



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on Tuesday 18th June 2024 at the Rufus Centre at 7:45pm

Present:

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

Also present:

Cllr I Adams – Central Bedfordshire Council (CBC) Ward Member
Cllr G Mackey – CBC Ward Member
Maahwish Mirza – MP Labour Candidate for Mid Bedfordshire
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
25 members of the public (1 via virtual access)

5650. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies from Cllrs Copleston (family commitment), Thompson (unwell), Wilsmore (holiday) and Harald (personal commitment).

5651. 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 Cllrs Toinko and Blazeby declared an interest in agenda item 12G - Investment in Stocksfield Room – as both were Trustees for SHARE: Flitwick & Ampthill.

5652. COUNCILLOR CO-OPTION

It was **resolved** to elect Patricia Earles to Office of Councillor.

The Declaration of Acceptance of Office will be read at a later date.

5653. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor had attended the following events:

Flitwick Football Centre Charity Event - "Spideys Big Game 2024"

Pride events – Drag Night – Ultimate Party Games and Pride Picnic

D-Day Service organised by the Royal British Legion

The Council's Family Fun Day – was the best one to date, with the most attendees. The Chairman thanked everybody who helped make this event a success.

The Lord Lieutenant of Bedfordshire's Service of Thanksgiving

The Deputy Mayor had attended the RBL's D-Day Event and the beacon lighting in Ampthill.

There were no updates from the Leader at this meeting.

5654. REPORTS FROM WARD MEMBERS

Members noted the circulated report. Cllr Adams mentioned that all Ward Members were coming together in their objections to the planning application for Steppingley Road field.

There were no questions.

5655. PUBLIC OPEN SESSION

The meeting was adjourned for 15 minutes to allow the public to address the Council on matters presented on the agenda.

Planning Application – CB/22/04108/FULL – Land at Steppingley Road

A resident asked how many objections had been received to the planning application for Steppingley Road. Cllr Adams answered that approximately 3,000 objections had been received.

Mr Culman (resident) asked the Council to object to the application strongly and to get the land removed from the CBC Local Plan.

Mr Culman referred to item 12a regarding the e-petition to amend the speed limit to 20mph on Hatfield Road. He mentioned that lowering the speed limit was a positive idea but incorporating speed bumps was not a good idea. He stated that speed bumps caused many problems due to poor design and installation and referred to other areas of town where they had caused issues. He mentioned the issues the bumps caused for the emergency services.

Mr Hill (resident) proposed the changes in Hatfield Road and commented that instead of bumps, other traffic-slowing measures could be used, as he had not considered the impact bumps would have on the emergency service vehicles.

A resident commented on the impracticality of roads in the town and the Steppingley Parish since the crematorium had been built. She said the situation was becoming dangerous.

A resident mentioned that the Steppingley Field planning application would add to the already prevalent traffic issues on Steppingley Road and other Flitwick roads because the town already could not cope with the number of vehicles. The proposed development would add to this. The residents present made other general comments relating to public safety with the traffic issues the development would cause.

Residents commented on the over-development of Flitwick, particularly on Steppingley Road with the new Leisure Centre, Steppingley Gardens estate, the retirement village, etc. Discussion took place on the size of the retirement village, which had seven lifts of scaffold, and it was believed to be higher in structure than what was in the plans. Some residents at the meeting felt they could not trust CBC to build any houses to plan.

Cllr Mackey entered the meeting at this time (20:02).

A resident asked how CBC would consider this application and if they would take objections seriously. Residents felt that CBC built whatever they wanted to and that the fields beyond Steppingley Field (this application) could be at risk of development in the future. There was general concern about the lack of infrastructure in Flitwick to support more housing developments, and the roads were discussed at length as unsuitable for the population's expanding size.

Maahwish Mirza (MP Labour Candidate) commented that she appreciated that her point was not a planning ground for objection. However, it was important for CBC to note that fields and walking had become a place of respite for emotional and mental health, particularly since the COVID-19 pandemic. She commented that monetary value could not be placed on this and access to greenbelt land was vital.

Residents asked for the Council's support in objecting to the planning application since ¼ of the population had already objected.

Other planned local developments, such as in Marston, would put more pressure on the town's roads.

Residents were keen to ask questions of Town Councillors once they had discussed the planning application.

It was proposed and agreed to bring forward item 12b.

Cllr Gleave, Chairman of FTC's Planning Improvement Working Group (PIWG), referred to the circulated report and provided a summary of recommendations for the Council to consider about the planning application:

- To object primarily on traffic grounds – the applicant's Transport Assessment and Travel Plan were not credible. There were issues with the Traffic Survey from 2021 (due to COVID-19 implications - 35% of people were working from home).
- The Council's response to the previous application to develop this land was covered in the report. It was considered worthwhile to focus on highways rather than objecting to all matters.
- The land was classified as grade 2 agricultural, productive, and farmed. A policy in the Local Plan stated that CBC was not in favour of developing this type of land.
- There were biodiversity concerns based on an Ecological Assessment, including the nesting of skylarks, a protected species. The development's impact on the nearby Flitwick Woods needed to be considered – many nature organisations were objecting to this.
- The Local Plan was not sound, and whether this site should be included was questionable. CBC was reviewing its Local Plan. The PIWG had taken advice from specialists in Planning Law.
- The developers emailed FTC Officers towards the end of the previous week, but no Section 106 contributions were discussed. The circulated report included some figures that Cllr Gleave commented should not be considered final since they related to a Head of Terms agreement and could change. He pointed out that even if all these funds were secured, the infrastructure improvements were unlikely to be done before the development works.

- The way the application was done was not with good community engagement, and residents were not given a meaningful voice, leaving people to find out about the proposed development too late.

Cllr Snape thanked the PIWG for their work on this matter. He reminded residents why the group had been set up and the positive steps that had been made to engage positively with developers in a transparent way. Cllr Snape was frustrated that nobody at CBC had thought consulting with Ward Members or Town Councillors was appropriate. He asked for a complaint to be made to the Chief Executive of CBC since elected Members were there to represent residents. The traffic issues that the proposed development would create were not mitigated in the suggested contributions of Section 106, and Cllr Snape felt it was important to have a Town Plan.

Cllr Snape was concerned that the ecological assessment had not been looked at properly and that residents had not been consulted.

Cllr Toinko commented that residents had been clear that their primary concerns were the traffic implications and the value the field had as open space. He also shared the views already presented regarding the impact on Flitwick Woods. He felt the Section 106 contributions should reflect the needs of the town and that elected representatives should have been consulted on these. The Section 106 contributions list did not make any sense. Cllr Toinko wanted to know who had been liaising with the developers/CBC to suggest the current list of projects. He added that CBC should not receive any S106 money to assist with the switch to a two tier school system for the area.

Cllr Gleave advised that the PIWG were consulted on future projects but there was nothing proposed that addressed concerns from residents. Cllr Blazeby commented that CBC were responsible for paying for the proposed S106 contributions. Members felt that the Local Plan needed to be reviewed first before this proposed development was considered.

It was **resolved** to object to planning application CB/22/04108/FULL – Land at Steppingley Road – in addition to the highways grounds and include matters on biodiversity and it being premature in advance of CBC's review of its Local Plan.

It was **resolved** to make a formal complaint to CBC regarding their approach to the Section 106 contributions presented as part of the planning application and ask formally for all Ward Members and the Town Council to be consulted on future agreements and discussions.

The Chairman stated to residents present that the Council supported their views.

Cllr Mackey, Chairman of CBC, advised that he was the Chairman of CBC's Development Management Committee (DMC) where this planning application would be considered. He stated that the Town Council's objection would be lodged and that residents would be updated with the DMC's meeting date where the planning application would be considered. He advised that residents would have the opportunity to address the DMC with their concerns. Cllr Mackey stated that he was having to withdraw temporarily as Chairman of the DMC due to his current position in standing in the election for Mid Bedfordshire's MP. He had not been able to be as vocal about his objections to the application because of the current position.

11 residents and Cllr Mackey left the meeting at this time.

5656. INVITED SPEAKER

There was no invited speaker.

5657. MEMBERS QUESTIONS

Cllr Snape asked about the timescales associated with the planned works to the Stocksfield Room at the Rufus Centre. The Town Clerk advised that Officers were waiting for final confirmation from the insurance company but that contractors would be instructed following this. It was anticipated that work would commence within a couple of weeks.

5658. MINUTES AND RECOMMENDATIONS OF MEETINGS

It was **resolved** to adopt the minutes of the Town Council meeting held on Tuesday 21st May 2024 at the Rufus Centre as a true record with one amendment – add Cllr Blazeby to those present.

The resolutions and recommendations of the Business Improvement & Development Board (BI&DB) meeting held on Tuesday 28th May 2024 were noted.

5659. MATTERS ARISING

- a) Cllr Toinko referred to item 5647a of the Council Minutes from 21st May 2024 and asked why the Councillor Attendance Record was not on this meeting's agenda. The Town Clerk advised that this item was supposed to be considered at the meeting but due to current workloads, it had been differed to the July meeting.
- b) There were no updates from Officers.

5660. OUTSIDE BODIES

There were no items.

5661. ITEMS FOR CONSIDERATION

a. Support for e-petition - 20mph speed limit around play park on Hatfield Road, Flitwick

Mr Hill (resident) had attended the meeting and was responsible for coordinating the e-petition. He mentioned that the previous discussion about not progressing with the speed bumps had been noted but commented that traffic calming for Hatfield Road was required. He requested the Council's support for the e-petition in reducing the speed limit to 20mph.

Cllr Patterson commented that lowering the speed limit was a good idea and suggested incorporating the reduction in Hatfield Crescent.

Cllr Gleave was in favour of 20mph zones; however, he raised the point that the Police would expect this change to be self-enforcing by narrowing the road, using chicanes, or similar.

Cllr Adams supported the suggestion and offered to meet with Mr Hill separately since he could raise this at a CBC Traffic Management meeting. He mentioned that there would be analysis work to do but he agreed to liaise with CBC Officers on the matter.

It was **resolved** to write a letter to CBC supporting the e-petition to lower the speed limit to 20mph in Hatfield Road.

b. Planning Application – CB/22/04108/FULL – Land at Steppingley Road

This item was discussed earlier in the meeting.

c. Planning Improvement Working Group – Terms of Reference

It was agreed at the previous Council meeting for the PIWG Terms of Reference to be amended.

It was **resolved** that the revised Terms of Reference for the PIWG be adopted as circulated.

d. Parking

- i) **Members were asked to consider writing to CBC for formal action to be taken**
(Members previously deferred this item so that the parking responses from the Annual Residents Survey could be considered alongside the discussion)
- ii) **Members were asked to note the correspondence from CBC relating to parking charges and consider a formal response.**

The survey responses regarding parking in Flitwick were noted.

Cllr Snape commented that CBC needed to improve parking provision in the town. He had contacted Cllr Baker, Executive Member of CBC's Finance Committee and had asked if the Town Council wanted to provide a formal response regarding the consultation on raising car parking charges at the station. Cllr Parsons commented that if there were increased parking charges at the station car park then CBC needed to improve their enforcement of irresponsible parking in the town. Cllr Gleave would be interested in understanding the rationale for increased charges and wondered about any plans to encourage alternative travel methods to the station. Without these plans, there would be a negative effect on on-street parking.

Cllr Toinko had read the correspondence with CBC and commented that CBC had not provided enough detail. He mentioned that any increases in parking charges would have a minimal impact on the current parking issues.

It was **resolved** that the Town Clerk should write to CBC asking for formal parking enforcement to start in Flitwick.

It was **resolved** to write to CBC to express concern about increasing car park charges at the station without adequate provision for alternatives or improvements.

e. Year End 2023-2024 Accounts

- i) **To approve the unaudited Financial Statement for 2023-24**

Cllr Parsons commented that the Finance Team had had a challenging year due to accounting issues primarily caused by the Council's previous advisors. He mentioned that the team was now in a much better position, and the preparation of accounts for the year-end process had gone well.

Cllr Snape stated that a huge amount of work had gone into completing the Financial Statement, which gave residents a transparent insight into the Council's activities. He mentioned that the Council had achieved a revenue figure of over £2m for the first time, and over half of this was down to the Rufus Centre traded service. This was impressive, given the pressures that have been faced. He mentioned that FTC was not like other Councils who did basic accounting and stated that Officers were used to providing management reports. Cllr Snape thanked the RFO and her team for their work.

It was **resolved** to accept the unaudited Financial Statement for 2023-24.

(5 residents left the meeting at this time)

ii) **To approve the Governance Statement 2023-24**

It was **resolved** to approve the Governance Statement 2023-24.

iii) **To approve the Annual Return 2023-24**

It was **resolved** to approve the Annual Return 2023-24.

iv) **To consider the final interim Internal Audit Report for 2023-24**

It was **resolved** to accept the final interim Internal Audit Report for 2023-24.

f. **Council Surplus 2023-24**

The report circulated was noted.

The RFO provided the Council with some background information relating to the year-end process and commented that any surplus funds would automatically go into the Council's General Reserves in previous years. She mentioned that this year, Members needed to decide what proportion of the surplus funds could be earmarked for Rufus Centre projects and to factor in allocating some funds to assist with the 3 Station Road refurbishment.

Cllr Blazeby commented that in July 2024, the Council would make their final loan repayment for the purchase of the Rufus Centre. He wanted to thank the people who had been involved in purchasing the building. Cllr Blazeby also wished to thank the Business & Facilities Manager who led the Council's hospitality team to secure the biggest traded service surplus to date. He mentioned that it was a solid decision to open the Rendezvous Café and to refurbish areas of the building.

Cllr Snape continued that this was the second year that the Council had delivered a commercial surplus and noted that the Rufus Centre's traded service had generated £173k. This figure had been reduced to compensate for the unavoidable legal bill.

The Chairman passed on his thanks to everyone involved.

It was **resolved** to progress with the RFO's recommendations to:

- Create an EMR for 3 Station Road refurbishment project and code £110,572 from the year-end surplus 2023-24.
- Create an EMR for Rufus Centre projects and code £40k from the year-end surplus 2023-24.
- Delegate responsibility for approving expenditure from the Rufus Centre projects EMR to the BI&DB.
- After receiving an updated Cost Plan, formalise an updated Financial Plan that considers cash flow for the 3 Station Road refurbishment project.
- Amend the General Reserves Policy to reflect that the Council will consider the year-end surplus at June Council meetings to decide where to code it within the Council's reserves.

g. **Projects Fund**

i) The Projects Fund Summary was noted.

ii) To consider the Project Fund applications below:

1. **Dishwasher**

It was **resolved** to accept the proposal to replace the dishwasher and its associated installation costs, totalling £4,471.25 from the Central Projects Fund.

2. Rendezvous Café Expansion

Cllr Snape asked a question about lighting.

It was **resolved** to accept the proposal to expand the café to incorporate an IT Station, which would cost £2,620.95 from the Central Projects Fund.

3. Stocksfield Room Annex – Storeroom and ‘Shop Front’ for Community Fridge

Members noted that this project had secured some funding from Hubbub and Ward Councillor grants.

It was **resolved** to accept the proposal to contribute £2,500 from the Central Projects Fund to the Stocksfield Room Annex project, including flooring.

h. Leader Expenses

Members were asked to consider creating an allowance of £200 to cover expenses for the Leader role with the same rules applied as the Town Mayor’s Allowance.

Cllr Patterson asked for confirmation of what expenses this would cover. Cllr Snape advised that this includes travel costs, a subscription to software to assist with the role, and expenses for meeting with people at the Rendezvous Café. Sometimes, the Leader may need to meet with the MP or other external people, and there were costs to this.

It was **resolved** to create an allowance of £200 to cover leader expenses.

i. Anti-Fraud Policy

Members noted that the Council required an Anti-Fraud Policy to comply with the Community Ownership Fund (COF) criteria.

It was **resolved** to adopt the Anti-Fraud Policy circulated.

5662. ITEMS FOR INFORMATION

a. Finance Reports

- i) FTC Summary, Investment & Loans – noted.
- ii) Balance Sheet – noted.
- iii) Bank Reconciliation – noted.

b. 3 Station Road

i) Officers Update

The Deputy Town Clerk & RFO advised the following:

- There had been a lot of background work being undertaken to complete the necessary surveys prior to submitting a planning application for the refurbishment of 3 Station Road.

- There would likely be an extraordinary Council meeting called in the second week of July to progress the project in four key areas:
 - i) To approve planning drawings
 - ii) To approve an updated cost plan
 - iii) To approve a procurement strategy with a set of recommendations
 - iv) To approve a set of documents relating to roofing works to enable the first tender
- The COF requirements meant that capital expenditure must be spent by March 2024. Therefore, the 3 Station Road Project Manager adjusted the work programme to bring forward some capital works. This included the roof works that would be done with a separate tender to the main build contractor tender. Some enabling works for utilities and demolition would also be done earlier than originally planned.

ii) Members noted the updated Delivery Programme.

iii) Members noted the circulated report from Luton Borough Council Design Team.

a. Annual Residents Survey

Members noted that the commentary received from the Annual Residents Survey would be sent to relevant Committees for consideration, including discussions at relevant Working Groups. This information would also be considered as part of the new strategy review.

5663. PUBLIC OPEN SESSION

A resident mentioned the PIWG supporting paper circulated for this meeting regarding the planning application for Steppingley Road and asked where the suggested cycle lanes would go. She also asked if CBC would accept this suggestion. The Chairman mentioned that the Town Council formed an advisory role in planning. The resident responded that CBC should take note of what residents wanted. The resident also wanted to ask if the Skylarks would move to another field. The Chairman stated that CBC would consult with experts.

A resident referred to the 3 Station Road refurbishment project and asked for more information on a 'casual dining' restaurant. She had concerns about additional cafes or takeaway establishments. Cllr Snape responded with the following information:

- Public engagement had taken place over the past 18 months in different formats, including the Residents Survey, Councillor Surgeries, etc., but the consultation had been limited because of the ongoing commercial negotiations the Council had been having with Barclays regarding the dilapidation costs. The Council would have liked to have done more consultation, but it was a requirement to progress with a programme of works.
- The Council was progressing with a two-storey casual dining restaurant which would be a 'proper' restaurant – not a café or a takeaway – and plans would become evident to residents in the next three to four weeks. The Council hoped for a mainstream restaurant to enable Flitwick to become a destination. Cllr Snape explained that the Council needed to balance best value for the taxpayer with what was progressed.
- There were plans for a single storey retail unit on the other side of the building and part of the COF bid was for money to subsidize the opening of a Post Office. The Council were doing all they could to make a Post Office return to Flitwick. Meetings

had taken place with Post Office Ltd. to understand their requirements for a building as part of the design process.

Mr Culman (resident) said he had emailed the Town Clerk and two Members regarding parking at Manor Park. He had met with the Amenities Officer and Cllr Wilsmore to demonstrate the problems with the gate, but he had received no further correspondence. The Town Clerk advised that she was meeting with the contractor the following day due to Mr Culman's meeting and that his points had been taken on board. She would ensure that Officers responded to Mr Culman once the meeting had taken place with the contractor.

5 residents left the meeting at 21:25.

5664. EXEMPT ITEMS

a. Confidential Reports

The Confidential Report from the Town Council meeting held on Tuesday 21st May was noted.

The meeting closed at 21:27.

Recommendations and resolutions of the Community Services Committee 2nd July 2024

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 2nd July 2024

1126. APOLOGIES FOR ABSENCE

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

1191. MINUTES

- a. It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 7th May with no amendments.

1193. ITEMS FOR CONSIDERATION

a. Election of Vice Chair

It was **RESOLVED** to appoint Cllr Toinko as Vice Chair of the Community Services Committee.

b. Working Groups Membership

It was **RESOLVED** to accept Cllr Livens, Cllr Platt and Cllr Thompson as appointed members of the **Allotment Working Group**.

It was **RESOLVED** to accept Cllr Wilsmore, Cllr Platt and Cllr Thompson as appointed members of the **Public Art Working Group**.

It was **RESOLVED** to accept Cllr Wilsmore, Cllr Toinko and Cllr Thompson as appointed members of the **Nature Park Working Group**.

c. Event Review

It was **RECOMMENDED** to

- Reduce the Friday Market visits to four a year in line with the Big Knit.
- Stop delivering the information drop-in sessions.
- Reallocating the Job Club to a drop-in session at the Rufus Centre on specific days/times.
- Stop delivering the Tea Dances as a Community event but offering it to the Rufus Centre as a commercial event.
- Removing the Painting Circle from the Community Services programme and offering the group to run it themselves as a drop-in session.
- Removing the Over 60s Christmas Lunch from the events calendar with immediate effect.

f. **Road Closure Training**

It was **RECOMMENDED** to accept quote A for the purchase of signs at a cost of £2,453.13. This would require £1,453.13 to be allocated from the Projects Fund.

It was **RESOLVED** to train up to 12 Members of staff in 'Traffic Management for Community Events' at a cost of £1,130.00.

g. **Public Art Consultation Results**

It was **RESOLVED** to investigate the costings for the Musical Park, Graffiti Wall and Benches. This would be discussed at the September meeting.

h. **Community Fridge Update and Forward Plans**

It was **RESOLVED** to:

1 - Endorsed a 'Community Food Hub' style service from the Rufus Centre when the fridge is relocated.

2 - Allocated time for the Community Services Officer to make a National Lottery Grant Application to fund the purchase of a 'Caddy' style van.

3 – Extended the service of the Community Fridge to include taking fresh fruit and vegetables to deprived areas in Flitwick at least twice a week in a van.

i. **UKSPF Community Grant Match Funding**

It was **RECOMMENDED** to allocate £8000 from the Project Fund to match fund the UKSPF Community Grant at 20% for extension to the Skate Park.



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Extraordinary Flitwick Town Council meeting held on Tuesday 9th July 2024 at the Rufus Centre at 7:45pm

Present:

Cllr Roberts (Chairman)
Cllr Snape
Cllr Livens
Cllr Toinko
Cllr Blazeby
Cllr Connell
Cllr Patterson
Cllr Wilsmore
Cllr Thompson
Cllr Platt
Cllr Harald

Also present:

Stacie Lockey - Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
Paulina A Danielewicz – Luton Borough Council (LBC)
Luis Cadete – Luton Borough Council (LBC)

5665. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Parsons – work commitment, Cllr Gleave – work commitment, Cllr Hodges – family commitment and Cllr Earles – holiday.

No apologies were received from Cllr Copleston.

5666. DECLARATIONS OF INTEREST

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

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

5667. PUBLIC OPEN SESSION

There were no members of the public.

5668. ITEMS FOR CONSIDERATION

Cllr Harald entered the meeting at 19.48.

(a) 3 Station Road

(i) Planning drawings set of documents

LBC gave an overview of the design plans and the timelines for the project;

- The restaurant would be stripped out to a 'shell and core' specification.
- The shell for the retail unit would be more advanced, with floors and ceilings.
- The planning application would be submitted by the 18th July.
- The tender document was currently being prepared for the main construction of the site.
- Once planning permission was concluded (October 2024), a contractor would be appointed following the tender process.
- The proposed design of the building included some amendments to the elevations, such as new windows and doors, cleaning the facades, changing the entrance to the restaurant, and including a new entrance to the side of the building for the retail unit (Kings Road side).
- A conversation had taken place with Post Office Ltd, and requirements for this service had been taken into account. This included a slightly enlarged footprint to accommodate a storage space.
- The designs included minimal work in the service yard to the rear of the building, following the transport consultant's report. This included cyclist parking and limited staff car parking.
- The consultant's report to improve the energy consumption of the building was yet to be completed. However, it was likely to include a new roof, replacement windows and doors, and cavity insulation.
- A separate tender process was being carried out for the roof works to ensure the funding received would be spent within the appropriate time frames.
- There were three options to consider with regard to the current roof railings – replace roof railings, refurbish the current railings, or install a man-safe system. LBC recommended refurbishing the current railings as this would avoid ongoing maintenance costs.

Cllr Blazeby asked about the additional storage space for the retail unit and wondered if the proposed access would be sufficient. LBC confirmed that the access was adequate to fulfil the Post Office requirements. LBC also expressed that a clear division of the restaurant and retail unit was required and felt this would be more attractive to future tenants.

LBC advised that when the initial analysis of the building was carried out, guidance from FTC was that a retail unit with a Post Office function was the preferred option, as opposed to a Post Office with a retail function. LBC needed guidance from FTC on this matter and whether the storage area should be included or not. This would affect the rental income for the units. LBC advised that a decision on this storage space was not required until February/March 2025 as it did not affect the planning submission.

Cllr Blazeby mentioned that no toilets were shown on the ground floor. LBC advised that the plan was to strip out the existing toilets, which would then provide more flexibility for future tenants to arrange the space as they wished.

Members questioned access to the first floor. LBC advised that the existing staircase and lift shaft would stay in situ as they were providing structural support. The fire consultants advised that the current staircase was sufficient, but this would depend on how many people would be accommodated on the restaurant's first floor. It was likely that a second staircase could be required, but this would be up to the future tenant.

Cllr Thompson commented that a substantial amount of roof work was required and asked if solar panelling had been explored. LBC advised that this had been considered, but budget constraints would not accommodate it. The roof structure would, however, be suitable for solar panels if this changed in the future.

Cllr Snape asked how the Council ensured the building was fully accessible. LBC advised that all options had been explored, but the budget restricted some improvements. Members were advised that there was a 'license to alter' process that could be followed. This meant that when a tenant took on the building, the proposals would be checked to ensure they complied with regulations.

Members commented that one of the façades at the front of the building was damaged and asked if this could be replaced and for details on the finished proposed design. LBC advised that it would be repairable and that the facades would be painted white to complement the building.

Cllr Snape asked what fencing was being proposed along the side of the building and expressed that he would not be in favour of palisade fencing. LBC commented that the current plans proposed palisade fencing as it would provide the most security. A lengthy discussion took place about the type of fencing, and it was agreed that LBC would investigate alternative options and report back to Officers.

Cllr Toinko commented that the tree survey indicated that one of the trees was in bad condition and asked if it was being removed. LBC advised that the current proposals recommended that it not be removed, but this could change once the planning application was submitted.

It was **RESOLVED** to approve the planning designs and documentation for the planning application at 3 Station Road subject to review of the fencing options.

(ii) Updated Cost plan

Members noted the updated cost plan.

(iii) Procurement strategy

Members were advised on the available procurement strategies, and Luton Borough Council recommended using an 'open tender' process. This process allowed local companies as well as known reputable companies to be approached.

Cllr Snape asked about the process for scoring social value. LBC advised that this element included the contractor's proposals of what they would be able to offer to the local community, such as purchasing materials from local suppliers, employing local contractors, and if they would donate or support the community in any way, e.g., talks in schools, etc.

Members were in agreement that a full FTS procurement was the preferred process. LBC recommended providing a 'wish list' for this element.

It was **RESOLVED** to proceed with a full FTS procurement and delegate the final tender evaluation criteria to the Town Clerk.

(iv) Roof works – tender set of documents

Members discussed the roof options.

It was **RESOLVED** to keep the current railing and make necessary repairs.

It was **RESOLVED** to accept the tender set of documents for the roof works.

5669. EXEMPT ITEMS

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

No Items

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

Meeting closed at 20.57.

Flitwick Town Council



Scheme of Delegations

Adopted and approved at the Town Council meeting xx/xx/24

FUNCTIONS DELEGATED TO COMMITTEES

DELEGATED POWERS - TOWN COUNCIL COMMITTEES

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers, if so then the minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision.

A Committees' delegated power need not always be exercised. Committee Chairs should be mindful that it may better serve the Town Council and be more democratic to have significant decisions considered by the full Town Council, especially when considering matters that are strategic in nature, or could cause controversy.

It is Unlawful to delegate powers to any individual Councillor, including Committee Chairs and Vice Chairs.

1. Town Council
2. Business Improvement & Development Board
3. Community Services
4. Finance & General Purposes
5. HR
6. Appeals
7. Responsibilities Delegated to Officers.

1. Town Council

The Town Council can take **all decisions**, or it may appoint one or more Committees or sub-Committees for the purposes of discharging its functions. The Council may also delegate some of its functions to officers of the Council.

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committees may make recommendations thereon for the Council's consideration.

- To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions. (LGA 1972, s 111), General Power of Competence, (Localism Act 2011).
- Deal with matters of principle or policy.
- Nominate and appoint representatives of the Council to any other authority, organisation or body.
- To elect members to outside bodies.
- To form Sub-Committees as required.
- To manage policy with regard to promotion and publicity of the Council.
- Policies and procedures, Member/Officer Protocol, Code of Conduct (Committee-specific policies and procedures to be agreed at Committee level).
- Elections/Councillor Vacancies, Town Mayor/Deputy Town Mayor, Regalia etc.
- Honorary Citizenship
- Making, amending or revoking bylaws.
- Making of orders under any statutory powers.
- To approve and monitor all tenders and contracts, after review by other Committees as relevant.
- To monitor and control office procedures, office facilities and equipment.
- Control and development and continued improvement of the Council.
- Fire precautions – to ensure measures are in place to deal with fire.
- Liaising with the Unitary Authority on matters pertaining to the Council.
- Liaising with the Police and other outside bodies on matters pertaining to the Council.
- Licencing.
- Business Continuity.
- IT (split with Business Improvement & Development Board) – responsibility of IT infrastructure and systems used by the Council as well as service and maintenance contracts with the exemption of the Rufus Centre website.
- Organising of all civic events.
- Annual residents survey.
- Initiation of major projects with high expenditure.
- To keep minutes.

Strategy

- Town Council Strategy, Vision, Mission Statement, Objectives etc. (Reviews to be undertaken via a Task & Finish Group).
- Development of Corporate Plan.

Finance

- Resolving actions incurring expenditure that do not fall under the remit of the Committees (e.g. Central Projects Fund applications)

- Setting the Precept
- Borrowing Money
- Approval of the Councils Annual Accounts and completion of the Annual Return.
- Making and amending, Standing Orders, Financial Regulations or this Scheme of Delegation.
- To review the internal audit procedures annually and to appoint an Internal Auditor.
- To request the agreed Precept amount from Central Bedfordshire Council, or their successors.
- To receive estimates of expenditure in for the forthcoming financial year from other Committees of the Council, to set a recommendation for the Precept for approval at the January Council meeting.
- To oversee loans, property and mortgages where relevant.
- Monthly reviews of statutory finance reports.

Planning

- To appoint Members or instruct officers to attend Central Beds Councils Development Management meetings to make representations on behalf of the Council where necessary.
- To consider major planning applications on their merit and to make comment and pass resolutions in respect of these.
- When considering major planning applications, to take the statements of any adopted Master Plan, Town Plan or Neighbourhood Plan into consideration.
- To monitor Central Bedfordshire Council Policies and Plans that could affect the town.
- To monitor proposals from developers under Section 106 Agreements.
- To respond to Central Bedfordshire Council on all planning applications within the set time scales.
- Street naming.
- To comment on behalf of the Council in relation to any consultations on footpath diversions, modifications, or adoptions.

Other responsibilities

- Mineral Plans, Waste Plans and regional Plans or any other plans or studies as considered appropriate

2. Business Improvement & Development Board

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee.

Capital projects are referred to the Town Council as an application to access the Rolling Capital Fund.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the Council.

Responsible for the control and development of:

- Development of business strategy for commercial activities as well as the development of the Rufus Centre building including the provision of office space.
- Management of the Rufus Centre building including maintenance and cleaning contracts.
- Reviewing tenant rent rates, conference rates and function rates with the objective of ensuring the business remains financially viable.
- Rufus Centre Marketing related to commercial activities.
- Develop the Strategy for 3 Station Road.
- Tenant lease for 3 Station Road.
- Rufus Centre website.
- IT (split with Council) – responsibility to IT infrastructure and systems used by the Rufus Centre as well as service and maintenance contracts with the exception of the FTC Website.
- Recycling and Environmental Impact including energy efficiency for the Rufus Centre.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertain to the Committee.
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Commuted sums that fall within the committee's areas of responsibility.
- (Committee specific policies and procedures to be agreed at Committee level
- Communications and Marketing Plan for the business.
- Recycling and environmental impact including energy efficiency for the Rufus Centre.
- Scrutiny of the Rufus Centre and Rendezvous Café figures, as well as business forecasting (with the Finance Scrutiny Working Group focusing on their overall performance in the two cost centres).
- Creation and review of policies that come under the Committee's remit.
- Management of projects that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.
- Implementing elements of the Environmental Policy and Action Plan

3. Community Services

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control and development of:

- General Ground Services
- Street Lighting
- All green spaces including Manor Park, Millennium Park, Hinksley Road
- Develop design and implement a Nature Park for Maulden Road
- Implementing elements of the Environmental Policy and Action Plan.
- Development of emergency plan.
- Organising events on and making enhancements to – Flitwick Town Square
- All Play Areas and Open Spaces including considering requests for use
- Football pitches and reviewing charges
- All Burial Ground matters
- Arts and Culture, to include developing a strategy.
- Organising of all Community Events
- Discussing youth provision in Flitwick
- Noting minutes of the Allotment Liaison Committee and setting allotment fees.
- Receiving reports from the Highways meetings
- Resident Driven Projects Grant Scheme.
- Considering Grant applications
- [Flitwick: A Living History Website](#)
- [Overseeing UKSPF Revenue Funding & its Projects](#)
- Dealing with Community Safety matters
- Setting up and servicing the Town councils Youth Committee.

- To comment on behalf of the Council in relation to any consultations on footpath diversions, modifications, or adoptions.
- To consider any maintenance and repair works on footpaths and public rights of way.
- Other matters relating to Highways.
- To comment on behalf of Council in relation to any Tree Preservation Orders (TPO).
- To consider issues relating to traffic calming and signage, car parking, street lighting, CCTV and other highway matters.
- Fleet Reviews for Public Realm Team vehicles.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.

- Liaising with the police and other outside bodies on matters pertaining to the Committee.
- Creation and review of policies that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.
- Management of projects that come under the Committee's remit.
- Recycling and Environmental Impact for the public realm.
- To oversee community building leases, the Village Hall Car Park licence agreement and vehicle insurance (fleet).

4. Finance & General Purposes

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to the Council.

The Committee is required to submit a list of resolutions and recommendations to the next available Council meeting.

Responsible for the control and development of:

- Monitoring and recommending the use of Earmarked Reserves (including the Central Projects Fund) for approval from the Council.
- Reviewing and scrutinising financial reports monthly, including the cashbook, the Central Projects Fund and income & expenditure records.
- Reviewing the following documents annually for recommending changes to the Council:
 - Financial Regulations
 - Corporate Risk Register
 - Asset Register
- Reviewing financial policies, including General Reserves, Procurement and Debt Management.
- Receiving and reviewing the reports from the Internal Auditor before presentation to the Town Council for adoption.
- Tracking and reviewing the budget versus year-to-date actual spending across the Council.
- Considering investment opportunities.
- Monitoring CCLA (Public Sector Deposit Fund) activity and interest generated.
- Considering external consultancy fees for accounting health checks, VAT Reviews or year-end services.
- Overseeing financial planning for projects of the Council.
- Overseeing debt management and considering bad debt write-off proposals for recommendation at the Town Council.
- Overseeing loans of the Council.
- Recommending Precept requirements to the Town Council.
- Scrutinising proposed budgets for the ensuing year of the Council.
- Supervising the Council's insurance arrangements.
- Supervising Section 106 and grants from other external sources.
- Promoting efficiency and value for money in Council operations.
- Progressing with the automation of internal accounting processes.
- Working with the Community Services Committee to quantify social value for Council activities.
- Any other matters that may be delegated to it by the Council from time to time.

5. HR

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee. The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control, development and continued improvements to:

- Recruitment, Selection and the policies, procedures and contracts relating to.
- Training, Development and the policies and procedures relating to.
- Appraisal, to ensure accurate assessments of performance is carried out.
- Reward, to review and agree proposed annual and interim pay awards to Council Employees
- Absence Management and the policies and procedures relating to.
- Disciplinary, Grievance and the policies and procedures relating to.
- Maternity, Paternity and the policies and procedures relating to.
- Equal Opportunities and the policies and procedures relating to.
- Recommend policy change within their area of responsibility.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.
- (Committee specific policies and procedures to be agreed at Committee level
- Creation and review of policies that come under the Committee's remit.
- Creation and review of surveys relevant to the Committee.

6. **Appeals**

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Considering evidence or to gather further evidence.
- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- To gather further evidence at Appeal Committee Hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

Other responsibilities:

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

7. RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS

The Town Clerk is the Proper Officer designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

General Matters the Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
3. to institute, defend and appear in any legal proceedings authorised by the Council.
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Flitwick).
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. to decide arrangements for the closure of the Council offices in the Christmas/ New Year period, subject to consultation with the Mayor.
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000. Data Protection Officer now designated to Comms & Marketing Manager to act as the Council's proper officer as per any statute or Local Government Act 1972.

Financial Matters the Town Clerk is authorised as follows:

1. To incur expenditure up to the amount specified in the Financial Regulations. on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
 - a. the cost not exceeding the amount of the approved budget.
 - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.

- c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget.

With the exception of cases of gross misconduct, the Town Clerk must seek permission from the HR Committee before dismissing a member of staff.

Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council, authorised to be signed by the Mayor or Deputy Mayor.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature.
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council.
4. initiating legal action or proceedings against unauthorised encampments on Council land.
5. hiring of open spaces for activities that benefit the residents of Flitwick.

Urgency

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Sub-committee. The Mayor, Deputy Mayor or Chairman of the relevant Committee are to be consulted before such action is taken.

The Town Clerk may decide not to exercise his delegated power and may instead make recommendations to Council or the relevant Committee.

The Town Clerk and Community Services & Amenities Manager

Are delegated to deal with and respond to all non – major planning applications.

[Major Planning Applications will be classed as any development over 1 Property or House].

Officers objecting to planning applications

- Will take the statements of any adopted Master Plan, Town Plan or Neighbourhood Plan into consideration.

- Will use the Town Council's adopted Planning Guide and Planning Policy when responding to non – major planning applications.
- Will post on the website and social media a link to the weekly list of applications received relating to Flitwick and inform the public of how they can object using the Central Bedfordshire Council Planning process.

Officers will move to Council:

- a. Applications which are significantly contrary to the Local Plan.
- b. Applications which are submitted by members of staff directly involved in the consideration of planning applications, Councillors and Officers of the Council
- c. Applications attracting objections from statutory consultees.
- d. Applications which are submitted by Council, or which relate to land in the ownership of the Council or in which the Council has a financial interest.



TERMS OF REFERENCE FINANCE & GENERAL PURPOSES COMMITTEE

Approved by Council: xx/07/24

Members of the Authority: 5

Quorum: 3

Meetings regularity: At least bi-monthly

All non-committee members may attend committee meetings except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.
Where operational management is delegated to the Town Clerk, the Town Clerk can delegate to direct Managers.

Function of Committee	Delegation of Functions
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none">• Committee
2. Asset Management	
2.1 Oversee the management of the Asset Register for the Council.	<ul style="list-style-type: none">• RFO (Chairman to verify annually).
2.2 Review the Asset Register annually as part of the year-end process.	<ul style="list-style-type: none">• Strategic overview to Committee• Operational management to RFO.
3. Statutory Documents, Policy & Procedures Review	To advise the Council on any amendments required to financial documents.
3.1 Review the Council's Financial Regulations and Corporate Risk Register Annually, making recommendations for Council approval.	<ul style="list-style-type: none">• Committee for strategic overview
3.2 Review existing and development of new financial-related policies, including procurement and Debt Management.	<ul style="list-style-type: none">• Committee
3.3 Advise on the financial implications of proposed new policies from across the Council's Committee Structure.	<ul style="list-style-type: none">• Operational management to RFO (RFO will consult with the Committee if necessary/has significant financial impact).
4. Budgets & Year End	
4.1 Scrutinise draft and proposed budgets for the ensuing year in preparation for Council approval.	<ul style="list-style-type: none">• Committee
4.2 Review budgets and year-to-date actual spending in month 6.	<ul style="list-style-type: none">• Committee
4.3 Recommend Precept requirements to the Council.	<ul style="list-style-type: none">• Committee
4.4 Monitor year-end deficit/surplus situation and recommend any surplus movements to reserves to Council following the accounts close-down process.	<ul style="list-style-type: none">• Strategic overview to Committee (surplus/deficit recommendations to be provided by the RFO)
4.5 Review significant variances submitted to external auditors at year-end.	<ul style="list-style-type: none">• Operational management to RFO
5. Financial Planning	
5.1 Supervise the Council's insurance arrangements.	<ul style="list-style-type: none">• Committee (strategic overview & minor amendments to the policy with Town Clerk)
5.2 Create a 5-year financial plan for the Council.	<ul style="list-style-type: none">• Committee
5.3 Supervise and agree on any financial plans for major projects (loan applications must be approved by the Council).	<ul style="list-style-type: none">• Committee (strategic overview with RFO)

5.4	Liaise with other Committees where necessary on Profit & Loss.	<ul style="list-style-type: none"> Strategic overview with Town Clerk.
6.	Grants	
6.1	Supervise Section 106 grants and other external grants relating to the Committee's function.	<ul style="list-style-type: none"> Committee, Town Clerk & RFO as set out in the Financial Regulations.
7.	Performance & Finance Scrutiny	
7.1	Responsible for monitoring the overall financial performance of the Council.	
7.2	Monitor the progress of the Central Projects Fund (CPF) alongside any secured grants for projects.	
7.3	Oversee debt management for customer accounts. Proposals for writing off significant bad debt (anything above £1,000) should be presented to the Town Council for consideration.	<ul style="list-style-type: none"> Overview to Committee Operational management to RFO
7.4	Consider investment opportunities and oversee usage of the Public Sector Deposit Fund (CCLA).	
7.5	Track and review the budget versus actual spending across the Council (BI&DB responsible for the traded service and business performance in Rufus Centre/Rendezvous cost centres).	
7.6	Monitor and make recommendations to the Council for the use of Earmarked Reserves.	
8.	Internal Controls	
8.1	Receive and review the reports from the Internal Auditor before presentation to the Town Council for adoption.	<ul style="list-style-type: none"> Operational management to RFO. The Council to formally accept/adopt reports.
9.	Contracts	
9.1	Review ongoing contracts annually and ensure best value for new opportunities, rates for utilities, etc., in line with the Council's procurement strategy and the adopted Financial Regulations.	<ul style="list-style-type: none"> Operational management to the Town Clerk Overview to Committee
9.2	Ensure that payments for relevant contracts are accounted for by spreading the cost over 12 months to accurately reflect the business's performance.	<ul style="list-style-type: none"> Operational management to the RFO Overview to Committee

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns



FLITWICK TOWN COUNCIL

Report to Town Council 16.07.24 Social Value

Background

The Town Council has been organising and delivering events and activities within the community for a number of years. Up until now, there has been no real measurement of the social value of these events and activities.

Introduction

The Community Services Officer, Sue Quinn, has a background in delivering 'Social Value' training and has recently delivered this session to the Senior Management team and the Chairman of each committee.

The feedback from the training sessions has been positive, and both officers and members feel it would be a useful tool for the Council to implement.

What is Social Value?

There are over 25 different methodologies that measure the social value of organisations. Training has been carried out with FTC staff and Members on the Social Return on Investment (SROI). This methodology enables FTC to see the value of their investment and what the monetary return is for that investment. It also enables FTC to realise the monetary value of volunteers in delivery, and demonstrates to residents the amount of investment and how funds are allocated. However, projects should not necessarily only be judged on the monetary return but the value they deliver to the community or individuals.

The 7 principles guiding SROI are:

• Involve stakeholders. • Understand what changes. • Value the things that matter. • Only include what is material. • Do not over-claim. • Be transparent. • Verify the result

Clear guidance on why and how the information is interpreted each time the methodology is used will be created so that measurement is consistent across FTC.

SROI can be used in the development of projects and strategies, creating a forecast map, mapping out the project, and setting out the outcomes, outputs, and expected changes. This creates the baseline for measuring the changes. The evaluation will map whether these assumptions were correct and whether the outcomes and outputs were as expected. Using this as a process enables FTC to continually develop its practice.

Social Value UK

Social Value UK is the recognised body for accreditation and assurance for measuring social value. For local authorities, price is dictated by population. For example, a Town Council working with a population under 300,000 would be classified as a Medium Organisation. The cost of this is £800 plus VAT per year.

The initial membership cost covers the following;

- Participate in regular free member-only events to network and share
- Join Thought Leadership Groups and Regional Networks
- Free or discounted entry to SVUK and SVI events and conferences
- Access SVUK and SVI online member-only forums
- Apply to work with SVUK to deliver training or become an assessor

There are 3 stages of accreditation that the Council can work towards as a member (at additional cost) -

Level 1 – demonstrate a commitment to Social Value.

An organisation or programme must demonstrate a commitment to embedding the Social Value International framework and The Principles of Social Value into its policies and practices, supported by senior management and/or the board. This means an explicit commitment to managing the social value being created in the organisation for all stakeholders.

Level 2 – demonstrate implementation of Social Value

The organisation or programme must show that the commitment to managing social value in alignment with the Social Value International framework and the Social Value Principles is being implemented into the organisational practice. This will include evidence of data that has been collected.

Level 3 – demonstrate maximisation of Social Value

The organisation or programme must demonstrate that social value is being managed with an aim to maximise the value that is being created within the organisation's available resources for all stakeholders. This means social value data is being used in organisational decision making continuously and systems and processes are being reviewed and improved.

Recommendations

1. Members to consider adopting the 'Social Return on Investment' process for all Community events and activities.
2. Task Officers to create a Social Value policy.
3. Members to consider signing up to Social Value UK at a cost of £800.00.
4. Members to consider incorporating 'Social Return on Investment' into the Town Council's strategy.

Stacie Lockey
Town Clerk & Chief Executive



Flitwick Town Council

FLAG FLYING POLICY

1. FTC do not fly flags for which planning permission would be needed, due to the burden upon FTC staff and CBC in processing these requests.
2. That from the list published, FTC fly the Union Flag on the real and official birthdays of the King and Remembrance Day on an annual basis. Then, VE and VJ day every 5th year. Additionally, FTC fly the St George's Cross on St George's Day; That we review this position upon a Royal succession.
3. FTC flies the Union Flag in accordance with guidelines upon death of a Sovereign and any issued special commands.
4. The default position is not to fly a flag.
5. FTC fly the Bedfordshire County Flag on 28th November.
6. The Pride Flag is flown during Pride month of June.

Approved: May 2022

Review: May 2025

Roll Over Balance (24/25 only)		£	119,335
Previous Year's Committee Spend (24/25 only)		£	12,903
(315)	(315)	Central Project Fund Opening Balance	£ 106,432
1176/110	1176/110	PLUS 2024/25: Agreed CPF Precept Funding	£ 55,675
800s	800s	LESS: 24/25 Projects Opening Balance	£ 49,393
(315)	(315)	Central Project Fund YTD Funds Available	£ 112,715

(1st Instal £27,837.50 rec'd April 24 & 2nd instal £27,837.50 to be received Oct 24)

Working balance (315) less 2nd precept instal (Oct)=

£84,877

Accepted Project budget variance at 5%.

All projects now managed through individual EMRs with budgets drawn from CPF

PROJECT Details						Project Details								24/25 FUNDING Details				Comments
Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	24/25 Opening Project Balance	GRANT Received	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	24/25 Actual Funds Received	Grants/ Funding Budget Remaining	
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 8,100		£ 4,077	0%	£ 283,385	£ 10,490	£ 272,895	S106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23.
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -		£ 722	41%				Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)l	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ -		£ 3,800	100%				
	803	4837 110	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -	£ -		£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
	804	4849 110	Proj - Locker Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -	£ 2,239		-£ 1,715	-4%				Overspend is within accepted 5% tolerance. PROJECT CLOSED June 24
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155	19%				
	806	4852 110	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -	£ 3,370		£ -	0%				PROJECT CLOSED June 24
	807	4850 110	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -	£ -		£ 3,560	100%				
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 5,349		£ 18,324	77%				
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ -		£ 16,127	100%				
	810	4855 110	Proj - Stocksfield Refurb	Business	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 1,650	£ -		£ 4,150	166%	£ 7,650	£ 1,650	£ 6,000	£1,650 from TM Charities via Ward Councillors - received £6,000 Hubub Grant Funding - not yet received
	811	4856 110	Proj - Café IT Station	Business	5661gii2	Jun-24	£ 2,621		£ 2,621	£ -	£ -		£ 2,621	100%				
	812	4857 110	Proj - Café Dishwasher	Business	5661gii1	Jun-24	£ 4,472		£ 4,472	£ -	£ -		£ 4,472	100%				
			Proj - Road Closure Signage	Community					£ -	£ -	£ -		£ -					Project Recommendation from Community Services Committee to Council (July 24) with a recommended fund of £1,454
			Proj - Skate Park Extension	Community					£ -	£ -	£ -		£ -					Project Recommendation from Community Services Committee to Council (July 24) with a recommended fund of £8,000 + UKSPF Community Grant

£ 49,393

Flitwick Town Council Financial Summary 24/25

01 April 2024 to 30 June 2024

	YTD Income	Income Budget	% Budget Achieved		YTD Expenditure	Expenditure Budget	% Budget Spent	YTD +/-
Finance & General Purposes	£ 692,318	£ 1,032,142	67%		£ 177,124	£ 556,680	32%	£ 515,194
Business Improvement & Development Board	£ 230,286	£ 860,300	27%		£ 188,246	£ 766,925	25%	£ 42,040
Community Services	£ 64,018	£ 46,210	139%		£ 163,307	£ 615,047	27%	-£ 99,289
Confidential	£ -	£ -	0%		£ -	£ -	0%	£ -
Whole Business	£ 986,622	£ 1,938,652	51%		£ 528,677	£ 1,938,652	27%	£ 457,945

Investments 24/25

CCLA Summary Year to Date	
(230, 1190/111)	
Account balance:*	£ 1,587,095
Cumulative YT Interest:	£ 13,739

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

Accepted budget variance 5%

Loans 24/25

(4061/422 & 4062/422)

Loan Purpose	PWLB Ref	Total Loan	Interest Rate	1st Repayment	Final Repayment	24/25 Capital Paid		24/25 Interest Paid		Balance o/s
						Amount	Date	Amount	Date	
Rufus Centre Purchase	PW480459	£ 289,000	6.25%	July 2009	July 2024					£ 9,915.58
Manor Park	PW488637	£ 240,000	4.80%	July 2009	July 2029					£ 66,000.00
3 Station Rd Purchase	PW412743	£ 800,000	2.19%	April 2022	April 2047	£ 12,641.87	05-Apr-24	£ 8,221.00	05-Apr-24	£742,429.00
		£ 1,329,000				£ 12,641.87		£ 8,221.00		£ 818,344.58

09/07/2024

Flitwick Town Council CURRENT YEAR: 2024-25

10:05

Balance Sheet as at 30th June 2024

31st March 2023		31st March 2024		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
	0			0
	Current Assets			
35,906	DEBTORS	69,153		
447	BURIAL GROUND & CEMETRIES	0		
39,477	PREPAYMENTS	0		
5,345	Mthly Business Prepays	36,637		
47,844	PrePayment for Land Sale	52,225		
4,733	Accrued Income	0		
3,886	Bar Stock	3,677		
4,953	Rendezvous Foodstuffs Stock	5,016		
5,018	Current Bank Ac Barclays 009	5,018		
136,295	Barclays Business Reserve 106	102,693		
1,000	PDQ Account	723		
41,209	Tenants Deposits Account	47,834		
400	Petty Cash Control	400		
400	Float - Main Safe	400		
400	Float - Cafe Safe	400		
15	Float - Reception Safe	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA PSDF Account	1,587,095		
1,348,208			1,911,367	
1,348,208	Total Assets		1,911,367	
	Current Liabilities			
8,693	DEBTORS CNTRL-FUNCTIONS	20,777		
0	BURIAL GROUND & CEMETRIES	472		
1,902	VAT DUE/REPAYABLE	11,885		
0	Barclaycard	1,122		
23,904	CREDITORS	142,924		
8,493	ACCRUAL - LOAN INTEREST	0		
18,438	ACCRUALS	0		

Balance Sheet as at 30th June 2024

31st March 2023		31st March 2024	
18,645	PAYE/NI DUE	15,121	
11,886	LGPS Pension Control	12,043	
2,619	NEST Pension Control	2,557	
2,973	INCOME IN ADVANCE	0	
5,009	Past Yr TM Charity	0	
1,591	Past Yr TM Allow & Civic Recep	0	
45,751	RENT DEPOSITS	49,636	
1,500	Refundable Deposits (Functions	1,350	
963	Barclaycard Year End balance	0	
<hr/> 152,369		<hr/> 257,886	
<hr/> 1,195,839		<hr/> 1,653,480	
Total Assets Less Current Liabilities		Total Assets Less Current Liabilities	
Long Term Liabilities		Long Term Liabilities	
<hr/> 0		<hr/> 0	
<hr/> 1,195,839		<hr/> 1,653,480	
Total Assets Less Long Term Liabilities		Total Assets Less Long Term Liabilities	
Represented By		Represented By	
453,445	GENERAL RESERVE	746,395	
742,394	Earmarked Reserves	907,085	
<hr/> 1,195,839		<hr/> 1,653,480	

The above statement represents fairly the financial position of the authority as at 30th June 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	5,000.00					5,000.00	
	Banked: 03/06/2024	112.00						
	Sales Recpts Page 13147	112.00	112.00		101			Sales Recpts Page 13147
	Banked: 03/06/2024	698.40						
	Sales Recpts Page 13148	698.40	698.40		101			Sales Recpts Page 13148
	Banked: 03/06/2024	489.40						
	Sales Recpts Page 13149	489.40	489.40		101			Sales Recpts Page 13149
	Banked: 03/06/2024	777.00						
	Sales Recpts Page 13150	777.00	777.00		101			Sales Recpts Page 13150
	Banked: 03/06/2024	100.00						
	Surfin Cafe	100.00			1032	312	100.00	Sponsorship
	Banked: 03/06/2024	646.70						
	Sales Recpts Page 13151	646.70	646.70		101			Sales Recpts Page 13151
	Banked: 03/06/2024	63.00						
	P Nichols	63.00		10.50	1120	312	52.50	Keep Fit
	Banked: 03/06/2024	100.00						
	Sales Recpts Page 13152	100.00	100.00		101			Sales Recpts Page 13152
	Banked: 03/06/2024	709.80						
	Sales Recpts Page 13154	709.80	709.80		101			Sales Recpts Page 13154
	Banked: 03/06/2024	1,161.00						
	Sales Recpts Page 13155	1,161.00	1,161.00		101			Sales Recpts Page 13155
	Banked: 03/06/2024	525.00						
	Sales Recpts Page 13156	525.00	525.00		103			Sales Recpts Page 13156
	Banked: 03/06/2024	63.00						
	J Moore	63.00		10.50	1120	312	52.50	Keep Fit
	Banked: 03/06/2024	140.42						
	Barclays Bank	140.42			1193	111	140.42	Interest Rec'd CB7 Mar-Jun24
	Banked: 03/06/2024	-140.42						
	Barclays Bank	-140.42			1193	111	-140.42	CB7 Interest mvd to CB7
	Banked: 04/06/2024	818.83						
AUTO	BUSINESS RESERVE (106)	818.83			202		818.83	Auto Transfer
	Banked: 04/06/2024	44.80						
	Sales Recpts Page 13157	44.80	44.80		101			Sales Recpts Page 13157
	Banked: 04/06/2024	489.40						
	Sales Recpts Page 13158	489.40	489.40		101			Sales Recpts Page 13158
	Banked: 04/06/2024	31.50						
	A Archer	31.50		5.25	1120	312	26.25	Keep Fit

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/06/2024	802.50						
	Sales Recpts Page 13159	802.50	802.50		101			Sales Recpts Page 13159
	Banked: 04/06/2024	978.82						
	Sales Recpts Page 13160	978.82	978.82		101			Sales Recpts Page 13160
	Banked: 04/06/2024	-350.00						
	Sales Recpts Page 13205	-350.00	4,261.00		101			Sales Recpts Page 13205
			-4,611.00		103			Sales Recpts Page 13205
	Banked: 04/06/2024	-298.00						
	Sales Recpts Page 13206	-298.00	-298.00		103			Sales Recpts Page 13206
	Banked: 05/06/2024	854.70						
	Sales Recpts Page 13161	854.70	854.70		101			Sales Recpts Page 13161
	Banked: 05/06/2024	31.50						
	A Ly	31.50		5.25	1120	312	26.25	Keep Fit
	Banked: 05/06/2024	1,414.50						
	Sales Recpts Page 13162	1,414.50	1,414.50		101			Sales Recpts Page 13162
	Banked: 05/06/2024	777.00						
	Sales Recpts Page 13163	777.00	777.00		101			Sales Recpts Page 13163
	Banked: 05/06/2024	777.00						
	Sales Recpts Page 13164	777.00	777.00		101			Sales Recpts Page 13164
	Banked: 06/06/2024	86,000.00						
Manual	BUSINESS RESERVE (106)	86,000.00			202		86,000.00	June Payment Run
	Banked: 06/06/2024	313.50						
	Sales Recpts Page 13165	313.50	313.50		103			Sales Recpts Page 13165
	Banked: 06/06/2024	726.00						
	Sales Recpts Page 13166	726.00	726.00		101			Sales Recpts Page 13166
	Banked: 06/06/2024	882.00						
	Sales Recpts Page 13167	882.00	882.00		101			Sales Recpts Page 13167
	Banked: 06/06/2024	2,463.50						
	Sales Recpts Page 13168	2,463.50	2,463.50		101			Sales Recpts Page 13168
	Banked: 06/06/2024	65.00						
	Sales Recpts Page 13210	65.00	65.00		103			Sales Recpts Page 13210
	Banked: 07/06/2024	109.20						
	Sales Recpts Page 13169	109.20	109.20		104			Sales Recpts Page 13169
	Banked: 07/06/2024	1,065.00						
	Sales Recpts Page 13170	1,065.00	1,065.00		101			Sales Recpts Page 13170
	Banked: 07/06/2024	100.00						

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 13171	100.00	100.00		101			Sales Recpts Page 13171
	Banked: 10/06/2024	40,000.00						
Manual	BUSINESS RESERVE (106)	40,000.00			202		40,000.00	PAYE/NIC/LGPS
	Banked: 10/06/2024	1,749.00						
	Sales Recpts Page 13172	1,749.00	1,749.00		101			Sales Recpts Page 13172
	Banked: 10/06/2024	734.90						
	Sales Recpts Page 13173	734.90	734.90		101			Sales Recpts Page 13173
	Banked: 10/06/2024	200.00						
	Sales Recpts Page 13174	200.00	200.00		103			Sales Recpts Page 13174
	Banked: 10/06/2024	4,964.50						
	Sales Recpts Page 13175	4,964.50	4,964.50		101			Sales Recpts Page 13175
	Banked: 10/06/2024	-250.00						
	Sales Recpts Page 13207	-250.00	-0.50		101			Sales Recpts Page 13207
			-249.50		103			Sales Recpts Page 13207
	Banked: 11/06/2024	3,085.00						
	Sales Recpts Page 13176	3,085.00	3,085.00		103			Sales Recpts Page 13176
	Banked: 11/06/2024	156.00						
	Sales Recpts Page 13177	156.00	156.00		101			Sales Recpts Page 13177
	Banked: 11/06/2024	30.00						
	NCT Mid Bedfordshire	30.00			1127	313	30.00	FFFD24 Stall
	Banked: 11/06/2024	1,133.60						
	Sales Recpts Page 13178	1,133.60	1,133.60		101			Sales Recpts Page 13178
	Banked: 11/06/2024	801.00						
	Sales Recpts Page 13179	801.00	801.00		101			Sales Recpts Page 13179
	Banked: 13/06/2024	10,490.00						
	Sales Recpts Page 13180	10,490.00	10,490.00		101			Sales Recpts Page 13180
	Banked: 14/06/2024	47,260.35						
AUTO	BUSINESS RESERVE (106)	47,260.35			202		47,260.35	Auto Transfer
	Banked: 14/06/2024	777.00						
	Sales Recpts Page 13181	777.00	777.00		101			Sales Recpts Page 13181
	Banked: 14/06/2024	2,784.00						
	Sales Recpts Page 13182	2,784.00	2,784.00		101			Sales Recpts Page 13182
	Banked: 14/06/2024	211.50						
	Sales Recpts Page 13183	211.50	211.50		101			Sales Recpts Page 13183
	Banked: 17/06/2024	777.00						
	Sales Recpts Page 13184	777.00	777.00		101			Sales Recpts Page 13184

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 17/06/2024	176.40						
	Sales Recpts Page 13185	176.40	176.40		101			Sales Recpts Page 13185
	Banked: 17/06/2024	4,224.00						
	Sales Recpts Page 13186	4,224.00	4,224.00		101			Sales Recpts Page 13186
	Banked: 18/06/2024	246.00						
AUTO	BUSINESS RESERVE (106)	246.00			202		246.00	Auto Transfer
	Banked: 18/06/2024	7,000.00						
Manual	BUSINESS RESERVE (106)	7,000.00			202		7,000.00	CB Payments Manual Trans
	Banked: 18/06/2024	348.00						
	Sales Recpts Page 13187	348.00	348.00		101			Sales Recpts Page 13187
	Banked: 18/06/2024	-500.00						
	Sales Recpts Page 13208	-500.00	-500.00		101			Sales Recpts Page 13208
	Banked: 19/06/2024	2,790.96						
AUTO	BUSINESS RESERVE (106)	2,790.96			202		2,790.96	Auto Transfer
	Banked: 19/06/2024	812.40						
	Sales Recpts Page 13188	812.40	812.40		101			Sales Recpts Page 13188
	Banked: 20/06/2024	385.20						
	Sales Recpts Page 13189	385.20	385.20		101			Sales Recpts Page 13189
	Banked: 20/06/2024	296.40						
	Sales Recpts Page 13190	296.40	296.40		101			Sales Recpts Page 13190
	Banked: 20/06/2024	486.92						
	Sales Recpts Page 13191	486.92	486.92		101			Sales Recpts Page 13191
	Banked: 21/06/2024	788.55						
	Sales Recpts Page 13192	788.55	788.55		104			Sales Recpts Page 13192
	Banked: 24/06/2024	767.40						
	Sales Recpts Page 13193	767.40	767.40		101			Sales Recpts Page 13193
	Banked: 24/06/2024	5,663.40						
	Sales Recpts Page 13194	5,663.40	5,663.40		101			Sales Recpts Page 13194
	Banked: 25/06/2024	198.00						
	Sales Recpts Page 13195	198.00	198.00		101			Sales Recpts Page 13195
	Banked: 25/06/2024	741.00						
	Sales Recpts Page 13196	741.00	741.00		101			Sales Recpts Page 13196
	Banked: 25/06/2024	4,500.00						
	Avison Young	4,500.00			1014	303	4,500.00	Avison Young
	Banked: 25/06/2024	15.00						
	C Tsang	15.00			1165	313	15.00	Xmas Lights 24 Stall

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 25/06/2024	15.00						
	M & P Georgiou	15.00			1165	313	15.00	Xmas Lights 24 Stall
	Banked: 26/06/2024	63.55						
AUTO	BUSINESS RESERVE (106)	63.55			202		63.55	Auto Transfer
	Banked: 27/06/2024	1,215.00						
	Sales Recpts Page 13197	1,215.00	1,215.00		101			Sales Recpts Page 13197
	Banked: 27/06/2024	103.50						
	Sales Recpts Page 13198	103.50	103.50		101			Sales Recpts Page 13198
	Banked: 27/06/2024	109.20						
	Sales Recpts Page 13199	109.20	109.20		104			Sales Recpts Page 13199
	Banked: 27/06/2024	4,230.00						
	Sales Recpts Page 13200	4,230.00	4,230.00		103			Sales Recpts Page 13200
201754	Banked: 27/06/2024	4,709.66						
201754	Tea & Coffee Donations	41.15			1155	420	41.15	Jun 24 Donations
	Painting Circle	15.50		2.58	1039	312	12.92	Jun 24
201754	Painting Circle	17.50		2.92	1039	312	14.58	Jun 24 Cheque 100964
201754	Photocopying Donations	4.20			1003	101	4.20	June 24
201754	Tea Dance	269.00		44.83	1042	312	224.17	June 24 Cash Sales
201754	FFFD24 FTC Takings	110.00			1127	313	110.00	Basketball Stand (FTC)
201754	Colins Flowers	60.00			1127	313	60.00	FFFD24 Stall
201754	FFFD24 FTC Stall	302.30			1127	313	302.30	FTC Games Stall Takings
201754	Lunch Club	95.50		15.92	1171	312	79.58	June 24 Cash Takings
201754	Lunch Club	15.00			1171	312	15.00	Jun 24 Bingo Cash Takings
201754	BAR Takings	67.65		11.28	1026	420	56.37	01.06.24 Drag Bingo
201754	BAR Takings	1.80		0.30	1026	420	1.50	08.06.24 Wedding
201754	Rendezvous Cafe Takings	50.00			1027	420	50.00	FTC Gift Card Top Up
201754	Rendezvous Cafe Takings	401.26		66.88	1027	420	334.38	30 May - 01 June Cash
201754	Rendezvous Cafe Takings	1,001.90		166.98	1027	420	834.92	03-09 June 24 Cash
201754	Rendezvous Cafe Takings	1,029.68		171.61	1027	420	858.07	10-16 June 24 Cash
201754	Rendezvous Cafe Takings	1,037.61		172.94	1027	420	864.67	17-23 June 24 Cash
201754	Rendezvous Cafe Takings	189.61		31.60	1027	420	158.01	24-25 June 24 Cash
	Banked: 28/06/2024	5,276.80						
	Sales Recpts Page 13201	5,276.80	5,276.80		101			Sales Recpts Page 13201
	Banked: 28/06/2024	1,553.10						
	Sales Recpts Page 13202	1,553.10	1,553.10		101			Sales Recpts Page 13202
	Banked: 28/06/2024	252.00						
	Sales Recpts Page 13203	252.00	252.00		101			Sales Recpts Page 13203
	Banked: 28/06/2024	360.00						
	Sales Recpts Page 13204	360.00	360.00		101			Sales Recpts Page 13204
	Banked: 28/06/2024	65.00						
	Sales Recpts Page 13209	65.00	65.00		103			Sales Recpts Page 13209

Total Receipts for Month	265,338.34	71,599.99	719.34	193,019.01
Cashbook Totals	<u>270,338.34</u>	<u>71,599.99</u>	<u>719.34</u>	<u>198,019.01</u>

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/05/2024	NEST Pension Fund	DD	2,538.77			519		2,538.77	May 2024: Nest Pension Costs
15/05/2024	NEST Pension Fund	DD	-2,538.77			519		-2,538.77	May 2024: Nest Pension Costs
03/06/2024	BRITISH TELECOMMUNICATION	DD726	491.70	491.70		501			May 24 Charges
03/06/2024	BUSINESS RESERVE (106)	AUTO	4,953.60			202		4,953.60	Auto Transfer
04/06/2024	Barclays Payflow	O/L	18.30			4058	101	18.30	May 2024: Payflow Charges
04/06/2024	Screwfix Flitwick	CB1	51.55	51.55		501			Cutting Disc
05/06/2024	O2 Uk Limited	DD727	27.60	27.60		501			Jun24 Line Rental
05/06/2024	Total Energies (prev. Total Ga	DD728	3.55	3.55		501			20-30 April 24: Rufus Gas
05/06/2024	BUSINESS RESERVE (106)	AUTO	4,471.55			202		4,471.55	Auto Transfer
06/06/2024	Malcolm Hughes Chartered Surve	MvdtoCOM05	115.07	115.07		501			Headset for ME
06/06/2024	Malcolm Hughes Chartered Surve	MvdtoCOm05	115.07	115.07		501			Headset for ME
06/06/2024	SHARP (formally Complete I.T.)	mvdfrMAL01	-115.07	-115.07		501			P/Ledger Electronic Payment
06/06/2024	SHARP (formally Complete I.T.)	MvdfrMAL01	115.07	115.07		501			P/Ledger Electronic Payment
06/06/2024	1Entertainments	E4951	375.00	375.00		501			Wedding 26.07.24 DJ
06/06/2024	ABAX UK Ltd	E4952	302.40	302.40		501			Trip Log 6 Mths x2
06/06/2024	A B Fruits	E4953	1,699.14	1,699.14		501			Cafe Stock / Supplies
06/06/2024	ACE Fire & Security Ltd	e4954	114.00	114.00		501			Fire Alarm Callout 17.05.24
06/06/2024	Ace Celebrations & Events	E4955	165.00	165.00		501			20 x White Chair Covers
06/06/2024	All Star Business Solutions Li	E4956	646.57	646.57		501			May 24 Trucks Fuel
06/06/2024	Arena Security Limited	E4957	228.00	228.00		501			Alarm Activation 06/24/27 May
06/06/2024	Bedfordshire Assoc. of Parish	E4958	2,252.00	2,252.00		501			2024/25 Affiliation Fees
06/06/2024	BeaumontH TM Ltd	E4959	662.13	662.13		501			Latte Glasses & Spoons
06/06/2024	Belair Coffee	E4960	976.13	976.13		501			Cafe Stock / Supplies
06/06/2024	Bidfood	E4961	3,329.98	3,329.98		501			Cafe Stock / Supplies
06/06/2024	BIFFA WASTE SERVICES LTD	E4962	1,077.61	1,077.61		501			May 24 Rufus Waste Organic
06/06/2024	BT Events Ltd	E4963	2,392.80	2,392.80		501			Star Cloth for Lockyer Works
06/06/2024	CASTLEBAR CATERING SUPPLIES LT	E4964	251.74	251.74		501			Pump Action Coffee Urn
06/06/2024	Central Beds Council Business	E4965	251.95	251.95		501			24/25 Rates Room 5 (Barclays)
06/06/2024	Central Beds Council Business	E4965A	383.39	383.39		501			Unoccupied Rm 5:2/10/23-1/1/24
06/06/2024	Chefoholics Recruitment Ltd	E4966	1,851.16	1,851.16		501			w/e 12.05.24 Agency Chef
06/06/2024	CK Nurseries	E4967	470.00	470.00		501			Various Plants
06/06/2024	Clean4Shaw Ltd (admin by Bibby	E4968	2,828.02	2,828.02		501			May 24 Rufus Cleaning
06/06/2024	Collin Hill Bar & Catering Sup	E4969	379.40	379.40		501			Dishwasher Replacement Parts
06/06/2024	SHARP (formally Complete I.T.)	E4970	4,427.80	4,427.80		501			May 24 Azure Plan
06/06/2024	Copier Solutions (UK) Ltd	E4971	421.54	421.54		501			Apr 24 Photocopier Charges

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/06/2024	Dayla	E4973	2,574.94	2,574.94		501			Bar Stock / Supplies
06/06/2024	B.W. Deacon Butchers	E4974	1,312.89	1,312.89		501			Cafe Stock / Supplies
06/06/2024	Denmanair Ltd	E4975	1,260.00	1,260.00		501			Air Conditioning Maintenance
06/06/2024	Ferris Wheel Company	E4976	4,680.00	4,680.00		501			FFFD24 Ferris Wheel & Helter
06/06/2024	W Fuller & Son Ltd	E4979	288.00	288.00		501			Wedding 25.05.24 Security
06/06/2024	Home Counties Toilet Hire	E4981	552.00	552.00		501			May 24 Allots Portaloos x2
06/06/2024	ICPhygiene	E4982	755.40	755.40		501			Various Cleaning & H&S Supply
06/06/2024	Imagination Dance Community Co	E4983	250.00	250.00		501			May 24 Dance Fitness Delivey
06/06/2024	JEWSON LTD	E4984	92.28	92.28		501			Timber & Fixtures for Lockyer
06/06/2024	Kirkby & Diamond LLP	E4985	3,060.00	3,060.00		501			Valuation Fees
06/06/2024	LC Cleaning Services	E4986	163.50	163.50		501			May 24 Youth Hub Cleaning
06/06/2024	Le Mark Group	E4987	218.59	218.59		501			Batteries & Police Tape
06/06/2024	Lyreco UK Limited	E4988	293.87	293.87		501			Various Stationary Supplies
06/06/2024	Ocean Creative Ltd	E4991	465.60	465.60		501			Summer Edition Flitwick Papers
06/06/2024	Olleco	E4992	144.00	144.00		501			Rapeseed Oil Deliver / Recycle
06/06/2024	PERRIN MYDDELTON LIMITED	E4993	2,535.60	2,535.60		501			Legal Advice on The Mount
06/06/2024	PROLATERAL CONSULTING LTD	E4994	72.00	72.00		501			May 24 Web Hosting
06/06/2024	NETWORK RAIL	E4995	4.50	4.50		501			Bus Shelter Charge Jun-Sep 24
06/06/2024	RBS SOFTWARE SOLUTIONS	E4996	1,023.60	1,023.60		501			23/24 Year End Closedown Suppo
06/06/2024	Remedy Sound Ltd	E5011	336.00	336.00		501			Microphones & Stand for Events
06/06/2024	R F Lane Agricultural Hutchins	E4997	480.00	480.00		501			Hemlock & Ragwort Treatment MP
06/06/2024	D & G SHORT	E4998	19.90	19.90		501			Keys & Cable Ties
06/06/2024	Silent Noize Events Limited	E4999	365.00	365.00		501			Silent Disco
06/06/2024	Simply Health	E5000	539.75	539.75		501			May 24 Charges
06/06/2024	SSL Foodservice Ltd	E5001	1,620.11	1,620.11		501			Cafe Stock / Supplies
06/06/2024	Stimpsons Eves Chartered Surve	E5002	6,000.00	6,000.00		501			Dilapidation Negotiation Fees
06/06/2024	The Stickleback Fish Company L	E5003	267.60	267.60		501			Cafe Stock / Supplies
06/06/2024	STUART BROWN LIMITED	E5004	451.39	451.39		501			Petrol Blower (replace stolen)
06/06/2024	TicketSolve Ltd	E5005	5,000.00	5,000.00		501			Apr 24-Mar 25 Annual Charges
06/06/2024	Tollers Solicitors LLP	E5006	903.60	903.60		501			Rufus Centre Flat Fees
06/06/2024	TSI Plumbing and Heating	E5008	290.00	290.00		501			Replace Tap in Ladies Toilets
06/06/2024	Wooden Hill Coffee Roasters	E5009	633.50	633.50		501			Cafe Stock / Supplies
06/06/2024	ZURICH MUNICIPAL	E5010	2,739.74	2,739.74		501			24/25 Trucks Insurance
06/06/2024	Virgin Media Business	DD729	50.40	50.40		501			May 24 Broadband Charges

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/06/2024	BUSINESS RESERVE (106)	AUTO	26,155.82			202		26,155.82	Auto Transfer
06/06/2024	Duplicate Entry Correction	BACS	-115.07		-19.18	4040	101	-95.89	Duplicate Entry Correction
06/06/2024	Duplicate Entry Removed	O/L	-115.07		-19.18	4040	101	-95.89	Duplicate Entry Removed
07/06/2024	Home Counties Toilet Hire	E5012	900.00	900.00		501			FFFD24 Portaloo's
07/06/2024	Total Energies (prev. Total Ga	DD730	115.51	115.51		501			Credit for overcharge
07/06/2024	BUSINESS RESERVE (106)	AUTO	2,058.69			202		2,058.69	Auto Transfer
10/06/2024	CTS Bridges Limited	E4972	601.44	601.44		501			Manor Pk Bridge Decking
10/06/2024	Flitwick Tyres & Batteries Ltd	E4977	264.00	264.00		501			Ride On Puncture Repairs
10/06/2024	Forest of Marston Vale Trust	E4978	9,720.00	9,720.00		501			Livestock Fencing
10/06/2024	Murder 57 Limited	E4990	687.00	687.00		501			19.10.24 Murder Mystery Event
10/06/2024	The Training Association West	E5007	600.00	600.00		501			PR Team Woodchipper TRaining
10/06/2024	Central Beds Council Business	DD731	37.00	37.00		501			Change Rms Busines Rates 24/25
10/06/2024	Central Beds Council Business	DD732	160.00	160.00		501			Youth Hub Business Rates 24/25
10/06/2024	Central Beds Council Business	DD733	3,026.00	3,026.00		501			Rufus Business Rates 24/25
10/06/2024	Central Beds Council Business	DD734	206.00	206.00		501			Rm7 Rufus Business Rates 24/25
10/06/2024	Central Beds Council Business	DD735	1,460.00	1,460.00		501			3 Station Road: 2024/25
10/06/2024	BUSINESS RESERVE (106)	AUTO	2,071.07			202		2,071.07	Auto Transfer
10/06/2024	Barclaycard	Manual	819.35			205		819.35	Jun 24 CC (May 24 Purchases)
10/06/2024	Bedfordshire Pension Fund	O/L	12,001.89			517		12,001.89	May 24: LGPS Pension Costs
10/06/2024	L C Snape	O/L	118.80			4606	312	118.80	Community Fridge Mileage
10/06/2024	HMRC	O/L	14,990.51			515		14,990.51	May 24: PAYE / NIC
11/06/2024	BUSINESS RESERVE (106)	AUTO	5,205.60			202		5,205.60	Auto Transfer
13/06/2024	BUSINESS RESERVE (106)	AUTO	10,490.00			202		10,490.00	Auto Transfer
14/06/2024	Barclays Payflow	O/L	51,032.85			516		51,032.85	June 2024: Wages
17/06/2024	ANGLIAN WATER	DD736	24.84	24.84		501			Mar-Jun 24 Burial Ground Water
17/06/2024	ANGLIAN WATER	DD737	1,306.43	1,306.43		501			Mar-Jun 24 YH Water
17/06/2024	BUSINESS RESERVE (106)	AUTO	3,846.13			202		3,846.13	Auto Transfer
18/06/2024	James Harris FunFair	E4980	6,900.00	6,900.00		501			FFFD24 Funfair
18/06/2024	MCA Training & Event Cover	E4989	114.00	114.00		501			Skate Comp 19.05.24 Event Cove
18/06/2024	Christine Boulton	O/L	80.00			4552	312	80.00	13.06.24 Tea Dance
19/06/2024	NPower	DD738	627.73	627.73		501			May 24 Street Lighting
19/06/2024	O2 Uk Limited	DD739	85.52	85.52		501			May24 Call Charges
19/06/2024	Total Energies (prev. Total Ga	DD740	2,034.10	2,034.10		501			May 24 Rufus Electric Charge
19/06/2024	Total Energies (prev. Total Ga	DD741	856.01	856.01		501			May 24 Rufus Gas
20/06/2024	BUSINESS RESERVE (106)	AUTO	1,168.52			202		1,168.52	Auto Transfer
21/06/2024	BUSINESS RESERVE (106)	AUTO	788.55			202		788.55	Auto Transfer
24/06/2024	Iris Payroll Solutions Ltd	DD742	18.14	18.14		501			Jun 24 Payroll Charges
24/06/2024	EON ENERGY	DD743	81.63	81.63		501			Apr & May 24 Lighting Charges

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/06/2024	BUSINESS RESERVE (106)	AUTO	6,331.03			202		6,331.03	Auto Transfer
25/06/2024	BRITISH TELECOMMUNICATION	DD744	418.80	418.80		501			Jun 24 Fixed Charges
25/06/2024	Total Energies (prev. Total Ga	DD745	81.55	81.55		501			May 24 TS Electric Charges
25/06/2024	Total Energies (prev. Total Ga	DD746	35.81	35.81		501			May 24 Changing Rms Electric
25/06/2024	Total Energies (prev. Total Ga	DD747	58.33	58.33		501			May 24 YH Electric Charges
25/06/2024	BUSINESS RESERVE (106)	AUTO	5,138.51			202		5,138.51	Auto Transfer
25/06/2024	Twist of Rock Band	CREDIT	-264.00	-264.00		501			Booking Deposit Returned
26/06/2024	THREE (3)	DD748	17.77	17.77		501			Jun24 YH Broadband Charges
26/06/2024	Adsi Ltd (Babble)	DD749	45.78	45.78		501			Jun 24 Charges
27/06/2024	BUSINESS RESERVE (106)	AUTO	8,457.94			202		8,457.94	Auto Transfer
27/06/2024	Chq to Cash: Petty Cash	CHQ	247.23			220		247.23	Jun 2024: Reimburse Petty Cash
27/06/2024	H Duncan	O/L	775.00			4001	420	775.00	Interim Payment
27/06/2024	HMRC	O/L	796.42			4001	101	796.42	23/24 P11D Employers Claim
27/06/2024	Screwfix Flitwick	CB2	73.27	73.27		501			Flexible Hose Returned
28/06/2024	ISUZU Vehicle Leasing	DD750	878.78	878.78		501			Jun 24 Vehicle Leases
28/06/2024	BUSINESS RESERVE (106)	AUTO	6,628.12			202		6,628.12	Auto Transfer
Total Payments for Month			265,320.84	96,905.50	-38.36			168,453.70	
Balance Carried Fwd			5,017.50						
Cashbook Totals			270,338.34	96,905.50	-38.36			173,471.20	

Receipts for Month 3				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	166,616.37					166,616.37
	Banked: 03/06/2024	4,953.60					
AUTO	CURRENT ACCOUNT (009)	4,953.60			201		4,953.60 Auto Transfer
	Banked: 03/06/2024	449.36					
	Barclays Bank	449.36			1192	111	449.36 Bank Interest Rec'd Mar-May 24
	Banked: 04/06/2024	6,939.41					
	CCLA Investment Return	6,939.41			1190	111	6,939.41 CCLA Interest Received May 24
	Banked: 05/06/2024	4,471.55					
AUTO	CURRENT ACCOUNT (009)	4,471.55			201		4,471.55 Auto Transfer
	Banked: 06/06/2024	26,155.82					
AUTO	CURRENT ACCOUNT (009)	26,155.82			201		26,155.82 Auto Transfer
	Banked: 07/06/2024	2,058.69					
AUTO	CURRENT ACCOUNT (009)	2,058.69			201		2,058.69 Auto Transfer
	Banked: 10/06/2024	2,071.07					
AUTO	CURRENT ACCOUNT (009)	2,071.07			201		2,071.07 Auto Transfer
	Banked: 11/06/2024	5,205.60					
AUTO	CURRENT ACCOUNT (009)	5,205.60			201		5,205.60 Auto Transfer
	Banked: 13/06/2024	10,490.00					
AUTO	CURRENT ACCOUNT (009)	10,490.00			201		10,490.00 Auto Transfer
	Banked: 17/06/2024	3,846.13					
AUTO	CURRENT ACCOUNT (009)	3,846.13			201		3,846.13 Auto Transfer
	Banked: 20/06/2024	1,168.52					
AUTO	CURRENT ACCOUNT (009)	1,168.52			201		1,168.52 Auto Transfer
	Banked: 21/06/2024	788.55					
AUTO	CURRENT ACCOUNT (009)	788.55			201		788.55 Auto Transfer
	Banked: 24/06/2024	6,331.03					
AUTO	CURRENT ACCOUNT (009)	6,331.03			201		6,331.03 Auto Transfer
	Banked: 25/06/2024	5,138.51					
AUTO	CURRENT ACCOUNT (009)	5,138.51			201		5,138.51 Auto Transfer
	Banked: 27/06/2024	8,457.94					
AUTO	CURRENT ACCOUNT (009)	8,457.94			201		8,457.94 Auto Transfer
	Banked: 28/06/2024	25,102.21					
Manual	PDQ Account (271)	25,102.21			204		25,102.21 June 24 Income Rendevous
	Banked: 28/06/2024	6,628.12					
AUTO	CURRENT ACCOUNT (009)	6,628.12			201		6,628.12 Auto Transfer

Total Receipts for Month	120,256.11	0.00	0.00	120,256.11
Cashbook Totals	<u>286,872.48</u>	<u>0.00</u>	<u>0.00</u>	<u>286,872.48</u>

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2024	CURRENT ACCOUNT (009)	AUTO	818.83			201		818.83	Auto Transfer
06/06/2024	CURRENT ACCOUNT (009)	Manual	86,000.00			201		86,000.00	June Payment Run
10/06/2024	CURRENT ACCOUNT (009)	Manual	40,000.00			201		40,000.00	PAYE/NIC/LGPS
14/06/2024	CURRENT ACCOUNT (009)	AUTO	47,260.35			201		47,260.35	Auto Transfer
18/06/2024	CURRENT ACCOUNT (009)	AUTO	246.00			201		246.00	Auto Transfer
18/06/2024	CURRENT ACCOUNT (009)	Manual	7,000.00			201		7,000.00	CB Payments Manual Trans
19/06/2024	CURRENT ACCOUNT (009)	AUTO	2,790.96			201		2,790.96	Auto Transfer
26/06/2024	CURRENT ACCOUNT (009)	AUTO	63.55			201		63.55	Auto Transfer
Total Payments for Month			184,179.69	0.00	0.00			184,179.69	
Balance Carried Fwd			102,692.79						
Cashbook Totals			286,872.48	0.00	0.00			286,872.48	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		801.41					801.41	
	Banked: 03/06/2024	43.27						
	Barclays Bank	43.27			1192	111	43.27	Interest Rec'd CB5 Mar-Jun24
	PDQ Banked: 03/06/2024	623.73						
	PDQ Rendezvous Cafe Takings	553.73		92.29	1027	420	461.44	Rendezvous (28.05.24)
	PDQ Sales Ledger Receipt	70.00	70.00		103			Sales Recpts Page 13214
	PDQ Banked: 04/06/2024	709.14						
	PDQ Rendezvous Cafe Takings	677.64		112.94	1027	420	564.70	Rendezvous (29.05.24)
	PDQ Keep Fit / Dance Class	31.50		5.25	1120	312	26.25	Keep Fit / Dance Class
	TS Banked: 04/06/2024	148.00						
	TS TICKETSOLVE Online Sales	112.00		18.67	1023	421	93.33	Murder Mystery Tickets
	TS TICKETSOLVE Online Sales	30.00		5.00	1023	421	25.00	Silent Disco Tickets
	TS Booking Fee - TICKETSOLVE	6.00			1021	421	6.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 05/06/2024	2,870.04						
	PDQ Rendezvous Cafe Takings	733.75		122.29	1027	420	611.46	Rendezvous (01.06.24)
	PDQ BAR Takings	2,136.29		356.05	1026	420	1,780.24	Drag Bingo PDQ Bar Sales
	PDQ Banked: 05/06/2024	1,015.71						
	PDQ Rendezvous Cafe Takings	840.61		140.10	1027	420	700.51	Rendezvous (31.05.24)
	PDQ Sales Ledger Receipt	96.00	96.00		101			Sales Recpts Page 13211
	PDQ Rotary Flitwick	15.00			1127	313	15.00	FFFD24 Stall
	PDQ Photocopying Donations	1.10			1003	101	1.10	Photocopying Donations
	PDQ Keep Fit / Dance Class	63.00		10.50	1120	312	52.50	Keep Fit / Dance Class
	PDQ Banked: 05/06/2024	1,540.56						
	PDQ Rendezvous Cafe Takings	945.56		157.59	1027	420	787.97	Rendezvous (30.05.24)
	PDQ Sales Ledger Receipt	595.00	595.00		103			Sales Recpts Page 13212
	TS Banked: 05/06/2024	12.00						
	TS TICKETSOLVE Online Sales	10.00		1.67	1023	421	8.33	Soul & Motown
	TS Booking Fee - TICKETSOLVE	2.00			1021	421	2.00	Booking Fee - TICKETSOLVE
	TS Banked: 06/06/2024	119.00						
	TS TICKETSOLVE Online Sales	84.00		14.00	1023	421	70.00	Murder Mystery
	TS TICKETSOLVE Online Sales	30.00		5.00	1023	421	25.00	Silent Disco
	TS Booking Fee - TICKETSOLVE	5.00			1021	421	5.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 07/06/2024	918.49						
	PDQ Rendezvous Cafe Takings	536.99		89.50	1027	420	447.49	Rendezvous (03.06.24)
	PDQ Keep Fit / Dance Class	31.50		5.25	1120	312	26.25	Keep Fit / Dance Class
	PDQ Sales Ledger Receipt	350.00	350.00		103			Sales Recpts Page 13213
	TS Banked: 07/06/2024	16.00						
	TS TICKETSOLVE Online Sales	14.00		2.33	1023	421	11.67	Garage Night
	TS Booking Fee - TICKETSOLVE	2.00			1021	421	2.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 10/06/2024	660.24						
	PDQ Rendezvous Cafe Takings	628.99		104.83	1027	420	524.16	Rendezvous (04.06.24)
	PDQ Sales Ledger Receipt	31.25	31.25		101			Sales Recpts Page 13215

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	TS Banked: 10/06/2024	162.00						
	TS TICKETSOLVE Online Sales	140.00		23.33	1023	421	116.67	Murder Mystery
	TS TICKETSOLVE Online Sales	17.00		2.83	1171	312	14.17	Over 60s Lunch
	TS Booking Fee - TICKETSOLVE	5.00			1021	421	5.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 11/06/2024	598.16						
	PDQ Rendezvous Cafe Takings	598.16		99.69	1027	420	498.47	Rendezvous (05.06.24)
	STRIPE Banked: 11/06/2024	20.89						
	STRIPE STRIPE Cafe Online Sales	20.89		3.48	1027	420	17.41	Rendezvous (10.06.24)
	TS Banked: 11/06/2024	8.50						
	TS TICKETSOLVE Online Sales	8.50		1.42	1171	312	7.08	Over 60s Lunch
	PDQ Banked: 12/06/2024	684.65						
	PDQ Rendezvous Cafe Takings	481.97		80.33	1027	420	401.64	Rendezvous (08.06.24)
	PDQ BAR Takings	202.68		33.78	1026	420	168.90	BAR Wedding
	PDQ Banked: 12/06/2024	1,354.36						
	PDQ Rendezvous Cafe Takings	921.86		153.64	1027	420	768.22	Rendezvous (06.06.24)
	PDQ Keep Fit / Dance Class	378.00		63.00	1120	312	315.00	Keep Fit / Dance Class
	PDQ Painting Circle	54.50		9.08	1039	312	45.42	Painting Circle
	TS Banked: 12/06/2024	194.00						
	TS TICKETSOLVE Online Sales	168.00		28.00	1023	421	140.00	Xmas Party Night
	TS TICKETSOLVE Online Sales	24.00		4.00	1023	421	20.00	Twist of Rock
	TS Booking Fee - TICKETSOLVE	2.00			1023	421	2.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 12/06/2024	1,475.02						
	PDQ Sales Ledger Receipt	261.45	261.45		104			Sales Recpts Page 13216
	PDQ Rendezvous Cafe Takings	1,182.07		197.01	1027	420	985.06	Rendezvous (07.06.24)
	PDQ Keep Fit / Dance Class	31.50		5.25	1120	312	26.25	Keep Fit / Dance Class
	STRIPE Banked: 13/06/2024	36.71						
	STRIPE STRIPE Cafe Online Sales	36.71		6.12	1027	420	30.59	Rendezvous (12.06.24)
	TS Banked: 13/06/2024	13.00						
	TS TICKETSOLVE Online Sales	12.00		2.00	1023	421	10.00	Twist of Rock
	TS Booking Fee - TICKETSOLVE	1.00			1021	421	1.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 14/06/2024	261.92						
	PDQ Rendezvous Cafe Takings	557.01		92.84	1027	420	464.17	Rendezvous (10.06.24)
	PDQ Keep Fit / Dance Class	63.00		10.50	1120	312	52.50	Keep Fit / Dance Class
	Purchase Ledger	-358.09			501		-358.09	P/L Pymnt Page 4441
	TS Banked: 14/06/2024	65.50						
	TS TICKETSOLVE Online Sales	25.50		4.25	1171	312	21.25	Lunch Club
	TS TICKETSOLVE Online Sales	36.00		6.00	1023	421	30.00	Soul & Motown
	TS Booking Fee - TICKETSOLVE	4.00			1021	421	4.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 17/06/2024	871.03						
	PDQ Rendezvous Cafe Takings	871.03		145.17	1027	420	725.86	Rendezvous (11.06.24)

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	TS Banked: 17/06/2024	123.00						
TS	TICKETSOLVE Online Sales	18.00		3.00	1023	421	15.00	Soul & Motown
TS	TICKETSOLVE Online Sales	15.00		2.50	1023	421	12.50	Silent Disco
TS	TICKETSOLVE Online Sales	84.00		14.00	1023	421	70.00	Murder Mystery
TS	Booking Fee - TICKETSOLVE	6.00			1021	421	6.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 18/06/2024	731.65						
PDQ	Rendezvous Cafe Takings	731.65		121.94	1027	420	609.71	Rendezvous (12.06.24)
	TS Banked: 18/06/2024	46.00						
TS	TICKETSOLVE Online Sales	18.00		3.00	1023	421	15.00	Soul & Motown
TS	TICKETSOLVE Online Sales	24.00		4.00	1023	421	20.00	Twist of Rock
TS	Booking Fee - TICKETSOLVE	4.00			1021	421	4.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 19/06/2024	1,005.99						
PDQ	Rendezvous Cafe Takings	1,005.99		167.66	1027	420	838.33	Rendezvous (15.06.24)
	PDQ Banked: 19/06/2024	822.67						
PDQ	Rendezvous Cafe Takings	822.67		137.11	1027	420	685.56	Rendezvous (14.06.24)
	PDQ Banked: 19/06/2024	1,006.00						
PDQ	Rendezvous Cafe Takings	970.50		161.75	1027	420	808.75	Rendezvous (13.06.24)
PDQ	Painting Circle	17.50		2.92	1039	312	14.58	Painting Circle
PDQ	Tea Dance	18.00		3.00	1042	312	15.00	Tea Dance
	TS Banked: 19/06/2024	26.00						
TS	TICKETSOLVE Online Sales	24.00		4.00	1023	421	20.00	Twist of Rock
TS	Booking Fee - TICKETSOLVE	2.00			1021	421	2.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 20/06/2024	607.20						
PDQ	Rendezvous Cafe Takings	607.20		101.20	1027	420	506.00	Rendezvous (16.06.24)
	PDQ Banked: 21/06/2024	535.64						
PDQ	Rendezvous Cafe Takings	535.64		89.27	1027	420	446.37	Rendezvous (17.06.24)
	TS Banked: 21/06/2024	237.00						
TS	TICKETSOLVE Online Sales	140.00		23.33	1023	421	116.67	Murder Mystery
TS	TICKETSOLVE Online Sales	36.00		6.00	1023	421	30.00	Soul & Motown
TS	TICKETSOLVE Online Sales	48.00		8.00	1023	421	40.00	Twist of Rock
TS	Booking Fee - TICKETSOLVE	13.00			1021	421	13.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 24/06/2024	597.49						
PDQ	Rendezvous Cafe Takings	597.49		99.58	1027	420	497.91	Rendezvous (18.06.24)
	TS Banked: 24/06/2024	43.00						
TS	TICKETSOLVE Online Sales	27.00		4.50	1023	421	22.50	Soul & Motown
TS	TICKETSOLVE Online Sales	12.00		2.00	1023	421	10.00	Twist of Rock
TS	Booking Fee - TICKETSOLVE	4.00			1021	421	4.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 25/06/2024	557.75						
PDQ	Rendezvous Cafe Takings	557.75		92.96	1027	420	464.79	Rendezvous (19.06.24)

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	STRIPE Banked: 25/06/2024	6.62						
	STRIPE STRIPE Cafe Online Sales	6.62		1.10	1027	420	5.52	STRIPE Cafe Online Sales
	TS Banked: 25/06/2024	232.00						
	TS TICKETSOLVE Online Sales	224.00		37.33	1023	421	186.67	Murder Mystery
	TS Booking Fee - TICKETSOLVE	8.00			1021	421	8.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 26/06/2024	1,208.34						
	PDQ Rendezvous Cafe Takings	1,208.34		201.39	1027	420	1,006.95	Rendezvous (22.06.24)
	PDQ Banked: 26/06/2024	698.23						
	PDQ Rendezvous Cafe Takings	698.23		116.37	1027	420	581.86	Rendezvous (21.06.24)
	PDQ Banked: 26/06/2024	992.52						
	PDQ Rendezvous Cafe Takings	992.52		165.42	1027	420	827.10	Rendezvous (20.06.24)
	PDQ Banked: 27/06/2024	659.50						
	PDQ Rendezvous Cafe Takings	659.50		109.92	1027	420	549.58	Rendezvous (23.06.24)
	STRIPE Banked: 27/06/2024	3.77						
	STRIPE STRIPE Cafe Online Sales	3.77		0.63	1027	420	3.14	Rendezvous (26.06.24)
	TS Banked: 27/06/2024	260.00						
	TS TICKETSOLVE Online Sales	90.00		15.00	1023	421	75.00	Garage Night
	TS TICKETSOLVE Online Sales	144.00		24.00	1023	421	120.00	Soul & Motown
	TS Booking Fee - TICKETSOLVE	26.00			1021	421	26.00	Booking Fee - TICKETSOLVE
	PDQ Banked: 28/06/2024	557.20						
	PDQ Rendezvous Cafe Takings	557.20		92.87	1027	420	464.33	Rendezvous (24.06.24)
	STRIPE Banked: 28/06/2024	17.74						
	STRIPE STRIPE Cafe Online Sales	17.74		2.96	1027	420	14.78	Rendezvous (27.06.24)
Total Receipts for Month		25,397.23	1,403.70	4,033.69			19,959.84	
Cashbook Totals		26,198.64	1,403.70	4,033.69			20,761.25	

Payments for Month 3					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/06/2024	PaymentSense: TICKETSOLVE (Fir	DDPDQ11	8.94	8.94		501			May 24 PCI DSS Management
14/06/2024	PaymentSense: TICKETSOLVE (Fir	DDPDQ12	26.55	26.55		501			Card Processing Charges (640)
17/06/2024	Paytek Ltd	DDPDQ13	43.20	43.20		501			Jun 24 Card Processing Charges
28/06/2024	BUSINESS RESERVE (106)	Manual	25,102.21			202		25,102.21	June 24 Income Rendevous
30/06/2024	Barclaycard: M Earles	DD	294.29		46.08	4148	420	22.50	Tesco: Bar Stock
						4041	420	54.87	Amazon: PDQ Storage
						4041	422	54.87	Amazon: PDQ Storage
						4150	421	1.00	Facebook: Rufus Advertising
						4021	101	6.12	Amazon: Long Arm Staples
						4150	421	7.28	Facebook: Rufus Advertising
						4025	101	14.21	Amazon: Calculator to VC FO
						4025	101	12.24	Amazon: Finance Stamp
						4025	101	9.72	Amazon: Finance Stamp Ink
						4025	101	11.52	Amazon: SFO Calculator Replace
						4025	101	17.88	Amazon: FTC Year End Files
						4148	420	25.17	Amazon: Plastic Glasses
						4138	421	10.83	Tesco: Kettle for Tenants
Total Payments for Month			25,475.19	78.69	46.08			25,350.42	
Balance Carried Fwd			723.45						
Cashbook Totals			26,198.64	78.69	46.08			26,073.87	

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 10/06/2024	819.35						
Manual	CURRENT ACCOUNT (009)	819.35			201		819.35	Jun 24 CC (May 24 Purchases)
Total Receipts for Month		819.35	0.00	0.00			819.35	
Balance Carried Fwd		1,121.68						
Cashbook Totals		1,941.03	0.00	0.00			1,941.03	

Payments for Month 3					Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>	
		Balance Brought Fwd :	819.35					819.35		
30/06/2024	Barclaycard: S Eldred	DD	1,121.68		160.48	4024	103	239.88	QRFY.com: QR Creator Software	
						4213	313	138.00	Trophies Plus: Activity Trophi	
						4213	313	52.85	Amazon: Various Items Sum Prog	
						4213	313	23.14	Amazon: Plant Pots	
						4213	313	8.32	Amazon: Trolls DVD	
						4606	312	374.17	AO Retail: Community Fridge	
						4702	303	84.84	Amazon: Camera SD Cards	
						4618	313	7.50	Amazon: Community Supplies SE	
						4618	313	8.99	Amazon: Community Supplies SE	
						4138	421	9.99	Amazon: Chalk Boards	
						4138	421	9.99	Amazon: Chalk Boards	
						4618	313	3.53	Amazon: Community Supplies SE	
Total Payments for Month			1,121.68	0.00	160.48			961.20		
Cashbook Totals			1,941.03	0.00	160.48			1,780.55		

Receipts for Month 3				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	47,693.45					47,693.45
	Banked: 03/06/2024	140.42					
	Barclays Bank	140.42			1193	111	140.42 Interest Rec'd CB7 Mar-Jun24
Total Receipts for Month		140.42	0.00	0.00			140.42
Cashbook Totals		<u>47,833.87</u>	<u>0.00</u>	<u>0.00</u>			<u>47,833.87</u>

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		47,833.87						
	Cashbook Totals		47,833.87	0.00	0.00			47,833.87	

Attendance 2023-2024

Councillor	No of Meetings 23/24	May-23		Jun-23		Jul-23		Aug-23		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		TOTAL Annual Meetings	TOTAL Annual Attendance	Attendance %	
		Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies				No Apologies
Badham Keith																															
Town Council	8	1			1		1			1			1	1		1												4	4	0	
Extra O Council	1	1																										0	1	0	
Community Services	5				1				1				1	1		1												2	3	0	
HR Committee	2							1					1															1	1	0	
Blazeby Ian																															
Town Council	12	1			1		1			1		1		1		1		1		1		1		1				9	3	0	
Extra O Council	1		1															1						1				0	1	0	
Business I&DB	7				1		1			1				1		1			1			1						7	0	0	
HR Committee	4							1				1					1							1				4	0	0	
Connell Tina																															
Town Council	12	1				1		1		1		1		1		1		1			1		1		1			9	3	0	
Extra O Council	1		1																									0	1	0	
Community Services	8				1				1			1		1		1				1		1				1		6	2	0	
Gleave James																															
Town Council	12	1			1		1			1			1			1			1					1				10	2	0	
Extra O Council	1	1																	1					1				1	0	0	
Community Services	8					1			1				1			1				1						1		7	1	0	
Appeals Committee	0																											0	0	0	
Harald Toby																															
Town Council	12	1			1			1		1			1		1		1		1		1		1			1		9	3	0	
Extra O Council	1			1																								0	0	1	
Business I&DB	7				1			1						1		1				1								7	0	0	
Appeals Committee	0																					1						0	0	0	
Hodges Howard																															
Town Council	12	1			1			1				1		1		1		1		1			1		1			10	2	0	
Extra O Council	1		1																									0	1	0	
Business Services	7				1			1			1			1		1			1			1						7	0	0	
Livens Sue																															
Town Council	6												1		1		1		1		1		1		1			6	0	0	
Extra O Council	0																											0	0	0	
Community Services	5												1		1			1			1				1			5	0	0	
Meredith-Shaw Becky																															
Town Council	5	1				1			1																			1	4	0	
Extra O Council	1		1																									0	1	0	
Community Services	2				1				1																			1	1	0	
Parsons Tim																															
Town Council	10						1			1		1		1		1		1		1		1		1				8	2	0	
Extra O Council	0																											0	0	0	
Business Services	5								1			1			1				1			1						4	1	0	
Patterson Fraser																															
Town Council	6												1		1		1		1		1		1		1			6	0	0	
Extra O Council	0																											0	0	0	
Business Services	4												1		1				1			1						4	0	0	
Platt Martin																															
Town Council	12	1			1		1			1		1		1		1		1		1		1		1				10	2	0	
Extra O Council	1	1																										1	0	0	
Community Services	8				1					1				1	1					1			1			1		4	2	2	
Roberts John																															
Town Council	12	1				1		1		1		1		1		1		1		1		1		1				9	3	0	
Extra O Council	1	1																										1	0	0	
Business Services	7				1			1			1					1				1								3	4	0	
HR Committee	4								1			1						1						1				4	0	0	
Community Services	1																	1							1			1	0	0	
Shaw Russ																															
Town Council	4	1			1		1		1																			3	1	0	
Extra O Council	1	1																										1	0	0	
Business Services	2						1	1																				1	0	1	
Snape Andy																															
Town Council	12	1				1		1		1			1		1		1		1		1		1		1			11	1	0	
Extra O Council	1	1																										1	0	0	
Business Services	7				1			1			1				1					1								5	2	0	
HR Committee	4							1			1						1							1				4	0	0	
Community Services	3				1				1																1			3	0	0	
Thompson Clare																															
Town Council	12	1			1			1				1		1		1				1		1		1				10	2	0	
Extra O Council	1	1																										1	0	0	
Appeals Committee	0																											0	0	0	
Community Services	8					1			1			1			1				1			1				1		7	1	0	
Toinko Dan																															
Town Council	12	1			1			1		1		1			1			1		1			1		1			11	1	0	
Extra O Council	1	1																										1	0	0	
Appeals Committee	0																											0	0	0	
Community Services	8				1				1			1			1					1						1		8	0	0	