



FLITWICK TOWN COUNCIL

Ref: Agenda/Council- 17/06/2025 - 472

12th June 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Flitwick Town Council** that will take place on **Tuesday 17th June 2025 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

S. Lockey

Stacie Lockey
Town Clerk

Distribution: All Town Councillors
Notice Boards
Central Bedfordshire Council

Chairman to read out the following statement:

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

4. **Leader Update**

To receive an update from the Leader of the council.

5. **REPORTS FROM WARD MEMBERS**

To receive reports from Central Bedfordshire Council ward members.

6. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGYxYmVmZDUtYzhjYS00ODIyLWEwOGUtNTVhZjIwZGJkOGVm%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

7. **INVITED SPEAKER**

No invited speaker.

8. **MEMBERS QUESTIONS**

To receive questions from Members.

9. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 20th May 2025**, this meeting was held at the Rufus Centre.
- b. For Members to approve the minutes of the Extraordinary Town Council Meeting held on **Tuesday 10th June 2025**, this meeting was held at the Rufus Centre.
- c. For Members to receive and consider the resolutions and recommendations of the Finance & General Purposes Committee meeting, held on **Tuesday 19th May 2025**, this meeting was held at the Rufus Centre.

10. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 20th May 2025 & Tuesday 10th June 2025**.
- b. Members to receive any updates from Officers.

11. **OUTSIDE BODIES**

To receive reports from representatives on outside bodies.

12. ITEMS FOR CONSIDERATION

a. Year End Accounts 2024-25

- i) To note the unaudited Financial Statement 2024-25.
- ii) To approve the Governance Statement 2024-25.
- iii) To approve the Annual Return 2024-25.
- iv) To consider the final interim Internal Audit Report for 2024-25.

b. Appointment of Internal Auditor

Members are asked to consider appointing Auditing Solutions as the internal auditor for 2025/2026.

d. Earmarked Reserve (EMR) 331 - Virement

Members are asked to consider a virement of £57,050 from EMR 331 – Steppingley Rd Legal Fees – to a new EMR to assist with funding the installation of new boilers for the Rufus Centre.

Background Information

The Steppingley Road land sale expenditure to date (made up of legal and professional fees) has reached the figure allocated in EMR 331, and payments of this value have been made to the necessary suppliers.

Usually, the funds would remain allocated in EMR 331 until the capital receipt is received; however, due to cash flow considerations, Officers are requesting a change in the standard process to free up funds to assist with the urgent expenditure required for the new boilers at the Rufus Centre.

All prepayments currently accounted for in the 112 control account (on the Balance Sheet) will be credited once the capital receipt is received, ensuring the Council accounts for these fees accordingly.

Once the receipt comes in, the Council is obliged to instate a capital receipt EMR, and only capital expenditure can be transacted using this fund.

d. Policies

(i) Information & Data Protection

Members are asked to adopt the Information & Data Protection policy.

(ii) Digital & ICT Policy

Members are asked to adopt the Digital & ICT Policy.

(iii) Key Holder Policy

Members are asked to adopt the key holder policy (this is a new policy).

e. Scouts Planning

Members are asked to consider the following request from the Scouts, which is a result of the Planning application they submitted for their new building. Supporting documentation has been circulated as part of this agenda.

Hi Andy, hope you are well. Sorry to add to your burden but our planning application is running into a problem with 'Bio Net Diversity Gain'. It seems we have to show that we are putting in place planting etc which will result in a 10% increase in the bio diversity of the site. This is difficult when the new building has to fill the whole of the site! The easiest solution would be to expand the red line of the planning application to give space to plant trees, grow a meadow or something similar. We have an ecologist from Greensand Trust looking into exactly what we need to do. The additional land wouldn't not be leased to us and the existing fence would not be moved but we would merely manage it to grow trees etc. Is this something that you think the council would consider? May be easier to have a call or meeting to discuss.

f. Warrenfield Room Conversion to Office Space

Members are asked to consider the following expenditure to convert the Warrenfield Room to office space.

Option 1 – complete refurbishment including decoration, flooring, blinds, reinstatement of doors: £9,090.00

Option 2 – complete refurbishment as above, including kitchenette: £10,714.80

The expenditure for this work would come from EMR 314 'Compensation Field 2025' - £7,175.00 (part of this EMR was spent on new field gates for the Rufus Centre). General reserves would cover the remaining expenditure.

13. ITEMS FOR INFORMATION

a. Finance Reports

Members are asked to note the following finance reports:

- i) Balance Sheet
- ii) Projects Fund

14. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

15. EXEMPT ITEMS

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

a. Confidential Report – to note

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