



## FLITWICK TOWN COUNCIL

### **Draft Minutes of the Community Services Committee meeting held on Tuesday 2<sup>nd</sup> July 2024 at the Rufus Centre**

Present:

Cllr Thompson (Chairman)  
Cllr Toinko (Vice Chair)  
Cllr Platt  
Cllr Wilsmore  
Cllr Connell  
Cllr Livens  
Cllr Snape  
Cllr Earles

Stacie Lockey - Town Clerk (TC)  
Susan Eldred - Community Services and Amenities Manager  
Sarah Burgess – Amenities Officer  
Darren Bushey - Public Realm Supervisor  
Sue Quinn - Community Services Officer (CSO, SQ)  
Zoe Putwain - Community Services Officer (CSO, ZP)  
Matthew Earles - Business and Facilities Manager (Remote)

1 Member of the public

#### **1185. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Gleave due to work commitments.

No apologies were received by Cllr Clare Copleston

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

#### **1186. DECLARATIONS OF INTEREST**

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

- (a) No Disclosable Pecuniary interests in any agenda item were declared.
- (b) No Non-Pecuniary interests in any agenda item were declared.

#### **1187. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked everybody including Officers and Members who were involved in making the Family Fun Day a success and those that supported the Pride Picnic.

The Chairman also raised the long agenda and the frequency of the Community Services Committee. The need to potentially increase the meetings to monthly rather than bimonthly was suggested to Members.. No Members raised concerns about the increase in meetings with the hope that the increase would allow for smaller agendas.

*Action – TC / Reception*

#### **1188. PUBLIC OPEN SESSION**

No members of the public chose to address the Committee at this time

**1189. INVITED SPEAKER**

There were no invited speakers at the meeting.

**1190. MEMBERS QUESTIONS**

In previous meetings a tour with CBC Highways Officers was suggested, with a delay in implementation due to the change in the Committee. The Community Services and Amenities Manager was asked to investigate possible dates and create a poll for Members on availability and attendance.

*Action – CSAM*

**1191. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 7<sup>th</sup> May 2024**. with no amendments.

It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 7<sup>th</sup> May with no amendments.

*Action – Reception*

**1192. MATTERS ARISING**

- a. Members asked for clarification as to the progress of the new proposed introduction to dog bins at high waste areas, specifically Naseby and Trafalgar sites previously discussed. The Amenities Officer confirmed that there had been a decline in use of the bins and as such correspondence with CBC was not required at this time.

**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**

The Committee was asked to elect members to the Allotment Working Group, Public Art Working Group and Nature Park Working Group.

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**

Members received an extensive report from the Community Services & Amenities Manager and considered recommendations within the report. The report looked into the current Community Services activities and events and how they impacted the Community. The

Chairman introduced the report and clarified that a lot of the profit and loss reports identified losses, however these were expected and that the Community Services budget was not expected to make always make profits. The purpose of the report was to identify if the losses incurred were acceptable, given the outcome they achieved.

The CSAM, clarified to members that the level of loss included staff costs and room hire and if these were removed the level of loss would be reduced with a majority of activities breaking even.

Members discussed all the events that had been recommended to be removed. There were extensive discussions in relation to various options and suggestions.

**Friday Market Stall** – suggested to be reduced from the last Friday of every month to 4 times a year in keeping with the Big Knit dates as there were increased users on those days.

**Information drop-in sessions** – suggested to stop due to the availability of other organisations being able to attend.

**Job Club** – suggested to stop due to Officer time and limited interest. An alternative suggestion was made to have a specified time at the Rufus Centre when an Officer is available to assist with enquiries and offer support if required.

**Lunch Club** – there was a lengthy discussion about whether Lunch Club should continue, and Members questioned the Community value that is received from it. Members were concerned with the impact on the Rufus Centre as it currently takes up a whole day to allow for set up and pack down. It also impacts the Rendezvous significantly. Some Members felt strongly against removing the Lunch Club from the Community Services programme. Members tasked Officers with looking at alternative options for the delivery of Lunch Club. This would be presented to the September meeting.

**Tea Dance** – It was suggested that the Tea Dance was more of a commercial event as opposed to Community and as such would work more with the Rufus Team.

**Older Peoples Christmas Lunch** - Members were concerned with the level of impact this event had on Officer time and the Rendezvous Café. There were also comments regarding the number of attendees that were non-Flitwick residents. Cllr Livens strongly felt that the event should remain and commented that it would be a significant loss for the attendees that had been coming for a number of years.

**Painting Circle** - Due to the low volume of users and community impact, it was suggested to remove this from the Community Service program and to offer the group the opportunity to run it themselves as a drop-in. It was noted that the group would be offered the Stocksfield Room, as per other Community activity.

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.

*Action – CSO (SQ & ZP)*

d. **Play Areas – Updated Forward Capital Plan**

Members received a report from the Amenities Officer and considered the recommendations within the report in relation to the Play areas and predicted expenditure.

Members expressed that the play parks were high on the Annual Residents Survey as important to residents, and it was felt that an increased budget and priority may be required.

Members felt that the Millennium Park required some improvements and suggested this be prioritised. The Town Clerk commented that any improvements to this park would need justification as Officers were not in favour of replacing equipment that was currently fit for purpose. A suggestion was made to carry out some community engagement with users of the park to see what, if any, improvements residents would like to see.

*Action – AO*

**e. Fees review for Burial Ground, Allotments and Football Pitches**

Members received a report from the Amenities Officer and considered the recommendations within the report.

It was **RESOLVED** to not increase Allotment fees for 2026/27, Football Pitch fees 2025/26 and Burial Fees for 2025/26

**f. Road Closure Training**

Members received a report from the Community Services Officer and considered the recommendations within the report in relation to the training of staff to implement road closures and the purchase of signage to allow for the implementation of the training.

Concerns were raised about the abuse staff might receive when manning the road closures.

It was suggested that other local parishes be approached to see if there was an interest in sharing the attendance and cost of activity.

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.

*Action – CSO (ZP)*

**g. Public Art Consultation Results**

Members received a report from the Community Services Officer and considered the recommendations within the report in relation to suggestions of Public Art projects.

Members discussed the various options suggested with the Musical Park in Hinksley being received well, although concerns as to the location being near residential dwellings being raised.

The Graffiti wall had a positive response with the location suggested as the Skate Park, It was suggested that the location would need to be thought about to ensure that it was not

obstructing any CCTV cameras or supporting any anti-social behaviours by creating less visible areas. Members discussed the option of carved benches in Manor Park, it was felt that benches were a good option but alternative styles to carved benches should be investigated.

Both the suggestion of Illuminations at Manor Park and the Portraits of the Town were not deemed an avenue worth considering at this time.

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

*Action – CSO (SQ)*

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

Members received a detailed report from Cllr Snape and the Community Services Officer.

Cllr Snape addressed Members confirming an increase in volunteers, the relocation of the Community Fridge and challenges due to other charity allocations of collection slots in the local area.

The Flitwick Community Fridge has been working in partnership with Clophill Food Hub, Amptill Food Bank and the Need project to distribute surplus food. To help reduce food waste further, out of date food was taken to Animal Edge and utilised on the farm. Purchasing a van, subject to funding, to improve access and distribution was suggested as a way in which to enhance the service. The possibility of having an electric van and charging point was mentioned.

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.

▪ *Action – CSO (SQ)*

#### **i. UKSPF Community Grant Match Funding**

Members received a report from the Amenities Officer and considered the recommendations within the report in relation to a request to allocate £8000 from the Projects Fund to match fund the UKSPF Grant at 20%. The purpose of the application to be an extension of the Skate Park.

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.

#### **j. Central Bedfordshire Council - Arts and Culture Strategy**

Members decided not to respond as a Council but discussed responding as residents. It was also suggested that the Communications & Marketing Manager could share via social media.

*Action – CMM*

#### **k. Annual Residents Survey**

Members considered the Annual Residents Survey comments related to Community Services. It was noted that a majority of the comments from the survey related to CBC services and not FTC and due to the time scale of the collation of the data, some of the comments had already been addressed with the CBC authority.

It was expressed that the comments should be shared with CBC in a more structured format to show the concerns of Flitwick residents.

It was noted that learnings would be taken under consideration when reviewing the upcoming strategy.

*Action – TC*

**1194. ITEMS FOR INFORMATION**

**a. Community Financial Report**

Members received and noted a report from the Senior Finance Officer

**b. Officer Update**

Members received and noted the Officer update report from the Community Services & Amenities Team and Public Realm Team.

**c. Wildflower Maintenance Schedule**

Members received and noted the wildflower maintenance schedule.

**d. Hinksley Road Playing Field Site Plan – Projects**

**e.** Members received and noted the Hinksley Road playing field plan.

**1195. PUBLIC OPEN SESSION**

No items.

**1196. EXEMPT ITEMS**

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

**a. Youth Report**

Members received a report from the youth provider. Members requested additional information in relation to the outreach provision, with further details of the Mentor Support programme and volume of Flitwick young people.

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

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*Action – CSAO*

Meeting ended at 21.55 pm



## FLITWICK TOWN COUNCIL

### Report to Community Services 3<sup>rd</sup> September 2024: Hinksley Playing Field – Park Run

**Implications of recommendations**

**Corporate Strategy:** Work to improve health and wellbeing

**Finance:** N/A

**Equality:** Accessible to all

#### Background

As per the Flitwick Town Council (FTC) Event Protocol Booking Application, Hinksley Playing Fields are available to hire for football pitches and events.

There are currently no bookings on Hinksley Playing Fields.

#### Introduction

We have been approached by a representative from Park Run UK, looking to organise a regular junior park run on Hinksley Playing field in 2025.

The park run would be aimed at 4 to 14 year olds and their families. Junior park runs are 2k (3.5 laps of the field), and participants can walk, jog, run, or spectate, making the event fully inclusive. The events are free for the community to join and are run by volunteers.

The organisers would like to hold a weekly park run, every Sunday, 8:30am till 9:45, starting in January 2025, at Hinksley Playing Field.

Based on a medium-sized event (25 – 75 people) there would be a charge of £75 per week.

Given the event is free to the community and run by volunteers, Officer's recommend waiving the weekly charge, allowing the park run to take place each week free of charge.

#### Additional Information

There are currently only two junior park runs in the area, one in Milton Keynes and one in Bedford.

The event organisers have all the relevant paperwork to hold the event.

#### Options

1. To approve a weekly junior park run on Hinksley Playing Field, free of charge.

#### Officer Recommendation

Option 1 - To approve a weekly junior park run on Hinksley Playing Field, free of charge.

**Susan Eldred**  
**Community Service & Amenities Manager**





## FLITWICK TOWN COUNCIL

### Report to Community Services 03.09.2024 Millennium Park Path

#### Implications of recommendations

**Corporate Strategy:** Communicate effectively with all stakeholders

**Finance:** Projects Fund

**Equality:** Accessible to all

**Environment:** Improve the quality of the Public Realm

#### Background

At the Community Services Committee meeting held on Tuesday 7th May 2024 at the Rufus Centre a Play Area Update was given and the following was asked:

#### **“Minute number 1182. ITEMS FOR INFORMATION**

**a. Play Area Update:** The path running from Coniston Road to the Hub car park was mentioned as deteriorated, although the PRS confirmed that MOT had been used to fill in the damage. It was suggested that looking to have tarmac in the area to make the park more accessible.

*Action – AO”*

#### Introduction

The path running between the play area and the tree line on the Coniston Road side of Millennium Park Play Area is currently a dusty pathway. The PR Team use MOT to fill in the damage ad hoc but a permanent solution could be looked in to. The path referred to can be seen here in this image:



The Amenities Officer has asked two contractors to quote to tarmac the section of pathway.

Two quotations have been received for these works.

#### Additional Information

**Quote 1 - Tarmac footpath works, approximately 25m x1.8m:**

- Excavation of 180mm of existing ground.
- Installation of timber edgings.

- *Installation and compaction of 100mm of mot stone.*
- *Installation of 60mm binder course tarmac*
- *Installation of 20mm surface course tarmac.*

**£4,700 + vat**

**Quote 2 - Construct new tarmac footpath 25m x 1.8m**

- *excavate to sub formation and consolidate*
- *install timber edgings*
- *place and compact 100mm of type 1 stone to formation level*
- *Lay 60mm of a 20mm binder and 20mm of a 6mm surface.*

**£4,611.25**

Expenditure for these works would be requested from Projects Fund.

### **Options**

1. To allocate £4,700 from Projects Fund to proceed with Quote 1
2. To allocate £4611.25 from Projects Fund to proceed with Quote 2

### **Officers Recommendation**

Option 2 - To allocate £4611.25 from Projects Fund to proceed with Quote 2

Sarah Burgess  
Amenities Officer



## FLITWICK TOWN COUNCIL

### Report to Community Services 3rd September 2024: Family Fun Day 2025

**Implications of recommendations**

**Corporate Strategy:** An Engaged Community

**Finance:** Flitwick Family Funday 313/4551

**Equality:** Access to All

### Background

In September 2021, Flitwick Town Council hosted the first-ever 'Flitwick Family Fun Day' at Millennium Park, which was funded by the Central Bedfordshire Council Welcome Back fund. The event was a huge success and was valued by the community. Based on the feedback received by residents, Flitwick Town Council made the decision to deliver a Family Fun Day in 2022, 2023 and 2024.

The event continues to grow in popularity each year, with the event being attended by people from Flitwick and the surrounding areas.

### Introduction

The 2024 Family Funday was the most popular Family Fun Day to date, with an estimated 2000 people attending throughout the day. People enjoyed a free fun fair, stalls, food court, free outdoor cinema, free soft play, and free popcorn.

FTC has delivered four Family Fun Days, and although the event is growing in popularity each year, only a small number of people stay for the last film after the fun fair has finished (8 p.m.). By this time stall traders have left, and food vendors have limited to no stock.

This has led to the Community Services Team reviewing the event and suggesting some changes. The options have been suggested after speaking with residents and people who attended last year.

## Options One

1. The event continues as in previous years, this will include –

- Event running time 12 noon – 10pm
- Free Fun Fair (12 – 8pm)
- Free Cinema Showings (3 Films)
- Free Soft Play
- Food Court
- Stalls ( 12 – 4.30pm)
- Free Popcorn

**Approximate Cost - £21,250 ex vat**

## Option Two

- Event running time 12 noon – 7 pm
- Free Fun Fair (12 – 7pm).
- To have live music at the event for approximately 3 hrs (between films)
- Free Cinema Showings (2 Films)
- Free Soft Play
- Food Court
- Stalls (12 – 7pm)
- Free Popcorn

**Approximate Cost – £21,250 ex vat**

## Additional Information

After the success of the 2024 event, a survey was sent to both the public attending and traders. Some of the feedback includes -

*“The Flitwick Fun Day is the best community event on the calendar, having free fun fair rides and free popcorn for everyone is such a wonderful privilege as it ensures that everyone can take part and enjoy the day and no one (and more importantly no child) is excluded because of finances. Well done to all those who put in so much time and effort to organise it all it’s hugely appreciated by everyone.”*

*“The Fun Day has evolved into a major event for Flitwick. For those of us who remember Flitwick Carnival, it has become an excellent replacement.”*

Over 50% of those who completed the survey stayed between 3 and 6 hours, with a majority in groups of 6+. The traders included uniformed groups, local businesses, and charities. Most rated the event's impact on their charity or business as 7.88 out of 10.

Following the suggestions from the feedback forms, live music was requested on various occasions, and the option to extend trading times for stalls.

The Family Fun Day requires a large amount of Officer time and relies on volunteers for various roles throughout the day. The Community Services Team has found recruiting volunteers for the late afternoon/evening part of the event challenging. This has meant adding pressure on Officers to ensure the event's needs are still met. If the Community Services Team requires casual staff to help with the event, this will incur an additional cost to the FTC budget. With this in mind and the limited number of people attending the evening part of the event, The Community Services team looked at reducing the event hours, believing this would allow the whole event to be run more effectively with the number of Officers and Volunteers available.

Next year the event would be due to take place at Millennium Park on Saturday 14th June pending budget review

### **Options**

1. To approve option one as set out above.
2. To approve option two as set out above
3. To not deliver a Family Fun Day in 2025

### **Officer Recommendations**

To accept option one, as set out above: To run the Family Funday Event In 2025 between Midday to 7pm with the addition of live music at a cost of £21,250 excluding VAT on Saturday 14<sup>th</sup> June 2025.



## FLITWICK TOWN COUNCIL

### Report to Community Services Committee, 3<sup>rd</sup> September 2024 Public Art Project

#### Implications of recommendations

##### Corporate Strategy:

**Finance:** Section 106 Steppingley Road Development

**Equality:** Accessible to All

#### Background

Flitwick has been awarded Public Arts Funding through Section 106 agreements for new building developments off Steppingley Road and Froghall Road. The Section 106 monies have various spend dates. The first spend date is 1/6/2026, with the bulk of the funding being spent by April 2027.

There is approximately £88,000 in the section 106 Public Art fund.

Flitwick Town Council (FTC) has a Public Art Working Group, and the Community Services Committee has previously agreed a Public Art brief.

#### Introduction

The Community Services Committee agreed to progress three project ideas; a Musical Park, a Graffiti Wall and Carved Benches. Officers were tasked with seeking quotes, talking to companies about project logistics and ensuring the projects meet the Section 106 criteria. The brief for each project was circulated to five Arts Organisations, with a deadline of 15<sup>th</sup> August for responses. Unfortunately, there were no responses for the Graffiti Wall or Carved Benches.

The Community Service Officer followed up with organisations who had expressed an interest. Only one proposal was received – Appendix 001.

The project would see the installation of outdoor acoustic musical instruments. Officers felt this would be a good extension of the Tiny Forest on Hinksley playing field, making a small 'learning area' for children. The area would be available to all visitors of the park, as well as an educational area for schools and uniformed groups to access.

The cost of the installation of the acoustic instruments, as set out in Appendix 001, would be £21,660. This includes six instruments, the installation and workshops. There would be an additional cost of £13,000 for ground preparation and fencing.

This would include new fencing around the Tiny Forest, to link the areas together.

#### Additional Information

The cost of the Hinksley playing field project is half the funding available. As no other proposal has been received for the other project ideas, the Community Services Team would like to investigate a musical park at Station Road, to offer this in the west Ward as well.

**Options:**

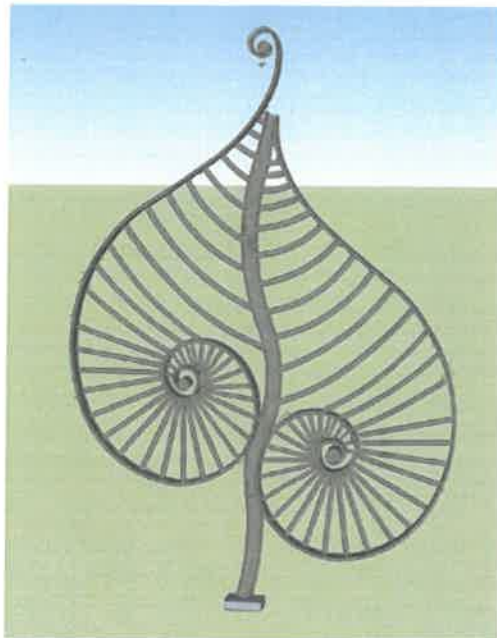
1. To approve the proposal for the installation of musical instruments at Hinksley Playing Fields, at total the cost of £34,660.
2. To task Officers with further exploring the implementation of the Graffiti Wall and Carved Benches from Section 106 monies, and if these are not viable, to progress with the installation of a second musical instrument feature at Station Road Playing Field.

**Community Services Officer – Sue Quinn**



# Proposal for Flitwick Music Park

Acoustic Arts, August 2024



## Summary

Acoustic Arts have been creating interactive musical installations for schools, parks, sensory gardens and other public spaces since 1990 and have extensive experience of delivering music workshops in community and educational settings.

For the Flitwick Music Park, we would like to propose a range of our standard tried and tested freestanding outdoor musical instruments. We would also like to propose an optional extra bespoke design that would be unique to the park, providing a highly sculptural central focus point that would relate thematically to existing features on the site.

The instruments would be arranged in a ring to take advantage of the clear sightlines provided by the level landscape. Players will not only be able to access the instruments from both sides, they will also be able to maintain eye contact with other players across the circle. This will promote interaction and communication and offers the additional potential benefit of having a conductor in the centre of the circle to direct group musical activities and performances.

Our musicians and play workers would also like to offer a full day of percussion workshops working with a year group in a local school to demonstrate the potential of the instruments and to pass on some ideas for creating rhythm based compositions.

We feel that our collective experience and creative drive would allow us to offer a dynamic, visually and sonically distinctive play space, that will provide an engaging resource for all ages and abilities.



## The instruments

Our products have been developed and extensively road tested over many years. They offer high levels of musical quality, durability and accessibility. They have few or no moving parts which helps greatly to eliminate wear and tear. We use naturally durable and repurposed industrial-quality materials such as stainless steel and aluminium meaning that the instruments are not only safe and EN1176 compliant but that they require almost no maintenance. The marine-grade fixings are reversible and all components are replaceable and recyclable. Our timber frames are built from locally sourced English larch which is naturally resistant to weathering. The instruments would be played with permanently tethered beaters which we attach using pvc coated stainless steel cables. All our tethered beaters incorporate a swivel device to prevent the cables from becoming twisted. All the instruments are compatibly tuned to the same musical key to allow for greater interaction, group playing and performance opportunities. We propose the following instruments:

Arch Frame Spiral Scraper

Arch Frame Vertical Xylophone

Arch Frame Vertical Metallophone

Timber Frame Pipe Drums

Timber Frame Bass Chimes

Optional extra: bespoke Leaf Scraper installed in the centre of the circle.

Like our Spiral Scraper this instrument is inspired by the sounds and forms of natural flora. The Leaf Scraper would provide an artistic echo of the woodland that is being established at Hinksley Park.

## Siting and installing the instruments

As previously suggested, we would arrange the instruments in a circle facing a focal point from which a conductor could potentially direct interaction. Players can face each other across the circle or work in pairs with one on the inside and one on the outside of each instrument. Visitors can also move freely around the ring exploring the range of instruments in a circular trail. By defining and semi-enclosing an area like a 'henge', the circle also creates opportunities for non-musical games and activities, movement, dance and other forms of imaginative play.

The instruments are fitted to wooden frames which are mounted on galvanised steel ground anchors to avoid contact with the ground and prevent possible decay. Each leg is concreted into the ground. We usually use a fast-setting post mix for safety and convenience. We propose installing the instruments ourselves and estimate that the work could be completed in no more than 3 days. Risk assessments for the installation process would be supplied.



## Guarantee

We would provide a full operation and maintenance programme for the music park. We would also provide a 3 year warranty on all our instruments (excepting beaters) provided they have been maintained and used as directed in the programme.

## Costings

item/service	rate/quantity	total
design and consultation	2 days @ £250/day	500
Arch Frame Spiral Scraper	1	1695
Arch Frame Vertical Xylophone	1	1775
Arch Frame Vertical Metallophone	1	2025
Timber Frame Pipe Drums	1	1595
Timber Frame Bass Chimes	1	1995
Optional extra: bespoke Leaf Scraper + sub-frame	1	5500
tethered beaters	10 pairs @ £125/pair	1250
site inspection, marking out + travel	1 day @ £250 + £75	325
Installation	3 days@ £750/day	2250
transport	350	350
accommodation	500	500
concrete		250
tool hire		150
workshops + travel + accommodation	1 day	1000
maintenance		500
<b>total</b>		<b>£21,660</b>
		no VAT payable



## Workshops

Acoustic Arts began as a Community Music organisation and our team members have extensive experience in delivering creative and inclusive music-making and percussion workshops. We have worked with numerous mainstream and special schools across the UK. We have also received grants from various local authorities and cultural institutions such as Arts Council England to provide training for teachers and playleaders and hands-on music activities for community groups. Workshops we could offer in Flitwick would include the following:

- \* exploration of sound; how it is produced, how it travels and how it is perceived
- \* hands-on exploration of the musical instruments to discover musical properties of different materials, resonance, amplification, pitch modification
- \* exploring approaches to music-making through play and experimentation that enable inclusion of children with different levels of experience and ability, educational needs, sensory impairments
- \* exploring concepts of pitch, volume, tempo, duration, sound and silence
- \* name games, body rhythm and percussion games, improvisation, voicework
- \* working in groups to devise and perform original pieces e.g. musical story, soundscapes, sound effects, rhythm based compositions

Emphasis on play

Removing barriers for children with diverse needs

Parents as partners

Personal, social, emotional wellbeing

Promoting inclusive ethos, self-esteem

Social skills; cooperation, listening

Attention skills i.e. concentrate on own play or group tasks

Language and communication skills

Reading, writing, maths-pattern, shape, space

Problem solving, decision making; experiment, plan, predict, question

Environment, people, places

Physical development; interaction with instruments and other players

Creative and emotional development; share ideas, feelings through music, movement, role play

## Personnel

### **John Walls, Founder and Managing Director of Acoustic Arts**

John is a trained primary school teacher with specialised experience of making music accessible to young people of all backgrounds and abilities. John's additional skills as a designer and musician have allowed him to lead a wide variety of projects at Acoustic Arts

Employment;

1986-1987; Schools Community Worker, Bristol CSV

Development Education Officer, Oxfam, Bristol 1987-1989; Remedial Language Teacher

Education Officer, Stradivarium Museum of Music, Bristol

1990-1998; Music Lecturer, College of Care and Early Education, Bristol

1990-2007; Music Teacher, Vision Support and Early Years Hearing Impaired Teams, Bristol City Council Sensory Support Service

Freelance teacher, workshop leader and trainer, specialising in music with early years and children with multi-sensory impairment

1990-present day;

Founder/Managing Director of Acoustic Arts (Playground Percussion Ltd) specialising in:

Community music and arts projects for schools, events, playgroups, sensory impaired children and adults with learning disabilities

Musical Installations and Sculptures for educational, recreational and therapeutic settings

Workshops in instrument making, voice work, percussion, improvisation

Training for teachers, play workers and community group leaders

### **Adam Wherry, Production Manager, Workshop Leader at Acoustic Arts**

Adam has been working with Acoustic Arts since 2009 manufacturing musical instruments and leading music workshops in schools, community groups and family events such as the Olympic Park, London, Gardener's World Live and WOMAD festival

Adam has a GNVQ level 2 in Site Carpentry (2005) and studied music at the Bristol Institute of Modern Music (2013)

Adam also works part-time as a semi-professional drummer/percussionist and freelance drumming teacher

### **Moniek Koster, Director, Educational Consultant at Acoustic Arts**

Moniek has worked with and advised Acoustic Arts since it was incorporated in 2009

Moniek is an Early Years specialist and currently works as Manager and Senco at Christchurch Pre-School in Clifton, Bristol

Moniek works with Acoustic Arts during school holidays designing and delivering workshop packages alongside John and Adam for playgroups, arts festivals and family events





Acoustic Arts is a trading name of  
Playground Percussion Ltd Registered in  
England and Wales No. 7095176

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## FLITWICK TOWN COUNCIL

### Report to Community Services 03.09.2024 Fencing at Station Road Allotments

#### Implications of recommendations

**Corporate Strategy:** Communicate effectively with all stakeholders

**Finance:** Allotments EMR

**Equality:**

**Environment:** Improve the quality of the Public Realm

#### Background

The palisade fencing is in situ around the perimeter of the Station Road Allotment site. The section of fencing running adjacent to Station Road Recreation Ground is now in need of repair.

#### Introduction

The Allotment Representative for Station Road site has brought to our attention that the palisade fence running adjacent to Station Road Recreation Ground is leaning and pulling quite significantly. You can see halfway down this picture the lean of the fencing:



Officers instructed a contractor to have a look and quote for the repair of the fence. It was reported back that the footings were not deep enough and lack concrete. Therefore, the fencing would continue to lean and progressively get worse if it is not repaired. The fencing was originally installed some time ago and so it would not be covered under any warranty. The section of fencing requiring repair measures 130m and the whole section would need repairing.

Two quotations have been received for these works.

## **Additional Information**

### **Quote 1 –**

- *Taking down fence panels and posts in sections and re-using*
- *Excavating correct depth holes and setting posts in concrete*
- *Re-installing the fence panels and posts*
- *Hire of equipment*
- *Allowing 10 days for the works.*

**£8,670.00** including all labour and materials on 130m run

*The cost above allows for reusing the existing fence.*

### **Quote 2 –**

- *Cut bolts and takedown each fence bay, setting aside for re-use*
- *Dig out post and set aside*
- *Excavate correct hole and set post in concrete / postcrete*
- *Re-install fence bay using new bolts which we will supply*
- *Allowing 5 days for the works*

**£4500 + VAT** including all labour and materials on 130m run.

The difference between the two quotations received is due to the amount of time the contractors have allowed for the works to be completed – Quote 1-10 days and Quote 2-5 days. Quote 1 also includes hire of equipment and Quote 2 have the equipment.

Quotation 1 is from a local, independent supplier and quotation 2 is from a reputable, nationwide company.

Expenditure for these works would be allocated from the Allotments EMR which has £24,133.

## **Options**

1. To spend £8670.00 from Allotments EMR to proceed with Quote 1
2. To spend £4500.00 + vat from Allotments EMR to proceed with Quote 2
3. To not allocate any funds from Allotments EMR to proceed with the works

## **Officers Recommendation**

Option 1 - To spend £4500.00 + vat from Allotments EMR to proceed with Quote 2

Sarah Burgess  
Amenities Officer



## FLITWICK TOWN COUNCIL

### Report to Community Services 03.09.2024 Nature Park Management Plan

#### Implications of recommendations

**Corporate Strategy:** Communicate effectively with all stakeholders

**Finance:** Trees for Climate payments

**Equality:** Accessible to all

**Environment:** Improve the quality of the Public Realm

#### Background

The new Nature Park was planted earlier this year and a Planning Application is progressing to formalise the Park. As part of the ongoing management and maintenance of the space it has been advised that a formal Management Plan should be implemented.

#### Introduction

The Amenities Officer has asked two contractors to quote to provide Flitwick Town Council with a Management Plan for the Nature Park.

Two quotations have been received for the Management Plan to be produced.

#### Additional Information

##### Quote 1 -

*Production of Management Plan for Flitwick Nature Park including establishment and maintenance of proposed habitats alongside a proposed path network facilitating appropriate recreational access, based on existing desire lines, wider route connectivity (including the proposed Ampthill and Flitwick Green Wheel) and the protection of important areas for wildlife - 4 days @ £375/day*

**£1500.00 + vat**

##### Quote 2 –

*Please find below my quote to draft a 5-year management plan for Flitwick Nature Park which would include the following:*

- *Site description including physical features, heritage, biological, visitors, local communities, safety/security, stakeholders/ partnerships, financial resources, staff, and labour resources*
- *Site analysis and assessment*
- *Vision and management aims*
- *Aims and objectives*
- *5 year action plan*
- *Woodland management*
- *Grassland management*
- *Access management*
- *Monitoring*

**£1500.00**

Expenditure for the Management Plan would be deducted from the payments from the Trees for Climate scheme.



The plan would be for 5 years. Members should note that some PRT time and Officer time may be required to carry out some of the elements of the plan. Other elements may require external contractors to carry out the works and it is anticipated that these would be paid for with the Trees for Climate payments.

### **Options**

1. To proceed with Quote 1 at a cost of £1500 to be funded from the Trees for Climate scheme
2. To proceed with Quote 2 at a cost of £1500 to be funded from the Trees for Climate scheme
3. To not proceed with a Management Plan

### **Officers Recommendation**

Option 2- To proceed with Quote 2 at a cost of £1500 to be funded from the Trees for Climate scheme

Sarah Burgess  
Amenities Officer



## FLITWICK TOWN COUNCIL

### Improving Equality & Inclusivity: Making Proud Ampthill & Flitwick sustainable

#### Implications of recommendations

**Corporate Strategy:** Supports councils' current strategy to be inclusive.

**Finance:** Proposed financial commitment.

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

**Environment:** No impact on environment

## Background

A core commitment of Flitwick Town Council's (FTC) strategy is that 'we will engage residents, organisations, and businesses to understand their needs and wishes'. We also committed to 'champion equality, enhance local democracy, and encourage community involvement and cooperation.

In 2022 we started working with Ampthill Town Council on the Proud Ampthill & Flitwick (Proud AF) initiative, initially maximising support from LGBT Bedfordshire, to explore activities in our community to support LGBTQ+ inclusion. The project aims to support members of the local LGBTQ+ community, their friends, families and allies.

This has included LGBTQ+ History month receptions in Flitwick in 2023 and 2024, a Pride Picnic in Ampthill 2023 and 2024, as well as other activities including music workshops, support sessions and training for councillors.

While the original membership was heavily from both councils, over time we have built that to include members of the LGBTQ+ community and representatives from places such as Redborne Upper School.

## Proud AF Aims

- Creating awareness within the community, promoting tolerance and understanding, and forging links between different community groups, faith organisations and businesses.
- Bringing together members of the LGBTQ+ community in Flitwick & Ampthill, creating safe spaces for people to connect on a long-term basis.

## How much would it cost and how would we fund the project?

Proposal is that Flitwick and Ampthill both commit to providing £1,500 support each year for a 3 year commitment. For which Proud AF will provide at least one event per town per year that will support inclusivity.

Each council will support delivery of these events through officer time and resources, such as public liability insurance or use of council premises.

### How to make Proud AF sustainable?

Over the course of the three year commitment Proud AF will register as a Charity Incorporated Organisation (CIO) to enable applications for further grants going forward.

We will also aim to expand the membership of the group, increasing representation from the communities Proud AF aims to support. Providing these individuals with the opportunity to try different activities through the group and work with wider community to make Flitwick and Ampthill more inclusive.

### Proposal

1. To agree to commit £1,500 per year for three years to support Proud AF activity.
2. To continue to allow officer time and council resource to support Proud AF activity.

**Cllr Clare Thompson**

Flitwick Town Council Community Committee Financial Summary 24/25

01 April to 31 July 2024

	YTD Income	Income Budget	% Budget Achieved		YTD Expenditure	Expenditure Budget	% Budget Spent
Community Services	£ 65,957	£ 46,210	143%		£ 201,644	£ 615,047	33%

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

Community Services Summary 24/25

		01-31 July 24	
		Income	Expenditure
4001/300, 4002/300	Staff Costs		£ 3,061
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 1,134
4051/300	Grants Permitted		£ -
4009/300, 4064/300, 4103/300	Other Costs (CCTV & Internal Hire)		£ 1,620
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	£ 1,494	£ -
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 48	£ 535
1014/302 4013/303, 4015/303, 4078/303, 4084/303, 4085/303, 4110/303, 4118/303, 4128/303, 4132/303, 4137/303, 4140/303, 4700/303, 4701/303, 4702/303	Local Amenities & Tractor Store (303)	£ -	£ 550
1012/305, 4075/305,4098/305, 4122/305,	Play Areas / Millennium Park (305)	£ -	£ 570
4096/306, 4097/306	Street Lighting		£ 552

2024/25 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
			£ 119,565	£ 375,762	32%
			£ 7,910	£ 17,850	44%
			£ -	£ 5,000	0%
			£ 629	£ 5,700	11%
£ 3,047	£ 9,000	34%	£ 130	£ 900	14%
£ 318	£ 4,500	7%	£ 1,065	£ 3,050	35%
£ 4,500	£ 1,100	409%	£ 5,790	£ 32,130	18%
£ 1,000	£ 1,500	67%	£ 1,184	£ 8,500	14%
			£ 1,760	£ 9,000	20%

Community Services Narrative

Apr-24	Allotments Portaloos	4088/302	Spending for Allotment Portaloos directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution.
Apr-24	Changing Rooms - Hinksley	4122/305	No budget set for 24/25 as transfer of lease is anticipated. Spend relates to Business Rates and Electric Costs only. To be reviewed for 25/26.
Apr-24	Youth Hub Business Rates	4016/311	Higher than anticipated 24/25 business rates. 25/26 budget to be reviewed against any further anticipated rise.

Community Activities & Events Summary 24/25

		01-31 July 24	
		Income	Expenditure
1041/311, 4049/311, 4052/311	Youth Activities	£ -	£ -
1035/311, 4013/311, 4014/311, 4015/311, 4016/311, 4082/311, 4128/311, 4132/311, 4134/311, 4138/311, 4140/311	Youth Hub	£ -	£ 1,397
1181/312, 4606/312	* Cost of Living	£ -	£ -
1032/312, 1039/312, 1042/311, 1120/312, 1171/312 4103/312, 4552/312, 4553/312, 4554/312, 4558/312, 4613/312, 4614/312, 4616/312, 4617/312, 4621/312, 4625/312	Community Activities (312)	£ 271	£ 1,272
1177/312	Community Grants Received	£ -	
1127/313, 1130/313, 1142/313, 1164/313, 1165/131, 1167/313, 1169/313, 1191/313 4043/313, 4200/313, 4201/313, 4202/313, 4204/313, 4206/313, 4207/313, 4208/313, 4211/313, 4213/313, 4540/313, 4551/313, 4618/313, 4623/313	Community Events (313)	£ 127	£ 647

2024/25 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 15,000	£ 15,000	100%	£ 29,475	£ 61,500	48%
£ 836	£ 1,000	84%	£ 7,340	£ 12,900	57%
£ -	£ -	n/a	£ 1,017	£ 4,000	25%
£ 2,715	£ 6,900	39%	£ 7,239	£ 23,365	31%
£ 29,592	£ -	n/a			
£ 8,949	£ 7,210	124%	£ 20,575	£ 59,390	35%

Community Activity Narrative

Apr-24	Summer Programme	4213/313	Overspend to be matched to higher than anticipated income on 1169/313 at £3,797, negating any overspend.
May-24	Community Grants Received	1177/312	Grant of £29,592.40 received for Flitwick Heritage linked to budget 4617/312 for Oral History Equipment

## FTC Projects Review 2024-25

[illegible]

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>COMMUNITY Services</b>								
<b>300 CORE SERVICES</b>								
4001 SALARIES AND WAGES	30,061	119,242	375,162	255,920		255,920	31.8%	
4002 UNIFORM	0	323	600	277		277	53.8%	
4005 TRUCKS MAINTENANCE	0	294	750	456		456	39.2%	
4006 FUEL	402	1,887	3,500	1,613		1,613	53.9%	
4008 Truck Insurance	0	2,740	3,000	260		260	91.3%	
4009 HEALTH & SAFETY	1,345	(225)	0	225		225	0.0%	
4051 GRANTS PERMITTED	0	0	5,000	5,000		5,000	0.0%	
4063 TRUCK LEASE REPAYMENTS	732	2,989	10,600	7,611		7,611	28.2%	
4064 Town Centre CCTV	0	0	2,700	2,700		2,700	0.0%	
4103 FTC Internal Hire	275	854	3,000	2,146		2,146	28.5%	
CORE SERVICES :- Indirect Expenditure	<b>32,815</b>	<b>128,103</b>	<b>404,312</b>	<b>276,209</b>	<b>0</b>	<b>276,209</b>	<b>31.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,815)</b>	<b>(128,103)</b>	<b>(404,312)</b>	<b>(276,209)</b>				
<b>301 BURIAL GROUNDS</b>								
1004 Burial Grounds (No VAT)	1,494	3,047	7,000	3,953			43.5%	
1013 CBC-Closed Burial Ground	0	0	1,000	1,000			0.0%	
1119 Burial Grounds Income VATABLE	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	<b>1,494</b>	<b>3,047</b>	<b>9,000</b>	<b>5,953</b>			<b>33.9%</b>	<b>0</b>
4015 Utility - Water	0	25	150	125		125	16.6%	
4068 Burial Ground NO VAT	0	100	250	150		150	40.0%	
4069 Burial Ground VATABLE	0	5	500	495		495	1.0%	
BURIAL GROUNDS :- Indirect Expenditure	<b>0</b>	<b>130</b>	<b>900</b>	<b>770</b>	<b>0</b>	<b>770</b>	<b>14.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,494</b>	<b>2,917</b>	<b>8,100</b>	<b>5,183</b>				
<b>302 ALLOTMENTS</b>								
1005 Allotment Rents	48	318	4,500	4,182			7.1%	
ALLOTMENTS :- Income	<b>48</b>	<b>318</b>	<b>4,500</b>	<b>4,182</b>			<b>7.1%</b>	<b>0</b>
4015 Utility - Water	0	0	700	700		700	0.0%	
4072 ALLOTMENTS/MAINTENANCE	14	14	2,000	1,986		1,986	0.7%	275
4088 PORTALOO HIRE	495	955	0	(955)		(955)	0.0%	680
4103 FTC Internal Hire	26	96	350	254		254	27.4%	
ALLOTMENTS :- Indirect Expenditure	<b>535</b>	<b>1,065</b>	<b>3,050</b>	<b>1,985</b>	<b>0</b>	<b>1,985</b>	<b>34.9%</b>	<b>955</b>
<b>Net Income over Expenditure</b>	<b>(487)</b>	<b>(747)</b>	<b>1,450</b>	<b>2,197</b>				
6000 plus Transfer from EMR	495	955						
<b>Movement to/(from) Gen Reserve</b>	<b>8</b>	<b>208</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 LOCAL AMENITIES/TRACTOR STORE</b>								
1014 PHONE MAST INC (STATION RD)	0	4,500	1,100	(3,400)			409.1%	
LOCAL AMENITIES/TRACTOR STORE :- Income	<b>0</b>	<b>4,500</b>	<b>1,100</b>	<b>(3,400)</b>			<b>409.1%</b>	<b>0</b>
4013 Utility - Electric	67	258	2,000	1,742		1,742	12.9%	
4078 Planting/Weeding	0	270	3,000	2,730		2,730	9.0%	
4084 PublicR: PLANT/EQUIP-PURCHASE	0	321	2,500	2,179		2,179	12.8%	
4085 PublicR: PLANT/EQUIP-MAINTENAN	0	499	2,500	2,001		2,001	19.9%	
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4118 BINS AND SEATS	0	0	1,000	1,000		1,000	0.0%	
4128 WASTE DISPOSAL	307	2,110	7,000	4,890		4,890	30.1%	
4132 BUILDING MAINTENANCE	0	45	1,500	1,455		1,455	3.0%	
4137 Water Dispenser Maintenance	0	(269)	300	569		569	(89.7%)	
4140 MAINTENANCE CONTRACTS	55	242	830	588		588	29.2%	
4700 FLITWICK MANOR PARK	0	1,991	7,000	5,009		5,009	28.4%	
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%	
4702 Flitwick Nature Park	121	322	1,000	678		678	32.2%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	<b>550</b>	<b>5,790</b>	<b>32,130</b>	<b>26,340</b>	<b>0</b>	<b>26,340</b>	<b>18.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(550)</b>	<b>(1,290)</b>	<b>(31,030)</b>	<b>(29,740)</b>				
<b>305 PLAY AREAS</b>								
1012 Millennium Park Hire	0	1,000	1,500	500			66.7%	
PLAY AREAS :- Income	<b>0</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>			<b>66.7%</b>	<b>0</b>
4075 PLAY AREA/REPAIRS & MAINT.	321	346	8,000	7,654		7,654	4.3%	
4098 Skate Park Lighting	216	294	500	206		206	58.7%	
4122 CHANGING ROOMS - HINKSLEY	33	544	0	(544)		(544)	0.0%	
PLAY AREAS :- Indirect Expenditure	<b>570</b>	<b>1,184</b>	<b>8,500</b>	<b>7,316</b>	<b>0</b>	<b>7,316</b>	<b>13.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(570)</b>	<b>(184)</b>	<b>(7,000)</b>	<b>(6,816)</b>				
<b>306 STREET LIGHTING</b>								
4096 Electricity - Street Lights	552	1,760	7,000	5,240		5,240	25.1%	
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	<b>552</b>	<b>1,760</b>	<b>9,000</b>	<b>7,240</b>	<b>0</b>	<b>7,240</b>	<b>19.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(552)</b>	<b>(1,760)</b>	<b>(9,000)</b>	<b>(7,240)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>311 YOUTH HUB/ACTIVITIES</b>								
1035 Youth Hub Hire	0	836	1,000	164			83.6%	
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
<b>YOUTH HUB/ACTIVITIES :- Income</b>	<b>0</b>	<b>15,836</b>	<b>16,000</b>	<b>164</b>			<b>99.0%</b>	<b>0</b>
4013 Utility - Electric	98	411	1,694	1,283		1,283	24.2%	
4014 CASUAL STAFF Wages	0	185	185	(0)		(0)	100.2%	
4015 Utility - Water	0	1,306	1,306	(0)		(0)	100.0%	
4016 BUSINESS RATES	0	1,921	1,700	(221)		(221)	113.0%	
4040 IT SUPPORT	42	42	0	(42)		(42)	0.0%	
4049 YOUTH ACTIVITIES	0	29,475	59,000	29,525		29,525	50.0%	
4052 LGBTQ+ Youth Provision	0	0	2,500	2,500		2,500	0.0%	
4082 Youth Hub CCTV	0	443	1,000	557		557	44.3%	
4128 WASTE DISPOSAL	36	111	600	489		489	18.5%	
4132 BUILDING MAINTENANCE	716	796	2,000	1,204		1,204	39.8%	
4134 CLEANING	336	699	1,815	1,116		1,116	38.5%	
4138 EQUIPMENT	0	14	1,000	986		986	1.4%	
4140 MAINTENANCE CONTRACTS	170	1,412	1,600	188		188	88.2%	
<b>YOUTH HUB/ACTIVITIES :- Indirect Expenditure</b>	<b>1,397</b>	<b>36,815</b>	<b>74,400</b>	<b>37,585</b>	<b>0</b>	<b>37,585</b>	<b>49.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,397)</b>	<b>(20,979)</b>	<b>(58,400)</b>	<b>(37,421)</b>				
<b>312 COMMUNITY ACTIVITIES</b>								
1032 Proud AF Initiative	0	100	0	(100)			0.0%	100
1039 PAINTING CIRCLE	0	200	200	0			100.0%	
1042 TEA DANCES	0	497	1,300	803			38.2%	
1120 KEEP FIT / Dance Fitness	56	1,148	2,800	1,653			41.0%	
1171 LUNCH CLUB	214	770	2,600	1,830			29.6%	
1177 GRANTS RECEIVED	0	29,592	0	(29,592)			0.0%	
<b>COMMUNITY ACTIVITIES :- Income</b>	<b>271</b>	<b>32,307</b>	<b>6,900</b>	<b>(25,407)</b>			<b>468.2%</b>	<b>100</b>
4103 FTC Internal Hire	589	3,077	11,000	7,923		7,923	28.0%	
4552 TEA DANCE	85	437	870	433		433	50.2%	
4553 PAINTING CIRCLE	0	0	100	100		100	0.0%	
4554 STITCHERS	0	80	195	115		115	41.0%	
4558 KEEP FIT / Dance Fitness	325	575	2,000	1,425		1,425	28.8%	
4606 Cost of Living Initiative	0	1,017	4,000	2,983		2,983	25.4%	
4613 Recycle / Reuse	0	0	250	250		250	0.0%	
4614 Proud AF Initiative	0	25	1,250	1,225		1,225	2.0%	
4616 Community Defib Training	175	350	500	150		150	70.0%	
4617 Oral History Equipment	0	0	500	500		500	0.0%	
4621 LUNCH CLUB	86	613	2,200	1,587		1,587	27.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4625 FORGET ME NOT GROUP	12	48	500	452		452	9.6%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	<u>1,272</u>	<u>6,222</u>	<u>23,365</u>	<u>17,143</u>	<u>0</u>	<u>17,143</u>	<u>26.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(1,001)</u></b>	<b><u>26,084</u></b>	<b><u>(16,465)</u></b>	<b><u>(42,549)</u></b>				
6001 less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(1,001)</u></b>	<b><u>25,984</u></b>						
<b>313 COMMUNITY EVENTS</b>								
1127 Flitwick Fun Day	(98)	4,838	3,000	(1,838)			161.3%	
1130 Christmas Lunch - OLDER People	0	0	2,200	2,200			0.0%	
1142 Easter Egg Trail	0	0	500	500			0.0%	
1164 Christmas Market RCCM	0	0	360	360			0.0%	
1165 Christmas Lights EVENT	225	255	150	(105)			170.0%	
1167 Christmas Market Trip	0	0	1,000	1,000			0.0%	
1169 Summer Programme	0	3,797	0	(3,797)			0.0%	
1191 MISC INCOME	0	58	0	(58)			0.0%	
COMMUNITY EVENTS :- Income	<u>127</u>	<u>8,949</u>	<u>7,210</u>	<u>(1,739)</u>			<u>124.1%</u>	<u>0</u>
4043 REMEMBRANCE EVENT	0	0	700	700		700	0.0%	
4200 Christmas Lights Installation	0	0	19,475	19,475		19,475	0.0%	
4201 Christmas Market RCCM	0	0	300	300		300	0.0%	
4202 Christmas Market Trip	0	0	1,000	1,000		1,000	0.0%	
4204 Flitwick TownSq Christsmas Tree	0	0	1,375	1,375		1,375	0.0%	
4206 Scarecrow Festival	0	0	240	240		240	0.0%	
4207 Fun Palace	0	0	150	150		150	0.0%	
4208 Skate Competition	0	1,114	2,300	1,186		1,186	48.4%	
4211 Easter Egg Trail	0	0	500	500		500	0.0%	
4213 Summer Programme	71	2,055	1,000	(1,055)		(1,055)	205.5%	
4540 Christmas Lights EVENT	0	30	6,250	6,220		6,220	0.5%	
4551 Flitwick Fun Day	595	17,262	21,000	3,738		3,738	82.2%	
4618 COMMUNITY Events Expense	(20)	115	2,500	2,385		2,385	4.6%	
4623 Christmas Lunch - OLDER PEOPLE	0	0	2,600	2,600		2,600	0.0%	
COMMUNITY EVENTS :- Indirect Expenditure	<u>647</u>	<u>20,575</u>	<u>59,390</u>	<u>38,815</u>	<u>0</u>	<u>38,815</u>	<u>34.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(520)</u></b>	<b><u>(11,627)</u></b>	<b><u>(52,180)</u></b>	<b><u>(40,553)</u></b>				
COMMUNITY Services :- Income	<u>1,939</u>	<u>65,957</u>	<u>46,210</u>	<u>(19,747)</u>			<u>142.7%</u>	
Expenditure	<u>38,337</u>	<u>201,644</u>	<u>615,047</u>	<u>413,403</u>	<u>0</u>	<u>413,403</u>	<u>32.8%</u>	
<b>Net Income over Expenditure</b>	<b><u>(36,398)</u></b>	<b><u>(135,687)</u></b>	<b><u>(568,837)</u></b>	<b><u>(433,150)</u></b>				
plus Transfer from EMR	495	955						
less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(35,903)</u></b>	<b><u>(134,832)</u></b>						

## Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,939	65,957	46,210	(19,747)			142.7%	
Expenditure	38,337	201,644	615,047	413,403	0	413,403	32.8%	
<b>Net Income over Expenditure</b>	<b>(36,398)</b>	<b>(135,687)</b>	<b>(568,837)</b>	<b>(433,150)</b>				
plus Transfer from EMR	495	955						
less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(35,903)</b>	<b>(134,832)</b>						



## Flitwick Town Council

### Officers Update – Community Services 3<sup>rd</sup> September

#### 1. Summer Programme

The Summer Programme has been a success; we are calculating the final numbers; the initial indication is that over 300 children have attended. Many of the sessions have involved parents and children enjoying the activities together.

The evaluation report will include recommendations for future delivery, including a refundable deposit system for sessions with limited places, e.g., dance workshops and graffiti workshops. This is in response to places being booked on Ticketsolve, the session being 'sold out', and subsequent 'no shows'.

FTC received a donation from Waitrose of £750, the funding arrived too late for the summer programme. The donation must be used to purchase food. The Community Services Team are looking to use the donation, alongside a donation received from Flitwick Club for youth activities. This will allow the team to extend the activities to include food. Officers will make a recommendation that selected activities should include sessions for HAF families and SEND children aged 8 – 16 years.

#### 2. Community Fridge

The Community Fridge has moved to its new home, to the side of The Rufus Centre. The Food Hub is up and running and is open Monday through Friday from 9.30am to 11.30am and 3.30pm to 6.30pm. The fridge is open on a Saturdays 9.30am -11.30am. These times will be reviewed at the end of September.

The number of volunteers has increased to 27.

Councillor Toby Howard's company donated two new commercial storage fridges for the Food Hub. The volume of food is increasing month on month and this has presented some issues for volunteers when collecting food. To help resolve these issue, we have increased the number of volunteers required to help unload collections, with three or four volunteers helping on a Friday and Sunday evening.

We have supported the set up of a pop-up food hub in Toddington on a Saturday morning; ambient food is delivered to Toddington by Cllr Andy Snape. We continue to support Clophill with surplus food items, and the donation basket at Aldi being offered to the NEED project for food parcels.

#### 3. Community Fridge Wastage

month	surplus food in	wastage	% waste	tons	meals	co2	Fridge visits	first time visit
Jul-24	4010.498	79.315	1.9776846	4.01	1389.11	1228.49	901	8

The surplus collected has risen by 900kg in June and fridge visits by 100.

#### **4. Litter Pick**

The next Litter Pick is due to take place on Sunday 22<sup>nd</sup> September, 10am – 12noon at Millennium Park.

Everyone welcome!

#### **5. Nature Park**

The two pedestrian gates that were removed and thrown into the Pussy Pond were fixed back on site however one of the gates has a broken hinge so this has been removed from site and a contractor will replace. The fencing remains intact and there has been no further vandalism.

A Ragwort hand pulling day was held on 13<sup>th</sup> August to try and clear a small amount of Ragwort that was growing in between the newly planted trees nearest the fenced off, grazing/ground nesting birds area. The AO and CASM will be meeting with a grazier in October to discuss the potential to graze some of the land and further discussions around the management of the Ragwort. A report will be presented to Committee, to discuss the management of the Ragwort and the options for grazing the land, for the November meeting.



The beat-up survey will take place in late summer which involves counting all the failed plants and re-planting in late September time.

Reports and surveys continue on the site in readiness for Planning Application to formalise the park.

The wildlife cameras remain on site and here are some images of the wildlife captured:



## **6. Manor Park**

Three trees at Manor Park have been identified as being dangerous and require felling. These works will be carried out by outside contractors and will require road closure/traffic management on the A5120. A date for this is to be confirmed and Members will be notified once we know when this will be.

## **7. Allotment Working Group**

The Allotment Working Group have set the date for the AGM to be Tuesday 29<sup>th</sup> October at 730pm.

## **8. Volunteer Day**

A volunteer open day was held at The Hub on 1<sup>st</sup> August, 10am – 2pm.

Unfortunately, no volunteers came forward on the day.

## **9. Flitwick Living History**

Flitwick Living History will hold two events at Flitwick Library on Saturday 7<sup>th</sup> September and Saturday 14<sup>th</sup> September, 13:30 – 15:30 to speak with interested volunteers.

Volunteer training will be delivered at The Rufus Centre in October.

## **10. Defibrillator Awareness Training**

The second free Defibrillator Awareness training is due to take place at The Rufus Centre on Tuesday 10<sup>th</sup> September, 18:00 – 20:00.

We currently have 20 spaces available, with 30 spaces taken.

## **11. Circus**

The Circus will arrive at Millenium Park on Monday 16<sup>th</sup> September, leaving on Sunday 22<sup>nd</sup> September.

They will be trading from Thursday 19<sup>th</sup> September to Sunday 22<sup>nd</sup> September.

## **12. Highways Walk Around**

A Highways Walk Around was organised with CBC Officers, FTC Officers and Members and took place on 28<sup>th</sup> August. The purpose was to discuss areas within Flitwick with CBC Officers that require attention. Two priority areas were identified during this first meeting; the steps behind Brookes Road shops through to Hinksley Road and the visibility splays on Temple Way where steps lead from Kingfisher to cross over to Church Road.

These meetings will be held ad hoc but will be at least two or three times a year.

### **13. Play Areas**

The bench that was vandalised at Millennium Park Play Area has been repaired with stronger wood and the 'Alien' climbing frame that was fenced off due to being unsafe has been repaired and damaged parts replaced.



The old light columns at Hinksley Road Playing Area have now been disconnected and removed from site.