



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 06th February 2024 AT 7:45 PM AT THE RUFUS CENTRE

Cllr Thompson (Chairman)
Cllr Toinko
Cllr Wilsmore
Cllr Gleave
Cllr Connell
Cllr Livens

Stacie Lockey –Town Clerk (TC)
Susan Eldred – Community Services and Amenities Manager (CSAM)
Zoe Putwain – Community Services Officer (CSO) ZP
Sarah Burgess – Amenities Officer (AO) Remotely
Darren Busbhy – Public Realm Supervisor (PRS)
Ian Blazeby – Member of the public

1150 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Platt due to a family emergency.

It was **RESOLVED** to accept the apologies from Cllr Platt due to a family emergency.

1151 DECLARATIONS OF INTEREST

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

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

1152 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Keith Badham previous Flitwick Town Councillor for their service including being Chairman for the Community Services Committee. Members attention was drawn to upcoming events –

Polari at Flitwick Library - Author event at Flitwick Library a celebration of LGBTQ words and voices. 13/02/24

Proud AF History Month – Celebration at the Rufus Centre on the 15th February

Tiny Forest – Open planting session Hinksley Park on the 8th February

Nature Park - Open planting session 24th February

1153 **OPEN SESSION**

The member of the public addressed the Council advising them of an error in relation to item 1146 point,C, EV Charging at Flitwick Village Hall in the previous meeting. It had stated that the Village Hall had not been made aware of the works. The member of public confirmed that they had been informed. Consultation in the previous year had taken place and it was noted that there were no votes on resolutions from the Committee to install the EV points. The Chairman of the Village Hall Committee did confirm to the member of the public that they had raised the EV points with the previous committee members, and it had been agreed, although no constituted agreement was in place. Meeting minutes for the Village Hall committee meeting held on the 31st Jan had not been sent at the date of this meeting.

Members were advised, in relation to the 'Movie Day' item on the agenda, that the Town Council had applied as part of the bid to the UK Shared Prosperity Fund, to host a film club at the Library. Members were informed that Flitwick Library had applied for a grant to Bid UK to enable them to use a digital projector previously installed to offer 'Flitwick Film Club'.

The member of public thanked FTC on behalf of Share in relation to offering space at the Rufus Centre at no cost. They also informed Members that Share had secured funding from CBC to purchase an infrared camera on which the volunteers would be trained. The camera would allow individuals, groups, and organisations to better understand the energy waste performed by their buildings and look to improve energy efficiency. It was requested that this information be shared to allow as many people as possible to benefit. Due to the technical aspects, it was noted that use over the summer was not available.

Public member left the meeting 19.52pm

1154 **INVITED SPEAKER**

No invited speakers attended the meeting

1155 **MEMBERS QUESTIONS**

The Chairman requested the final amount raised at the Christmas Lights event. The CSAM offered to feedback this information to Members.

Action – CSAM

1156 **MINUTES**

- a. Members received and adopted the minutes of the Community Services meeting held on Tuesday 5th December 2023 with no amendments.

It was **RESOLVED** to accept the Community Services Minutes held on 5th 2023 with no amendments.

Action – CSO (ZP)

1157 **MATTERS ARISING**

Cllr Tonko informed members of free training in relation to Carbon Literacy at the previous meeting and confirmed that these were expected to take place on the 20th February and 7th March

1158 **ITEMS FOR CONSIDERATION**

- a. **Movie Days – Review**

Members reviewed and discussed the figures for movie day attendance over the last year and acknowledged the fluctuation in attendance. Clarity was requested on the people attending in the evening.

It was **RESOLVED** to accept option 1 - to reduce the films to two films, per movie day. Showings to take place at 11am and 2pm. _____

Action – CSO (SQ)

b. Meeting Dates

Members reviewed the suggested revised dates for Community Services meetings 2024.

5th March
7th May
9th July
3rd September
5th November

The revised dates were suggested to avoid August and December.

It was **RESOLVED** to accept the revised Community Services Committee meeting dates for 2024.

Action – CSAM / Reception

c. Reviewed Policies

Members reviewed the following policies –

Grant Policy – Revisions in relation to the policy were noted due to the reduction in available funds.

It was **RESOLVED** to accept the revisions and adopt the Grant Policy as detailed.

Action – CSAM

Event Protocol Booking Form – Members reviewed the protocol and deferred the item to the Business Improvement and Development Board for any suggested revision before being returned to Community Services for adoption.

Action – DTC

Community Engagement Policy – Members reviewed the policy and it was suggested that the term 'Hard to reach' be replaced as it may be deemed inappropriate and replaced with 'socially excluded' or an alike term. This item would also be deferred to full Town Council for adoption.

Action – TC

Environmental Policy – The policy was reviewed by Members.

It was **RESOLVED** to accept and adopt the Environmental Policy as detailed.

d. Volunteers Policy

Members discussed the Policy and identified that amendments were required to cover one off volunteers as people that attend tree planting or similar events/activities should not be expected to complete 2 pages of documentation. In instances where one off the volunteering is completed, a different approach would be required allowing for less paperwork which should be included as an addition to the current policy.

Action – TC

e. Highways

With confirmation that Highways falls under the Community Services Committee representatives were requested to attend as invited speakers to future meetings. As an alternative a walkabout had been suggested during working hours. Members instructed

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the CSAM to arrange a walkabout with Highways and councilors.

Action – CSAM

f. The Hub Car Park

The CSAO indicated to Members that the agreement stipulates that there was a need for delineation between the Hub and Village Hall car park, however this could be a visual indication rather than physical.

Members reviewed the options on the report with costs to replace barriers previously damaged. It was suggested that the Village Hall Committee were approached to see if they would consider the current unauthorized vehicular access near the Co-op to be restricted.

It was **RESOLVED** for Officers to approach the Village Hall Committee and the Russell Centre in relation to securing the gap at the top corner of the car park.

Action – CSAM

1159 ITEMS FOR INFORMATION

- a. Members reviewed and noted the Community Financial Report.
- b. Members reviewed and noted the Officer Update with the CSAM adding that they had heard that £200 had been donated to Cost of Living initiative from the Ampthill Fireworks fund. Members requested why there had been limited advertising in relation to the Nature park with the Town Clerk advising that when planning permission was granted the publicity would be increased.

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1160 PUBLIC OPEN SESSION

There were no members of the public present at this time.

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1161 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.~~

~~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. No items.~~

Meeting Ended 20.34 pm



FLITWICK TOWN COUNCIL

Event Booking Protocol

A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.
Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick,
Beds. MK45 1AH

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1. Introduction

Flitwick is a thriving commuter town located halfway between Bedford and Luton.

Although it has some 15,000 (approx.) residents and a growing number of small and medium sized businesses, Flitwick still retains a "village" feel with its Village Hall, green spaces, historical buildings and beautiful woodland. This makes Flitwick a great place to live, work and visit.

The Town Centre offers a train station with links from Bedford to Brighton, bespoke shops/cafes, and a large supermarket. Residents can also enjoy the many attractions London has to offer, which is only a 50-minute train ride away by the Thameslink train service. Alternatively, Luton Airport, less than 15 miles away, acts as a gateway to an extensive choice of European City destinations and beyond.

Flitwick Town Council (FTC) welcomes event organisers to host their events in the town, which meet the Council's corporate priorities as set out in our business plan.

2. Definitions within this Protocol

Event Organiser - may be an individual or a group

Public Event – a formal, organised gathering

Successful Event – an event that has been delivered safely and in accordance with its aims

Small Event – under 25 people

Medium Event – 25-75 people

Large Event – 75-150 people

Major Event – 150 people or 1 day or more

3. Why does FTC have an Event Booking Protocol

This protocol has been developed to support Event Organisers and promote joint working between organisers, FTC and its contractors. It is only relevant to events taking place on FTC owned land. A list of the land that is available to hire and the scale of events that can be held can be found in **Appendix 1**.

This protocol ensures that Event Organisers and FTC will:

- Adhere to relevant legislation and byelaws of the land
- Protect the environment and landscape of the land
- Not discriminate against any group or individual
- Adhere to relevant health and safety legislation and guidance for public events in public spaces, and
- Ensure that relevant timescales and planning milestones are met in accordance with those outlined within this protocol.

Event Organisers and FTC must consider the following:

- Impact of the event on the physical and social environment of the area
- Enjoyment, safety and quality of life for residents, visitors and local businesses; and
- Financial implications

The objectives of this protocol are:

- To ensure that FTC fully meets its responsibilities in terms of relevant event legislation and guidance
- To ensure that the event is delivered safely and effectively with minimal disturbance to the local community surrounding the area
- To ensure that all the necessary infrastructure has been included allowing for the delivery of a safe and successful event that does not have a negative impact on the

- Council's land or local community
- To ensure FTC receives adequate revenue for the use of its land
- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities

It is important that FTC takes into consideration the following:

- Capacity – how many people/cars can fit in an area where the event is proposed
- Ecological Impact – how much use can the land withstand and what type of events can be held in specific areas and whether the character of the land is altered in anyway
- Social Impacts – how many people can comfortably fit in an area and what are the wider implications i.e. car parking in the town

4. Who is this Protocol for?

Anyone wishing to host an event on FTC land.

5. Application Process

All event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receives an application form, the ~~Environmental Services Manager~~ Community Services and Amenities Manager or Bookings Officer (Rufus) will go through it and ensure that all the relevant information regarding the event is completed appropriately. Once the ~~Environmental Services Manager~~ Community Services and Amenities Officer and/or Bookings Officer has reviewed the application form and discussed it with the Town Clerk & Senior Management Team, they will confirm to the Event Organiser any further information that is required for the application to be considered. At this point the Event Organiser will also be given a deadline for when this information needs to be submitted to FTC. Once FTC has received a completed application form, the event organiser will submit a Safety Advisory Group form to Central Bedfordshire Council for their comments and recommendations. The event organiser is to advise FTC of any recommendations and comments. See section 5.2 *Safety Advisory Group* for more information on this process.

A copy of the Application Form can be found in **Appendix 2**.

Once all information has been received from the CBC's Safety Advisory Group, a recommendation will be considered by Flitwick Town Council officers.

5.1 Timescales

Below outlines when an event organiser must make initial contact with FTC/Rufus:

Small Events = 3 months prior to the event
 Medium Events = 6 months prior to the event
 Large Events = 9 months prior to the event
 Major Events = 12 months prior to the event

These timescales may be changed at the discretion of the Town Clerk.

5.2 Safety Advisory Group

Large and major events will be required to go through the Safety Advisory Group (SAG) process, FTC reserve the right to refer small and medium events to go through the SAG process. The SAG enables key agencies, such as the Police, Ambulance and Fire Services as well as CBC and Event Organisers themselves, to work together to look at safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of the SAG have any questions about an event, the organiser might be

asked to come along to meet the group so that any issues can be discussed, and the organiser can ask for advice from the members - there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group.

6. Roles and Responsibilities of the Council

FTC has the responsibility to approve any event taking place on its land in accordance with this protocol. Our Community ~~Services Officer~~ Team and/or Bookings Team will liaise directly with event organisers and all necessary parties to ensure that these events are feasible, viable and safe.

The Officers will:

- Assess the Event Application Form
- Liaise with the Event Organiser throughout the process and ensure they are kept informed
- Assess all accompanying event paperwork; Event Management Plans, Risk Assessments and Event Safety Plans
- Liaise with necessary parties regarding the event, such as councillors, grounds maintenance, residents etc.
- Where deemed necessary, undertake a site visit during set-up and de-rig to ensure all conditions are being met according to this protocol and/or any information specifically detailed during the planning process. Officers may also visit the site during the event to check that the event is working in line with the conditions of hire.
- Issue a licence/condition of hire to the Event Organiser and ensure that this is being adhered to

7. Approval of Events

As set out above, The Community Environmental Services Team will take a decision to approve delivery of events on FTC land. The following will be considered when considering granting permission.

7.1 Calendar of Events

FTC will check availability based on whether the land is already in use or if there are any other events taking place in the town on the days requested.

All events must follow the timescale provided in section 5: *Application Process* and submit all required paperwork within this timescale.

7.2 Commercial Events

Organisers for Commercial Events must approach FTC in their pre-planning stage and ensure that they follow the timescales and submission requirements prior to advertising the event.

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*.

FTC reserve the right to stop any commercial event taking place on their land, at any time, if it does not abide to the points highlighted within this protocol and at the discretion of officers, to that which was applied for.

FTC reserve the right to waive fees at their discretion.

7.3 Corporate Event

Applications for corporate events, which are not open to the public, will be approved on an individual basis and subject to individually negotiated fees and charges. FTC reserves the right not to approve any private events, at any time, without justification.

7.4 Community Events

Events that are being held for the community to enjoy, with no entry fee, will be assessed based on the nature of the event, whether it is for the whole community or a specific group, the size of the event and the type of activities that are being offered. FTC reserve the right not to approve any event they feel is not appropriate for the community.

7.5 Licences

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence were deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and the 2013 Order. The Event organiser will be required to submit relevant licenses.

7.6 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify them and FTC against any civil action as a direct result of something that happens at their event. This must be Public Liability Insurance and should be obtained through a reputable company.

All major events must be covered by £10 million Public Liability Insurance. All other events must be covered by £5 million Public Liability Insurance. Dependant on the nature of the event and the organisation delivering it, Employer's Liability Insurance may also be required.

7.7 Refusal

In the event that an application is submitted by an event organiser who has previously failed to abide by conditions of approval and timescales granted by the Council, new applications will be rejected unless clear steps have been taken to rectify and follow procedures with the new application.

7.8 Equal Opportunities

All event organisers must provide services and facilities that comply with the Equalities Act 2010. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

7.9 Welfare

All event organisers are responsible for the welfare of staff and members of the public that attend their event. Event organisers will ensure that staff and/or volunteers that are on the front line of the event have received the relevant training in dealing with children, young people and vulnerable adults. The event organiser will ensure that good practice guidelines and recommendations are followed at all times and staff and/or volunteers undergo a DBS check where appropriate. Event organisers shall also be responsible for the welfare of any animals that are part of the event.

8 Fees and Charges

All fees and charges are at the discretion of the Council. Fees are based on size of the event, type of event and length of event, including set-up and de-rig time. Fees are charged per event.

8.1 Land Hiring Fees

Below is a guide to land hiring fees:

Event Size	ONE DAY ONLY (£)	Set up/Pack Down Days (£)	Subsequent Days (£)	Deposit
Small (under 25 people)	£15 per hour	n/a	n/a	n/a
Medium (25-75 people)	£75	n/a	n/a	£35
Large (75-150 people)	£150	n/a	n/a	£250
Major (over 150 people or 1 day or more)	£300	£200	£50	£500
Indoor Toilet Hire for The Rufus Centre	£15 per hour	n/a	n/a	n/a
Football Pitch Hire (Rufus Centre/Hinksley Road)	Price upon request	n/a	n/a	n/a
Rufus Corporate Events	£500	Price upon request	Price upon request	£250

Hirers that wish to establish a new regular event such as an exercise class, and in FTC's opinion are providing a benefit to the community, may be offered a discounted rate for consecutive bookings (only applicable for small sized events up to 25 people).

Fees are payable, along with a deposit [payment](#) for the ~~cheques set out in the~~ section below, when agreement has been obtained for the event to take place. If the full fees and deposits have not been received within 1 month to the date of the event, the Council reserve the right to withdraw their acceptance of the event and granted permissions.

8.1.1 Refund of Deposits

On completion of a successful event, the deposit [cheques payment](#) will be returned to the event organiser (minus any deductions appropriate), within 30 days of the event date, unless there are mitigating circumstances or other charges are unpaid.

8.2 Cancellation and Refunds

If an event is cancelled more than 1 month prior to the event date, fees and deposit [cheques payments](#) will be returned in full.

If an event is cancelled within 1 month of the event date the Council reserves the right to retain 50% of the hire fees and charges.

8.3 Officer Time and Administration

Certain events that may require additional officer time will be charged accordingly. This will be pre-agreed with the organiser at an hourly rate of £16.00.

9 Further Guidance

Once applications have been assessed the FTC may advise event organisers of aspects for their event which require further guidance and/or action.

These may include:

- Compliance with the CBC Safety Advisory Group

- Health and Safety
- Road Closures and Traffic Orders
- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

Please note: this list is not exhaustive and there may be other aspects which arise dependant on the event

It is also important that the event organiser carries out the relevant risk assessments, standards and fire assessments. Support can be provided by FTC with writing these documents and will be subject to the administration charges outlined within section 8.3: *Officer Time and Administration* where relevant.

There are also a number of other considerations that FTC require the event organiser to manage as part of their event. These include:

- Marketing and Promotion
- Signage
- Traffic Management and Car Parking
- Welfare and Sanitation

Event organisers are encouraged to refer to The Purple Guide for health, safety and welfare at events. FTC will refer to this guide if necessary and event organisers will be expected to adhere to these guidelines. This guide can be viewed at www.thepurpleguide.co.uk

10 Conditions of Hire

The **Environmental Community Services and Amenities Manager and/or Bookings Officer Manager** will liaise with the event organiser regarding the conditions of hire and if necessary, issue an agreement between FTC and the event organiser. FTC reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.

Appendix 1 – A list of FTC land available to hire:

Area of Land
Rufus Centre
Millennium Park
Hinksley Playing Field
Station Road Field
3 Station Road

Appendix 2 – Event Booking Application Form

Event Booking Application Form

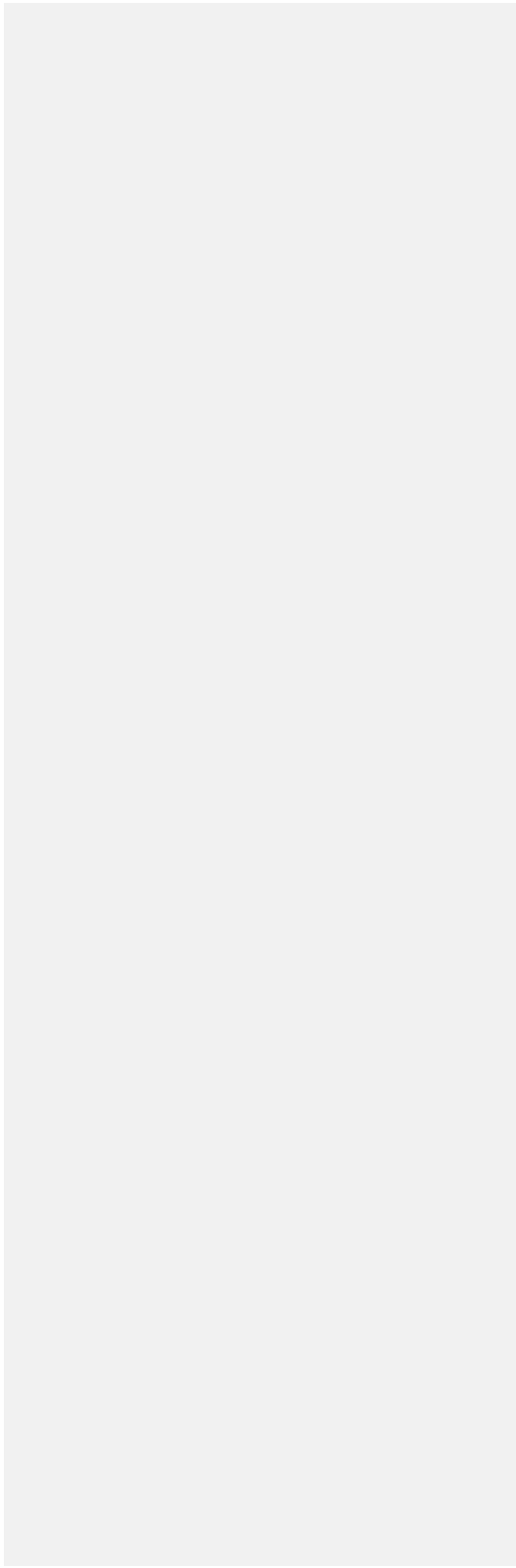
This form is to be used by event organisers wishing to host an event on land owned by Flitwick Town Council. It should be completed at the earliest opportunity and returned to Susaneldred@flitwick.gov.uk or Bookings@therufuscentre.co.uk stacielockey@flitwick.gov.uk

Please ensure that you have read and understood the Event Booking Protocol which accompanies this form.

Event Details

Event Title	
Proposed Date for Event	
Proposed Start and Finish Times for Event	
Proposed Location for Event	
Set Up and De-Rig Dates and Times	
Type of Event	
Nature of Event	
Event Audience (number of people and target audience)	
Brief Overview of Event	

<p>Is there a charge to the public to take part in the event?</p>	
--------------------------------------------------------------------------	--



Organisers Details

Name				
Organisation				
Are you a charity / non-profit organisation?	Yes		No	
Email				
Telephone				

Declaration

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that I cannot hold the event on land owned by Flitwick Town Council without prior agreement and the necessary paperwork being submitted according to the Council's Event Booking Protocol.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

Print name	
Role within the Event	
Signed	
Date	

Please return your completed application to stacielockey@flitwick.gov.uk, susaneldred@flitwick.gov.uk or bookings@therufuscentre.co.uk If you require any support or information regarding your application please phone 01525 631900.

Field Code Changed



FLITWICK TOWN COUNCIL

Report to Community Services 5th March 2024: The Hub Car Park

Implications of recommendations

Corporate Strategy: A Sustainable Environment

Finance: RCF Application

Equality: Accessible to all

Background

In 2011, Flitwick Town Council (FTC) was granted planning permission by Central Bedfordshire Council (CBC) to convert the public convenience building into a single-story building with a pitched roof to be utilised as a youth building (The Hub).

The planning application states:

'The parking provision will be provided via an agreement by the Town Council and the Village Hall Management Committee for an area to be delineated from the Village Hall Car Park.'

'Details of the delineation of the car park, inclusive of signage at the access of that the Town Council car park is independent from the Village Hall car park'

In 2014, FTC entered into an agreement with the Village Hall Management Committee regarding the car park. The 2014 agreement stated, *'Central reflective bollards to be installed between the two areas of the car park with a central 'gate' to be installed to allow use by the Market and on special event occasions.'*

In 2021, the car park agreement between FTC and the Village Hall Management Committee was renewed, and a new agreement was implemented. There are no stipulations within the new agreement regarding car park barriers, although the CBC planning application of 'delineation' still stands.

At the February Community Services Meeting, Members discussed the report presented by the Community Services & Amenities Manager and considered the options within the report.

The minutes from the meeting state: *'The CSAO indicated to Members that the agreement stipulates that there was a need for delineation between the Hub and Village Hall car park; however this could be a visual indication rather than a physical one.'*

Members reviewed the options on the report with costs to replace barriers previously damaged. It was suggested that the Village Hall Committee were approached to see if they would consider the current unauthorized vehicular access near the Co-op to be restricted.'

*'It was **RESOLVED** for Officers to approach the Village Hall Committee and the Russell Centre in relation to securing the gap at the top corner of the car park.'*

Introduction

After speaking with Central Bedfordshire Council and completing land searches, it became apparent that the piece of land to the top right-hand side of the Village Hall car park was not owned by the Russell Centre.

The Community Services & Amenities Manager spoke with the Village Hall Committee Chair regarding the discussions at the February Community Services Meeting. The Chair spoke with the Village Hall Committee treasurer, who expressed his disappointment in the decision made by Flitwick Town Council not to install barriers within The Hub car park.

The Chair reported, after her discussion with the treasurer, that the Village Hall would not be in support of Flitwick Town Council installing a restriction in the top right-hand side of the car park to stop unauthorized vehicles from accessing the site. However, this option was not presented or discussed at a Village Hall Committee meeting.

Not restricting access from the top right-hand corner of the car park can leave the car park and Millenium Park vulnerable, given the high number of illegal car meets and unauthorised encampments in the area over the summer months.

Additional Information

We have received a quote to repair the wooden knee rail fencing at the bottom end of the car park and install 25 new yellow bollards, with two removable bollards, which will be concreted into the ground. The bollards will run from the top of the car park, near The Hub, to the shipping container in the Village Hall car park.

Quote A - £6,652.73

Quote B - £6,900

We have received a quote to paint a solid white line from the entrance gate to the top of the car park. The line would act as the delineation between both car parks.

Quote A - £800

Quote B - £868

Options

1. Members are asked to consider installing 27 new bollards and repairing the knee rail fencing via the RCF application.
2. Members are asked to consider painting a white line as a delineation between The Hub and Village Hall via the RCF application.
3. Members are asked to consider not installing new bollards or a white line as a delineation at The Hub car par



FLITWICK TOWN COUNCIL

Report to the Community Services 5th March 2024: Events Review

Implications of recommendations

Corporate Strategy: A Engaged Community

Finance: Community Budget

Equality: Accessible to all

Background

At the Community Services Committee meeting in October, it was requested that the Community Services & Amenities Manager carry out a full event strategy review in the new year.

The Community Services & Amenities Manager is currently working on the review, including profit and loss information for each activity.

The event strategy review will be presented to the Community Service Committee at the July meeting.

Introduction

The Community Services team has completed an overview review of some events.

Painting Circle

Painting Circle is a self-help painting group held at The Rufus Centre every Thursday, 2pm till 4pm, term time only.

Painting Circle costs £2.50 per session (£2 excluding VAT), with an average of eight people attending each week.

Christmas Market Trip

The Christmas Market Trip is a day trip held in the last week of November. The coach can take up to 54 people, including one Officer. The trip takes much Officer time, with little social value. There are Christmas Markets locally, should people wish to attend.

Christmas Market – The Rufus Centre

The Community Services team have been delivering a Christmas Market since 2020. This takes much officer time, including additional costs in opening The Rufus Centre and café on the day.

Christmas Markets/fairs are already held at the Village Hall and at the Methodist Church in Flitwick, with many others being held in surrounding villages.

After considering Officer time, social value, and profit and loss information, the Community Services team recommends stopping the delivery of Painting Circle, Christmas Market Trip, and the Christmas Market held at The Rufus Centre.

Options

1. To consider stopping the delivery of Painting Circle, Christmas Market Trip and the Christmas Market from 31st March 2024.
2. To consider continuing the delivery of Painting Circle, Christmas Market Trip and Christmas Market at the Rufus Centre.

Officer Recommendation

Option 1 - To consider stopping the delivery of Painting Circle, Christmas Market Trip and the Christmas Market from 31st March 2024.

Community Services Summary 23/24

		01-31 January 24	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 31,974
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 22
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	£ 444	£ -
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 2,921	£ 416
1014/302, 1070/303, 1177/303, 1191/303 4015/303, 4078/303, 4084/303, 4085/303, 4110/303, 4111/303, 4115/303, 4118/303, 4128/303, 4132/303, 4137/303, 4140/303, 4700/303, 4701/303, 4702/303	Local Amenities (303)	£ -	£ 1,968
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas / Millennium Park (305)	£ -	£ 35
4096/306, 4097/306	Street Lighting		£ 687
4009/300, 4103/300	Other Costs (HR & Internal Hire)		£ 45

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
			£ 308,640	£ 428,690	72%
			£ 10,747	£ 17,000	63%
£ 18,222	£ 39,000	47%	£ 244	£ 1,650	15%
£ 5,036	£ 4,500	112%	£ 2,790	£ 3,220	87%
£ 10,312	£ 7,500	137%	£ 20,861	£ 32,387	64%
£ 1,500	£ 2,850	53%	£ 2,519	£ 11,213	22%
			£ 5,332	£ 4,500	118%
			£ 2,256	£ 3,100	73%

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.
Oct-23	Plant Maint; 4085/300:	Spend against zero budget due incorrect coding. Spend for ride on tractor repairs moved to cost centre (4085/303).
Oct-23	Main Contracts; 4140/303:	Spend against zero budget for essential replacement of Tractor Store Fire Extinguishers. Spend unavoidable.
Oct-23	Skate Park Light; 4098/305:	Spend against zero budget for 23/24 installation. Budget to be included within 2024/25 proposed budget.
Dec-23	Planting/Weeding; 4078/303:	Overspend of 8% (£230).
Dec-23	Bins & Seats; 4118/303:	Overspend of 14% (£137).
Dec-23	Street Lighting; 4096/306:	Overspend of 70% (£1,750) attributed to increased supplier costs. Budget revised for 24/25.

Community Activities & Events Summary 23/24

(SE)

		01-31 January 24	
		Income	Expenditure
1035/311, 4014/311, 4015/311, 4016/311, 4128/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 715	£ 1,295
1041/311, 1177/311, 4049/311	Youth Activities	£ -	£ -
1031/312, 1036/312, 1039/312, 1042/311, 1120/312, 1149/312, 1171/312, 1177/312, 4103/312, 4552/312, 4553/312, 4554/312, 4558/312, 4614/312, 4621/312, 4625/312, 4627/312, 4629/312	Community Activities (312)	£ 941	£ 1,387
1050/313, 1127/313, 1130/313, 1142/313, 1164/313, 1165/131, 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)	£ 970	£ 1,838
1181/312, 4606/312	Cost of Living	£ 116	£ 926
4051/300	Grants (suspended 23/24)		-£ 200

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 3,868	£ 500	774%	£ 11,261	£ 13,672	82%
£ 15,000	£ 15,000	100%	£ 60,450	£ 59,000	102%
£ 7,695	£ 7,520	102%	£ 11,835	£ 10,575	112%
£ 12,120	£ 7,282	166%	£ 52,000	£ 56,956	91%
£ 8,281	£ -	n/a	£ 5,948	£ 4,000	149%
			-£ 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:	£1,060 (106%) 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.
Dec-23	Youth Activity; 4049/311:	Overspend of 2.5% (£1,450) attributed to unavoidable service agreement fees.
Dec-23	Cost of Living; 4606/312:	Apparent nominal overspend of 26% (£1,022) to be considered alongside donations/grants and income received at £8,348, therefore negating any overspend. This trend will continue until year end. All surplus funds to be transferred to EMR 330
Dec-23	Xmas Market Trip; 4202/313:	Overspend of 10% (£80)
Dec-23	FFD23; 4551/313:	Overspend of 7% (£1,239) to be considered alongside exceed income budget, therefore negating any overspend.
Jan-24	Proud AF; 4614/312:	Virement completed (delegated authority) to create £300 budget for Proud AF from Christmas Lights Events. It should be noted that a further £500 is available from grant funding (1177/312)
Jan-24	Comm Defib Training; 4616/312:	Spend against zero budget for this new initiative. Prepayment for 24/25 to be removed from I&E
Jan-24	Xmas Lights Instal; 4200/313:	Overspend of 4% (£757) due to essentials additional works

FTC Projects Review 2023-24 (formally Rolling Capital Fund)

PROJECT Details				Project Details								23/24 FUNDING Details			Comments	Year End Projection at 11 January 2024	
Project Code	Project Description	Committee	Minute Ref	Whole Project Budget Committed	Previous Year's Project Spend	23/24 Opening Budget Balance	23/24 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining		Additional Project Spend	Funding (1177)	Funding Budget Remaining			
4212	110	Proj - Nature Park	Community	Del. Auth	£ 3,000	£ -	£ 3,000	£ 641	£ -	£ -	£ 2,359	0%	£ 1,550	£ 283,385	£ 281,835	S106 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.	Roll Forward' outstanding balance at year end to 2024/25, including unspent grant funds approved/received.
4215	110	Proj - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 1,169	£ 831	£ -	£ -	£ 831	£ -	0%				Greensands grant of £2,405 received (1177/110) in 21/22 in addition to stated budget. 22/23 opening bal £1459.	PROJECT CLOSED Unspent funds of £831 returned to CPF (315)
4803	110	Proj - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 27,825	£ 27,162	£ -	£ 663	£ -	0%	£ 75,885	£ 75,885	£ -	S106 Grants monies approved from CBC - please see project schedule for full breakdown of costs.	PROJECT CLOSED Unspent funds of £175 returned to CPF (315)
4819	110	Proj - Flitwick Town Sq Defib	Community	5213d	£ 1,770	£ -	£ 1,770	£ -	£ -	£ -	£ 1,770	100%					Roll Forward' outstanding balance at year end to 2024/25.
4828	110	Proj - Skate Park Lighting	Community	1036d	£ 21,705	£ 2,359	£ 19,346	£ 8,310	£ -	£ 11,036	£ -	0%	£ 10,500	£ 10,500	£ -	Partially grant funded from previous year - added to budget for 23/24 received	PROJECT CLOSED Unspent funds of £11,036 returned to CPF (315)
4831	110	Proj - Outdoor PA System	Community	5302	£ 1,118	£ 874	£ 244	£ 129	£ -	£ 115	£ -	0%				October 23 - Proj CLOSED	PROJECT CLOSED Unspent funds of £115 returned to CPF (315)
4833	110	Proj - Town Sq Benches/Plant/Bins	Community	1061	£ 12,102	£ -	£ 12,102	£ 11,719	£ -	£ 383	£ -	0%	£ 5,600	£ 5,600	£ -	31.08.23 - CBC S106 funding on invoice FTC8318 (funds not yet received) with a/c MAR05. Received	PROJECT CLOSED Unspent funds of £383 returned to CPF (315)
4836	110	Proj - CCTV Skate Park & Town Sq	Community	5329c	£ 12,612	£ 10,912	£ 1,700	£ -	£ -	£ -	£ 1,700	13%				08.03.23: CBC annual monitoring and signal transmission expenditure. Awaiting CBC invoice for £1,700	Project will be completed within the current financial year with £0 under or over spend.
4837	110	Proj - Rural Match Fund Benches	Community	5226e	£ 2,000	£ -	£ 2,000	£ -	£ -	£ -	£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC	Roll Forward' outstanding balance at year end to 2024/25.
4838	110	Proj - CCTV Data Impact Assess	Community	Del. Auth	£ 1,975	£ 1,625	£ 350	£ -	£ -	£ 350	£ -	0%				October 23 - Proj CLOSED	PROJECT CLOSED Unspent funds of £350 returned to CPF (315)
4847	110	Proj - Play Equipment Hinksley Rd	Community	5540c	£ 8,000	£ -	£ 8,000	£ -	£ -	£ 8,000	£ -	0%				Project to be match funded by the CBC Community Grants Scheme Round 1 (no inv req). Funding unsuccessful.	PROJECT CLOSED Unspent funds of £8,000 returned to CPF (315)
																December 23 - Proj CLOSED	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Community Committee

	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	31,881	308,063	427,990	119,927		119,927	72.0%	
4002 UNIFORM	93	577	700	123		123	82.4%	
4005 TRUCKS MAINTENANCE	0	538	1,000	462		462	53.8%	
4006 FUEL	220	3,248	4,000	752		752	81.2%	
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 LEASE REPAYMENTS	0	6,591	9,000	2,409		2,409	73.2%	
4103 FTC Internal Hire	45	2,256	1,600	(656)		(656)	141.0%	
CORE SERVICES :- Indirect Expenditure	32,239	321,444	448,790	127,346	0	127,346	71.6%	0
Net Expenditure	(32,239)	(321,444)	(448,790)	(127,346)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS (No VAT)	444	15,199	30,000	14,801			50.7%	
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%	
1119 Burial Grounds Income VATABLE	0	2,023	8,000	5,977			25.3%	
BURIAL GROUNDS :- Income	444	18,222	39,000	20,778			46.7%	0
4015 Utilities	0	59	150	91		91	39.4%	
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%	
4069 Burial Ground VATABLE	0	90	1,000	910		910	9.0%	
BURIAL GROUNDS :- Indirect Expenditure	0	244	1,650	1,406	0	1,406	14.8%	0
Net Income over Expenditure	444	17,978	37,350	19,372				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	2,921	5,036	4,500	(536)			111.9%	
ALLOTMENTS :- Income	2,921	5,036	4,500	(536)			111.9%	0
4015 Utilities	0	328	700	372		372	46.8%	
4072 ALLOTMENTS/MAINTENANCE	416	1,138	2,000	862		862	56.9%	
4088 PORTALOO HIRE	0	1,099	1,250	151		151	87.9%	
4103 FTC Internal Hire	0	225	520	295		295	43.2%	
4990 Transfer from EMR DO NOT USE	0	0	(1,250)	(1,250)		(1,250)	0.0%	
ALLOTMENTS :- Indirect Expenditure	416	2,790	3,220	430	0	430	86.6%	0
Net Income over Expenditure	2,505	2,246	1,280	(966)				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Community Committee

	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	5,500	5,500	0			100.0%	
1070 MANOR PARK (Rural Paymt Agent)	0	4,770	2,000	(2,770)			238.5%	
1191 MISC INCOME	0	43	0	(43)			0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Income	0	10,312	7,500	(2,812)			137.5%	0
4015 Utilities	43	364	1,822	1,458	1,458	1,458	20.0%	
4078 Planting/Weeding	0	3,230	3,000	(230)	(230)	(230)	107.7%	
4084 PublicR: PLANT/EQUIP-PURCHASE	0	1,102	2,500	1,398	1,398	1,398	44.1%	
4085 PublicR: PLANT/EQUIP-MAINTENAN	0	1,921	2,500	579	579	579	76.8%	
4110 TREE MAINTENANCE	1,525	2,325	3,000	675	675	675	77.5%	
4111 PITCH MAINTENANCE - Hinksley R	0	522	700	178	178	178	74.6%	
4115 Grass Cutting (Flitwick)	0	0	500	500	500	500	0.0%	
4118 BINS AND SEATS	0	1,137	1,000	(137)	(137)	(137)	113.7%	
4128 WASTE DISPOSAL	383	5,621	6,065	444	444	444	92.7%	
4132 BUILDING MAINTENANCE	17	1,092	1,500	408	408	408	72.8%	
4137 Water Dispenser Maintenance	0	0	300	300	300	300	0.0%	
4140 MAINTENANCE CONTRACTS	0	776	0	(776)	(776)	(776)	0.0%	
4700 FLITWICK MANOR PARK	0	2,771	8,000	5,229	5,229	5,229	34.6%	
4701 Flit Valley Maintenance	0	0	500	500	500	500	0.0%	
4702 Flitwick Nature Park	0	0	1,000	1,000	1,000	1,000	0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	1,968	20,861	32,387	11,526	0	11,526	64.4%	0
Net Income over Expenditure	(1,968)	(10,549)	(24,887)	(14,338)				
305 PLAY AREAS								
1012 Millennium Park Hire	0	1,500	1,500	0			100.0%	
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%	
PLAY AREAS :- Income	0	1,500	2,850	1,350			52.6%	0
4075 PLAY AREA/REPAIRS & MAINT.	0	1,504	8,000	6,496	6,496	6,496	18.8%	
4082 Youth Hub CCTV	0	492	2,000	1,508	1,508	1,508	24.6%	
4098 Skate Park Lighting	27	107	0	(107)	(107)	(107)	0.0%	
4122 CHANGING ROOMS - HINKSLEY	8	417	1,213	796	796	796	34.4%	
PLAY AREAS :- Indirect Expenditure	35	2,519	11,213	8,694	0	8,694	22.5%	0
Net Income over Expenditure	(35)	(1,019)	(8,363)	(7,344)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	687	4,936	2,500	(2,436)	(2,436)	(2,436)	197.5%	
4097 Street Lighting Maintenance	0	396	2,000	1,604	1,604	1,604	19.8%	
STREET LIGHTING :- Indirect Expenditure	687	5,332	4,500	(832)	0	(832)	118.5%	0
Net Expenditure	(687)	(5,332)	(4,500)	832				

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Community Committee

	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	715	3,868	500	(3,368)			773.6%	
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
YOUTH HUB/ACTIVITIES :- Income	715	18,868	15,500	(3,368)			121.7%	0
4014 CASUAL STAFF Wages	142	1,716	1,984	268		268	86.5%	
4015 Utilities	245	1,717	3,100	1,383		1,383	55.4%	
4016 BUSINESS RATES	0	1,536	2,600	1,064		1,064	59.1%	
4049 YOUTH ACTIVITIES	0	60,450	59,000	(1,450)		(1,450)	102.5%	
4128 WASTE DISPOSAL	25	572	988	416		416	57.9%	
4132 BUILDING MAINTENANCE	305	2,592	3,000	408		408	86.4%	
4138 EQUIPMENT	4	494	1,000	506		506	49.4%	
4140 MAINTENANCE CONTRACTS	574	2,634	1,000	(1,634)		(1,634)	263.4%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	1,295	71,711	72,672	961	0	961	98.7%	0
Net Income over Expenditure	(580)	(52,843)	(57,172)	(4,329)				
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	69	285	300	15			95.2%	
1042 TEA DANCES	0	613	0	(613)			0.0%	
1120 KEEP FIT / Dance Fitness	473	2,538	3,000	462			84.6%	
1149 Flitwick Sunday Market	0	370	720	350			51.4%	
1171 LUNCH CLUB	399	2,443	3,500	1,057			69.8%	
1177 GRANTS RECEIVED	0	500	0	(500)			0.0%	
1181 COST OF LIVING MONIES REC'D	116	8,281	0	(8,281)			0.0%	6,709
COMMUNITY ACTIVITIES :- Income	1,057	15,976	7,520	(8,456)			212.4%	6,709
4103 FTC Internal Hire	559	8,587	4,400	(4,187)		(4,187)	195.2%	
4552 TEA DANCE	0	288	0	(288)		(288)	0.0%	
4553 PAINTING CIRCLE	0	0	30	30		30	0.0%	
4554 STITCHERS	72	72	195	123		123	37.1%	
4558 KEEP FIT / Dance Fitness	0	925	2,400	1,475		1,475	38.5%	
4606 Cost of Living Initiative	926	5,948	4,000	(1,948)		(1,948)	148.7%	
4614 Proud AF Initiative	150	150	300	150		150	50.0%	
4616 Community Defib Training	175	175	0	(175)		(175)	0.0%	
4621 LUNCH CLUB	244	1,300	2,500	1,200		1,200	52.0%	
4625 FORGET ME NOT GROUP	46	268	650	382		382	41.2%	
4627 Flitwick Sunday Market	0	0	400	400		400	0.0%	
4629 Fitness Circuit Classes	140	70	0	(70)		(70)	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	2,313	17,783	14,875	(2,908)	0	(2,908)	119.5%	0
Net Income over Expenditure	(1,256)	(1,807)	(7,355)	(5,548)				
6001 less Transfer to EMR	0	6,709						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Community Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(1,256)	(8,516)						
313 COMMUNITY EVENTS								
1050 King's Coronation 2023	0	531	0	(531)			0.0%	
1127 Flitwick Fun Day	650	5,402	3,500	(1,902)			154.3%	
1130 Christmas Lunch - OLDER People	0	1,814	1,800	(14)			100.8%	
1142 Easter Egg Trail	0	407	480	73			84.9%	
1164 Christmas Market RCCM	0	308	340	33			90.4%	
1165 Christmas Lights EVENT	320	2,167	312	(1,855)			694.7%	
1167 Christmas Market Trip	0	966	850	(116)			113.7%	
1169 Summer Programme	0	525	0	(525)			0.0%	
COMMUNITY EVENTS :- Income	970	12,120	7,282	(4,838)			166.4%	0
4043 REMEMBRANCE EVENT	(120)	226	1,700	1,474		1,474	13.3%	
4200 Christmas Lights Installation	2,763	19,732	18,975	(757)		(757)	104.0%	
4201 Christmas Market RCCM	0	46	475	429		429	9.7%	
4202 Christmas Market Trip	0	930	850	(80)		(80)	109.4%	
4204 Flitwick TownSq Christsmas Tree	0	1,330	1,375	45		45	96.7%	
4206 Scarecrow Festival	0	177	240	63		63	73.6%	
4207 Fun Palace	0	0	150	150		150	0.0%	
4208 Skate Competition	0	1,510	2,200	690		690	68.6%	
4211 Easter Egg Trail	0	0	400	400		400	0.0%	
4213 Summer Programme	0	559	0	(559)		(559)	0.0%	
4540 Christmas Lights EVENT	(794)	4,022	5,700	1,678		1,678	70.6%	
4551 Flitwick Fun Day	0	21,239	20,000	(1,239)		(1,239)	106.2%	
4615 King's Coronation 2023	0	175	0	(175)		(175)	0.0%	
4618 COMMUNITY Events Expense	0	115	2,000	1,885		1,885	5.8%	
4623 Christmas Lunch - OLDER PEOPLE	(11)	1,941	2,600	659		659	74.6%	
COMMUNITY EVENTS :- Indirect Expenditure	1,838	52,000	56,665	4,665	0	4,665	91.8%	0
Net Income over Expenditure	(868)	(39,880)	(49,383)	(9,503)				
COMMUNITY Services :- Income	6,106	82,034	84,152	2,118			97.5%	
Expenditure	40,791	494,684	645,972	151,288	0	151,288	76.6%	
Net Income over Expenditure	(34,685)	(412,650)	(561,820)	(149,170)				
less Transfer to EMR	0	6,709						
Movement to/(from) Gen Reserve	(34,685)	(419,359)						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Community Committee

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,106	82,034	84,152	2,118			97.5%	
Expenditure	40,791	494,684	645,972	151,288	0	151,288	76.6%	
Net Income over Expenditure	<u>(34,685)</u>	<u>(412,650)</u>	<u>(561,820)</u>	<u>(149,170)</u>				
less Transfer to EMR	0	6,709						
Movement to/(from) Gen Reserve	<u>(34,685)</u>	<u>(419,359)</u>						



Flitwick Town Council

Officers Update – Community Services 5th March 2024

1. Summer Programme

The Community Services Team are planning an ambitious programme for the school summer holidays (24 July – 30 August 2024). The programme will provide a variety of activities that engage children, young people, and adults.

The programme will be advertised through the schools, Need Project Food Parcels, Food Extra, on social media, Flitwick Papers and leaflets.

Activities will take place at The Hub and/or at The Rufus Centre. The activities will be offered free of charge and include:

Graffiti workshops - Two sessions over one day

Circus Skills - Two Days of drop-in sessions

Cookery sessions - Six Sessions over three days (Funded by HUBBUB)

Street Dance - Two sessions over one day

Bug Hotel Building - one session

Two Movie days - Four Movies over two days

Geocaching - One session

Quotes have been obtained for the workshops, and an application has been submitted to Awards for All (National Lottery Community Fund) to support the programme. The Community Services Team will find out in May if the grant application has been successful.

2. Community Fridge

Collections from the supermarkets have been substantially down in January and February. We have accepted extra pick-ups from Waitrose in Ampthill and further afield (Hitchin). These are worthwhile, but as they must be accepted immediately when they are flagged, it is proving difficult for volunteers to pick them up, and it has mainly fallen to Cllr Snape to collect the additional pickups.

Cllr Snape has written to Fareshare (Tesco and Waitrose platform) to ask if we can be allocated further slots if the leading charity appears to be struggling to pick them up. The response has been they cannot reallocate but would like to visit the Community Fridge to see how they can offer support. This is being arranged with Cllr Snape and the Community Services Team.

3. Community Fridge Wastage

In February 1,444kg of food was collected and distributed through the Community Fridge. 1.48% was wasted, with an estimated 1138 meals being provided.

There were 264 visits to the fridge in February.

4. Movie Day

Two films were shown during the February half term.

Sing 2 – 98 people attended.

Antman V Wasp – 16 people attended.

5. Cookery Course

Our second cookery course was completed on 13th February. Over the course we made pizzas, pancakes, muffins, fajitas and cottage pie.

Feedback from the course:

“It's so cool, Great for families, great recipes and new ideas “

“The course is excellent, would recommend to anyone. It gives you confidence to make things from scratch all the recipes we made throughout the course were easy to make and tasty. Please run another course”

Our next course starts on 16th April 2024.

6. Proud AF

Councillor Snape and Proud AF working group volunteers presented interactive talks at five assemblies in Redborne Upper School. The talks were delivered to all year groups leading up to LGTBQ+ History Month.

These were well received, and the students gave positive feedback.

LGBTQ+ History Month was celebrated on 15th February. Speakers presented on the topic of Health and Mental Health, the theme for this year. The evening was successful, with guests networking and encouraging support for the LGBTQ+ community.

7. Easter Egg Trail

The Easter Egg Trail will take place on Saturday 23rd March, at Flitwick Woods.

Through the support of local businesses - Temple Flooring, Nexus Fostering and Flitwick Club Officers, who have all sponsored the event, Flitwick Town Council can deliver the Easter Egg Trail free of charge to residents.

8. Litter Pick

The First Litter Pick of the Season will take place on Saturday 17th March, supporting the ‘*Great British Spring Clean*’ at Station Road green space. The Scouts will support the event by supplying refreshments from The Scout Hut and participating in the litter pick.

9. Public Art Consultation

The Community Engagement for the Public Art Consultation will take place at various locations in Flitwick during March and April. The aim is to engage a wide range of people from the community.

Events will take place at:

9th March - Flitwick Library, 2pm - 4pm

15th March - Flitwick Village Hall, 8.30am – 1pm

21st March - Redborne Upper School, 10.15am – 11.15am

26th March - Rufus Centre Reception, 10am - 2pm

10th April - Mosaic workshops to attract parents and children, making their own mosaics and engaging in the consultation.

A link to the consultation form will be advertised on the FTC web site.

10. Tiny Forest

The Tiny Forest at Hinksley Recreation Ground is now complete. Over 50 volunteers attended on the day, despite the dismal weather, including a team from local business Saint-Gobain weber and two local schools attended with 30 children.

A monitoring event will happen in the late spring/summer, where we will return to the site to see how it is growing and collect data. Local school children and the community will be invited to help gather the data.

There are already plans to use the Tiny Forest with a Bug Hotel project as part of the Summer Programme.

11. Nature Park Planting Day

The Community Planting day was well attended with over 65 volunteers and Councillors and the spring-like day helped planters get into the spirit. The day saw almost 800 trees planted.

On the Monday evening the Scouts planted 100 trees under the cover of darkness, working towards their Forester badge.