



FLITWICK TOWN COUNCIL

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 05th December 2023 AT 7:45 PM AT THE RUFUS CENTRE

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

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 Woodward – Forest of Marton Vale

1138 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Badham due to work commitments for this meeting.

It was **RESOLVED** to accept the apologies from Cllr Badham due to work commitments.

1139 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.

1140 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked everyone for the support at the very successful light switch on event. Acknowledging both the volunteers' support and Officers for another great event.

1141 OPEN SESSION

No members of the public attended this meeting.

1142 INVITED SPEAKER

The invited speaker was deferred to talk later in the meeting in relation to the Nature Park item.

1143 **MEMBERS QUESTIONS**

Cllr Tonko informed members of free training in relation to Carbon Literacy being offered by CBC. It was agreed that Cllr Toinko would share the details with the committee and Officers present at the meeting.

Action – (Cllr Toinko)

1144 **MINUTES**

- a. Members received and adopted the minutes of the Community Services meeting held on Tuesday 7th November 2023 with no amendments.

It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 7th November 2023 with no amendments.

Action – CSO (ZP)

1145 **MATTERS ARISING**

- a. No matters arising were raised by Members in relation to the minutes of the Community Services Committee Meeting held on Tuesday 7th November 2023.

1146 **ITEMS FOR CONSIDERATION**

a. **Nature Park**

Members received a presentation remotely regarding the Nature Park plan. Darren Woodward from the Forest of Marton Vale explained the plan in detail and addressed questions asked by members.

The Woodland design plan included Broadleaf Woodland, Hazel Coppice, Woodland pasture, hedgerow, and informal paths. These areas were divided into zones. Placement of areas and the design included wildlife, conservation of heritage areas as well as Landscape impact.

Members asked about the Hazel Coppice and the environmental impact of this along with the commercial aspects of using this species of plant. It was confirmed that there was a large need for this crop and that the area would be divided into 8 sections that would run on a revolving basis to allow for cultivation. The impact of the crop would be great for wildlife due to the differing aspects of growth at one time in the area allowing for a moving landscape. A local company based in Gravenhurst called Wassledine had shown an interest in supporting this aspect of the project. [A short introduction to Wassledine](#)

It was suggested that the Hazel Coppice would allow for community engagement and that a volunteer group could be used but that if there was a need then commercial agreements could be put in place to limit expenditure in this area.

The presentation also identified that there were areas on the map that would not be included in the forest area due to the 40% of open access plan being reached due to the requirements to allow for wildlife and heritage conservation.

The grant available from the Forest of Marston Vale for the 20.72 Hectares equated to approximately £205,383.78 which would be used to deliver the Woodland. This would include fencing, trees, protection, and access gates.

An annual grant would also be issued to the Council in the sum of £131.158 over 15 years averaging at £8756 per year to allow for maintenance and repairs.

Members questioned the lack of a car park on the plan that had been included in the previous Greensand Trust Masterplan. It was suggested that the Hazel Coppice area could be reduced to allow for a car park if CBC gave permission due to the architectural historic sites situated in this area and agreed planning permission.

It was **RESOLVED** to accept the Woodland Design Plan and submit as proposed.

Action – TC /CSAM /AO

Darren Woodward left the meeting at 8.25 pm.

b. Local Cycling Walking Infrastructure Plan (LCWIP) Consultation

The work by the Planning and Improvement group was complimented as to the informative in detail report received by members.

Members commented about the need for pathways to be in good repair to allow for ease of access, this included both the flooring and overgrown hedges. Also, the impact of calming measures especially around local schools.

Members also commented on the need for routes to other smaller villages on the boundaries of Flitwick.

It was **RESOLVED** to accept the report and use it to form our response to the consultation.

It was agreed that Cllr Gleave would approach Ampthill Town Council to discuss whether to set up a working group and bring back a proposal if appropriate.

Action – TC / Cllr Gleave

c. EV Charging

The Cllr representing the Town Council within The Village Hall Committee confirmed to the Chair prior to the meeting that there had been no approach from CBC to the VH committee regarding EV charging points. . The proposed plan included the movement of the gate and the disabled bays.

Members were concerned that the Village Hall had not been contacted in relation to the charging point and the relocation of the disabled bays.

Members discussed the benefits of having the charging points in Flitwick but also concluded that the Village Hall Committee should be contacted, and discussions take place.

It was **RESOLVED** to respond with no Comment but suggest that CBC contact the Village Hall Committee.

Action – TC

d. **Draft 2024/25 Community Services Budget**

Members received and reviewed the Draft Community Services Budget for 2024/25.
It was **RESOLVED** to approve the Draft 2024/25 Community Services Budget.

e. **Community Hub – Warm Space**

The Community Services and Amenities Manager confirmed that due to the large volume of surplus food that had been collected by Fairshare collection, the project would be able to run with or without the funding using donations of food already received.

Members supported the suggestion to open the Hub in the evening and offer hot food.

It was **RESOLVED** to accept option 1 on the report, allowing officer time to open The Hub as an evening Warm Space from 1st January – 31st March 2024

Action – CSO (SQ)

1147 **ITEMS FOR INFORMATION**

a. **Community Financial Report**

Members received and noted the report.

b. **Officer Update**

The Town Clerk confirmed that a meeting was due to take place in relation to the Tiny Forest with the hope that Hinksley Road site be put forward. The report was noted by Members.

c. **Forward Capital Plan**

Members commented on the cost for the Manor Park Bridge and the low priority of the Manor Park Lake. The Town Clerk confirmed that the bridge was a low priority item however now the Amenities Officer was in post, funding would be investigated to deliver such projects and work to implement the Manor Park Management Plan would be able to start.

1148 **PUBLIC OPEN SESSION**

No members of the public attended this meeting.

1149 **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.

No items.

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

The meeting ended at 9.02 pm.



FLITWICK TOWN COUNCIL

Report to Community Services – 6th February 2024 Community Movie Days

Implications of recommendations

Corporate Strategy: Engaged Community

Finance: Cost of Living

Equality: Accessible to all

Background

Flitwick Town Council has hosted free community movie days during school holidays since October 2022. The movie days are part of the Town Council 'Cost of Living Initiative', supporting the local community with the cost-of-living crisis, as well as running the Community Fridge and Community Hub.

Introduction

Between October 2022 and December 2023, Flitwick Town Council has shown 27 films, with 978 people attending – Appendix 001

The Community Services Team plans to show an additional two films during the February half term, one at 11am and one at 2pm.

The number of people attending the 11am and 2pm film showings have been reasonable, while the number of people attending the 7pm showing has been declining since April 2023.

The aim of running the evening films was to provide opportunities for adults/couples. However, we are not seeing this in the profile of the audience.

Additional Information

The movie days restrict the booking opportunities for the Lockyer Suite on that day.

Evening movie showings impact on Officer time, including having the building open later.

Options

1. Members are asked to consider reducing the films to two films, per movie day, 11am and 2pm.
2. Members are asked to consider continuing with three films, per movie day, 11am, 2pm & 7pm.
3. Members are asked to consider no longer hosting free movie days at The Rufus Centre during school holidays.

Officer Recommendation

Option one: Members are asked to consider reducing the films to two films per movie day, 11am and 2pm.

Sue Quinn
Community Services Officer



FLITWICK TOWN COUNCIL

Report to Community Services 6th February 2024 Community Movie Days

Implications of recommendations
Corporate Strategy: Engaged Community
Finance: 4606/312 – Cost of Living
Equality: Accessible to all

Appendix 001

October 2022	Attended
Sing 2	178
Elvis	51
Spiderman - no way home	46

December 2022	Attended
Frozen	64
Grinch	115
ELF	75

February 2023	Attended
Minions	84
Pinocchio	51
Top Gun Maverick	55

April 2023	Attended
Incredibles	77
Peter Rabbit 2	93
Uncharted	35

July & August 2023 (Summer Holiday)	Attending
Good Dinosaur	33
Puss in Boots -Last Wish	76
Ghostbusters After Life	30
Toy Story 3	129
Transformers - Bumble Bee	28
Thor	24
Ratatouille	54
Maleficent	24
Black Adam	17

October 2023	Attending
Hocus Pocus 2	22
Haunted Mansion	8
Nightmare on Elm Street	3

December 2023	Attending
Arthur Christmas	93
Nightmare before Xmas	37
Fred Claus	5

Total - 978

Sue Quinn
Community Services Officer

FLITWICK TOWN COUNCIL

GRANTS POLICY

1. Policy

Flitwick Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Flitwick as a place to live and work.

Grants from town and parish councils are usually made under the powers given to them by s137 Local Government Act 1972, which places a statutory limit on the total amount that can be given by the authority in any one year ~~(for 2020-21 this was £8.32 per elector).~~ (For 2023-24 this was £9.93 per elector) It also limits the giving of grants solely for purposes that:

- bring a direct benefit to all or some of the inhabitants of Flitwick, and
- is commensurate with the direct benefit the inhabitants receive.

However, under the powers of the Localism Act 2011, the Town Council has adopted the General Power of Competence. This removes the cap and restriction in the amount that can be given in grants, and the purposes for which the grants can be given. However, there are still some statutory restrictions (i.e. grants to the Church) that the Council is still required to observe, and s137 is still a useful benchmark against which to assess applications.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards its vision and aims for Flitwick.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

Though there are no limits to the size of organisation which may apply to the Council, grants are normally targeted at local voluntary and community organisations where a grant can make a significant difference. The Council would like to see applications that engage local people and encourage them to participate at all levels in groups and organisations

The Town Council will delegate authority to the Community Services Committee to make recommendations on grant applications in accordance with this Grants Policy.

2. Vision and Aims

It is the intention of Flitwick Town Council to:

- Enable people to take opportunities that would otherwise not be available to them.
- Meet identified needs of disadvantaged people from communities of interest or place.
- Involve local people in improving their community.
- Reflect the concerns and priorities of people living and working in the area.
- Address emerging needs and explore ways of addressing those needs.

3. Requirements for Grant Applications

- Organisations applying for a grant must be not-for-profit or have charitable/Community Amateur Sports Clubs (CASC) status.
- Where possible the Town Council would expect any applicant to demonstrate how financial sustainability can be achieved.
- The Committee will consider each grant application on its own merits.
- Applicants may seek a meeting with Town Council officers to discuss the application prior to the formal grants process being entered into.
- The Town Council must be credited in any publicity arising from the award of a grant.

4. Process

- a. The grants budget is set annually as part of the general budget setting process.
- b. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
- c. Subject to funds being available, applications may be made in September April and October each year
- d. Ad hoc grant applications may be made throughout the year, where the applicant can prove good reason for not applying for the previous round and that to wait for the next round would be significantly detrimental to their project
- d.e. The Community Services Committee may offer a lower amount than the amount requested.
- e.f. Applicants must complete the application form (available to download from the website, see also appendix 1) and return it to the Town Clerk.
- f.g. The Community Services Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website).
- g.h. Applicants may attend the Community Services Committee meeting to speak in support of their application and answer questions.
- h.i. Organisations must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
- i.j. All applicants will be advised within two weeks of the Community Services Committee's decision.
- j.k. The Community Services Committee's decision is final.
- k.l. Grants will be paid within 60 working days of the Community Services Committee approval. Successful applicants are required to complete a grants feedback questionnaire (available to download from the website, see also appendix 2) no later than six months after the award.

5. Criteria

General Criteria

Applicants must be based and operating in Flitwick.

Applications may be considered from national organisations if they have a significant

presence in the area of benefit and any grant made would be of direct benefit to people locally.

The Council will not normally make grants to individuals but may pledge to do so in exceptional circumstances or to provide an opportunity that would otherwise not be available to them.

Four categories of grants will be considered:

- Small Grants of up to £500
- Large Grants of £501 to £5,000
- Individual Grants of up to £1,500
- Revenue Grants of up to £~~5,000~~10,000. The Council may consider grants above these limits, but this will be considered at Full Council.

Organisations can only apply once in any financial year, even if unsuccessful, and will normally need to wait for a full twelve months before applying again to ensure every organisation has an opportunity to benefit.

Applicant groups need not be registered charities but need to have a constitution that sets out what they do and that demonstrates their charitable purposes.

Applicant groups should have a management committee or similar.

Applicant groups should have a bank account in the name of the organisation with at least two signatories to authorise cheques or Bacs Payments. If a group does not have a bank account, the Council may agree to pay a grant to another bona fide organisation to hold on its behalf.

Applicant groups should demonstrate their ability to manage their finances prudently.

The Council will avoid duplication of funding. Where Flitwick Town Council is already providing funding for particular types of activity, it will not normally consider funding community groups and local organisations which are primarily duplicating this activity.

Successful applicants must be prepared to participate in any publicity requested by the Council within reason.

Individual Grants Additional Criteria

Individual pledges will need to be match funded by the individual, unless the majority of funds have already been raised.

Revenue grants are available to community organisations which provide a significant service to the community.

They are given to support the group's normal running costs and can also be used to fund salaries or for match funding to other funding bodies.

Groups wishing to receive a revenue grant need to complete an application form and provide additional supporting information, (see application form for more information).

A Council representative may hold a meeting with the group to discuss its needs and the level of Town Council support requested.

Revenue grant funding will only be awarded for one year and should not therefore be budgeted by any organisation on an annual basis.

Applicants may be asked to sign a funding agreement.

6. Exclusions

The Council is unlikely to fund the following:

- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Projects with no community or charitable element
- Medical research, equipment or treatment with no community or charitable element
- Animal welfare
- Applications will not be retrospective
- Organisations with 12 months reserves (not otherwise designated)
- In general, vehicles, conferences, and exhibitions will be given low priority. In exceptional cases, vehicles may be considered if the vehicle is being used by the broader community, such as through Community Transport schemes.

Appendix 1

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	
Name and address of person making the application on behalf of the organisation.	
Position held in organisation.	
Telephone contact details.	

Email address.	
What type of organisation are you?	<p>Please tick relevant organisation</p> <p><input type="checkbox"/> Registered Charity (please give charity registration number)</p> <p><input type="checkbox"/> Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</p> <p><input type="checkbox"/> Community Group/Club/Society</p> <p><input type="checkbox"/> Other please specify -----</p>
When did your organisation start?	<p>Month: / / Year: / /</p>
Do you have a website that you would like to link to Flitwick Town Council's website?	<p>Yes: No:</p> <p>Please provide URL</p>
What are the aims of your organisation?	
What is the name of the project you are applying for?	
Project start and end date.	

Financial Information

Total Cost of the Project.	£
Amount of Grant requested.	£
Other Sources of Funding.	
Have you applied for a grant for this project in the last twelve months?	

Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Sort Code: Account Number:
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About the Project

Please tell us about your project (Max 100 words).
What are the project's aims? (Max 300 words)

**How is financial sustainability being achieved?
(Max 300 words)**

**How will the community benefit from the project?
(Max 300 words).**

How many people will benefit from the project?

Are you partnering with other Flitwick Groups?

How will you know if your project is a success and what will you measure it against ?

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.**

How often does your management committee meet?

How many staff work for the organisation?

Paid:

Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?			
<i>Please complete the activity table below.</i>			
Key activity			Date
Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provide copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<p>Signatures</p> <p>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</p>	<p>.....</p> <p>.....</p> <p>Typed entries are acceptable for email applications</p>
<p>Date:</p>	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

RMGc Policy – Grants

~~Approved Draft December October~~ 2020

Review Date December 2022

4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.

5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



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	

Is there a charge to the public to take part in the event?	
---	--

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 stacie.lockey@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

Community Engagement Policy

1. Introduction

1.1 This document forms the Town Councils Community Engagement Policy.

It sets out:

- The Role of Community Engagement and its importance;
- How Flitwick Town Council engages the wider community and identifies the needs and aspirations of the community.
- How the Town Council can improve Community Engagement.

1.2 The objectives of the strategy are to;

- Encourage effective local Community Engagement;
- Ensure that embedded throughout the Council there is clear understanding of the need to engage with communities about decisions that affect them;
- Enable aspirations/comments/suggestions obtained from Community Engagement to have an impact on decision making and the way services are being delivered;
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference too Hard to Reach groups).

2. Community Engagement – an Overview

2.1 Community Engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations as well as other public sector bodies.

It provides opportunity for local people to talk to the Council about their aspirations and/or needs in the community and neighbourhood. It allows the Council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it's performing.

- 2.2 The term stakeholder makes reference to a wide range of people and groups (these might include residents, visitors, businesses, government, voluntary organisations and public service organisations), all of which have an interest in the council's services and projects.

Hard to Reach groups refers to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, people with a disability, language barriers, financial constraints, cultural differences or social expectations. Sometimes organisations do not put enough effort into seeking their views, but it is important to note that sometimes they have excluded themselves through personal choice.

- 2.3 The key aspects of Community Engagement include:

- Development of a network of relationships between Council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups.

- 2.4 Effective and meaningful community engagement can provide a number of benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities/services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for Council.

3. Flitwick Town Council and Community Engagement

- 3.1 The Town Council will facilitate Community Engagement in the following ways:

- Making information on what decisions are being considered and how residents can influence or contribute to the discussions in good time.

Methods used to ensure engagement will be - through the Town Council website, notice boards, Flitwick Papers, Facebook, posters, consultations, reports and word of mouth.

- All meetings of the Town Council and its committees are open to the public and press and there are two periods set aside for residents to speak.

Residents can access agendas for meetings via the Town Council web site, share point, notice boards and can be collected from the Rufus Centre. Public agendas are also made available at the meetings of the Council and its committees.

The Town Council website, notice boards, agendas and the Rufus Centre explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to councillors.

- The Town Clerk's office is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support.

This neutral involvement will allow more flexibility and more of a personal service that will hopefully encourage more involvement from Hard to Reach members of the community.

- Details of how to contact the Town Clerk's office will be displayed on notice boards, Flitwick Papers, Council website and Facebook page. Also, details of how to contact Councillors will be displayed on notice boards and the Town Council web site.
- The Town Council will produce a list of annual council and committee dates to include the start times of the meetings and agenda distribution dates.
- The Town Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but also to other organisations.

This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Town Council.

- The Town Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Town Council will, where appropriate, ensure local people and communities are referred to the correct department, officer, unitary or Town Councillor and that they are aware of the ways that they can use the relevant systems to make their views known.
- Town Councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities' needs.

4. Communication

4.1 Flitwick Town Council is committed to improving Community Engagement by:

- Maintaining all the above activities and services into the future and to improve relationships with community groups. Also, develop measures to harness the views and opinions of people and groups who are often missed out of Community Engagement activities.
- Flitwick Town Council will be proactive and willing to consider any reasonable opportunities that support its purpose of spreading the word and increasing contributions from the community, especially those Hard to Reach.
- Consideration will be given to holding a public meeting to deal with controversial issues that affect a particular community.

- Consultations and surveys are to be considered when necessary. Information on the appropriate action and outcomes will be made available.
- Identifying and embracing opportunities to work with other Local Community Groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between council and other community groups; in order to encourage new relationships/partnerships to be formed and to raise community spirit.
- Reviewing its community Engagement Strategy on an regular basis to ensure that it remains relevant.

5. Freedom of Information

- 5.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website and copies will be available from the Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH.

6. Outcomes

- 6.1 The outcomes which we are striving for and against which the success of this policy will be measured are:
- Improved communication through the establishment of new channels of engagement.
 - More residents understanding the role of Councillors and how they positively influence the area.
 - Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
 - Improved satisfaction with services provided by the Council.



FLITWICK TOWN COUNCIL

ENVIRONMENTAL POLICY

Flitwick Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its duty to consider the conservation of biodiversity when carrying out its functions under the provisions of the Natural Environment and Rural Communities Act 2006, s40, and has issued a separate statement to this effect.

This Policy is intended to support the aims of the Council's Strategy. It will embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands which links this policy with others including Equality; Community & Social; Investment and Procurement. In this way we will ensure environmental considerations are central to the ethos of the organisation.

One of five pillars of its Strategy is "A Sustainable Environment", a commitment to improve the quality of the public realm, respond to climate change issues and protect the local environment.

The Council will undertake periodic audits to ensure up to date assessments of its environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it.

The Council will ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work and the opportunities available to them in the governance of the town.

The Council will comply with all relevant legislation and where possible set standards which are more stringent than the legal minimum.

The Council will require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.

The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.

The Council is not a large energy user but will take any opportunity to manage energy with a view to minimising its consumption both in its buildings and its transport management.

The Council will ensure its operations minimise pollution of land, water and air.

The Council will seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.

The Council will direct its efforts to make the Town sustainable, working alongside like-minded community groups and statutory partners and will review the benefits of together making a formal commitment through a Local Authorities "joint pledge" approach.

The Council will gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.

The Council will promote Environmental awareness in the Town.

The Council recognises that diet and food choices can have a significant impact on carbon emissions and is potentially more important than sourcing locally. The Council will look at influencing on the benefits of a fresh diet and good nutrition.

The Council will recognise Central Bedfordshire Council's Sustainability Plan 2020 and support it where it benefits the town.

Approved: January 2022

Review Date: January 2024



FLITWICK TOWN COUNCIL

VOLUNTEERS' POLICY

Flitwick Town Council is the tier of government closest to our community.

Many of our activities involve working in partnership with community and voluntary groups, also volunteers work directly with us for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives, and diversity in the workplace and
- To temporarily increase our skills and capacity.

Flitwick Town Council recognises the valuable contribution that volunteers can make to the work it does in the community and how vital volunteers can be for projects and events to be successful.

The Council also recognises that volunteers are motivated, because it is their choice to volunteer and give their time freely. In return, the Council wishes to provide volunteers with opportunities that will help them to develop new skills and experiences.

The aim of this policy is to ensure volunteers are safe and appreciated when volunteering with the Council. It is designed to provide a framework for how the Council will manage volunteers and what volunteers can expect from the Council; it sets out the principles and practice by which the Council will involve volunteers.

This policy applies to all volunteers undertaking work or duties on behalf of the Council in a voluntary capacity. It does not apply to those who are directly employed or contracted by the Council.

Officers may identify the opportunity for volunteering with the Council, but all volunteering opportunities must be approved by the Town Clerk in consultation with the Personnel Committee.

We will ensure that volunteers feel part of the Town Council structure by enabling them to contribute to our ongoing development. We will have systems in place to involve volunteers in staff information sessions, and regular supervision.

Flitwick Town Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

Volunteers may come through community groups, direct from the community or be students from a local educational institute.

Guidelines:

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our website and in copies of policies mentioned here.

Recruitment:

The Council may recruit volunteers using a range of methods, including word of mouth, advertising, talking with other organisations or engaging volunteers through another organisation.

It may also directly approach people who have previously volunteered with the Council. The Council will endeavor to help a volunteer overcome barriers which may make it difficult for them to volunteer.

Whilst not applicable for the majority of volunteering opportunities with the Council, for certain voluntary roles prospective volunteers may be interviewed to assess their suitability.

Volunteer Agreement and Task Descriptions

Each volunteer will have an agreement establishing what Flitwick Town Council undertakes to provide for them. Also, volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Flitwick Town Council has no intention of creating a contract with any volunteers. Each volunteer will also be given an information pack about the Council.

Expenses

Volunteers working a minimum of five hours per day will be able to claim expenses for lunch this would be paid against a receipt and no more than £5.00. Any travel expenses carried out on behalf of the Town Council would also be met.

With prior agreement of the Town Clerk, reasonable personal expenses may be reimbursed on a case-by-case basis to enable volunteers to overcome financial barriers to volunteering.

Induction and training

All volunteers will receive an induction into Flitwick Town Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Flitwick Town Council and its work to staff, Councillors and to their main point of contact.

The Council welcomes volunteers proactively providing feedback and making suggestions for how things may be done differently in future. The Council wishes to identify and resolve any problems at the earliest possible stage and volunteers are encouraged to raise any grievance or complaint with their named person or the Town Clerk.

Insurance

All volunteers are covered by Flitwick Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

Health and Safety

The Council has responsibility for the health and safety of its volunteers and will undertake a risk assessment of all volunteering activities. Volunteers must always follow the Council's health and safety policies and procedures; they have a duty of care to themselves and others who might be affected by their actions.

Volunteers may also need to disclose any medical conditions which affect their ability to undertake certain activities. The Council will inform volunteers of any specific health and safety measures which must be taken during a voluntary activity and volunteers must wear any PPE as required

Volunteers are covered by Flitwick Town Council's Health and Safety Policy, a copy of which will be available to each volunteer. Volunteers will be made aware of the Council's Child and Vulnerable Adults Policy and Procedures and where necessary DBS checks, and training will be undertaken.

Equal Opportunities

Flitwick Town Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our Equality Policy.

Protection of Children and Vulnerable Adults

If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced DBS checks and ensure the volunteer is not on the Barred list with the Disclosure and Barring Service. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

Problem Solving

We aim to identify and solve problems at the earliest possible stage, either by or about volunteers.

Confidentiality

There is an absolute requirement both during and after volunteering with the Council to maintain confidentiality and not pass on information to any individual or third-party organisation unless required to do so by law.

Right to Leave

The Council recognises that volunteers give their time freely and are under no obligation to give notice. However, it is greatly appreciated if volunteers can provide advance notice if they are either unable to attend their volunteer role or wish to end their volunteering arrangement with the Council.

Policy Adopted: May 2022

Review: May 2025



FLITWICK TOWN COUNCIL

Report to Community Services 6th February 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-storey 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.

Introduction

Wooden knee rail fencing was installed in The Hub car park in 2015. The low-level fencing was continuously damaged by vehicles and became unrepairable. There was a period when there was no fencing between The Hub Car Park and the Village Hall car park, allowing people to drive from one car park to another, even when The Hub car park gate was locked.

Yellow metal barriers were installed in The Hub car park in April 2022. The barriers were bolted into the tarmac. Vehicles continuously bumped the low-level barriers, causing damage and making the barriers unrepairable.

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

Additional Information

When the barriers were installed in 2022, the total cost was £1,861.02 (excluding VAT) plus the Public Realm Team's time to install the barriers. The funds were made up of:

- Section 106 - £357.00
- Village Hall - £904.02
- FTC RCF Application - £600

The Community Services and Amenities Manager met with two representatives of the Village Hall Committee, Ann Lutley, and Eric Edwards to discuss this matter. Unfortunately, the Village Hall is not in a position to help fund the cost of installing new bollards.

The Village Hall had previously given FTC £1000 towards purchasing the barriers in 2022.

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 not installing new bollards at The Hub car park.

Community Services Financial Summary YTD

01 April 2023 to 31 December 2023

	YTD Income	23/24 Budget	% Budget Achieved		YTD Expenditure	23/24 Budget	% Budget Spent
Community Services	£ 75,928	£ 84,152	90%		£ 453,893	£ 645,972	70%

Contents of Report

- Page 1 Community Services Financial Summary YTD
- Page 2 Community Services Report
- Page 3 Community Activities & Events Report
- Page 4 Community RCF Summary 2023/24

Supporting reports included alongside this report:

Omega Income and Expenditure Report for Community Services

<u>TOLERANCES:</u> spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

Accepted budget variance 15% (or £100)

Community Services Summary 23/24

(SL)

		01-31 December 23	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 35,543
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 2,199
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	£ -	£ 16
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 1,349	£ 254
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)	£ 2,435	£ 756
1012/305, 1180/305, 4075/305, 4082/305, 4122/305,	Play Areas / Millennium Park (305)	£ -	£ 34
4096/306, 4097/306	Street Lighting		£ 663
4009/300, 4103/300	Other Costs (HR & Internal Hire)		£ 48

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
			£ 276,666	£ 428,690	65%
			£ 10,527	£ 17,000	62%
£ 17,778	£ 39,000	46%	£ 244	£ 1,650	15%
£ 2,115	£ 4,500	47%	£ 2,374	£ 3,220	74%
£ 10,312	£ 7,500	137%	£ 18,893	£ 32,387	58%
£ 1,500	£ 2,850	53%	£ 2,484	£ 11,213	22%
			£ 4,645	£ 4,500	103%
			£ 2,211	£ 3,100	71%

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) within accepted tolerance.
Dec-23	Bins & Seats; 4118/303:	Overspend of 14% (£137) within accepted tolerance.
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 December 23	
		Income	Expenditure
1035/311, 4014/311, 4015/311, 4016/311, 4128/311, 4132/311, 4138/311, 4140/311	Youth Hub	£ 400	£ 1,556
1041/311, 1177/311, 4049/311	Youth Activities	£ -	£ 14,738
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)	£ 354	£ 2,202
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)	£ 138	£ 18,481
1181/312, 4606/312	Cost of Living	£ 119	£ 160
4051/300	Grants (suspended 23/24)		-£ 200

2023/24 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 3,153	£ 500	631%	£ 9,967	£ 13,672	73%
£ 15,000	£ 15,000	100%	£ 60,450	£ 59,000	102%
£ 6,754	£ 7,520	90%	£ 10,448	£ 10,575	99%
£ 10,968	£ 7,282	151%	£ 50,162	£ 56,956	88%
£ 8,348	£ -	n/a	£ 5,022	£ 4,000	126%
			-£ 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) within accepted tolerance and 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.
Dec-23	Xmas Market Trip; 4202/313:	Overspend of 10% (£80) within accepted tolerance.
Dec-23	FFD23; 4551/313:	Overspend of 7% (£1,239) within accepted tolerance and to be considered alongside exceed income budget, therefore negating any overspend.

PROJECT Details					Project Details								23/24 FUNDING Details			Comments
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.
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.
4803	110	Proj - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ 27,825	£ 27,650	£ -	£ 175	£ -	0%	£ 75,885	£ 75,885	£ -	S106 Grants monies approved from CBC - please see project schedule for full breakdown of costs.
4819	110	Proj - Flitwick Town Sq Defib	Community	5213d	£ 1,770	£ -	£ 1,770	£ -	£ -	£ -	£ 1,770	100%				October 23 - Proj CLOSED
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 - received
4831	110	Proj - Outdoor PA System	Community	5302	£ 1,118	£ 874	£ 244	£ 129	£ -	£ 115	£ -	0%				October 23 - Proj CLOSED
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
4836	110	Proj - CCTV Skate Park & Town Sq	Community	5329c	£ 12,612	£ 10,912	£ 1,700	£ -	£ -	£ -	£ 1,700	13%				October 23 - Proj CLOSED
4837	110	Proj - Rural Match Fund Benches	Community	5226e	£ 2,000	£ -	£ 2,000	£ -	£ -	£ -	£ 2,000	100%				08.03.23: CBC annual monitoring and signal transmission expenditure. Awaiting CBC invoice for £1,700
4838	110	Proj - CCTV Data Impact Assess	Community	Del. Auth	£ 1,975	£ 1,625	£ 350	£ -	£ -	£ 350	£ -	0%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
4847	110	Proj - Play Equipment Hinksley Rd	Community	5540c	£ 8,000	£ -	£ 8,000	£ -	£ -	£ 8,000	£ -	0%				October 23 - Proj CLOSED
																Project to be match funded by the CBC Community Grants Scheme Round 1 (no inv req). Funding unsuccessful.
																December 23 - Proj CLOSED

Projects Funds NARRATIVE

Oct-23	4215/110	Proj for Flit Valley Walk underspend of £831 returned to Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Oct-23	4803/110	Proj for Manor Park Herititage underspend of £175 returned to Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Oct-23	4831/110	Proj for Outdoor PA System underspend of £115 returned to Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Oct-23	4833/110	Proj for Town Sq Benches/Planters/Bins underspend of £383 returned to Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Oct-23	4838/110	Proj for CCTV Data Impact Assessment underspend of £350 returned to the Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Dec-23	4828/110	Proj for Skate Park Lighting underspend of £11,036 returned to the Central Project Fund EMR 315 - Proj COMPLETE and CLOSED .
Dec-23	4847/110	Proj for Hinksley Road Play Equipment abandoned as match funding unsuccessful. Proj COMPLETE and CLOSED .

Please note:
Unspent 23/24 Project balances will be returned to the Central Project Fund EMR 315.
Accepted Project budget variance at 5%.
Projects Review has been adjusted to separate grant funding (shown in 'BLUE' columns). Please refer to 'YELLOW' columns for Projects remaining balances.



Flitwick Town Council

Officers Update – Community Services 6th February 2024

1. Free Defib Course

Community Heartbeat will deliver defib training on 9th May 2024. at the Rufus Centre, 6pm till 8pm. The training will be offered to Flitwick residents free of charge, with up to 50 people being able to attend.

A second training session will be held later in the year, date TBC.

2. Community Fridge

During December, we received donations from Tesco during their 'Fareshare donation weekend.' Items were donated by the community, with people placing items in a trolley by the tills. We collected over 250kg of food for the Community Larder.

Tinned items were donated by Templefield Lower School which allowed us to be able to share surplus food with Food Extra and open on additional days over the Christmas period. We were able to collect additional surplus food from Waitrose, to increase the offering of fresh items from the Community Fridge.

Cllr Andy Snape and volunteers opened the Community Fridge on Saturday, 23rd December, and Wednesday, 27th December, offering support to residents over the Christmas period. Due to the large amount of surplus food received, we were able to share items with The Need project, Stotfold, and The Community Hub in Clophill.

Many of the fresh items received had a short 'use by' date. Due to having limited freezer space, some items had to be thrown away, resulting in the wastage figures for December being higher than usual.

Additional larder items were distributed from the Community Hub on a Wednesday during December. Officers Identified the need for this service with new people coming to The Hub who could not come to The Rufus Centre. With this in mind, Officers have continued to offer surplus larder items from the Community Hub on Wednesdays to vulnerable people/families. The people/families who are attending The Hub on a Wednesday, collecting items from the larder are also collecting a hot meal.

On 16th January 2024, the Community Services Team started collecting data from people visiting the Community Fridge. People were asked to record their postcode and the weight of the food they were taking. Although people were asked for this information, some people may have visited the fridge without recording their visit.

According to the data collected, from 16th – 31st January, the fridge received 316 visits, 31 of which were first-time visits, and 60% of the people were from Flitwick.

3. Movie Day

The next Movie Day will take place on 22nd February 2024. There will be two films being shown are Sing 2 and Ant Man and the Wasp.

4. Flitwick Litter Picks

Flitwick Litter Picks will return on Sunday, 17th March, with the first one taking place at the Station Road play area (and surrounding areas). This date has been selected in support of the 'The Great British Spring Clean' which FTC has supported for the past three years.

The Scouts are kindly offering refreshments during the event, from the Scout Hub.

5. Stitchers, Big Knit and Friends

Stitchers and Friends – Over the last 3 months, we have given out over 300 blankets and 400 other items, such as hats, gloves, and scarves, to help people stay warm this winter. Additionally, items were created and donated to Luton and Dunstable Hospital prenatal unit and Carers in Beds.

6. Public Art

The Community Services Officer has planned 'Community Information Sessions' to discuss Public Art with residents.

The idea of the sessions is to gain resident feedback and ideas concerning Public Art around the town.

7. Community Fridge Wastage

In January 710.41kg of food was collected and distributed through the Community Fridge. .03% was wasted, with an estimated 298 meals being provided.

There were 214 visits to the fridge in January.

8. Forget Me Not

Forget Me Not has recently seen an increase in numbers, with the group growing to approximately 24 people attending each session.

9. Proud AF

Proud AF will host a free LGBT History Month celebration at The Rufus Centre on Thursday, 15th February. The theme for the evening is 'Medicine #UnderTheScope' with guest speakers from the Terrence Higgins Trust and Gareth Eglington-Pacetti.

Please join us for the evening!

10. Nature Park

Planting has started at the Nature Park and the Community planting day will take place on Saturday 24th February between 11am and 3pm. All welcome and an invitation to Councillors will be sent round shortly.

11. Tiny Forest

The Tiny Forest at Hinksley Recreation Ground is taking shape with all the landscaping completed. Trees for this project arrive this week and will be planted on Thursday, 8th February. All residents are welcome to join the tree planting team between 3pm and 4pm.

12. The Mount Wall

Part of the wall at The Mount was reported to have 'slipped'. A structural inspection was undertaken on the retaining wall located at The Mount, Kingfisher Road and whilst the wall was generally found to be in good condition a report will be prepared for the Community Services Committee to consider remedial works.

13. Manor Park Gates

It has been reported that the Manor Park solar powered gates are inconsistently working. The Public Realm team have been instructed to test the gates at least twice daily for a period of two weeks so we can establish any consistencies. The Amenities Officer has been in contact with D & G Shorts, who installed the gates and have the maintenance contract, to try and understand why the gates are repeatedly failing. A further update will be provided at the next Community Services Committee meeting.