

Flitwick Town Council 21 February 2024 - Ward Councillor Report

Introduction

I agreed to report to FTC in writing prior to any meeting. If there are any questions that you think may require more detail, please share these in advance of the meeting.

Traffic Management issues

I have written to the Vape Shop to ask for a meeting about the parking issues. I have also asked them to put up a notice in the shop. I had requested before Christmas that further parking/traffic management options are considered by officers. I have recently chased on this request as I am still awaiting a response. I'll keep FTC Cllrs informed and continue to seek a better outcome.

A speed indicator device and survey is soon to start on Maulden Road in response to my request to monitor the problem of motorists speeding as they approach the 40mph sign.

Landscaping at the Transport Interchange and outside Tesco

The maintenance period for landscaping outside the Interchange was only 52 weeks and has now ended. This has now been added to the CBC programme of maintenance. The Tesco landscaping has been identified as a defect and Octavius are contractually obliged to re-seeding which they are planning to do in the Spring.

New Passenger Footbridge at Flitwick Station

The planning application allowed consultation on very limited grounds as Network Rail have permitted rights to install the bridge on their land. I responded and asked the planning officer to seek a condition that the existing footbridge is retained given the location of the new bridge 40 meters south of this. The response from Network Rail to my request was:

"I have now had clarification back from the project team that the existing footbridge is not programmed to be removed as part of the AfA scheme. Whilst I cannot give you a 100% guarantee that the existing footbridge will always remain in place, I can provide some information around why it is extremely likely it will be retained for the foreseeable.

Firstly, recent changes in fire standards put a greater emphasis on ensuring a secondary means of escape is achieved where possible. Having two footbridges at the station increases the scope of this significantly. Once the AfA structure is built, there will be a secondary route and therefore it's not foreseeable that NR would be supported in reducing the level of fire safety provision.

Secondly, and probably most significant, is that the new structure is positioned further from the existing station entrance and facilities than the existing footbridge. The existing footbridge is roughly in the middle of the platforms and again there is no foreseeable scenario that the Train Operating Company would support an increase in walking route for all customers. This is compounded by the fact that the platform width reduces southwards and therefore any proposal for all passengers to use the new AfA bridge would likely fail on capacity grounds.

I hope the above provides assurance around the retention of the existing footbridge but please do let me know if you have any questions or need further information."

Having shared this response with a former DfT Executive and Flitwick resident he thinks this is probably as good as we could expect at this stage.

CBC Budget and Council Tax Setting for 24/25

The Full Council budget decision with council tax setting is on 22 February. The CTAX proposal is a 4.99% increase.

After setting out budget pressures and efficiencies the 'budget gap' they were consulting on was assumed to be **£1.9m**. I last reported to FTC it was confirmed by CBC's Finance Director the 'gap' was actually **£2.4m** after the provisional grant settlement from government.

The Council has now been advised that it has been awarded **£2.5m** additional settlement, CBC's part of an additional £600m allocated nationally. This means the 'budget gap' that was consulted on has been closed by the final grant settlement.

The original consultation involved the loss of bus subsidy and charging for garden waste.

Following representations the removal of bus subsidy will not be taken forward as a cut. During the process I established that cutting the bus subsidy would mean that DfT bus improvement grants would have to be returned to government. The Improvement Grant has now enabled the Grant Palmer 44 route to take on areas in Flitwick East that were lost by the cancellation of Stagecoach 2.

I personally will oppose charging for garden waste which I now think is unnecessary in view of the settlement closing the gap. I am concerned on the impact to those who are struggling with the cost of living and the disabled. I respect others will see this differently.

There are of course also elements of the budget and efficiencies that I understand and support.

Councillor Ian Adams – February 2024



FLITWICK TOWN COUNCIL

Draft Minutes of Flitwick Town Council meeting
held on Tuesday, 16th January 2024, at the Rufus Centre at 7:45 pm.

Present:

Cllr A Snape (Chairman)
Cllr C Thompson
Cllr F Patterson
Cllr I Blazeby
Cllr R Wilsmore
Cllr S Livens
Cllr T Harald
Cllr J Gleave
Cllr J Roberts
Cllr M Platt
Cllr T Parsons
Cllr D Toinko
Cllr T Connell
Cllr H Hodges

Also present:

Cllr G Mackey – Central Bedfordshire Council Ward Member
Cllr I Adams – Central Bedfordshire Council Ward Member
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
2 members of the public

5569. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Roberts (holiday).

5570. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – none.
- (b) Non-Pecuniary interests in any agenda item – Cllr Hodges declared an interest on agenda item 11a – Land off Trafalgar Drive – as he had submitted an objection and his property was close to the site.

5571. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported that Cllr Badham had resigned from the Council that day for personal reasons. He thanked Cllr Badham for his ten years of service to the Council and commented that he would be missed. The Town Clerk would be advertising to co-opt. Members were reminded that the Council aimed to keep 15 Councillors as agreed with the Deputy Returning Officer at Central Beds Council (CBC) pending a governance review.

The town mayor advised that he wished to adjust the agenda order for the meeting so that capital projects could be discussed prior to agreeing to the budget for 2024-25.

Members were updated on two Proud AF events due to take place:

27th January – Show Tunes Sing-Along

15th February – LGBT History Month Reception (speakers confirmed as Terrance Higgins Trust and a Counsellor involved with young people who would focus on the importance of mental health.)

The Flitwick Town Mayor's Charity Trustees were meeting on 18th January and all the bank account paperwork was received. Members would be given an update at the next Council meeting.

5572. REPORTS FROM WARD MEMBERS

The Chairman thanked Cllr Adams for his report. Cllr Adams confirmed that the planning application for Land off Trafalgar Drive had been withdrawn that day, which was positive.

Cllr Livens raised concern about the disabled parking allocation at the Village Hall relating to the EV charge points. Cllr Blazeby, the Council representative on the Village Hall Management Committee (VHMC), gave an update about there being no formal agreement between CBC and the VHMC to install the EV charge points. This was part of CBC's planned works, due to start on 29th January 2024, but it appeared there was no authorisation for it, and there was no clarity on the financials of the arrangement or the management of the spaces in the car park. Furthermore, there was no break clause. Cllr Blazeby agreed to raise Cllr Livens' concern at the VHMC meeting on 31st January. Cllr Adams explained that the planned works needed to be suspended for now and that Cllr Blazeby would share outcomes from the VHMC meeting.

Cllr Livens asked Ward Members about the CBC budget gap and requested that existing bus services remain. Cllr Mackey stated there was no intention to cut all the bus services and described the complex mix between subsidised and commercial bus services. He advised that CBC needed to agree on how to sustain public transport most cost-effectively whilst maintaining service levels. Cllr Gleave advised that once bus services are reduced or changed, there would be a cycle of decline because fewer residents would use the service, people would use the buses less frequently, and the service becomes less viable. Cllr Gleave added that it was frustrating to hear that CBC might cut bus services after installing a transport interchange at Flitwick Station.

Cllr Mackey gave a detailed overview of the CBC budget and provided historical background information relating to CBC's financial situation. The Ward Members advised that the funding gap currently stood at £2m for the next financial year and that CBC was working hard to establish where other savings could be made. Cllr Mackey advised that the current consultation was genuinely an attempt for CBC to find out what residents wanted and that budget proposals would be discussed at their next Executive Meeting. Following this, a draft budget would be presented to the CBC Full Council for adoption on 22nd February.

Cllr Mackey explained about the high demand for statutory services that were costly, which was putting significant pressure on CBC's discretionary funding.

5573. PUBLIC OPEN SESSION

Mr Culman said he had attended the meeting to raise matters relating to item 11D – English Regional Transport Association (ERTA) – Ampthill Parkway Station. The Chairman commented that this narrative had been sent to all Members, and he believed it

was important to discuss it. Mr Culman questioned the accuracy of the information since he felt that the first half of the paper contradicted the second half and mentioned that the details were inaccurate. Mr Culman pointed out that the service area was intended for Woburn to Wrest Park; however, he did not think this would happen. Mr Culman stated that he was happy to discuss this with Members.

Mr Culman addressed the Council about the disabled parking area at Flitwick Manor Park. He had communicated with Officers about the gate not working and asked how residents would get out of the car park if there were an issue with the sensors. Mr Culman commented that he believed the solar power at the site was the problem, stating that there was not enough sunlight to charge the batteries. The Town Clerk advised that Officers were in contact with the contractor to try and establish why the gates were repeatedly not working. She shared Mr Culman's frustration with this and advised that Officers would check there was adequate signage at the site and get back to him on this matter in full as soon as possible.

Mr Misson had attended the meeting in relation to agenda item 11A – planning application CB/23/03861/OUT – Land off Trafalgar Drive – and asked the Council if it was aware that this site was infested with Japanese knotweed. The Chairman commented that he had seen social media comments about this but advised that this land did not belong to the Council. Mr Misson asked for advice on where residents needed to report this, and he was advised that it would be most appropriate to let the Environment Agency (EA) know via their portal. Cllr Mackey agreed to write to the EA about this.

5574. INVITED SPEAKER

There was no invited speaker.

5575. MEMBERS QUESTIONS

Cllr Livens explained that at the Over 60's Lunch Club that day, Officers announced that a new booking fee system would be launched and that attendees would be required to pay this booking fee whether they paid in cash or via card payment. Officers who made the announcement had advised that the fee was unknown at this time, and Cllr Livens commented that the Council would struggle to attract newcomers to Lunch Club if it made the entry price £8.50. Cllr Livens stated that the Officers who organised Lunch Club asked her to raise this matter at this meeting.

The Chairman explained that the Council were due to introduce a new system called Ticketsolve as Eventbrite was becoming too expensive. He explained that Lunch Club was one of the most labour-intensive activities for Officers based on the administration involved in organising it. Members were also advised that the Finance Scrutiny Working Group (FSWG) had been looking at credit card charges, currently at 2.5% for telephone bookings, which heavily impacted the cost of this particular event. There was an aspiration for people to book events and activities online.

The RFO explained that the Senior Management Team (SMT) had met that day, and it was discussed to investigate using the café's online Good Eats booking system on a trial basis for the next Lunch Club. This would mean the current issue of attendees not pre-booking would be sorted, and all income would be received via one medium. The RFO explained that, on reflection, the announcement had been made prematurely. Attendees of Lunch Club had subsequently booked for February in the usual way, and SMT would work out the best way forward and communicate this with attendees before the next session.

5576. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 19th December 2023**, this meeting was held at the Rufus Centre.

This item was discussed in Exempt.

5577. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 19th December 2023**.

No items.

- b. Members to receive any updates from Officers

No items.

5578. OUTSIDE BODIES

No items.

5579. ITEMS FOR CONSIDERATION

- a. **CB/23/03861/OUT - Land off Trafalgar Drive - Salisbury Road Flitwick Beds**

The Chairman thanked Cllr Gleave for his superb report and reiterated that the link made within the application to the Council's Nature Park had been underhand. It was agreed that the applicant's summary did not represent the Planning Improvement Working Group's (PIWG) discussions.

It was **resolved** to submit the Town Council's objections to planning application CB/23/03861/OUT for the reasons outlined in the circulated PIWG report.

Cllrs Adams and Mackey left the meeting at 20:34.

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

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.

5582 EXEMPT ITEMS

- a. **Minutes & Recommendations**

It was **resolved** to adopt the minutes of the Town Council meeting held on Tuesday 19th December 2023 as a true record.

- b. **Land at Steppingley Road**

It was **resolved** to progress with the circulated press release to include wording focused on spending the funds on reinvestment in Flitwick, and FAQs would be re-named as Detailed Questions & Answers.

c. **3 Station Road**

It was **resolved** to:

1. Pursue Option 1 for 3 Station Road, including the financial plan identified.
2. Apply to the Community Ownership Fund.
3. Explore a Plan B.

The Council agreed to adjourn the meeting for five minutes.

d. **Officer Update** - Members noted the update.

It was **resolved** to re-enter the public section of the meeting.

b. **Annual Residents Survey**

It was **resolved** to agree to publish the Annual Residents Survey questions as circulated.

c. **Town Mayor's Allowance Policy**

It was **resolved** to adopt the circulated Town Mayor's Allowance Policy.

d. **English Regional Transport Association (ERTA) – Amptill Parkway Station**

Members discussed the correspondence from the ERTA and agreed that it was important for the Wixams station and the step-free access at Flitwick Station to be completed before progressing with Amptill Parkway Station. Members decided not to respond to the correspondence.

e. **Proposed Budget 2024-25**

i) **Chairman's Report**

Members noted the Chairman's Report on the proposed Budget for 2024-25. Cllr Thompson mentioned two accuracy points for the report and agreed to send these via email following the meeting. It was noted that this report would be published alongside the budget the following day.

ii) **Proposed Budget 2024-25**

Cllr Blazeby mentioned that he believed the precept rise should be between 5 and 6% to avoid cutting budgets and stated that the rise should be at least 4% in line with inflation. Cllr Parsons noted Cllr Blazeby's point around inflation, however, referred to the predicted surplus of £150k for this financial year. He added that the proposed budget was balanced and stated that the Council would likely outperform this. Cllr Parsons felt that increasing the precept by more than 3% was over-cautious, and locally, Flitwick had the third highest precept in Central Bedfordshire Band D households. Cllr Parsons commented on the Council's focus on the cost-of-living crisis, and this balanced with the projected surplus for the current financial year and the Officer team's work on the budget preparations; he believed 3% was the right level.

Members did an informal show of hands for 3% and 4% precept rises.

It was **resolved** to progress with a precept rise of 3% for Flitwick Town Council for 2024-25.

f. **Bank Mandate**

The Chairman relayed conversations that happened at the FSWG regarding the bank mandate. Cllr Blazeby asked what sort of actions he would need to administer once he was

on the mandate, and it was explained that a typical action would be to authorise payments online.

It was **resolved** to have all Members of the FSWG on the bank mandate (Cllrs Snape, Blazeby, Parsons and Roberts) and remove all other names listed.

g. General Reserves Policy

Members discussed the circulated draft General Reserves Policy and it was confirmed that the ringfenced funds would amount to half of the precept. The figure for this would be adjusted each year when the policy was reviewed.

It was **resolved** to adopt the General Reserves Policy as circulated.

h. Overspends

The overspends circulated were noted and Members were informed that the overspends relating to legal costs had been authorised. The Chairman commented that the Council's Financial Regulations were due to be reviewed in the next two months and within that review process, the document would include a point about the business overspends to be offset by income.

5580. ITEMS FOR INFORMATION

a. Finance Reports

iii) Flitwick Town Council Summary, Investments & Loans - noted.

iv) Balance Sheet

This was noted. The Chairman asked why the loan liabilities were not on the balance sheet and the RFO stated this change came as part of the switch to using new accountancy support and related to a necessary AGAR requirement for Year End. The detail on this would be communicated to the Chairman via email.

v) Cashbooks – noted.

vi) Projects Fund Summary - noted.

c. Planning

(i) Members to note the Planning Delegated decisions – noted.

(ii) Members to note the CBC decisions – noted.

5581. PUBLIC OPEN SESSION

No items.

5582. EXEMPT ITEMS

The Exempt Items were discussed earlier in the meeting.

Meeting closed at 22:04.

**Recommendations and resolutions of the
Community Services Committee 6th February 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 6th February 2024

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.

1156 MINUTES

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

1158 ITEMS FOR CONSIDERATION

a. Movie Days – Review

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.

b. Meeting Dates

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

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

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

c. Reviewed Policies

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

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

d. The Hub Car Park

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.



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 a 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

Report to Town Council on 20th February 2024: Progress of Planning Improvement Working Group

Implications of recommendations

Corporate Strategy: There are no direct implications from this report

Finance: There are no direct financial implications from this report.

Equality: No equalities implications have been identified from what is discussed in this report.

Environment: There are no direct environmental implications arising from this report.

Recommendations

That the Town Council **approves** the following persons be co-opted onto the Planning Improvement Working Group:

- Bryn Timlin;
- Janice Beal;
- Jo Connew;
- Liz Jackson.

That the Town Council **approves** the Planning Survey to be undertaken after the completion of the Residents Survey.

Background

The Planning Improvement Working Group (PIWG) was established by the Town Council with the aim of engaging with Central Bedfordshire Council, residents, and developers to try to influence plans before they reach an advanced stage. The group comprises Town Councillors and residents working together to help make a difference to planning developments in the town.

The PIWG has been established since May 2022, and wishes to provide the Town Council with an update on its activities, and its priorities over the coming year. The Town Council is aware of the responses produced to major planning applications that it has considered, but the activity of the PIWG has extended beyond this to boost its influence in planning matters.

Planning Applications

The PIWG has been busy responding to planning applications both major and minor, as was the role of the previous planning committee. The Town Council has considered the responses to these applications in previous meetings, but as a reminder these are as follows:

- Land between Brogborough, Lidlington, and Marston Moretaine
- Church Road
- Steppingley Road
- Land off Trafalgar Drive

As the PIWG has considered such applications, it has learned lessons on early engagement with Central Bedfordshire Council and developers, as well as interested groups. Early engagement – well before the planning application stage, has enabled the group to understand the issues at stake with regards to specific sites much further ahead of time, and consequently enable a much speedier consideration of the planning application once it lands.

Furthermore, responding to these applications takes a significant amount of effort on behalf of the group to do. On a number of occasions the group has had to drop its existing work in order to respond to the application effectively. This has resulted in a number of delays to its own work.

The PIWG has also taken an interest in understanding the outcomes of its responses to applications. While it is difficult to determine whether or not a planning decision would have gone one way or another without our intervention, a comparison of the PIWG’s recommended position on an application and the CBC decision is given below.

Site	Any pre-application engagement?	PIWG recommendation	CBC decision
Land between Brogborough, Lidlington, and Marston Moretaine	No	Object	Not yet decided
Church Road	No	Object	Application withdrawn
Steppingley Road	Yes, with developer, CBC, and interested groups	Object	Not yet decided.
Land off Trafalgar Drive	Yes, with developer	Object	Application withdrawn

In addition to this, the PIWG also provide a submission to the Planning Inspectorate in relation to the planning appeal of Land to the side and rear of 41 and 47 Coniston Road – or the planned new house next to Millenium Park. We recommended that the appeal be dismissed (i.e. refused), to which the Planning Inspectorate agreed with us and Central Bedfordshire Council in dismissing the appeal.

Planning Consultations

The PIWG has also provided responses to a number of planning consultations in relation to changes in planning policies on behalf of the Town Council. These consultations have been mainly to Central Bedfordshire Council and changes in its planning policies, but also to national government as well.

These responses include the following:

- Changes to the National Planning Policy Framework (NPPF)
- Changes to the Central Bedfordshire Design Guide
- Changes to the Central Bedfordshire Housing Technical Policy SPD
- Electric Vehicle Charging Guidance SPD
- Parking Standards SPD
- Planning Obligations SPD

The impact of our comments on these documents is somewhat difficult to measure. In the case of the NPPF, Central Bedfordshire Design Guide, and Housing Technical Policy SPD, revised versions of these documents have yet to be produced. Whereas for the Electric Vehicle Charging Guidance SPD and Parking Standards SPD, we have not received any feedback from Central Bedfordshire Council to determine our level of impact.

Research into unspent planning obligations

The group has been undertaking some work to research unspent planning obligations from development within Flitwick over the years. Some initial research from the group has identified that

as of late 2023, there was over £2 million in planning obligations from developments within Flitwick secured over the years that have yet to be spent. Although some is ring-fenced for specific purposes (e.g. healthcare) or has been committed but not yet spent, this represents a significant potential contribution.

What the group hopes to achieve is to identify when specific funding needs to be spent by, and by who, so it can advise the Town Council on what it can do to ensure that funding is spent to the benefit of Flitwick. This involves painstaking work in reviewing Section 106 Agreements, and consequently has yet to conclude.

Participation by members of the public and councillors

To date, the participation in the group by members of the public and by councillors has generally been positive. People generally appear to be enthused and willing to contribute to the discussions, although it is noted that the group wishes to improve its general knowledge of planning, more on which later.

There has been some turnover of members of the public within the group, with some members of the public leaving the group. The most commonly cited reason for this is time availability to do work to assist the group and attend meetings. Some have also found learning about planning to be a steep learning curve.

In the summer last year, we recruited for members of the public to replace 4 previous members who had withdrawn from the group. Following discussions with them, including attending PIWG meetings in an observer capacity, we recommend that the following members of the public are co-opted onto the group:

- Bryn Timlin;
- Janice Beal;
- Jo Connew;
- Liz Jackson.

Plans for the coming year

In addition to continuing work on planning obligations as stated before, the PIWG has a number of planned areas of work for the coming year.

The most significant is preparing for the Local Plan, which CBC has commenced a review on. This will start with doing some research into issues likely to be included in Issues and Options Papers, which will be consulted upon in Spring this year. The group is also sending representatives to planned Local Plan briefings by CBC in early March.

We realise that this is likely to be a significant challenge, and consequently the group wishes to focus its efforts on priority areas of relevance to residents over the coming years, as well as get some general feedback from the public on their perceptions of planning. For this reason, we are planning to run a 'Planning Survey' both online and through handing out surveys in person (likely to be at the Village Hall on Fridays). A copy of this survey is included as an Appendix, having been developed by PIWG members.

The PIWG realises that the Citizens Survey is due to be published soon. Consequently, we would run the survey once this has completed, to avoid conflicting with it.

We also plan to improve the knowledge and skills of the group in planning matters. For this purpose, members of the group plan to attend a training course on the basics of planning being run by BATPC on 28th March 2024 at 7pm.

APPENDIX A – PROPOSED PLANNING SURVEY

Flitwick Residents Planning Survey

The Planning Improvement Working Group at Flitwick Town Council is surveying local residents to understand their views on planning matters in the local area. What we mean by planning is planning for new homes, commercial property, protecting the green belt and natural environment, as well as granting planning permission for smaller things such as new extensions or changing the use of buildings.

We want to know what you think of the planning system currently, as well as what the priorities for planning should be in the future. This will help inform the working of the Planning Improvement Working Group as it seeks to get better outcomes for Flitwick in the future.

If you would like to understand planning a bit more, we have prepared a Planning Guide [insert link to the guide for online versions of the survey] that you can read at your pleasure.

Your current knowledge of the planning system

Your responses to this section will help us understand the knowledge of local residents in relation to local planning issues.

How much would you say you are aware of local planning issues affecting Flitwick (e.g. plans for new housing)?

- Very aware
- Fairly aware
- Neither aware nor unaware
- Fairly unaware
- Very unaware

Do you know anything of Central Bedfordshire's Local Plan, which contains plans for new homes in Flitwick and local planning policies?

- Yes
- No

Priorities for planning

This section intends to gauge your opinion on priorities for what planning should deliver for Flitwick. Your responses to this section will help us in prioritising what the Planning Improvement Working Group focusses on.

Look at the below list of new facilities that could be provided through the planning system. Please state which of these you would like to see the planning system prioritise, in priority order (with 1 being the highest priority):

- Affordable housing (e.g. housing association houses)
- New or expanded healthcare facilities (e.g. doctors)
- New homes – both for sale and to rent
- New or expanded commercial properties and other places for business
- New or expanded schools
- New or upgraded transport infrastructure (e.g. roads or bike lanes) or services (e.g. buses)
- New or upgraded sports facilities
- New or upgraded parks and play areas
- New areas for wildlife (e.g. nature parks)
- New or upgraded general community facilities (e.g. community halls)
- New renewable energy facilities (e.g. solar panels)
- Something else (please specify)

Think of the following statements, and respond accordingly.

“I would be happy to accept more housing in Flitwick if improvements to key local services like Doctors, Dentists, Schools, and Transport were made first.”

- Strongly agree
- Somewhat agree
- Neither agree or disagree
- Somewhat disagree
- Strongly disagree
- Don't know

“Flitwick should not have any additional housing or employment development under any circumstances, even if this meant not improving or expanding local services.”

- Strongly agree
- Somewhat agree
- Neither agree or disagree
- Somewhat disagree
- Strongly disagree
- Don't know

“Flitwick generally gets all of what it needs in terms of improvements to local services from new developments”

- Strongly agree
- Somewhat agree
- Neither agree or disagree
- Somewhat disagree
- Strongly disagree
- Don't know

Your knowledge of the role of the Town Council in planning matters

These questions are to gauge your understanding of the role of the Town Council in local planning matters. This will help us communicate with residents in the future.

To what extent do you understand the role of the Town Council in the local planning process?

- Fully understand
- Somewhat understand
- Don't understand at all

To what extent do you think the Town Council acts on the planning concerns of local residents?

- A great deal
- A fair amount
- Not very much
- Not at all
- Don't know

Overall, how well do you think the Town Council keeps residents informed of major planning applications?

- Very well informed
- Fairly well informed
- Not very well informed
- Not well informed at all
- Don't know

Overall, how satisfied are you with the way Flitwick Town Council responds to local planning applications?

- Very satisfied
- Fairly satisfied

- Neither satisfied nor dissatisfied
- Fairly dissatisfied
- Very dissatisfied
- Don't know what FTC is responsible for

About you

These are some standard questions that we ask about you, so that we can understand who is responding to these surveys and ensure that we get a representative view of Flitwick residents.

[Include standard equalities questions]

Flitwick Town Council

Internal Audit Report 2023-24: 2nd Interim

Sally King

For and on behalf of Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd provides this service to Flitwick Town Council.

This report sets out all the work undertaken in relation to the 2023-24 financial year to date, during our visits on 22nd September 2023 and 23rd January 2024.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have therefore concluded that, based on the programme of work undertaken this year to date the Council has again maintained a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. Once again pleased to acknowledge the quality of records maintained by the Clerk and the Finance Officers and thank them for their assistance, which has ensured the smooth progress of our review process.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council's accounts are maintained with Rialtas accounting software; DCK Accounting no longer provide support with management of the accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have:

- Confirmed closing balances from 2022-23 have been correctly brought forward to the current year.
- Checked to ensure that a comprehensive, meaningful, and appropriate nominal coding schedule together with cost centres remains in place. It is our understanding that in conjunction with Rialtas, the Council has reviewed its coding structure to facilitate easier year end reporting and completion of the AGAR.
- Checked and agreed transactions (both receipts and payments) in the Council's main Current and Business Saver account cashbooks to the relevant Barclays Bank statements for August and December 2023, including the daily "sweep" transfers to retain a level of £5,000 in the current account.
- Checked and agreed the relevant bank account reconciliations for each account as of 31st December 2023 to ensure that no long-standing, uncleared cheques, or other anomalous entries exist.
- Confirmed with officers the arrangements for backing up the computer system.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code. We note that no grants will be issued during the 2023-24 financial year. The credit balance on the ledger represents the unused balance of a prior year grant returned by the recipient.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently we have: -

- Continued examination of the minutes of the Full Council and its various Standing Committees for the year to December 2023 to ensure that no issues affecting the Council's financial stability exist in the short, medium, or long-term, also that no legal issues appear to be in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred.
- We note that the Council have reviewed and readopted Standing Orders at its meeting held on 17th January 2023 (minute ref 5344 g.); they are scheduled to be reviewed again in February 2024, for re-adoption at March 2024 meeting.
- Financial Regulations were reviewed at the meeting held on 21st February 2023 (minute ref. 5362 e.); again, they will be reviewed in February 2024 for re-adoption at the March 2024 meeting.
- Noted that there were no comments or recommendations made in the external auditor's report, issued since our last visit regarding the Council's accounts.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets.
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available.
- An official order has been raised for all purchases and service delivery where one would be expected.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code; and
- VAT has been appropriately identified and coded to the control account for periodic recovery. We note that the Council had engaged the services of a VAT consultant to conduct a review of VAT management.
- VAT returns have been submitted to HMRC up to December 2023.

We have reviewed this area selecting a test sample for compliance with the above criteria comprising all payments individually more than £5,000 plus every 50th cashbook transaction, irrespective of value for the financial year. Our test sample comprised of 59 payments, totalling £414,561 of non-pay expenditure to December 2023, with all the above criteria met.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

- Noted that the Corporate Risk Register has been reviewed and readopted at the Town Council meeting held on 16th May 2023 (minute ref 5410 c). It is scheduled to be reviewed in February 2024 for readoption at the March 2024 meeting.
- Reviewed the Council's insurance policy with Aviva which commenced in September 2023 noting that it includes public liability cover of £10 million and employers' liability cover of £10m.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In addition to the annual precept the Council has a variety of income sources arising mainly from the Rufus Centre lettings and rentals, allotment income, café, cemetery fees, also the letting of sports pitches, miscellaneous grants, and interest.

The Allotments are managed using Rialtas software. There are 2 sites containing 58 plots. New tenancy agreements are issued each year along with the invoices in January and chased if not returned with payment. We are pleased to note that the Council reviews allotment fees on an annual basis.

On our second interim visit we examined the Cemetery income procedures. This included the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the April to December 2023 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in

accord with the published scales and recovered within a reasonable period. We note that the Council now manages the Cemetery income with the Rialtas software module.

We further note the Council now holds a monthly debt management meeting with a report being submitted to Full Council.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit.

Petty Cash Account & Credit Cards

We are required, as part of the annual Internal Audit Certification process in the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities. The Council has an imprest style petty cash scheme it also holds floats for various activities. We confirmed this was within the limits set in Financial Regulations and confirmed controls over access to the safe where the money was kept. A physical check of cash held was also undertaken at the 1st Interim visit with no issues arising.

The Council uses a Barclaycard, and we are pleased to note that robust procedures are in place including provision of receipts and reconciliation of the statements. As part of our payment review, we examined the August and December 2023, Barclaycard reconciliation, with no issues arising.

We are pleased to note that receipts are now attached to the invoices received from the fuel card supplier.

Conclusion

We are pleased to report that no issues have been identified in the areas examined warranting further comment.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We are pleased to note the Council has a Treasury Management policy in situ.

During our visits we have tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the repayments to the bank statements as in relation to our work on accounting and bank reconciliation.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit ensuring the correct repayments and loan balances are recorded on the AGAR.

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated which will now be maintained and updated “in house” for the 2023-24 financial year.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit. We will also ensure appropriate recording of the assets in the AGAR.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that, at the meeting of the Town Council held in December 2023 the Council agreed that the precept for 2024-25 be set at £1,031,242 (minute ref. 5579). This represents a 1.9 % increase from 2023-24 for a Band D household.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit.



Flitwick Town Council

Civic Protocol

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1. Introduction

The Local Government Act 1972 gives parish councils the power to give themselves the title 'Town Council', and the Chairman of such a town council is entitled to be called Town Mayor. The Town Mayor takes precedence over everyone except the King (or the Lord Lieutenant) and the Chairman of the District Council.

In general, the Mayor should be prepared to take the lead in all matters of concern in the life of the town – e.g. an appeal or supporting local organisations and will lead all civic events.

The Civic Protocol is provided for the guidance of the Town Mayor, Deputy Mayor and Councillors of Flitwick Town Council during their term of office. This protocol is not intended to be an addition to and not a substitute for the advice and assistance from the Town Clerk & Chief Executive. The Mayor will receive all possible support and assistance based on past experience and the close working relationship between the Mayor and officers.

2. The Mayor and Deputy Mayor

2.1. Titles

Under the provisions of the Local Government Act 1972, the Chair of a Town Council is entitled to the style of 'Mayor' and the Chair of the District Council to the style of 'Mayor'. Locally, however, there is no ambiguity since the Chair of Central Bedfordshire Council does not use the term 'Mayor'. As a result, many local documents use the terms 'Town Mayor' and 'Mayor' interchangeably. Nevertheless, invitations and other documents widely distributed outside the town should always be written correctly. The terms 'Town Mayor' and 'Mayor' are used interchangeably in this document to mean the Mayor.

2.2. The Mayor

The primary legal function of the Mayor is to act as Chairman of the Council and preside over meetings of the Council; if they are present at the Full Town Council meeting, they must preside. If the Mayor is not present and the Deputy Mayor is present, the Deputy Mayor must preside.

As the person presiding at meetings of the Council, they have a second or casting vote in the event of an equality of votes. Where a casting vote is necessary, it is generally regarded that it should be exercised to preserve the status quo.

As a matter of course, the Mayor will receive guests and preside at the town's civic functions. The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.

The Mayor and Deputy Mayor are elected by Members of the Council at the Annual Statutory meeting of the Full Town Council in May of each year. The Mayor remains in office until immediately after the new Mayor is elected at the next Annual Statutory

Meeting of the Council. In an election year, the outgoing Mayor has a statutory duty to preside (until the new Mayor is elected) at the first meeting following the election, even if they are no longer a Councillor.

During the term of office, the Mayor should, as near as humanly possible, be impartial on controversial matters regardless of their personal views. It can be particularly helpful in chairing the Council Meetings if the Mayor, at the outset, demonstrates that they intend to be impartial.

Difficulties can arise from time to time because many outside the Council do not understand the role of the Mayor and assume the office controls the Council and its workings. In addition, some misunderstand the role and function of the Town Council. The Mayor should be sensitive to the possibility of such misunderstandings and deal with them appropriately.

Choosing to be the Mayor

If you are considering standing as Mayor, you will already know that it can be hugely enjoyable and rewarding. However, you should consider the following factors you may face during your year of office:

- Whether you have adequate experience to competently chair a meeting of the Town Council competently, ensuring a fair debate and that clear, legal decisions are made.
- The significant impact on your family and friends: your family and social life will be disrupted.
- How will you balance the demands of attending events with your job (if you work), including attending some events during the working day?
- There is a need to be non-political for the year, especially engaging with residents and online. The view of the Mayor can often be misunderstood as the view of the Council.
- The pomp, circumstance and expectations of the Office of Mayor can be very traditional. The challenge is to bring your personality and flair to the proceedings while appropriately representing the Council and our Town.
- You should ensure that you are in a position to accept as many engagements as possible, expecting the Deputy Mayor to be involved only in the case of unforeseen illness, annual holiday or double booking.

2.3. The Deputy Mayor

The primary role of the Deputy Mayor is to discharge all the functions of the Mayor if, for any reason, the Mayor is unable to act or the office of the Mayor is vacant. In the absence of the Mayor, the Deputy is entitled to the Mayor's right of precedence, but they do not wear the Mayor's chain or adopt the title of 'Mayor'.

Official invitations to represent the Council will be sent to the Mayor's Secretary at the Town Council offices. They will invariably be for the Mayor to attend, but the Mayor may ask the Deputy to attend if they are available. No invitation may be entertained if it is a direct invitation to the Deputy Mayor in that capacity. The Deputy Mayor may accompany the Mayor to events as the Mayor's consort, but care should

be taken to ensure that the Mayor as a “First Citizen” is afforded clear and full precedence.

The Deputy Mayor chairs meetings of the Council in the Mayor’s absence. The Deputy Mayor has full legal status as a Vice-Chairman and should be given precedence immediately after the Mayor.

2.4. Partners

The Mayor is referred to as the ‘Town Mayor’ (or ‘Mayor’), whatever their gender. Here in Flitwick, we refer to the Mayor’s partner as ‘consort’. We do not use the term ‘Mayoress’ under any circumstances, considering this term outdated and misogynistic.

The consort has no official standing, although the supporting role is fully appreciated. There will be occasions when the host of an event feels it appropriate to invite the Mayor only without a partner or the Mayor and the Town Clerk & Chief Executive. The Mayor should respect the host’s wishes and remember that it is the Mayor, and the Mayor alone, who represents the Council.

Provision is made for spouses or consorts to be seated in reserved seats in the Church or at other events before the civic procession arrives.

When the official Consort is not available to accompany the Mayor to the engagement, the Mayor may ask another person to accompany them, i.e. a member of the Mayor’s family, the Deputy Mayor, another Councillor, a Council Officer or a personal friend. While it breaks formal tradition in many towns, past mayors have found it particularly valuable to invite the Deputy Mayor as their consort.

In the interests of security and the dignity of the office, a Consort appointed by the Mayor/Deputy Mayor should be over the age of entitlement to vote in Parliamentary Elections. No person below this age may wear the consort’s badge.

2.5. Former Mayors

Former Mayor’s have no role.

3. The roles

3.1. Introduction

Although there is no formal job description and each holder will approach the task differently according to personality, interests and the time that can be made available, the Mayor has two distinct formal roles:

- They are the Chair of full meetings of the Council
- They will take a prominent and leading role in the civic life of the Town. This generally includes representing Flitwick Town Council, attending various functions, and acting as a host at Civic gatherings.

In addition, it has become the custom (although not strictly necessary) for the Mayor to lend support and raise money for charitable organisations of their choice through the Flitwick Mayor's Charity CIO.

3.2. Council meetings

Anyone considering the post of Mayor should have experience chairing committee meetings before they are required to chair a Council meeting. The principles are similar to chairing a committee meeting but with an added level of formality and challenge. Town Council agendas and topics can be complex; the informal style of Flitwick Town Council meetings, including verbal proposals, puts additional pressure on the chair.

Commented [GU1]: I'm not sure if we should have this comment in the document.

At meetings, the Mayor (or committee chair) sits at the head of the table, with the Town Clerk & Chief Executive sitting to their immediate right.

In Flitwick, the Council expects the Mayor to:

- Have a good general knowledge of Standing Orders and have a printed copy available at every meeting.
- Avoid bias and be firm in ruling on points that arise during the meeting.
- Ensure the quality and clarity of resolutions. It is helpful for the Mayor to repeat or summarise the resolution before asking for a motion to be seconded.
- Meet with the Town Clerk & Chief Executive, and Leader of the Council before each meeting, if required, to ensure a clear understanding of the business to be transacted.

Training is available – contact the Town Clerk & Chief Executive for assistance.

3.3. Attendance at functions

There are no rigid rules about which invitations should be accepted and which should be refused; this is for the Mayor to decide. Some caution should be exercised considering the fact that they are representing the Council and are not attending as an individual. Attendance should not bring the Council into disrepute or show commercial or political bias. While it's not possible to attend every event, it is important to attend as many events as possible, especially those of neighbouring towns or events organised by the CBC Chairman.

Where there are clashes, acceptance would normally be on a 'first come, first served' basis, with preference given to events within Flitwick. However, should the Mayor have accepted an engagement outside of the Town, it would not normally be acceptable to cancel in favour of another engagement within the Town. The Deputy Mayor should attend in their place.

Procedures in relation to invitations and acceptance by the Mayor are well established and dealt with in writing by the Mayor's Secretary:

- If the Mayor judges it appropriate to attend but cannot accept an invitation, it would be normal practice for the Secretary to explain this and ask whether it is acceptable for the Deputy Mayor to attend, if available.
- All hosts receive advice on receiving the Mayor and the usual protocol.
- The Mayor's Secretary will seek information on the dress code, whether the Mayor should be accompanied, and whether a speech is expected.
- The Mayor's Secretary will endeavour to ascertain and inform the Mayor when a speech is required.

If the Mayor needs any special assistance at an event or has special dietary requirements, they should ensure that the Mayor's Secretary is given as much notice as possible so that appropriate arrangements can be made with the host.

At functions, it is often preferable that the Mayor should leave ahead of the last guests. On the other hand, the Mayor should not leave an event earlier than is socially acceptable to avoid offending the host. In cancelling attendance at a function due to ill health or unforeseen circumstances, giving as much notice as possible is important to enable the Mayor's Secretary to make arrangements for a replacement, normally the Deputy Mayor, to attend and inform the function organiser accordingly.

Advice is given to organisations that the Mayor has agreed to visit, but occasionally, problems occur, and the Mayor is not afforded the courtesy that the office dictates. The dignity of the office must be upheld, and if there are serious breaches of protocol, they should be discussed with the Town Clerk & Chief Executive.

3.4. Annual Civic Reception

The Mayor and Consort will host the annual Flitwick Civic Reception, traditionally a civic dinner with live entertainment attended by Town Councillors (without a plus one), invited guests and dignitaries at The Rufus Centre. This event is an important opportunity to network with, recognise, and thank the many people in our community who give up their time to make Flitwick a great place to live. Traditionally, this event has a strong focus on the community of Flitwick, although it is acceptable to invite other people who have supported the work of the council or community or given the Council support.

- The cost of the Civic Reception is met from the Mayor's Allowance.
- Officers will assist with the organisation of the event, including the selection of menus and decorations, booking of entertainment, sending of invitations, and tracking of responses.
- Care should be taken to ensure the event is as inclusive as possible while using the opportunity to bring your style and flair to the occasion.

3.5. Charity Events

It is the prerogative of the Mayor to decide whether to include a fund-raising element to their role and, if so, which charity/charities to support. The chosen charity/charities should have local significance, and the Council has previously found that working with local charities/groups often leads to ongoing relationships that benefit the town.

The Flitwick Mayor's CIO exists to assist with fundraising and includes arrangements for banking, online fundraising and logistic support. See 3.6 below.

Confusion can arise over the level of support provided by the Council to the Mayor's charity activities, and the following guidelines are intended to clarify:

- Council-owned facilities are available to the Mayor to use free of charge (subject to any prior commercial bookings) for charity activities, which are both organised and promoted by the Mayor and in aid of the Mayor's Chosen Charities.
- Facilities the Council does not own must be negotiated and, if necessary, paid for by the Mayor out of the allowance or profit from any event.
- The Council will meet the costs of incidental stationery used in Charity events.
- Council Officers will provide limited support to the Mayor's Charity Events, including secretarial support (maintaining a list of potential invitees, issuing invitations and collating responses), online promotion through social media and the flitwick.gov.uk website and assistance welcoming guests and selling raffle tickets.

3.6. Flitwick Mayor's Charity CIO (FTMC)

The Flitwick Mayor's Charity CIO (FTMC) has been set up to support the Mayor in fundraising for their chosen charities and to raise general funding for the community projects and initiatives of the Council.

The charity's operation and governance are wholly separate from the Council, governed by the constitution document and run by a committee of trustees consisting of the Town Clerk & Chief Executive (ex-officio), Mayor, Deputy Mayor and up to two other councillors. If the Mayor isn't a charity trustee, they will be invited to become one, although this is not required if that is their preference. The Mayor usually serves as the charity's Chair, although this is not strictly necessary.

The trustees will work to support the Mayor with their fundraising, with any money raised for the Mayor's Chosen Charities ringfenced from other funds.

4. Facilities and support for the Mayor

An administration officer employed by the council is assigned as the Mayor's Secretary. They will provide the administrative support necessary to enable the Mayor to perform their official duties, including receiving and replying to event invitations and supporting the organisation of the Civic Service and Civic Reception. The support provided to charity events is set out above. The Mayor's Secretary does not provide secretarial support for the Deputy Mayor, except when the Deputy Mayor is acting in the Mayor's place.

Meeting facilities at The Rufus Centre are available for the Mayor and other Councillors to use for official Council business, subject to bookings and other functions. The Mayor's Secretary will make arrangements in advance on the Mayor's behalf.

5. Precedence at Civic Occasions

5.1. Introduction

Precedence, the make-up of Civic Processions, and order of precedence at events can be a source of considerable tension, confusion and potential embarrassment. The Local Government Act 1972 states that the Chair of the District Council “shall have precedence in the District, but not so as prejudicially to affect His Majesty’s Royal Prerogative”. Central Bedfordshire Council is a Unitary Authority combining the functions of a non-metropolitan county council and a non-metropolitan district council; in the Local Government Act 1972, the Chair of Central Bedfordshire Council is classed as the Chair of the District Council.

Thus, the Chair of the District is entitled to and should receive precedence throughout the District over all Mayors. Where the town council organises an event, the Mayor, as host, will usually take precedence over the Chair of Central Bedfordshire Council, including on Remembrance Sunday. This is purely because it’s inappropriate for someone to supersede their host and, as a matter of courtesy.

In the absence of the Mayor, their Deputy is entitled to the Mayor’s right of precedence, but they do not wear the Mayor’s chain of office. Spouses of members of the Council and others, with the exception of the Mayor and Deputy Mayor consorts, should not be included in a civic procession, but arrangements should be made for them to be seated in reserved seats in the Church before the civic procession arrives.

The Town Clerk & Chief Executive may, on occasions, accompany the Mayor, both on ceremonial occasions and at other times. Although the Town Clerk & Chief Executive Officer is not entitled to precedence (except for royal visits), they should be very close to the Mayor, both as the Council’s Chief Officer and the main officer support. Custom and practice usually give the Town Clerk & Chief Executive a billing at the Mayor’s right hand.

Please see Appendix 1 for the current adopted Order of Precedence for events held in the Parish of Flitwick.

5.2. The Lord Lieutenant

When the Lord Lieutenant is visiting, officially representing the King, they have precedence over the Mayor. In procession, if the Lord Lieutenant is present, they must be accompanied by the Mayor and at a civic service, they would normally sit with the Mayoral Party. If the particular church service is not solely civic, they may prefer to be given a special seat and arrive last in the Church after the civic procession, and leave at the end of the service before the Mayor.

If the Lord Lieutenant requests a Deputy Lieutenant to attend the function in their place, they should be accorded the precedence due to the Lord Lieutenant themselves. On other occasions, the Deputy Lieutenants have no status as such, but they may be included in the Mayoral Party, placing them next after the Members of Parliament.

5.3. High Ranking Visitors

Where a distinguished visitor (e.g., a high-ranking Officer of the Armed Forces) is attending a civic ceremony or service, and the Council considers them worthy of the honour, they may be invited to walk in procession behind the Mayor.

5.4. Members of Parliament

The Member of Parliament is usually placed between the Mayoral Party and the Councillors unless they are Minister of the Crown, in which case they should be included in the Mayoral Party.

5.5. Representatives of Local Organisations

In some areas, there is a local custom that representatives of local organisations should be included in any procession. However, excluding Remembrance Sunday, this is not the case in Flitwick. At Civic services, they will be asked to attend the Church as congregation members with reserved seats.

6. Civic Regalia

The Mayoral regalia comprises a chain of office for the Mayor, a more modest badge of office and ribbon for the Deputy Mayor and a badge and ribbon for the Mayor's consort. The Mayor would normally wear the regalia at functions to which they are invited, where these take place within the Parish boundaries.

Where functions occur outside parish boundaries, it is customary to ask permission from the Mayor (if there is one) before regalia are worn. It is customary in Bedfordshire to specify whether Chains of Office should be worn on invites; the Mayor's Secretary will confirm with the organiser that permission has been sought should there be any ambiguity. Where there is any ambiguity, the Mayor should wear the badge of office on the ribbon necklet to avoid offence.

Civic regalia are to be worn only when on official Council business; the Council does not permit using the regalia for personal purposes. The Mayor usually wears the chain of office when presiding at meetings of the full town council, but not at any other meetings.

It is unacceptable for the Mayor's chain of office to be worn by anyone other than the Mayor, including children.

The Mayor's Secretary will arrange for the chain of office to be cleaned and maintained and engraved with the name and year of office of the previous Mayor at a convenient point when the chain isn't needed, i.e. when the current Mayor is on holiday.

The chain of office must be safely stored in the supplied carry case in a secure location; there is no need to return the chain to the Rufus Centre after each use. The Mayor will ensure the chain is not left unattended in a public place and that the chain is stored safely in the boot of their car, out of sight, when travelling.

Care must be taken on the death of the Sovereign to ensure that chains of office are worn appropriately. At the Mayor's discretion, it is acceptable to either wear the chain of office with the badge of office covered with a black pouch or to wear the badge of office on a black ribbon necklet.

6.1. Past Mayor's Badges

Past Mayors are presented with a badge in recognition of their service to the town at the Annual Statutory Meeting when they leave office. Past Mayors wear their Past Mayor's Badge at civic occasions.

7. Dress Code

There is no formal dress code for the Mayor, but the Mayor is expected to dress appropriately for the occasion. Unless the occasion warrants it, there is no expectation in Flitwick that the Mayor should dress in formal attire.

In general:

- Where the Lord Lieutenant is present, the Mayor (or Deputy Mayor) and consort should wear formal attire when attending church services. Ladies should wear hats or fascinators in church, and men should wear a lounge suit with a tie.
- Tailored shorts are acceptable in the summer, especially when attending outdoor events in Flitwick.

8. Specific Events

8.1. Attending civic events

The Mayor, Deputy Mayor and all Councillors are requested to attend several civic occasions during the year, including:

- Annual Town Meeting
- Annual Statutory Council Meeting
- Annual Civic Service
- Annual Civic Reception
- Remembrance Sunday

8.2. Attendance at Funerals

The Council may wish to be represented at the funeral of a prominent person; however, in all circumstances, the wishes of the deceased's family should take precedence. The following guidance is given and may be used where this is consistent with the wishes of the family:

- **Former Mayors of the Town** - The Mayor and Town Clerk & Chief Executive should normally attend the funeral, and a wreath would normally be sent. A Minute's silence may be held at the beginning of an appropriate meeting of the Council at the Mayor's discretion.
- **Serving Councillors** - Depending on the scale of the funeral, the Mayor, Town Clerk & Chief Executive, Council Members and Officers of the Council may attend as a sign of respect, and a wreath may be sent.

- **Former Councillors and prominent local people connected with public life** -Cases of this kind should be treated on their merits, and the Mayor should decide in consultation with the Town Clerk & Chief Executive.

A letter of condolence should be sent on behalf of the Mayor to the next of kin in all the above cases and other cases that may be considered necessary in the light of prevailing circumstances.

9. Appendix 1 – Order of Precedence

(Persons to be omitted depending on the nature of the event but order maintained)

Members of the Royal Family.
 Lord Lieutenant and Consort.
 High Sheriff and Consort.
 Mayor and Consort.
 Central Bedfordshire Council Chairman and Consort*
 (Military Representatives - Remembrance Sunday Only)
 Town Clerk and Chief Executive
 Deputy Mayor and Consort.
 Member of Parliament for Mid Bedfordshire
 Flitwick Town Councillors (In order of length of service)
 Honorary Citizens (In order of length of award – if any)
 Central Bedfordshire Ward Councillors
 Visiting dignitaries
 Police or Fire Officers

* The Chairman of Central Bedfordshire Council will have precedence over the Mayor at events not organised or hosted by the Town Council.



FLITWICK TOWN COUNCIL

FINANCIAL REGULATIONS

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GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts..
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The ~~Corporate Services Manager~~ Deputy Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO.
 - acts under the policy direction of the Council.

- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the Council up to date in accordance with proper practices.
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.

- procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval to be written off **in cases over £1,000, except with the approval of the RFO** and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- ~~determine and keep under regular review~~ the bank mandate for all Council bank accounts **and review** annually. **Members of the Finance Scrutiny Working Group (FSWG) are to be the named Councillors on the bank mandate.**
- approve any grant or a single commitment that is not specifically contained in the budget or covered by other financial regulations in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town

Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular **monthly basis bank reconciliations for all accounts are completed**, ~~at least once in each quarter and at each financial year end, a member other than the Chairman or Cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO.~~ The **member RFO and Senior Finance Officer** shall sign the reconciliations and original bank statements (or similar documents) as evidence of verification **and these are presented to the FSWG**. This activity on conclusion be reported, including exceptions, to and noted by the Council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the Council.
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council.
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of ~~January~~ **December** each year including any proposals for revising the forecast.
- 3.2 The RFO **and the Senior Finance Officer** must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget **with consultation with Budget Holders** to be considered by the relevant committee and the Council.
- 3.3 ~~The Business Services Committee BSC~~ **The FSWG** shall consider annual budget proposals **and make recommendations for Council approval** in relation to the Council’s actual forecast of revenue and capital receipts and payments having regard to the budget including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 ~~The Town Mayor, Deputy Town Mayor and Committee Chairmen~~ **FSWG** shall meet to finalise the proposed precept for the commencing year and submit their proposals to the Council meeting in January of each year.
- 3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by ~~the end of~~ **mid** January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.6 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved [revenue](#) budget. ~~This authority is to be determined by:~~

- ~~• the Council for all items over £25,000~~
- ~~• a duly delegated committee of the Council for items under £25,000; or~~
- ~~• the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, under the Scheme of delegations.~~

[Authorisation from the Council is required for expenditure not accounted for in the revenue budgeting process and for applications to the Central Projects Fund.](#)

~~Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.~~

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings ([‘virement’](#)) or to an Earmarked reserve as appropriate.

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year [unless there is a relevant resolution to do so.](#)

4.4 The salary budgets are to be reviewed at least annually in November [by the HR Committee](#) for the following financial year and such review shall be evidenced by [a resolution in the minutes.](#) ~~a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee.~~ The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out [or an emergency](#). Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Town Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Town Clerk can approve overspends of no more than 5% for Capital Projects funded from the ~~RCF~~ [Central Projects Fund](#).
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 45% of the budget. [The Business & Facilities Manager has the authority to overspend on Rufus Centre and Rendezvous cost centre budget lines up to £15% or £1,000 where the traded service has corresponding income. This information is to be included on finance report narratives.](#)
- 4.10 Changes in earmarked reserves shall be recommended by ~~Business Services~~ [the FSWG](#) and approved by Council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council Or its Committees.
- 5.3 The RFO [or a member of the Finance team](#) shall prepare a schedule of payments requiring authorisation, ~~forming part of the Agenda for the Meeting and, together with the relevant invoices,~~ present the schedule to [Council members of the FSWG by email and supply copies of relevant invoices on request](#). The ~~Council Members~~ shall review the schedule for compliance and, having satisfied ~~itself~~ [themselves](#) shall authorise payment by [email confirmation and filed together for the auditor a resolution of the Council](#). ~~The approved schedule shall be ruled off and initialled by the Chairman of the Meeting.~~ A detailed list of all payments shall be [attached to the email disclosed within or as an attachment to the minutes of the meeting at the time](#) that payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, within our normal credit terms.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or ~~finance committee~~ FSWG].
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of 20,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council [or ~~finance committee~~ FSWG].
- 5.6 ~~For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council. The RFO will align regular direct debit payments where possible to the same time in the calendar month.~~
- 5.7. ~~A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.~~
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. ~~Any changes in the recorded details of suppliers, such as bank account records shall be approved in writing by a Member.~~

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 ~~Cheques or~~ Orders for payment drawn on the bank account in accordance with the schedule shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.4 ~~All payments can be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.~~
- 6.5 To indicate agreement of the details shown on the ~~cheque or~~ order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 ~~Cheques or~~ Orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).
- ~~Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.~~
- 6.7 ~~If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.~~
- 6.8 ~~If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~
- 6.9 ~~If thought appropriate by~~ The council payments for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10 Where internet banking arrangements are made with any bank, the Town Clerk/ RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts (dual authorisation on all transactions). ~~The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~

- 6.11 ~~Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.~~
- 6.12 ~~Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.~~
- 6.13 ~~Any Debit Card issued for use will be specifically restricted to the Town Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.~~
- 6.14 ~~A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or a Committee with delegated authority. Transactions and purchases made will be reported to the Business Services Committee and authority for topping-up shall be at the discretion of the Business Services Committee.~~
- 6.15 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk, [Business & Facilities Manager](#), [Community Services Manager](#), [Functions & Events Co-ordinator](#), [the Chef and Public Realm Team for trade card account](#) ~~Catering & Facilities Lead, Rufus Centre Chef, Function & Events Coordinator & Community Services Manager~~, all shall be subject to the terms as laid out in the Town Councils Credit Card Policy. Personal credit or debit cards of members of staff, shall not be used under any circumstances.
- 6.16 The RFO [or the finance team](#) may provide petty cash to officers for the purpose of defraying operational and other expenses. ~~Vouchers~~ [Proof of purchase](#) for payments made shall be forwarded to the RFO [or finance officers](#) with a claim for reimbursement.
- a) The RFO [or a member of the Finance team](#) shall maintain a petty cash float of £1,200 for the purpose of defraying operational and other expenses, additional floats can be taken out for larger events when necessary up to the value of an additional £500. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed annually by Council from a recommendation by the ~~Personnel Panel~~ [HR Committee](#),

unless circumstances require a change during the financial year, on recommendation from the ~~Personnel Panel~~ [HR Committee](#).

- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, pension contributions, or similar statutory or discretionary deductions and union fees as applicable, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the ~~Personnel Committee~~ [HR Committee](#) and approved by the Town Council.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know.
 - b) by the internal auditor
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Town Council.
- 7.8 Before employing interim staff the relevant committee of the Town Council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council on recommendation of the ~~appropriate committee~~ [FSWG before application](#). In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

- 8.3 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council decisions as required.
- 8.4 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5 All investments of money under the control of the Council shall be in the name of the Council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of ~~Corporate Services Manager~~ [the RFO](#) under the supervision of the Town Clerk.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be reviewed and agreed annually by the Council. The RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges, for Council services, at least annually, following a report ~~of the Corporate Services Manager~~ [from the relevant Senior Manager depending on the service area](#).
- 9.4 ~~Any sums found to be irrecoverable, and any bad debts shall be recorded in the annual accounts and therefore reported to the BSC and shall be written off at the end of the financial year.~~
- 9.5 All sums received on behalf of the Council shall be banked intact by or as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the receipts record.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO [or a member of the Finance team](#) shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly. [The Council will consider commissioning external VAT Reviews when necessary.](#)

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted (£500 minimum) in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO [and purchase orders should be digitalised where possible.](#)

10.3 Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.1 below.

10.5 Where a member or employee is related to someone who works for a company which provides goods or services to the Town Council, quotations would be sought from two additional companies, these would be dealt with by an independent member of staff in a sealed bid situation.

10.6 No Member may issue an official order or make any contract on behalf of the Council.

10.7 The Council, where possible, will use local suppliers.

10.8. The Town Clerk shall verify the lawful nature of any proposed purchase before ~~The issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.~~

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (iv) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services.
for specialist services such as are provided by the District Valuer, solicitors, accountants, surveyors and planning consultants.

(ii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

(iii) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.

- (iv) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk shall act after consultation with the Chairman and Vice Chairman of Council).
- (v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- (g) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall be subject to the Councils Standing Orders for contracts and shall refer to the terms of the Bribery Act 2010.
- (i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 11.3 above shall apply.

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

⁴ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

- (j) The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- (k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- (l) Contracts and equipment and maintenance agreements can only be issued by the Town Clerk on authority of the Town Council.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO [or relevant Senior Manager](#) upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 A delegated Officer shall be responsible for the stores and equipment relating to their team and shall maintain such stocks as consistent with minimum operating requirements.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 The RFO shall be responsible for ensuring that checks of stocks and stores are carried out at least annually. [Stock checks for the Rendezvous café will be completed quarterly.](#)

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties and land owned by the Council. The Town Clerk shall ensure a record is maintained of all properties and land owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (Including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (Including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit (in line with 11.3 and 11.4) no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following a risk assessment which shall be reviewed annually (per Financial Regulation 18), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Town Clerk.
- 15.2 All officers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees and Members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council or duly delegated committee

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.
- 16.2 For the Town Mayor's official charity, the accounts of this body will remain separate from those of the Council, with all income and expenditure of the charity going through their bank account, with the exception of Ticketsolve (the Council's online booking system for events to be used for charity fundraising), and this transfer of funds will be issued to the Town Mayor's charity account as a month end task. Any AGAR requirements to declare this arrangement will be completed.

17 RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO, shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18 SUSPENSION & REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council at least once in each Council term to review the Financial Regulations of the Council. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of the Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the Council.

19 CCLA DEPOSIT FUND

- 19.1 ~~Approval and Mechanism – The above outline Investment Strategy is to be reviewed annually by the FSWG and subsequently approved by the Council commended to~~ the council for approval (subject to any detailed amendments that may be felt desirable). Once approved no further authorisation of transactions related to CCLA actual investments should be required. The transactions do not represent expenditure/payment by council and thus are not required to comply with (the now defunct) LGA 1972 s150(5) – nor with any other specific provisions in the council's Financial Regulations. It is suggested that the Clerk, ~~Corporate Services Manager RFO or~~ and Senior Finance Officer (with consultation with Derek Kemp DCK Solutions as required) is authorised under the council's existing bank mandate to

make such investments and withdrawals as required in terms of the Strategy.

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

(5013)	2023/24 Agreed Central Project Funding	£	50,000
(315)	Central Project Fund Opening Balance	£	202,062
(315 EMR Trans)	LESS CPF Movements	£	31,792
(315) 1803/11	COMPLETE and CLOSED , Closing Balance	-£	152,062
(315)	Central Project Fund Closing Balance	£	170,270
	LESS Committed Spend	£	53,651
	Central Project Fund YTD Balance	£	116,619

Last Updated: 31 January 2024

LESS	Projected Year End Overspend	£	1
PLUS	Projected Year End Underspend	£	35,593
	Projected Year End Closing Balance	£	152,211

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.
4823	110	Proj - Heritage Website	Corporate	753a 5252a)	£ 3,800	£ -	£ 3,800	£ -	£ -	£ -	£ 3,800	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)
4839	110	Proj - Rendezvous Mixer	Business	Del. Auth	£ 1,400	£ -	£ 1,400	£ 1,400	£ -	£ -	£ -	0%				June 23 - Proj CLOSED	PROJECT CLOSED Budget met
4840	110	Proj Avebury Representation	EO Meeting	5418a	£ -	£ -	£ 13,550	£ -	£ -	£ 13,550	£ -	0%				OCT 23 - Proj CLOSED and managed through EMR and Prepayments - please see attached schedule for further information	PROJECT CLOSED Budget met
4841	110	Proj - Deployable CCTV Camera	Council	Del. Auth	£ 907	£ -	£ 907	£ 907	£ -	£ -	£ -	0%	£ 1,500	£ 1,500	£ 1,500	(FTC8170) CBC grant monies received 1177/110	PROJECT CLOSED Budget met
4842	110	Proj - Replace Davis Equipment	Business	1453c	£ 4,488	£ -	£ 4,488	£ 4,145	£ -	£ -	£ 343	8%				SL reviewing	Project will be completed within the current financial year with £0 under or over spend.
4843	110	Proj - Rufus Room 3 & 17 Refurb	Business	TBC (Council)	£ 7,780	£ -	£ 7,780	£ 7,780	£ -	£ -	£ -	0%				September 23 - Proj CLOSED	PROJECT CLOSED Budget met
4844	110	Proj - Digital Signage	Business	1466b	£ 5,200	£ -	£ 5,200	£ 4,535	£ -	£ 665	£ -	0%				December 23 - Proj CLOSED	PROJECT CLOSED Unspent funds of £665 returned to CPF (315)
4845	110	Proj - Locker Flooring Works	Business	1466c	£ 4,800	£ -	£ 4,800	£ 4,800	£ -	£ -	£ -	0%				January 2024 - Proj CLOSED	PROJECT CLOSED Budget met
4846	110	Proj - Rufus Rooms 18 & 19 Refurb	Business	5537e ii	£ 15,969		£ 15,969	£ 15,969	£ -	£ -	£ -	0%				December 23 - Proj CLOSED	PROJECT CLOSED Budget met
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)
4848	110	Proj - FTC Office Space Refurb	Business	5565g i	£ 11,461	£ -	£ 11,461	£ 11,462	£ 1	£ -	£ -	0%				December 23 - Proj CLOSED	PROJECT CLOSED Budget met
4849	110	Proj - Locker Suite Works	Business	5565g ii	£ 48,655	£ -	£ 48,655	£ 6,975	£ -	£ -	£ 41,680	86%				January 2024 - Proj CLOSED	Project will be completed within the current financial year with £0 under or over spend.

Flitwick Town Council Financial Summary 23/24

01 April to 31 January 2024

	YTD Income	Income Budget	% Budget Achieved	YTD Expenditure	Expenditure Budget	% Budget Spent
Finance & General Purposes	£ 1,136,161	£ 1,080,059	105%	£ 552,248	£ 532,529	104%
Business Improvement & Development Board	£ 720,410	£ 660,300	109%	£ 554,335	£ 646,010	86%
Community Services	£ 82,034	£ 84,152	97%	£ 494,684	£ 645,972	77%
Whole Business	£ 1,938,605	£ 1,824,511	106%	£ 1,601,267	£ 1,824,511	88%

TOLERANCES: 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 5%

Investments 23/24

CCLA Summary Year to Date	
<small>(230, 1190/111)</small>	
Account balance:	£ 1,292,000
Cumulative Dividends:	£ 46,418

2023/24 PWLB Loans Report

(4061/422 & 4062/422)

Loan Ref	Loan Purpose	Total Loan	Interest Rate	1st Repayment	Capital Paid 23/24		Interest Paid 23/24		Final Repayment	Balance O/S to 31st March 24
					Amount	Date	Amount	Date		
PW480459	Land Purchase	£ 289,000	6.25%	July 2009	£ 9,615.39	31-Jul-23	£ 600.95	31-Jul-23	July 2024	£ 9,915.58
					£ 9,615.11	29-Jan-24	£ 300.47	29-Jan-24		
PW488637	Manor Park	£ 240,000	4.80%	July 2009	£ 6,000.00	31-Jul-23	£ 1,728.00	31-Jul-23	July 2029	£ 66,000.00
					£ 6,000.00	29-Jan-24	£ 1,584.00	29-Jan-24		
PW412743	Purchase 3 Station Road	£ 800,000	2.19%	April 2022	£ 12,369.50	05-Apr-23	£ 8,493.49	05-Apr-23	April 2047	£ 763,291.99
					£ 12,504.94	05-Oct-23	£ 8,358.05	05-Oct-23		
		£1,329,000			£ 56,105		£ 21,065		£ 839,208	

31st March 2023

31st March 2024

Net Value	<u>Fixed Assets</u>	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	Long Term Assets			
<u>0</u>			<u>0</u>	<u>0</u>
	Current Assets			
47,898	DEBTORS	38,537		
8,151	BURIAL GROUND & CEMETRIES	1,044		
42,906	PREPAYMENTS	0		
0	Mthly Business Prepays	11,871		
0	PrePayment for Land Sale	40,828		
3,204	Bank Interest Accrued	0		
2,500	Bar Stock	4,373		
4,500	Rendezvous Foodstuffs Stock	5,833		
1,500	GRANT DEBTORS	0		
28,716	GRANT DEBTORS CAPITAL	0		
5,317	Current Bank Ac Barclays 009	5,264		
169,934	Barclays Business Reserve 106	56,410		
1,411	PDQ Account	334		
400	Petty Cash Control	500		
400	Float - Main Safe	400		
400	Float - Cafe Safe	400		
15	Float - Reception Safe	15		
0	Float - Cafe Till Drawer	80		
853,000	CCLA PSDF Account	1,292,000		
0	CREDITORS	7,864		
<u>1,170,252</u>			<u>1,465,751</u>	
	1,170,252 Total Assets			1,465,751
	Current Liabilities			
1,195	DEBTORS CNTRL-FUNCTIONS	1,942		
1,803	VAT DUE/REPAYABLE	14,167		
5,806	CREDITORS	0		
9,016	ACCRUAL - LOAN INTEREST	0		
18,584	ACCRUALS	0		

Balance Sheet as at 31st January 2024

31st March 2023

31st March 2024

13,737	PAYE/NI DUE	13,926
16,753	LGPS Pension Control	10,528
0	NEST Pension Control	4,863
6,335	INCOME IN ADVANCE	0
6,983	TM Income to be donated	0
41,425	RENT DEPOSITS	43,668
3,346	Barclaycard Year End balance	0
<u>124,984</u>		<u>89,095</u>
1,045,268	Total Assets Less Current Liabilities	1,376,657
	Long Term Liabilities	
<u>0</u>		<u>0</u>
1,045,268	Total Assets Less Long Term Liabilities	1,376,657
	Represented By	
718,139	GENERAL RESERVE	570,214
29,000	EMR Youth Provision	29,000
5,000	EMR Community Involvement	5,000
202,062	Central Project Fund	146,131
3,704	EMR Election Costs	3,704
0	EMR Do Not Spend Ops Reserves	500,000
22,641	EMR Allotments	22,641
5,294	EMR Cost of Living	12,003
0	EMR Steppingley Rd Legal Fees	57,050
500	EMR Youth HUB	500
15,814	EMR Community Events	15,814
28,514	Capital Financing Reserve	0
14,600	Capital Receipts Reserve	14,600
<u>1,045,268</u>		<u>1,376,657</u>

The above statement represents fairly the financial position of the authority as at 31st January 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

CURRENT ACCOUNT (009)

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	5,000.00					5,000.00	
Banked: 02/01/2024		489.40						
Sales Recpts Page 12711		489.40	489.40		101			Sales Recpts Page 12711
Banked: 02/01/2024		646.70						
Sales Recpts Page 12712		646.70	646.70		101			Sales Recpts Page 12712
Banked: 02/01/2024		100.00						
Sales Recpts Page 12713		100.00	100.00		101			Sales Recpts Page 12713
Banked: 02/01/2024		650.00						
Sales Recpts Page 12714		650.00	650.00		101			Sales Recpts Page 12714
Banked: 02/01/2024		1,161.00						
Sales Recpts Page 12715		1,161.00	1,161.00		101			Sales Recpts Page 12715
Banked: 02/01/2024		646.70						
Sales Recpts Page 12716		646.70	646.70		101			Sales Recpts Page 12716
Banked: 02/01/2024		881.80						
Sales Recpts Page 12717		881.80	881.80		101			Sales Recpts Page 12717
Banked: 02/01/2024		777.00						
Sales Recpts Page 12780		777.00	777.00		101			Sales Recpts Page 12780
Banked: 02/01/2024		1,293.40						
Sales Recpts Page 12781		1,293.40	1,293.40		101			Sales Recpts Page 12781
Banked: 03/01/2024		258.00						
Sales Recpts Page 12718		258.00	258.00		101			Sales Recpts Page 12718
Banked: 03/01/2024		1,215.00						
Sales Recpts Page 12719		1,215.00	1,215.00		101			Sales Recpts Page 12719
Banked: 03/01/2024		646.70						
Sales Recpts Page 12720		646.70	646.70		101			Sales Recpts Page 12720
Banked: 03/01/2024		228.00						
Sales Recpts Page 12721		228.00	228.00		101			Sales Recpts Page 12721
Banked: 03/01/2024		450.00						
Sales Recpts Page 12722		450.00	450.00		101			Sales Recpts Page 12722
Banked: 04/01/2024		420.60						
Sales Recpts Page 12723		420.60	420.60		101			Sales Recpts Page 12723
Banked: 04/01/2024		4,480.80						
Sales Recpts Page 12724		4,480.80	4,480.80		101			Sales Recpts Page 12724
Banked: 04/01/2024		489.40						
Sales Recpts Page 12725		489.40	489.40		101			Sales Recpts Page 12725
Banked: 04/01/2024		165.60						
Sales Recpts Page 12779		165.60	165.60		101			Sales Recpts Page 12779

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 05/01/2024	99.00						
	Sales Recpts Page 12726	99.00	99.00		101			Sales Recpts Page 12726
	Banked: 08/01/2024	864.00						
	Sales Recpts Page 12727	864.00	864.00		101			Sales Recpts Page 12727
	Banked: 08/01/2024	256.80						
	Sales Recpts Page 12728	256.80	256.80		101			Sales Recpts Page 12728
	Banked: 08/01/2024	54.00						
	P&E Nichols	54.00		9.00	1120	312	45.00	Keep Fit
	Banked: 08/01/2024	489.41						
	Sales Recpts Page 12729	489.41	489.41		101			Sales Recpts Page 12729
	Banked: 09/01/2024	777.00						
	Sales Recpts Page 12730	777.00	777.00		101			Sales Recpts Page 12730
	Banked: 10/01/2024	854.70						
	Sales Recpts Page 12731	854.70	854.70		101			Sales Recpts Page 12731
	Banked: 10/01/2024	252.00						
	Sales Recpts Page 12732	252.00	252.00		101			Sales Recpts Page 12732
	Banked: 10/01/2024	734.90						
	Sales Recpts Page 12733	734.90	734.90		101			Sales Recpts Page 12733
	Banked: 10/01/2024	2,277.00						
	Sales Recpts Page 12734	2,277.00	2,277.00		101			Sales Recpts Page 12734
	Banked: 10/01/2024	27.00						
	A Ly	27.00		4.50	1120	312	22.50	Keep Fit
	Banked: 11/01/2024	432.00						
	Sales Recpts Page 12735	432.00	432.00		101			Sales Recpts Page 12735
	Banked: 11/01/2024	30.00						
	Sales Recpts Page 12736	30.00	30.00		101			Sales Recpts Page 12736
	Banked: 11/01/2024	-1,618.75						
	Sales Recpts Page 12771	-1,618.75	-1,618.75		101			Sales Recpts Page 12771
	Banked: 12/01/2024	156.00						
	Sales Recpts Page 12737	156.00	156.00		101			Sales Recpts Page 12737
	Banked: 12/01/2024	4,168.40						
	Sales Recpts Page 12738	4,168.40	4,168.40		101			Sales Recpts Page 12738
	Banked: 12/01/2024	2,463.50						
	Sales Recpts Page 12739	2,463.50	2,463.50		101			Sales Recpts Page 12739
	Banked: 12/01/2024	20.00						
	LB Tink	20.00		3.33	1023	421	16.67	Singalong Event Tickets

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 15/01/2024	777.00						
	Sales Recpts Page 12740	777.00	777.00		101			Sales Recpts Page 12740
	Banked: 15/01/2024	48.00						
	Sales Recpts Page 12741	48.00	48.00		101			Sales Recpts Page 12741
	Banked: 15/01/2024	650.00						
	Lickety Lips	650.00			1127	313	650.00	FFFD24 Stall Payment
	Banked: 16/01/2024	82.80						
	Sales Recpts Page 12742	82.80	82.80		101			Sales Recpts Page 12742
	Banked: 16/01/2024	2,006.25						
	Sales Recpts Page 12743	2,006.25	2,006.25		101			Sales Recpts Page 12743
	Banked: 16/01/2024	635.50						
	Sales Recpts Page 12744	635.50	635.50		103			Sales Recpts Page 12744
	Banked: 16/01/2024	-20.00						
	Plot 130 Key refund	-20.00			1005	302	-20.00	Refund Allotment Key
	Banked: 17/01/2024	114.00						
	Sales Recpts Page 12745	114.00	114.00		101			Sales Recpts Page 12745
	Banked: 18/01/2024	351.30						
	Sales Recpts Page 12746	351.30	351.30		101			Sales Recpts Page 12746
	Banked: 18/01/2024	108.00						
	Sales Recpts Page 12747	108.00	108.00		101			Sales Recpts Page 12747
	Banked: 19/01/2024	3,880.20						
	Sales Recpts Page 12748	3,880.20	3,880.20		101			Sales Recpts Page 12748
	Banked: 19/01/2024	73.80						
	Sales Recpts Page 12749	73.80	73.80		101			Sales Recpts Page 12749
	Banked: 19/01/2024	1,102.01						
	EventBright	1,102.01		183.67	1023	421	918.34	Soul Man Tickets Sales
	Banked: 22/01/2024	1,500.00						
	Sales Recpts Page 12750	1,500.00	1,500.00		101			Sales Recpts Page 12750
	Banked: 22/01/2024	486.92						
	Sales Recpts Page 12751	486.92	486.92		101			Sales Recpts Page 12751
	Banked: 22/01/2024	480.00						
	Sales Recpts Page 12752	480.00	480.00		101			Sales Recpts Page 12752
	Banked: 23/01/2024	1,994.60						
	Sales Recpts Page 12753	1,994.60	1,994.60		101			Sales Recpts Page 12753
	Banked: 23/01/2024	378.00						
	Sales Recpts Page 12754	378.00	378.00		101			Sales Recpts Page 12754

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 23/01/2024	65.00						
	Sales Recpts Page 12770	65.00	65.00		103			Sales Recpts Page 12770
	Banked: 25/01/2024	2,002.50						
	Sales Recpts Page 12755	2,002.50	2,002.50		101			Sales Recpts Page 12755
	Banked: 25/01/2024	386.69						
	Sales Recpts Page 12756	386.69	386.69		101			Sales Recpts Page 12756
	Banked: 25/01/2024	1,133.60						
	Sales Recpts Page 12757	1,133.60	1,133.60		101			Sales Recpts Page 12757
	Banked: 29/01/2024	100.00						
	Pyrolec	100.00			1181	312	100.00	Community Fridge Donation
	Banked: 29/01/2024	1,215.00						
	Sales Recpts Page 12758	1,215.00	1,215.00		101			Sales Recpts Page 12758
	Banked: 29/01/2024	113.40						
	Sales Recpts Page 12759	113.40	113.40		101			Sales Recpts Page 12759
	Banked: 29/01/2024	211.50						
	Sales Recpts Page 12760	211.50	211.50		101			Sales Recpts Page 12760
	Banked: 29/01/2024	1,553.10						
	Sales Recpts Page 12761	1,553.10	1,553.10		101			Sales Recpts Page 12761
201748	Banked: 30/01/2024	320.00						
201748	J Harris from Deposit	320.00			1165	313	320.00	J Harris from Deposit
	Banked: 30/01/2024	402.00						
	Sales Recpts Page 12762	402.00	402.00		101			Sales Recpts Page 12762
	Banked: 30/01/2024	646.70						
	Sales Recpts Page 12763	646.70	646.70		101			Sales Recpts Page 12763
	Banked: 30/01/2024	342.00						
	Sales Recpts Page 12764	342.00	342.00		101			Sales Recpts Page 12764
201747	Banked: 30/01/2024	5,948.07						
201747	KPeters TM Quiz Food	4.75			4143	102	4.75	KPeters TM Quiz Food
201747	Staff Payments for 19/01/24	43.60			4017	101	43.60	Staff Payments for 19/01/24
201747	Ceilidh Tickets	80.00		13.33	1023	421	66.67	Ceilidh Tickets
201747	Movie Popcorn Donations	16.30			1181	312	16.30	Movie Popcorn Sales
201747	Painting Circle	25.00		4.17	1039	312	20.83	Painting Circle
201747	Soul Man Tickets	30.00		5.00	1023	421	25.00	Soul Man Tickets
201747	Choc Selection Box Sales	6.00		1.00	1023	421	5.00	Choc Selection Box Sales
201747	TM Charity Calendars	33.00			1143	102	33.00	TM Charity Calendars
201747	Lunch Club	234.50		39.08	1171	312	195.42	Lunch Club
201747	Allotments	252.00			1005	302	252.00	Allotments
201747	Tea & Coffee Donations	79.38			1155	420	79.38	Tea & Coffee Donations
201747	Bar Takings (28.01.24)	176.35		29.39	1026	420	146.96	Bar Takings (28.01.24)

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
201747	Bar Takings (26.01.24)	3.25		0.54	1026	420	2.71	Bar Takings (26.01.24)
201747	Bar Takings (13.01.24)	505.16		84.19	1026	420	420.97	Bar Takings (13.01.24)
201747	Cafe (19-21 Dec 23)	502.79		83.80	1027	420	418.99	Cafe (19-21 Dec 23)
201747	Cafe (3-10 Jan 24)	957.01		159.50	1027	420	797.51	Cafe (3-10 Jan 24)
201747	Cafe (11-13 Jan 24)	444.96		74.16	1027	420	370.80	Cafe (11-13 Jan 24)
201747	Cafe (15-20 Jan 24)	852.22		142.04	1027	420	710.18	Cafe (15-20 Jan 24)
201747	Cafe (22-27 Jan 24)	813.04		135.51	1027	420	677.53	Cafe (22-27 Jan 24)
201747	Cafe (29 Jan 24)	111.62		18.60	1027	420	93.02	Cafe (29 Jan 24)
201747	Keeble Christmas Meal	333.00	333.00		103			Sales Recpts Page 12765
201747	Dance Fitness Chq100079	27.00		4.50	1120	312	22.50	Dance Fitness Chq100079
201747	Painting Circle Chq100957	15.00		2.50	1039	312	12.50	Painting Circle Chq100957
201747	Allotment Chqs x6	221.60			1005	302	221.60	Allotment Chqs x6
201747	Cafe (22-23 Dec 23)	180.54		30.09	1027	420	150.45	Cafe (22-23 Dec 23)
	Banked: 30/01/2024	25.00						
	Sales Recpts Page 12768	25.00	25.00		103			Sales Recpts Page 12768
	Banked: 31/01/2024	178,143.92						
Manual	BUSINESS RESERVE (106)	178,143.92			202		178,143.92	Jan 24 Whole Mth Transfers OUT
	Banked: 31/01/2024	577.20						
	Sales Recpts Page 12766	577.20	577.20		101			Sales Recpts Page 12766
	Banked: 31/01/2024	744.00						
	Sales Recpts Page 12767	744.00	744.00		101			Sales Recpts Page 12767
	Banked: 31/01/2024	70.00						
	Sales Recpts Page 12769	70.00	70.00		103			Sales Recpts Page 12769
	Banked: 31/01/2024	-2,000.00						
	Sales Recpts Page 12772	-2,000.00	-2,000.00		101			Sales Recpts Page 12772
	Banked: 31/01/2024	2,259.68						
AUTO	BUSINESS RESERVE (106)	2,259.68			202		2,259.68	Auto Transfer
Total Receipts for Month		236,244.80	47,973.12	1,027.90			187,243.78	
Cashbook Totals		<u>241,244.80</u>	<u>47,973.12</u>	<u>1,027.90</u>			<u>192,243.78</u>	

CURRENT ACCOUNT (009)

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2024	The George Maulden	O/L	150.00			4017	101	150.00	Deposit for 19/01/2024
04/01/2024	James Garner	O/L	900.00		150.00	4142	421	750.00	Drag Bingo Rufus Event 24/25
04/01/2024	A Snape (Mayor)	O/L	6.99		1.16	4540	313	5.83	UppBeat Subscription
04/01/2024	A Snape (Mayor)	O/L	10.00			4210	102	10.00	Raffle Stotfold Bowls Club
04/01/2024	A Snape (Mayor)	O/L	10.80			4210	102	10.80	Mileage Caritas Gala Concert
04/01/2024	A Snape (Mayor)	O/L	20.80			4210	102	20.80	Miles Dunstable Charity Dinner
04/01/2024	A Snape (Mayor)	O/L	50.00			4210	102	50.00	Wine Tasting Tickets x2
04/01/2024	A Snape (Mayor)	O/L	7.40			4210	102	7.40	NALC Annual Recep Drinks
04/01/2024	Soul Town Productions	E Top up	400.00	400.00		501			Soul Man Rufus Event Jan 24
04/01/2024	O2 Uk Limited	DD626	27.60	27.60		501			Line Rental Charges
05/01/2024	NEST Pension Scheme	DD	2,390.11			519		2,390.11	Nest Pension Costs Dec 2023
08/01/2024	Virgin Media Business	DD627	50.40	50.40		501			YH Broadband
09/01/2024	Barclays Bank Charges	O/L	17.19			4058	101	17.19	Payflow Charges
09/01/2024	Central Bedfordshire	DD628	44.00	44.00		501			Purchase Ledger DDR Payment
09/01/2024	Central Bedfordshire	DD629	192.00	192.00		501			Purchase Ledger DDR Payment
09/01/2024	Central Bedfordshire	DD630	3,405.00	3,405.00		501			Purchase Ledger DDR Payment
09/01/2024	Central Bedfordshire	DD631	244.00	244.00		501			Rm7 Rufus Rates 23/24
10/01/2024	Barclaycard	Manual	359.20			205		359.20	Barclaycard: Dec 23 Purchases
11/01/2024	HMRC	O/L	16,631.61			515		16,631.61	PAYE / NIC December 2023
11/01/2024	Bedfordshire Pension Fund	O/L	13,113.34			517		13,113.34	LGPS Pension Costs December 23
11/01/2024	A Snape (Mayor)	O/L	31.80		0.30	4210	102	31.50	x2Ticket Ampthill Mayor Event
11/01/2024	A Snape (Mayor)	O/L	25.00			4210	102	25.00	Dominic Holroyd Fundraiser
15/01/2024	Payflow	O/L	53,516.40			516		53,516.40	Wages January 2024
16/01/2024	A B Fruits	E4665	712.71	712.71		501			Cafe Stock & Supply
16/01/2024	Ace Celebrations & Events	E4666	220.00	220.00		501			Balloon Bouquet/Arch
16/01/2024	All Star Business Solutions Li	E4667	254.43	254.43		501			Diesel December 2023
16/01/2024	Arena Security Limited	E4668	182.40	182.40		501			Attending alarm activations
16/01/2024	Belair Coffee	E4669	239.08	239.08		501			Cafe Stock & Supply
16/01/2024	Bidfood	E4670	3,310.95	3,310.95		501			Cafe Stock & Supply
16/01/2024	Broome Signs	E4672	231.60	231.60		501			Engraved Door Plates
16/01/2024	CASTLEBAR CATERING SUPPLIES LT	E4673	241.06	241.06		501			Rendz stickers for airpots
16/01/2024	Clean4Shaw Ltd (admin by Bibby)	E4674	2,828.02	2,828.02		501			Rufus Monthly Office Cleaning
16/01/2024	Collin Hill Bar & Catering Sup	E4675	1,458.00	1,458.00		501			Annual contract charge 24/25
16/01/2024	Collins Fresh Produce Ltd	E4676	403.53	403.53		501			Cafe Stock & Supply
16/01/2024	SHARP (formally Complete I.T.)	E4677	2,274.21	2,274.21		501			Complete 365 Backup
16/01/2024	Copier Solutions (UK) Ltd	E4678	330.24	330.24		501			Monthly Meter Readings

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/01/2024	Corporate Travel Management	E4679	174.30	174.30		501			Room Commission Charge
16/01/2024	B.W. Deacon Butchers	E4680	950.50	950.50		501			Cafe Stock & Supply
16/01/2024	Flitwick Village Hall Managemen	E4681	145.00	145.00		501			COL Vjillage Hall Hire
16/01/2024	Fruity Blend Smoothies Ltd	E4682	130.80	130.80		501			Rendz Smoothie Mixes
16/01/2024	W Fuller & Son Ltd	E4683	486.00	486.00		501			Professional Security
16/01/2024	HH Structures Limited	E4684	192.00	192.00		501			YH Structural site visit
16/01/2024	ICPhygiene	E4685	816.04	816.04		501			Cleaning Supplies
16/01/2024	JP agri	E4686	1,770.00	1,770.00		501			Hedge Trimming
16/01/2024	LWC Northampton	E4687	388.27	388.27		501			Bar Stock & Supply
16/01/2024	Lyreco UK Limited	E7688	178.92	178.92		501			Office Stationery/Stamps
16/01/2024	MLP Traffic Ltd	E4689	18.00	18.00		501			Credit for duplicate charge
16/01/2024	PERRIN MYDDELTON LIMITED	E4690	707.60	707.60		501			Rectifying title Allot/Step Rd
16/01/2024	Rosetone Contract Furniture Lt	E4691	458.82	458.82		501			Table Cloth Hire
16/01/2024	SSL Foodservice Ltd	E4692	760.28	760.28		501			Cafe Stock & Supply
16/01/2024	Andy Skellham at Stockchek	E4693	252.00	252.00		501			Cafe StockChecker
16/01/2024	TruePos Ltd (Till Systems)	E4694	156.00	156.00		501			Rendz Cash Draw
16/01/2024	Wooden Hill Coffee Roasters	E4695	378.00	378.00		501			Cafe Stock & Supply
16/01/2024	BIFFA WASTE SERVICES LTD	E4671	1,011.01	1,011.01		501			Rufus Food Waste Dec 2023
16/01/2024	Gavin Ashley-Copper	O/L	500.00			4142	421	500.00	Singalong Event (Postponed)
16/01/2024	Gareth Eglinton-PA	O/L	150.00			4614	312	150.00	LGBTQ+ Event Speaker
17/01/2024	EON ENERGY	DD632	28.42	28.42		501			Skate Park Lighting Dec 2023
18/01/2024	NPower	DD633	824.27	824.27		501			Street Lighting
18/01/2024	O2 Uk Limited	DD634	77.40	77.40		501			Mobile Charges
19/01/2024	BRITISH GAS TRADING LTD	DD635	2,628.66	2,628.66		501			Rufus Gas Bill Dec 2023
23/01/2024	CPC	REFUND	-56.20	-56.20		501			Refund for Duplicate Payment
24/01/2024	Iris Payroll Solutions Ltd	DD636	15.79	15.79		501			Monthly Contracted Package
25/01/2024	BRITISH TELECOMMUNICATION	DD637	418.80	418.80		501			BT Business Bill
25/01/2024	Total Energies (prev. Total Ga	DD638	44.82	44.82		501			TS Electricity December 2023
25/01/2024	Total Energies (prev. Total Ga	DD639	8.65	8.65		501			Hinksley Rd Electric Dec 2023
25/01/2024	Total Energies (prev. Total Ga	DD640	169.35	169.35		501			YH Electricity December 2023
25/01/2024	Total Energies (prev. Total Ga	DD641	3,802.65	3,802.65		501			Rufus Electricity Dec 23
26/01/2024	THREE (3)	DD642	17.00	17.00		501			December 23 Charges
26/01/2024	Ads Ltd (Babble)	DD643	32.28	32.28		501			Feb 24 Charges
29/01/2024	Public Works Loan	DD	17,499.58			4061	422	9,615.11	PWLB - PW480459 - Capiat
						4062	422	300.47	PWLB - PW480459 - Interest
						4061	422	6,000.00	PWLB - PW488637 - Capiat
						4062	422	1,584.00	PWLB - PW488637 - Interest
30/01/2024	Cheque to Cash	CHQ	100.00			220		100.00	SQ Proud History Purchase
30/01/2024	Cheque to Cash	CHQ	356.27			220		356.27	Reimburse Petty Cash
31/01/2024	A B Fruits	E4696	496.49	496.49		501			Cafe Stock & Supply

CURRENT ACCOUNT (009)

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/01/2024	ACE Fire & Security Ltd	E4697	1,232.32	1,232.32		501			Annual Emerg Light Rufus 24-25
31/01/2024	Belair Coffee	E4698	441.60	441.60		501			Water Filter change
31/01/2024	Bidfood	EE4699	2,123.61	2,123.61		501			Cafe Stock & Supply
31/01/2024	Black Sheep Collective CIC	E4700	615.00	615.00		501			Community Cooking Classes
31/01/2024	CamStage Ltd	E4701	8,369.99	8,369.99		501			1stInst Lockyer Acoustic Wall
31/01/2024	CASTLEBAR CATERING SUPPLIES LT	E4702	42.12	42.12		501			Equipment (Containers Cafe)
31/01/2024	SHARP (formally Complete I.T.)	E4703	675.67	675.67		501			Line Rental Charges
31/01/2024	The Community Heartbeat Trust	E4704	210.00	210.00		501			Cardiac Arrest Response Semina
31/01/2024	Copier Solutions (UK) Ltd	E4705	363.85	363.85		501			Monthly Meter Readings
31/01/2024	Corporate Travel Management	E4706	108.75	108.75		501			Room Booking Commission
31/01/2024	Crystal Clear (Bedford) Limite	E4707	400.00	400.00		501			Rufus Window Cleaning
31/01/2024	Dayla	E4708	1,878.49	1,878.49		501			Bar Stock & Supply
31/01/2024	B.W. Deacon Butchers	E4709	772.05	772.05		501			Cafe Stock & Supply
31/01/2024	Flitwick Village Hall Manageme	E4710	125.00	125.00		501			Flittabus Over 60's Xmas Lunch
31/01/2024	Nuyard (formally Flitvale) Gar	E4711	78.00	78.00		501			Topsoil
31/01/2024	W Fuller & Son Ltd	E4712	198.00	198.00		501			Soulman Event Security
31/01/2024	JEWSON LTD	E4713	19.99	19.99		501			Bollards at Rufus
31/01/2024	Lamps and Tubes Illuminations	E4714	3,316.09	3,316.09		501			Xmas lighting Display 2023
31/01/2024	LWC Northampton	E4715	249.60	249.60		501			Bar Stock & Supply
31/01/2024	Martin Rix Building Services	E4716	13,753.06	13,753.06		501			Denel Wing Office Refurb Proj
31/01/2024	Onion Skinner Fitness & Lifest	E4717	140.00	140.00		501			Outdoor Circuit Classes
31/01/2024	PERRIN MYDDELTON LIMITED	E4718	3,863.60	3,863.60		501			Allot Title Fees 2nd Instal
31/01/2024	Precise Wood Flooring Ltd	E4719	4,800.00	4,800.00		501			Refurb to Lockyer Flooring:PRJ
31/01/2024	NETWORK RAIL	E4720	4.50	4.50		501			Bus Shelter
31/01/2024	ROYAL MAIL REVENUE MANAGEMENT	E4721	1,044.00	1,044.00		501			Weekday Collection Fee
31/01/2024	D & G SHORT	E4722	433.20	433.20		501			Allotment keys/tap keys
31/01/2024	Simply Health	E4723	576.21	576.21		501			Simply Health January 2024
31/01/2024	Spectrum Sealants Limited	E4724	75.00	75.00		501			Rufus Plumbing Charge
31/01/2024	SSL Foodservice Ltd	E4725	656.84	656.84		501			Cafe Stock & Supply
31/01/2024	The Stickleback Fish Company L	E4726	170.07	170.07		501			Cafe Stock & Supply
31/01/2024	Wooden Hill Coffee Roasters	E4727	365.00	365.00		501			Fairtrade Coffee/Decaf
31/01/2024	XMA Limited	E4728	1,084.60	1,084.60		501			Davis Camera Delivery Fee:Proj
31/01/2024	BUSINESS RESERVE (106)	Manual	46,519.17			202		46,519.17	Jan 24 Whole Mth Transfers IN
31/01/2024	E Hunter Refund	O/L	20.00			4072	302	20.00	Allotment Key Refund
31/01/2024	ISUZU Vehicle Leasing	DD644	878.78	878.78		501			Purchase Ledger DDR Payment
31/01/2024	XMA Limited	E4728A	-0.60	-0.60		501			P/Ledger Electronic Payment

CURRENT ACCOUNT (009)

Total Payments for Month	235,981.20	83,595.54	151.46	152,234.20
Balance Carried Fwd	5,263.60			
Cashbook Totals	<u>241,244.80</u>	<u>83,595.54</u>	<u>151.46</u>	<u>157,497.80</u>

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	121,278.86					121,278.86	
	Banked: 03/01/2024	32,000.00						
Manual	PDQ Account (271)	32,000.00			204		32,000.00	December 23 Income
	Banked: 03/01/2024	6,015.19						
	CCLA Investment Management	6,015.19			1190	111	6,015.19	Dec 23 Interest Received
	Banked: 31/01/2024	21,000.00						
Manual	PDQ Account (271)	21,000.00			204		21,000.00	January 24 Income
	Banked: 31/01/2024	50,000.00						
	CCLA Investment Management	50,000.00			230		50,000.00	Month End Funds
	Banked: 31/01/2024	46,519.17						
Manual	CURRENT ACCOUNT (009)	46,519.17			201		46,519.17	Jan 24 Whole Mth Transfers IN
	Total Receipts for Month	155,534.36	0.00	0.00			155,534.36	
	Cashbook Totals	<u>276,813.22</u>	<u>0.00</u>	<u>0.00</u>			<u>276,813.22</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2024	HSBC Deposit Fund	O/L	40,000.00			230		40,000.00	A/C Balance Return
31/01/2024	CURRENT ACCOUNT (009)	Manual	178,143.92			201		178,143.92	Jan 24 Whole Mth Transfers OUT
31/01/2024	CURRENT ACCOUNT (009)	AUTO	2,259.68			201		2,259.68	Auto Transfer
Total Payments for Month			220,403.60	0.00	0.00			220,403.60	
Balance Carried Fwd			56,409.62						
Cashbook Totals			276,813.22	0.00	0.00			276,813.22	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	33,389.82					33,389.82	
Stripe	Banked:04/01/2024	4.20						
Stripe	Rendezvous (04.01.24)	4.20		0.70	1027	420	3.50	Rendezvous (04.01.24)
Stripe	Banked:05/01/2024	14.26						
Stripe	Rendezvous (05.01.24)	14.26		2.38	1027	420	11.88	Rendezvous (05.01.24)
	PDQ Banked:08/01/2024	739.88						
PDQ	Rendezvous (22.12.23)	462.38		77.06	1027	420	385.32	Rendezvous (22.12.23)
PDQ	Allotments	221.50			1005	302	221.50	Allotments
PDQ	TM Charity Calendar	6.00			1143	102	6.00	TM Charity Calendar
PDQ	Sam Waderson 14.12.24	50.00	50.00		103			Sales Recpts Page 12773
Stripe	Banked:08/01/2024	19.96						
Stripe	Rendezvous (08.01.24)	19.96		3.33	1027	420	16.63	Rendezvous (08.01.24)
	PDQ Banked:09/01/2024	1,090.77						
PDQ	Rendezvous (03.01.24)	599.57		99.93	1027	420	499.64	Rendezvous (03.01.24)
PDQ	Allotments	404.20			1005	302	404.20	Allotments
PDQ	Ceilidh Event (Rufus)	50.00		8.33	1023	421	41.67	Ceilidh Event (Rufus)
PDQ	Dance Fitness	27.00		4.50	1120	312	22.50	Dance Fitness
PDQ	Show Tunes Singalong	10.00		1.67	1023	421	8.33	Show Tunes Singalong
Stripe	Banked:09/01/2024	4.20						
Stripe	Rendezvous (09.01.24)	4.20		0.70	1027	420	3.50	Rendezvous (09.01.24)
	PDQ Banked:10/01/2024	361.25						
PDQ	Rendezvous (06.01.24)	361.25		60.21	1027	420	301.04	Rendezvous (06.01.24)
	PDQ Banked:10/01/2024	1,384.31						
PDQ	Rendezvous (05.01.24)	613.31		102.22	1027	420	511.09	Rendezvous (05.01.24)
PDQ	Allotment	542.60		90.43	1005	302	452.17	Allotment
PDQ	REFUND Allotments	-5.60		-0.93	1005	302	-4.67	REFUND Allotments
PDQ	Ceilidh Event (Rufus)	60.00		10.00	1023	421	50.00	Ceilidh Event (Rufus)
PDQ	S Giacobelli	64.00	64.00		101			Sales Recpts Page 12774
PDQ	Lunch Club	45.00		7.50	1027	420	37.50	Lunch Club
PDQ	Declan Hawkins Kids Party	65.00	65.00		103			Sales Recpts Page 12774
	PDQ Banked:10/01/2024	1,105.89						
PDQ	Rendezvous (04.01.24)	691.49		115.25	1027	420	576.24	Rendezvous (04.01.24)
PDQ	Allotments	400.90			1005	302	400.90	Allotments
PDQ	Lunch Club	7.50		1.25	1171	312	6.25	Lunch Club
PDQ	TM Charity Calendar	6.00			1143	102	6.00	TM Charity Calendar
Stripe	Banked:11/01/2024	4.20						
Stripe	Rendezvous (11.01.24)	4.20		0.70	1027	420	3.50	Rendezvous (11.01.24)
	PDQ Banked:12/01/2024	869.56						
PDQ	Rendezvous (08.01.24)	450.86		75.14	1027	420	375.72	Rendezvous (08.01.24)
PDQ	Allotments	209.10			1005	302	209.10	Allotments
PDQ	REFUND Allotments	-1.40			1005	302	-1.40	REFUND Allotments
PDQ	REFUND Allotment Key	-20.00			1005	302	-20.00	REFUND Allotment Key

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	PDQ Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
	PDQ Dance Fitness	216.00		36.00	1120	312	180.00	Dance Fitness
Stripe	Banked: 12/01/2024	20.58						
Stripe	Rendezvous (12.01.24)	20.58		3.43	1027	420	17.15	Rendezvous (12.01.24)
	PDQ Banked: 15/01/2024	328.35						
	PDQ Rendezvous (09.01.24)	517.88		86.31	1027	420	431.57	Rendezvous (09.01.24)
	PDQ Soul & Motown (Rufus)	75.00		12.50	1023	421	62.50	Soul & Motown (Rufus)
	PDQ REFUND Soul & Motown	-30.00		-5.00	1023	421	-25.00	REFUND Soul & Motown
	PDQ Event Travel Management	186.00	186.00		101			Sales Recpts Page 12775
	PDQ Allotments	105.20			1005	302	105.20	Allotments
	PDQ Payment Sense Charges	-525.73			501		-525.73	Electronic P/L Pymnt Page 4334
Stripe	Banked: 15/01/2024	5.66						
Stripe	Rendezvous (15.01.24)	5.66		0.94	1027	420	4.72	Rendezvous (15.01.24)
Stripe	Banked: 16/01/2024	16.28						
Stripe	Rendezvous (16.01.24)	16.28		2.71	1027	420	13.57	Rendezvous (16.01.24)
	PDQ Banked: 16/01/2024	531.61						
	PDQ Rendezvous (10.01.24)	346.96		57.83	1027	420	289.13	Rendezvous (10.01.24)
	PDQ Lunch Club	30.00		5.00	1171	312	25.00	Lunch Club
	PDQ Show Tunes Singalon	50.00		8.33	1023	421	41.67	Show Tunes Singalong
	PDQ Allotments	96.90			1005	302	96.90	Allotments
	PDQ TM Charity Calendar	3.00			1143	102	3.00	TM Charity Calendar
	PDQ TM Charity Donation (SB Pyt)	4.75			4143	102	4.75	TM Charity Donation (SB Pyt)
	PDQ Banked: 17/01/2024	1,868.98						
	PDQ Rendezvous (13.01.24)	819.63		136.60	1027	420	683.03	Rendezvous (13.01.24)
	PDQ Bar Takings (13.01.24)	1,034.35		172.39	1026	420	861.96	Bar Takings (13.01.24)
	PDQ Rendezvous Gift Voucher	15.00		2.50	1027	420	12.50	Rendezvous Gift Voucher
	PDQ Banked: 17/01/2024	667.45						
	PDQ Rendezvous (12.01.24)	572.05		95.34	1027	420	476.71	Rendezvous (12.01.24)
	PDQ Show Tunes Singalong (Rufus)	20.00		3.33	1023	421	16.67	Show Tunes Singalong (Rufus)
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ Allotments	55.40			1005	302	55.40	Allotments
	PDQ Banked: 17/01/2024	1,312.28						
	PDQ Rendezvous (11.01.24)	903.08		150.51	1027	420	752.57	Rendezvous (11.01.24)
	PDQ Dance Fitness	162.00		27.00	1120	312	135.00	Dance Fitness
	PDQ Abigal Brailey Party	156.00	156.00		103			Sales Recpts Page 12776
	PDQ Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
	PDQ TM Charity Calendar	6.00			1143	102	6.00	TM Charity Calendar
	PDQ Painting Circle	42.50		7.08	1039	312	35.42	Painting Circle
	PDQ Allotment	27.70			1005	302	27.70	Allotment
	PDQ Banked: 19/01/2024	1,008.75						
	PDQ Rendezvous (15.01.24)	712.75		118.79	1027	420	593.96	Rendezvous (15.01.24)
	PDQ Allotments	72.00			1005	302	72.00	Allotments
	PDQ Lunch Club	27.00		4.50	1171	312	22.50	Lunch Club

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ Dance Fitness	27.00		4.50	1120	312	22.50	Dance Fitness
	PDQ Mia Mamma Tickets (Rufus)	150.00		25.00	1023	421	125.00	Mia Mamma Tickets
Stripe	Banked: 19/01/2024	23.29						
Stripe	Rendezvous (19.01.24)	23.29		3.88	1027	420	19.41	Rendezvous (19.01.24)
	PDQ Banked: 22/01/2024	941.58						
	PDQ Rendezvous (17.01.24)	594.98		99.16	1027	420	495.82	Rendezvous (17.01.24)
	PDQ Allotments	221.60			1005	302	221.60	Allotments
	PDQ Lunch Club	75.00		12.50	1171	312	62.50	Lunch Club
	PDQ Show Tunes Singalong (Rufus)	50.00		8.33	1023	421	41.67	Show Tunes Singalong (Rufus)
	PDQ Banked: 23/01/2024	737.18						
	PDQ Rendezvous (17.01.24)	667.98		111.33	1027	420	556.65	Rendezvous (17.01.24)
	PDQ Allotments	69.20			1005	302	69.20	Allotments
Stripe	Banked: 23/01/2024	13.24						
Stripe	Rendezvous (23.01.24)	13.24		2.21	1027	420	11.03	Rendezvous (23.01.24)
	PDQ Banked: 24/01/2024	515.06						
	PDQ Rendezvous (20.01.24)	515.06		85.84	1027	420	429.22	Rendezvous (20.01.24)
	PDQ Banked: 24/01/2024	1,323.21						
	PDQ Rendezvous (19.01.24)	948.31		158.05	1027	420	790.26	Rendezvous (19.01.24)
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ Neville Party	245.00	245.00		103			Sales Recpts Page 12777
	PDQ Allotments	58.10			1005	302	58.10	Allotments
	PDQ Photocopying	6.80			1003	101	6.80	Photocopying
	PDQ REFUND Allotment Key	-20.00			1005	302	-20.00	REFUND Allotment Key
	PDQ Rosie Nicolas Kids Party	65.00	65.00		103			Sales Recpts Page 12777
	PDQ Banked: 24/01/2024	804.55						
	PDQ Rendezvous (18.01.24)	694.55		115.76	1027	420	578.79	Rendezvous (18.01.24)
	PDQ Dance Fitness	27.00		4.50	1120	312	22.50	Dance Fitness
	PDQ Allotments	83.00			1005	302	83.00	Allotments
Stripe	Banked: 25/01/2024	4.20						
Stripe	Rendezvous (25.01.24)	4.20		0.70	1027	420	3.50	Rendezvous (25.01.24)
	PDQ Banked: 25/01/2024	497.77						
	PDQ Rendezvous (22.01.24)	497.77		82.96	1027	420	414.81	Rendezvous (22.01.24)
Stripe	Banked: 26/01/2024	66.45						
Stripe	Rendezvous (26.01.24)	66.45		11.08	1027	420	55.37	Rendezvous (26.01.24)
	PDQ Banked: 29/01/2024	454.34						
	PDQ Rendezvous (23.01.24)	579.34		96.56	1027	420	482.78	Rendezvous (23.01.24)
	PDQ Louise Smith Kids Party	25.00	25.00		103			Sales Recpts Page 12778
	PDQ REFUND Show Tunes Singalone	-150.00		-25.00	1023	421	-125.00	REFUND Show Tunes Singalone
	PDQ Banked: 30/01/2024	614.03						
	PDQ Rendezvous (24.01.24)	558.86		93.14	1027	420	465.72	Rendezvous (24.01.24)

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ REFUND Show Tunes Singalong	-10.00		-1.67	1023	421	-8.33	REFUND Show Tunes Singalong
	PDQ J Bunyan	45.17			1027	420	45.17	J Bunyan
	PDQ Banked: 31/01/2024	551.61						
	PDQ Rendezvous (27.01.24)	551.61		91.94	1027	420	459.67	Rendezvous (27.01.24)
	PDQ Banked: 31/01/2024	1,484.65						
	PDQ Rendezvous (26.01.24)	870.34		145.06	1027	420	725.28	Rendezvous (26.01.24)
	PDQ REFUND Show Tunes Singalong	-20.00		-3.33	1023	421	-16.67	REFUND Show Tunes Singalong
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ Allotments	19.40			1005	302	19.40	Allotments
	PDQ Lunch Club	75.00		12.50	1171	312	62.50	Lunch Club
	PDQ Bar Takings (26.01.24)	519.91		86.65	1026	420	433.26	Bar Takings (26.01.24)
	PDQ Banked: 31/01/2024	591.73						
	PDQ Rendezvous (25.01.24)	555.13		92.52	1027	420	462.61	Rendezvous (25.01.24)
	PDQ Ceilidh Event (Rufus)	20.00		3.33	1023	421	16.67	Ceilidh Event (Rufus)
	PDQ Allotments	16.60			1005	302	16.60	Allotments
	Stripe Banked: 31/01/2024	6.24						
	Stripe Rendezvous (31.01.24)	6.24		1.04	1027	420	5.20	Rendezvous (31.01.24)
	Total Receipts for Month	19,987.55	856.00	2,926.65			16,204.90	
	Cashbook Totals	<u>53,377.37</u>	<u>856.00</u>	<u>2,926.65</u>			<u>49,594.72</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2024	BUSINESS RESERVE (106)	Manual	32,000.00				202	32,000.00	December 23 Income
10/01/2024	Barclaycard: G Botten	DD	-20.35		12.45	4147	420	3.00	Tesco: Cafe Supplies
						4147	420	4.90	Tesco: Cafe Supplies
						4138	420	49.98	Amazon: 3x Heat Resist Gloves
						4147	420	10.67	Tesco: Cafe Supplies
						4147	420	19.67	Tesco: Cafe Supplies
						4147	420	7.05	Tesco: Cafe Supplies
						4147	420	7.93	Tesco: Cafe Supplies
						4623	313	-136.00	Allens Deposit Refund Cater Eq
10/01/2024	Barclaycard: G Botten	DD	20.35		-12.45	4147	420	-3.00	Moved to Correct CB6
						4147	420	-4.90	Moved to Correct CB6
						4138	420	-49.98	Moved to Correct CB6
						4147	420	-10.67	Moved to Correct CB6
						4147	420	-19.67	Moved to Correct CB6
						4147	420	-7.05	Moved to Correct CB6
						4147	420	-7.93	Moved to Correct CB6
						4623	313	136.00	Moved to Correct CB6
15/01/2024	Paytek Ltd	DD645	43.20	43.20			501		Card Processing Service Charge
31/01/2024	BUSINESS RESERVE (106)	Manual	21,000.00				202	21,000.00	January 24 Income
Total Payments for Month			53,043.20	43.20	0.00			53,000.00	
Balance Carried Fwd			334.17						
Cashbook Totals			53,377.37	43.20	0.00			53,334.17	

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 10/01/2024	359.20						
Manual	CURRENT ACCOUNT (009)	359.20			201		359.20	Barclaycard: Dec 23 Purchases
Total Receipts for Month		359.20	0.00	0.00			359.20	
Cashbook Totals		<u>359.20</u>	<u>0.00</u>	<u>0.00</u>			<u>359.20</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/01/2024	Barclaycard: G Botten	DD	-20.35		12.45	4147	420	3.00	Tesco: Cafe Supplies
						4147	420	4.90	Tesco: Cafe Supplies
						4138	420	49.98	Amazon:3x Heat Resist Gloves
						4147	420	10.67	Tesco: Cafe Supplies
						4147	420	19.67	Tesco: Cafe Supplies
						4147	420	7.05	Tesco: Cafe Supplies
						4623	313	-136.00	Allens: Deposit Return Cater E
						4147	420	7.93	Tesco: Cafe Supplies
10/01/2024	Barclaycard: S Eldred	DD	196.96		-11.84	4540	313	-100.00	Tesco: Select Boxes Refund
						4056	101	96.00	BJ Grammarly Subscription
						4056	101	120.00	SL Grammarly Subscription
						4002	300	92.80	Amazon: x2 Coats PR PO14873
10/01/2024	Barclaycard: S Burgess	DD	182.59		26.59	4147	420	23.09	Tesco: Cafe Supplies
						4138	421	46.83	Premier Farnell Speakers Locky
						4142	421	5.83	Tesco: Sweets for Xmas Party
						4148	420	50.25	Tesco: Bar Stock
						4148	420	30.00	Tesco: Bar Stock
Total Payments for Month			359.20	0.00	27.20			332.00	
Balance Carried Fwd			0.00						
Cashbook Totals			359.20	0.00	27.20			332.00	

Date :- 15/02/2024

Observations on the following Planning Applications

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

24/00076/FUL

12/01/2024	Sarah Fortune	n/a	78C Steppingley Road Flitwick Bedford MK45 1AR
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Proposal : Single storey front and two storey side extension
Observations : FTC- no comments

24/00162/FUL

22/01/2024	Grace Howard	n/a	45A Dunstable Road Flitwick Bedfordshire MK45 1HP
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Proposal : First floor side extension above existing garage with front and rear single storey extension
Observations : FTC - No comments

24/00177/FUL

23/01/2024	Katherine Watts	n/a	Flitwick Lodge Church Road Flitwick MK45 5AN
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Proposal : Erection of Outbuilding and Decking (Retrospective)
Observations : FTC - No comments

24/00179/FUL

23/01/2024	Carrie-Anne Harris	n/a	5 Windrush Close Flitwick Bedfordshire MK45 1PX
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Proposal : Single storey rear extension
Observations : FTC - No comments

24/00272/FUL

06/02/2024	Carrie-Ann Harris	n/a	18b Chapel Road Flitwick Bedfordshire MK45 1EA
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Proposal : Infill flat roof front extension
Observations : FTC - Support - no comments

Signed _____ Date _____

Stacie Lockey Miss

NOTIFICATIONS OF PLANNING DECISIONS FROM Central Bedfordshire Council

Minute Ref

Thu 15 February 2024

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

E 23/02785/FUL	Approved	77 Ampthill Road
E 23/02926/FUL	Approved	19 Astwood Drive
E 23/03568/FUL	Approved	22 Kestrel Road
E 23/03589/FUL	Approved	21 Moor Lane
E 23/03681/FUL	Approved	7 Sheepfold Hill
E 23/03750/FUL	Approved	8 Millfield Close
E 23/03843/RD	Approved	Flitwick Railway Station
E 23/03950/FUL	Approved	91 Townfield Road
E 23/04093/FUL	Approved	Unit 1

REFUSED PLANNING PERMISSIONS

C 23/00679/FUL	Refused	Coniston Road
District COMMENT	CBC- Refused	Local COMMENT FTC supports this application on the basis that it will improve the overall quality of the street scene.