



## FLITWICK TOWN COUNCIL

### **Draft Minutes of the Community Services Committee meeting held on Tuesday 7<sup>th</sup> January 2025 at the Rufus Centre**

#### Present:

Cllr Thompson (Chairman)  
Cllr Toinko  
Cllr Wilsmore  
Cllr Connell  
Cllr Earles  
Cllr Haralds  
Cllr Snape  
Cllr Roberts

Stacie Lockett – Town Clerk (TC)

Susan Eldred - Community Services and Amenities Manager (CSAM)

Zoe Putwain - Community Services Officer (CSO, ZP)

Sue Quinn – Community Services Officer (CSO, SQ)

#### **1245. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

#### **1246. 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.

#### **1247. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished everyone a Happy New Year and welcomed Cllr Harald to the Community Services Committee. Acknowledgement was given to Sue Livens for their service on the council.

The Chairman explained to Members that there was an error in the paperwork submitted with incorrect numbering. It had been corrected.

#### **1248. PUBLIC OPEN SESSION**

No members of the public attended the meeting.

#### **1249. INVITED SPEAKER**

No speaker was invited to the meeting.

#### **1250. MEMBERS QUESTIONS**

Members raised no questions at this time.

**1251. MINUTES**

- a. Members received and adopted the minutes of the Community Services meeting held on **Tuesday 3<sup>rd</sup> December 2024.**

It was **RESOLVED** to accept the minutes of the Community Services meeting held on **Tuesday 3<sup>rd</sup> December 2024.**with no amendments.

*Action – Reception*

**1252. MATTERS ARISING**

- a. Members raised no comments in relation to the Minutes of the Community Services Committee Meeting on **Tuesday 3<sup>rd</sup> December 2024.**

**1253. ITEMS FOR CONSIDERATION**

a. **FLH Grant Application**

Members received a report from the Community Services & Amenities Manager and considered the recommendations in the report.

Questions were raised as to the availability of Officer time, suggested as approximately 8 hrs. It was confirmed that the time would be flexible depending on the requirements of the project and other tasks assigned. It was confirmed that the time was able to be incorporated into the Officer hours.

The CSO (SQ) confirmed that the officer time had been incorporated into the grant application and that initial conversations with schools in the area had been positive with the project fitting in with the curriculum. The suggested Retail Trail concept was received with mixed reviews by the Members.

It was **RESOLVED** to approve the Community Services Officer time to submit a grant application to the UKSPF Culture and Arts application for the delivery of the outlined FLH Project and if successful, to allocate eight hours per week of the Community Officers time to deliver the outlined project.

b. **Central Bedfordshire Council – Steppingley Road, Flitwick – Off-Street Parking**

Members considered formally responding to the consultation relating to off-street parking at the new care home in Steppingley Road, Flitwick. The consensus of the committee was that no response was required.

c. **80<sup>th</sup> Anniversary of VE Day**

Members received an email from Bruno Peek regarding celebrating the 80<sup>th</sup> Anniversary of VE Day on 8<sup>th</sup> May 2025. Members had a verbal discussion regarding options and formal celebrations.

It was raised that if the event fell under 'Civic Events' that the decision would need to be made a full Council as this was beyond the remit of the Community Services Committee. It was noted that Flitwick Town Council had no beacon of note and that there had been a previous resolution made that a beacon would not be purchased, due to the lack of available space to deploy.

On enquiry the CSAM informed members of previous events held by the Council for alike requests with a beacon lighting taking place on the 75<sup>th</sup> anniversary of VE day at Millenium

Park. The previous event had an attendance of around 50 people, with the costs incurred being significant.

The request was debated as to whether it was to be a Civic event or Celebration due to the letter being sent from CBC and there being no use of the term remembrance. This, combined with the suggestions of activity being varied, caused confusion as to where the activity would fall.

Members discussed and did suggest that it was pivotal that if an activity took place that residents were not disappointed by the activity, as had previously occurred.

It was noted that the Flag Policy was due for renewal prior to the suggested date but the current policy does state that the Union Jack would be flown every 5<sup>th</sup> year.

Members requested that Officers look into the letter and offers of other Councils, along with contacting the RBL to find out if they are planning to mark the occasion. Depending on the Officer findings it was suggested that the relevant committee receive a suggestion of activity.

*Action – CSAM*

## **1254. ITEMS FOR INFORMATION**

### **a. Community Financial Report**

Members received and noted a report from the Senior Finance Officer

### **b. Officer Update**

Members noted the Officer update and asked for clarification as to the BCLF grant funding and deadline. Members asked for more information on the forest school to be circulated.

*Action: CSAM*

When questioned in relation to the Skate Park, the CSAM confirmed that although delayed, Central Bedfordshire Council were aware and the revised deadline that could not be exceeded was the end of March.

In relation to the Community Fridge, Members requested a more in-depth report to better express the immense work and volume of food transported by the volunteers over the festive season. Although numbers were given it was felt that this did not reflect the high volume of turnover and high dedication of deployment to achieve the results.

Members did express sincere thanks to the volunteers and welcomed any future updates.

### **c. Social Value Report**

Members received a report from the Community Services & Amenities Manager and noted the information within the report.

### **d. Central Bedfordshire Council – Notification of variation of parking charges**

Members noted the variations of car parking charges relating to the Steppingley Road Car Park.

### **e. CBC Highways and FTC Multi-Agency Working**

Members noted that the next 'walkabout' with a CBC Highways Officer is due in April 2025. Members were invited to suggest or raise concerns during the meeting or at any time to have any areas they would like reviewed during this meeting, please email the Community Services & Amenities Manager.

Current 'concerns' raised with CBC Highways from September 2024:

- Overgrown Trees on Temple Way, opposite Church Road
- The Steps at the back of Brooks Road Shops.

The Froghall Road chicanes were noted as being damaged again, with the TC confirming that as this was a recurring item they would raise this directly.

The buildout in the road at Manor Way was raised and although potentially outside the parameters of the meeting it was agreed that this was identified as a concern to Highways for Safety reasons. Cllr Wilsmore offered to gather the relevant information required.

*Action – RW/TC*

**1255. PUBLIC OPEN SESSION**

No members of the public attended the meeting.

**1256. 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. Members and Officers to discuss Youth Provision**

It was **RESOLVED** to move item 12a, Youth Provision to Exempt.

Members discussed the current Youth Provision and options following the end of current contract.

Signed ..... (Chairman)



## **Flitwick Town Council**

### **Flitwick Community Fridge Steering Group**

#### **Flitwick Community Fridge**

The Steering Group will be a working group of the Community Services Committee. The Committee will set the terms of reference and approve the membership for the working group.

The working group will have no delegated powers, no budget and will make recommendations back to Community Services Committee and Town Council.

#### **Membership**

Up to 3 Councillors who are actively involved in the delivery of the service (regularly volunteering), but do not need to be members of the Community Services Committee.

Up to 3 Officers

Up to 2 Supply Chain Representatives

Up to 4 Volunteer Representatives, ensuring proportional allocation of seats across different operational areas.

*Council Members will be elected at the Community Services Committee meeting in June of each year.*

#### **Terms of Reference**

**The working group aims to support the delivery of the Flitwick Community Fridge. The Working Group will inform the Operational Function of the Community Fridge. Governance structures and formal decision-making will remain the responsibility of the Council.**

When exercising its functions in relation to the Community Fridge, the working group will:

- Maintain a deep understanding of and adhere to the principles of the Community Fridge.
- Adhere to the code of conduct for staff and volunteers as set out in the volunteer handbook.
- Attend the working group meetings and raise any issues regarding the operation of the Fridge from a volunteer/management and council perspective.
- Take direction from Council Officers and not undertake any works of their own initiative.
- Any actions agreed will be notified to volunteers by Council officers.
- Volunteers must treat any comments in the group as confidential.

Administration of the working group

Meetings of the Flitwick Community Fridge will generally not be formally minuted, however notes will be taken and actions allocated. The exception of this is when the group holds a

meeting with an external party. These minutes will be formally approved by Community Services Committee.

Meetings of the Flitwick Community Fridge will be called by the Community Services Officer and will be chaired by a member of Flitwick Town Council. These meetings will take place in person or online as needed.

An agenda will be circulated to members giving three clear days notice.

Meetings will not proceed unless there is at least one member present.



## FLITWICK TOWN COUNCIL

### Role Responsibilities

<b>Post:</b>	<b>Community Fridge Crew Lead</b>
<b>Post No:</b>	<b>Flitwick Town Council</b>
<b>Responsible to:</b>	<b>Community Services Team</b>
<b>Responsible for:</b>	<b>Community Fridge &amp; Food Hub</b>

#### Role Purpose

This role will assist with delivering the Flitwick Community Fridge & Food Hub operation, which aims to successfully reduce food waste, build stronger bonds within the community, and provide people with access to nutritious food.

#### Main Responsibilities

1. Be responsible for completing a Volunteer Starter Pack, including the Health and Safety Toolbox Talk, signing a Medical Disclaimer, reading the Risk Assessment, and completing a Food Hygiene course.
2. Ensure all Health and Safety guidelines are followed, such as wearing an apron, washing your hands, and disposing of food waste correctly.
3. Always act in a manner that aligns with the Community Fridge Risk Assessment.
4. Adhere to all food safety regulations and guidelines.
5. When using an FTC vehicle, ensure the 'Vehicle Checklist' is completed.
6. When collecting from Tesco, please wear a high viz jacket and take straps to secure the crates.
7. Ensure all crates are weighed in and recorded.
8. Be responsible for all ambient and frozen food being temperature-checked upon arrival at the Food Hub.
9. Food items are sorted into the Community Fridge and storage fridges.
10. Ensure temperature checks are completed and recorded on *all* fridges.
11. Be responsible for stock rotation when restocking the Food Hub.
12. Be responsible for accepting Foodiverse on Saturdays and Sundays, posting on the WhatsApp Group when confirmed.
13. To coordinate the delivery of 'Use By' Sessions on a Friday & Sunday.
14. To ensure the postcode sheets are completed during the 'Use By' Session.
15. Communicate effectively with other Volunteers and Officers.
16. If you choose to join the WhatsApp Group, please communicate respectfully.
17. To allocate yourself slots on SignUp.com.
18. If you pick up food donations from Tesco or Waitrose (or any other outlet), you should be able to lift crates weighing 10kg or more.
19. Adhere to all Guidance, Policies, and Producers as outlined in the Volunteer Handbook.

20. Volunteers can take items from the fridge only during opening hours, in accordance with the Food Hub rules.







## FLITWICK TOWN COUNCIL

### Role Responsibilities

<b>Post:</b>	<b>Community Fridge Coordinator</b>
<b>Post No:</b>	<b>Flitwick Town Council</b>
<b>Responsible to:</b>	<b>Community Services &amp; Amenities Manager</b>
<b>Responsible for:</b>	<b>Community Fridge &amp; Food Hub</b>

#### Job Purpose

This role will assist with the coordination of the Flitwick Community Fridge & Food Hub operation, aiming to successfully cut food waste, build stronger bonds within the community, and provide people with access to nutritious food.

#### Main Responsibilities

1. To coordinate the daily operation of the Food Hub at The Rufus Centre, including liaising with partner organisations to collect and distribute food.
2. Coordinate daily food collections and stock rotation, ensuring all food is recorded and passes through the Community Fridge before being redistributed.
3. Be responsible for putting the Aldi code on the WhatsApp Group before 7:45am, Monday to Friday.
4. Be responsible for unlocking the Food Hub, taking the donation pot, and updating the volunteer whiteboard each morning.
5. Monitor the completion of daily checklists, including cleaning, fridge temperature, and waste disposal.
6. Lock the Food Hub at the end of sessions and collect the donation pot.
7. Be responsible for stocking the Food Hub with cleaning products, clean aprons etc.
8. Be responsible for coordinating volunteers for food collections and the operation of the Food Hub.
9. Stepping in to cover deliveries or operations at the Food hub on an exceptional basis if volunteers are unavailable.
10. Support, monitor, and communicate effectively with our volunteer team via our WhatsApp Community and signup.com.
11. Monitor Signup.com to ensure all delivery slots and Food Hub shifts are allocated.
12. Communicate regular updates to volunteers and quickly address issues that arise at the Food Hub.
13. To be the main point of contact for Volunteers.
14. Coordinate emergency food parcels and arrange additional support, if required.
15. Coordinate the delivery of Food Waste to Animal Edge.
16. Be responsible for accepting Foodiverse on a Tuesday and Friday, notifying the WhatsApp Group when accepted.

17. Work as part of the team to promote the service via social media, including daily posts advertising stock availability.
18. To assist the Marketing and Communications Manager by providing content and imagery to be uploaded to the website and Flitwick Papers.
19. Assist with consistent data collection at the Community Fridge, which is used to monitor impact.
20. To support initiatives that will strengthen and expand the voluntary and community sector.
21. Identify ways to engage with and support society's most vulnerable and "hard-to-reach" groups.





## FLITWICK TOWN COUNCIL

### Role Responsibilities

<b>Post:</b>	<b>Community Fridge Lead</b>
<b>Post No:</b>	<b>Flitwick Town Council</b>
<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Responsible for:</b>	<b>Community Fridge &amp; Food Hub</b>

#### Job Purpose

This role will assist with the coordination of the Flitwick Community Fridge & Food Hub operation, aiming to successfully cut food waste, build stronger bonds within the community, and provide people with access to nutritious food.

#### Main Responsibilities

1. Oversee the Role Responsibilities for the Community Fridge Lead and Fridge Support roles.
2. Engage with Volunteers effectively.
3. Work with Cllr Andy Snape to lead the direction of the Fridge, including logistical and operational decision-making.
4. Coordinate monthly meetings with the Steering Group to include elected Volunteers and Crew Leads.
5. When the Fridge Lead and Fridge Support are unavailable, coordinate daily food collections and stock rotation, ensuring all food is recorded and passes through the Community Fridge before being redistributed.
6. Support deliveries or operations at the Food hub if volunteers, Fridge Lead, and Fridge Support are unavailable.
7. Support, monitor, and communicate effectively with our volunteer team via our WhatsApp Community and signup.com.
8. Work as part of the team to promote the service via social media, including daily posts advertising stock availability.
9. To support initiatives that will strengthen and expand the voluntary and community sector.
10. Identify ways to engage with and support society's most vulnerable and "hard-to-reach" groups.





## FLITWICK TOWN COUNCIL

### Role Responsibilities

<b>Post:</b>	<b>Community Fridge Support</b>
<b>Post No:</b>	<b>Flitwick Town Council</b>
<b>Responsible to:</b>	<b>Community Services &amp; Amenities Manager</b>
<b>Responsible for:</b>	<b>Community Fridge &amp; Food Hub</b>

#### Job Purpose

This role will assist with the coordination of the Flitwick Community Fridge & Food Hub operation, aiming to successfully cut food waste, build stronger bonds within the community, and provide people with access to nutritious food.

#### Main Responsibilities

1. When the Fridge Lead is unavailable, coordinate daily food collections and stock rotation, ensuring all food is recorded and passes through the Community Fridge before being redistributed.
2. To be the main point of contact for Volunteer recruitment and induction.
3. Responsible for all Volunteer administration, including GDPR management, Training Schedules, and allocating Food Hygiene Courses, etc.
4. Be responsible for gaining Volunteer Feedback after the induction period.
5. Laise with reception with regards to organising Volunteer ID badges and Data Input.
6. Support deliveries or operations at the Food hub if volunteers and the Fridge Lead are unavailable.
7. In the absence of the Fridge Coordinator, Support, monitor, and communicate effectively with our volunteer team via our WhatsApp Community and signup.com.
8. Collect monthly mileage forms from volunteers and process them with the finance team.
9. Be responsible for completing NEED Project referrals when required.
10. Be responsible for Grant Applications relating to the Community Fridge.
11. Be responsible for reporting data to FTC, CBC, and other organisation where applicable.
12. In the absence of the Fridge Coordinator, assist the team in promoting the service via social media, including daily posts advertising stock availability.
13. To assist the Marketing and Communications Manager by providing content and imagery to be uploaded to the website and Flitwick Papers.
14. Assist with consistent data collection at the Community Fridge which is used to monitor impact.
15. To support initiatives that will strengthen and expand the voluntary and community sector.
16. Identify ways to engage with and support society's most vulnerable and "hard-to-reach" groups.







## FLITWICK TOWN COUNCIL

### Role Responsibilities

<b>Post:</b>	<b>Community Fridge Volunteer</b>
<b>Post No:</b>	<b>Flitwick Town Council</b>
<b>Responsible to:</b>	<b>Community Services Team</b>
<b>Responsible for:</b>	<b>Community Fridge &amp; Food Hub</b>

#### Role Purpose

This role will assist with delivering the Flitwick Community Fridge & Food Hub operation, which aims to successfully reduce food waste, build stronger bonds within the community, and provide people with access to nutritious food.

#### Main Responsibilities

1. Be responsible for completing a Volunteer Starter Pack, including the Health and Safety Toolbox Talk, signing a Medical Disclaimer, reading the Risk Assessment, and completing a Food Hygiene course.
2. To be responsible for completing daily checklists such as fridge and cleaning checks.
3. Ensure all Health and Safety guidelines are followed, such as wearing an apron, washing your hands, and disposing of food waste correctly.
4. Always act in a manner that aligns with the Community Fridge Risk Assessment.
5. To operate the Food Hub at The Rufus Centre, including distributing food, restocking the fridge, and building relationships.
6. Adhere to all food safety regulations and guidelines.
7. Treat everyone who uses the Food Hub equally.
8. To follow the rules of the Community Fridge when serving service users, eg 3kg Per Person, one visit per day etc
9. To ensure the postcode sheets are completed on every visit.
10. Communicate effectively with other Volunteers and Officers.
11. If you choose to join the WhatsApp Group, please always communicate respectfully.
12. To allocate yourself slots on SignUp.com.
13. If you pick up food donations from Tesco, Co-op, Waitrose, SOFEA (or any other outlet), you should be able to lift crates weighing 15kg or more.
14. Support the Volunteer team in 'manning' the Food Hub during opening hours and helping 'sort' deliveries on a Friday evening and Sunday afternoon.
15. Adhere to all Guidance, Policies, and Producers as outlined in the Volunteer Handbook.
16. Volunteers can take items from the fridge during opening hours only, in line with the Food Hub rules.





## FLITWICK TOWN COUNCIL

### Report to Community Services : 5<sup>TH</sup> March 2025 Community Movie Days

**Implications of recommendations**  
**Corporate Strategy: Cost of Living**  
**Finance:**  
**Equality: Accessible to all**

#### **Background**

FTC Councillors agreed to run community film days as part of the Cost of Living programme.

#### **Introduction**

Community Services have been running community movie days in the school holidays since October 2022. In the current financial year, we have shown 12 films with a total audience of 1071. In July 2024 the Ticketsolve booking system was introduced, requiring people to book in advance. This has allowed the Rendezvous Café to be prepared for increased numbers on the day.

However, we are now aware of the number of people booking but not attending. For the films recently shown in half term (February) each showing had the capacity of 220 tickets. The first film had 212 tickets booked and 91 no shows, the afternoon showing had 104 tickets booked and 22 no shows. The system shows, particularly in the case of the first film, that some residents may not have been able to attend as it could have shown as 'sold out' however there was plenty of space due to the number of people not attending

There have been several complaints from those attending the screenings on the behaviour of children and adults. Adults talking amongst themselves and children running around during the film. At the screenings in February, an announcement was made asking for mobile phones to be on silent, to respect others and stop children running around. Unfortunately, this did not deter the behaviour of some and there were still complaints. The hospitality team reported that they had never seen so much mess after a film showing and a considerable amount of time needed to be spent cleaning the space.

#### **Additional Information**

FTC's current licence (public video screening licence) costs £132.50, this licence is due for renewal in October 2025. This licence allows FTC to show films up to an audience of 249. However, the films must be shown free of charge.

To charge for films FTC would need to pay £87.00 per film.

Flitwick Library has a programme of film showings (which was funded as part of the UK Shared Prosperity Fund) in school holidays.

They offer a family ticket at a cost of £16.96 including £1.96 booking fee.

Adult ticket at a cost of £6.13 including £1.13 booking fee.

Child ticket at a cost of £4.50 including £1.00 booking fee.

#### **Options**

1. To continue offering Movie Days free of charge but reduce the showings to one film per half term
2. To introduce a fee of £4.00 inclusive of VAT per ticket plus £1.00 booking fee, this would mean that the licence cost of £87.00 would apply.
3. To keep the films free of charge but ensure that a staff member is in the room during the film showing, (approx. 5 hours of staff time), increasing the staff time dedicated to movie days.
4. To cease movie days and assist in promoting the Library film shows.

**Officer Recommendation**

To continue with option 1 for the summer holiday

To implement option 2 in September.

**Sue Quinn – Community Services Officer**



## FLITWICK TOWN COUNCIL

### Report to Community Service: 4<sup>th</sup> March 2025 VE Day 8<sup>th</sup> May 2025

#### **Implications of recommendations**

**Corporate Strategy:** Maintain, co-ordinate and financially support the Remembrance parade and other events which commemorate important occasions

**Finance:** There is no budget for any event

#### **Background**

The RBL marked the 80th anniversary of D-Day in June 2024 and requested that we light the beacon to mark the occasion. On the 3<sup>rd</sup> of October 2024, Community Services Committee resolved to not purchase a Beacon or hold an event and suggested signposting residents to other locations.

At the Community Services meeting on the 7<sup>th</sup> of January 2025 Members received a report including an email from Bruno Peek in relation to holding an event for VE day on the 8<sup>th</sup> May 2025. The information on the requested event summary is as follows;

*‘On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories’*

Members requested that Officers investigated the requested event and how other Towns would be marking the occasion. It was noted that if the decision was made to hold a Civic event this decision would need to be taken to full Council as it was not in the remit of the Community Services Committee. It was also noted that the Beacon that belongs to the Council is not of a quality to be used.

#### **Introduction**

Members were asked to look at options to hold an event to mark VE Day on the 8<sup>th</sup> May 2025. Officers have investigated the offers by other Councils and have suggested actions that can take place at low cost or higher depending on the Committee's decision. Members are asked to note that there is no budget for any event for VE day and that any costs would need to be covered by the Project Fund.

## Other Towns and Councils

**Ampthill** - Beacon on Thursday 8<sup>th</sup> May, which will include a parade, music and readings.

There will also be an event including music at The Community Café.

On Sunday 11<sup>th</sup> May there will be an afternoon of music at The Nottingham Performance Area.

**Biggleswade** – 8<sup>th</sup> May VE day service at the memorial. On the 5<sup>th</sup> July there will be a joint VE/VJ day street party including live music at Shuttleworth.

**Kempston** – No current plans.

**Arlesey** – Potential event on the green and war memorial. They have formed a working group who are in the planning stages.

**Dunstable** – Will be acknowledging VE day but have no set plans and will take 3 weeks to organise.

**Leighton Linlade** – Raising of special VE flag, Beacon lighting 8<sup>th</sup> May

**Flitton and Greenfield** – Gala on the 10<sup>th</sup> May – live music, food court, stalls

**Pulloxhill** – 4<sup>th</sup> May Pulloxhill peace party – 40s Themed Tea party live music

## Suggested Event Plan

### **Civic-VE Day - 8<sup>th</sup> May**

**9am** – Raising of the Union flag or VE Day flag on the 8<sup>th</sup> May at the Rufus Centre.

**11am** – Allow service at the War Memorial by the RBL and St Peters and St Pauls.

**6.30pm** – Churches ring the bells for peace (subject to approval from the Church)

**9.30pm** - Direct people to Ampthill as the uniformed groups have been requested to attend that location and we have no beacon to light.

### **Community / Rufus - 8<sup>th</sup> May**

9am – 2pm – Special on Fish and Chips to be offered at the Rendezvous café.

1.30pm – 2.30pm – Live vintage music performed in the Rendezvous Café £90 PH (Community Services general budget code could cover this cost)

Display the poppy swag on the war memorial and display on the roundabout (No cost but staff time)

Poppies on the lamppost (No cost but staff time)

Optional editions -

- **VE DAY FLAG £37.33 Plus delivery**



- **VE Day Bunting £5.99 (5 M) Plus delivery**



- **VE Day Display Colum - £7.99 Each plus delivery**



- **VE Day Party Pack - £35.00**



### **Organise an event / Saturday 10<sup>th</sup> May**

1. Organised VE Movie Day event in the Rufus Centre Lockyer suite apart from the film costs at around £12 that can be allocated from the community General fund. This would also require Officer time.

### **Options**

1. Members are asked to decide what they would like to see happen to mark the VE day on the 8<sup>th</sup> of June.
2. Members are asked to consider if they would like to offer a VE Day Movie Day on the 10<sup>th</sup> of May.



## Proposal for Summer Programme 2025

Date	Activity	Time	Location	Cost	Staff
21 <sup>st</sup> July	Youth Service		Hub/Millennium Park	0	Dan and Team
24 <sup>th</sup> July	Movie Day	11am and 2pm	Lockyer Booked	20	Sue
25 <sup>th</sup> July	Geocache	11- 2pm	Manor Park	100	Zoe
28 <sup>th</sup> July	Youth Service		Hub/Millennium Park	0	Dan and Team
30 <sup>th</sup> July	Sports Day	11am to 3pm	Millennium Park	50	Sue Zoe
4 <sup>th</sup> August	Youth Service		Hub/Millennium Park	0	Dan and Team
5 <sup>th</sup> August	Bug Hotel	10 am – 1pm	Hinksley	78	Sue Zoe
6 <sup>th</sup> August	Drumming Workshop	11am – 1pm 2pm – 4pm	Hinksley	500?	Sue Zoe
8 <sup>th</sup> August	Town Mayor Coffee morning	8.30 – 12.30pm	Village Hall	0	Sue Zoe Volunteers
11 <sup>th</sup> August	Youth Service		Hub/Millennium Park	0	Dan and Team
12 <sup>th</sup> August	Circus Skills	11am – 3pm	Lockyer Booked	425	Sue / Black Sheep
18 <sup>th</sup> August	Youth Service		Hub/Millennium Park	0	Dan and Team
19 <sup>th</sup> August	Bug Hotel	10am – 1pm	Hinksley	0	Sue Zoe
21 <sup>st</sup> August	Mosaic Workshop	11am – 1pm	Hub	84.6	Sue Zoe
27 <sup>th</sup> August	Mosaic Workshop	11am – 1pm	Hub	0	Sue Zoe
28 <sup>th</sup> August	Circus Skills	11am – 3pm	Lockyer Booked	425	Sue /Black Sheep
29 <sup>th</sup> August	Big Knit	8.30 – 12.30pm	Village Hall	0	Zoe
Promotional leaflet for family fun day				150	
Total				1832.6	

Black Sheep – Circus skills ( as last year)

Drumming workshop – quote requested from Drum Arts to run 2 workshops at Hinksley using the music park and Djembe drums



## FLITWICK TOWN COUNCIL

### Report to Community Service: 4<sup>th</sup> March 2025 Summer Programme 2025

**Implications of recommendations**

**Corporate Strategy:** Cost of Living

**Finance:** Balance of Grant from Lottery 2024 £1048 and Agreed Budget £1400

**Equality:** Accessible to all

## Background

In 2024 Community Services ran a summer scheme that provided free activities to the community throughout the summer holidays. 19 activities were staged and there were 595 participants, these included parents and children. The summer programme was funded through the National Lottery Community Fund. The programme delivered a social value calculation of £14 of value for every £1 invested\*.

## Introduction

The Community Services team have drawn up a programme for Summer 2025, using the feedback from last year and the sessions which drew the most participants, providing value for money. A new activity, African Drumming, will make use of the new musical park at Hinksley. This activity will be free, but places will need to be booked in advance. A £5.00 refundable deposit will be in place for this. Based on our experience from last year when restricted places were booked and didn't attend, which meant that participants missed out on the opportunities.

## Options

1. Members are asked to approve the draft plan and allow officers to make adjustments where necessary.

\*This is an internal calculation using a financial proxy of the cost of summer activities in the local area (£7.00 per session)

Sue Quinn

Community Services Officer

# Flitwick Town Council Community Committee Financial Summary 24/25

01 April to 31st January 2025

	YTD Income	Income Budget	+/- EMR Mvts	% Budget Achieved		YTD Expenditure	Expenditure Budget	+/- EMR Mvts	% Budget Spent
Community Services	£ 144,294	£ 46,210	£ 7,595	329%		£ 548,933	£ 591,732	£ 10,838	91%

<b>TOLERANCES:</b> 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 January 25	
		Income	Expenditure
4001/300, 4002/300, 4014/300	Staff Costs		£ 30,680
4005/300, 4006/300, 4008/300, 4063/300	Vehicle/Truck Costs		£ 886
4051/300	Grants Permitted		£ -
4064/300, 4103/300	Other Costs (CCTV & Internal Hire)		£ 1,868
1004/301, 1013/301, 1119/301, 4015/301, 4068/301, 4069/301	Burial Grounds (301)	£ 3,374	£ 145
1005/302, 4015/302, 4072/302, 4088/302, 4103/302	Allotments (302)	£ 2,366	£ -
1014/302, 1070/303, 1177/303 4013/303, 4078/303, 4084/303, 4085/303, 4110/303, 4118/303, 4128/303, 4132/303, 4137/303, 4140/303, 4700/303, 4702/303	Local Amenities & Tractor Store (303)	£ 215	£ 1,511
1012/305, 1177/305 4075/305, 4098/305, 4122/305, 4861/305	Play Areas / Millennium Park (305)	£ 5,611	£ 30,914
4096/306, 4097/306	Street Lighting		£ 704

2024/25 Year to date							
Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
				£ 313,554	£ 375,762		83%
				£ 13,997	£ 15,950		88%
				£ 5,000	£ 5,000		100%
				£ 3,061	£ 4,700		65%
£ 15,825	£ 9,000		176%	£ 697	£ 900		77%
£ 4,984	£ 4,500		111%	£ 9,596	£ 2,350	£ 7,595	85%
£ 18,305	£ 1,100	£ 10,738	2640%	£ 17,476	£ 27,730		63%
£ 43,325	£ 1,500		2888%	£ 35,898	£ 8,500		422%
				£ 5,482	£ 7,500		73%

Community Services Narrative

Apr-24	Allotments Portaloo	4088/302	Spending for Allotment Portaloo directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution.
	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.
	Youth Hub Business Rates	4016/311	Higher than anticipated 24/25 business rates. 25/26 budget to be reviewed against any further anticipated rise.
Aug-24	Casual StaffHours	4014/300	£18 spend for use of Casual (RB) for litter pick - one off payment. No further charges expected
Sep-24	Allotments	4072/302	Spending for Allotment Fencing directly from Allotments Earmarked Reserve (EMR 324) as per Council Resolution.
	Budgets	ALL	Full mid-year budget review complete and applied
Nov-24	Local Amenities	1177/303	First annual Nature Park Grant Payment received of £10,738.20. Moved to linked EMR 317
	Play Areas	1177/305	CBC Section 106 Arts Grant of £35,513.50 received.
Dec-24	Uniform	4002/300	Essential Staff Uniform
Jan-25	Play Areas	1177/305 & 4861/305	S106 CBC grant for Millennium Park Pathway received in Jan 25 and matched to spending on 4861/305
	Play Areas	4075/305	Spending for Hinksley Road Musical Installation to be matched with funding received on 1177/305 in Nov 24

Community Activities & Events Summary 24/25

		01-31 January 25		2024/25 Year to date							
		Income	Expenditure	Income	Budget	+/- EMR Mvts	% Budget Achieved	Expenditure	Budget	+/- EMR Mvts	% Budget Spent
1041/311, 1177/311 4007/311, 4049/311	Youth Activities	£ -	£ -	£ 16,000	£ 15,000		107%	£ 59,553	£ 59,000		101%
1035/311, 4013/311, 4014/311, 4015/311, 4016/311, 4082/311, 4128/311, 4132/311, 4134/311, 4138/311, 4140/311	Youth Hub	£ 30	£ 935	£ 1,159	£ 1,000		116%	£ 13,213	£ 12,700		104%
1181/312, 4606/312	* Cost of Living	£ 28	£ 394	£ 340	£ -		n/a	£ 3,652	£ 4,000		91%
1177/312 4611/312, 4617/312	Flitwick Heritage	£ -	£ 150	£ 29,592	£ -		n/a	£ 9,481	£ 750		1264%
1032/312, 1036/312, 1039/312, 1042/311, 1120/312, 1147/312, 1171/312 4103/312, 4552/312, 4554/312, 4558/312, 4613/312, 4614/312, 4616/312, 4621/312, 4625/312	Community Activities (312)	£ 476	£ 288	£ 5,478	£ 6,900	£ 100	81%	£ 10,313	£ 16,949		61%
1127/313, 1130/313, 1142/313, 1164/313, 1165/131, 1167/313, 1169/313, 1191/313 4043/313, 4200/313, 4204/313, 4206/313, 4208/313, 4213/313, 4540/313, 4551/313, 4618/313	Community Events (313)	£ 40	£ 3,904	£ 9,286	£ 7,210		129%	£ 47,959	£ 50,191		96%

Community Activity Narrative

Apr-24	Summer Programme	4213/313	Overspend to be matched to higher than anticipated income on 1169/313 to negate any overspend
Apr-24	Business Rates - Youth Hub	4016/311	Business Rates overspend under review
Aug-24	Flitwick Heritage	1177/312 4611/312, 4617/312	Figures now separated on report: - Grant received of £29,592.40 against 1177/312 - 4611/312 Flitwick (Library) Film Club (zero budget + £5,000 contribution from grant) - 4617/312 Flitwick Heritage & Oral Equipment (£500 budget + £250 on EMR 321 + £24,592 contribution from grant)
Sep-24	Budgets	ALL	Full mid-year budget review complete and applied
Oct-24	Youth Event Costs	4007/311	Costs for Swimming Initiative Spend against zero budget
Oct-24	Youth Hub Water	4015/311	Overspend : water usage under investigation by officers
Oct-24	YH Maintenance Contracts	4140/311	Overspend against contracts under review by officers
Nov-24	Community Events	4200/313	November sees increased costs for the payment of the 2024 Town Christmas Lights installation
Nov-24	Community Events	4204/313	November sees increased costs for the purchase of the 2024 Town Square Christmas Tree
Jan-25	Youth Hub Water	4015/311	Overspend : Following investigations on water usage a refund for overcharges of £1,015.45 will be received in March 2025. This will remove the overspend.

		PROJECT Details				Project Details										24/25 FUNDING Details			
	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	Comments
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 12,177			£ -	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. Jan 25 : CPF Fund & 24/25 Grant Instal complete. Outstanding approved grant fund (£272,895) not yet claimed. No further CPF spend committed.
	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.
	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
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155	£ -	0%				PROJECT CLOSED August 24
ects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 20,359			£ 3,314	14%				
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627			£ 500	3%				
	810	4855 110	Proj - Stocksfield Refurb	Business / Community	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 10,649		£ 1	£ -	0%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubbub Grant Funding - received PROJECT CLOSED January 25

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

## Committee Report

	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 & Wages	30,680	312,918	375,162	62,244		62,244	83.4%	
4002 Uniform	0	618	600	(18)		(18)	103.0%	
4005 Trucks Maintenance	0	294	600	306		306	49.0%	
4006 Fuel	154	3,328	3,500	172		172	95.1%	
4008 Truck Insurance	0	2,740	3,000	260		260	91.3%	
4014 CASUAL STAFF Wages	0	18	0	(18)		(18)	0.0%	
4051 FTC Grants Permitted	0	5,000	5,000	0		0	100.0%	
4063 Truck Lease Repayments	732	7,635	8,850	1,215		1,215	86.3%	
4064 Town Centre CCTV	1,788	1,788	1,700	(88)		(88)	105.2%	
4103 FTC Internal Hire	80	1,273	3,000	1,727		1,727	42.4%	
CORE SERVICES :- Indirect Expenditure	<b>33,434</b>	<b>335,611</b>	<b>401,412</b>	<b>65,801</b>	<b>0</b>	<b>65,801</b>	<b>83.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(33,434)</b>	<b>(335,611)</b>	<b>(401,412)</b>	<b>(65,801)</b>				
<b>301 BURIAL GROUNDS</b>								
1004 Burial Grounds (No VAT)	2,893	11,463	7,000	(4,463)			163.8%	
1013 CBC-Closed Burial Ground	0	1,000	1,000	0			100.0%	
1119 Burial Grounds Income VATABLE	481	3,363	1,000	(2,363)			336.3%	
BURIAL GROUNDS :- Income	<b>3,374</b>	<b>15,825</b>	<b>9,000</b>	<b>(6,825)</b>			<b>175.8%</b>	<b>0</b>
4015 Utility - Water	0	85	150	65		65	56.6%	
4068 Burial Ground NO VAT	0	145	250	105		105	58.0%	
4069 Burial Ground VATABLE	145	467	500	33		33	93.5%	
BURIAL GROUNDS :- Indirect Expenditure	<b>145</b>	<b>697</b>	<b>900</b>	<b>203</b>	<b>0</b>	<b>203</b>	<b>77.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,229</b>	<b>15,128</b>	<b>8,100</b>	<b>(7,028)</b>				
<b>302 ALLOTMENTS</b>								
1005 Allotment Rents	2,366	4,984	4,500	(484)			110.8%	
ALLOTMENTS :- Income	<b>2,366</b>	<b>4,984</b>	<b>4,500</b>	<b>(484)</b>			<b>110.8%</b>	<b>0</b>
4015 Utility - Water	0	288	500	212		212	57.5%	
4072 Allotments Maintenance	0	7,351	1,500	(5,851)		(5,851)	490.0%	6,152
4088 Portaloo Hire	0	1,718	0	(1,718)		(1,718)	0.0%	1,443
4103 FTC Internal Hire	0	241	350	110		110	68.7%	
ALLOTMENTS :- Indirect Expenditure	<b>0</b>	<b>9,596</b>	<b>2,350</b>	<b>(7,246)</b>	<b>0</b>	<b>(7,246)</b>	<b>408.3%</b>	<b>7,595</b>
<b>Net Income over Expenditure</b>	<b>2,366</b>	<b>(4,612)</b>	<b>2,150</b>	<b>6,762</b>				
6000 plus Transfer from EMR	0	7,595	0	(7,595)				
<b>Movement to/(from) Gen Reserve</b>	<b>2,366</b>	<b>2,983</b>	<b>2,150</b>	<b>(833)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	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 (Station Rd)	0	5,500	1,100	(4,400)			500.0%	
1070 Manor Park (Rural Paymt Agent)	0	1,851	0	(1,851)			0.0%	
1177 Grants & Donations Received	0	10,738	0	(10,738)			0.0%	10,738
1191 MISC INCOME	215	215	0	(215)			0.0%	
<b>LOCAL AMENITIES/TRACTOR STORE :- Income</b>	<b>215</b>	<b>18,305</b>	<b>1,100</b>	<b>(17,205)</b>			<b>1664.0%</b>	<b>10,738</b>
4013 Utility - Electric	124	953	1,000	47		47	95.3%	
4078 Planting/Weeding	0	1,130	2,000	870		870	56.5%	
4084 PublicR: Plant/Equip -PURCHASE	0	2,250	2,500	250		250	90.0%	
4085 PublicR: Plant/Equip- MAINT	21	520	2,300	1,780		1,780	22.6%	
4110 Tree Maintenance	0	3,000	3,000	0		0	100.0%	
4118 Bins & Seats	0	0	300	300		300	0.0%	
4128 Waste Disposal	464	4,278	7,000	2,722		2,722	61.1%	
4132 Building Maintenance	11	73	500	427		427	14.7%	
4137 Water Dispenser Maintenance	0	0	300	300		300	0.0%	
4140 Maintenance Contracts	425	667	830	163		163	80.4%	
4700 FLITWICK MANOR PARK	450	4,137	7,000	2,863		2,863	59.1%	
4702 Flitwick Nature Park	16	468	1,000	532		532	46.8%	
<b>LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure</b>	<b>1,511</b>	<b>17,476</b>	<b>27,730</b>	<b>10,254</b>	<b>0</b>	<b>10,254</b>	<b>63.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,296)</b>	<b>829</b>	<b>(26,630)</b>	<b>(27,459)</b>				
6001 less Transfer to EMR	0	10,738	0	(10,738)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,296)</b>	<b>(9,910)</b>	<b>(26,630)</b>	<b>(16,720)</b>				
<b>305 PLAY AREAS</b>								
1012 Millennium Park Hire	0	2,200	1,500	(700)			146.7%	
1177 Grants & Donations Received	5,611	41,125	0	(41,125)			0.0%	
<b>PLAY AREAS :- Income</b>	<b>5,611</b>	<b>43,325</b>	<b>1,500</b>	<b>(41,825)</b>			<b>2888.3%</b>	<b>0</b>
4075 Play Areas Repairs & Maint.	25,441	29,471	8,000	(21,471)		(21,471)	368.4%	
4098 Skate Park Lighting	28	269	500	231		231	53.7%	
4122 Changing Rooms - Hinksley Rd	34	747	0	(747)		(747)	0.0%	
4861 Proj Millen. Park Path S106	5,411	5,411	0	(5,411)		(5,411)	0.0%	
<b>PLAY AREAS :- Indirect Expenditure</b>	<b>30,914</b>	<b>35,898</b>	<b>8,500</b>	<b>(27,398)</b>	<b>0</b>	<b>(27,398)</b>	<b>422.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,303)</b>	<b>7,427</b>	<b>(7,000)</b>	<b>(14,427)</b>				
<b>306 STREET LIGHTING</b>								
4096 Electricity - Street Lights	704	5,482	7,000	1,518		1,518	78.3%	



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Street Lighting Maintenance	0	0	500	500		500	0.0%	
STREET LIGHTING :- Indirect Expenditure	<b>704</b>	<b>5,482</b>	<b>7,500</b>	<b>2,018</b>	<b>0</b>	<b>2,018</b>	<b>73.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(704)</b>	<b>(5,482)</b>	<b>(7,500)</b>	<b>(2,018)</b>				
<b>311 YOUTH HUB/ACTIVITIES</b>								
1035 Youth Hub Hire	30	1,159	1,000	(159)			115.9%	
1041 Youth Activities	0	15,000	15,000	0			100.0%	
1177 Grants & Donations Received	0	1,000	0	(1,000)			0.0%	
YOUTH HUB/ACTIVITIES :- Income	<b>30</b>	<b>17,159</b>	<b>16,000</b>	<b>(1,159)</b>			<b>107.2%</b>	<b>0</b>
4007 Youth Event Costs	0	603	0	(603)		(603)	0.0%	
4013 Utility - Electric	152	1,169	1,694	525		525	69.0%	
4014 CASUAL STAFF Wages	0	185	185	(0)		(0)	100.2%	
4015 Utility - Water	0	2,250	1,306	(944)		(944)	172.3%	
4016 Business Rates	0	1,921	1,700	(221)		(221)	113.0%	
4049 Youth Activities	0	58,950	59,000	50		50	99.9%	
4082 Youth Hub CCTV	0	443	1,000	557		557	44.3%	
4128 Waste Disposal	28	270	400	130		130	67.6%	
4132 Building Maintenance	19	1,588	2,000	412		412	79.4%	
4134 Cleaning Costs	288	1,743	1,815	72		72	96.0%	
4138 Equipment	0	924	1,000	76		76	92.4%	
4140 Maintenance Contracts	449	2,719	1,600	(1,119)		(1,119)	169.9%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	<b>935</b>	<b>72,766</b>	<b>71,700</b>	<b>(1,066)</b>	<b>0</b>	<b>(1,066)</b>	<b>101.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(905)</b>	<b>(55,607)</b>	<b>(55,700)</b>	<b>(93)</b>				
<b>312 COMMUNITY ACTIVITIES</b>								
1032 Proud AF Initiative	0	100	0	(100)			0.0%	100
1036 Stitchers Donations	0	66	0	(66)			0.0%	
1039 Painting Circle	0	200	200	0			100.0%	
1042 TEA DANCES	0	864	1,300	436			66.5%	
1120 Keep Fit / Dance Fitness	476	2,876	2,800	(76)			102.7%	
1147 Forget Me Not Group	0	103	0	(103)			0.0%	
1171 LUNCH CLUB	0	1,268	2,600	1,332			48.8%	
1177 Grants & Donations Received	0	29,592	0	(29,592)			0.0%	
1181 Cost of Living Monies Rec'd	28	340	0	(340)			0.0%	
COMMUNITY ACTIVITIES :- Income	<b>504</b>	<b>35,410</b>	<b>6,900</b>	<b>(28,510)</b>			<b>513.2%</b>	<b>100</b>
4103 FTC Internal Hire	106	6,890	11,000	4,110		4,110	62.6%	
4552 TEA DANCE	0	542	543	1		1	99.8%	
4554 Stitchers	70	258	195	(63)		(63)	132.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4558 Keep Fit / Dance Fitness	0	950	2,000	1,050		1,050	47.5%	
4606 Cost of Living Initiative	394	3,652	4,000	348		348	91.3%	
4611 Flitwick (Library) Film Club	0	5,000	0	(5,000)		(5,000)	0.0%	
4613 Recycle / Reuse	0	92	130	38		38	70.8%	
4614 Proud AF Initiative	100	125	1,250	1,125		1,125	10.0%	
4616 Community Defib Training	0	350	350	0		0	100.0%	
4617 Flitwick Oral History Project	150	4,481	500	(3,981)		(3,981)	896.2%	
4621 LUNCH CLUB	0	981	981	0		0	100.0%	
4625 Forget Me Not Group	12	125	500	375		375	25.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	<b>832</b>	<b>23,446</b>	<b>21,449</b>	<b>(1,997)</b>	<b>0</b>	<b>(1,997)</b>	<b>109.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(328)</b>	<b>11,964</b>	<b>(14,549)</b>	<b>(26,513)</b>				
6001 less Transfer to EMR	0	100	0	(100)				
<b>Movement to/(from) Gen Reserve</b>	<b>(328)</b>	<b>11,864</b>	<b>(14,549)</b>	<b>(26,413)</b>				
<b>313 COMMUNITY EVENTS</b>								
1127 Flitwick Fun Day	40	4,878	3,000	(1,878)			162.6%	
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	0	119	150	31			79.3%	
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	492	0	(492)			0.0%	
COMMUNITY EVENTS :- Income	<b>40</b>	<b>9,286</b>	<b>7,210</b>	<b>(2,076)</b>			<b>128.8%</b>	<b>0</b>
4043 Remembrance Event	0	609	700	91		91	87.0%	
4200 Christmas Lights Installation	3,630	18,699	19,475	776		776	96.0%	
4204 Flitwick TownSq Christsmas Tree	0	1,350	1,375	25		25	98.2%	
4206 Scarecrow Festival	0	134	240	106		106	55.9%	
4208 Skate Competition	0	1,114	1,114	0		0	100.0%	
4213 Summer Programme	0	2,749	1,000	(1,749)		(1,749)	274.9%	
4540 Christmas Lights EVENT	0	4,713	6,250	1,537		1,537	75.4%	
4551 Flitwick Fun Day	0	17,537	17,537	0		0	100.0%	
4618 COMMUNITY Events Expense	273	1,055	2,500	1,445		1,445	42.2%	
COMMUNITY EVENTS :- Indirect Expenditure	<b>3,904</b>	<b>47,959</b>	<b>50,191</b>	<b>2,232</b>	<b>0</b>	<b>2,232</b>	<b>95.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,864)</b>	<b>(38,674)</b>	<b>(42,981)</b>	<b>(4,307)</b>				
COMMUNITY Services :- Income	<b>12,140</b>	<b>144,294</b>	<b>46,210</b>	<b>(98,084)</b>			<b>312.3%</b>	
Expenditure	<b>72,380</b>	<b>548,933</b>	<b>591,732</b>	<b>42,799</b>	<b>0</b>	<b>42,799</b>	<b>92.8%</b>	
<b>Net Income over Expenditure</b>	<b>(60,240)</b>	<b>(404,639)</b>	<b>(545,522)</b>	<b>(140,883)</b>				
plus Transfer from EMR	0	7,595	0	(7,595)				
less Transfer to EMR	0	10,838	0	(10,838)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(60,240)	(407,883)	(545,522)	(137,639)				
Grand Totals:- Income	12,140	144,294	46,210	(98,084)			312.3%	
Expenditure	72,380	548,933	591,732	42,799	0	42,799	92.8%	
Net Income over Expenditure	(60,240)	(404,639)	(545,522)	(140,883)				
plus Transfer from EMR	0	7,595	0	(7,595)				
less Transfer to EMR	0	10,838	0	(10,838)				
Movement to/(from) Gen Reserve	(60,240)	(407,883)	(545,522)	(137,639)				



## Flitwick Town Council

Community Services Committee – 5<sup>TH</sup> March 2025

### Officers Update

#### 1. Community Fridge February 2025

As at 24<sup>th</sup> February 2025

2025	surplus food in	wastage	% waste	tons	meals	co2	Fridge visits	first time visit	volunteer hours	value of volunteer hours @11.44 NLW
Feb-25	5140.575	101.31	1.970	5.14	1780.66	1574.77	1383	2	260.5	2980.12

#### 2. Community Fridge Steering Group

A steering group involving officers, councillors and volunteers has been set up. The first meeting was held on 21<sup>st</sup> February. A wide variety of items were discussed. The aim is for the group to meet once a month.

#### 3. LGBTQ+ History Month

We held an event in partnership with Flitwick Library on 5<sup>th</sup> February. Community Artist Laura Dove was commissioned to produce a canvas “What Pride Means to Me”. Visitors to the Library were invited to paint; draw; or write on the canvas which had the background of the pride flag. The event started at 4 pm to attract young people and parents to participate. 4 young people were encouraged to join in and 2 families, (parents and young children). This was more of a craft activity for them, rather than engagement in the idea. Three adults attended later in the evening. Three members of the committee attended. The event was promoted on the Proud AF facebook page and shared with other LGBTQ+ groups; Q:Alliance and Rainbow Bedfordshire.

Applying our social value calculation to the event demonstrated that there was a deficit cost to the Council, the cost was £81.00 per person.

#### 4. Skatepark Extension Update

The contractor is in the final stages of fabrication of the 3d metal work and significant works will be happening on site from 10<sup>th</sup> March with completion anticipated for the end of March. A Skatejam has been arranged in partnership with Rollback World and will form part of an official opening for the extended skatepark. This will take place on Sunday 11<sup>th</sup> May. All Members are invited to attend and further information will follow via email.

#### 5. Food Fairness Grant – CBC

As of 24<sup>th</sup> February we are still waiting the outcome. We have chased CBC and received apologies for the delay.

## **6. Community Fridge Grant Application – Wixamtree**

Wixamtree Trust has been contacted, their trustees meeting in February was cancelled, the next meeting is in March.

## **7. Hinksley Park Music Installation Update**

The groundworks are almost completed; there has been a delay in the fencing. We are currently looking at designs for two benches for the park. Fabrication of the instruments has started. Contact has been made with Kingsmoor School to arrange a music day in the summer term.

## **8. Flitwick Living History Application**

We are still waiting for a decision on this

## **9. Easter Egg Trail**

The Easter Egg Trail is set to take place on the 17<sup>th</sup> of April due to the kind Support and Sponsorship from Temple Flooring and Flitwick Club. The poster is currently being re branded and will be published in the next edition of the Flitwick Paper.

## **10. FFD Update**

The FFD planning is well underway with over half of the stalls being allocated. The Officer would like to confirm that Sponsorship has been offered to date totalling £1650 with Flitwick Motorcycles agreeing to be a platinum sponsor and Oak fostering Gold. Other Sponsors include Flitwick Club, D & G Shorts and Flitwick Jewellery.

## **11. Upcoming events**

15<sup>th</sup> March – Civic Reception

23<sup>rd</sup> March Great British Clean – Station Road Green Space

28<sup>th</sup> March – Quiz TMC (Sold Out)

1<sup>st</sup> April – 13<sup>th</sup> April Fair on External Booking Millenium Park -

6<sup>th</sup> April – Litter Pick – Hinksley Park

11<sup>th</sup> April Evening with Linus (TMC) (2 tickets sold)

17<sup>th</sup> Easter Trail

26<sup>th</sup> April Eat Feast Event – External booking Millenium Park

## **12. Manor Park Working Group (MPWG)**

Several residents have registered their interest in joining the MPWG and the first meeting will take place in March. We have also had significant interest in volunteering with hands on activities in the park.

## **13. Manor Park Trees & Bridge**

Major tree works are now complete at the Park. These works to fell or significantly reduce trees were completed following the advice from the tree survey report. The Public Relam team will now be working to clear the felled trees, using the chippings to fill in the ruts and leaving some logs on site for habitat. There will be new trees planted in place of some of the larger fallen and felled tress in due course.

The P3 Group and the Public Relam team have been working to construct a new bridge at Manor Park. This will be complete by 12<sup>th</sup> March. The Public Realm team will be clearing away some of the brambles and self-sets on the other side of the bridge and install a gate to

allow access to the field the other side.

#### **14. Parkrun**

Hinksley Road Junior Parkrun commenced on Sunday 23<sup>rd</sup> February. There was a good uptake from junior runners. A six-month review on this will be reported to Community Services at the September meeting.

#### **15. Millennium Play Area**

A new, tarmacked path has been installed through the middle of Millennium Park Play area. The existing path was beginning to crumble and there were many trip hazards. The loose gravel from the path has also been interfering with equipment, most notably the inclusive roundabout.

#### **16. CBC Tree Planting**

We have been successful in being awarded a CBC Tree Planting Grant. Trees have been purchased and will be planted at Station Road Recreation Ground on Thursday 6<sup>th</sup> March. All Members are invited to attend.



## FLITWICK TOWN COUNCIL

### Report to Community Services Committee 04.03.2025 Nature Park – Progress Update & Estimated Costs

#### Background

The planning application (CB/24/03330/FULL) for the formalisation of the Nature Park was submitted in November 2024. The application includes the installation of bins, benches and interpretation boards, a car parking provision for 20 cars (4 disabled bays) with 10 overflow spaces and new access from Maulden Road and an accessible perimeter pathway.

#### Introduction

The planning consultation period has concluded and we are working with our planning consultants to minimise any pre and post commencement conditions. The possible pre-commencement condition with the most impact is:

2/ No part of the development shall be brought in to use until a 2m wide footway (set back 0.5m from the carriageway edge) has been constructed on the western side of Maulden Road between development access and existing footway provision at Commerce Way in accordance with details of the approved drawing/or scheme to be submitted to and approved by the Local Planning Authority. Any Statutory Undertakers equipment or street furniture shall be re-sited to provide an unobstructed footway.

Reason: In the interests of road safety and pedestrian movement.

The Amenities Officer has collated ballpark figures and key information for Members to note the costs that could be involved to construct a footway. Ballpark costs for access, car park, perimeter path, bins, benches and interpretation boards have been gathered.

#### Additional Matters

These figures are approximate only and will be subject to FTC's financial regulations and tendering process. For this report, initial advice has been sought and ballpark figures accrued from various contractors. Full quotations and reports will be obtained when they are required. Members should note that this report does not include any additional costs for any further reports to supplement planning consent, should they be required.

- **Footway**

The approximate length of footway required between the existing footway provision at Commerce Way and the access on Maulden Road is 500m.

For a tarmac surface, £80 - £100pm<sup>2</sup> is a rough estimate for a 500m length this would equate to approximately **£80,000 - £100,000** Extending the footpath along Maulden Road would require groundworks before a surface can be laid (removing soil/evening out the bank) which would increase costs. Traffic management costs will also need to be considered as well as planning costs.

- **New access**

Vehicular access to the site will be provided via a new priority junction onto Maulden Road. This access will serve a car park.

The site access will come under a S278 agreement with the highway authority and they would be more likely to have an idea of the potential costs. Any figure would need to be heavily caveated as a significant factor in these types of costs relates to existing services underground which have not yet been identified. There would also be the need to culvert the ditch under the access road which poses additional complications and potential costs.

A rough ballpark cost for the construction of the new access on the public highway would be in the region of **£35k - £40K** including the provision for culverting the existing ditch with a 300mm diameter pipe with a concrete bagwall head wall at either end.

The ballpark cost does not include for any required Statutory Authority Diversion/Protection works that may be required resulting from the construction of the new access.

- **Car Park**

It is proposed that 20 car parking spaces be provided to serve the nature park. Central Bedfordshire policy does not specify parking standards for this type of use. As such, in order to determine the appropriate level of parking provision a parking accumulation exercise has been undertaken. The car park comprising 20 car parking spaces will include four disabled accessible bays.

An overspill parking area for 10 cars is proposed adjacent to the permanent car park. The carpark will be gated and open during daylight hours only.

Main reinforced grass parking area: 536m<sup>2</sup>

Over-flow reinforced grass parking area: 216m<sup>2</sup>

The cost for both areas will be in the region of **£75,000.00**

- **Car Park Gate**

The car park will be gated and open during daylight hours only.

Supply and install 3.6m galvanised height restrictor and 5 bar field gate  
**£3815.95 + VAT** including all labour, parts, concrete and waste disposal.

- **Bicycle Racks**

Within the car park a 4 rack cycle rack will be installed.

Sheffield 4 rack cycle rack **£500**

- **Perimeter Path**

An accessible perimeter path will be installed. The layout of the internal paths maximises the opportunities to walk around the site while also limiting impact of visitors on ecology and biodiversity. The paths are wheelchair accessible, flat and have regular resting places in the form of benches along the route.

The accessible path measures 2240m for the main circular and 440m for the short central path.

The path will conform to the following:

Excavate 2m wide to a maximum depth of 140mm, install a geotextile membrane, lay and compact 100mm Type 3 aggregate as base layer then lay and compact 40mm of self-binding path gravel.

This work will be part funded by S106 monies and will cost in the region of **£215,000.00**

- **Benches**

Four wooden benches will be located at various points on the perimeter footpath

1 x 1.5m long oak backless bench **£310** (supply only)

1 x 1.5m long oak bench with back rest **£450** (supply only)

1 x oak benches using 2 x concrete ground anchors set in concrete **£200** (installation cost)

- **Litter Bins/Dog Waste Bins**

Two litter bins and two dog waste bins will be installed at site.

A wooden litter bin will cost anything from **£250** upwards per unit. A dual-purpose bin (general/recycling waste) will cost from **£500** upwards per unit.

A dog waste bin will cost from **£150** upwards per unit.

- **Interpretation Boards/Waymarks**

Two interpretation boards will be installed at site to include history and archaeology information of the site, ecology and biodiversity facts and walking routes.

Supply and install 1 x A0 oak lectern interpretation panel **£490**

Supply and install 1 x A1 oak lectern interpretation panel **£400**

Supply 1 x 1.8m x 100mm x 100mm oak waymark post with angled weather top **£45**