



## FLITWICK TOWN COUNCIL

**Draft Minutes of Flitwick Town Council meeting  
held on Tuesday, 20<sup>th</sup> February 2024, at the Rufus Centre at 7:45 pm.**

Present:

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

Also present:

Cllr I Adams – Central Bedfordshire Council (CBC) Ward Member  
Stacie Lockey – Town Clerk & Chief Executive  
Stephanie Stanley – Deputy Town Clerk & RFO  
One member of the public (via virtual access)

### **5583. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllrs Connell, Parsons & Thompson (holiday).

### **5584. DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item – no items.
- (b) Non-Pecuniary interests in any agenda item – no items.

### **5585. TOWN MAYOR'S ANNOUNCEMENTS**

The Deputy Mayor advised that he and the Town Mayor had attended an Afternoon Tea event with the Council's 'Forget Me Not' Group the previous week and a DJ Workshop at the Hub that day.

### **5586. REPORTS FROM WARD MEMBERS**

The circulated report from Cllr Adams was noted.

Cllr Gleave referred to the cancellation of the Stagecoach 2 bus service and asked for an update on whether the Grant Palmer 44 service had been extended. Cllr Adams reported that this registration had happened today, so there should be an imminent start.

Cllr Patterson asked if there were any timescales for the new passenger footbridge at the station. Cllr Adams said he hoped the works would start during the summer, but no firm date had been given. Cllr Wilsmore commented that it was reassuring that Network Rail were looking to retain the existing footbridge in the plans. Members would be kept informed.

The Chairman thanked Cllr Adams for his work in trying to sort the parking issues outside the Vape Shop on The Avenue. Cllr Adams apologised that progress had been slower than it should have been.

Cllr Adams left the meeting at 19:52.

**5587. PUBLIC OPEN SESSION**

No items.

**5588. INVITED SPEAKER**

No invited speaker.

**5589. MEMBERS QUESTIONS**

None.

**5590. MINUTES AND RECOMMENDATIONS OF MEETINGS**

**a. For Members to approve the minutes of the Town Council Meeting held, on Tuesday 16th January 2024, this meeting was held at the Rufus Centre.**

It was **resolved** to adopt the minutes of the Town Council Meeting held on Tuesday 16<sup>th</sup> January 2024 as a true record with one amendment: delete Cllr Roberts to those present.

**b. For Members to receive and consider resolutions and recommendations of the Community Services Meeting, held on Tuesday 6th February 2024, this meeting was held at The Rufus Centre.**

The resolutions of the Community Services Meeting held on Tuesday 6<sup>th</sup> February 2024 were noted.

**c. For Members to receive and consider the resolutions and recommendations of the Business Improvement & Development Board Meeting, held on Tuesday 13th February 2024, this meeting was held at the Rufus Centre.**

This item was moved to exempt.

**5591. MATTERS ARISING**

**a. Minutes of the Town Council Meeting held on Tuesday 16<sup>th</sup> January 2024**

The Town Clerk advised Members that Officers wished to submit a reply to the discussion held at the January Council meeting regarding Lunch Club (minute reference 5575). The Officers' reply was read aloud and was noted by Members.

**b. Members to receive any updates from Officers.**

Members were informed that Concertus, the Project Management Team for the care development on Steppingley Road, had delayed its opening to September and had asked what impact this would have on the Council. The Town Clerk explained that this would

impact the Council because the temporary Tractor Store on the Rufus Centre field would need to be there for an extended period and how this was affecting the field use for visitors to the Rufus Centre using the other side of the field for car parking without any reinforced ground matting. The Town Clerk stated that CBC would either give some funding towards purchasing matting or their team would come and install it.

**5592. OUTSIDE BODIES**

No items.

**5593. ITEMS FOR CONSIDERATION**

**a. Planning Improvement Working Group (PIWG)**

Members were asked to consider the report circulated by the Chairman of the PIWG.

Cllr Gleave, Chairman of the PIWG, stated a couple of recommendations were included in the report relating to co-opting some members of the public onto the group and approving the undertaking of a planning survey to establish resident's priorities.

The Chairman was conscious not to raise residents' expectations during the survey process and asked how this would be clarified. Cllr Gleave stated that the survey aimed to establish priorities from residents and explain what the Council was trying to get out of the planning system rather than opposing all development.

Cllr Snape entered the meeting at 20:03.

It was **resolved** to co-opt Bryn Timlin, Janice Beal, Jo Connew, and Liz Jackson as members of the PIWH.

It was **resolved** to undertake a Planning Survey as circulated.

*Action: Cllr Gleave & Amenities Officer*

**b. Internal Audit Report 2023-24: 2nd Interim**

Members were asked to consider the Internal Audit Report 2023-24: 2nd Interim. The Chairman thanked Officers for their work on this.

It was **resolved** to accept the Internal Audit 2<sup>nd</sup> Interim Report 2023-24 circulated.

**c. Draft Civic Protocol**

Members were asked to comment on the draft Civic Protocol circulated.

Cllr Snape briefed Members that he had drafted this document based on research and lived experience as Town Mayor. Other larger Councils had civic protocols that detailed necessary expectations, such as having written precedence for events like Remembrance Sunday.

Cllr Toinko suggested amending minor inconsistencies in the wording of 'Chair' or 'Chairman' and for the 'CBC' abbreviation to be put in full for its first mention. Cllr Toinko also commented on outdated gender terms relating to 'ladies' and 'wearing hats in church.' He suggested using the term 'women' and including wording that stated there was no requirement to dress formally unless at a place of worship or when the Lord Lieutenant was present. Cllr Snape agreed but mentioned that specifying 'tailored shorts' was necessary since he had received complaints about his attire at civic events. Cllr Snape also explained that traditionally, women were expected to wear hats in church and

that many of the towns in the district followed this tradition when the Lord-Lieutenant was present. Cllr Snape felt it important to ensure future female consorts had this information to avoid potential embarrassment.

The Chairman thanked Cllr Snape for drafting the document. Amendments based on the discussion would be included and presented to the Council for adoption in March.

*Action: Cllr Snape*

**d. Financial Regulations**

Members were asked to review the current financial regulations circulated and note suggested amendments by officers and members of the Finance Scrutiny Working Group, which were highlighted in blue font.

Cllr Blazeby commented that he was happy with the amendments suggested.

It was **resolved** to adopt the updated Financial Regulations circulated with one amendment: remove reference to the Senior Finance Officer from the document.

*Action: RFO*

**e. Community Engagement Policy**

Members were asked to review the circulated Community Engagement Policy. Given the content, this policy was an agenda item at the last Community Services Committee meeting, and it was decided to defer this to Council discussion.

Cllr Toinko explained the discussion about 'hard to reach' not being a preferred term and suggested removing the comment 'it is important to note...personal choice' under 2.2. The Deputy Town Clerk (DTC) would liaise with Cllr Toinko on these changes.

Cllr Snape suggested including a section on expectations for the Town Mayor.

It was **resolved** to adopt the circulated Community Engagement Policy with amendments suggested on 'hard to reach' groups and to include a piece on expectations for the Town Mayor.

*Action: DTC*

**f. Senior Member Roles**

Members received an update from the Town Mayor about Senior Member Roles. Cllr Snape explained that this discussion was necessary before reviewing the Council's Standing Orders at the March meeting, allowing ample opportunity to make changes before the Annual Statutory Meeting. He gave details on the commitment required from a Town Mayor if the Council continued to operate as it is now, with the senior roles as they were. Cllr Blazeby asked Cllr Snape about how many hours each week he spent working on Council business.

Cllr Snape suggested creating a non-party political Leader of the Council role, effectively splitting the role of Town Mayor. He felt this would be a more sustainable model to allow the Council to continue to progress business at the current pace. The Leader would work to move the Council's work forward by collaborating with senior Officers behind the scenes, leading on strategic direction and working with members to build consensus. This role would include collaborating with the Town Clerk on significant projects like 3 Station Road and the Nature Park. The Town Mayor would remain the Chairman of the Council, presiding at meetings (a statutory requirement) and continue to represent the Council at

civic events. Cllr Snape advised that he believed that splitting the role would have positive outcomes for service delivery and assured the Council that the responsibilities would be adequately divided, with appropriate job descriptions.

Cllr Snape was clear that whoever was elected Town Mayor in May would retain the flexibility to progress this role in their desired style. He proposed that the Leader's role be a four-year term but that a clause was established in revised Standing Orders to allow the Council to remove any future Leader if there was a subsequent loss of confidence and for the Council to re-elect. He asked for Members' views on this idea.

Cllr Hodges asked for clarification on whether the Council could legally separate the role of the Chairman and the Town Mayor. Cllr Snape stated that this was not legally possible but suggested having two Job Descriptions for the different roles, should this idea progress. He also reminded members that all Councillors were equal and leadership had to be achieved through influence and building relationships.

Cllr Toinko thought a two-year term for the Leader post was more appropriate.

Cllr Patterson requested clarification on the responsibilities for each role. Cllr Snape explained that the Council now operated with senior roles, including Chairs of Committees and Working Groups. He stated that the Town Mayor would chair the full council meeting, transact business, and publicly represent the Council. The Leader would work with the Officer team and councillors to progress decisions and drive the council's business.

Cllr Blazeby touched on the Council's current work, including the commercial business and project work, and explained that it would not be easy for somebody else to take on the Town Mayor role with the current setup and the number of hours they would need to commit. He believed the suggestion of splitting the role was a natural progression. The Chairman endorsed this view and stated that the current setup and expectations for those wanting to be Town Mayor in the future could exclude people.

Cllr Wilsmore asked if this needed to be written down into a document. Cllr Snape agreed and explained there was no template to write this down. He informed the Council that changes to the Standing Orders, the Scheme of Delegations, and two new Job Descriptions were needed. Cllr Snape was only willing to invest time in producing a document with the Town Clerk if members supported the approach in principle.

Cllr Wilsmore asked if this suggested setup was common for towns of a similar size to Flitwick. Cllr Snape stated that it was not about the size of the town but more about the style of the Council and whether it was run along political lines. Leighton-Linslade, Dunstable, Biggleswade, and Sandy were all political, but only Leighton-Linslade operated with a Town Mayor and a formal Leader selected by the majority political group. He proposed that Flitwick remain non-political from a party-political perspective, but the Council would elect a Leader as part of the Annual Statutory meeting process.

Cllr Hodges asked if it could become party political in the future. Members were informed that it could be done in the future. Cllr Hodges asked if the senior roles involvement could decrease given that there was now a new Town Clerk and a Business Manager. However, Cllr Snape did not see the member workload decreasing unless the Council wanted to delegate more work directly to officers and accept that less would be achieved. He reiterated that there needed to be a good working relationship between all members and the Officer team.

It was agreed that Cllr Snape should draft a paper on senior member roles to include the responsibilities of the town mayor and the leader, which would be considered at the March Council meeting.

*Action: Cllr Snape*

**g. Annual Assembly**

Members were asked to consider holding the Annual Assembly on Tuesday, 30th April 2024.

Cllr Blazeby commented that only four members of the public attended last year's Annual Assembly. He explained that this was a mandatory meeting and provided some background information about when more people turned up in previous years. He suggested that high-level presentation slides were required and was happy with the date.

Cllr Blazeby explained to Members that there were upcoming 'Chat to a Councillor' sessions being held on Fridays from 10 am – 12 noon at the Village Hall (1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup> March, and 5<sup>th</sup> April) and asked Members to support him by attending. These were sessions that provided residents with a chance to ask questions. The dates of the sessions overlapped with the publication of the Annual Residents Survey, which would be launched soon.

It was **resolved** to hold the Annual Assembly on Tuesday, 30<sup>th</sup> April 2024.

**5594. ITEMS FOR INFORMATION**

**a. Finance Reports**

Members were asked to note the following finance reports:

- (i) Flitwick Town Council Summary, Investments & Loans – noted.
- (ii) Balance Sheet – noted.
- (iii) Cashbooks – noted.
- (iv) Projects Fund Summary – noted.

**b. Planning**

- (i) Members noted the Planning Delegated decisions.
- (ii) Members noted the CBC decisions.

**5595. PUBLIC OPEN SESSION**

Jonathan Marshall (attended via virtual access) commented that he agreed with the senior roles proposal discussed earlier and looked forward to the 'Chat to a Councillor' sessions.

The resident left the meeting at this time.

**5596. EXEMPT ITEMS**

The following resolution will be moved that is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

- a. BIDB Recommendation & Resolution Sheet - noted.
- b. Confidential Reports – noted.
- c. Land at Steppingley Road

It was **resolved** to:

- 1. Progress with an independent valuation.
- 2. Progress with the project based on a conditional contract.

- d. Village Hall Representative

It was **resolved** to seek legal advice.

e. 3 Station Road

It was **resolved** to start the tender process.

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.

Meeting closed at 21:21.

**Recommendations and resolutions of the  
Community Services Committee 5<sup>th</sup> March 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 5<sup>th</sup> March 2024

**1159    APOLOGIES FOR ABSENCE**

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

**1160    MINUTES**

**a.** It was **RESOLVED** to accept the Community Services Minutes held on 6<sup>th</sup> February 2024 with no amendments.

**1161    ITEMS FOR CONSIDERATION**

**a Reviewed Policies**

. • It was **RESOLVED** to accept the updated Event Protocol booking form as submitted.

**b.The Hub Car Park**

It was **RECOMENDED** to accept Quote A for £800 and Option 2, to paint a white line as a delineation between the Hub and Village Hall via an RCF Application

**c.Event Review**

It was **RESOLVED** to remove from the Christmas Markey Trip event and indoor Christmas Market from the Community Services programming.

**1162    EXEMPT ITEMS**

**a.** The Dew Pond & The Mount

It was **RESOLVED** to move item 1170 to Exempt.

**Recommendations and resolutions of the  
Business Improvements & Development Board Committee 12th March 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the BI&DB Committee 12<sup>th</sup> March 2024

**1524. MINUTES**

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board held on Tuesday 13<sup>th</sup> March 2024.

**1526. ITEMS FOR CONSIDERATION**

**b. Rufus Centre Flat Window Replacement**

It was **RESOLVED** to proceed with quotation 1 at a cost of £3,560 to be funded from the Central Projects Fund.



## Flitwick Town Council

### Written proposal to introduce the role of Leader, including changes to the Standing Orders and Scheme of Delegation

#### Implications of recommendations

**Corporate Strategy:** Governance changes that will improve governance and collaboration to ensure the delivery of services.

**Finance:** No financial impact

**Equality:** Increases equality & inclusivity through direct engagement with the community

## Background

Over the past four years, the Council has reviewed almost every aspect of our operations, redesigning our ways of working and service services and repositioning Flitwick Town Council to better serve the community. As councillors and residents, we recognise that no one else is coming to deliver our aspirations for our town, and we want to use our parish council to deliver improvements and change. We have built a reputation for punching well above our weight and our reputation within the community and within local government has significantly improved.

However, it has become very obvious that our current governance arrangements aren't working effectively to allow us to progress business and delivery at the pace we've become accustomed to.

We discussed the current challenges at the February Council meeting and I have summarised the key points as follows:

- We agreed that the role of the Town Mayor has grown in importance beyond charring meetings and being the first citizen and that we need to consider how members will lead the strategy and delivery going forward.
- The Mayor has become the face of the Council to residents and I have executed the role very differently to my predecessors by getting directly involved.
- There is a significant workload behind the scenes and in public, attending events and engaging with the community in Flitwick.
- We want to continue partnership working with the Town Clerk and the senior officer team to deliver all aspects of our services, recognising that our output will shrink if members do not directly contribute.
- I explained the personal impact on me as the Chairman, which has become a significant burden. I spend at least 15 hours per week working on FTC business, and this can be more depending on our meeting schedule, the number of civic events and activity on specific projects like Flitwick Community Fridge and Proud AF.

- All members are reticent to take on the role of Town Mayor because the role has become too big and the expectations too high for one person.
- We discussed the idea of splitting the Town Mayor's role into two:
  - **Town Mayor:** The formal Chairman of the Council, responsible for chairing our meetings and civic activities. We would return to the traditional custom and practice of the Deputy Mayor becoming the Town Mayor the following year.
  - **Leader:** Responsible for the council's strategic direction, coordination, and collaboration with members and the Town Clerk and maintaining external relationships with political stakeholders. I proposed a four-year term to match the term of the council to allow continuity, with a robust process in the standing orders to remove the leader.

The Council agreed to move forward on this basis, and I committed to working with the Town Clerk to produce a paper and changes to the Standing Orders and the Councillor Officer Protocol. This is that paper.

Serving this town has been an honour and privilege, but I will be stepping down as Town Mayor on 21<sup>st</sup> May at the next Annual Statutory Meeting.

### **Cllr Andy Snape**

Town Mayor

## Changes proposed

This paper proposes changes to the Standing Orders and an appendix to the Scheme of Delegations covering the role of the Mayor and Leader.

### 1. Standing Orders

The Council must review its standing orders each year. I have summarised the changes proposed below, but members should ensure they have reviewed the document rather than relying on this summary:

- 3j – removal of Planning Committee (which we do not have), instead changing the context to when the Council considers planning matters.
- 3v – clarifying that the reason for absence will be recorded in accordance with standing order 3 y iv.
- 3y – changed member to councillor for consistency
- 3d – removal of ex-officio voting powers from the Town Mayor and Deputy Town Mayor (transferring to Leader and Deputy Leader)
- 3d xiii and xiv - reworded for clarity
- 5k – Added provision for electing a Leader and Deputy Leader and the provision for the Leader to make announcements at the annual statutory meeting.
- 8b – Added provision for voting on appointments to be conducted by secret ballot. This is a longstanding custom and practice at FTC, but the provision has never been included in the Standing Orders
- 14b – Change of responsibility from the Town Mayor to the Leader to handle a complaint against the Proper Officer.

- 15a – change of Corporate Services Manager to Deputy Town Clerk to match recent HR changes.
- 15b i – Formal requirement for the Proper Officer to public the agenda and appropriate supporting papers for meetings on the council website
- 15b xiv – change of planning outcomes to be notified to Council (we do not have a Planning Committee)
- 15b xv – change to match scheme of delegations where officers respond to planning applications in accordance with the adopted planning guide or refer to the Council.
- 15c – move the scheme of delegations link to a formal standing order number (it was just there at the end without a number).
- 16a – Inclusion that the Town Clerk has been designated the Deputy Responsible Financial Officer and can act if the RFO is absent.
- 19 – changes from Personnel Committee to HR Committee
- 19b – Town Clerk to notify absence to the Leader and not the Town Mayor
- 19c –gives specific rights to the chairman of the HR committee to review the officer appraisals, job descriptions and pay arrangements.
- 19d – new standing order empowering the Leader and Chairman of the HR Committee to complete the annual appraisal of the Town Clerk.
- 24b – Introduces the possibility of the Proper Officer or Council to decide not to copy letters to the Unitary Council to the Ward Councillors.
- 26 – New section introduces the role of leader, with the primary functions of defining the council’s policy and to work with the Town Clerk to progress council business in accordance with the Council’s formal decisions.
- 26d- Leader and Deputy Leader to be ex-officio voting members on all standing committees
- 26e – process for a vote of no confidence in the leader and deputy leader.
- 27 – A new section covering Questions (which currently has no guidance). Questions should (but it’s not mandatory to do this) be sent in advance so that the Town Mayor or Leader can come to the meeting with the answer.
- 28 – New section linking co-option to the co-option policy
- 29 – New section highlighting the requirements of the general power of competence.
- 30 – formerly 27.

## 2. Councillor Officer Protocol.

Addition of a section on the Leader (and general review)

## 3. Recommendations

Members are requested to review and adopt the documents provided as follows:

1. Review the proposed changes to the Standing Orders for adoption at the April council meeting
2. Review and adopt the proposed changes to the Councillor Officer Protocol



~~FLITWICK TOWN COUNCIL~~  
**Flitwick Town Council**

**COUNCILLOR-OFFICER PROTOCOL**

**Introduction**

This protocol supports and adds detail to ~~both the~~ Councillors' and Officers' Codes of Conduct. It is based on a model drawn up by the Association of Council Secretaries and Solicitors and tailored to suit this Council.

Councillors are democratically accountable and may often have political affiliations. Officers must serve the whole Council objectively. Together, they should balance a complex range of obligations and competing interests. For this to be effective, Councillors and officers must have mutual trust and respect for each other's requirements and duties. There is also a need for ~~a~~ transparency and consistency in everyday working relations.

**Principles**

1. Councillors and officers must at all times observe this protocol.
2. The ~~protocol has been approved by the Council~~ Council has approved the protocol and will be monitored, along with the Codes of Conduct which it supports.
3. The protocol seeks to maintain and enhance the integrity of local government ~~which demands the highest, which demands the highest level~~ of personal conduct.
4. Councillors and officers must always respect ~~the roles and duties of each other. They must show respect in all their dealings by observing reasonable standards of courtesy, and by not seeking to take unfair advantage by virtue~~ each other's roles and duties. They must show respect in all their dealings by observing reasonable standards of courtesy and not seeking to take unfair advantage of their position.
5. ~~Whilst Councillors and officers are indispensable to one another, Councillors and officers are indispensable to one another, but~~ their responsibilities are distinct. Councillors are accountable to the electorate and serve only as long as their term of office lasts. ~~Officers are employed and their job is to give advice to Councillors (individually and collectively) and to carry out the Council's work under the direction of the C, and their job is to council~~ advise councillors (individually and collectively) and carry out the council's work under the council's direction.

6. The Council has adopted a code of conduct for Councillors, ~~this represent~~representing best practice. The Councillors Code is based on The General Principles of Public Life Localism Act (2011 and must be consistent with the following principles):

- Selflessness - serving only the public interest
- Integrity - avoiding placing themselves under any obligation to people or organisations and ~~declare~~declaring and ~~resolving~~ing interests
- Objectivity - taking decisions impartially and on merit
- Accountability - to the public; being open to scrutiny
- Openness - taking decisions in an open and transparent manner

- Honesty - to be truthful
- Leadership - exhibit these principles in their ~~own~~-behaviour and be willing to challenge poor behaviour.

7. These principles also underpin this protocol.
8. A breach of this Protocol will not automatically also be a breach of the Councillors' Code, but it may provide contributory evidence and may result in a complaint to the Monitoring Officer of Central Bedfordshire Council.
9. Breaches by an officer may lead to disciplinary action.

### The role of Councillors

10. Councillors have ~~a number of many~~ roles and need to be alert to ~~the potential for conflicts of interest which~~potential conflicts of interest that may arise between the roles. ~~Where such conflicts are likely, Councillors may wish to seek the advice of senior colleagues, the Town Clerk and/or the Monitoring Officer.~~
11. Collectively, Councillors are the ultimate policymakers determining the core values of the Council and approving the authority's policy framework, strategic plans and budget.
12. Councillors represent the community, act as community leaders and promote the social, economic and environmental well-being of the community, often in partnership with other agencies.
13. Every elected-Councillor represents the interests of and ~~is an advocate~~advocates for the Town and individual constituents. They represent the Council in the Town, respond to the concerns of constituents, meet with partner agencies, and sometimes serve on local bodies.
14. Some Councillors have roles relating to their position as members of committees and working groups of the Council.
15. Councillors who serve on committees may collectively have delegated responsibilities.
16. Some Councillors may be appointed to represent the Council on local, regional or national bodies.
17. As politicians, ~~Councillors may express the values and aspirations of a party-political group to which they belong, recognising that in their role as Councillors they have a duty always~~councillors may express the values and aspirations of a party-political group to which they belong, recognising that in their role as councillors, they have a duty to act in the public interest.
18. Councillors are not authorised to instruct officers other than:
  - a. through the formal decision-making process.
  - b. to request items to go on to agendas in accordance with standing orders.
  - c. to request the provision of consumable resources provided by the Council for Councillors' use.
  - d. where staff have been specifically allocated to ~~give support to~~support a Councillor or group of Councillors. In practice ~~the Mayor will be consulted on the Agenda of full Council and offer guidance to the Clerk on behalf of the C,~~

the leader and mayor will be consulted on the agenda of the full council and will offer guidance to the clerk on behalf of the council.

19. Individual Councillors are not authorised to initiate or certify financial transactions, or to enter into a contract on behalf of the Council. Authorised signatories ~~however,~~ however, may sign cheques or authorise electronic payments.
20. Councillors must avoid taking actions ~~which are unlawful, financially improper or likely to amount to maladministration. Councillors have an obligation to have regard when reaching decisions, to any advice provided by officers~~ that are unlawful, financially improper, or likely to amount to maladministration. They have an obligation to consider any advice provided by officers when reaching decisions.
21. Councillors must respect the impartiality of officers and do nothing to compromise it, e.g. by insisting that an officer change their professional advice.
22. Councillors have a duty under their code of conduct:
  - to promote equality by not discriminating unlawfully against any person and
  - to treat others with respect.
23. Under the code, a Councillor must not, when acting as a Councillor or in any other capacity:
  - bring the Council or his/her position as a Councillor into disrepute or
  - use their position as a Councillor improperly to gain an advantage or disadvantage for themselves or any other position.

#### The role of Councillors: ~~The role of the~~ **Town Mayor**

24. The role of the Mayor is set out as follows:
  - As the legal Chairman of Flitwick Town Council, the Mayor is responsible for presiding at meetings of the full Council and ensuring that business is transacted lawfully and efficiently.
  - They will take a prominent and leading role in the civic life of the Town. This generally includes representing Flitwick Town Council, attending various civic functions across the district, and acting as a host at Civic gatherings.
  - Fundraising for local charities as part of the Flitwick Town Mayor's 'chosen charities' initiative.
25. The Civic Protocol provides specific guidance for the role of the Town Mayor.

#### The role of Councillors: ~~The role of the~~ **Leader**

26. The ~~Leader~~ at Flitwick Town Council is appointed by the full Council to serve a four-year term, bringing continuity to the council's political and strategic direction. The leader is expected to:
  - Provide continuity of councillor leadership, acting as a unifying force amongst members and officers.
  - Work with Councillors and Officers to define the Council's strategy.
  - Work with the Town Clerk and Senior Management Team (SMT) collaboratively to ensure that policies, projects and overall policy are delivered in line with Council resolutions, the strategy and the needs of the community.
  - Act as the line manager for the Town Clerk on a consultative basis to assist with prioritisation and overall delivery, including completing an annual performance appraisal.

- Maintain a deep knowledge of the Council's business, ensuring that councillors are briefed appropriately and that business is transacted efficiently.
- Maintaining efficient and productive relationships with political stakeholders, including the Central Bedfordshire Councillors (Executive and Ward), the Police & Crime Commissioner and the Member of Parliament for Mid Bedfordshire.

27. The position of Leader and Deputy Leader may be challenged using the vote of no-confidence mechanism defined in the Standing Orders. This mechanism allows the Council to remove a Leader or Deputy Leader who has lost the support and confidence of their peers.

27-28. Specific guidance and principles for the leader

- The Leader and Deputy Leader must not use Council resources for party political purposes and must uphold the town clerk's political impartiality. Specifically, they must not ask the Town Clerk to act in any way that would conflict with the Council's Officer Code of Conduct, Councillor Officer Protocol, Officer relationships, or national Conditions of Service under any circumstances.
- The Leader's role is not defined in statute; all councillors are equal (with the exception of the chairman's additional powers to call an extraordinary meeting and tie vote). Therefore, the Leader's role is to lead the council through influence and collaboration.
- The Leader has line management responsibilities for the Town Clerk and can agree with the Town Clerk on issues that arise on a day-to-day basis regarding the implementation of Council decisions. As set out in the standing orders, the Leader will complete an annual appraisal of the Town Clerk's performance with the Chairman of the HR Committee and report back to the HR Committee.
- Where a formal decision is required following a discussion between the Leader and the Town Clerk, the matter will be submitted to the Council or a Committee for consideration unless it has already been delegated to the Town Clerk in consultation with the Leader.
- As a 'visible' and accountable elected representative with defined responsibilities, the Leader must be properly briefed on all significant aspects of the council's work. The Town Clerk will ensure a proper information flow so that the Leader and Deputy Leader can effectively "lead the Council."
- Good communication can be helped through planned and programmed meetings and briefing arrangements. The Town Clerk should ensure that the information needs of the Leader and Deputy Leader are met. In turn, the Leader and Deputy Leader should avoid requesting unanticipated briefings.
- The Leader and Deputy Leader should normally channel requests for information, advice, and other support through the Town Clerk or other members of the Senior Management Team (SMT), in which case the Town Clerk will be copied into any requests. The Leader and Deputy Leader can approach other staff directly with requests for information only.

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- h. The Leader and Deputy Leader are responsible for working with the Town Clerk to lead the process of defining the council's strategy. This is expected to be a collaborative process involving all members and senior officers. The Leader and Deputy Leader will work with the Town clerk and the SMT to develop policies and programmes that support the realisation of the goals set in the strategy.
- i. Employment policies, which the Council has set, are implemented by the Town Clerk. The Leader and Deputy Leader should avoid becoming over-involved in the individual performance of officers or individual cases of grievance, disciplinary action, or harassment. The Leader, Deputy Leader and other Councillors may, however, bring to the Town Clerk's notice any instances where they have evidence that there are problems of inefficiency or ineffectiveness and to be kept informed of what course of action is being pursued in such circumstances.
- j. Before conducting a staff appraisal, the Town Clerk should seek the views of the Leader and other Councillors, as appropriate, to help inform the appraisal process about the staff member's performance from the Councillors' perspective. After the appraisal, the Town Clerk should give feedback to the Leader on any issues relevant to Councillors, as appropriate.
- k. In relation to the Town Clerk, the Leader, in conjunction with the Chairman of the HR Committee, should provide regular advice and guidance on the Town Clerk's performance against any objectives and outcomes for the post, as determined by the Council. If there are any performance, capability or disciplinary issues concerning the Town Clerk, the Leader may submit a report to the HR Committee for consideration.
- l. When a report to Committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and other officers concerning the content of such reports and the framing of recommendations. The Leader may wish to make suggestions on content and drafting to achieve clarity of presentation, simplify jargon, or better explain issues. The Leader should not attempt to edit out or override any content of reports that the Town Clerk or other officer feels is important to put before the Council. This is especially relevant to matters of a professional or technical nature, and the Town Clerk retains an inherent right to report directly to the Council and all committees where the Town Clerk considers it necessary. Once a Committee or Council has decided on a report, the Town Clerk will oversee its timely implementation.
- m. When the Leader wishes to put forward proposals of their own, it is the responsibility of the Leader (via the Town Clerk or other adviser) to seek any necessary legal or financial advice for inclusion in the report. The Town Clerk may wish to add comments to such reports, and they have a right to do so. It is anticipated that this action will be exceptional.
- n. The Town Clerk, SMT members and other officers exercise statutory functions or have individual responsibilities and objectives. The Leader should understand and respect these roles.

## **The role of the Officers**

~~28-29.~~ Officers are responsible for ~~giving advice to~~advising Councillors to enable them to fulfil their roles. -In doing so, officers will take into account all available relevant factors.

~~29-30.~~ Under the direction and control of the Council, officers, led by the Town Clerk, manage and provide the Council's services within the framework of responsibilities delegated to them. This includes the effective management of employees and operational issues.

~~30-31.~~ Officers have a duty to implement ~~decisions of the Council, and committees which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's constitution and are~~lawful decisions of the Council and committees that have been properly approved in accordance with the requirements of the law and the Council's constitution and duly recorded in the minutes. Officers must convene Committee meetings at the request of Councillors of that committee in accordance with Standing Orders.

~~31-32.~~ Officers have a contractual and legal duty to be impartial. -They must not allow their professional judgement and advice to be influenced by their ~~own~~ personal views.

~~32-33.~~ Officers must assist and advise all parts of the Council. They must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions.

~~33-34.~~ Officers must be alert to issues ~~which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media~~that are or are likely to be contentious or politically sensitive and aware of the implications for Councillors, the media, or other sections of the public. Officers will ensure that the Leader, Town Mayor or Council are made aware of potentially contentious issues at the earliest opportunity.

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~~34-35.~~ Officers have the right not to support Councillors in any role other than that of Councillor, and not to engage in actions incompatible with this protocol. In particular, ~~there is a statutory limitation~~a statutory limitation exists on officers' involvement in political activities.

#### **The relationship between Councillors and officers: general**

~~35-36.~~ The conduct of Councillors and officers should be such as to instil mutual confidence and trust.

~~36-37.~~ The key elements of this relationship are recognition of and a respect for each other's roles and responsibilities. -These should be reflected in the behaviour and attitude of each to the other, both publicly and privately.

~~37-38.~~ Informal and collaborative two-way contact between Councillors and officers is encouraged. ~~But-However,~~ personal familiarity can damage the relationship, as might a family or business connection.

~~38-39.~~ It is not enough to avoid impropriety. -Councillors and officers should always be open about their relationships to avoid any reason for suspicion and any appearance of improper conduct. -Where a personal relationship has been disclosed, those concerned should avoid a situation where conflict could be perceived. -Specifically, a Councillor should not sit on a body or participate in any decision which directly affects the officer ~~on a personal basis~~personally.

~~39-40.~~ Officers work to the instructions of their senior officers, not individual Councillors. It follows that, whilst such officers will always seek to assist a Councillor, they must not be asked to exceed the bounds of the authority ~~they have been given by their managers~~or managers have given them. Except when the purpose of an enquiry is purely to seek factual information, Councillors should normally direct their requests and concerns to the Town Clerk, at least in the first instance.

~~40-41.~~ Officers will do their best to respond to Councillors' enquiries in a timely manner. ~~However, officers should not have unreasonable requests placed on them.~~

~~41-42.~~ Councillors will endeavour to give timely responses to enquiries from officers.

~~42-43.~~ An officer shall not discuss ~~with a Councillor personal matters concerning themselves or another individual employee. This does not prevent an officer raising, on a personal basis, and in their own time, a matter with a Councillor which~~personal matters concerning themselves or another individual employee with a councillor. However, this does not prevent an officer from raising, on a personal basis and in their own time, a matter with a Councillor that ~~they~~ would otherwise do as a resident.

~~43-44.~~ Councillors and officers should respect each other's free (i.e. non-Council) time.

### **The Council as an Employer**

~~45.~~ Officers are employed by the Council as a whole.

~~44.~~

~~45-46.~~ Councillors' roles are limited to:

- the appointment of specified posts,
- determining human resources policies and conditions of employment.
- undertaking the responsibilities of Personnel Committee
- hearing and determining appeals.

~~46-47.~~ If participating in the appointment of officers, Councillors should:

- remember that the sole criterion is merit
- never canvass support for a particular candidate,
- not take part where one of the candidates is a close friend or relative,
- not be influenced by personal preferences, and
- not favour a candidate by giving them information not available to the other candidates.

~~47-48.~~ A Councillor should not sit on an appeal hearing if the appellant is a friend, a relative, or an officer with whom the Councillor has had a working relationship.

### **~~The Town Mayor, Leader~~ Chairman and officers**

~~48-49.~~ Officers will respect the position of ~~Chairman, the Town Mayor (the legal Chairman of the Council) and the Leader as formal representatives of the Council and will provide and provide~~ appropriate support:-

### **Members of other committees and officers**

~~49-50.~~ The Town Clerk will offer to arrange informal meetings with the Leader, Town Mayor and, where appropriate, Committee chairmen, if required, prior to formal meetings.

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~~50-51.~~ The Town Clerk has the right to present reports and ~~give advice to~~advise committees.

~~51-52.~~ Councillors of a committee shall take decisions within the remit of that committee as specified in the Scheme of Delegation and will not otherwise instruct officers to act. Where appropriate, councillors of a committee should also take care to refer controversial or significant decisions to the full Council to ensure all members have the opportunity to contribute to the decision-making process.

~~52-53.~~ At some committee meetings, a resolution may be passed ~~which authorises a named officer to take action between meetings in consultation with the chairman. In these circumstances it is the officer, not the chairman, who takes the action and is responsible for it. A chairman has no legal power to take decisions on behalf of a committee, nor~~authorising a named officer to take action between meetings in consultation with the chairman. In these circumstances, it is the officer, not the chairman, who takes the action and is responsible for it. A chairman has no legal power to make decisions on behalf of a committee, nor should they apply inappropriate pressure on the officer.

#### Local Councillors and officers

~~54.~~ To enable them to carry out their Town or ward role effectively, Councillors need to be fully informed about matters affecting it by the Town Clerk.

~~53-55.~~ Officers of Flitwick Town Council are not obliged to respond to requests from Central Bedfordshire Ward Councillors.

~~54-56.~~ Whenever a public meeting is organised by the Council to consider a local issue, all the Councillors should be invited to attend the meeting as a matter of course.

~~55-57.~~ If a local Councillor intends to arrange a public meeting on a matter concerning some aspect of the Council's work, they should inform the Town Clerk. As long as the meeting has not been arranged on a party-political basis:

- An officer may attend but is not obliged to do so, and
- the meeting may be held in Council-owned premises.

~~56-58.~~ No such meetings should be arranged or held in the immediate run-up to Council elections.

~~57-59.~~ Whilst support for councillors' ~~ward~~ work is legitimate, staff should not be asked to accompany Councillors to ~~ward~~ surgeries.

~~58-60.~~ In seeking to deal with constituents' queries or concerns, Councillors should not seek to jump the queue but should respect the Council's procedures.

~~59-61.~~ Councillors must be clear about when they are acting as individuals and when they are representing the Council. Councillors may not commit the Council unless the commitment is Council policy or the subject of a specific resolution.

#### Councillors' access to documents and information

~~60-62.~~ Councillors may request the Town Clerk to provide them with such information, explanation and advice as they may reasonably need to assist them to discharge their

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roles as Councillors. This may range from general information about some aspect of the Council's services to specific information on behalf of a constituent. Where information is requested on behalf of a third party, it will only be provided if:

- It is in the public domain, and
- It is not barred by the General Data Protection Act from being given.

61-63. Every Councillor of a committee has a right to inspect documents about the business of that committee.

62-64. A Councillor who is not a member of a specific committee, may have access to any document of that specific part of the Council provided:

- they can demonstrate a reasonable need to see the documents in order to carry out their role as a Councillor (the "need to know" principle), and
- the documents do not contain "confidential" or "exempt" information as defined by the law.

63-65. Disputes as to the validity of a Councillor's request to see a document, on a need ~~to know basis, will be determined by the Town Clerk to know basis, will be determined by the Town Clerk~~, but a Councillor may request a written justification for refusal.

64-66. A Councillor should obtain advice from the Town Clerk in circumstances where they wish to have access to documents or information:

- where to do so is likely to be in breach of the Data Protection Act, or
- where the subject matter is one in which they have a disclosable pecuniary interest, as defined in the members' code of conduct.

65-67. Information given to a Councillor must only be used for the purpose for which it was requested.

66-68. Councillors and officers must not disclose information given to them in confidence without the consent of a person authorised to give it, or unless required by law to do so. Where the Council agree that information is confidential and it is not required to be in the public domain, a Councillor or officer should extend the courtesy to other Councillors by informing them that they are to release information, even if entitled to do so.

67-69. When asked to do so, officers will keep confidential from other Councillors, advice requested by a Councillor.

68-70. Councillors and officers must not prevent another person from gaining access to information to which that person is entitled by law.

### Media relations

71. All formal relations with the media must be conducted in accordance with any Council agreed procedures and the law on local authority publicity.

~~69.~~

70-72. Press releases or statements made by officers must promote or give information on Council policy or services. ~~They will be factual and consistent with Council policy.~~ They cannot be used to promote a party group.

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~~74-73.~~ Officers will keep ~~relevant Councillors~~ the Leader and Town Mayor informed of media interest in the Council's activities, especially regarding strategic or contentious matters.

~~72-74.~~ Before responding to enquiries from the media, officers will ensure they are authorised to do so.

~~73-75.~~ If a Councillor is contacted by, or contacts, the media on an issue, they should:

- indicate in what capacity they are speaking (e.g. as an individual Councillor, in a personal capacity, on behalf of the Council, or on behalf of a party group).
- be sure of what they want to say or not to say.
- if necessary, and always when they would like a press release to be issued, seek assistance from the Town Clerk, except in relation to a statement which is party political in nature.
- consider the likely consequences for the Council of their statement (e.g. commitment to a particular course of action, image, allegations of jumping to conclusions).
- never give a commitment in relation to a matter which may be subject to claims from third parties and/or are likely to be an insurance matter.
- consider whether to consult other relevant Councillors; and
- take particular care in what they say in the run-up to local or national elections to avoid giving the impression of electioneering, unless they have been contacted as an election candidate or political party activist.

### Correspondence

~~74.~~ ~~Correspondence between an individual Councillor and an officer should not be copied to another Councillor unless the author expressly intends and states that this is the case or consents. Where correspondence is copied, this should always be made explicit, i.e. there should be no "blind" copies.~~

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~~75-76.~~ Official letters written on behalf of the Council should normally be in the name of the Town Clerk.

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~~76-77.~~ The Town Mayor and Leader may initiate correspondence in their own name, but that should not usually be on behalf of the Council.

~~77-78.~~ Letters ~~which create legally enforceable obligations, or which~~ that create legally enforceable obligations or give instructions on behalf of the Council should never be sent in the name of a Councillor.

~~78-79.~~ When writing in an individual capacity as a Town member, a Councillor must make clear that fact.

### Access to premises

~~79-80.~~ Officers have the right to enter Council land and premises to carry out their work.

~~81.~~ Councillors have a right of access to Council land and premises to fulfil their duties, but should do so with prior agreement with the Town Clerk.-

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~~82.~~ Councillors that have been appointed key holders may access The Rufus Centre or other buildings as appropriate to carry out their duties.

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~~80-83.~~ As a courtesy, councillors should make appointments before attending the office in person to meet with officers.

#### **Use of Council resources**

~~81-84.~~ If the Council provides Councillors with services such as typing, printing and photocopying or goods such as stationery and computer equipment, to assist them in discharging their roles as members of the Council, these goods and services are paid for from the public purse. ~~They should not be used for private purposes or in connection with party political or campaigning activities.~~

#### **Interpretation, complaints and allegations of breaches**

~~82-85.~~ Councillors or officers with questions about the implementation or interpretation of any part of this protocol should seek guidance from the Town Clerk or ~~a Councillor colleague~~ the Leader.

~~83-86.~~ A Councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks ~~on~~, or abuse of, the officer at all times,
- ensure that any criticism is well-founded and constructive,
- never ~~make a criticism~~ criticise in public, and
- take up the concern with the ~~officer or their Town Clerk~~ manager privately.

~~84-87.~~ If direct discussion with the officer is inappropriate (e.g. because of the seriousness of the concern) or fails to resolve the matter, the Councillor should raise the issue with the Town Clerk, the Leader or ~~as appropriate~~ as appropriate, the Personnel ~~HR~~ Committee or Council.



## 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. 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 'Town 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 Council meetings, 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 as necessary to preserve the status quo.

The Mayor will receive guests and preside at the town's civic functions as a matter of course. The Mayor is also 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:

- Do you have adequate experience to 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 when engaging with residents 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', and we do not use the term 'Mayoress' under any circumstances, considering this term outdated.

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 alone without a partner or the Mayor and the Town Clerk. 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 or 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 legal Chairman of the Council, responsible for chairing Council meetings and ensuring sound legal decisions are made.
- They will take a prominent and leading role in the civic life of the Town. This generally includes representing Flitwick Town Council, attending various civic functions across the district, 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.

The political leadership of Flitwick Town Council is provided by the Leader of the Council, with the role defined in the Councillor Officer Protocol.

### 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.

At meetings, the Mayor (or committee chair) sits at the head of the table, with the Town Clerk or senior officer sitting to their immediate right to provide advice.

In Flitwick, the Council expects the Mayor to:

- Have a good general knowledge of the 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 requesting a motion to be seconded.
- Meet with the Town Clerk 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 for assistance.

### 3.3. Remembrance

Arranging Remembrance events and/or parades is a civic duty for local authorities; in Central Bedfordshire, this responsibility falls to parish councils. The Royal British Legion (RBL) plays a supporting role in Flitwick and attends remembrance events. Remembrance is a civic event hosted by the mayor in their role as the town's 'first citizen'.

The Order of Precedence included in Appendix 1 will be followed at all remembrance parades in the town – see section 5. All councillors will be invited to participate in the parade.

The Council traditionally hosts the annual Remembrance Sunday Parade:

- Organising appropriate road closures and providing a public address system
- Hosting a meeting with interested parties to arrange the proceedings, including the Bedfordshire Lieutenancy, St Peter & St Paul's Parish Church, Sea Cadets and the RBL.
- The Vicar of St Peter & St Paul's Parish Church leads the service, with ministers from other denominations in the town being invited to participate.
- Advertises the event, with invitations being sent in the name of the Town Mayor.

In accordance with national RBL policy, the local branch should not arrange remembrance events unless the Council formally declines to host and support an event. Senior Officers will discuss any request for additional events from the RBL with the mayor, who will make a recommendation to the Council on whether to decline to facilitate an event and the Council's level of participation.

### 3.4. 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 they represent the Council and are not attending as individuals. 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.

### 3.5. 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. However, 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 with the use of the Rufus Centre provided 'at cost'
- Officers will assist with organising the event, including selecting menus and decorations, booking entertainment, sending invitations, and tracking 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.

### 3.6. 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.

### 3.7. 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 (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 Chairman 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 Chairman of Central Bedfordshire Council is classed as the Chairman of the District Council.

Thus, the Chairman 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 take precedence over the Chairman 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 may, on occasions, accompany the Mayor, both on ceremonial occasions and at other times. Although the Town Clerk 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 providing support. Custom and practice usually give the Town Clerk 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 everyone present, including 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, arriving last in the Church after the civic procession and leaving 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, which 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 anyone other than the mayor, including children, to wear the Mayor's chain of office.

The Mayor's Secretary will arrange for the chain of office to be cleaned and maintained and engraved with the previous Mayor's name and year of office 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 it to the Rufus Centre after each use. The Mayor will ensure the chain is not left unattended in a public place and that it 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

When they leave office, Past Mayors are presented with a badge in recognition of their service to the town at the Annual Statutory Meeting. They also 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:

- The Mayor (or Deputy Mayor) and consort should wear formal attire when attending church services.
- Historically, women were expected to wear hats or fascinators in church, a tradition often followed in Bedfordshire, especially when the Lord-Lieutenant is present. It is important to seek advice from the organiser to avoid embarrassment.
- 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 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, 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.

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.



## THE ROYAL BRITISH LEGION

# REMEMBRANCE PARADES POLICY UPDATE

*Please note that due to COVID-19 pandemic all remembrance events must follow the guidelines and advice issued by the government or local authority and might need to be cancelled depending on the situation.*

### Introduction

This update applies to branches in England and Wales and explains why road closures (known as TTMOs in England and TROs in Wales) at Remembrance parades must be left to a local authority to own and run. The Board of Trustees' policy on road closures and TTMOs is that branches must never organise, pay for or deploy a TTMO. That has been the policy for some time but, henceforth, there will be no exceptions granted to that policy.

Northern Ireland is not covered by this newsletter, as the Parades Commission governs street parades. Branches outside the UK who organise Remembrance parades are reminded that they must at all times comply with local rules and legislation.

### Background

A serious road accident at a 2018 parade focused attention on how serious the consequences of a road traffic accident can be for the victims and those close to them. In this case, the accident left a supporter with life changing injuries. The accident also drew attention to the burden of cost such an accident can have, with claims for damages often running into the tens of millions of pounds. In this case, the Legion has benefitted from the support of its insurers. However, those insurers have made it clear that the approach to TTMOs must be more formal and, in future, all branches must adhere to the policy.

To be clear, a parade on the public highway is not an essential element of a successful Remembrance. This newsletter is focused on the parade and not the wider Remembrance event.

### Legion Policy on Remembrance Parades

1. Remembrance events should, wherever possible, be organised by a Civic Authority. All aspects of an event that is organised by a Civic Authority should remain the responsibility of that Civic Authority. Temporary Traffic Management Orders ("TTMOs") may only be organised and deployed by the Civic Authority and on no account should TRBL staff or volunteers be deployed to manage traffic.
2. Where TRBL must be the Event organiser (because the Civic Authorities refuse) TRBL may take this role but there can be no street Parade, no road closure and, therefore, no need for a TTMO unless this aspect of the event is owned by a Civic Authority. Whilst the branch can be involved in determining a Parade route, it should not itself contract with a third party and may not take responsibility for the design, planning and deployment of a TTMO.
3. On the day of the Parade, TRBL and its volunteers must not engage in the deployment, management or removal of any TTMO. This includes, for example, placing barriers, directing traffic or driving vehicles that are involved in the TTMO.

## Tradition

Some branches enjoy a long history of a parade being part of their Remembrance. A challenge we must all face is that if a civic authority will not step up and take ownership of the TTMO then the branch may not do it for them. This will mean that, in some cases, long-standing parades will cease to take place. The Membership Council recognises how contentious this is, but in our increasingly litigious society, the Legion has been left with no choice but to take this stance.

Please remember that a parade is not the Remembrance event. It is very common to have a Remembrance event that does not include a parade on the public highway. A local authority in the home counties provides a useful example. Of the 25 Remembrance events that took place within their municipal boundary in 2019, only 8 involved a parade with road closure, with 17 static events centred on a church or memorial. The local authority is deliberately not named here as we do not want to infer that they intend to change this arrangement. The point is that a Remembrance event does not have to involve a parade and it is not unusual to run an event in this way.

## Policy compliance

Please do not try and find a way around the policy or ignore the need for a TTMO. Parading on the public highway without a TTMO is illegal and undertaking this activity would breach the Legion Code of Practice. Equally, trying to arrange your own insurance is not allowed. The sheer complexity of health & safety law in this area is beyond the skills of most branch officers and must be left to organisations who can afford to employ people with the appropriate expertise.

Our insurance policy is based upon branches complying with the rules. Non-compliance will lead to significant problems with our insurer and substantial impact on the conditions of any future insurance.

## Remembrance parades and relations with local authorities

Arranging Remembrance events and/or parades is a civic duty for local authorities – the Legion supports and attends those civic events, not the other way around. However, branches often take on a more significant role than merely being an attendee. That role has, in many cases, come to be relied on by local authorities who are more than happy to pass some or all of their costs and duties to us. Notwithstanding the leading role that the Legion often plays, branches must always remember that arranging the event is a local authority's civic duty. This year, the Director General has once again written to local authorities to remind them of their civic duty.

## Local lobbying and reputational risk

All branch officers and members represent the Legion, especially when they engage with third parties, such as local authorities. Whilst it may be tempting to lobby the council or individual councillors, please do so responsibly or not at all. Inappropriate contact or lobbying damages the Legion's reputation and its ability to divert local authority spending to support the needs of our beneficiaries. It is with regret that we must accept that many local authorities will simply be unable to afford to provide the support they have given us in the past.

## Amalgamating parades

Local authorities often support multiple Remembrance events. Members are asked to note the often-parlous state of local authority finances and to take a pragmatic and supportive approach if their own local authority withdraws support for a local parade, citing the existence of a larger parade nearby. Whilst recognising the long-standing history of many small Remembrance parades, affected branches may be left with two choices:

- i) Become part of a larger scale parade; or
- ii) Retain a local event but without an on-road parade.

One or two larger events can provide an effective, visible and successful Remembrance. To be clear, attending a larger parade should never preclude the laying of wreaths locally, later the same day, but without the parade the local branch may be used to.

There are branches whose memorial is sited in the middle of the road. We would hope that the location of these memorials will help to persuade the local authority to maintain its ownership of the road closure. However, if the local authority declines to own and run an appropriate traffic management order then the branch will need to consider an alternative approach. The Legion will not grant the branch a policy exception in these circumstances.

## Summary

The aim of the Legion policy is twofold: to protect people from the trauma of traffic accidents and to avoid the Legion having to pay large sums of money in damages claimed by the victim. The effect of the policy is that no branch or officer has the authority to commit the Legion to liability of this kind. Put simply, TTMOs must be left to the experts.



# **Flitwick Town Council**

## **Standing Orders**

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These Standing Orders were adopted by Council on ~~17<sup>th</sup> January 2023~~ ~~24<sup>st</sup> September 2021~~ and replace all previous versions, the most recent being ~~21<sup>st</sup> September 2021~~ ~~16<sup>th</sup> April 2019~~. They are based on model standing orders of 2018 by the National Association of Local Councils (NALC).

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**Standing Orders** are one of the council's three principal governing policy documents providing procedural guidance for members and officers. They must be observed in conjunction with the council's **Financial Regulations** and **Standing Orders for Contracts**.

The word "councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

## INTRODUCTION

### HOW TO USE STANDING ORDERS

Standing orders are the written rules of the council. Standing orders are essential to regulate the proceedings of a meeting. The council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of the council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework and these Standing Orders incorporate and reference many statutory requirements to which councils are subject. The statutory requirements to which this council is subject to apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of the council. The financial regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the council's Responsible Financial Officer. The Council also operate under their Standing Orders for Contacts.

### NOTES

Standing orders that are in **bold type** contain legal and statutory requirements. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

**1. RULES OF DEBATE AT MEETINGS**

- a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c** A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j** Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k** One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l** A councillor may not move more than one amendment to an original or substantive motion.
- m** The mover of an amendment has no right of reply at the end of debate on it.
- n** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion

immediately before it is put to the vote.

- o** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p** During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q** A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r** When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s** Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t** Excluding motions moved under standing order 1(r), the contributions or

speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

- u** If, at the Chairman's discretion, urgent business is added to the Agenda, the item may be discussed **but no formal decision may be made**. The Town Clerk does have delegated authority to deal with urgent matters in consultation with specific members.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b** If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c** If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

Full Council meetings  
Committee meetings  
Sub-committee meetings

- a** **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b** **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c** **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d** All items of business will be set out on the agenda for all meetings and sent out with the summons to councillors. Members of Council or members of committee may make a request to the Town Clerk to include relevant items on agendas if relevant to the respective terms of reference. The Town Clerk will where possible include the requested item, however their decision is final. If the Town Clerk declines the request, they will notify the councillor of their decision and explain the reason for it.
- e** **Meetings shall be open to the public unless their presence is prejudicial**

**to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g Each period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes and may only speak once].
- i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a response to a question by a member of the public be referred to a Councillor for an oral response or to an Officer for a written response.
- j During ~~public participation at Planning Committee~~consideration of planning matters, equal opportunity shall be given to persons supporting applications and to persons opposing.
- k A person, Councillor or member of the public shall raise their hand (either in person or via virtual access) when requesting to speak and remain seated when speaking.
- l A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. Where there is more than one public participation section of a meeting, the chairman will give members of the public who have not already spoken priority over those who have previously spoken.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Chairman should have regard if filming takes place, that members of the public may not wish to be filmed. This right must be taken up without disturbing the meeting.

- o** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- p** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- q** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- r** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- s** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- t** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

*See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- u** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- v** The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent with the reason for absence;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

- vi. if there was a public participation session; and
- vii. the resolutions made.

- w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- x Councillors have a *duty* to attend meetings**
- y The quorum of the Council is 6 councillors. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

Apologies should be sent directly to the Town Clerk or Deputy Town Clerk by email prior to the meeting. It is ~~not acceptable~~ unacceptable for other Councillors to apologise on behalf of colleagues.

- i. It is the responsibility of the ~~Member-councillor~~ to arrange for a nominated substitute to attend on their behalf which also must be notified as per 3v(ii) above.
- ii. If a ~~Member-councillor~~ is unable to attend and has not arranged for a nominated substitute to attend of their behalf, the Chairman may at his discretion agree for another ~~Member-councillor~~ present at the meeting to substitute.
- iii. If a ~~member-councillor~~ does not attend a meeting of the Council for six (6) months and has not submitted a reason for long term absence that has been accepted by Resolution of the Council, they will no longer hold the office of Councillor.
- iv. In line with the Local Government Act 1972 s85 (1) & (2) apologies will be shown as:

Apologies accepted, with the *reason given*.

- z No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 3(y) for the quorum of a committee or sub-committee meeting.*

- aa If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- bb** A meeting shall not exceed a period of 3 hours.
- cc** The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”). Usually, there is a requirement for local authorities to hold public meetings in person with all members present in one place.

#### 4. **COMMITTEES AND SUB-COMMITTEES**

- a** Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b** The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c** Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d** The Council may appoint standing committees or other committees [and working groups](#) as may be necessary, and:
  - i.** shall determine their terms of reference; and any delegation to its committees.
  - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv.** shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - ~~**v.** The Town Mayor and Deputy Town Mayor have ex-officio powers to vote at any committee meeting;~~
  - vi-v.** may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend;
  - vii-vi.** shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

~~viii-vii.~~ shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

~~ix-viii.~~ shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee, which, in both cases, shall be no less than three;

~~x-ix.~~ shall determine if the public may participate at a meeting of a committee;

~~xi-x.~~ shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.

~~xii-xi.~~ shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

~~xiii-xii.~~ may dissolve a committee or a sub-committee.

~~xiv-xiii.~~ A ~~member councillor~~ who has proposed a resolution ~~which has been referred to anyon an agenda of a~~ committee of which they are not a member, must attend that Committee to explain their resolution ~~to the committee and answer questions~~ but shall not vote. The item will not be considered if the member requesting the resolution ~~is unable to~~ cannot attend.

~~xiv.~~ Any ~~Council member~~ councillor is entitled to be present as a spectator at the meetings of any committee or sub-committee ~~of which they are not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chairma~~ committee of which they are not a member, ~~except if a resolution has been passed to exclude the press and public. The councillor may speak on an item on the Agenda with the chairman's permission~~ but may not join in the debate or vote.

~~xv.~~ e. Non-councillor members of Committees, Subcommittees, or Working Groups will be required to comply with the Council's Standing Orders. If a Non-Councillor member acts in a way that is contrary to the rules set out in the Standing Orders through disruptive or detrimental behaviour, the Council can remove such members from the meetings either permanently or temporarily. All Members should receive a copy of the associated Terms of Reference once elected.

## 5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take

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place at 7:45pm.

- d** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e** The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.
- f** All Members are eligible to be proposed as Chairman or Vice-Chairman of the Council
  - I. The Chairman of the Town Council shall be known as the Town Mayor and the Vice-Chairman as the Deputy Town Mayor.
  - II. The Chairman of the Town Council should serve for one year, but this may be varied by Resolution of the Council if circumstances are deemed appropriate for a longer Term of Office.
  - ~~III. The custom and practice of outgoing Town Mayor / Chairman proposing the Deputy Town Mayor / Vice-Chairman is not mandatory.~~
  - ~~IV.III.~~ It is preferable that the Chairman and Vice-Chairman of the Council have experience ~~of in~~ Chairmanship ~~prior to before~~ election to these posts.
  - ~~V.IV.~~ The Chairman of the Council should ~~during their office, during their office,~~ involve the Vice-Chairman as much as practically possible.
  - ~~VI.V.~~ ~~It is expected that the Vice-Chairman will attend functions that the Chairman is unable to attend, if practicable~~ practicable, the Vice Chairman is expected to attend functions that the Chairman is unable to attend.
- g** The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- h** The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- i** In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- j** In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual

meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

**i.** In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council his acceptance of office form unless the Council resolves for this to be done at a later date.

**ii.** If required, the Election of a Leader of the Council and delivery of their acceptance of office forms unless the Council resolves for this to be done at a later date.

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**iii.** If required, the Election of a Deputy Leader of the Council and delivery of their acceptance of office forms unless the Council resolves for this to be done at a later date.

**iv.** To receive announcements from the Leader of the Council

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**i.**

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**ii.v.** Confirmation of the accuracy of the minutes of the last meeting of the Council;

**iii.vi.** Consideration of the recommendations and resolutions made by a committee;

**iv.vii.** Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

**v.viii.** Review of the terms of reference for committees and working groups;

**vi.ix.** Appointment of members to existing committees;

**vii.x.** Appointment of any new committees in accordance with standing order 4;

**viii.xi.** Review and adoption of appropriate standing orders, standing orders for contracts and financial regulations;

**ix.xii.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

**x.xiii.** Review of representation on or work with external bodies and arrangements for reporting back;

~~xi-xiv.~~ In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

~~xii-xv.~~ Review of inventory of land and other assets including buildings and office equipment;

~~xiii-xvi.~~ Confirmation of arrangements for insurance cover in respect of all insurable risks;

~~xiv-xvii.~~ Review of the Council's and/or staff subscriptions to other bodies, unless this has been undertaken as part of the budget process

~~xv-xviii.~~ Review of the Council's complaints procedure;

~~xvi-xix.~~ Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

~~xvii-xx.~~ Review of the Council's policy for dealing with the press/media;

~~xviii-xxi.~~ Review of the Council's employment policies and procedures;

~~xix-xxii.~~ Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, unless it is to be undertaken at a meeting of the Council to approve year end accounts and the annual governance statement.

~~xx-xxiii.~~ Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

~~xxi.~~

## 6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the

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committee or a sub-committee.

## 7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. To consider a previous resolution, there must have been a material change or further information that has come to light since the previous resolution was made.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

**ab** Voting on appointments will be conducted by secret ballot.

**Commented [AS1]:** There is no provision for our existing custom and practice.

## 9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider

whether the motion shall be included in the agenda or rejected.

- f** Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g** Motions received shall be recorded and numbered in the order that they are received.
- h** Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a** The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i.** to correct an inaccuracy in the draft minutes of a meeting;
  - ii.** to move to a vote;
  - iii.** to defer consideration of a motion;
  - iv.** to refer a motion to a particular committee or sub-committee;
  - v.** to appoint a person to preside at a meeting;
  - vi.** to change the order of business on the agenda;
  - vii.** to proceed to the next business on the agenda;
  - viii.** to require a written report;
  - ix.** to appoint a committee or sub-committee and their members;
  - x.** to extend the time limits for speaking;
  - xi.** to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii.** to not hear further from a Councillor or a member of the public;
  - xiii.** to exclude a Councillor or member of the public for disorderly conduct;
  - xiv.** to temporarily suspend the meeting;
  - xv.** to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi.** to adjourn the meeting; or
  - xvii.** to close the meeting.

**11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings  
Committee meetings  
Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
 

"The chairman of this meeting does not believe that the minutes of the meeting of the Council, Committee or sub Committee held on [date] in respect of (----) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is**

**higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed. The approved minutes will be published on the Council's website within 2 weeks of approval.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(v).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Town Clerk, or Proper Officer in accordance with the Councils Scheme of Delegation and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary ~~Council~~ Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the ~~Chairman of~~ **Leader of the** Council of this fact, ~~and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and t. The Leader shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and t~~ the Council has agreed on what action, if any, to take.
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

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#### 15. **PROPER OFFICER**

- a The Proper Officer shall be the Town Clerk ~~\_or in the absence of the Town Clerk the Corporate Services Manager, or, in their absence, the Deputy Town Clerk or other other senior officer~~ **staff member**(s) nominated by the Council to

undertake the work of the Proper Officer when the Proper Officer is absent.

**b** The Proper Officer shall:

- i.** **at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - **serve on councillors by delivery or post at their residence or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda, (provided the Councillor has consented to service by email and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - Publish a copy of the agenda and appropriate supporting papers on the Council's website.

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii.** subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- iii.** **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv.** **facilitate inspection of the minute book by local government electors;**
- v.** **receive and retain copies of byelaws made by other local authorities;**
- vi.** -hold acceptance of office forms from councillors;
- vii.** hold a copy of every councillor's register of interests;
- viii.** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix.** liaise, as appropriate, with the Council's Data Protection Officer;
- x.** receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi.** assist in the organisation of, storage of, access to, security of and

destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~in a book for such purpose and report this to the Council each month;~~
- xv. ~~refer a~~consider all planning applications received by the Council in accordance with the adopted planning guide and respond to the application on behalf of the Council or, for significant or controversial applications, refer to the next available meeting of the Planning Committee~~Council.~~
- ~~xvi.~~ manage access to information about the Council via the publication scheme; and
- ~~xvii.~~ retain custody of the seal of the Council ~~which shall not be used without a resolution to that effect,~~ which shall not be used without a resolution.
- xvi.

c. The Town Clerk ~~and other officers of the Council and other council officers~~ shall have the authority and duties given to them under the Council's Scheme of Delegation and will report decisions taken under such delegation to each Council meeting.

## 16. RESPONSIBLE FINANCIAL OFFICER

- a The Town Clerk post has been designated as the Deputy Responsible Financial Officer and may deputise for the Responsible Finance Officer.
- b The Council shall appoint appropriate ~~staff member(s)~~officer(s) to undertake the work of the Responsible Financial Officer ~~when their the~~ Responsible Financial Officer ~~is absent and Deputy Responsible Financial Officer are absent.~~

a

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

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- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to ~~each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a the Finance Scrutiny Working Group monthly financial reports statement~~ to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the ~~monthquarter~~ being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year ends ~~at~~ on 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to ~~the Finance Scrutiny Working Group all Councillors~~ at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

#### **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper

practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the light touch arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (Framework Agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the Value of a contract is likely to exceed the threshold specified**

by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and if either of those Regulations apply, the Council must comply with procurement rules.

#### 19. HANDLING STAFF MATTERS

- a A matter personal to ~~relating to a member of staff an officer that is~~ being considered by a meeting of Council, or ~~Personnel Committee~~ HR Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the ~~Council's most senior member of staff~~ Town Clerk shall notify the ~~chairman of the Council~~ Leader of the Council or, if they are not available, the ~~vice-chairman~~ Chairman of ~~the~~ absence occasioned by illness or other reason and that person shall report such absence to the ~~Personnel Committee~~ HR Committee at its next meeting. ~~The Deputy Town Clerk will follow the same process should the Town Clerk be unavailable.~~
- c ~~The~~ Chairman of ~~Personnel~~ the HR Committee or ~~in their absence, the vice-chairman shall upon a resolution, in their absence, the vice-chairman shall, upon a resolution,~~ conduct a review of the performance of the Council ~~officer~~ staff appraisals, ~~job descriptions and pay arrangements and job titles.~~ The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the ~~Personnel Committee~~ HR Committee.
- ed The Leader and Chairman of the HR Committee shall, upon a resolution, conduct an annual review of the performance of the Town Clerk. The appraisal will be reported in writing and is subject to approval by resolution of the HR Committee.
- de Subject to the Council's policy regarding the handling of grievance matters, the Council's most ~~senior member~~ senior officer of staff shall ~~contact~~ notify the chairman of the ~~Personnel~~ HR Committee or in their absence, the vice-chairman of the ~~Personnel committee~~ HR Committee in respect of an informal or formal grievance matter, ~~and t~~ This matter shall be reported back and progressed by resolution of ~~Personnel committee~~ the HR Committee, or Appeals ~~Committee~~.
- ef Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- fg In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- gh The council shall keep all written records relating to employees secure. All paper records shall be secured appropriately, and electronic records shall be

~~password~~-~~password~~-protected and encrypted.

- hi Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- ij Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to employees authorised by Town Clerk or the ~~Personnel Committee~~HR Committee.

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).  
See also standing order 11.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.

## 22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or ~~staff officers~~ shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised

by a resolution.

- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

#### **24. COMMUNICATING WITH UNITARY COUNCILLORS**

- a** An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the Unitary ~~Council~~-Council representing the area of the Council.
- b** Unless the ~~Council determines~~ Proper Officer or Council decides otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

#### **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a.** Unless duly authorised, no councillor shall:
- i.** inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii.** issue orders, instructions or directions.

~~iii.~~

#### **26. LEADER AND DEPUTY LEADER**

- a** The primary functions of the Leader and the Deputy Leader shall be to facilitate the definition of the Council's policy and to work with the Town Clerk to progress council business in accordance with the council's formal decisions.
- b** The Leader and Deputy Leader are expected to act as uniting figures within the council, leading with influence, working with councillors and officers to build consensus and encouraging communication.
- c** The Leader and Deputy Leader are appointed by the Council at the annual statutory meeting and serve for a term of four years to match the term of the Council.
- d** The Leader and Deputy leader shall be ex-officio voting Members on all Standing Committees.
- e** Any councillor may submit a written motion of no confidence in the Leader and/or Deputy Leader to the Proper Officer, which must be signed by three councillors.
- i.** The motion will be considered at the next meeting of the Council.

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Should the motion be carried, the Leader and/or Deputy Leader will be immediately removed from office and a new Leader and/or Deputy Leader will be immediately elected in following the process set out in standing order 8.

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- ii. Should the motion of no confidence in the Leader or Deputy Leader fall, it will not be possible to submit another motion of no confidence for three months unless the Leader or Deputy Leader are subsequently found to have broken the code of conduct by the Monitoring Officer of the Unitary Authority as detained in standing order 14.

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**27. QUESTIONS**

a A Councillor may ask the Town Mayor or Leader any question or request a statement on any matter related to which the Council has powers or duties or which affects the parish.

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b While not mandatory, written notice of the question should be submitted to the Proper Officer at least 3 clear working days prior to the date/time of the meeting to allow the delivery of an appropriate response at the meeting.

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c Every question shall be put and answered without discussion. An answer may take the form of:

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i. A direct oral answer.

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ii. Where the desired information is in a publication of the Council or other published work, a reference to that publication, or

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iii. Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.

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d Questions or statements not related to items of business on the agenda for a meeting shall only be asked during the part of the Council meeting set aside for such questions.

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e Any question or statement made by a Councillor with the consent of the Chairman should not exceed 3 minutes.

**STANDING ORDERS GENERALLY**

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a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

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b A motion to add to or vary or revoke one or more of the Council's standing

~~orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.~~

~~c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.~~

~~The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.~~ **28. CO-OPTION**

**f** In the event of a co-option arising to fill a casual vacancy caused by the death, resignation or disqualification of a Councillor, the Council's co-option policy shall apply.

**29. GENERAL POWER OF COMPETENCE**

**a** Before exercising the General Power of Competence, the Council must resolve at a meeting of the Council and each subsequent relevant annual meeting that it meets the conditions in paragraph b below.

**b** At the time a resolution under paragraph a is passed;

**i.** The number of ordinary members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the council;

**ii.** The Town Clerk holds one of: the Certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and

**iii.** The Town Clerk has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph b. "Relevant training" means training provided in the exercise of general power; or provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

**30. STANDING ORDERS GENERALLY**

**a** All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

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b A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**d**

These Standing Orders were adopted on the 21/09/2024xx/xx/xx.

**Signatures:**

Town Mayor

Town Clerk

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**From:** Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Sent:** 07 March 2024 3:09 PM  
**To:** Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>; Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** Re: Flitwick Grass Cutting for 2024

Thank you Harry.

Andy: see email for more information.

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**From:** Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>  
**Sent:** Thursday, March 7, 2024 3:06:49 PM  
**To:** Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>; Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** RE: Flitwick Grass Cutting for 2024

Good Afternoon, Cllr Townsend,

I have now heard back from our contractor. The cost for an additional cut would be £1622 plus VAT, the town council would need to commit to the extra cut by the 1<sup>st</sup> April.

Kind regards,

Harry Adams-Rimmer  
Operations Team Leader  
Environmental Services

**Central Bedfordshire Council** Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ  
Direct Dial: 0300 300 6308 | Internal: 76308 |  
Email: [Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)

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**From:** Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Sent:** Thursday, February 29, 2024 5:24 PM  
**To:** Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>; Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** Re: Flitwick Grass Cutting for 2024

Thanks Harry

Andy - we will need to talk no Mow May areas.

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**From:** Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>  
**Sent:** Thursday, February 29, 2024 3:53:53 PM  
**To:** Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>; Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** RE: Flitwick Grass Cutting for 2024

Good afternoon, Cllr Townsend,

Apologies for the delay in getting back to you on this.

We are waiting on some information to come back from our contractor before we can confirm a price for the additional cut. As soon as we have an update we will be back in contact with you.

There was a form sent out to all Town and Parish Councils to express their interest in the different biodiversity schemes, No Mow May was included within this. If the Town Council could complete the expression of interest form, we will then be in touch to discuss this further.

Kind regards,

Harry Adams-Rimmer  
Operations Team Leader  
Environmental Services

**Central Bedfordshire Council** Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ  
Direct Dial: 0300 300 6308 | Internal: 76308 |  
Email: [Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)

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**From:** Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Sent:** Wednesday, February 28, 2024 6:46 PM  
**To:** Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>; Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** Re: Flitwick Grass Cutting for 2024

Hi all - following up on this email.

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**From:** Heather Townsend (Cllr)  
**Sent:** Friday, February 23, 2024 1:25:36 PM  
**To:** Laura Woodhead <[Laura.Woodhead1@centralbedfordshire.gov.uk](mailto:Laura.Woodhead1@centralbedfordshire.gov.uk)>; Harry Adams-Rimmer <[Harry.Adams-Rimmer@centralbedfordshire.gov.uk](mailto:Harry.Adams-Rimmer@centralbedfordshire.gov.uk)>  
**Cc:** Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>  
**Subject:** Flitwick Grass Cutting for 2024

Hello Laura and Harry,

My colleagues Gareth and Ian have already asked whether the proposed equalisation of cut frequency between the south and north Bedfordshire can happen this year.

We understand that this equalisation will happen, but NOT this financial year.

You may recall the outcry from Flitwick residents last year after we had the perfect storm of:

1. High levels of rain in April and May meaning huge growth
2. A contractor cut which left off key bits in early May which compounded the problems
3. Confusion with residents about what areas were 'no mow May' and what were the contractor forgetting areas

We are aware that if we have a similar type of weather pattern, we will face very similar - and valid - resident concerns.

Last year 6 cuts was not enough.

Flitwick Town Council have asked two questions:

1. How much would an extra cut cost?
2. How late would they need to commit to an extra cut?

And finally, when's a good time to agree on the appropriate time to speak to discuss suggestions for what are the right areas in Flitwick for No Mow May?

If I could have an answer on the cost of cuts by wed next week that would be really appreciated. It gives the town council time to consider their position on how much to fund.

Thank you

Heather

**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)	<b>LESS</b> CPF Movements	£	31,792
(315) 1803/11	COMPLETE and <b>CLOSED</b> , Closing Balance	-£	152,062
(315)	Central Project Fund Closing Balance	£	170,270
	<b>LESS</b> Committed Spend	£	37,574
	Central Project Fund YTD Balance	£	<b>132,696</b>

Last Updated: 29 February 2024

<b>LESS</b>	Projected Year End Overspend	£	<b>1</b>
<b>PLUS</b>	Projected Year End Underspend	£	<b>35,936</b>
	Projected Year End Closing Balance	£	<b>168,631</b>

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%				October 23 - Proj CLOSED	Project will be completed within the current financial year with £0 under or over spend.
4823	110	Proj - Heritage Website	Corporate	753a 5252a)	£ 3,800	£ -	£ 3,800	£ -	£ -	£ -	£ 3,800	100%				October 23 - Proj CLOSED	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	£ -	0%				February 24 - Proj CLOSED	PROJECT CLOSED Unspent funds of £343 returned to CPF (315)
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 Hinkley 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	£ 22,709	£ -	£ -	£ 25,946	53%				January 2024 - Proj CLOSED	Project will be completed within the current financial year with £0 under or over spend.

## Projects Funds NARRATIVE

Last Updated: 29 February 2024

**Jun-23 4839/110** Proj for Rendezvous Mixer budget met - Proj COMPLETE and **CLOSED**.  
**Aug-23 4841/110** Proj for Deployable CCTV Camera budget met - Proj COMPLETE and **CLOSED**.  
**Sep-23 4841/110** Proj for Rufus Rooms 3 & 17 Refurb budget met - Proj COMPLETE and **CLOSED**.  
**Oct-23 4803/110** Proj for Manor Park Heritage underspend of £175 returned to Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Oct-23 4215/110** Proj for Flit Valley Walk underspend of £831 returned to Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Oct-23 4831/110** Proj for Outdoor PA System underspend of £115 returned to Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Oct-23 4833/110** Proj for Town Sq Benches/Planters/Bins underspend of £383 returned to Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Oct-23 4838/110** Proj for CCTV Data Impact Assessment underspend of £350 returned to the Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Dec-23 4828/110** Proj for Skate Park Lighting underspend of £11,036 returned to the Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Dec-23 4844/110** Proj for Digital Signage underspend of £665 returned to the Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.  
**Dec-23 4846/110** Proj for Rufus Rooms 18/19 Refurbishment budget met - Proj COMPLETE and **CLOSED**.  
**Dec-23 4847/110** Proj for Hinksley Road Play Equipment abandoned as match funding unsuccessful. Proj COMPLETE and **CLOSED**.  
**Jan-24 4845/110** Proj for Lockyer Flooring Works budget met - Proj COMPLETE and **CLOSED**.  
**Jan-24 4848/110** Proj for FTC Office Space Refurb Works budget overspend of £1 - Proj COMPLETE and **CLOSED**.  
**Feb-24 4842/110** Proj for Replacement Davis Suite Equipment underspend of £343 returned to Central Project Fund EMR 315 - Proj COMPLETE and **CLOSED**.

### Please note:

Unspent 23/24 Project balances will be returned to the Central Project Fund EMR 315.

Accepted Project budget variance at 5%.

Projects Review has been adjusted to separate grant funding (shown in 'BLUE' columns). Please refer to 'YELLOW' columns for Projects remaining balances.

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** 06 March 2024 12:50  
**To:** Tim Parsons (Cllr) <[timparsons@flitwick.gov.uk](mailto:timparsons@flitwick.gov.uk)>; John Roberts (Cllr) <[johnroberts@flitwick.gov.uk](mailto:johnroberts@flitwick.gov.uk)>  
**Cc:** Andy Snape (Cllr) <[andysnape@flitwick.gov.uk](mailto:andysnape@flitwick.gov.uk)>; Stacie Lockey <[stacielockey@flitwick.gov.uk](mailto:stacielockey@flitwick.gov.uk)>  
**Subject:** Fwd: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi all,

See below. Happy to talk more about this fir suggestions as I feel sure the problem will persist.

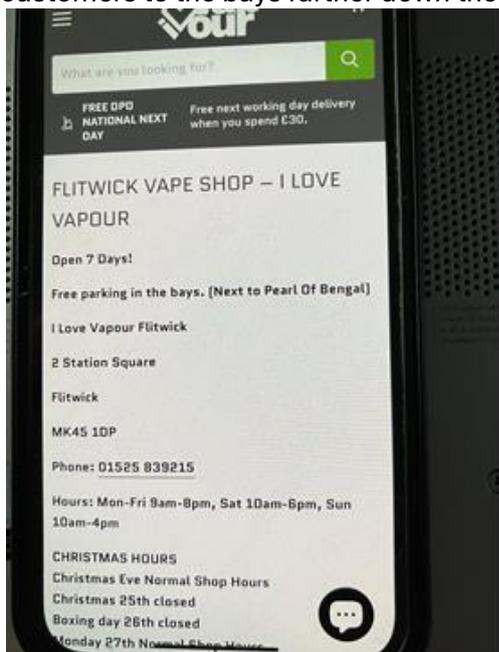
Very Best, Ian

---

**From:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Sent:** Wednesday, March 6, 2024 9:33:07 AM  
**To:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Morning Cllr Adams

A visit was made to the Vape shop yesterday and our officer set out the concerns about the website and the reference to free outside parking which was incorrect as there was a single yellow line and a sign indicating no parking between 8am – 6pm. The staff acknowledged that they knew this and were helpful and agreed to have the website changed. An email was received form the Vape shop later in the day confirming that a change had been made directing customers to the bays further down the street.



I do appreciate that there is limited parking in those private bays and the change on the website itself may not change the behaviour of customers using the Vape shop, but the shop staff have been cooperative, and CEOs will continue to visit the area when patrolling in Flitwick.

**Best Wishes**

**Jeanette**  
**Head of Community Safety, Parking & Programmes**  
**Community Safety, Parking & Programme – Community Services**

**Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF**  
**Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: [jeanette.keyte@centralbedfordshire.gov.uk](mailto:jeanette.keyte@centralbedfordshire.gov.uk)**

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** Monday, March 4, 2024 5:36 PM  
**To:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette,

I look forward to hearing your feedback.

Thanks, Ian Adams (Cllr)

**From:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Sent:** Wednesday, February 28, 2024 6:32 PM  
**To:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Evening Cllr Adams

Please accept my apologies for the delayed response due to annual leave.

In terms of alternative options having discussed this with the team and unfortunately there are no alternative restrictions that would tackle the parking issues being reported, and neither are there any opportunities for any off-street parking provision for customers.

I have asked the Safer Business Officer to visit the business to pick up the issues about the 'free parking' advertised on the website and to talk about the parking concerns and how the business can encourage their customers to park responsibly and legally. Once I have the feedback from the visit, I will be in touch again.

**Best Wishes**

**Jeanette**

**Head of Community Safety, Parking & Programmes**  
**Community Safety, Parking & Programme – Community Services**

**Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF**  
**Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: [jeanette.keyte@centralbedfordshire.gov.uk](mailto:jeanette.keyte@centralbedfordshire.gov.uk)**

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**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** Thursday, February 15, 2024 12:45 PM  
**To:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette

Further to my emails below, I am still being contacted by concerned residents regarding the parking problem at the Vape Shop, 2 Station Square, Flitwick.

In your last email you said you would speak with your team to consider the different options that may be available and get back to me. Has there been any progress with this?

I have written to the Vape Shop to ask for a meeting. Their website says there is “free parking outside” and I will at the very least ask that they encourage customers to park elsewhere by way of a notice in the shop. Are CBC able to write to them about this too? Not much, but at least that would show we are seeking a solution.

Very Best, Ian Adams (Cllr)  
Chair Corporate Resources Overview and Scrutiny Committee

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**From:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Sent:** Monday, December 4, 2023 9:40:56 AM  
**To:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Morning Cllr Adams

Please accept my sincere apologies for not responding sooner on this.

It is correct that CEOs are required to ‘observe’ for a period of two minutes. Guidance issued to local authorities by the Department of Transport recommend a five-minute observation period, however the Council has reduced this to two minutes, other than for those restrictions where there is a prescribed observation time. The CEOs are patrolling as often as possible with the current

resources available and from 1/9/23 to date 14 PCNs have been issued in The Avenue and one on Station Road close to where the vape shop is located.

In terms of introducing double yellow lines there would still be a two-minute observation period and the key issue would be whether motorists using the vape shop would consider double yellow lines more of a risk than single yellow lines. I will speak to my team to see if there are any other options that could be considered and then come back to you.

## Best Wishes

**Jeanette**  
**Head of Community Safety, Parking & Programmes**  
**Community Safety, Parking & Programme – Community Services**

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** Tuesday, November 21, 2023 6:02 PM  
**To:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>; Gareth Mackey (Cllr) <[Gareth.Mackey@centralbedfordshire.gov.uk](mailto:Gareth.Mackey@centralbedfordshire.gov.uk)>; Heather Townsend (Cllr) <[Heather.Townsend@centralbedfordshire.gov.uk](mailto:Heather.Townsend@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette

Please can you give me some feedback on the enforcement activity that happened here re: the emails below? I mentioned this at Flitwick Town Council as a couple of their Cllrs live on the Avenue and they said they spoke to an enforcement officer operating outside the shop who told them they have to wait (2 minutes I think) before enforcing which rather defeats the object as drivers are in and out of the shop quite quickly. It is the regularity of infringement that is the problem. Is this correct and were people issued with enforcement notices as a result of the extra patrols? I have attached a photo taken by one of the Town cllrs to show what they see (as do I) on a regular basis in this area.

Is it worth considering changing the single yellow lines in this spot to doubles and if so is this something I should take up with Traffic Management? If yes, who would that be?

Very Best, Ian Adams (Cllr)

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** Tuesday, September 19, 2023 6:21 PM  
**To:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>  
**Subject:** Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Thanks Jeanette for this and for reminding me of the enforcement times for the single yellow lines there.

Any feedback you can give on additional enforcement activity would be helpful I.e number of tickets issued over next month .....

I could then put that on social media as a deterrent.

Very Best, Ian Adams ( Cllr)

---

**From:** Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Sent:** Tuesday, September 19, 2023 4:51:48 PM  
**To:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Afternoon Cllr Adams

Thank you for your email.

This area will be part of our normal parking enforcement patrols in Flitwick, but I have asked that officers carry out additional patrols in the area to try and dissuade motorists parking on the single yellow lines at the top of The Avenue during the restriction time which is 8am and 6pm. The Vape shop opening hours show there are some days when it is open until 8pm but officers would not be able to enforce after 6pm on those days.

**Best Wishes**

**Jeanette**  
**Head of Community Safety, Parking & Programmes**  
**Community Safety, Parking & Programme – Community Services**

**Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF**  
**Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: [jeanette.keyte@centralbedfordshire.gov.uk](mailto:jeanette.keyte@centralbedfordshire.gov.uk)**

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>  
**Sent:** Monday, September 18, 2023 8:27 AM  
**To:** Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>; Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>  
**Subject:** Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Thanks, Jeanette I look forward to hearing from you

---

**From:** Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>  
**Sent:** Monday, September 18, 2023 8:07:23 AM  
**To:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>; Jeanette Keyte <[Jeanette.Keyte@centralbedfordshire.gov.uk](mailto:Jeanette.Keyte@centralbedfordshire.gov.uk)>  
**Cc:** Susan Childerhouse <[Susan.Childerhouse@centralbedfordshire.gov.uk](mailto:Susan.Childerhouse@centralbedfordshire.gov.uk)>  
**Subject:** RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Dear Councillor Adams,

Parking enforcement comes under my colleague Su Childerhouse, and I've copied in Jeanette Keyte, who is responsible for the Parking service, and should be able to respond to your enquiry.

Kind regards,

**Gary Powell** (he/him)  
Assistant Director, Highways

**Central Bedfordshire Council**, Priory House, Monks Walk, Chicksands, Shefford,  
Bedfordshire, SG17 5TQ

Email: [gary.powell@centralbedfordshire.gov.uk](mailto:gary.powell@centralbedfordshire.gov.uk)

Find us online at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

**From:** Ian Adams (Cllr) <[Ian.Adams@centralbedfordshire.gov.uk](mailto:Ian.Adams@centralbedfordshire.gov.uk)>

**Sent:** Sunday, September 17, 2023 11:24 PM

**To:** Gary Powell <[Gary.Powell@centralbedfordshire.gov.uk](mailto:Gary.Powell@centralbedfordshire.gov.uk)>

**Subject:** Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Gary

Please can you point me to the appropriate person.

I have received complaints by residents and Flitwick Town Council that parking on the double yellow lines at the top of The Avenue, Flitwick as people go in and out of the Vape Shop, is causing a problem. You no doubt know this is a particularly busy part of Flitwick and impacts the roundabout on the bridge. I need to find out what can be done about this.

Very Best, Ian Adams (Cllr)

Flitwick Ward

Chair of Corporate Resources Overview and Scrutiny Committee.

# Flitwick Town Council Financial Summary 23/24

01 April to 29 February 2024

	YTD Income	Income Budget	% Budget Achieved	YTD Expenditure	Expenditure Budget	% Budget Spent
Finance & General Purposes	£ 1,142,018	£ 1,080,059	106%	£ 607,223	£ 532,529	114%
Business Improvement & Development Board	£ 785,571	£ 660,300	119%	£ 608,412	£ 646,010	94%
Community Services	£ 90,009	£ 84,152	107%	£ 536,739	£ 645,972	83%
<b>Whole Business</b>	<b>£ 2,017,598</b>	<b>£ 1,824,511</b>	<b>111%</b>	<b>£ 1,752,374</b>	<b>£ 1,824,511</b>	<b>96%</b>

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:	£ 1,233,000
Cumulative Dividends:	£ 52,175

## 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	Rufus Building & Site 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		
		<b>£1,329,000</b>			<b>£ 56,105</b>		<b>£ 21,065</b>		<b>£ 839,208</b>	

31st March 2023

31st March 2024

Net Value	Fixed Assets	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>
	<b>0</b>			<b>0</b>

**Current Assets**

47,898	DEBTORS	26,271
8,151	BURIAL GROUND & CEMETRIES	3,766
42,906	PREPAYMENTS	0
0	Mthly Business Prepays	8,608
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	5,000
169,934	Barclays Business Reserve 106	55,251
1,411	PDQ Account	4,603
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	1,233,000
0	CREDITORS	6,680

1,170,2521,395,607**1,170,252 Total Assets****1,395,607****Current Liabilities**

1,195	DEBTORS CNTRL-FUNCTIONS	6,050
1,803	VAT DUE/REPAYABLE	6,969
5,806	CREDITORS	0
9,016	ACCRUAL - LOAN INTEREST	0
18,584	ACCRUALS	0

## 31st March 2023

## 31st March 2024

13,737	PAYE/NI DUE	14,886
16,753	LGPS Pension Control	12,657
0	NEST Pension Control	2,345
6,335	INCOME IN ADVANCE	0
6,983	TM Income to be donated	0
41,425	RENT DEPOSITS	41,209
0	Refundable Deposits (Functions	1,000
3,346	Barclaycard Year End balance	0

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**124,984**


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**85,117**


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**1,045,268 Total Assets Less Current Liabilities**


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**1,310,490**
**Long Term Liabilities**


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**0**


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**0**


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**1,045,268 Total Assets Less Long Term Liabilities**


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**1,310,490**
**Represented By**

718,139	GENERAL RESERVE	538,095
29,000	EMR Youth Provision	29,000
5,000	EMR Community Involvement	0
202,062	Central Project Fund	130,397
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	0
15,814	EMR Community Events	3,000
28,514	Capital Financing Reserve	0
14,600	Capital Receipts Reserve	14,600

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**1,045,268**


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**1,310,490**

The above statement represents fairly the financial position of the authority as at 29th February 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :

Responsible  
Financial

Date : \_\_\_\_\_

## Receipts for Month 11

## 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 :	5,263.60					5,263.60	
Banked: 01/02/2023		802.50						
Sales Recpts Page 12792		802.50	802.50		101			Sales Recpts Page 12792
Banked: 01/02/2024		777.00						
Sales Recpts Page 12784		777.00	777.00		101			Sales Recpts Page 12784
Banked: 01/02/2024		954.00						
Sales Recpts Page 12785		954.00	954.00		101			Sales Recpts Page 12785
Banked: 01/02/2024		420.00						
Sales Recpts Page 12786		420.00	420.00		101			Sales Recpts Page 12786
Banked: 01/02/2024		156.00						
Sales Recpts Page 12787		156.00	156.00		101			Sales Recpts Page 12787
Banked: 01/02/2024		100.00						
Sales Recpts Page 12788		100.00	100.00		101			Sales Recpts Page 12788
Banked: 01/02/2024		489.40						
Sales Recpts Page 12789		489.40	489.40		101			Sales Recpts Page 12789
Banked: 01/02/2024		650.00						
Sales Recpts Page 12790		650.00	650.00		101			Sales Recpts Page 12790
Banked: 01/02/2024		1,161.00						
Sales Recpts Page 12791		1,161.00	1,161.00		101			Sales Recpts Page 12791
Banked: 01/02/2024		252.01						
Eventbright		252.01		42.00	1023	421	210.01	Ceillidh Ticket Sales
Banked: 01/02/2024		16.60						
L Coverley Plot 183		16.60			1005	302	16.60	L Coverley Plot 183
Banked: 02/02/2024		200.00						
Sales Recpts Page 12793		200.00	200.00		101			Sales Recpts Page 12793
Banked: 02/02/2024		7,138.80						
Sales Recpts Page 12794		7,138.80	7,138.80		101			Sales Recpts Page 12794
Banked: 02/02/2024		2,463.50						
Sales Recpts Page 12795		2,463.50	2,463.50		101			Sales Recpts Page 12795
Banked: 05/02/2024		10,201.60						
Sales Recpts Page 12796		10,201.60	10,201.60		101			Sales Recpts Page 12796
Banked: 05/02/2024		350.00						
Sales Recpts Page 12797		350.00	350.00		103			Sales Recpts Page 12797
Banked: 05/02/2024		3,942.50						
Sales Recpts Page 12798		3,942.50	3,942.50		103			Sales Recpts Page 12798
Banked: 05/02/2024		489.40						
Sales Recpts Page 12799		489.40	489.40		101			Sales Recpts Page 12799

## Receipts for Month 11

## 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: 05/02/2024	646.70						
	Sales Recpts Page 12800	646.70	646.70		101			Sales Recpts Page 12800
	Banked: 05/02/2024	65.00						
	Sales Recpts Page 12877	65.00	65.00		103			Sales Recpts Page 12877
	Banked: 06/02/2024	633.00						
	Sales Recpts Page 12801	633.00	633.00		101			Sales Recpts Page 12801
	Banked: 06/02/2024	211.50						
	Sales Recpts Page 12802	211.50	211.50		101			Sales Recpts Page 12802
	Banked: 06/02/2024	-10.80						
	Sales Recpts Page 12819	-10.80	-10.80		101			Sales Recpts Page 12819
	Banked: 07/02/2024	2,961.00						
	Sales Recpts Page 12803	2,961.00	2,961.00		101			Sales Recpts Page 12803
	Banked: 08/02/2024	712.20						
	Sales Recpts Page 12804	712.20	712.20		101			Sales Recpts Page 12804
	Banked: 08/02/2024	1,628.00						
	Sales Recpts Page 12805	1,628.00	1,628.00		101			Sales Recpts Page 12805
	Banked: 08/02/2024	500.00						
	Sales Recpts Page 12881	500.00	500.00		101			Sales Recpts Page 12881
	Banked: 09/02/2024	646.70						
	Sales Recpts Page 12806	646.70	646.70		101			Sales Recpts Page 12806
	Banked: 09/02/2024	240.00						
	Sales Recpts Page 12807	240.00	240.00		101			Sales Recpts Page 12807
	Banked: 12/02/2024	156.00						
	Sales Recpts Page 12808	156.00	156.00		101			Sales Recpts Page 12808
	Banked: 12/02/2024	420.00						
	Sales Recpts Page 12809	420.00	420.00		101			Sales Recpts Page 12809
	Banked: 12/02/2024	30.00						
	Sales Recpts Page 12810	30.00	30.00		101			Sales Recpts Page 12810
	Banked: 12/02/2024	734.90						
	Sales Recpts Page 12811	734.90	734.90		101			Sales Recpts Page 12811
	Banked: 12/02/2024	489.41						
	Sales Recpts Page 12812	489.41	489.41		101			Sales Recpts Page 12812
	Banked: 12/02/2024	11,803.40						
AUTO	BUSINESS RESERVE (106)	11,803.40			202		11,803.40	Auto Transfer
	Banked: 13/02/2024	48.00						
	Sales Recpts Page 12813	48.00	48.00		101			Sales Recpts Page 12813

## Receipts for Month 11

## 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: 13/02/2024	28,000.00						
Manual	BUSINESS RESERVE (106)	28,000.00			202		28,000.00	Pens/NIC/PAYE
	Banked: 14/02/2024	1,119.00						
	Sales Recpts Page 12814	1,119.00	1,119.00		101			Sales Recpts Page 12814
	Banked: 14/02/2024	777.00						
	Sales Recpts Page 12815	777.00	777.00		101			Sales Recpts Page 12815
	Banked: 15/02/2024	854.70						
	Sales Recpts Page 12816	854.70	854.70		101			Sales Recpts Page 12816
	Banked: 15/02/2024	588.00						
	Sales Recpts Page 12817	588.00	588.00		101			Sales Recpts Page 12817
	Banked: 15/02/2024	444.15						
	Sales Recpts Page 12818	444.15	444.15		104			Sales Recpts Page 12818
	Banked: 15/02/2024	48,210.44						
AUTO	BUSINESS RESERVE (106)	48,210.44			202		48,210.44	Auto Transfer
	Banked: 15/02/2024	200.00						
	Amphill Community Fireworks	200.00			1181	312	200.00	COL Donation
	Banked: 16/02/2024	228.00						
	Sales Recpts Page 12827	228.00	228.00		101			Sales Recpts Page 12827
	Banked: 19/02/2024	18.00						
	Sales Recpts Page 12828	18.00	18.00		103			Sales Recpts Page 12828
	Banked: 19/02/2024	118.80						
	Sales Recpts Page 12829	118.80	118.80		101			Sales Recpts Page 12829
	Banked: 19/02/2024	718.25						
AUTO	BUSINESS RESERVE (106)	718.25			202		718.25	Auto Transfer
	Banked: 19/02/2024	4.50						
	A Archer	4.50		0.75	1120	312	3.75	Dance Fitness Payment
	Banked: 20/02/2024	500.00						
	Sales Recpts Page 12830	500.00	500.00		103			Sales Recpts Page 12830
	Banked: 20/02/2024	144.00						
	Sales Recpts Page 12831	144.00	144.00		101			Sales Recpts Page 12831
	Banked: 20/02/2024	486.92						
	Sales Recpts Page 12832	486.92	486.92		101			Sales Recpts Page 12832
	Banked: 20/02/2024	2,924.40						
AUTO	BUSINESS RESERVE (106)	2,924.40			202		2,924.40	Auto Transfer
	Banked: 21/02/2024	90.00						
	Sales Recpts Page 12833	90.00	90.00		103			Sales Recpts Page 12833

## Receipts for Month 11

## 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: 21/02/2024	2,155.99						
AUTO	BUSINESS RESERVE (106)	2,155.99			202		2,155.99	Auto Transfer
	Banked: 21/02/2024	41,000.00						
Manual	BUSINESS RESERVE (106)	41,000.00			202		41,000.00	Payment Run
	Banked: 21/02/2024	27.70						
	G Giles	27.70			1005	302	27.70	Allotment Plot 9 Payment
	Banked: 22/02/2024	1,263.83						
	Sales Recpts Page 12834	1,263.83	1,263.83		101			Sales Recpts Page 12834
	Banked: 22/02/2024	1,994.60						
	Sales Recpts Page 12835	1,994.60	1,994.60		101			Sales Recpts Page 12835
	Banked: 23/02/2024	229.80						
	Sales Recpts Page 12836	229.80	229.80		101			Sales Recpts Page 12836
	Banked: 23/02/2024	1,133.60						
	Sales Recpts Page 12837	1,133.60	1,133.60		101			Sales Recpts Page 12837
	Banked: 26/02/2024	114.00						
	Sales Recpts Page 12838	114.00	114.00		101			Sales Recpts Page 12838
	Banked: 26/02/2024	558.00						
	Sales Recpts Page 12839	558.00	558.00		101			Sales Recpts Page 12839
	Banked: 26/02/2024	275.00						
	Sales Recpts Page 12840	275.00	275.00		103			Sales Recpts Page 12840
	Banked: 26/02/2024	646.70						
	Sales Recpts Page 12841	646.70	646.70		101			Sales Recpts Page 12841
	Banked: 26/02/2024	742.50						
	Sales Recpts Page 12842	742.50	742.50		101			Sales Recpts Page 12842
	Banked: 26/02/2024	36.00						
	P Nichols	36.00		6.00	1120	312	30.00	Keep Fit
	Banked: 26/02/2024	36.00						
	J Moore	36.00		6.00	1120	312	30.00	Keep Fit
	Banked: 26/02/2024	500.00						
	Sales Recpts Page 12882	500.00	500.00		103			Sales Recpts Page 12882
201749	Banked: 27/02/2024	4,803.88						
201749	Lunch Club	52.50		8.75	1171	312	43.75	Lunch Club
201749	Paul's Race Night Tickets	150.00		25.00	1023	421	125.00	Paul's Race Night Tickets
201749	Tea & Coffee Donations	37.69			1155	420	37.69	Tea & Coffee Donations
201749	Photocopying Donations	4.10			1003	101	4.10	Photocopying Donations
201749	Mia Mamma Tickets	105.00		17.50	1023	421	87.50	Mia Mamma Tickets
201749	Painting Circle	2.50		0.42	1039	312	2.08	Painting Circle
201749	Dance Fitness	36.00		6.00	1120	312	30.00	Dance Fitness

## Receipts for Month 11

## 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>
201749	Bonkers Bingo Inv Pmt	198.00	198.00		103			Sales Recpts Page 12826
201749	Tea Dance Tickets	300.00		50.00	1042	312	250.00	Tea Dance Tickets
201749	Lunch Club Bingo	37.00		6.17	1171	312	30.83	Lunch Club Bingo
201749	FFFD24 Pitch Hire M Ayres	80.00			1127	313	80.00	FFFD24 Pitch Hire M Ayres
201749	TM Charity Pots	71.66			1143	102	71.66	TM Charity Pots
201749	Cafe (30 Jan-7 Feb)	1,193.21		198.87	1027	420	994.34	Cafe (30 Jan-7 Feb)
201749	Cafe (8-14 Feb)	958.32		159.72	1027	420	798.60	Cafe (8-14 Feb)
201749	Cafe (15-24 Feb)	1,413.99		235.66	1027	420	1,178.33	Cafe (15-24 Feb)
201749	Cafe (26 Feb)	99.51		16.58	1027	420	82.93	Cafe (26 Feb)
201749	Bar Takings (17.02.24)	34.40		5.73	1026	420	28.67	Bar Takings (17.02.24)
201749	Rendezvous Gift Card	20.00			1027	420	20.00	Rendezvous Gift Card
201749	Declan Hawkes Party	10.00	10.00		103			Sales Recpts Page 12826
	Banked: 27/02/2024	258.00						
	Sales Recpts Page 12843	258.00	258.00		101			Sales Recpts Page 12843
	Banked: 27/02/2024	650.00						
	Sales Recpts Page 12844	650.00	650.00		101			Sales Recpts Page 12844
	Banked: 27/02/2024	500.00						
	Sales Recpts Page 12846	500.00	500.00		103			Sales Recpts Page 12846
	Banked: 27/02/2024	2,000.00						
	Hubub Foundation	2,000.00			1181	312	2,000.00	2nd Install of Grant Funding
	Banked: 27/02/2024	84.00						
	Sales Recpts Page 12879	84.00	84.00		101			Sales Recpts Page 12879
	Banked: 28/02/2024	1,553.10						
	Sales Recpts Page 12847	1,553.10	1,553.10		101			Sales Recpts Page 12847
	Banked: 28/02/2024	20,000.00						
Manual	BUSINESS RESERVE (106)	20,000.00			202		20,000.00	Payment Run
	Banked: 28/02/2024	1,553.10						
	Sales Recpts Page 12858	1,553.10	1,553.10		101			Sales Recpts Page 12858
	Banked: 28/02/2024	18.00						
	J Moore	18.00		3.00	1120	312	15.00	Keep Fit
	Banked: 28/02/2024	100.00						
	Community Fridge Donation	100.00			1181	312	100.00	Community Fridge Donation
	Banked: 29/02/2024	-18.00						
	Sales Recpts Page 12857	-18.00	-18.00		103			Sales Recpts Page 12857
	Banked: 29/02/2024	18.00						
S/L to CB1	2WIDD Party Bar	18.00		3.00	1026	420	15.00	2WIDD Party Bar
	Banked: 29/02/2024	17,000.00						
Manual	BUSINESS RESERVE (106)	17,000.00			202		17,000.00	Manual Transfer
	Banked: 29/02/2024	20,000.00						

## Receipts for Month 11

## 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>
Manual	BUSINESS RESERVE (106)	20,000.00			202		20,000.00	Manual Transfer
	Banked: 29/02/2024	-1,553.10						
	Sales Recpts Page 12859	-1,553.10	-1,553.10		101			Sales Recpts Page 12859
	Banked: 29/02/2024	546.00						
	Sales Recpts Page 12860	546.00	546.00		101			Sales Recpts Page 12860
	Banked: 29/02/2024	316.20						
	Sales Recpts Page 12861	316.20	316.20		101			Sales Recpts Page 12861
	Banked: 29/02/2024	1,215.00						
	Sales Recpts Page 12862	1,215.00	1,215.00		101			Sales Recpts Page 12862
	Banked: 29/02/2024	1,308.00						
	Sales Recpts Page 12863	1,308.00	1,308.00		101			Sales Recpts Page 12863
	Banked: 29/02/2024	110.40						
	Sales Recpts Page 12864	110.40	110.40		101			Sales Recpts Page 12864
	Banked: 29/02/2024	420.00						
	Sales Recpts Page 12865	420.00	420.00		101			Sales Recpts Page 12865
	Banked: 29/02/2024	777.00						
	Sales Recpts Page 12866	777.00	777.00		101			Sales Recpts Page 12866
	Banked: 29/02/2024	1,600.00						
	Sales Recpts Page 12867	1,600.00	1,600.00		103			Sales Recpts Page 12867
	Banked: 29/02/2024	1,260.00						
	Sales Recpts Page 12868	1,260.00	1,260.00		101			Sales Recpts Page 12868
	Banked: 29/02/2024	601.20						
	Sales Recpts Page 12869	601.20	601.20		101			Sales Recpts Page 12869
	Banked: 29/02/2024	646.70						
	Sales Recpts Page 12870	646.70	646.70		101			Sales Recpts Page 12870
	Banked: 29/02/2024	1,293.40						
	Sales Recpts Page 12871	1,293.40	1,293.40		101			Sales Recpts Page 12871
	Banked: 29/02/2024	100.00						
	Sales Recpts Page 12872	100.00	100.00		101			Sales Recpts Page 12872
	Banked: 29/02/2024	489.40						
	Sales Recpts Page 12873	489.40	489.40		101			Sales Recpts Page 12873
	Banked: 29/02/2024	1,161.00						
	Sales Recpts Page 12874	1,161.00	1,161.00		101			Sales Recpts Page 12874
	Banked: 29/02/2024	650.00						
	Sales Recpts Page 12875	650.00	650.00		101			Sales Recpts Page 12875
	Banked: 29/02/2024	2,023.80						

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 12876	2,023.80	2,023.80		101			Sales Recpts Page 12876
	Banked: 29/02/2024	612.00						
	Sales Recpts Page 12878	612.00	612.00		101			Sales Recpts Page 12878
	Banked: 29/02/2024	3,058.63						
	Central Bedfordshire Council	312.50			1031	312	312.50	Final Instal Active Comm Grant
	Central Bedfordshire Council	2,746.13	2,746.13		101			Sales Recpts Page 12880
Total Receipts for Month		273,774.91	74,345.24	791.15			198,638.52	
Cashbook Totals		<u>279,038.51</u>	<u>74,345.24</u>	<u>791.15</u>			<u>203,902.12</u>	

## CURRENT ACCOUNT (009)

For Month No: 11

## Payments for Month 11

## 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>
01/02/2024	LS Medical And Training Limite	REFUND	-120.00	-120.00		501			Refund re Remembrance Parade
01/02/2024	BUSINESS RESERVE (106)	AUTO	5,975.91			202		5,975.91	Auto Transfer
01/02/2024	J Roberts (Deputy Mayor)	O/L	9.90			4210	102	9.90	Mileage to Keech Hospice Event
01/02/2024	A Snape (Mayor)	O/L	20.00			4210	102	20.00	Donation to Keech Hospice
01/02/2024	A Snape (Mayor)	O/L	94.80		15.80	4210	102	79.00	Sumup Card Read TMCharity Even
01/02/2024	A Snape (Mayor)	O/L	10.00			4210	102	10.00	Raffle Tickets Ampthill Event
01/02/2024	A Snape (Mayor)	O/L	51.50			4210	102	51.50	JustGiving:Hedgehog Hospice Do
02/02/2024	BUSINESS RESERVE (106)	AUTO	7,154.65			202		7,154.65	Auto Transfer
02/02/2024	NEST Pension Fund	DD	2,647.65			519		2,647.65	Pension Costs Jan 24
05/02/2024	BUSINESS RESERVE (106)	AUTO	15,649.67			202		15,649.67	Auto Transfer
05/02/2024	Barclays Bank Charges	O/L	17.93			4058	101	17.93	Payflow Charges
05/02/2024	O2 Uk Limited	DD646	27.60	27.60		501			Line Rental Charges
06/02/2024	Blitz Jetwashing Services	CB	250.00	250.00		501			Synthetic carpet tile clean
06/02/2024	BUSINESS RESERVE (106)	AUTO	432.70			202		432.70	Auto Transfer
06/02/2024	E Hunter	O/L	20.00			1005	302	20.00	Plot 130
06/02/2024	Virgin Media Business	DD647	50.40	50.40		501			YH Broadband
06/02/2024	S Tavinor	O/L	120.60			4068	301	120.60	Memorial Damage Compenstion
06/02/2024	E Hunter	O/L	-20.00			1005	302	-20.00	Allotment Payment to Income
06/02/2024	E Hunter	O/L	-20.00			4072	302	-20.00	Allotment Key Refund Return
07/02/2024	BUSINESS RESERVE (106)	AUTO	2,961.00			202		2,961.00	Auto Transfer
08/02/2024	BUSINESS RESERVE (106)	AUTO	1,599.20			202		1,599.20	Auto Transfer
08/02/2024	Central Bedfordshire Council	O/L	1,241.00			4056	421	1,241.00	Rufus Marriage License
09/02/2024	BUSINESS RESERVE (106)	AUTO	886.70			202		886.70	Auto Transfer
12/02/2024	HMRC	O/L	11,570.83			105		11,570.83	Q3 VAT Payment
12/02/2024	Barclaycard	DD	2,062.88			205		2,062.88	Feb 24 CC (Jan 24 Purchases)
13/02/2024	BUSINESS RESERVE (106)	AUTO	196.42			202		196.42	Auto Transfer
13/02/2024	DS Live Sound	O/L	700.00			4210	102	700.00	Civic Reception Band
13/02/2024	Bedfordshire Pension Fund	O/L	12,743.47			517		12,743.47	LGPS Pension Costs - January 2
13/02/2024	HMRC	O/L	14,364.01			515		14,364.01	PAYE / NIC - January 2024
13/02/2024	J Young	O/L	13.50			4606	312	13.50	Community Fridge Mileage
13/02/2024	E Turner	O/L	30.60			4606	312	30.60	Community Fridge Mileage
14/02/2024	BUSINESS RESERVE (106)	AUTO	1,896.00			202		1,896.00	Auto Transfer
15/02/2024	Barclays Payflow	DD	50,297.29			516		50,297.29	Wages - February 2024
16/02/2024	BUSINESS RESERVE (106)	AUTO	253.00			202		253.00	Auto Transfer
16/02/2024	GEP Counselling	O/L	-150.00			4614	312	-150.00	REFUND for Cancellation
19/02/2024	NPower	DD648	859.55	859.55		501			Street lighting January 2024
20/02/2024	O2 Uk Limited	DD649	77.40	77.40		501			Mobiles
20/02/2024	EON ENERGY	DD650	27.35	27.35		501			Skate Park lighting
20/02/2024	Total Energies (prev. Total Ga	DD651	3,950.57	3,950.57		501			Rufus Electricity January 2024
20/02/2024	Iris Payroll Solutions Ltd	DD652	15.79	15.79		501			Monthly Contracted

## CURRENT ACCOUNT (009)

For Month No: 11

## Payments for Month 11

## 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>
21/02/2024	A B Fruits	E4729	1,026.11	1,026.11		501			Package CREDIT Cafe Stock & Supply
21/02/2024	ACE Fire & Security Ltd	E4730	349.03	349.03		501			Programming/fobs alarm panel
21/02/2024	All Star Business Solutions Li	E4731	306.83	306.83		501			Fuel January 2024
21/02/2024	Arena Security Limited	E4732	45.60	45.60		501			Attending alarm activation
21/02/2024	Bedfordshire Assoc. of Parish	E4733	280.00	280.00		501			Online Training
21/02/2024	Belair Coffee	E4734	313.41	313.41		501			Cafe Stock & Supply
21/02/2024	Michael Bellamy	E4735	500.00	500.00		501			MP Tree clearing
21/02/2024	Bidfood	E4736	2,397.12	2,397.12		501			Cafe Stock & Supply
21/02/2024	BIFFA WASTE SERVICES LTD	E4737	1,425.41	1,425.41		501			Rufus General Waste Jan 24
21/02/2024	CASTLEBAR CATERING SUPPLIES LT	E4738	4.75	4.75		501			Sticker 'hot water' for airport
21/02/2024	Clean4Shaw Ltd (admin by Bibby	E4739	2,783.90	2,783.90		501			Rufus Office Cleaning January
21/02/2024	THE COLUMBARIA COMPANY	E4740	108.00	108.00		501			Sanctum 2 Tablets
21/02/2024	Collin Hill Bar & Catering Sup	E4742	105.96	105.96		501			Lamp holder/bulb/labour
21/02/2024	SHARP (formally Complete I.T.)	E4741	1,757.79	1,757.79		501			Complete IT Manager Support
21/02/2024	Corporate Travel Management	E4743	193.70	193.70		501			Room Booking Commission
21/02/2024	Dayla	E4744	275.41	275.41		501			Bar Stock & Supply
21/02/2024	B.W. Deacon Butchers	E4745	998.40	998.40		501			Cafe Stock & Supply
21/02/2024	WorkNest - formally Ellis Whit	E4746	8,185.20	8,185.20		501			Combined Core-Year 2
21/02/2024	Fine Ice Refrisgeration	E4747	150.00	150.00		501			New motor plus labour
21/02/2024	Flittabus Community Transport	E4748	160.00	160.00		501			Bus between YH and Nature Park
21/02/2024	W Fuller & Son Ltd	E4749	198.00	198.00		501			Security Ceilidh Event
21/02/2024	THE GREENSAND TRUST	E4750	189.00	189.00		501			Support Agri-Environment Schem
21/02/2024	HH Structures Limited	E4751	540.00	540.00		501			Structural inspection (Mount)
21/02/2024	Holdsworth	E4752	160.16	160.16		501			Cafe Stock & Supply
21/02/2024	ICPhygiene	E4753	467.44	467.44		501			Rufus Cleaning Materials
21/02/2024	JEWSON LTD	E4754	210.34	210.34		501			Rufus pavements
21/02/2024	Lyreco UK Limited	E4755	233.09	233.09		501			Office Stationery
21/02/2024	Martin Rix Building Services	E4756	1,526.40	1,526.40		501			Cafe Counter
21/02/2024	Milton Keynes Play Association	E4757	40.50	40.50		501			Woodland School Games
21/02/2024	Olleco	E4758	269.40	269.40		501			Used Cooking Oil
21/02/2024	PERRIN MYDDELTON LIMITED	E4759	1,380.40	1,380.40		501			Registration Seed Store
21/02/2024	Peter Rogerson	E4760	85.00	85.00		501			Music for Tea dance 08.02.24
21/02/2024	PROLATERAL CONSULTING LTD	E4761	72.00	72.00		501			Monthly basic web/email hostin
21/02/2024	AUDITING SOLUTIONS LTD	E4762	600.00	600.00		501			Internal Audit 23/24
21/02/2024	Remedy Sound Ltd	E4763	9,650.09	9,650.09		501			Audio for Lockyer Suite PROJ
21/02/2024	Rosetone Contract Furniture Lt	E4764	56.70	56.70		501			Table Cloth Hire
21/02/2024	D & G SHORT	E4765	48.95	48.95		501			TS/YH Supplies

## CURRENT ACCOUNT (009)

For Month No: 11

## Payments for Month 11

## 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>
21/02/2024	Simply Health	E4766	557.98	557.98		501			Simply Health February 2024
21/02/2024	Smith of Derby Ltd	E4767	346.80	346.80		501			Rufus Clock Annual Service
21/02/2024	SSL Foodservice Ltd	E4768	1,129.87	1,129.87		501			Cafe Stock & Supply
21/02/2024	The Stickleback Fish Company L	E4769	74.34	74.34		501			Cafe Stock & Supply
21/02/2024	Andy Skellham at Stockchek	E4770	272.00	272.00		501			Rendezvous Stock Take
21/02/2024	Whitespace Publishers Ltd	E4771	322.80	322.80		501			UKBride online campaign
21/02/2024	Wooden Hill Coffee Roasters	E4772	454.50	454.50		501			Fairtrade Coffee Beans
21/02/2024	BRITISH TELECOMMUNICATION	DD653	3,005.52	3,005.52		501			Rufus Gas Bill January 2024
22/02/2024	BUSINESS RESERVE (106)	AUTO	2,887.75			202		2,887.75	Auto Transfer
22/02/2024	Total Energies (prev. Total Ga	DD654	45.55	45.55		501			TS Electric January 2024
22/02/2024	Total Energies (prev. Total Ga	DD655	8.65	8.65		501			Hinksley Rd Electric January
22/02/2024	Total Energies (prev. Total Ga	DD656	316.48	316.48		501			YH Electric January 2024
22/02/2024	ANGLIAN WATER	DD657	138.20	138.20		501			Allotments Water 9/1/23-8/2/24
23/02/2024	BUSINESS RESERVE (106)	AUTO	1,225.20			202		1,225.20	Auto Transfer
26/02/2024	BUSINESS RESERVE (106)	AUTO	2,443.22			202		2,443.22	Auto Transfer
26/02/2024	BRITISH TELECOMMUNICATION	DD658	418.80	418.80		501			BT Business Bill
26/02/2024	THREE (3)	DD659	17.00	17.00		501			Feb 24 Charges
26/02/2024	Adsi Ltd (Babble)	DD660	29.18	29.18		501			Account Mgmt Services
27/02/2024	BUSINESS RESERVE (106)	AUTO	8,104.08			202		8,104.08	Auto Transfer
27/02/2024	Cheque to CASH	CHQ	191.75			220		191.75	Petty Cash Reimbursement
28/02/2024	A B Fruits	E4773	368.93	368.93		501			Duplicate Invoice Removed
28/02/2024	ACE Fire & Security Ltd	E4774	919.16	919.16		501			TS Alarm System Annual Maint
28/02/2024	AYBL Electrical	E4775	2,961.00	2,961.00		501			Electrical Upgrade Lockyer
28/02/2024	Badger Hill Christmas Treet Fa	E4776	242.00	242.00		501			Rufus Centre Christmas Trees
28/02/2024	Bidfood	E4777	1,047.13	1,047.13		501			Cafe Stock & Supply
28/02/2024	Broome Signs	E4778	35.76	35.76		501			Engraved Door Plate
28/02/2024	BT Events Ltd	E4779	5,772.00	5,772.00		501			PROJ: Lockyer Lighting
28/02/2024	SHARP (formally Complete I.T.)	E4780	252.30	252.30		501			Microsoft Azure
28/02/2024	Dayla	E4781	534.35	534.35		501			Bar Stock & Supply
28/02/2024	B.W. Deacon Butchers	E4782	757.73	757.73		501			Cafe Stock & Supply
28/02/2024	Flitwick Village Hall Manageme	e4781	72.50	72.50		501			COL Cooking Classes
28/02/2024	W Fuller & Son Ltd	E4784	405.00	405.00		501			Professional Security
28/02/2024	GGB Services (CO2 Gas)	E4785	35.64	35.64		501			CO2 Gas
28/02/2024	Imagination Dance Community Co	E4786	300.00	300.00		501			Dance Fitness January/February
28/02/2024	PERRIN MYDDELTON LIMITED	E4787	4,373.60	4,373.60		501			Works re Steppingley Road
28/02/2024	PPL PRS	E4788	419.72	419.72		501			Music License Various
28/02/2024	Rosetone Contract Furniture Lt	E4789	586.20	586.20		501			Table cloths/napkins
28/02/2024	SSL Foodservice Ltd	E4790	293.94	293.94		501			Cafe Stock & Supply
28/02/2024	Wicksteed Leisure Ltd	E4791	110.71	110.71		501			Parts for Beaumont Park
28/02/2024	Wooden Hill Coffee Roasters	E4792	223.00	223.00		501			Cafe Stock & Supply
28/02/2024	BUSINESS RESERVE (106)	AUTO	21,671.10			202		21,671.10	Auto Transfer
29/02/2024	BUSINESS RESERVE (106)	AUTO	8,028.81			202		8,028.81	Auto Transfer

## Payments for Month 11

## 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>
29/02/2024	BUSINESS RESERVE (106)	Manual	17,000.00			202		17,000.00	Manual Transfer
29/02/2024	BUSINESS RESERVE (106)	AUTO	8,514.83			202		8,514.83	Auto Transfer
29/02/2024	ISUZU Vehicle Leasing	DD661	878.78	878.78		501			Feb 24 Vehicle Leases
29/02/2024	ANGLIAN WATER	DD662	1,180.64	1,180.64		501			Rufus Water Bill Nov-Feb
Total Payments for Month			274,038.46	71,140.51	15.80			202,882.15	
Balance Carried Fwd			5,000.05						
Cashbook Totals			<u>279,038.51</u>	<u>71,140.51</u>	<u>15.80</u>			<u>207,882.20</u>	

## Receipts for Month 11

## 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 :	56,409.62					56,409.62	
	Banked: 01/02/2024	5,975.91						
AUTO	CURRENT ACCOUNT (009)	5,975.91			201		5,975.91	Auto Transfer
	Banked: 02/02/2024	7,154.65						
AUTO	CURRENT ACCOUNT (009)	7,154.65			201		7,154.65	Auto Transfer
	Banked: 02/02/2024	59,000.00						
	CCLA Investments	59,000.00			230		59,000.00	CCLA Transfers IN - Feb 24
	Banked: 02/02/2024	5,757.22						
	CCLA Investment	5,757.22			1190	111	5,757.22	Feb 24 Interest
	Banked: 05/02/2024	15,649.67						
AUTO	CURRENT ACCOUNT (009)	15,649.67			201		15,649.67	Auto Transfer
	Banked: 06/02/2024	432.70						
AUTO	CURRENT ACCOUNT (009)	432.70			201		432.70	Auto Transfer
	Banked: 07/02/2024	2,961.00						
AUTO	CURRENT ACCOUNT (009)	2,961.00			201		2,961.00	Auto Transfer
	Banked: 08/02/2024	1,599.20						
AUTO	CURRENT ACCOUNT (009)	1,599.20			201		1,599.20	Auto Transfer
	Banked: 09/02/2024	886.70						
AUTO	CURRENT ACCOUNT (009)	886.70			201		886.70	Auto Transfer
	Banked: 13/02/2024	196.42						
AUTO	CURRENT ACCOUNT (009)	196.42			201		196.42	Auto Transfer
	Banked: 14/02/2024	1,896.00						
AUTO	CURRENT ACCOUNT (009)	1,896.00			201		1,896.00	Auto Transfer
	Banked: 16/02/2024	253.00						
AUTO	CURRENT ACCOUNT (009)	253.00			201		253.00	Auto Transfer
	Banked: 21/02/2024	17,000.00						
Manual	PDQ Account (271)	17,000.00			204		17,000.00	Feb 24 Income
	Banked: 22/02/2024	2,887.75						
AUTO	CURRENT ACCOUNT (009)	2,887.75			201		2,887.75	Auto Transfer
	Banked: 23/02/2024	1,225.20						
AUTO	CURRENT ACCOUNT (009)	1,225.20			201		1,225.20	Auto Transfer
	Banked: 26/02/2024	2,443.22						
AUTO	CURRENT ACCOUNT (009)	2,443.22			201		2,443.22	Auto Transfer
	Banked: 27/02/2024	8,104.08						
AUTO	CURRENT ACCOUNT (009)	8,104.08			201		8,104.08	Auto Transfer
	Banked: 27/02/2024	2,016.87						
Manual	PDQ Account (271)	2,016.87			204		2,016.87	Feb 24 Income

## Receipts for Month 11

## 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: 28/02/2024	21,671.10						
AUTO	CURRENT ACCOUNT (009)	21,671.10			201		21,671.10	Auto Transfer
	Banked: 29/02/2024	8,028.81						
AUTO	CURRENT ACCOUNT (009)	8,028.81			201		8,028.81	Auto Transfer
	Banked: 29/02/2024	17,000.00						
Manual	CURRENT ACCOUNT (009)	17,000.00			201		17,000.00	Manual Transfer
	Banked: 29/02/2024	8,514.83						
AUTO	CURRENT ACCOUNT (009)	8,514.83			201		8,514.83	Auto Transfer
Total Receipts for Month		190,654.33	0.00	0.00			190,654.33	
Cashbook Totals		<u>247,063.95</u>	<u>0.00</u>	<u>0.00</u>			<u>247,063.95</u>	

## Payments for Month 11

## 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>
12/02/2024	CURRENT ACCOUNT (009)	AUTO	11,803.40			201		11,803.40	Auto Transfer
13/02/2024	CURRENT ACCOUNT (009)	Manual	28,000.00			201		28,000.00	Pens/NIC/PAYE
15/02/2024	CURRENT ACCOUNT (009)	AUTO	48,210.44			201		48,210.44	Auto Transfer
19/02/2024	CURRENT ACCOUNT (009)	AUTO	718.25			201		718.25	Auto Transfer
20/02/2024	CURRENT ACCOUNT (009)	AUTO	2,924.40			201		2,924.40	Auto Transfer
21/02/2024	CURRENT ACCOUNT (009)	AUTO	2,155.99			201		2,155.99	Auto Transfer
21/02/2024	CURRENT ACCOUNT (009)	Manual	41,000.00			201		41,000.00	Payment Run
28/02/2024	CURRENT ACCOUNT (009)	Manual	20,000.00			201		20,000.00	Payment Run
29/02/2024	CURRENT ACCOUNT (009)	Manual	17,000.00			201		17,000.00	Manual Transfer
29/02/2024	CURRENT ACCOUNT (009)	Manual	20,000.00			201		20,000.00	Manual Transfer
Total Payments for Month			191,812.48	0.00	0.00			191,812.48	
Balance Carried Fwd			55,251.47						
Cashbook Totals			247,063.95	0.00	0.00			247,063.95	

## Receipts for Month 11

## 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 :	334.17					334.17	
	PDQ Banked:01/02/2024	1.50						
	PDQ Bar Takings (28.01.24)	1.50		0.25	1026	420	1.25	Bar Takings (28.01.24)
	PDQ Banked:02/02/2024	484.12						
	PDQ Rendezvous (29.01.24)	509.12		84.85	1027	420	424.27	Rendezvous (29.01.24)
	PDQ REFUND Show Tunes Singalong	-40.00		-6.67	1023	421	-33.33	REFUND Show Tunes Singalong
	PDQ Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
Stripe	Banked:02/02/2024	27.11						
Stripe	Rendezvous (02.02.24)	27.11		4.52	1027	420	22.59	Rendezvous (02.02.24)
	PDQ Banked:05/02/2024	740.55						
	PDQ Rendezvous (30.01.24)	733.05		122.18	1027	420	610.87	Rendezvous (30.01.24)
	PDQ Lunch Club	7.50		1.25	1171	312	6.25	Lunch Club
Stripe	Banked:05/02/2024	54.52						
Stripe	Rendezvous (05.02.24)	54.52		9.09	1027	420	45.43	Rendezvous (05.02.24)
	PDQ Banked:06/02/2024	3,159.26						
	PDQ Rendezvous (31.01.24)	825.46		137.58	1027	420	687.88	Rendezvous (31.01.24)
	PDQ REFUND Show Tunes Singalong	-10.00		-1.67	1023	421	-8.33	REFUND Showq Tunes Singalong
	PDQ Allotments	44.30			1005	302	44.30	Allotments
	PDQ Event Travel Management	1,140.00	1,140.00		101			Sales Recpts Page 12848
	PDQ Event Travel Management	895.50	895.50		101			Sales Recpts Page 12848
	PDQ Event Travel Management	264.00	264.00		101			Sales Recpts Page 12848
Stripe	Banked:06/02/2024	12.28						
Stripe	Rendezvous (06.02.24)	12.28		2.05	1027	420	10.23	Rendezvous (06.02.24)
	PDQ Banked:07/02/2024	870.33						
	PDQ Rendezvous (03.02.24)	870.33		145.05	1027	420	725.28	Rendezvous (03.02.24)
	PDQ Banked:07/02/2024	1,062.13						
	PDQ Rendezvous (02.02.24)	804.43		134.07	1027	420	670.36	Rendezvous (02.02.24)
	PDQ Rendezvous Gift Card Top Up	200.00		33.33	1027	420	166.67	Rendezvous Gift Card Top Up
	PDQ Lunch Club	37.50		6.25	1171	312	31.25	Lunch Club
	PDQ Allotments	27.70			1005	302	27.70	Allotments
	PDQ REFUND Lunch Club	-7.50		-1.25	1171	312	-6.25	REFUND Lunch Club
	PDQ Banked:07/02/2024	673.72						
	PDQ Rendezvous (01.02.24)	673.72		112.29	1027	420	561.43	Rendezvous (01.02.24)
	PDQ Banked:08/02/2024	3.44						
	PDQ Rendezvous (08.02.24)	3.44		0.57	1027	420	2.87	Rendezvous (08.02.24)
	PDQ Banked:09/02/2024	611.39						
	PDQ Rendezvous (05.02.24)	601.39		100.23	1027	420	501.16	Rendezvous (05.02.24)
	PDQ Race Night Tickets	10.00		1.67	1023	421	8.33	Race Night Tickets
Stripe	Banked:09/02/2024	10.39						
Stripe	Rendezvous (09.02.24)	10.39		1.73	1027	420	8.66	Rendezvous (09.02.24)

## Receipts for Month 11

## 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: 12/02/2024	1,534.71						
CC Trans	Barclaycard	1,534.71			205		1,534.71	S Eldred CC Jan 24
	PDQ Banked: 12/02/2024	1,189.76						
	PDQ Rendezvous (06.02.24)	622.26		103.71	1027	420	518.55	Rendezvous (06.02.24)
	PDQ Lunch Club	67.50		11.25	1171	312	56.25	Lunch Club
	PDQ Anil Gandhi Wedding 25.05.24	500.00	500.00		103			Sales Recpts Page 12849
Stripe	Banked: 12/02/2024	16.68						
Stripe	Rendezvous (12.02.24)	16.68		2.78	1027	420	13.90	Rendezvous (12.02.24)
	PDQ Banked: 13/02/2024	869.21						
	PDQ Rendezvous (07.02.24)	584.21		97.37	1027	420	486.84	Rendezvous (07.02.24)
	PDQ Mia Mammals Tickets	285.00		47.50	1023	421	237.50	Mia Mammals Tickets
Stripe	Banked: 13/02/2024	30.86						
Stripe	Rendezvous (13.02.24)	30.86		5.14	1027	420	25.72	Rendezvous (13.02.24)
	PDQ Banked: 14/02/2024	678.76						
	PDQ Rendezvous (10.02.24)	678.76		113.13	1027	420	565.63	Rendezvous (10.02.24)
	PDQ Banked: 14/02/2024	882.53						
	PDQ Rendezvous (09.02.24)	822.53		137.09	1027	420	685.44	Rendezvous (09.02.24)
	PDQ Mia Mammals Tickets	60.00		10.00	1023	421	50.00	Mia Mammals Tickets
	PDQ Banked: 14/02/2024	451.82						
	PDQ Rendezvous (08.02.24)	715.36		119.23	1027	420	596.13	Rendezvous (08.02.24)
	PDQ Tea Dance	45.00		7.50	1042	312	37.50	Tea Dance
	PDQ Allotments	27.70			1005	302	27.70	Allotments
	PDQ Payment Sense Charges	-336.24			501		-336.24	DDR P/L Pymnt Page 4356
Stripe	Banked: 14/02/2024	7.69						
Stripe	Rendezvous (14.02.24)	7.69		1.28	1027	420	6.41	Rendezvous (14.02.24)
	PDQ Banked: 15/02/2024	3.44						
	PDQ Rendezvous (11.02.24)	3.44		0.57	1027	420	2.87	Rendezvous (11.02.24)
	PDQ Banked: 16/02/2024	743.07						
	PDQ Rendezvous (12.02.24)	578.97		96.50	1027	420	482.47	Rendezvous (12.02.24)
	PDQ Mia Mammals Tickets	90.00		15.00	1027	420	75.00	Mia Mammals Tickets
	PDQ Lunch Club	22.50		3.75	1171	312	18.75	Lunch Club
	PDQ Farsight HR Consultancy Ltd	51.60	51.60		101			Sales Recpts Page 12850
	PDQ Banked: 16/02/2024	0.01						
	PDQ Rendezvous Misc	0.01			1027	420	0.01	Rendezvous Misc
	PDQ Banked: 19/02/2024	832.59						
	PDQ Rendezvous (13.02.24)	780.09		130.02	1027	420	650.07	Rendezvous (13.02.24)
	PDQ Lunch Club	22.50		3.75	1023	421	18.75	Lunch Club
	PDQ Mia Mammals	30.00		5.00	1023	421	25.00	Mia Mammals
	PDQ Banked: 20/02/2024	820.96						

## Receipts for Month 11

## 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 Rendezvous (14.02.24)	647.56		107.93	1027	420	539.63	Rendezvous (14.02.24)
	PDQ Mia Mammals Tickets	60.00		10.00	1023	421	50.00	Mia Mammals Tickets
	PDQ Allotments	60.90			1005	302	60.90	Allotments
	PDQ Lunch Club	52.50		8.75	1171	312	43.75	Lunch Club
Stripe	Banked: 20/02/2024	7.54						
Stripe	Rendezvous (20.02.24)	7.54		1.26	1027	420	6.28	Rendezvous (20.02.24)
	PDQ Banked: 21/02/2024	1,050.67						
	PDQ Rendezvous (17.02.24)	719.29		119.88	1027	420	599.41	Rendezvous (17.02.24)
	PDQ Bar Takings (17.02.24)	331.38		55.23	1026	420	276.15	Bar Takings (17.02.24)
	PDQ Banked: 21/02/2024	1,030.78						
	PDQ Rendezvous (16.02.24)	950.78		158.46	1027	420	792.32	Rendezvous (16.02.24)
	PDQ Photocopying	10.00			1003	101	10.00	Photocopying
	PDQ Holmes Party Deposit 20.07.24	70.00	70.00		103			Sales Recpts Page 12851
	PDQ Banked: 21/02/2024	1,036.12						
	PDQ Rendezvous (15.02.24)	882.82		147.14	1027	420	735.68	Rendezvous (15.02.24)
	PDQ Bar Takings (15.02.24)	63.30		10.55	1026	420	52.75	Bar Takings (15.02.24)
	PDQ Big Book Discussion	72.00	72.00		101			Sales Recpts Page 12852
	PDQ Dance Fitness	18.00		3.00	1120	312	15.00	Dance Fitness
Stripe	Banked: 21/02/2024	38.84						
Stripe	Rendezvous (21.02.24)	38.84		6.47	1027	420	32.37	Rendezvous (21.02.24)
	PDQ Banked: 22/02/2024	3.36						
	PDQ Rendezvous (18.02.24)	3.36		0.56	1027	420	2.80	Rendezvous (18.02.24)
	PDQ Banked: 23/02/2024	594.07						
	PDQ Rendezvous (19.02.24)	485.77		80.96	1027	420	404.81	Rendezvous (19.02.24)
	PDQ Mia Mammals Tickets	90.00		15.00	1023	421	75.00	Mia Mammals Tickets
	PDQ Allotments	13.80			1005	302	13.80	Allotments
	PDQ Stamps purchased	4.50			1191	101	4.50	Stamps purchased
	PDQ Banked: 26/02/2024	811.28						
	PDQ Rendezvous (20.02.24)	728.78		121.46	1027	420	607.32	Rendezvous (20.02.24)
	PDQ Dexter Hawkes party balance	22.50	22.50		103			Sales Recpts Page 12853
	PDQ Lunch Club	60.00		10.00	1171	312	50.00	Lunch Club
Stripe	Banked: 26/02/2024	15.57						
Stripe	Rendezvous (26.02.24)	15.57		2.60	1027	420	12.97	Rendezvous (26.02.24)
	PDQ Banked: 27/02/2024	870.33						
	PDQ Rendezvous (21.02.24)	834.23		139.04	1027	420	695.19	Rendezvous (21.02.24)
	PDQ Allotment Key	20.00			1005	302	20.00	Allotment Key
	PDQ Photocopying	1.10			1003	101	1.10	Photocopying
	PDQ Lunch Club	15.00		2.50	1027	420	12.50	Lunch Club
Stripe	Banked: 27/02/2024	29.22						
Stripe	Rendezvous (27.02.24)	29.22		4.87	1027	420	24.35	Rendezvous (27.02.24)
	PDQ Banked: 28/02/2024	704.00						

## Receipts for Month 11

## 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 Rendezvous (24.02.24)	326.62		54.44	1027	420	272.18	Rendezvous (24.02.24)
	PDQ Bar Takings (24.02.24)	377.38		62.90	1026	420	314.48	Bar Takings (24.02.24)
	PDQ Banked: 28/02/2024	1,212.48						
	PDQ Rendezvous (23.02.24)	1,053.48		175.58	1027	420	877.90	Rendezvous (23.02.24)
	PDQ TM Charity Calendar	3.00			1143	102	3.00	TM Charity Calendar
	PDQ Simon Gripton 26.02.24	156.00	156.00		101			Sales Recpts Page 12854
	PDQ Banked: 28/02/2024	750.05						
	PDQ Rendezvous (22.02.24)	720.05		120.01	1027	420	600.04	Rendezvous (22.02.24)
	PDQ Mia Mammams Tickets	30.00		5.00	1023	421	25.00	Mia Mammams Tickets
Stripe	Banked: 28/02/2024	5.95						
Stripe	Rendezvous (28.02.24)	5.95		0.99	1027	420	4.96	Rendezvous (28.02.24)
	Banked: 29/02/2024	901.22						
	Rendezvous (26.02.24)	704.22		117.37	1027	420	586.85	Rendezvous (26.02.24)
	Dance Fitness	162.00		27.00	1120	312	135.00	Dance Fitness
	Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
	C Denton Race Night	20.00		3.33	1023	421	16.67	C Denton Race Night
	Banked: 29/02/2024	28.86						
	STRIPE Rendezvous (29.02.24)	28.86		4.81	1027	420	24.05	STRIPE Rendezvous (29.02.24)
Total Receipts for Month		24,863.17	3,171.60	3,380.03			18,311.54	
Cashbook Totals		<u>25,197.34</u>	<u>3,171.60</u>	<u>3,380.03</u>			<u>18,645.71</u>	

## Payments for Month 11

## 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>
12/02/2024	Barclaycard: S Eldred	DD	1,534.71		255.78	4618	313	74.04	NoveltyToy: Various Prizes
						4551	313	261.48	24/25 Budget NoveltyToys:CC
						4540	313	111.60	Novelty Toys: Various Prizes
						4075	305	51.64	Amazon: Graffiti Removal Wipes
						4084	303	383.82	Amazon: Pressure Washer
						4075	305	-38.73	REFUND Amazon: Graffiti Wipes
						4025	101	16.66	Amazon: Keyboard & Mouse
						4132	311	29.85	ScrewFix:Post for YH Fence
						4614	312	5.82	Amazon: Proud AF Event Supply
						4614	312	64.85	Amazon: Proud AF Event Supply
						4614	312	30.80	Amazon: Proud AF Event Supply
						4618	313	132.79	VistaPrint: TableCloths
						4614	312	35.72	Amazon: Proud AF Event Supply
						4614	312	50.00	Amazon: Proud AF Event Supply
						4618	313	45.36	Amazon: Mosaic Workshop Supply
						4618	313	23.23	Amazon: Mosaic Workshop Supply
15/02/2024	Paytek Ltd	DD663	43.20	43.20		501			Card Processing Charges
21/02/2024	BUSINESS RESERVE (106)	Manual	17,000.00			202		17,000.00	Feb 24 Income
27/02/2024	BUSINESS RESERVE (106)	Manual	2,016.87			202		2,016.87	Feb 24 Income
Total Payments for Month			20,594.78	43.20	255.78			20,295.80	
Balance Carried Fwd			4,602.56						
Cashbook Totals			25,197.34	43.20	255.78			24,898.36	

## Receipts for Month 11

## 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: 12/02/2024	2,062.88						
	DD CURRENT ACCOUNT (009)	2,062.88			201		2,062.88	Feb 24 CC (Jan 24 Purchases)
Total Receipts for Month		2,062.88	0.00	0.00			2,062.88	
Cashbook Totals		<u>2,062.88</u>	<u>0.00</u>	<u>0.00</u>			<u>2,062.88</u>	

Payments for Month 11

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>
12/02/2024	Barclaycard: G Botten	DD	60.00			4506	422	60.00	ICO GDPR/Data Protection
12/02/2024	Barclaycard: S Burgess	DD	468.17		25.99	4138	421	64.10	Amazon: Rufus Car Park Posts
						4017	101	312.27	FTC Staff Event
						4132	421	65.81	Screwfix: Jet Washer Hose
12/02/2024	PDQ Account (271)	CC Trans	1,534.71			204		1,534.71	S Eldred CC Jan 24
Total Payments for Month			2,062.88	0.00	25.99			2,036.89	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>2,062.88</u>	<u>0.00</u>	<u>25.99</u>			<u>2,036.89</u>	



## FLITWICK TOWN COUNCIL

### CONFIDENTIAL REPORT TC 02 - Minute Reference 5596

#### FLITWICK TOWN COUNCIL MEETING HELD ON 20<sup>th</sup> FEBRUARY 2024 AT 7:45 PM AT THE RUFUS CENTRE

#### 14 Exempt Items

##### c. Land at Steppingley Road

Members noted the Town Clerk's report.

Cllr Blazeby asked who the Council would approach to conduct an independent valuation. The Town Clerk stated that she had asked the solicitors (Perrin Myddelton) for guidance but expected to ask Kirkby Diamond. The Town Clerk would instruct the contractors for this work (not via Avebury), and each company quoting would be given the tender package to understand the Council's intentions. It would be explained that this document was confidential.

Cllr Snape wanted to highlight that although Perrin Myddelton (PM) had been recommended by Avebury, it was good to see that PM was working in the Council's favour. Cllr Snape had been surprised to hear that Avebury was representing Paradigm, which had not been communicated to Members in any document to date. The Town Clerk agreed to check this and report back as it might have been mentioned at a meeting or in an email.

*Action: Town Clerk*

Cllr Snape asked about the Officers' relationship with Avebury. He commented that the Council had previously selected the second highest bidder value, which, under Section 127, did not look good now that it was known that Avebury was acting for both the Council and Paradigm. The Town Clerk advised that the working relationship with Avebury was fine but that the independent valuation was the next vital step.

Cllr Blazeby commented that 12 months had passed since the last valuation and advised that land values were increasing. The Town Clerk advised that she would be open and honest with contractors quoting about when the previous valuation was done. It was suggested that Members needed to discuss how this project progressed once the independent valuation had been completed.

Cllr Blazeby commented that when the original valuation was done, there was no commercial interest in developing the land.

The Town Clerk indicated that it could have been that Avebury would always be representing the successful bidder following the tender exercise.

Cllr Toinko commented that when the bids were considered, it was clear that the Council was not just looking at monetary value; other elements, such as experience and deliverability, were also assessed. Cllr Snape advised that initially, the highest bid, which was unsuccessful, had included a conditional contract, whereas Paradigm's bid was for an

Option Agreement. The Option Agreement did not give the Council the same level of financial security as a Conditional Contract. He added that if the independent valuation came back too high, the Council would need to re-tender.

It was **resolved** to:

1. Progress with an independent valuation of the site.
2. Progress with the land sale based on a conditional contract.

**d. Village Hall Representative – Update**

(i) Members received a verbal update from the Town Council Village Hall Representative. Cllr Blazeby provided some background information, including:

- He joined the Village Hall Management Committee (VHMC) as the Council's Representative in May 2023.
- In 1958, the Town Council evoked the Trust, which the VHMC now runs, initially set up with a range of people from organisations, all of which were no longer on the Committee. People were subsequently voted onto the Committee.
- In 1985, a strip of land in the car park was leased back to service the Hub, and there were now two gates for the car park, which opened and closed at different times.
- One of the documents circulated for the meeting stated that the Council was a Guardian Trustee, but it was unclear what this meant.
- He had concerns regarding the VHMC's financial situation and wondered what the impact would be on the Council should they fail. There was £14,829 in the VHMC bank account earlier in the year, which has now dropped to £12,074. The building's roof was not in good condition, and a quote to repair it had been received for £6k. There was another potential bill of £15k. Cllr Blazeby stated that the VHMC had a regular income from hall hire and the market stallholders. Recently, the VHMC agreed to increase their prices for hiring space and market pitches. The increases were unlikely to cover the cost of maintaining the hall without a grant reasonably. Grant applications had been submitted; however, there were no guarantees to receive this funding.
- He thought it would be prudent for the Council to gain a legal understanding of what its responsibility is as a Guardian Trustee for the Village Hall should the trust fail, and the hall was to close.
- Recent surveys completed by hirers confirmed ongoing issues with maintenance and keeping the space up to standard. There were concerns relating to heating, the condition of rooms, and maintenance of the disabled toilet facility.
- The Council was informed that the VHMC had requested an alternative FTC representative because Cllr Blazeby had raised questions about EV Charging Points and had contacted CBC without authorisation from the Committee. Ann Lutley, a former Councillor and member of the VHMC, had not adequately responded to Cllr Blazeby. He added that he contacted CBC Officers after advice from Cllr Adams.

Cllr Toinko asked if the VHMC had any debts. There were no debts but Cllr Blazeby stated that the biggest risk was if the hall roof failed.

Cllr Wilsmore did not understand why Cllr Blazeby was concerned about the funds held by the VHMC. Cllr Blazeby responded that his main concern was about the liability on the Council as Guardian Trustees.

It was **resolved** to seek legal advice to understand any risk to the Council as Guardian Trustees for the Village Hall.

*Action: Town Clerk*

e. **3 Station Road**

Members noted the Business Plan for refurbishing 3 Station Road. Cllr Snape was thanked for his work on this.

Cllr Snape advised that two pieces of work needed to happen quickly after the last Council meeting, and that was the Community Ownership Fund application and an associated Business Plan. Members were advised that Cllr Snape had written the Business Plan and the Deputy Town Clerk had completed the funding application.

The Capital requirements were clear, and there was detail in the Business Plan on the impact on revenue. Members were reminded that Precept funds would not be used for the project. Cllr Snape advised that some of the surplus from the traded service at the Rufus Centre could be committed to the project, and the figure from the surplus would dictate how much the Council needed via a loan.

Cllr Snape advised that the Police & Crime Commissioner had agreed to endorse the application, but this offer had not been progressed.

Cllr Hodges asked if any urgent work needed to be done to the building. The Town Clerk stated that the Scheme of Dilapidations was still being negotiated, and Officers were waiting for an update from the surveyor. Officers were regularly chasing the surveyor, but it was anticipated that roof works would be factored into the negotiations. Cllr Snape highlighted that the negotiations could continue after the lease term expired.

Cllr Blazeby asked if security for the building had been investigated once Barclays' responsibility was withdrawn. Officers agreed to investigate this. Cllr Wilsmore pointed out that someone needed to check the building regularly and Officers agreed.

It was **resolved** to start the tender process for the 3 Station Road refurbishment project.

*Action: Deputy Town Clerk & RFO*

**From:** Giles Ferris  
**Sent:** Monday, March 11, 2024 4:16 PM  
**To:** Stacie Lockey; Stephanie Stanley  
**Subject:** FW: Dilapidations - 3 Station Road, Flitwick

Dear Both

Please see email below from the tenants agent in respect of my recent re inspection of the building.

They have offered a compromise payment in full and final settlement at £94k based on their previous offer of £67,733. The building has suffered water ingress at some point over the winter on the single storey flat roof which will require attention but otherwise everything remains in a similar state to when I first inspected.

I should be very pleased to discuss the current situation with you at your convenience.

Kind regards

**Giles Ferris BSc (Hons) MRICS**  
**Managing Director**

**From:** Laderman, James  
**Sent:** Monday, March 11, 2024 3:18 PM  
**To:** Giles Ferris  
**Cc:** Tracie Atkins  
**Subject:** RE: Dilapidations - 3 Station Road, Flitwick

**Without Prejudice**

Giles,

Thank you for your email including updated Scott Schedule. Your pragmatic approach is appreciated, noting though in theory we are somewhat apart on several items.

Accordingly, may I make a commercial suggestion that on a strictly 'Without Prejudice' basis, we would be prepared to recommend the tenant makes a full and final payment to the landlord (inclusive of any VAT payable) of £93,909.36 say £94,000 in settlement of this dilapidations matter. £93,909.36 being the mid-point commercial compromise between the landlord's (£120,084.84) and tenant's (£67,733.88) positions.

The landlord is unlikely to undertake several of the alleged works/breaches in practice and the tenant's liability is substantially mitigated in theory considering the implications of Section 18. Given your client has not carried out the works to effectively prove their loss, this is a very generous settlement.

Payment transfer terms are 30 days of us agreeing a settlement agreement and receipt of an invoice/demand from the landlord. Typically, payment is transferred sooner but this not something I have authority to shorten on paper unfortunately.

As promised comprehensive O&M/H&S information (valuable to the landlord/prospective purchaser/tenant) can be provided as a gesture of good-will subject to us concluding a prompt settlement.

On the basis this is acceptable I can seek the tenant's instructions and send over the draft settlement document for agreement.

We look forward to hearing from you when convenient.

Kind regards

**James Laderman**  
Director - Building Consultancy  
JLL

**From:** Tracie Atkins  
**Sent:** Monday, March 11, 2024 11:44 AM  
**To:** Laderman, James  
**Cc:** Giles Ferris  
**Subject:** [EXTERNAL] Dilapidations - 3 Station Road, Flitwick

**SUBJECT TO CONTRACT & WITHOUT PREJUDICE**

James

Please find attached for your attention a revised schedule of dilapidations following my recent re-inspection where it was evident that the winter had not been kind to the premises.

There is considerable water ingress from the flat roof to the flat roof to the left hand side of the building and generally as there has been no maintenance on the building for the last 12 months it is feeling slightly sorry for itself.

I should be very grateful if you would re-visit the attached schedule and make a best and final offer as I am in the process of preparing tender documents to instruct contractors when the lease ends following 18<sup>th</sup> March 2024.

I look forward to hearing from you by return.

Kind regards.

**Giles Ferris BSc (Hons) MRICS**  
**Managing Director**

**TERMINAL SCHEDULE OF DILAPIDATION AND WANTS OF REPAIR  
SUFFERED TO HAVE ACCRUED IN AND UPON  
PREMISES KNOWN AS**

**3 Station Road  
Flitwick  
MK45 1JR**

**In Accordance with the Terms of the Lease**

**BETWEEN**

**Landlord: Du Parcq (Jersey) Ltd now vested in Flitwick Town Council**

**Tenant: Barclays Bank UK Plc**

**DATED: 18th March 2021**

**Prepared By:  
Giles Ferris BSc (Hons) MRICS  
Stimpsons Eves Chartered Surveyors  
Graylaw House  
21 Goldington Road  
Bedford  
MK40 3JY**

## **2. Preambles**

### **2.1 Instructions**

Instructions were confirmed by Flitwick Town Council to survey the building and prepare a Terminal Schedule of Dilapidations for service upon the Tenant, being Barclays Bank.

This Terminal Schedule of Dilapidations records the works required to be undertaken to the property in order that they are put into the physical state required by the covenants or obligations contained within the Lease of the premises and any associated agreements.

### **2.2 Pre-Action Protocol**

This schedule is intended to be compliant with the current RICS Guidance Note "Dilapidations - A Guide to Best Practice and the "Pre Action Protocol for Damages in Relation to the Physical State of Commercial Property at the Termination of a Tenancy" (the "Pre-Action Protocol") published by the Property Litigation Association.

### **2.3 The Inspection and Basis of Assessment**

Giles Ferris BSc (Hons) MRICS carried out an inspection of the property on the 16th June 2023 at which time the weather was warm and dry.

The content of the Schedule is based upon the condition of the premises at the time of our inspection. It does not reflect any subsequent deterioration or damage.

Our inspection was a visual inspection from ground level only and included the internal and external areas of the property where safe access was available. It did not include an assessment of unexposed or inaccessible areas nor did we open up any part of the property's structure or fabric.

We did not arrange nor carry out any tests on the building services installations.

The Landlord reserves the right to serve a further schedule in respect of any breaches of covenant, dilapidations or wants of repair which may have accrued and which have not yet come to their attention.

#### **2.4 Tenant's Works**

If the Tenant's intention is to undertake the dilapidations work prior to the termination date, then the works must be carried out in a good, proper and workmanlike manner and to the satisfaction of the Landlord or his appointed representative, all in accordance with the terms of the Lease.

#### **2.5 Estimated Costs**

The estimated costs in Section 4 are provided on the assumption that a single fixed price contract is placed with a contractor. Contractor's preliminaries, overheads, profit, professional fees, consequential costs and VAT are summarised in Section 1.

#### **2.6 Publication**

Neither the whole nor any part of this Terminal Schedule of Dilapidations, nor any reference thereto may be included in any document, circular or statement without the written approval of Stimpsons Eves as to the form and context in which it will appear.

#### **2.7 Surveyor's Endorsements**

**I, Giles Ferris BSc (Hons) MRICS** for and on behalf of Stimpsons Eves, confirm that in my opinion all of the works set out in the schedule are reasonably required in order to put the premises into the physical state required by the lease and other relevant documents; that full account has been taken of the Landlord's intentions for the property at or shortly after termination of the tenancy; and that the costs, if any, quoted for such works are reasonable.

**Signed:** 

**For and on Behalf of Stimpsons Eves Chartered Surveyors**

**Dated: 30th June 2023**

<b>LEASE SYNOPSIS:</b>	
<b>Lease Date:</b>	18th March 2021
<b>Landlord:</b>	Du Parcq (Jersey) Ltd now vested in Flitwick Town Council
<b>Tenant:</b>	Barclays Bank UK Plc
<b>Demise:</b>	3 Station Road, Flitwick, MK45 1JF
<b>Term:</b>	From 18th March 2021 to 17th March 2026
<b>Principal Rent:</b>	£38,000
<b>Tenant's Break:</b>	18th March 2024
<b>2.3 Conditions as to Break</b>	Tenant may end the lease on the break date by serving written notice to the landlord not less than six
<b>Previous lease dated 29th September 1988 between Flitwick Investments Ltd and Barclays Bank</b>	
<b>Former Lease Dated 12th May 2015 between Du Parcq (Jersey) Ltd and Barclays Bank Plc</b>	

<b>7. Reinstatement Clause</b>	At the expiration or sooner determination of the term howsoever determined quietly to yield up to the landlord the premises in such repair and condition as shall be in accordance with the covenants on the part of the tenant herein contained and if reasonably required by the landlord shall remove all fixtures and fittings improvements and additions which are now in or about the premises and whether made pursuant to the terms of the previous lease the former lease and/or this lease and including for the avoidance of doubt the removal of the bank vault in any case any landlord's fixtures and fittings shall be missing broken damaged or destroyed forthwith to replace them with others of a similar character and of equal value and to remove every moulding sign writing or painting of the name or business of the tenant or other occupier to the premises if reasonably so requested by the landlord and to make good all
	Provided that if at such expiration or sooner determination the premises are not in such condition as referred to above then whether the works necessary to put the premises into such condition are carried out by the tenant or by the landlord at the expense of the tenant there shall in addition be paid to the landlord by the tenant a sum equivalent to the loss of rent suffered by the landlord in respect of the period of such expiration or sooner determination of the term until all such necessary works have been completed to the reasonable satisfaction of the landlord such sum to be paid on a date 28 days after the landlord shall inform the tenant that all such works have been completed and the amount of such loss of
<b>Lease Date:</b>	12th May 2015
<b>Landlord:</b>	Du Parcq (Jersey) Ltd
<b>Tenant:</b>	Barclays Bank
<b>Demise:</b>	3 Station Road, Flitwick, MK45 1JS
<b>This is an extension of the original lease dated 29th September 1988 with minor alterations</b>	

<b>Lease Date:</b>	29th September 1998
<b>Between:</b>	Flitwick Investments Ltd as Landlord and Barclays Bank as Tenant
<b>Demise:</b>	Premises at the junction of Kings Road and Station Road, Flitwick, Bedfordshire (also known as 3 Station Road, Flitwick, MK45 1JS).
<b>Tenants Covenants</b>	
<b>4.</b>	At all times to keep the whole of the demised premises and the appurtenances thereof including and without prejudice to the generality of the foregoing doors plate glass and other windows frames fixtures fittings fastening wires waste water drains gutters and other pipes and sanitary and water apparatus therein or serving the same and the main walls roofs and foundations thereof in good and substantial repair and condition throughout the said term (damage by fire and other such risks against which the lessor shall have insured save where the insurance monies shall be irrecoverable in consequence of any act or default of the tenant only excepted) and as often as may be necessary to rebuild reinstate or replace the demised premises or any part or parts thereof notwithstanding that the <b>text here is illegible</b> .

<p><b>5. Decoration</b></p>	<p>In every seventh year of the said term and in the last year of thereof howsoever determined to paint in a proper and workmanlike manner all the inside wood, iron and other parts heretofore or usually painted of the demised premises with two coats of paint of suitable quality and also with every such internal painting to wash stop whiten distemper grain varnish colour paper and otherwise decorate in a proper and workmanlike manner all such internal parts of the demised premises that have been or ought properly to be so treated and so that in the last year the tints colours and patters of all such works of internal painting and decoration shall be approved by the lessor in writing (such approval not to be unreasonably withheld) and also in every third year of the said term and in the last year thereof howsoever determined to paint in a proper and workmanlike manner all external parts of the demised premises here fore or usually painted with two coats of good quality paint of suitable quality the tints and colours in the last year of the term howsoever determined to be approved in writing by the lessor such approval not to be unreasonably withheld and with every such outside painting to polish all outside parts of the woodwork previously and usually polished and teat with wood preservative all outside parts previously or which ought properly to be so treated and restore point colour and make good the brickwork outside cement stucco and stone work where necessary and paint distemper and restore to its former condition and appearance all such parts as were previously or ought properly to be so treated.</p>
<p><b>18.</b></p>	<p>(a) To pay all expenses including but without prejudice to the generality of the foregoing solicitors costs and surveyors fees incurred by the lessor in connection with recovery or attempted recovery of arrears of all monies reserved as rent hereunder and incidental to the preparation and service of a notice Section 146 of the Law of Property Act 1925 or incurred in or in contemplation of proceedings under Section 146-147 of the Act notwithstanding in such case forfeiture is avoided otherwise than by relief granted by the Court.</p>

	<p>(b) To pay all expenses including solicitors or any reasonable costs and surveyors proper and reasonable fees incurred by the lessor of and incidental to the service of all notices and schedules relating to wants of repair of the demised premises whether the same to be served during or after the expiration or sooner determination of the term hereby granted (but relating in all cases to such wants of repair that accrued</p>
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Item No.	Clause No	Breach complained of	Remedial works required	Redecoration £	Reinstatement £	Repair £	Repair £	Tenant's Response 29/08/2023	Tenant's Costs 29/08/2023	Landlord's Reinspection 29/08/23	Landlord's Costs 29/08/23
		<b>EXTERNAL</b>									
<b>1.0</b>		<b>Front Elevation</b>									
1.1		All exposed render to front elevation in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	2,000.00				Agreed, cost excessive.	£1,100	Compromise.	£1,500
1.2		All aluminium windows and frames dirty.	Clean all windows and frames.		500.00		88,380.00	Agreed, cost excessive.	£100	Access issues. Compromise.	£250
1.3		Casement windows to upper elevation in poor state of repair.	Service casement windows.		500.00			They are in working order, no loss or disrepair.	£0	Not possible to open casement windows.	£500
1.4		All previously painted steelwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Please confirm what steelwork.	£0	External steelwork in respect of gates, fencing, external	£500
1.5		Feature stonework to front elevation is damaged and cracked at high level.	Make good damaged stonework and joints and jetwash all stonework.			1,000.00	1,000.00	Agreed, cost excessive. Very minor cracking.	£250	Tenant's costing too low and ignores access issue. Propose compromise.	£750
1.6		Pointing to brickwork to right hand side of entrance door in poor state of repair.	Make good all pointing.			200.00	200.00	Agreed.	£200	Agreed.	£200
1.7		Tenant has boarded over night safe.	Remove night safe and brick up hole to match existing brickwork.		500.00			Agreed, cost excessive.	£250	Tenant's cost too low. Propose compromise.	£400
1.8		Aluminium entrance door has an automatic door closer and is poorly fitting in the frame.	Service entrance door and automatic door closer using a qualified contractor.		350.00			Barclays to provide.	£0	Tenant's response confusing.	£350
1.9		Handle to entrance door is loose and in poor state of decorative repair.	Refix handle and redecorate to match surrounding steelwork.	100.00	100.00			Agreed.	£200	Agreed.	£200
1.1		Tenant has removed signage to front elevation but fixtures remain.	Remove fixtures and make good.		50.00			Agreed.	£50	Agreed.	£50
1.11		There is some cracking to the render to the front right hand corner where there has been some making good.	Make good cracking to render and redecorate.	750.00				Agreed.	£750	Agreed.	£750
1.12		Canopy above entrance door in poor state of decorative repair and render has blown on underside.	Make good all damage to canopy and redecorate.	200.00	300.00			Agreed, cost excessive.	£250	Agreed.	£250
1.13		Note that the flat roof has excessive amounts of rubbish including in hopper to UPVC downpipe.	Remove all rubbish from roof and clean hopper to downpipe.		100.00			Agreed, cost excessive.	£50	Agreed.	£50

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1.14		Block paving to front elevation is dirty with former vegetational growth.	Remove vegetational growth and jetwash all block paving.		150.00			Agreed, cost excessive.	£70	Moss needs to be physically removed. Compromise.	£100
1.15		Tenant has removed 2x cashpoints to left hand elevation.	Brick up openings for cashpoints using bricks to match existing.		1,000.00			Agreed, cost excessive.	£600	Tenant's costs too low. Propose compromise.	£750
1.16		Tenant has installed 5x brushed aluminium security pillars in front of location of former cashpoints.	Remove security pillars and make good block paving to match existing.		500.00			They were installed by the Council and no liability on Barclays to remove.	£0	Agreed.	£0
1.17		Engineering brickwork to parapet wall to front ramp is stained and graffitied.	Clean brickwork.		100.00			Agreed, cost excessive.	£50	Agreed.	£50
<b>2.0</b>		<b>Right Hand Elevation</b>									
2.1		All exposed render in poor state of repair and some evidence of cracking.	Make good damage to render and redecorate.		1,000.00			Agreed, cost excessive.	£600	Tenant's costs too low. Propose compromise.	£750
2.2		This elevation has the benefit of 2x UPVC downpipes from the roof with hoppers which appear to be blocked.	Clean hoppers and downpipes.		100.00			Agreed.	£100	Agreed.	£100
2.3		All aluminium windows and frames dirty.	Clean all windows and frames.		200.00			Agreed, cost excessive.	£100	Agreed.	£100
<b>3.0</b>		<b>Rear Elevation</b>									
3.1		Excessive amounts of cable clips and former fixing points to brickwork to left hand elevation at first floor level.	Remove all cable clips and fixing points and make good.		100.00			Very minor works required.	£60	Agreed.	£60
3.2		Exposed concrete render to left hand elevation above first floor window is in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed.	£250	Agreed.	£250
3.3		Aluminium window units x4 dirty. Note that fixing mechanism to rear window for access to roof has become detached.	Clean windows and make good fixing mechanism to rear window.		200.00			Agreed, cost excessive.	£200	Agreed.	£200
3.4		Note large holes to brickwork adjacent to rear window.	Repoint brickwork where necessary.		200.00			Agreed.	200.00	Agreed.	£200

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3.5		All previously painted cast iron downpipes and soil stacks in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£200
3.6		All previously painted external render and concrete cladding in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	1,000.00				Agreed, cost excessive.	£600	Tenant forgetting access costs. Compromise.	£750
3.7		All previously painted steel hand rails and grilles in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£300	Agreed.	£300
3.8		All previously painted steel plated fire exit and external doors in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, allow £100 per door.	£300	Agreed.	£300
3.9		Aluminium window frames and glass dirty.	Clean all window frames and glass.		100.00			Disagree, cleaning of the windows allowed for in item 2.2	£0	Agreed.	£0
3.10		Rear yard full of rubbish and excessive vegetational growth.	Remove all rubbish and vegetational growth and treat with total weedkill.		200.00			Agreed, cost excessive.	£100	Evidence of dumped building materials in yard over winter period.	£200
3.11		Premises have the benefit of a chain link fence to High Street elevation which is in poor state of repair with loose concrete posts.	Refix concrete posts and refix chain link fence.			500.00	500.00	Agreed.	£500	Agreed.	£500
3.12		Rear car park accessed via 2x metal steel framed access gates which are in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£300	Agreed.	£300
3.13		Rear boundary comprises concrete gravel boards and posts and wooden 5 foot fence panels of which 5x fence panels are damaged.	Replace damaged panels and paint with two coats of good quality fence treatment.	500.00		500.00	500.00	Disagree, damage caused by neighbouring Tenant's.	£0	Rear boundary fence within demise.	£500
3.14		Pedestrian gates to left hand elevation in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed.	£250	Agreed.	£250

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3.15		Evidence of making good to the render to the rear right hand corner which needs to be redecorated but there are signs of cracking to the render between the two rear fire exit doors.	Make good cracking to render and redecorate.	500.00		500.00	500.00	Agreed, cost excessive.	£600	Tenant's surveyor forgetting access issues. Compromise.	£750
3.16		Pointing to the brickwork beneath the rear steps to the raised passageway to the rear elevation in poor state of repair.	Dig out pointing and repoint where necessary.			300.00	300.00	Agreed, cost excessive.	£150	Agreed.	£150
3.17		Note that 2x fixing points to the handrail to the steps have become detached from the brickwork.	Refix handrail.			100.00	100.00	Agreed.	£100	Agreed.	£100
3.18		The engineering bricks to the soldier course to the top of the passageway have become detached in places and the security grilles beneath the handrail have become detached.	Refix engineering bricks and security grilles where necessary.			500.00	500.00	Agreed, cost excessive.	£300	Agreed.	£300
3.19		Tenant has installed parking signage for 2x SMA parking spaces.	Remove signage and make good.		100.00			Disagree, not Barclays signage.	£0	Signage needs to be removed.	£100
3.20		Note that the lineage to the parking spaces x 4 has faded.	Repaint lineage to parking spaces.	250.00				Agreed.	£250	Agreed.	£250
3.21		Pointing to the rear elevation adjacent to the left hand fire door is in a poor state of repair.	Make good all damaged pointing.			250.00	250.00	Agreed, cost excessive.	£150	Agreed.	£150
3.22		Note there is a wooden casement window in this rear elevation which is in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed.	£200	Agreed.	£200
<b>4.0</b>		<b>Left Hand Elevation</b>									
4.1		2x wooden casement windows are in poor state of decorative repair and cills to windows are rotten.	Recommend windows should be replaced with 2x uPVC double glazed window units.		2,000.00			Disagree to complete replacement, windows can be repaired and redecorated.	£500	Wooden casement windows in a poor state of repair with rotten cills.	£1,000
4.2		Left hand yard area subject to excessive vegetational growth.	Treat vegetational growth with total weedkill.		100.00			This would be completed in the 3.10	£0	Agree, if figure can be agreed at 3.10.	£0
4.3		Cast iron downpipe in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100

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4.4		Brickwork beneath steps to pedestrian access and beneath front boundary wall in poor state of repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				What section of brickwork needs decorating? Please confirm.	£0	Typo in description. Brickwork in poor state of repair not decoration.	£200
4.5		All external lighting to rear and left hand elevation appears to be in poor state of repair.	Service external lighting using a qualified NICEIC contractor.			300.00	300.00	Agree a sum for rebulbing where necessary, lighting does not servicing.	£0	Tenant's costs too low. Propose compromise.	£150
4.6		External face of brickwork to boundary wall evidence of wear to pointing adjacent to boundary with WI Billington.	Make good damaged brickwork.			250.00	250.00	See item 4.7 comments.	£0	Agreed. See 4.7.	£0
4.7		Return to boundary wall has been made good but is loose and brickwork is cracked.	Re-build damaged brickwork and make good pointing to lower elevations.			1,000.00	1,000.00	Agree to item, suggest £500 for item 4.6 and 4.7.	£0	Material costs would be more than £500 to rebuild wall. Compromise.	£750
4.8		Aluminium frame and double glazed window to side elevation dirty and in poor state of repair.	Make good damage to aluminium window cill, clean frame and glass.		500.00			Disagree, in fair working order.	£0	Clean window.	£100
<b>5.0</b>		<b>Main Roof Section</b>									
5.1		Excessive amounts of vegetation and rubbish to roof surface blocking downpipes.	Clear all vegetation debris and rubbish from roof and clear all downpipes.		150.00			Agreed.	£150	Agreed.	£150
5.2		Wooden boxing to water tank all timber is rotten and in poor state of decorative repair.	Cut out all damaged timber cladding and replace to match existing, rub back, make good, paint with two coats of good quality paint.			500.00	500.00	Agreed.	£500	Agreed.	£500
5.3		Tenant has installed external aerial to right hand elevation.	Remove aerial and associated cabling and make good.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
5.4		It is evident that the flat roof above the main banking hall has been overlaid with additional felt on top of existing felt but this has not been bonded properly and has lifted.	Re-lay felt where appropriate.			5,000.00	5,000.00	Disagree, replacement would be deemed an upgrade. We are happy to agree to repairs as compromise.	£1,100	Tenant's costs for repair of roof too low. Compromise	£2,500
5.5		Tenant has installed a Mitsubishi condenser unit to roof detail.	Check that condenser units are R22 compliant and service using a qualified contractor.		250.00			The units would have likely to have been de-gassed during the decommissioning woks.	£250	Agreed.	£250

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5.6		Roof has 2x glazed raised rooflights which have become obscured with weathering.	Replace weathered rooflights.		3,000.00			Agree to replace the glazing, complete replacement would be considered an	£1,500	Agreed. Compromise.	£2,500
	<b>6.0</b>	<b>Left Hand Single Storey Roof</b>									
6.1		Tenant has replaced areas of flat roof and reinstigated along central gully for drainage but joints have not been properly welded.	Re-weld joints.			500.00	500.00	Agreed.	£500	Agreed.	£500
6.2		Tenant has overlaid a section of felt roof beneath access ladder but joints have not been sufficiently welded.	Re-lay felted overlay.			2,000.00	2,000.00	Disagree, replacement would be deemed an upgrade. We are happy to agree to repairs as	£400	There has been internal water ingress from this area of roof. Re-felt roof.	£2,000
6.3		Steel access ladder in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£0	Agreed.	£0
6.4		Downpipe from flat roof blocked.	Clear downpipe.		100.00			Agreed.	£0	Agreed.	£0
6.5		Lining to gully to roof is blown.	Replace lining.			200.00	200.00	Agreed.	£200	Agreed.	£200
6.6		Tenant has installed 8x Toshiba consumer units for air conditioning.	Make sure air conditioning units are R22 compliant and service using a qualified contractor.		800.00			The units would have likely to have been de-gassed during the decommissioning woks.	£800	Agreed.	£800
6.7		Aluminium flue to boiler is loose.	Refix aluminium flue.			200.00	200.00	Agreed, cost excessive.	£100	Agreed.	£100
6.8		Excessive amounts of rubbish to flat roof.	Remove all rubbish.		100.00			Agreed, cost excessive.	£20	Tenant's costs to get contractor on roof and remove rubbish too	£50
		<b>INTERNAL</b>									
	<b>7.0</b>	<b>Entrance Hallway</b>									
7.1		Carpet in poor state of repair.	Clean carpet.		100.00			Agreed, cost excessive.	£40	Tenant's costs too low. Propose compromise.	£75
7.2		All internal walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£210	Agreed.	£210
7.3		Suspended ceiling tiles damaged and cut.	Replace damaged ceiling tiles x10.			150.00	150.00	Agreed, cost excessive. Allow for £10 per tile.	£100	Agreed.	£100
7.4		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100

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7.5		Premises have the benefit of a Claudgen electric heater over door.	Service electric heater using a qualified NICEIC contractor.		200.00			Barclays to provide.	£0	No certification provided.	£200
7.6		Tenant has removed fittings to internal MDF wall to left of entrance door above and below fire alarm system.	Make good damage to boxing and redecorate.			250.00	250.00	Agreed, cost excessive.	£120	Tenant's costs too low. Agree compromise.	£200
7.7		Tenant has installed internal blind above entrance door.	Remove internal blind and make good.		100.00			Agreed, cost excessive.	£60	Agreed.	£60
7.8		Rear partitioning in poor state of repair where tenat has removed fixtures and fittings.	Remove all wall plugs and damage to plasterboard, redecorate to match existing.	250.00	250.00			Agreed, cost excessive.	£300	Tenant's costs too low. Agree compromise.	£400
7.9		Premises have an internal lift system from basement which has been boarded over at ground floor level.	Open up life access at first floor and service lift using a qualified contractor.		500.00			Barclays to provide.	£0	No certification for service of lift provided.	£500
<b>8.0</b>		<b>Internal Partitioning To Night Safe</b>									
8.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£210	Agreed.	£210
8.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£70	Agreed.	£70
8.3		Tenant has installed night safe.	Remove night safe using a qualified contractor and make good.		1,000.00			Agreed.	£1,000	Agreed.	£1,000
<b>9.0</b>		<b>Main Banking Hall</b>									
9.1		All walls and ceiling previously painted in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	3,000.00				Agreed, cost excessive.	£1,700	Tenant's costs too low. Compromise.	£2,500
9.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	1,000.00				Agreed, cost excessive.	£400	Tenant's costs too low. Agree compromise.	£750
9.3		Marble tiled floor is dirty and scratched.	Clean marble tiled floor.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
9.4		A number of fixing points to marble tile floor.	Make good fixing points.			200.00	200.00	Agreed.	£200	Agreed.	£200
9.5		Tenant has installed 6x internal blinds.	Remove internal blinds and make good all fittings.		200.00			Agreed, cost excessive. Allow £25 per blind.	£150	Agreed.	£150

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9.6		Tenant has installed internal partitioning where cashpoint has previously been removed.	Remove all internal partitioning and timberwork and make good damage to suspended ceiling and floor.		1,000.00			Agreed, cost excessive.	£600	Tenant's costs too low. Agree compromise.	£750
9.7		Aluminium floor to ceiling windows to front elevation are dirty and in poor state of repair.	Service and clean windows.		500.00			Disagree, windows are in working order. No loss.	£0	Windows and frames dirty. Casement mechanisms not opening. Agree compromise.	£300
9.8		Tenant has removed fitting to internal boxing to steelwork beneath first floor offices.	Make good damage.			200.00	200.00	Agreed.	£20	Agreed. Tenant's figure incorrect.	£200
<b>10.0</b>		<b>Staff Area to Rear of Main Banking Hall</b>									
10.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£400	Tenant's costs too low. Propose compromise.	£600
10.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
10.3		Carpet is worn and faded.	Re-level floor and replace carpet.		1,000.00			Disagree, floor is in fair condition with minor repairs required.	£300	Carpet is stained, ripped and damaged.	£750
10.4		Excessive amounts of tenants surface mounted telecomms, electrics and security.	Remove all surface mounted telecomms, electrics and security using a qualified NICEIC contractor.		200.00			Agreed.	£200	Agreed.	£200
10.5		Note there is damage to suspended ceiling.	Replace 15x ceiling tiles.			200.00	200.00	Agreed, cost excessive. Allow for £10 per tile.	£100	Agreed. 15 tiles @ £10 a tile.	£150
10.6		Tenant has installed Toshiba air conditioning unit.	Service air conditioning unit using a qualified contractor and make sure it is R22 compliant.		250.00			Removed during the decommissioning works.	£0	Not sure if tenant's surveyor has inspected property as air conditioning unit remains.	£250
10.7		Tenant has installed surface mounted florescent lighting units x11 of which only x4 are working.	Service lighting units using a qualified NICEIC contractor.		150.00			Agreed.	£150	Agreed.	£150
10.8		Excessive amounts of surface mounted cabling in respect of rear telecomms.	Remove all surface mounted cabling and BT Futurenet telecomms system and make good.		100.00			Removed during the decommissioning works.	£0	Surface mounted cabling not removed.	£100

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10.9		Tenant has installed recessed lighting units of which x4 are not working.	Replace damaged lighting units.		200.00			Agreed.	£200	Agreed.	£200
10.10		Tenant has installed window tints to both rear windows.	Remove window tints and clean glass.		200.00			Agreed, cost excessive.	£150	Agreed.	£150
<b>11.0</b>		<b>Front Client Office</b>									
11.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£500	Tenant's costs too low. Propose compromise.	£600
11.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
11.3		Tenant has installed Chubb alarm system.	Service alarm system using a qualified contractor.		350.00			Agreed.	£350	Agreed.	£350
11.4		Floor is laid to floor tiles which are in a poor state of repair.	Replace floor tiles.		500.00			Agreed, cost excessive.	£300	Tenant's costs too low. Propose compromise.	£400
<b>12.0</b>		<b>Left Hand Office</b>									
12.1		Tenant has installed internal security door between rear banking hall and left hand office.	Remove internal security door and mechanisms and replace internal door.		750.00			Agreed.	£750	Agreed.	£750
12.2		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£400	Tenant's costs too low. Propose compromise.	£600
12.3		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
12.4		Note that there is a large BT comms box.	Remove BT comms box using a qualified contractor.		200.00			Removed during the decommissioning works.	£0	BT box not removed.	£200
12.5		Tenant has installed Toshiba externally vented consumer unit.	Service using a qualified contractor.		250.00			The units would have likely to have been de-gassed during the decommissioning works.	£250	Agreed.	£250

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12.6		Excessive damage to the plasterwork surrounding the gas meter.	Make good damaged plasterwork and redecorate to match existing.			200.00	200.00	Agreed.	£200	Agreed.	£200
12.7		Premises have the benefit of a gas supply.	Service gas supply using a qualified Gas Safe contractor.		350.00			Barclays to provide.	£0	Barclays have not provided Gas Safe certificate.	£350
12.8		Wooden casement windows have the benefit of metal security grilles which are in a poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed.	£150	Agreed.	£150
12.9		Wooden cill is damaged and in poor state of decorative repair.	Replace wooden cill.			150.00	150.00	Agreed.	£150	Agreed.	£150
12.10		Suspended ceiling stained and damaged in places.	Replace x2 ceiling tiles.			50.00	50.00	Agreed, cost excessive. Allow for £10 per tile.	£20	Excessive water penetration over winter period. Plasterboard ceiling has dropped and is live. Tenant to replace plasterboard ceiling, replace suspended ceiling.	£1,500
12.11		Internal partitioning subject to a number of wall plugs and former fixing points from banking hall.	Remove all wall plugs and fixing points and redundant surface mounted conduit and redecorate to match		100.00			Agreed.	£100	Agreed.	£100
<b>13.0</b>		<b>Cashpoint Room</b>									
13.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed, cost excessive.	£200	Agreed.	£200
13.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Tenant's costs too low. Propose compromise.	£75
13.3		Floor is laid to a mixture of carpet tiles which are stained and damaged.	Remove stained and damaged carpet tiles and re-carpet to match existing.		500.00			Agreed, cost excessive.	£300	Tenant's costs too low. Propose compromise.	£400
13.4		Tenant has removed cashpoints.	Remove metal structure, brick up openings to match existing and replaster.		500.00			Brickwork replacement has been allowed for on external areas. Allow sum to remove metal structure and	£350	Agreed.	£350

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13.5		Room has the benefit of a Ventaxia extractor fan appears to be in poor state of repair.	Service extractor fan using a qualified NICEIC contractor.		150.00			Agreed, cost excessive.	£50	Tenant's costs too low. Propose compromise.	£100
13.6		Vent has internal security bars which are in poor state of decorative repair.	Redecorate internal security bars.	100.00				Agreed.	£100	Agreed.	£100
13.7		Suspended ceiling tiles have been replaced in part but do not match existing.	Replace all ceiling tiles to match existing.		500.00			Disagree, complete replacement not necessary. Repairs allowed for.	£300	Agreed.	£300
13.8		There are a number of holes and wall plug fixing points to internal walls.	Remove all wall plugs, make good and redecorate.		100.00			Agreed.	£100	Agreed.	£100
13.9		Doorway to cashpoint room missing internal door.	Replace internal door to match existing.		500.00			Agreed.	£500	Agreed.	£500
<b>14.0</b>		<b>Front Left Office</b>									
14.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£400	Tenant's costs too low. Propose compromise.	£600
14.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
14.3		Carpet dirty.	Clean carpet.		100.00			Agreed, cost excessive.	£50	Carpet damaged and stained as a result of water leak. Replace carpet.	£500
14.4		Tenant has installed Toshiba air conditioning unit.	Service air conditioning unit using a qualified contractor and make sure it is R22 compliant.		250.00			The units would have likely to have been de-gassed during the decommissioning works.	£250	Agreed.	£250
14.5		There are x2 external Nulec air circulation vents.	Service air circulation vents using a qualified NICEIC contractor.		200.00			Agreed, cost excessive.	£150	Agreed.	£150

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14.6		Suspended ceiling is subject to staining.	Solve source of water ingress and replace x12 suspended ceiling tiles.			200.00	200.00	Agreed.	£200	Extensive damage to plasterboard ceiling as result of water ingress. Replace plasterboard ceiling and replace damaged ceiling tiles x20	£2,000
14.7		Internal windows have the benefit of security grilles which are in poor state of decorative repair	Redecorate security grilles with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100
<b>15.0</b>		<b>Rear Lobby to Fire Exit Door</b>									
15.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£100	Agreed.	£100
15.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Tenant's costs too low. Propose compromise.	£75
15.3		Wooden trim to fire exit door has become detached.	Refix wooden trim.			100.00	100.00	Agreed, cost excessive.	£80	Agreed.	£80
15.4		Carpet dirty and x1 carpet tile missing.	Replace carpet tile to match existing and clean carpet.		100.00			Agreed.	£100	Agreed.	£100
15.5		Excessive amounts of surface mounted conduit in respect of former security fittings to rear fire exit door.	Remove all redundant surface mounted fittings.		100.00			Agreed.	£100	Agreed.	£100
15.6		Former telecomms box to internal wall.	Remove redundant telecoms box and make good.		100.00			Removed during the decommissioning works.	£0	Telecomms box not removed.	£100
15.7		There is no internal door from the offices to the corridor.	Replace internal door.		500.00			Agreed.	£500	Agreed.	£500
<b>16.0</b>		<b>Front Right Hand Office</b>									
16.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	1,000.00				Agreed, cost excessive.	£600	Tenant's costs too low. Propose compromise.	£750
16.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed, cost excessive.	£120	Agreed.	£120

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16.3		Tenant has installed Toshiba Daiseikai air conditioning unit.	Service air conditioning unit using a qualified contractor and make sure it is R22 compliant.		250.00			The units would have likely to have been de-gassed during the decommissioning woks.	£250	Agreed.	£250
16.4		Carpet tiles dirty, stained and worn.	Replace carpet tiles.		1,000.00			Disagree, cleaning and patch repairs would be sufficient.	£250	Carpet in very poor state of repair, faded, stained, and worn. Replace carpet.	£1,000
16.5		Tenant has installed internal blinds.	Remove internal blinds and made good.		100.00			Agreed, cost excessive.	£50	Agreed.	£50
16.6		Aluminium floor to ceiling windows and right hand window dirty.	Clean all window frames.		100.00			Agreed, cost excessive.	£30	Agreed.	£30
16.7		Suspended ceiling tiles dirty.	Clean suspended ceiling tiles.		150.00			Agreed, cost excessive.	£50	Agreed.	£50
<b>17.0</b>		<b>Rear Partitioned Office</b>									
17.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£350	Agreed.	£350
17.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Agreed.	£50
17.3		Carpet tiles dirty and worn.	Replace carpet tiles.		500.00			Disagree, cleaning and patch repairs would be sufficient.	£150	Carpet tiles worn, faded, stained. Replace carpet tiles.	£500
17.4		Tenant has installed internal blinds.	Remove internal blinds and make good.		100.00			Agreed, cost excessive.	£50	Agreed.	£50
17.5		Tenant has installed Toshiba Daiseikai air conditioning unit.	Service air conditioning unit using a qualified contractor and make sure it is R22 compliant.		250.00			The units would have likely to have been de-gassed during the decommissioning woks.	£250	Agreed.	£250
17.6		Excessive amounts of wall plugs and damage to wallpaper to internal wall.	Remove wall plugs and make good.		100.00			Agreed, cost excessive.	£20	Agreed.	£20
<b>18.0</b>		<b>Rear Office</b>									
18.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	350.00	Agreed.	£350
18.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	50.00	Agreed.	£50
18.3		Carpet tiles dirty and worn.	Replace carpet tiles.		500.00			Disagree, cleaning and patch repairs would be sufficient.	150.00	Carpet tiles worn, faded and stained. Replace carpet.	£500

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18.4		Tenant has installed internal blinds.	Remove internal blinds and make good.		100.00			Agreed, cost excessive.	50.00	Agreed.	£50
18.5		Tenant has installed Toshiba Daiseikai air conditioning unit.	Service air conditioning unit using a qualified contractor and make sure it is R22 compliant.		250.00			The units would have likely to have been de-gassed during the decommissioning woks.	250.00	Agreed.	250.00
18.6		Excessive amounts of wall plugs and damage to wallpaper to internal wall.	Remove wall plugs and make good.		100.00			Agreed, cost excessive.	20.00	Agreed.	£20
<b>19.0</b>		<b>Corridor</b>									
19.1		Internal security door to rear ancillary accommodation.	Remove internal security door and frame and replace with internal door to match existing.		500.00			Agreed.	£500	Agreed.	£500
19.2		Additional security door from rear ancillary banking hall into ancillary corridor.	Remove internal door and frame and replace with internal door to match existing.		500.00			Where is this? Please provide photo.	£0	This is security in corridor leading to first floor stairs.	£500
19.3		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
19.4		Note there is surface mounted keypad mechanisms for internal doors x2.	Remove keypad mechanisms and surface mounted conduit and make good.		100.00			Agreed.	£100	Agreed.	£100
19.5		Carpet is dirty and stained.	Clean carpet.		100.00			Agreed.	£100	Agreed.	£100
19.6		Internal door to rear corridor in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100
19.7		Excessive amount of surface mounted security bolts.	Remove security bolts.		100.00			Agreed.	£100	Agreed.	£100
19.8		Automatic door closer has become detached.	Refix automatic door closer.			100.00	100.00	Agreed.	£100	Agreed.	£100
<b>20.0</b>		<b>Rear Corridor</b>									
20.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£50	Tenant's costs too low. Propose compromise.	£100
20.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£30	Tenant's costs too low. Propose compromise.	£50

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20.3		Note there are a number of holes to masonry.	Make good holes to masonry and redecorate to match existing.			100.00	100.00	Agreed, cost excessive.	£30	Tenant's costs too low. Propose compromise.	£50
20.4		Carpet is dirty.	Clean carpet.		100.00			Agreed, cost excessive.	£50	Agreed.	£50
20.5		Rear fire exit door in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Disagree, fire door is factory finished.	£0	Agreed.	£0
<b>21.0</b>		<b>Staircase to First Floor</b>									
21.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£250
21.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Agreed.	£50
21.3		Carpet to staircase is dirty.	Clean carpet.		100.00			Agreed.	£100	Agreed.	£100
21.4		Vinyl risers to staircase dirty.	Clean vinyl risers.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
21.5		Note that the internal handrail has been removed from right hand side of lower staircase.	Replace missing handrail.		250.00			Agreed.	£250	Agreed.	£250
<b>22.0</b>		<b>First Floor Landing</b>									
22.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£100	Agreed.	£100
22.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£40	Tenant's costs too low. Propose compromise.	£75
22.3		Note the florescent lighting unit is missing the diffuser.	Replace diffuser.		50.00			Agreed.	£50	Agred.	£50
22.4		All internal doors in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Please confirm which doors.	£0	All internal doors on first floor landing.	£200
<b>23.0</b>		<b>Gents Toilets</b>									
23.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£150	Propose compromise.	£250
23.2		Note there is evidence of water ingress above the double basins.	Resolve source of water ingress make good damaged plasterboard and redecorate to match existing.			200.00	200.00	Agreed.	£200	Agreed.	£200

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23.3		Tenant has removed internal mirrors above basins.	Remove wall plugs, make good and redecorate with two coats of good		100.00			Agreed, cost excessive.	£40	Agreed.	£40
23.4		Lino floor dirty.	Clean lino floor.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
23.5		2x laminate toilet cubicles in poor state of cleanliness and internal towel dispensers have been removed from toilet cubicles and damaged laminate surface.	Replace damaged laminate and clean toilet cubicles.			200.00	200.00	Agreed.	£200	Agreed.	£200
23.6		Ceramic toilet bowls and cisterns have been sealed.	Service toilets to make them operational.		250.00			Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£200
23.7		There is a vent in the external wall.	Service vent using a qualified NICEIC contractor.		100.00			Agreed.	£100	Agreed.	£100
23.8		Internal basins have been sealed and taps are loose.	Unseal basins, refix taps and make sure basins are in working order.		250.00			Agreed, cost excessive.	£150	Agreed.	£150
23.9		2x lighting units to ceiling not working.	Service lighting using a qualified NICEIC contractor.		200.00			Agreed, cost excessive.	£40	Tenant's costs too low. Propose compromise.	£100
23.10		Aluminium window frame and glass dirty.	Clean window frame and glass.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
23.11		Wooden cill dirty and in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00	100.00			Agreed, cost excessive.	£100	Agreed.	£100
<b>24.0</b>		<b>Front Office</b>									
24.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	1,500.00				Agreed, cost excessive.	£900	Tenant's costs too low. Propose compromise.	£1,250
24.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£250
24.3		Excessive amounts of tenants telecomms equipment and networking.	Remove all networking points, telecomms, and associated surface mounted electrics using a qualified		200.00			Agreed.	£200	Agreed.	£200
24.4		Tenant has installed 4x internal blinds to windows to right hand elevation.	Remove internal blinds and make good.		100.00			Agreed.	£100	Agreed.	£100

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24.5		Aluminium window frames and glass dirty.	Clean window frames and glass.		100.00			Agreed, cost excessive.	£30	Agreed.	£30
24.6		Carpet is dirty, stained and cut.	Replace carpet to match existing.		2,000.00			Disagree, agree to removal, any incoming Tenant will fit-out to suit their own requirements.	£300	Carpet stained, worn and needs to be replacd.	£2,000
24.7		Sections of flooring have been cut due to networking.	Make good damaged flooring.			100.00	100.00	Agreed.	£100	Agreed.	£100
24.8		Internal glazing overlooking banking hall has tinted film.	Remove tinted film and clean glass.		200.00			Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£150
24.9		All woodwork around glazing in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£300	Tenant's costs too low. Propose compromise.	£600
24.10		Tenant has installed Mitsubishi air conditioning unit.	Make sure air conditioning unit is R22 compliant and service using a qualified contractor.		250.00			The units would have likely to have been de-gassed during the decommissioning woks.	£250	Agreed.	£250
<b>25.0</b>		<b>Front Office Over Entrance Hall</b>									
25.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£450	Tenant's costs too low. Propose compromise.	£600
25.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£200
25.3		Excessive amount of surface mounted electrical equipment and conduit and redundant wiring.	Remove all surplus electrical equipment, conduit and wiring using a qualified NICEIC contractor.		100.00			Agreed.	£100	Agreed.	£100
25.4		Floor is laid to vinyl tiles which will have Asbestos content.	Remove all vinyl tiles using a qualified contractor and replace with carpet to match existing.		750.00			Flooring in fair condition. Agree to clean.	£0	Agreed.	£50
25.5		There is damage to front right hand corner to plasterwork and cracking to plasterwork.	Make good all damage to plasterwork and redecorate with two coats of good quality paint.			500.00	500.00	Agreed.	£500	Agreed.	£500

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25.6		Note that the plasterwork surrounding the roof light is damaged.	Make good damaged plasterwork and redecorate with two coats of good quality paint.			500.00	500.00	Agreed.	£500	Agreed.	£500
25.7		Steel security bar set beneath the roof light is in poor decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Agreed.	£100
25.8		Entrance door is split and damaged around door lock mechanism.	Replace entrance door to match existing.		500.00			Agreed.	£500	Agreed.	£500
<b>26.0</b>		<b>Boiler Room</b>									
26.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£120	Tenant's costs too low. Propose compromise.	£150
26.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Tenant's costs too low. Propose compromise.	£75
26.3		Note there is damage to floorboards.	Replace damaged floorboards to match existing and make good.			100.00	100.00	No access during the inspection. Please provide photos.	£0	Holes to floorboards very obvious in boiler room.	£100
26.4		There is damage to plasterboard.	Make good damaged plasterboard and redecorate to match existing.			100.00	100.00	Agreed.	£100	Agreed.	£100
26.5		There is a Zip Aquapoint 3 hot water heater located on an external wall.	Service hot water heater using a qualified NICEIC contractor.		250.00			Barclays to provide.	£0	Barclays have not provided certification.	£250
<b>27.0</b>		<b>Entrance Lobby to Ladies Toilets</b>									
27.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£100	Agreed.	£100
27.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Agreed.	£50
27.3		Lino floor is dirty.	Clean lino floor.		100.00			Agreed, cost excessive.	£30	Agreed.	£30
27.4		Aluminium window frame and glass is dirty.	Clean window frame and glass.		50.00			Agreed.	£50	Agreed.	£50
27.5		Internal security bars to window in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100
<b>28.0</b>		<b>Ladies Toilets</b>									

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28.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£150	Tenant's costs too low. Propose compromise.	£250
28.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£100	Agreed.	£100
28.3		Lots of wall plugs and fixing points to the wall where tenant has removed internal mirrors.	Remove all wall plugs and fixing points, make good and redecorate.		100.00			Agreed, cost excessive.	£30	Tenant's costs too low. Propose compromise.	£50
28.4		There are signs of water ingress to the ceiling.	Resolve source of water ingress, replace damaged plasterboard, rub back, make good, paint with two coats of good			500.00	500.00	Agreed.	£500	Agreed.	£500
28.5		Premises have the benefit of an external extractor fan which appears to be in poor state of repair.	Service extractor fan using a qualified NICEIC contractor.		100.00			Agreed.	£100	Agreed.	£100
28.6		Premises benefit from 3x laminate cubicles where internal towel dispensers have been removed and caused damage.	Make good damage to laminate where towel dispensers have been removed.			500.00	500.00	Agreed, cost excessive.	£300	Tenant's costs too low. Propose compromise.	£400
28.7		Each toilet has been sealed.	Service each toilet and cistern to ensure in working order.		250.00			Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£200
28.8		2x basins in laminate vanity unit have been sealed.	Service basins and taps to ensure in working order.		250.00			Agreed, cost excessive.	£100	Tenant's costs too low. Propose compromise.	£200
28.9		Aluminium window frame and glass dirty.	Clean window frame and glass.		100.00			Agreed, cost excessive.	£30	Agreed.	£30
28.10		Wooden cill dirty and in poor state of repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£40	Agreed.	£40
<b>29.0</b>		<b>Front Right Hand Side Staff Room</b>									
29.1		All walls in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£300	Tenant's costs too low. Propose compromise.	£400
29.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£100	Agreed.	£100

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29.3		Note there is a security grille to the rooflight which is in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed.	£200	Agreed.	£200
29.4		Carpet is dirty and stained.	Clean carpet.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
29.5		6x florescent lighting units 1x of which is not working.	Service lighting unit.		100.00			Agreed, cost excessive.	£60	Agreed.	£60
29.6		Tenant has installed internal blinds to windows.	Remove all internal blinds and make good.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
29.7		Aluminium windows in poor state of repair and frames and glass dirty.	Service windows and clean frames and glass.		100.00			Windows are in working order. Agree to clean.	£50	Agreed.	£50
29.8		There is a Santon Aquarius hot water heater which appears in poor state of repair.	Service water heater using a qualified NICEIC contractor.		100.00			Barclays to provide.	£0	Barclays have not provided NICEIC certification.	£100
29.9		There is an external Ventaxia extractor fan which appears in poor state of repair.	Service extractor fan using a qualified NICEIC contractor.		100.00			Agreed.	£0	Agreed.	£100
29.10		Room benefits from stainless steel sink and double drainer which is dirty.	Clean sink and double drainer and service.		50.00			Agreed.	£50	Agreed.	£50
29.11		There are x3 floor units beneath the drainer which are in poor state of repair.	Replace x3 cupboard and drawer units to match existing.		500.00			Disagree, units are in fair order.	£0	Units are in a poor state of repair. Laminate has lifted. Replace units. Agree compromise.	£350
29.12		There are a further x2 floor units which are in poor state of repair.	Replace x2 cupboard units to match existing.		300.00			Disagree, units are in fair order.	£0	Wall units in poor state of repair.	£300
29.13		Floor area in front of sink is laid to laminate flooring which is dirty.	Clean laminate flooring.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
29.14		There is some surface mounted redundant cabling to the front right hand corner.	Remove redundant cabling and make good.		100.00			Agreed.	£100	Agreed.	£100
<b>30.0</b>		<b>Rear First Floor Office</b>									
30.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£500	Tenant's cost too low. Propose compromise.	£600

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30.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	250.00				Agreed, cost excessive.	£150	Tenant's cost too low. Propose compromise.	£200
30.3		Floor is laid to vinyl tiles which have Asbestos content.	Remove vinyl tiles using a qualified contractor and replace with carpet to		1,000.00			Flooring in fair condition. Agree to clean.	£200	Agreed.	£200
30.4		Note there is a large crack to the internal plasterwork on the right hand wall.	Make good damage to plasterwork rub back, make good, paint with two coats of good quality paint.			500.00	500.00	Agreed.	£500	Agreed.	£500
30.5		Note there are two cracks beneath the window to the rear elevation.	Make good damage to plasterwork rub back, make good, paint with two coats of good quality paint.			300.00	300.00	Agreed.	£300	Agreed.	£300
30.6		Aluminium window frame and glass is dirty.	Clean window frame and glass.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
30.7		Wooden cill is dirty and in poor state of repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£60	Agreed.	£60
30.8		There is redundant cabling above the entrance door.	Remove redundant cabling and make good.		100.00			Agreed.	£100	Agreed.	£100
<b>31.0</b>		<b>Rear Cleaners Cupboard</b>									
31.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's cost too low. Propose compromise.	£150
31.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Tenant's cost too low. Propose compromise.	£75
31.3		Note there is cracking to the plasterwork to the rear elevation.	Make good damaged plasterwork, rub back, make good, paint with two coats of good quality paint.		200.00			Agreed.	£200	Agreed.	£200
31.4		Rear aluminium window frame and glass is dirty.	Clean window frame and glass and service window.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
31.5		Butler sink is dirty.	Clean butler sink.		50.00			Agreed.	£50	Agreed.	£50
31.6		Damaged tile to splashback.	Replace damaged tile to match existing.			50.00	50.00	Agreed.	£50	Agreed.	£50
31.7		Excessive amounts of wall plug holes and nails to internal wall.	Remove all wall plugs and nails, make good and redecorate.		100.00			Agreed, cost excessive.	£40	Agreed.	£40

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31.8		Tenant has installed internal wooden battens where presumably shelving has been removed.	Remove wooden battens, remove wall plugs, but back, make good and paint with two coats of good quality paint.		100.00			Agreed.	£100	Agreed.	£100
31.9		Floor is laid to vinyl tiles which are lifting and have Asbestos content.	Remove vinyl tiles using a qualified contractor and replace with tiles to		500.00			Flooring in fair condition. Agree to clean.	£100	Agreed.	£100
31.10		Wooden cill in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed.	£100	Agreed.	£100
<b>32.0</b>		<b>Staircase to Basement</b>									
32.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	500.00				Agreed, cost excessive.	£300	Tenant's cost too low. Propose compromise.	£400
32.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	200.00				Agreed, cost excessive.	£100	Tenant's cost too low. Propose compromise.	£150
32.3		Floor is laid to vinyl tiles which are lifting and have Asbestos content.	Remove vinyl tiles using a qualified contractor and replace with tiles to		500.00			Flooring in fair condition. Agree to clean.	£100	Agreed.	£100
32.4		Vinyl stair risers dirty.	Clean vinyl stair risers.		100.00			Agreed, cost excessive.	£40	Agreed.	£40
32.5		Wooden handrails in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Agreed.	£50
<b>33.0</b>		<b>Basement Lobby</b>									
33.1		All walls and ceiling in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	300.00				Agreed, cost excessive.	£150	Tenant's cost too low. Propose compromise.	£250
33.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£50	Agreed.	£50
33.3		There are double doors providing access to the internal lift.	Service lift using a qualified contractor.		300.00			Barclays to provide.	£0	Barclays have provided no certification.	£300
33.4		Note there is some surface mounted conduit and redundant cabling.	Remove all surface mounted conduit and redundant cabling and make good.		100.00			Agreed.	£100	Agreed.	£100
<b>34.0</b>		<b>Basement Comprising Purpose Built Vault</b>									
34.1		Basement Internal elevations in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	750.00				Agreed, cost excessive.	£500	Tenant's cost too low. Propose compromise.	£600
34.2		Polished concrete slab floor dirty.	Clean floor.		50.00			Agreed.	£50	Agreed.	£50

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34.3		Excessive amounts of former security systems.	Remove all security systems.		100.00			Agreed.	£100	Agreed.	£100
34.4		Tenant obliged to remove door to vault.			TBC			N/A/	£0	Tenant obliged to remove door to vault.	£10,000
<b>35.0</b>		<b>Under Stairs Cupboard</b>									
35.1		All walls and ceiling in poor state of decoration repair.	Rub back, make good, paint with two coats of good quality paint.	150.00				Agreed, cost excessive.	£50	Tenant's cost too low. Propose compromise.	£100
35.2		All woodwork in poor state of decorative repair.	Rub back, make good, paint with two coats of good quality paint.	100.00				Agreed, cost excessive.	£30	Agreed.	£30

Item No.	Clause No	Breach complained of	Remedial works required	Redecoration £	Reinstatement £	Repair £	Repair £	Tenant's Response 29/08/2023	Tenant's Costs 29/08/2023	Landlord's Reinspection 29/08/23	Landlord's Costs 29/08/23
36.0		<b>GENERAL</b>									
36.1		The premises has the benefit of a gas boiler in respect of the wet heating system that needs to be serviced.	Service gas boiler using a Gas Safe contractor.					Barclays to provide.	£0	Barclays have not provided documentation.	£350
36.2		The electrics appear to be in poor state of repair.	The electrics need to be checked by an NICEIC registered electrician.					Barclays to provide.	£0	Barclays have not provided documentation.	£500
36.3		It is questionable whether there is any Asbestos content within the building.	Tenant to provide an Asbestos survey for the course of their occupation in respect of the Asbestos within the					Barclays to provide.	£0	Barclays have not provided documentation.	£500
36.4		Premises do not appear to have a current Energy Performance Certificate (EPC).	Tenant to provide up to date EPC.					Barclays to provide.	£0	Barclays have not provided documentation.	£500
36.5		The premises has the benefit of emergency lighting.	Emergency lighting needs to be inspected, tested and serviced and certified to be in safe and compliant operation. Appropriate documentation					Barclays to provide.	£0	Barclays have not provided documentation.	£500
36.6		The premises has the benefit of a fire alarm system	Service fire alarm system using a qualified contractor.					Barclays to provide.	£0	Barclays have not provided documentation.	£350
		<b>TOTAL</b>		<b>£32,750.00</b>	<b>£42,650.00</b>	<b>£19,250.00</b>	<b>£107,630.00</b>		<b>£48,660.00</b>		<b>£88,380.00</b>
<b>THIS SCHEDULE IS NOT EXHAUSTIVE AND THE LANDLORD RESERVES THE RIGHT TO REQUIRE FURTHER WORKS TO BE CARRIED OUT.</b>											

**HEADS OF CLAIM**

**STATEMENT OF CLAIM**

<b>Item No.</b>	<b>Description</b>	<b>Landlord's Cost</b>	<b>Tenant's Comments 29/08/2023</b>	<b>Tenant's Offer 29/08/2023</b>	<b>Landlord's Cost 18/09/2023</b>
1	Cost of building works identified in the schedule of Dilapidations.			<b>1a,b,c,d cost:</b>	£88,380.00
	a Redecoration	£32,750.00		£48,660.00	
	b Reinstatement	£42,650.00			
	c Repair	£19,250.00			
	d Statutory obligations	<u>£107,630.00</u>			
	Sub Total	<u>£202,280.00</u>		<u>£48,660.00</u>	£88,380.00
2	Preliminaries associated with the building works above @ 15%	£30,342.00		£7,299.00	£13,257.00
	Sub Total	<u>£232,622.00</u>		<u>£55,959.00</u>	£101,637.00
	VAT	£6,068.40		£1,459.80	£2,651.40
	<i>Sub-Total</i>	<u>£238,690.40</u>		<u>£57,418.80</u>	<u>£104,288.40</u>

3	Surveyors fees for arranging and monitoring the works at 12.5%	£29,077.75	Agree to 10%.	£5,595.90	£10,163.70
	VAT	£5,815.55		£1,119.18	£2,032.74
	<u>Sub-Total</u>	<u>£34,893.30</u>		<u>£6,715.08</u>	<u>£12,196.44</u>
4	Principal Designer fees plus	£0.00		£0.00	£0.00
	VAT	£0.00		£0.00	£0.00
	<u>Sub-Total</u>	<u>£0.00</u>		<u>£0.00</u>	<u>£0.00</u>
5	Loss of rent for 2 months	TBC		£0.00	£0.00
	VAT	TBC		£0.00	£0.00
	<u>Sub-Total</u>	<u>TBC</u>		<u>£0.00</u>	<u>£0.00</u>
6	Cost of preparing schedule of dilapidations to date plus VAT	£3,000.00	Please provide invoice.	£3,000.00	£3,000.00
	VAT	£600.00	Please provide invoice.	£600.00	£600.00
	<u>Sub-Total</u>	<u>£3,600.00</u>		<u>£3,600.00</u>	<u>£3,600.00</u>
7	Surveyor's fees for negotiating claim	£0.00		£0.00	£0.00
	VAT	£0.00		£0.00	£0.00
	<u>Sub-Total</u>	<u>£0.00</u>		<u>£0.00</u>	<u>£0.00</u>

8	Solicitors fees for service of Schedule	£0.00	£0.00	£0.00
	VAT	£0.00	£0.00	£0.00
	<i>Sub-Total</i>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
	<b>Total</b>	<b><u>£277,183.70</u></b>	<b><u>£67,733.88</u></b>	<b><u>£120,084.84</u></b>

Signed:



**Giles Ferris BSc (Hons) MRICS**  
**Managing Director**  
**Stimpsons Eves Chartered Surveyors**

**Date: 30th June 2023**