales Recpts Page 12285
	Banked: 11/08/2023	23.66						
	Sales Recpts Page 12286	23.66	23.66		101			Sales Recpts Page 12286
	Banked: 14/08/2023	15,260.34						
	Sales Recpts Page 12287	15,260.34	13,267.74 1,992.60		101 103			Sales Recpts Page 12287 Sales Recpts Page 12287
	Banked: 14/08/2023	1,972.80						
	Sales Recpts Page 12288	1,972.80	1,972.80		101			Sales Recpts Page 12288
	Banked: 14/08/2023	777.00						
	Sales Recpts Page 12289	777.00	777.00		101			Sales Recpts Page 12289
	Banked: 14/08/2023	1,250.42						

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 12290	1,250.42	1,250.42		101			Sales Recpts Page 12290
	Banked: 14/08/2023	1,133.60						
	Sales Recpts Page 12291	1,133.60	1,133.60		101			Sales Recpts Page 12291
	Banked: 14/08/2023	2,463.50						
	Sales Recpts Page 12292	2,463.50	2,463.50		101			Sales Recpts Page 12292
	Banked: 14/08/2023	1,108.80						
	Sales Recpts Page 12307	1,108.80	1,108.80		101			Sales Recpts Page 12307
	Banked: 15/08/2023	642.00						
	Sales Recpts Page 12293	642.00	642.00		101			Sales Recpts Page 12293
	Banked: 15/08/2023	90.00						
	Sales Recpts Page 12294	90.00	90.00		103			Sales Recpts Page 12294
	Banked: 15/08/2023	1,482.43						
	Sales Recpts Page 12308	1,482.43	1,482.43		101			Sales Recpts Page 12308
	Banked: 15/08/2023	3,000.00						
Manual	BUSINESS RESERVE	3,000.00			202		3,000.00	August 23 Income reverse
	Banked: 15/08/2023	40,860.32						
AUTO	BUSINESS RESERVE	40,860.32			202		40,860.32	Auto Transfer
	Banked: 16/08/2023	751.20						
	Sales Recpts Page 12309	751.20	751.20		101			Sales Recpts Page 12309
	Banked: 16/08/2023	148.00						
	Sales Recpts Page 12310	148.00	148.00		103			Sales Recpts Page 12310
	Banked: 16/08/2023	140.00						
	Eventbright	140.00			1169	313	140.00	Kids Summer Disco
	Banked: 17/08/2023	1,111.20						
	Sales Recpts Page 12311	1,111.20	1,111.20		101			Sales Recpts Page 12311
	Banked: 17/08/2023	48.00						
	Sales Recpts Page 12312	48.00	48.00		101			Sales Recpts Page 12312
	Banked: 17/08/2023	84.00						
	Sales Recpts Page 12313	84.00	84.00		101			Sales Recpts Page 12313
	Banked: 17/08/2023	1,025.22						
AUTO	BUSINESS RESERVE	1,025.22			202		1,025.22	Auto Transfer
	Banked: 18/08/2023	420.00						
	Sales Recpts Page 12314	420.00	420.00		101			Sales Recpts Page 12314
	Banked: 18/08/2023	270.00						
	Sales Recpts Page 12315	270.00	270.00		101			Sales Recpts Page 12315
	Banked: 21/08/2023	486.92						

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 12316	486.92	486.92		101			Sales Recpts Page 12316
	Banked: 21/08/2023	1,695.00						
	Sales Recpts Page 12317	1,695.00	1,695.00		103			Sales Recpts Page 12317
	Banked: 21/08/2023	20.00						
	Mark Smith	20.00			1143	102	20.00	TM Charity Quiz
	Banked: 22/08/2023	176.50						
	Sales Recpts Page 12318	176.50	176.50		103			Sales Recpts Page 12318
	Banked: 23/08/2023	1,901.52						
AUTO	BUSINESS RESERVE	1,901.52			202		1,901.52	Auto Transfer
	Banked: 24/08/2023	156.00						
	Sales Recpts Page 12319	156.00	156.00		101			Sales Recpts Page 12319
	Banked: 24/08/2023	1,000.00						
	Sales Recpts Page 12320	1,000.00	1,000.00		101			Sales Recpts Page 12320
	Banked: 24/08/2023	534.00						
	Sales Recpts Page 12321	534.00	534.00		101			Sales Recpts Page 12321
	Banked: 24/08/2023	2,469.20						
	Sales Recpts Page 12322	2,469.20	2,469.20		101			Sales Recpts Page 12322
	Banked: 24/08/2023	9,824.22						
	Sales Recpts Page 12323	9,824.22	9,824.22		101			Sales Recpts Page 12323
	Banked: 24/08/2023	58,000.00						
Manual	BUSINESS RESERVE	58,000.00			202		58,000.00	Payment Run
	Banked: 25/08/2023	3,826.20						
	Sales Recpts Page 12324	3,826.20	3,826.20		104			Sales Recpts Page 12324
	Banked: 25/08/2023	15.00						
	Sales Recpts Page 12325	15.00	15.00		101			Sales Recpts Page 12325
	Banked: 25/08/2023	54.00						
	J Moore	54.00			1120	312	54.00	Keep Fit
	Banked: 29/08/2023	99.60						
	Sales Recpts Page 12326	99.60	99.60		101			Sales Recpts Page 12326
	Banked: 29/08/2023	1,368.40						
	Sales Recpts Page 12327	1,368.40	1,368.40		101			Sales Recpts Page 12327
	Banked: 29/08/2023	250.00						
	Sales Recpts Page 12328	250.00	250.00		101			Sales Recpts Page 12328
	Banked: 29/08/2023	714.00						
	Sales Recpts Page 12329	714.00	714.00		101			Sales Recpts Page 12329
	Banked: 29/08/2023	40.00						

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	K&L	40.00			1143	102	40.00	TM Charity Quiz
	Banked: 29/08/2023	100.00						
	Pyrolec	100.00			1181	312	100.00	Community Fridge Donation
	Banked: 29/08/2023	65,600.00						
Manual	BUSINESS RESERVE	65,600.00			202		65,600.00	Payment Run
	Banked: 30/08/2023	198.00						
	Sales Recpts Page 12330	198.00	198.00		101			Sales Recpts Page 12330
	Banked: 30/08/2023	646.70						
	Sales Recpts Page 12331	646.70	646.70		101			Sales Recpts Page 12331
	Banked: 30/08/2023	1,293.40						
	Sales Recpts Page 12332	1,293.40	1,293.40		101			Sales Recpts Page 12332
	Banked: 30/08/2023	655.50						
	Sales Recpts Page 12337	655.50	655.50		101			Sales Recpts Page 12337
201742	Banked: 31/08/2023	5,341.17						
201742	TM Charity Pot	25.00			1143	102	25.00	TM Charity Pot
201742	Book of Flitwick	5.00			1143	102	5.00	Book of Flitwick
201742	Allotments	31.55			1005	302	31.55	Allotments
201742	Tea Dance Tickets	132.00			1042	312	132.00	Tea Dance Tickets
201742	Lunch Club	39.00			1171	312	39.00	Lunch Club
201742	Lunch Club	122.90			1171	312	122.90	Lunch Club
201742	Popcorn Sales (31/7/23)	44.50		7.42	1181	312	37.08	Popcorn Sales (31/7/23)
201742	Popcorn Sales (14/8/23)	19.20		3.20	1181	312	16.00	Popcorn Sales (14/8/23)
201742	Photocopying Contribution	1.20			1003	101	1.20	Photocopying Contribution
201742	Sunday Market	60.00			1149	312	60.00	Sunday Market
201742	Tea & Coffee Donations	43.80			1155	420	43.80	Tea & Coffee Donations
201742	Cafe (25-31 July 23)	673.20		112.20	1027	420	561.00	Cafe (25-31 July 23)
201742	Cafe (01-07 August 23)	1,012.54		168.76	1027	420	843.78	Cafe (01-07 August 23)
201742	Cafe (08-15 August 23)	901.60		150.27	1027	420	751.33	Cafe (08-15 August 23)
201742	Cafe (16-23 August 23)	1,002.54		167.09	1027	420	835.45	Cafe (16-23 August 23)
201742	Cafe (24-29 August 23)	458.99		76.50	1027	420	382.49	Cafe (24-29 August 23)
201742	Bar (28 Jul -18 Aug 23)	148.45		24.74	1026	420	123.71	Bar (28 Jul -18 Aug 23)
201742	Bar (25/8/23)	72.90		12.15	1026	420	60.75	Bar (25/8/23)
201742	Bar (26/8/23)	231.80		38.63	1026	420	193.17	Bar (26/8/23)
201742	Debbie Kebble	12.00	12.00		101			Sales Recpts Page 12296
201742	Debbie Kebble Party	240.00	240.00		101			Sales Recpts Page 12296
201742	The Soldiers Charity Concert	63.00	63.00		101			Sales Recpts Page 12296
	Banked: 31/08/2023	369.00						
	Sales Recpts Page 12333	369.00	369.00		101			Sales Recpts Page 12333
	Banked: 31/08/2023	168.00						
	Sales Recpts Page 12335	168.00	84.00		101			Sales Recpts Page 12335
			84.00		103			Sales Recpts Page 12335
	Banked: 31/08/2023	27.60						

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Sales Recpts Page 12336		27.60	27.60	101		Sales Recpts Page 12336		
Total Receipts for Month		335,816.96	94,241.89	798.29	240,776.78			
Cashbook Totals		<u>340,816.96</u>	<u>94,241.89</u>	<u>798.29</u>	<u>245,776.78</u>			

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2023	BUSINESS RESERVE	AUTO	8,549.47			202		8,549.47	Auto Transfer
02/08/2023	BUSINESS RESERVE	AUTO	1,444.50			202		1,444.50	Auto Transfer
03/08/2023	O2 Uk Limited	DD517	27.60	27.60		501			Line Rental Charges
03/08/2023	BUSINESS RESERVE	AUTO	7,277.20			202		7,277.20	Auto Transfer
04/08/2023	NEST Pension	DD	1,000.12			519		1,000.12	Nest Pension Costs July 2023
04/08/2023	Barclays Bank Charges	DDR	18.67			4058	101	18.67	Payflow Charges
04/08/2023	Barclay Bank Charges	O/L	-18.67			4058	101	-18.67	Payflow Charges
04/08/2023	Barclays Bank Charges	O/L	16.45			4058	101	16.45	Payflow Charges
04/08/2023	BUSINESS RESERVE	AUTO	1,383.83			202		1,383.83	Auto Transfer
07/08/2023	Virgin Media Business	DD518	50.40	50.40		501			YH Broadband Charges
07/08/2023	BUSINESS RESERVE	AUTO	6,051.90			202		6,051.90	Auto Transfer
08/08/2023	BUSINESS RESERVE	AUTO	109.20			202		109.20	Auto Transfer
09/08/2023	Central Bedfordshire	DD519	3,405.00	3,405.00		501			Rufus Centre Rates 23/24
09/08/2023	Central Bedfordshire	DD520	244.00	244.00		501			Rm7 Rufus Rates 23/24
09/08/2023	Central Bedfordshire	DD521	44.00	44.00		501			Changing Rms Hinksley Rd 23/24
09/08/2023	Central Bedfordshire	DD522	192.00	192.00		501			Youth Hub Rates 23/24
10/08/2023	HMRC	O/L	13,044.81			105		13,044.81	2023/24 Quarter 1 VAT
10/08/2023	Barclaycard	Manual	1,177.22			205		1,177.22	July 2023 Purchases
10/08/2023	HMRC	O/L	13,279.24			515		13,279.24	PAYE/NIC July 2023
10/08/2023	Bedfordshire Pension Fund	O/L	13,245.34			517		13,245.34	LGPS Pension Costs - July 202
10/08/2023	M Laver	O/L	4.50			4606	312	4.50	Community Fridge Mileage
10/08/2023	BUSINESS RESERVE	Manual	32,974.76			202		32,974.76	July 23 Income
11/08/2023	BUSINESS RESERVE	AUTO	1,226.66			202		1,226.66	Auto Transfer
14/08/2023	BUSINESS RESERVE	AUTO	23,966.46			202		23,966.46	Auto Transfer
15/08/2023	Payflow	O/L	43,074.75			516		43,074.75	Wages - August 2023
15/08/2023	BUSINESS RESERVE	Manual	3,000.00			202		3,000.00	August 23 Income
16/08/2023	BUSINESS RESERVE	AUTO	1,039.20			202		1,039.20	Auto Transfer
17/08/2023	Pelly's Solicitors Limited	E4384	1,800.00	1,800.00		501			Youth Service Agreement
17/08/2023	NPower	DD523	468.42	468.42		501			July 23 Street Lighting
18/08/2023	O2 Uk Limited	DD524	77.40	77.40		501			Mobiles
18/08/2023	BRITISH GAS TRADING LTD	DD525	490.30	490.30		501			Rufus Gas Bill July 2023
18/08/2023	BUSINESS RESERVE	AUTO	122.30			202		122.30	Auto Transfer
21/08/2023	BUSINESS RESERVE	AUTO	2,201.92			202		2,201.92	Auto Transfer
22/08/2023	TV Licensing	DD526	159.00	159.00		501			Youth Hub TV License 23/24
22/08/2023	BUSINESS RESERVE	AUTO	17.50			202		17.50	Auto Transfer
23/08/2023	Total Energies (prev. Total Ga	DD527	1,858.56	1,858.56		501			Rufus Eletric Bill July 2023
23/08/2023	Total Energies (prev. Total Ga	DD528	27.17	27.17		501			TS Electric July 2023
23/08/2023	Iris Payroll Solutions Ltd	DD529	15.79	15.79		501			Purchase Ledger DDR Payment
24/08/2023	ANGLIAN WATER	DD530	294.40	294.40		501			Allotment Water Bill May-Aug
24/08/2023	BRITISH TELECOMMUNICATION	DD531	418.80	418.80		501			July 23 Charges
24/08/2023	BUSINESS RESERVE	AUTO	71,270.22			202		71,270.22	Auto Transfer
25/08/2023	Total Energies (prev. Total Ga	DD532	8.65	8.65		501			Hinksley Rd Electric July 2023

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/08/2023	BUSINESS RESERVE	AUTO	3,886.55			202		3,886.55	Auto Transfer
29/08/2023	3B's Hospitality Ltd	E4350	2,140.00	2,140.00		501			Three Course Hot Buffet
29/08/2023	ACE Fire & Security Ltd	E4351	2,304.12	2,304.12		501			Additional works to Alarm
29/08/2023	Ace Celebrations & Events	E4352	281.80	281.80		501			Chair covers 18.08.23
29/08/2023	All Star Business Solutions Li	E4353	357.77	357.77		501			July 23 Fuedl Card Usage
29/08/2023	Bedfordshire Assoc. of Parish	E4354	275.00	275.00		501			FTC Finance/Budget Training
29/08/2023	Belair Coffee	E4355	183.78	183.78		501			Cafe Stock & Supply
29/08/2023	Bidfood	E4356	3,880.01	3,880.01		501			Cafe Stock & Supply
29/08/2023	BIFFA WASTE SERVICES LTD	E4357	1,802.07	1,802.07		501			TS General Waste July 2023
29/08/2023	BOLEYN PRESS	E4358	237.60	237.60		501			Crest Self Seal Envelopes
29/08/2023	Chefoholics Recruitment Ltd	E4359	2,930.40	2,930.40		501			Agency Chef
29/08/2023	Clean4Shaw Ltd	E4360	2,828.02	2,828.02		501			Rufus Office Cleaning July 23
29/08/2023	Collins Fresh Produce Ltd	E4361	945.32	945.32		501			Cafe Stock & Supply
29/08/2023	SHARP (formally Complete I.T.)	E4362	3,040.35	3,040.35		501			Line Rentals
29/08/2023	The Community Heartbeat Trust	E4363	357.54	357.54		501			Defib Battery Replacement
29/08/2023	Copier Solutions (UK) Ltd	E4364	231.66	231.66		501			Meter Reading July 2023
29/08/2023	Corporate Travel Management	E4365	76.80	76.80		501			Room Booking Commission
29/08/2023	The Cottage Bakery	E4366	34.20	34.20		501			Cafe Stock & Supply
29/08/2023	Dan Gaze Support Service	E4367	14,737.50	14,737.50		501			Q3 2023/24 Youth Provision
29/08/2023	B.W. Deacon Butchers	E4368	595.78	595.78		501			Cafe Stock & Supply
29/08/2023	DSSL Group Ltd	E4369	3,188.06	3,188.06		501			Relocation of CCTV to Skate Pk
29/08/2023	Elis UK Ltd	E4370	6,926.32	6,926.32		501			23/24 Sanitary Contract
29/08/2023	W Fuller & Son Ltd	E4371	1,134.00	1,134.00		501			Security
29/08/2023	Home Counties Toilet Hire	E4372	264.00	264.00		501			Allotment Portaloos x2
29/08/2023	ICPhygiene	E4373	470.76	470.76		501			Cleaning Supplies
29/08/2023	NLC Nova Lift Co Ltd (Formerly	E4374	1,853.15	1,853.15		501			23/24 Lift Service Contract
29/08/2023	LWC Northampton	E4375	2,650.66	2,650.66		501			Bar Stock/Supplies
29/08/2023	Lyreco UK Limited	E4376	226.26	226.26		501			Stationary Supplies
29/08/2023	Pro Guard Beds & Hunts (was Pe	E4377	85.00	85.00		501			Treat x2 wasps nest fr contain
29/08/2023	Power Solitions	E4378	461.89	461.89		501			Supply/fit double socket outle
29/08/2023	PROLATERAL CONSULTING LTD	E4379	72.00	72.00		501			Monthly web/email hosting
29/08/2023	Rosetone Contract Furniture Lt	E4380	382.68	382.68		501			Table Cloths
29/08/2023	D & G SHORT	E4381	747.37	747.37		501			Various Supplies
29/08/2023	Simply Health	E4382	424.56	424.56		501			Simply Health August 2023
29/08/2023	Andy Skellham at Stockchek	E4383	252.00	252.00		501			Rufus Stockchecker
29/08/2023	Central Bedfordshire	E4385	346.65	346.65		501			Election Charges 04/05/23
29/08/2023	Martin Rix Building Services	E4386	4,668.00	4,668.00		501			Rufus Room 3 Refurb RCF
29/08/2023	N&P Windows Ltd	E4387	3,266.47	3,266.47		501			Replace Kitchen Back Door
29/08/2023	DCK Beavers Limited T/A Accoun	E4388	270.00	270.00		501			22/23 VAT Partial Exemption
29/08/2023	Top Gear Motors (D N Arnold)	E4389	112.80	112.80		501			Various Supplies for PR Team
29/08/2023	IN2 Electrical	E4390	490.00	490.00		501			Rufus Boards Power



Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Supply
29/08/2023	A Snape (Mayor)	O/L	30.00			4210	102	30.00	Donation to Local Charity
29/08/2023	A Snape (Mayor)	O/L	169.00		28.17	4210	102	140.83	Thomann: Wireless DMX
29/08/2023	A Snape (Mayor)	O/L	30.80			4210	102	30.80	Dunstable TC Mayor Quiz
29/08/2023	A Snape (Mayor)	O/L	10.00			4210	102	10.00	Donation to RHV & SOS
29/08/2023	A Snape (Mayor)	O/L	55.00			4210	102	55.00	Dunstable TC Fundraiser Ticket
29/08/2023	Total Energies (prev. Total Ga	DD533	128.77	128.77		501			YH Electric July 2023
29/08/2023	THREE (3)	DD534	17.00	17.00		501			Aug 23 Charges
29/08/2023	BUSINESS RESERVE	AUTO	2,199.08			202		2,199.08	Auto Transfer
30/08/2023	ANGLIAN WATER	DD535	1,341.30	1,341.30		501			Rufus Water Bill May-Aug 23
30/08/2023	Adsi Ltd (Babble)	DD536	31.20	31.20		501			ADSI Account Management
30/08/2023	BUSINESS RESERVE	AUTO	1,421.10			202		1,421.10	Auto Transfer
31/08/2023	Chq106308 to Cash	CHQ	108.93			220		108.93	Reimburse Petty Cash
31/08/2023	ISUZU Vehicle Leasing	DD537	878.78	878.78		501			Vehicle lease charges Aug 23
31/08/2023	BUSINESS RESERVE	AUTO	4,855.06			202		4,855.06	Auto Transfer
Total Payments for Month			335,753.96	77,510.89	28.17			258,214.90	
Balance Carried Fwd			5,063.00						
Cashbook Totals			340,816.96	77,510.89	28.17			263,277.90	

Receipts for Month 5				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	105,876.06					105,876.06
	Banked: 01/08/2023	8,549.47					
AUTO	CURRENT ACCOUNT	8,549.47			201		8,549.47 Auto Transfer
	Banked: 02/08/2023	1,444.50					
AUTO	CURRENT ACCOUNT	1,444.50			201		1,444.50 Auto Transfer
	Banked: 02/08/2023	4,730.27					
	Public Sector Deposit	4,730.27			230		4,730.27 CCLA Interest Received - July
	Banked: 03/08/2023	7,277.20					
AUTO	CURRENT ACCOUNT	7,277.20			201		7,277.20 Auto Transfer
	Banked: 04/08/2023	1,383.83					
AUTO	CURRENT ACCOUNT	1,383.83			201		1,383.83 Auto Transfer
	Banked: 07/08/2023	6,051.90					
AUTO	CURRENT ACCOUNT	6,051.90			201		6,051.90 Auto Transfer
	Banked: 08/08/2023	109.20					
AUTO	CURRENT ACCOUNT	109.20			201		109.20 Auto Transfer
	Banked: 10/08/2023	32,974.76					
Manual	CURRENT ACCOUNT	32,974.76			201		32,974.76 July 23 Income
	Banked: 10/08/2023	32,974.76					
Manual	PDQ Account	32,974.76			204		32,974.76 July 23 Income
	Banked: 11/08/2023	1,226.66					
AUTO	CURRENT ACCOUNT	1,226.66			201		1,226.66 Auto Transfer
	Banked: 14/08/2023	23,966.46					
AUTO	CURRENT ACCOUNT	23,966.46			201		23,966.46 Auto Transfer
	Banked: 15/08/2023	3,000.00					
Manual	CURRENT ACCOUNT	3,000.00			201		3,000.00 August 23 Income
	Banked: 15/08/2023	3,000.00					
Manual	PDQ Account	3,000.00			204		3,000.00 August 23 Income
	Banked: 16/08/2023	1,039.20					
AUTO	CURRENT ACCOUNT	1,039.20			201		1,039.20 Auto Transfer
	Banked: 18/08/2023	122.30					
AUTO	CURRENT ACCOUNT	122.30			201		122.30 Auto Transfer
	Banked: 21/08/2023	2,201.92					
AUTO	CURRENT ACCOUNT	2,201.92			201		2,201.92 Auto Transfer
	Banked: 22/08/2023	17.50					
AUTO	CURRENT ACCOUNT	17.50			201		17.50 Auto Transfer
	Banked: 24/08/2023	71,270.22					
AUTO	CURRENT ACCOUNT	71,270.22			201		71,270.22 Auto Transfer

Receipts for Month 5				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Banked: 25/08/2023	3,886.55					
AUTO	CURRENT ACCOUNT	3,886.55			201		3,886.55 Auto Transfer
	Banked: 29/08/2023	2,199.08					
AUTO	CURRENT ACCOUNT	2,199.08			201		2,199.08 Auto Transfer
	Banked: 30/08/2023	1,421.10					
AUTO	CURRENT ACCOUNT	1,421.10			201		1,421.10 Auto Transfer
	Banked: 31/08/2023	4,855.06					
AUTO	CURRENT ACCOUNT	4,855.06			201		4,855.06 Auto Transfer
Total Receipts for Month		213,701.94	0.00	0.00			213,701.94
Cashbook Totals		319,578.00	0.00	0.00			319,578.00

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/08/2023	CURRENT ACCOUNT	AUTO	3,636.00			201		3,636.00	Auto Transfer
10/08/2023	CURRENT ACCOUNT	Manual	32,974.76			201		32,974.76	July 23 Income Reverse
10/08/2023	CURRENT ACCOUNT	Manual	27,500.00			201		27,500.00	PAYE/NIC/Pens/CB
10/08/2023	CURRENT ACCOUNT	AUTO	254.31			201		254.31	Auto Transfer
15/08/2023	CURRENT ACCOUNT	Manual	3,000.00			201		3,000.00	August 23 Income reverse
15/08/2023	CURRENT ACCOUNT	AUTO	40,860.32			201		40,860.32	Auto Transfer
17/08/2023	CURRENT ACCOUNT	AUTO	1,025.22			201		1,025.22	Auto Transfer
23/08/2023	CURRENT ACCOUNT	AUTO	1,901.52			201		1,901.52	Auto Transfer
24/08/2023	CURRENT ACCOUNT	Manual	58,000.00			201		58,000.00	Payment Run
29/08/2023	CURRENT ACCOUNT	Manual	65,600.00			201		65,600.00	Payment Run
Total Payments for Month			234,752.13	0.00	0.00			234,752.13	
Balance Carried Fwd			84,825.87						
Cashbook Totals			319,578.00	0.00	0.00			319,578.00	



**Ms S Lockie**

Clerk to Flitwick Town Council

The Rufus Centre

Steppingley Road

Flitwick

Bedfordshire, MK45 1AH

Sent only via e-mail to: [stacielockey@flitwick.gov.uk](mailto:stacielockey@flitwick.gov.uk)

**Your ref:**

**Our ref:** UKSPF/BG/cw

**Date:** 08/09/2023

**Dear Stacie**

### **UK Shared Prosperity Fund – Improvements to Town Centres**

As Chair of Central Bedfordshire Council's UK Shared Prosperity Fund Local Partnership Group, I am delighted to write to you with further details of the fund.

The UK Shared Prosperity Fund has three key strands:

1. Communities and place: Improving community infrastructure and investing in neighbourhoods, building pride in place
2. Supporting local businesses: Improving both the numbers of jobs and the productivity of existing businesses.
3. People and skills: Employment support programmes, adult learning, or other skills provision.

Central Bedfordshire Council has been awarded £4.6M to spend across these three themes. In the Government approved Investment Plan, the Council proposed to focus some of the money on improving town centres through the first theme on 'communities and place' activity.

I can confirm that the Central Bedfordshire Council Place Delivery Team will work with your Town Council over the coming months to develop an investment plan. This will be based on previous work and data that the Councils hold and will look to identify a small capital programme in each place for delivery in 2024/25. We can confirm that Flitwick Town Council could receive Rural Prosperity Fund capital funds for town centre improvements in 2024-2025 subject to the approval of the investment plan by the UK Shared Prosperity Fund Local Partnership Group in February 2024.

#### **Central Bedfordshire Council**

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Bedfordshire, SG17 5TQ

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**Email** [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)

[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

This funding is time constrained and without a clear plan within the timescales highlighted you will risk losing the opportunity offered. This funding must demonstrate additional benefits to your community and therefore can't replace your existing budget commitments. We will agree milestones with you which will enable you to secure the funding.

The Place Delivery Team therefore look forward to working with Flitwick Town Council to identify priorities for circa £90,000 town centre capital investment, such as improvements to public realm, greening or signage. We are creating a template to collate this information with you.

The team will be in contact with you shortly this autumn to discuss how you would like to take forward this opportunity.

Alongside the capital investment plan, we will be supporting your town with cultural activity and sustainability support. On cultural activity, the Council will also make £29,000 of revenue funds available for 2024/25 to support cultural activity in the town to encourage pride, footfall into the town centre and reconnection across the community. This can also be discussed alongside the capital investment with the CBC Place Delivery Team.

In addition the CBC Sustainability Team will be seeking to proactively work with you to support your sustainability and climate change ambitions. This support is being developed and we hope will be shaped by you. In the first instance this will include an offer of carbon literacy training.

Areas will also be able to access other strands of the UK Shared Prosperity Fund which will be brought forward in the autumn. For instance, through a different strand of UKSPF, we will be able to share details of further skills delivery and local business support.

The place delivery team will be able to provide a further overview and more details when you meet with them, and I look forward to being able to visit and see the benefits of this work in 2024.

In the first instance, please direct any queries to Beverley Gaynor, Head of Place Delivery, [beverley.gaynor@centralbedfordshire.gov.uk](mailto:beverley.gaynor@centralbedfordshire.gov.uk).

Yours sincerely

**Councillor Mary Walsh**

Executive Member for Planning and Development

**Direct telephone 0300 300 8514**

**Central Bedfordshire Council**

Priory House, Monks Walk  
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Bedfordshire, SG17 5TQ

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Date :- 14/09/2023

**Observations on the following Planning Applications**

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<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;****23/00331/FUL**

07/09/2023	Joanna Baker	n/a	24a Hampden Road Flitwick Beds MK45 1HX
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**Proposal :** Works to trees protected by TPO.**Observations :** FTC - Support

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**23/00342/TRE**

09/08/2023	Joanna Baker	n/a	10 The Croft Flitwick Beds MK45 1DL
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**Proposal :** Works to trees protected by a Tree Preservation Order: Reduce the lateral extent of the canopy by approx 2m to Oak Tree (T1) to suitably manage the tree within its location. Fell tree shown as (T2) due to terminal decline, pronounced necrosis and dysfunction on the main stem. The trees are listed as T9 and T8 respectively within TPO 30/2001**Observations :** FTC - Support

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**23/00373/FUL**

07/09/2023	Joanna Baker	n/a	3 Salisbury Road Flitwick Beds MK45 1UD
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**Proposal :** Works to tree protected by a TPO.**Observations :** FTC - Support

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**23/01979/FUL**

21/07/2023	Asif Hussain	n/a	4 Hampden Road Flitwick Beds MK45 1HX
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**Proposal :** Proposed demolition of existing conservatory and erection of single storey rear 'orangery' extension**Observations :** FTC raise no objection to this application.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Stacie Lockey Miss



**NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council**

**Minute Ref**

**Thu 14 September 2023**

**District Ref**

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

Page No : 1

**GRANTED PLANNING PERMISSIONS**

E 22/02762/FUL	Approved	3 Catherine Road
E 22/02927/FUL	Approved	Flitwick Moore Nature Reserve
E 22/03816/FUL	Approved	1 Brunswick Garden
E 23/01528/ADV	Approved	Ampthill Road
E 23/01649/FUL	Approved	2c Church Road
E 23/01650/LB	Approved	2c Church Road
E 23/01979/FUL	Approved	4 Hampden Road