



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on Tuesday 19th March 2024 at the Rufus Centre at 7:45pm

Present:

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

Also present:

Cllr G Mackey – Central Bedfordshire Council (CBC) Ward Member
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO

5597 Apologies for Absence

Apologies were received and accepted for Cllr Platt (family bereavement).

5598 Declarations of Interest

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

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

5599. Town Mayor's Announcements

The Town Clerk was congratulated for passing her CiLCA (Certificate in Local Council Administration) qualification ahead of schedule.

The Council had been formally awarded the UK Shared Prosperity Fund grant via CBC, and a meeting with Officers the following week was planned regarding the communications plan for this and the next steps. This funding would be used as a contribution towards the 3 Station Road refurbishment project. There was an exempt item relating to 3 Station Road, and it was hoped that the Council could inform residents of its plans for the site soon.

Members were asked to RSVP to invitations for the annual Civic Reception event on 27th April.

The Town Mayor had attended the following civic engagements since the previous meeting:

- Dunstable Town Council Fundraising Dinner
- Leighton Linlade Town Council Civic Service
- Kempston Town Council Charity Bingo Night
- Stotfold Town Council Civic Service

5600 Reports from Ward Members

Cllr Mackey reported that residents had mixed reviews regarding the decision to charge £55 per household for garden waste, which was taken as part of the 2024/25 budget. Council tax bills were starting to be delivered to households. Cllr Mackey stated that it would be a challenging year financially for CBC, and the administration was already working on next year's budget.

Work was underway to finalise the Highways Annual Plan, and discussions were being held to finalise which roads would be prioritised for work. Ward Members planned to focus more on improving roads and pavements in the East Ward of Flitwick.

Cllr Parsons asked if there was any update from CBC about when the transition of local schools to the two-tier system would be implemented. Cllr Mackey reported that Flitwick and Ampthill schools were quite a long way off from the two-tier system being implemented. He did not have a date but stated it would be years instead of months ahead.

The Chairman moved that the Council discuss agenda item 11i – Grass Cutting – at this point in the meeting so that Cllr Mackey could contribute and answer any questions. Members agreed to this.

5601 Grass Cutting

The supporting paper for this item was correspondence between the Chairman, Cllr Townsend (CBC Ward Member), and CBC Officers regarding grass cutting and the possibility of extra cuts for Flitwick, which would cost FTC £1622+VAT each.

The Chairman explained that Cllr Townsend had approached him about the additional cuts to see if FTC would be interested in paying some 'top ups' for the service. The Chairman clarified that despite the approach detailed in Cllr Townsend's email, he had asked for costs to enable the Council to discuss this and had indicated that he felt the Council would be against this. The current entitlement was six cuts per year for Flitwick as part of CBC's schedule.

Cllr Thompson stated that the Council previously paid for the extra cuts, but a decision was made to stop this since the areas were not FTC land and were the responsibility of CBC. She added that the reduced mowing schedule met with the FTC policies, and residents favoured this, with funding being prioritised elsewhere. Cllr Thompson did not feel that this expenditure for the extra cuts had a substantial benefit.

The Chairman asked Cllr Mackey for data on how many residents contacted Ward Councillors about their dissatisfaction with grass cutting. Cllr Mackey stated he had not received official complaints, but regular individuals commented about it online. He added that he would like more cuts implemented and would be pushing for this next year within a more sensible cutting schedule.

The Chairman mentioned that Cllr Wilsmore had found evidence of a tender document prepared by CBC for a new grass-cutting contract dated 2021, but it appeared not to have progressed. Members were interested in knowing if there was a CBC decision and if CBC had decided to extend the current contract for a select number of years instead. Cllr Mackey commented that he would need to follow up on this from an Executive level.

Cllr Wilsmore agreed with Cllr Thompson's view and asked if CBC had plans to level up the number of cuts between the south and north of the district. Members agreed that the current situation where the former South Bedfordshire District area benefitted from up to 14 cuts per year when the former Mid Bedfordshire District area incorporating Flitwick paid the same rate of Council Tax and only received six. Cllr Mackey stated there was a plan for this but did not know any timescales. Cllr Townsend had previously commented to the Chairman that she had hoped this would be within the next two years.

Cllr Toinko recalled one complaint regarding grass cutting that had been reported to Community Services at last year's July meeting. He remembered that the resident's complaint came just before a grass cut happened. Cllr Toinko believed that CBC needed to communicate more about grass-cutting to inform residents of the schedule. He added that the circulated correspondence suggested that CBC had failed to cut the right areas and that the questionnaire about No Mow May mentioned was perhaps something the Council should discuss. The Town Clerk stated that Officers had not received the questionnaire but that she would contact the named CBC Officer from the correspondence to track this down.

Action: Town Clerk

It was **resolved** for the Council to formally contact CBC and state that FTC would not be paying for additional grass cutting.

Cllr Mackey left the meeting at this time (20:03).

5602 PUBLIC OPEN SESSION

No items.

5603 INVITED SPEAKER

No invited speaker.

5604 MEMBERS QUESTIONS

Cllr Thompson reported for the fourth time that she had not received her copy of Flitwick Papers. The Chairman asked Members to give a show of hands if they had received their copies and it was clear that only two had received them. The Town Clerk would ask the Comms & Marketing Manager to investigate this with the delivery company.

Action: Town Clerk/CMM

5605 MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 20th February 2024**, this meeting was held at the Rufus Centre.

It was **resolved** to adopt the minutes of the Town Council Meeting held on Tuesday 20th February 2024 at the Rufus Centre as a true record.

- b. For Members to receive and consider **resolutions and recommendations** of the

Community Services Committee, held on **Tuesday 5th March 2024**, this meeting is held at The Rufus Centre.

The Chairman referred to item 1161b – The Hub Car Park – stating that this was a recommendation and asked Members to make a decision on this as there was an application to the Projects Fund.

It was **resolved** to approve the recommendation from Community Services to accept Quote A for £800 and Option 2, to paint a white line as a delineation between the Hub and Village Hall via the Projects Fund.

Action: RFO

Cllr Patterson pointed out a typo on item 1161c, Event Review—Christmas Market. Officers would correct this.

The resolutions of the Community Services Committee held on Tuesday 5th March 2024 were noted.

- c. For Members to receive and consider **resolutions and recommendations** of the Business Improvement and Development Board Meeting, held on **Tuesday 12th March 2024**, this meeting is held at The Rufus Centre.

The resolutions of the Business Improvement & Development Board Meeting held on Tuesday 12th March 2024 were noted.

5606 MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 20th February 2024 – no items.
- b. Members to receive any updates from Officers – no items.

5607 OUTSIDE BODIES

No items.

5608 ITEMS FOR CONSIDERATION

a. Senior Member Roles

Members were asked to consider the circulated supporting paper detailing responsibilities for Senior Member Roles drafted by Cllr Snape.

Members noted the document circulated. The Chairman explained that it summarised last month's Council discussion and listed subsequent proposed changes to the Standing Orders to be considered during the meeting.

Cllr Thompson had not been at the previous meeting but wanted to say that she did not think a four-year term for the Leader was appropriate. Cllr Toinko agreed and felt that two years would give the necessary continuity because a lot could change with the make-up of the Council in that time due to Councillor resignations, etc.

b. Councillor Officer Protocol

Members were asked to adopt the revised Councillor Officer protocol.

Following the previous item discussion, the Chairman commented that item 26 needed to be amended to allow the leader a two-year term.

Following a suggestion from Cllr Roberts, it was agreed to add more information within the Chairman's role to emphasise that they are involved with the Leader's discussions with staff on strategy and decision implementation so that they are fully informed when Charing meetings and representing the Council publicly.

Action: Town Clerk

A Member asked when the Leader role would start. The Chairman explained that this was intended to be implemented at the May Annual Statutory Meeting, initially for a year, with another election in May 2025 for the following two-year term aligning with the election cycle.

Cllr Parsons asked why the Leader role would last over a year. The Chairman explained that this was primarily for continuity.

Cllr Patterson commented that there was an assumption that the Town Mayor/Chairman was in charge of the Council and seen to be responsible. He asked if the term Leader confused this as it implied they would be in charge. The Chairman stated that the term Leader was what other Councils called this position and that Cllr Patterson's comments on who was in charge were a common misconception with the public. The Council was responsible and made decisions as a corporate body, not individual Councillors, including the Mayor.

Cllr Livens asked for clarification on the formatting of the circulated document. It was explained that the document tracked changes to show the former wording alongside the proposed changes discussed. Cllr Livens pointed out a few typos in the document, which Officers agreed to amend.

Action: Town Clerk

It was **resolved** to:

1. Amend point 26 to state the Leader role was for a two-year term within the Councillor/Officer Protocol.
2. Appoint the Leader initially for one year at the May Council Meeting to match the election cycle.

It was **resolved** to accept the Councillor/Officer Protocol document as circulated, with point 26 amended to include a two-year term for the Leader role.

Action: Town Clerk

c. Civic Protocol

- (i) Members were asked to adopt the circulated Civic Protocol document, which incorporated feedback from Members at the February meeting.

Cllr Thompson stated that most responsibilities were listed, except the Civic Service did not feature. The Chairman agreed that this should be added and that hosting the event and the decision to hold it in a Church setting were optional.

Action: Cllr Snape

- (ii) Members received an update from the Town Mayor in relation to Civic Events. Attached was a policy document from the Royal British Legion (RBL) about Civic Events.

Members noted the circulated document. The Chairman explained that the RBL had invited members to an event to commemorate the DD Landings, but it was protocol for the group to seek permission from the Council since this was a civic event. Acts of remembrance were Civic events and the responsibility of the Council. Members agreed that the Council would not be organising an event for this purpose so that the RBL could

do so. To this effect, the Town Clerk would contact the organisation and remind the RBL Flitwick Branch of the roles and responsibilities.

Action: Town Clerk

Members briefly discussed that Councillors could attend this event if they were invited; however, consideration should be given to this if the Town Mayor is unavailable since this could lead to awkwardness.

d. Standing Orders Review

Members were asked to consider approving the suggested amendments to the Council's Standing Orders (highlighted in blue font) and to comment on additional changes before adoption at the April meeting.

Some Members did not want to reinstate the automatic election of the outgoing Deputy Mayor to Town Mayor, and it was agreed that this suggestion should be removed.

Cllr Thompson asked if a point about the Leader and Deputy Leader roles and any restrictions in relation to involvement with the HR or Appeals Committee needed to be included. The Chairman agreed that this was a good point; members agreed the Leader and Deputy Leader would not be permitted to be on the Appeals Committee.

Cllr Livens referred to the section about virements and asked for clarification on what this was. The Chairman explained that a virement was a local government term for moving funds from one Council budget to another. He pointed out that the Council were being asked to approve a virement later in the meeting.

It was **resolved** to adopt the revised Standing Orders with three amendments:

1. Reinstate item 5f(iii) relating to the Deputy Mayor not automatically becoming Town Mayor at the next Annual Statutory Meeting.
2. Add item 19k to enforce that the Leader and Deputy Leader cannot serve on the Appeals Committee of the Council.
3. Amend item 26c to state that the Leader role was for a two year term.

Action: Town Clerk

e. Earmarked Reserve (EMR) Transfer Request

Members were asked to consider moving £29,000 from the Youth Provision EMR (code 311) to General Reserves.

The Chairman advised that the EMR was no longer necessary.

It was **resolved** to move £29,000 from the Youth Provision EMR (code 311) to General Reserves.

Action: RFO

f. Investment Management Policy

Members were asked to adopt the circulated Investment Management Policy.

It was **resolved** to adopt the circulated Investment Management Policy as presented.

Action: RFO

g. Burial Ground

Members were asked to discuss the Burial Ground provision in Flitwick.

The Chairman commented that an early draft statement had been circulated detailing information that the Council may wish to release to the public about burial ground provision. Cllr Blazeby had sent in his comments, which had yet to be discussed with the Town Clerk but would be incorporated. Members were advised that new grave spaces would likely run out in this calendar year. The Chairman planned to circulate an updated statement to all Members before communicating with residents.

The Council was the burial authority (CBC is not) because the town is parished. CBC is open to assist with setting up any joint burial ground with another parish.

Cllr Blazeby explained what Bishops Stortford was doing concerning their campaign for multilayering and reusing graves and that a new law awaited Royal Assent.

Members accepted that there was limited land available within Flitwick parish, with most of the surrounding land being Metropolitan Greenbelt. Furthermore, the water table was high, and there are many watercourses surrounding the town, adding further limitations. Members were aware of the reasons for abandoning the previous project for a new burial ground site at Maulden Road.

The Chairman explained that residents had no legal right to be buried within their parish, which was a common misconception. Only 20% of people who died in 2022 were buried, continuing the long-term trend towards cremation.

Cllr Parsons commented that he understood the emotional reasons why people might want to be buried with loved ones and within their parish. He asked if the churchyard site was separate from the Council's burial ground; he was advised that this was the case and that the Churchyard was legally closed and could not be reopened. Cllr Parsons mentioned that he would favour working with Ampthill Town Council (ATC) on a joint site. Through recent correspondence, the Town Clerk confirmed that ATC had responded that they had spare graves but that the land had water issues similar to those of the Flitwick parish, so not all space was useable. ATC had 360 new graves remaining, and they averaged 25 internments a year. Members discussed the fees ATC charges for residents outside their parish to be buried at their site, and the Town Clerk confirmed she had these figures on file but not to hand for this meeting. Cllr Blazeby suggested the Council could pay any excess fees if this route were progressed, and Members agreed this should be investigated. The Town Clerk explained that she would need to check if anything in the law would prevent the Council from doing this.

Action: Town Clerk

Cllr Gleave wanted to understand all the options available to the Council and their financial implications.

Members were reminded that there was no legal requirement to provide a burial ground; this was a discretionary power. The Council was required to maintain the current burial ground once it was closed.

It was agreed that the Town Clerk should circulate information to all members about why CBC could not provide a replacement burial ground.

Action: Town Clerk

Cllr Wilsmore asked what effect, if any, Bishop Stortford's new law would have on the Council. Cllr Blazeby advised that it could set a precedent for multilayering and reusing graves for plots occupied for over 75 years. The Chairman questioned if this would be palatable for Flitwick residents.

h. Police Priority Setting Representative

Members were asked to elect a sub for the Police Priority Setting Representative.

Cllr Thompson questioned why a representative would be selected now when the Annual Statutory meeting was only two months away.

It was **resolved** that Cllr Patterson be elected as the sub for the Police Priority Setting Representative position.

i. Grass Cutting

Members discussed this item above – see minute number 5601.

j. Office Space Refurbishment

Members considered the application to the Projects Fund.

Cllr Thompson asked for an update on how the Council planned to differentiate between the surplus generated by the Rufus Centre and the other cost centres. The Chairman explained that this would be discussed and implemented at the financial year-end; background work was underway. The Council would need to decide where any surplus would be allocated as part of the year-end process, likely at the May council meeting.

Cllr Blazeby asked if Officers could provide a mapped document of office space refurbished as part of the programme so that Members could see which spaces still required work. He added that he would be interested in exploring other opportunities with long-standing tenants who may want to refurbish their rooms. It was agreed that this would be discussed at the BI&DB.

Action: Town Clerk/B&FM

It was **resolved** to approve the BI&DB application to the Projects Fund for £3,370 to refurbish tenant office room 28. This would include new carpet, LED lights, paintwork, and blinds, in line with the other refurbished offices.

k. Budget Virement

Members were asked to consider making a virement from the following budget codes into the Rendezvous Equipment budget (4138/420); this is for the purchase of new crockery;

4047/421 (Staff Courses/Training) - £1200.00

4078/421 (Planting/Weeding) - £500.00

4150/421 (Promotions/Advertising) - £800.00

It was **resolved** that the requested virement from the above nominal codes be approved in the Rendezvous Equipment budget to fund the purchase of new crockery.

l. Projects Fund Applications

(i) Members noted the Projects Fund Summary document circulated.

(ii) Members were asked to approve the following Committee applications to the Projects Fund:

- Business Development Improvement Board – Rufus Centre Flat Windows - £3,560.00

Members were advised that the windows were leaking.

It was **resolved** to approve the BI&DB application for £ 3,560 from the Projects Fund to purchase replacement windows for the Rufus Centre flat.

m. Parking

Members were asked to discuss parking issues within Flitwick and consider writing to Central Bedfordshire Council to demand greater enforcement action.

Email correspondence was circulated to all Members between the Chairman, Cllr Parsons, Cllr Roberts, CBC Ward Member Cllr Adams, and the Town Clerk.

The Chairman commented that CBC was not enforcing traffic rules (e.g., in Coniston Road outside Tesco) and, therefore, thought it was pointless to introduce new rules.

Cllr Blazeby advised that the submitted responses so far to the residents' survey indicated that the two biggest problems in Flitwick were poor parking and speeding traffic. He asked Members if they thought it was a good idea to defer a decision on this item until the residents' survey consultation period ended so that there was more evidence. Members were advised that the survey closed on 8th April, and this matter could be discussed then, which was subsequently agreed upon.

Action: Town Clerk

Cllr Gleave commented on the current way parking issues were enforced by CBC through vehicles and stated CBC would incur additional investment to implement more frequent controls. For this reason, CBC would need assurance that it was worth it.

5609 ITEMS FOR INFORMATION

a. Finance Reports

Members are asked to note the following finance reports:

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

b. Skills for All Strategy Consultation – Central Beds Council (CBC)

The new 'Skills for All' strategy aims to ensure that everyone can access quality education. It outlines how we will support residents from childhood, helping them continuously acquire new knowledge and skills and contribute to the growth of Central Bedfordshire. CBC has launched a consultation, seeking views from the public about the draft strategy to help refine it before it's implemented. The deadline for responses is 12th April.

Members agreed that Councillors should respond to this consultation individually rather than give a Council response.

c. Delegated Authority Decision

Members were asked to note the delegated authority decision to install an intruder alarm at 3 Station Road for £3,370 from the Projects Fund. This decision was made before this meeting as it was classified as an emergency expenditure under the Financial Regulations to secure the building.

Members noted the decision made and were advised that the insurance would have been null and void without an alarm.

The Chairman asked Members how they felt about possibly hosting the next Council meeting from 3 Station Road. Officers agreed to facilitate this as it would hopefully align with when the Council could release a statement on the project.

5610 PUBLIC OPEN SESSION

No items.

5611 EXEMPT ITEMS

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

- a. Confidential Reports – to note
- b. 3 Station Road – for consideration

It was **resolved** to accept the offer presented.

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 21:07.



Flitwick Town Council

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

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 Contracts.

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 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 unacceptable for other Councillors to apologise on behalf of colleagues.

- i. It is the responsibility of the 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 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 councillor present at the meeting to substitute.
- iii. If a 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.** 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;
 - vi.** shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii.** shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - 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;

- ix. shall determine if the public may participate at a meeting of a committee;
 - 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.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. A councillor who has proposed a resolution on an agenda of a committee of which they are not a member must attend that Committee to explain their resolution and answer questions but shall not vote. The item will not be considered if the member requesting the resolution cannot attend.
 - xiv. Any councillor is entitled to be present as a spectator at the meetings of any committee or subcommittee 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.
- 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 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. It is preferable that the Chairman and Vice-Chairman of the Council have experience in Chairmanship before election to these posts.
 - V. The Chairman of the Council should, during their office, involve the Vice-Chairman as much as practically possible.
 - VI. If 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.
- 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
- v.** Confirmation of the accuracy of the minutes of the last meeting of the Council;
- vi.** Consideration of the recommendations and resolutions made by a committee;
- vii.** Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- viii.** Review of the terms of reference for committees and working groups;
- ix.** Appointment of members to existing committees;
- x.** Appointment of any new committees in accordance with standing order 4;
- xi.** Review and adoption of appropriate standing orders, standing orders for contracts and financial regulations;
- xii.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xiii.** Review of representation on or work with external bodies and arrangements for reporting back;
- 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.
- xv.** Review of inventory of land and other assets including buildings and office equipment;
- xvi.** Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii.** Review of the Council's and/or staff subscriptions to other bodies, unless this has been undertaken as part of the budget process
- xviii.** Review of the Council's complaints procedure;
- 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*);

- xx.** Review of the Council's policy for dealing with the press/media;
- xxi.** Review of the Council's employment policies and procedures;
- 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.
- xxiii.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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 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.
- b Voting on appointments will be conducted by secret ballot.

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 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 Leader of the Council of this fact. 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 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.**

15. PROPER OFFICER

- a The Proper Officer shall be the Town Clerk or, in their absence, the Deputy Town Clerk or other senior officer(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 and report this to the Council each month;
- xv. 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 Council.

- xvi.** manage access to information about the Council via the publication scheme and retain custody of the seal of the Council, which shall not be used without a resolution.
- c.** The Town Clerk 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 officer(s) to undertake the work of the Responsible Financial Officer if the Responsible Financial Officer and Deputy Responsible Financial Officer are absent.

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".
- 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 the Finance Scrutiny Working Group monthly financial reports 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 month 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 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 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 an officer being considered by a meeting of Council, or HR Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Leader of the Council or, if they are not available, the Chairman of the absence occasioned by illness or other reason and that person shall report such absence to the 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 the HR Committee or, in their absence, the vice-chairman shall, upon a resolution, conduct a review of the performance of the Council officer appraisals, job descriptions and pay arrangements. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the HR Committee.
- d 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.
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior officer shall notify the chairman of the HR Committee or in

their absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter. This matter shall be reported back and progressed by resolution of the HR Committee, or Appeals Committee.

- f 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.
- g 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).
- h The council shall keep all written records relating to employees secure. All paper records shall be secured appropriately, and electronic records shall be password-protected and encrypted.
- i 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.
- j 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 HR Committee.
- k The Leader and Deputy Leader will not be on the Appeals 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 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 representing the area of the Council.
- b Unless the 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.

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 two 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. 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.
 - 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.

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.
- 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.
- c** Every question shall be put and answered without discussion. An answer may take the form of:
 - i.** A direct oral answer
 - ii.** Where the desired information is in a publication of the Council or other published work, a reference to that publication, or
 - iii.** Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.
- 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.
- e** Any question or statement made by a Councillor with the consent of the Chairman should not exceed 3 minutes.

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.
- 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.

These Standing Orders were adopted on the xx/xx/xx.

Signatures:

Town Mayor

Town Clerk



FLITWICK TOWN COUNCIL

Report to Town Council 16th April 2024 Burial Ground Wall

Implications of recommendations

Corporate Strategy: A Sustainable Environment

Finance: Projects Fund

Equality: Accessible to all

Background

Flitwick Town Council owns and manages the burial ground in Flitwick, located on Church Road opposite the Parish Church.

The perimeter of the burial ground is made up of fencing, conifers, hedgerows, and brick walls. This report concerns the boundary wall on the east side of the site, which totals 54 linear metres.

Introduction

A resident has reported to Flitwick Town Council that the brick wall bordering the burial ground and at the bottom of their garden is deteriorating. Some of the coping slabs have worked loose, and some have come away and fallen off completely. Several rows of bricks underneath are spalling, and there are concerns over the wall's structural integrity.

Officers instructed the Public Realm Team to inspect the wall visually and they reported back that the coping slabs were loose in several places and that brick rows under were loose along the whole length of the wall.

Officers then further instructed 3 builders to report findings and quote for repairs.



Builder 1:

Coping stones

The coping stones along the top of the wall are not wide enough to protect the wall from the rain/frost, coping stones are normally installed with an overhang on either side with a capillary drip along the underside to prevent the water from tracking back and running down the wall, this may seem funny as the wall is exposed to the elements, but this helps to stop the moisture freezing under the top vulnerable courses, this is what's happened on your wall. The top 500>600mm of the brickwork has now separated from the mortar course.

Brickwork condition

The top 500>600mm of the brickwork has separated from the mortar along most of the wall as mentioned in the above

The lower section of the wall shows signs of the brickwork being soaked from the ground being higher on the resident's side of the wall, where the ground is higher on one side of the wall you should have weep holes (pipes) at intervals along the wall to allow for the water to escape. Where the wall has been saturated this has allowed the frost to blow the faces off the bricks and consequently separated the bricks from the mortar (if you were to look closely you can see signs of this). The wall also has mortar that is now crumbling at this level.

After attending to survey and inspect the retaining wall which spans 54LM, we can offer 2 options.

Option 1

Supply labour and clearance to remove 600mm top courses of wall
Supply bricks to match existing as near as possible and re-build wall
New brickwork to be tied into old pillars
Supply and fit new coping stones
£19,980.00 +vat

Option 2

Supply labour and clearance to remove wall down to the footings leaving existing pillars in situ. Rebuild entire wall using bricks to match pillars as near as possible, engineering bricks to be used below and up to soil height
Brickwork to be tied in existing pillars
Supply and fit new coping stones.
We are assuming that the footings are ok.
£42,390.00 +vat

Builder 2:

Been and had a look at the wall. Luckily the issue seems to be with the top couple of courses along the whole wall length and not the complete wall as a whole all probably down to weather conditions deteriorating the mortar over time. Darren said that in places it could be more than a couple of courses that are loose.

There is a slight movement of each section when you push against it but that can be said of every wall built like this. A single brick wall this height and length will never be as strong a structure as a 9-inch wall and if anyone wanted to move it then it wouldn't take much pushing. However, in my opinion the wall as a whole is sound and secure, at least as much as it can be being built as it is. Darren did say that the brick piers were not there when the wall was originally built but added at a later date. Looking at them with the straight joint butting against the walls both sides doesn't tell me how the piers are connected to the wall, they don't look like they are brick tied into the wall but they could be tied with wall starters (Furfix) we may be able to tell once the top couple of courses come off but they are adding some strength to the wall.

Therefore, my suggestion to you is to remove the coping stones, clean and set aside. Remove a couple of brick courses and dispose, then rebuild with new bricks, reinstating the copings

We thank you for your enquiry and, have pleasure in submitting our quotation for works required all as your request to:

Complete wall length:

- Take down and clear from site coping stones and 600mm (8 courses) of brickwork, leaving existing piers untouched.
- Clean bed and rebuild wall allowing to supply and lay new bricks and coping stones to match as close as possible.
- Allowed in this quote is all required skips, scaffold and ground protection.

- Please note our plan of works will be to take down and rebuild 3no bays at a time. Moving onto the next 3 bays on completion.
- Please note access will be needed to all neighbouring garden areas behind the wall and is your responsibility to arrange this.
- Please note the greenery that sits on top of the wall at one end will need to be removed and disposed of by yourselves before work starts
- Please note we have Not allowed to move anything of value away from the wall within the neighbouring garden areas.

£16,126.58 +vat

Builder 3:

The damage to this wall has been caused by water and winter weather.

The excess water on the wall has been caused by incorrect coping stones and runoff from one of the neighbouring sheds.

As a result and as quoted repairs would need to be made to 4 no bays, repointing to replace the damaged mortar throughout and replacement of the existing copings to the correct size.

Full repoint on each bay

Replace top courses of bricks on 4 bays

Replacement of coping stones and pier caps to correct overhang.

£20,700.00 +vat

Options

1. Members to consider replacing the whole length and height of the wall at a cost of £42,390.00 plus vat (Builder 1 recommendation).
2. Members to consider the three quotations to repair and replace the coping slabs and top part of the brickwork across the whole length of the wall.

Officer Recommendation

Option 2: Members to consider the three quotations to repair and replace the coping slabs and top part of the brickwork across the whole length of the wall at a cost of between.

Officer recommendation - Builder 2 quote at a cost of **£16,126.58**.

Sarah Burgess
Amenities Officer



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 traditionally 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 Central Bedfordshire Council 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 and the Leader.

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 partners), 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. Annual Civic Service

Traditionally, the annual civic service is usually held in October at St Peter and St Paul's Parish Church. The mayor usually meets with the Vicar to agree on the format, theme and content of the service. The mayor may choose an alternative venue, hold a secular service, or not hold a service at all, but should take advice from the Town Clerk before making a decision.

- Councillors and the Town Clerk are requested to attend regardless of personal, religious or political beliefs.
- It is customary to invite representatives from local organisations, dignitaries and residents.
- Funding for the service is provided in the Council's revenue budget.
- Money received from the collection will be split between the Town Mayor's Chosen Charities and the host organisation, provided it is a charity or established community group.
- Refreshments, including wine or sparkling wine, are provided for guests after the service.

3.7. 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.

3.8. 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 and will be decided by the trustees.

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.

If the Mayor is invited to a funeral, they should attend purely as a mourner without wearing a chain or badge unless the family express a wish to the contrary.

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.

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

(5013)	2023/24 Agreed Central Project Funding		£	50,000
(315)	Central Project Fund	Opening Balance	£	202,062
(315 EMR Trans)	LESS	CPF Movements	£	31,792
(315) 1803/11 vj	COMPLETE and CLOSED.	Closing Balance	-£	152,062
(315)	Central Project Fund	Closing Balance	£	170,270
	LESS	Committed Spend	£	16,463
	Central Project Fund	YTD Balance	£	153,807

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LESS	Projected Year End Overspend	£	1
PLUS	Projected Year End Underspend	£	35,936
	Projected Year End Closing Balance	£	189,742

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	£ 1,313	£ -	£ -	£ 1,687	0%	£ 1,550	£ 283,385	£ 281,835	\$106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for \$106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23.	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%				\$106 Grants monies approved from CBC - please see project schedule for full breakdown of costs.	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	£ -	October 23 - Proj CLOSED	PROJECT CLOSED Unspent funds of £175 returned to CPF (315)
4819	110	Proj - Flitwick Town Sq Defib	Community	5213d	£ 1,770	£ -	£ 1,770	£ 1,048	£ -	£ -	£ 722	41%				Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.	Roll Forward' outstanding balance at year end to 2024/25.
4823	110	Proj - Heritage Website	Corporate	753a 5252a j	£ 3,800	£ -	£ 3,800	£ -	£ -	£ -	£ 3,800	100%					Roll Forward' outstanding balance at year end to 2024/25.
4828	110	Proj - Skate Park Lighting	Community	1036d	£ 21,705	£ 2,359	£ 19,346	£ 8,310	£ -	£ 11,036	£ -	0%	£ 10,500	£ 10,500	£ -	Partially grant funded from previous year - added to budget for 23/24 received.	PROJECT CLOSED Unspent funds of £11,036 returned to CPF (315)
4831	110	Proj - Outdoor PA System	Community	5302	£ 1,118	£ 874	£ 244	£ 129	£ -	£ 115	£ -	0%				October 23 - Proj CLOSED	PROJECT CLOSED Unspent funds of £115 returned to CPF (315)
4833	110	Proj - Town Sq Benches/Plant/Bins	Community	1061	£ 12,102	£ -	£ 12,102	£ 11,719	£ -	£ 383	£ -	0%	£ 5,600	£ 5,600	£ -	31.08.23 - CBC \$106 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	£ -	£ -	£ -	0%				08.03.23: CBC annual monitoring and signal transmission expenditure. Awaiting CBC invoice for £1,700	PROJECT CLOSED Budget met
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 - Lockyer Flooring Works	Business	1466c	£ 4,800	£ -	£ 4,800	£ 4,800	£ -	£ -	£ -	0%				January 2024 - Proj CLOSED	PROJECT CLOSED Budget met
4846	110	Proj - Rufus Rooms 18 & 19 Refurb	Business	5537e ii	£ 15,969	£ -	£ 15,969	£ 15,969	£ -	£ -	£ -	0%				December 23 - Proj CLOSED	PROJECT CLOSED Budget met
4847	110	Proj - Play Equipment Hinksley Rd	Community	5540c	£ 8,000	£ -	£ 8,000	£ -	£ -	£ 8,000	£ -	0%				Project to be match funded by the CBC Community Grants Scheme Round 1 (no inv req). Funding unsuccessful.	PROJECT CLOSED Unspent funds of £8,000 returned to CPF (315)
4848	110	Proj - FTC Office Space Refurb	Business	5565g i	£ 11,461	£ -	£ 11,461	£ 11,462	£ 1	£ -	£ -	0%				January 2024 - Proj CLOSED	PROJECT CLOSED Budget met
4849	110	Proj - Lockyer Suite Works	Business	5565g ii	£ 48,655	£ -	£ 48,655	£ 48,131	£ -	£ -	£ 524	1%				Project will be completed within the current financial year with £0 under or over spend.	
4850	110	Proj - Replacement Windows	Business	5608L	£ 3,560	£ -	£ 3,560	£ -	£ -	£ -	£ 3,560	100%					Roll Forward' outstanding balance at year end to 2024/25.
4851	110	Proj - Hub Car Park Delineation	Community	5605b	£ 800	£ -	£ 800	£ -	£ -	£ -	£ 800	100%					Roll Forward' outstanding balance at year end to 2024/25.
4852	110	Proj - Office Room 28 Refurb	Business	5608j	£ 3,370	£ -	£ 3,370	£ -	£ -	£ -	£ 3,370	100%					Roll Forward' outstanding balance at year end to 2024/25.

Projects Funds NARRATIVE

Last Updated: **31 March 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**.
Mar-24 4836/110 Proj for CCTV Town square/Skate Park budget met - 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.