

Flitwick Town Council 15 July 2025 - Ward Councillor Report

Introduction

I agreed to report to FTC in writing prior to any meeting.

Senior Living Village (Red Kite Meadow)

I asked officers for a statement that we can share as the opening is clearly experiencing continuing delay.

The fabric of the building is almost complete. Internal elements of the building are starting to be 'snagged' and this will carry on through July. The remaining works are outside the building - forming a road, car parking and extensive landscaping. Broadly we expect the building activity to have completed in the summer, moving into a period of fit out and mobilisation autumn into winter. We'll be able to provide further updates later in the year when there are firm dates for residents to start moving in.

Allocation process for Independent Living Scheme

When an applicant applies for an Independent Living Scheme their application will be assessed based on:

- *Their strength of local connection*
- *Assessed care need*
- *Housing need*

The Independent Living Panel will then allocate apartments based on these factors. Our allocations and lettings of property are demand led and will give consideration to the Balanced Care Profile. The Balanced Care Profile suggests that in order to promote a positive, vibrant community, 40% of all residents will have high care needs, 30% medium care needs and 30% low care needs.

Future of Ferndale Care Home

Priority will be given to moving those residents from Ferndale who choose to move to Red Kite Meadows'. Some residents may choose alternative homes or take the opportunity to move nearer relatives. This will take a period of time, but when all of the residents have moved the site will become surplus. An item has been placed on the forward plan for the August meeting of the Executive Committee to seek permission to dispose of the site when it is no longer required as a care home.

Planning Issues

The application for 9 Station Square (the old post office) was refused because it blocked off access to the High Street forcing all vehicles to use the unadopted Avenue Mews access road and effectively removing access to the apartments in the Avenue Mews courtyard.

The fencing, bollards and ramp next to the old post office is now in contravention of planning and will be subject to enforcement. Of course, the applicant may appeal.

Highways issues

Councillor Townsend shared with officers' evidence of the surface water issues on the east side of the High Street during the recent Sunday morning downpour. This is just beyond the point where 3 gullies were installed. We have both subsequently written and asked for a further assessment as to why the surface water was still significant at that point, as well as on the High Street by the shops.

I identified pavements for improvement in Catherine Road, Hinksley Road and Greenways and these have been done. The resurfacing of the second half of The Avenue is due in August.

Councillor Ian Adams

10 July 25



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on Tuesday 17th June 2025 at the Rufus Centre at 7:45pm

Present:

Cllr J Roberts (Chairman)
Cllr C Thompson
Cllr D Toinko
Cllr T Harald
Cllr L Bandy
Cllr A Crawford
Cllr H Hodges
Cllr R Wilsmore
Cllr M Platt
Cllr P Earles
Cllr Snape
Cllr Parsons

Also present:

Cllr I Adams – Central Bedfordshire Council (CBC) Ward Member
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
3 members of the public (1 via virtual access)

5832. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence for Cllr Blazeby (holiday), Cllr Patterson (holiday).

Cllrs Parsons and Snape would join the meeting late – both Members were delayed on a train home from work.

5833. DECLARATIONS OF INTEREST

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

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

5834. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor thanked the Officers and Members who helped with the Family Fun Day, which was a good day.

The Town Mayor thanked Cllr Platt for chairing the Extraordinary Council Meeting.

The Town Mayor had attended the Interactive Music Park Opening at Hinksley Road and the Family Fun Day since the last meeting.

The Deputy Town Mayor had attended CBC's Development Management Committee (DMC) meeting and spoke against the Steppingley Field development. He also attended the Pride Picnic.

5835. Leader Update

The item was postponed until Cllr Snape arrived at the meeting.

5836. REPORTS FROM WARD MEMBERS

Cllr Adams congratulated Cllr Platt for opening the public session of the DMC meeting, where CBC objected to the planning application for Steppingley Road field. Although he was pleased with the outcome, Cllr Adams reported that it was likely that the applicant would appeal the decision. Flitwick residents were happy with the decision, and Cllr Adams thanked the Town Council for their involvement in the process.

Questions

Cllr Wilsmore commented that he had not received a copy of the report and asked for an update on the other information included.

Cllr Adams advised that the report included information about the consultation on Home-to-School transport being free for the nearest school. This would have a significant impact on the area, and Ward Members were concerned that CBC was not discussing this closely enough with the local schools. Flitwick schools would mainly increase their number of pupils, but moves would only happen when transitioning to the next school (e.g., Lower to Middle School) or if people were new to the area.

Cllr Wilsmore had been speaking to the Business Manager at Woodlands Academy, who had been concerned about the additional five coaches that would be dropping off pupils if the plans went ahead, since using the car park was not an option. Cllr Adams explained that for school trips, the coaches reversed in, but he anticipated the need for some capital spend if this happened, as options would need to be investigated for getting buses onto the site. It was for these reasons that Cllr Adams wanted CBC to engage more with the schools.

Cllr Adams referred to the safe walking routes for pupils who lived within 3 miles of the schools, and it was unknown if transport would be provided. Cllr Adams stated that there were many aspects of the proposal that needed clarity.

The Inspiring Music Programme was continuing at Redborne.

Cllr Thompson asked for an update on the land next to the Senior Living Village. Cllr Adams reported that CBC were still agreeing the Head of Terms, but there was no further update. In terms of the Senior Living Development, CBC anticipated that this would be completed in October 2025; however, Cllr Adams had heard some doubt that it might overrun further.

Cllr Toinko had been unable to find the report within the supporting papers and commented that there was no mention of it in the email circulated that morning. He appreciated that Cllr Adams was the only Ward Member who attended the Council meetings, but asked if an email could be sent stating that there was a late paper. Cllr Adams had sent the report late the previous day and said he would attempt to send it earlier in the future.

Cllr Adams left the meeting at 19:58.

5837. PUBLIC OPEN SESSION

A resident attending commented that she was pleased that CBC had rejected the Steppingley Road Field planning application. She asked if there was anything that residents could do concerning the appeal process and commented that the number of objections must show the strength of feeling.

A resident referred to the Home-to-School consultation and commented that she had spoken to a mother of a child who attended a local school that day, and they had explained that the school was at capacity. Cllr Wilsmore advised that the schools were not at capacity.

A resident asked for an update on the progress at 3 Station Road. The Chairman advised that the Council were hoping to make an announcement shortly regarding the tenant of the retail unit and that the restaurant tenancy process was moving forward.

A resident commented that the Senior Living Development was overdue, and she inquired whether the taxpayer was covering the fees incurred. The Chairman commented that CBC was paying penalty clauses for overrunning, but he did not know the details; however, Cllr Adams might be able to provide more information.

The Chairman thanked the residents for attending.

5838. INVITED SPEAKER

No items.

5839. MEMBERS QUESTIONS

No items.

5840. 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.

It was **resolved** to approve the minutes of the Town Council Meeting held on Tuesday 20th May 2025 at the Rufus Centre as a true record.

- 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.

It was **resolved** to approve the minutes of the Extraordinary Town Council Meeting held on Tuesday 10th June 2025 at the Rufus Centre as a true record.

- 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.

The resolutions and recommendations of the Finance & General Purposes Committee meeting held on Tuesday 19th May 2025 were noted.

5841. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 20th May 2025 & Tuesday 10th June 2025**.

No items.

- b. Members to receive any updates from Officers – no items.

5842. OUTSIDE BODIES

No items.

5843. ITEMS FOR CONSIDERATION

a. Year End Accounts 2024-25

i) To note the unaudited Financial Statement 2024-25

Cllr Hodges referred to the £19,000 VAT refund and asked why the Council had received this. The RFO commented that her immediate reaction was that this was a reclaim of VAT following increased capital expenditure in the final quarter of the financial year relating to the 3 Station Road refurbishment. She agreed to double-check and report back to Cllr Hodges.

Members noted the Financial Statement for 2024-25.

ii) To approve the Annual Governance Statement 2024-25

It was **resolved** to approve the Annual Governance Statement 2024-25.

iii) To approve the Annual Return 2024-25

It was **resolved** to approve the Annual Return 2024-25.

iv) To consider the Final Interim Internal Audit Report for 2024-25

It was **resolved** to accept the Final Interim Internal Audit Report for 2024-25.

The Chairman thanked the RFO and her team for their work on the accounts.

b. Appointment of Internal Auditor

The RFO explained that it was a statutory requirement for the Council to appoint an internal audit for the ensuing financial year.

It was **resolved** to appoint Auditing Solutions Ltd. for the financial year 2025-26.

c. Earmarked Reserve (EMR) 331 - Virement

Members were 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.

Cllr Toinko asked for the cost of the new boilers. The Town Clerk explained that the initial quotes were between £90,000 and £100,000, and that Officers were due to start the tender process.

Cllr Earles asked about the current condition of the boilers. Members were informed that one boiler had been condemned, leaving two functioning, but Officers were keen to have three upgraded in readiness for the winter.

It was **resolved** to approve a virement of £57,050 from EMR 331 – Steppingley Rd Legal Fees – to a new EMR to support the funding of the new boilers for the Rufus Centre.

Action: RFO

d. Policies

(i) Information & Data Protection

Cllr Thompson asked about the review date being February 2025. The Town Clerk explained that the policy had been considered in February; however, the decision was delayed.

It was **resolved** to adopt the circulated Information & Data Protection Policy.

(ii) Digital & ICT Policy

Cllr Earles sought clarification on what the policy was about. The Town Clerk advised that the policy encompassed various matters, including the use of the internet, social media, and CCTV. Cllr Harald advised that the policy covered general ICT usage and provided information on how people working for, or elected members of, the Council should conduct themselves.

It was **resolved** to adopt the circulated Digital & ICT Policy.

(iii) Key Holder Policy

Members were informed that this was a new policy being proposed to support the operations of the Community Fridge. The Town Clerk would have the authority, if this policy were to be adopted, to assign keyholders for the Rufus Centre without requiring a Council decision, which had previously delayed the process for making Cllr Crawford a keyholder.

Cllr Harald asked if the policy included details on the procedure should keyholders lose keys. The Town Clerk responded that this information was not included.

It was **resolved** to adopt the circulated Key Holder Policy.

e. Scouts Planning

Cllr Thompson enquired about the biodiversity net gain element and sought clarification that the Scouts were requesting permission from the Council to cultivate a portion of Station Road land outside their perimeter, enabling the group to fulfil this part of the planning obligations.

Cllr Snape and Cllr Parsons entered the meeting at 20:23.

Cllr Toinko pointed out that it would be challenging for the Scouts to meet the biodiversity requirements on a site where the future building occupied the entire area. Cllr Toinko stated that it was inappropriate for the Scouts' request to be done via an informal arrangement, as this would leave the Council with a significant liability, given the requirement for the area to remain adequate for 30 years. He added that this would require licensing and registration, and it would also result in the loss of public amenity land. Cllr Toinko pointed out that biodiversity was not within the Town Council's remit.

Cllr Toinko referred to the issue at the Steppingley Road allotments site and commented that some trees might need to be relocated to the Station Road site. Cllr Wilsmore commented that this was unfortunate timing as the Council had planted some trees on

Station Road in March. Cllr Wilsmore added that he did not feel that this was a loss of parkland.

Cllr Toinko disagreed with the proposal, as he believed it was illegal and opposed providing an agreement on the basis that the developer, i.e., the Scouts, would fulfil their planning conditions.

Cllr Parsons asked how much land the Scouts were asking to use for this purpose. Cllr Toinko responded that it appeared to be the same size as the current site. Cllr Toinko felt that the benefits were with the developer rather than the Council.

Cllr Wilsmore asked if the Council were to proceed, would this mean that the Council would be unable to do anything else with this section of land? Cllr Toinko stated that the area would need to be registered and licensed for a period of 30 years.

Cllr Hodges commented that he understood the Scouts relied positively on volunteers, but he raised concerns about insurance and the use of machinery on Council-owned land. Cllr Wilsmore believed that the Scouts were trying to be helpful by stating that the group would maintain this section of land, rather than the Officers.

Cllr Platt advised that Station Road amenity land, which was now open space, was former allotment land and felt that in the future, the Council may need to reallocate allotments there.

The Town Clerk clarified the space that the Scouts were looking to maintain. Members were unclear about the exact area that the Scouts were offering to maintain, and it was agreed that the Town Clerk would ask the group to provide more precise details on the area size, the liability being asked for from the Council (referring to the 30 year commitment discussed) before the Members decided. Cllr Wilsmore wanted the Scouts to know that Members did not want to jeopardise their project from proceeding. It was agreed to bring this item to the next meeting.

Action: Town Clerk

Cllr Thompson commented that this type of arrangement would usually be completed via a contract and therefore the Council needs to know the liability. She raised the point that the Scouts might not realise the commitment that the group was asking for.

f. Warrenfield Room Conversion to Office Space

The Chairman presented two options.

Cllr Parsons asked what the additional rent would be to justify the extra cost of the kitchenette element. The Town Clerk agreed to get this information.

Action: Town Clerk

Cllr Hodges asked if there was empty office space currently, and he was advised that the Rufus Centre had full tenancy at present.

Cllr Snape questioned if the room needed to be refurbished, bearing in mind that the meeting rooms were of a higher standard than the offices that were yet to be refurbished. Cllr Snape appreciated that the Warrenfield Room did not have a suspended ceiling. The Town Clerk commented that the most significant cost was the reinstatement of the required doors, and the proposal was to bring the space in line with the other refurbished offices. She added that if the room were to become a tenant office space, it would need to be accessible 24 hours a day, in line with the other rooms.

Cllr Thompson commented on the previous meeting's discussion about the Council being cautious with capital spend, highlighting that this would potentially cost £12,000. The Town Clerk advised that there was £7,000 in an EMR to use.

Cllr Snape asked if the Templefield Room would be more appropriate and commented that it seemed a substantial sum of money to reinstate the required doors. The Town Clerk agreed to ask the Business & Facilities Manager (BFM) about another appropriate space. Cllr Snape commented that the BIDB had decided to progress with this idea, but there was no BIDB meeting scheduled soon enough to move forward with it. He suggested delegating the responsibility to progress this matter to the Town Clerk.

It was **resolved** to delegate the decision to the Town Clerk regarding the progression of converting the Warrenfield Room into office space.

Action: Town Clerk

5844. ITEMS FOR INFORMATION

a. Finance Reports

- i) Balance Sheet – noted.
- ii) Projects Fund – noted.

5845. PUBLIC OPEN SESSION

A resident asked what section of land the Scouts discussion was about. The Chairman explained that the group wanted an additional piece of land adjacent to their current site at Station Road.

Residents left the meeting at 20:39.

5846. 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

The confidential report from the Town Council meeting held on Tuesday 20th May at the Rufus Centre was noted.

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

Meeting closed at 20:43.

Signed (Chairman)

Recommendations and Resolutions of the Community Services Committee 1st July 2025

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 1st July 2025

1281. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the apologies for Cllr Platt (work commitment).

1282. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 6th May 2025**.

Cllr Toinko proposed an amendment to Item 1277b – Flitwick 10k Race – to correct the wording to ‘independent Ward Councillors had previously been asked to attend and start the race’.

It was **RESOLVED** to adopt the minutes from the Community Services meeting held on Tuesday 6th May 2025 with the following amendment: re-word item 1277b as mentioned by Cllr Toinko.

1289 ITEMS FOR CONSIDERATION

- b. **Election of Vice-Chairman**

It was **RESOLVED** to elect Cllr Toinko as the Vice-Chairman of the Community Services Committee.

- c. **Working Groups Memberships**

It was **RESOLVED** to elect Cllr Toinko and Cllr Earles as appointed members of the Allotment Working Group.

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

It was **RESOLVED** to elect Cllr Wilshire, Cllr Bandy, and Cllr Earles as appointed members of the Manor Park Working Group.

- e. **Burial Ground, Allotment & Football Pitch Fee's**

It was **RESOLVED** to implement a fee of £62 to transfer the exclusive rights for a grave/plot.



PERSPECTIVE FRONT



PERSPECTIVE REAR

NOTES:

MATERIALS & FINISHES

EXTERNAL PANELS - 18MM EGGER U321 ST9 CHINA RED MR MDF | 2MM MATCHING EDGING

INTERNAL PANELS - 18MM EGGER U961 GRAPHITE GREY ST2 MR MDF | 2MM MATCHING EDGING

WORKTOP - 18MM EGGER H3700 ST10 NATURAL PACIFIC WALNUT W/ 0.8 ABS EDGING MATCHING RAL 7016

ACRYLIC - 10MM CLEAR ACRYLIC

FITTINGS

BOLT - HAFELE 252.70.720

LOCK - HAFELE SIMO RIM LOCK 232.37.623

HANDLE - HAFELE 116.07.425

METAL DRAWER BOXES - SUPPLIER TBC PAINTED RAL 7044

RUNNERS - HETTICH KA 1730 (1007432), HAFELE (422.41.950)

CABLE PORT - 80MM BLACK HAFELE - 631.35.314

ADJUSTABLE FEET - HAFELE 637.30.941

REVISION:		
A		
B		



CLIENT	POST OFFICE
PROJECT	N/A
PRODUCT	MINI COMBI COUNTER VERSION 2
DRG No.	PO-613125-R
DATE	05/09/2024
DRAWN BY	LR
SCALE	AS NOTED @ A3
REVISION	B



Flitwick Town Council

Report to Council 15th July 2025 Post Office Local

1. Background

The Flitwick Post Office, previously located at 9 Station Square, closed on 31 December 2022, leaving a significant gap in local service provision that has been widely noted by the community.

In early 2023, Flitwick Town Council (FTC) and Central Bedfordshire Council (CBC) held several meetings with Post Office Ltd to explore options for reinstating a Post Office service in the town. Despite proactively marketing the opportunity, it was not possible to identify a business in Flitwick willing or able to host a Post Office counter.

As part of these discussions, FTC seriously considered operating a Post Office directly from the Rufus Centre. This would have involved establishing a dedicated retail space within the building, using the former bar area adjacent to the lobby. However, after thorough evaluation, it was concluded that this option was not financially viable and would have been loss-making. Additionally, the 'Post Office Local' model requires a strong retail offer to be sustainable, which the proposed setup could not fully support.

FTC had also hoped that a future retail tenant at 3 Station Road might include a Post Office counter as part of their business, helping to reinstate this valued community service. To support this aspiration, the Council offered a rent-free period to assist with initial setup costs, and Post Office Ltd offered 50% match funding.

However, through the tenant marketing process in April and May 2025, it became clear that this option was also financially unfeasible. Interested parties were discouraged by the significant capital investment required—estimated at around £23,000—and by the rigid operational and compliance requirements imposed by Post Office Ltd.

To further inform decision-making, the Council included a question in the 2025 Annual Resident Survey asking whether residents would support subsidising the operation of a Post Office through an increase in council tax. The overwhelming response was no, indicating limited public support for this approach.

At the May Town Council meeting, Members revisited this issue and asked Officers to bring back a more detailed report for further consideration.

2. Post Office services in 2025

While the Post Office is often associated with traditional services like sending letters and parcels, its broader role in the community is much more significant. The loss of a Post Office can increase travel costs, isolation, and access barriers to basic services.

1. Banking Services

- Cash withdrawals, deposits, and balance checks for most major UK banks.
- Vital for residents who rely on in-person banking—especially older adults and those without access to or trust in digital banking.
- Crucial in towns where local bank branches have closed, making the Post Office the last remaining option for face-to-face banking.

2. Bill Payments and Top-Ups

- Payment of utility bills (gas, electricity, water).
- Mobile phone top-ups and purchase of phonecards.
- Prepayment meter top-ups—important for lower-income or digitally excluded households.

3. Identity and Document Services

- Passport Check and Send services.
- Driving licence renewals.
- ID verification for government services and applications.

4. Financial Products

- Savings accounts, insurance products, travel money, and National Savings & Investments (NS&I).
- Access to financial services for residents who prefer not to or cannot use high street banks or online platforms.

5. Government and Community Access

- Applications for services like the Home Office biometric residence permit.
- Local electoral and benefits services (e.g., verifying identity for Universal Credit).
- Support for residents in rural or underserved areas where other face-to-face options are limited.

6. Small Business Support

- Mailing services, cash deposits, and other tools tailored for small businesses and sole traders.
- Vital for home-based and local businesses that rely on regular postage and financial transactions.

3. Impact on low-income households

The loss or absence of a local Post Office has a disproportionate impact on individuals and families experiencing poverty or financial vulnerability. Many people rely on in-person services for banking, bill payments, and access to government support due to limited digital access or a lack of confidence. Without a nearby branch, travel costs, digital barriers, and reduced access to services can exacerbate financial hardship and social isolation, particularly for vulnerable and low-income households.

Lower-income groups are over twice as likely to be “cash-reliant” compared to higher-income groups.

4. Thoughts on the Rufus Centre as a Post Office Local location

Running a Post Office in an out-of-town location, such as The Rufus Centre on the edge of town, presents several significant disadvantages, especially when considering accessibility, foot traffic, and community impact. (Note: this is not a list of points for and against this proposal).

Disadvantages	Advantages
<ul style="list-style-type: none">• Poor accessibility for residents without cars, which could disproportionately impact older people, those with disabilities, or on low incomes.• Limited public transport links, making it harder to reach for some users.• Potential lower footfall than a town centre location, which reduces potential income.• Excludes vulnerable groups who are more reliant on walk-in services and cash handling.• Reduced visibility in the community, decreasing awareness and use of the service.• Does not drive footfall to the town centre, reducing the social value of a Post Office. Furthermore, retail activity typically supports Post Office viability.	<ul style="list-style-type: none">• Lower staff costs because the service would be partially staffed using existing staff.• Low operating costs compared to a dedicated venue because the rent, business rates and utilities are already covered by the Council.• Builds footfall in a community building and will support the traded service i.e. Café etc.

5. How much would a Post Office Local cost us to open at The Rufus Centre?

Outlined below are the costs associated with setting up and the ongoing costs to the Council for providing this service.

Capital Costs

£20,000 - this includes mini safe (in the counter unit – see design - APPENDIX 1) and IT equipment (could be less because of the existing alarm and CCTV).

£17,500 - this includes extensive works to the reception area to allow the installation of the counter. The Business & Facilities Manager has raised concerns about the extent of work required, which includes cutting out some of the current brickwork to facilitate the counter. This could also have a negative impact on some events, such as weddings.

There is currently no funding from the Post Office towards set-up costs - the pot was immediately exhausted at the beginning of the financial year.

Ward Councillors could be approached to allocate some of their funding towards the project and Officers could explore other sources of funding to offset some of the capital cost to the Council.

Revenue Costs

1 x staff member - **£17,274** (based on 21 hours p/week on SCP 5)

How many transactions and how much income would it generate?

This isn't easy to estimate, and the Post Office Ltd was not able to provide further information on this.

The finance model provided by Post Office Ltd suggests that they estimate 500 transactions a week, generating an annual business revenue of between £13,000 and £16,000. Previously, there was an average of 1,200 transactions per week at the old post office (information previously circulated to members).

This figure is likely to be conservative. While a Post Office would likely be well-supported due to its location and parking, there is no evidence to suggest that the service would break even. The Council has not conducted any market research.

When did the Flitwick Post Office close?

31st December 2022. Back then, it was handling over 1,200 transactions a week, with an annual income of between £ 33,300 and £ 39,000.

How long would it take?

An average opening time of 7-8 months from application. It can be quicker if people have the financial information and move quickly.

This is something that could be deferred until FY Q4 (considering cash flow).

What is the commitment?

By signing up to offer a Post Office counter, the Council are committing to 18 months of service. There's a minimum of 12 months before you can give notice, and then it's a 6-month notice to close.

If the Council were to commit to going ahead with this service, they would commit to close scrutiny of the number of users and finances to determine whether to continue or not.

What about staffing the service?

Officers are confident that there are current resources within the reception team to provide part of the service, meaning the Council would be making better use of existing assets.

Any staff working at the Post Office would need to be vetted.

There are no costs for staff training, which is delivered over three days in Cambridge.

Would it need a separate legal entity?

No, it can run under the Council. We have previously explored the option of operating a limited company for the Council's traded services, but there are significant disadvantages.

What would the opening hours be?

The Post Office Counter would operate during the same hours as the Reception Office—Monday to Friday, 8:30am to 5:00pm, and additionally on Saturdays from 9:00am to 1:00pm. An additional employee would be appointed to provide coverage during peak periods, ensuring efficient service delivery.

The part-time member of staff would work as proposed (subject to change):

Monday 10-2
Tuesday 10-1
Wednesday 10-2
Thursday 10-1
Friday 10-1
Saturday 9-1
TOTAL: 21 hours

Would we need to consult with existing staff?

Technically, no, because all contracts contain a clause stating 'any other reasonable duties'; however, both Administration Officers have been consulted about this additional responsibility and have raised no concerns, including cover on Saturdays for holidays.

Will there be a positive impact on the traded service at The Rufus Centre?

Officers believe that this will attract more people to the building and drive business to the café. However, there is no evidence to support this, and the initial investment is substantial.

Parking could prove a problem, especially during the winter months when the field is unavailable for overflow parking.

Officer Recommendations

1. Members are asked to resolve either to proceed with the development of a Post Office Counter or to conclude this line of work and take no further action.

Balance Sheet as at 30th June 2025

31st March 2025

31st March 2026

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	
	Current Assets			
92,680	DEBTORS	41,740		
5,599	Burial Grounds & Cemetries	0		
19,462	VAT Control Account	86,167		
28,835	PREPAYMENTS	0		
8,166	Mthly Business Prepays	43,879		
53,989	PrePayment for Land Sale	61,267		
4,532	Accrued Income	0		
3,298	Stock Held - Bar	3,298		
4,346	Stock Held - Food	4,346		
5,569	Current Bank Ac Barclays 009	5,000		
42,231	Barclays Business Reserve 106	135,385		
1,000	PDQ Account	1,540		
46,550	Tenants Deposits Account	52,349		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	200		
400	Float - Cafe Safe (YE)	600		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,133,095	CCLA Deposit Fund	865,595		
1,450,647				1,301,860
	1,450,647 Total Assets			1,301,860
	Current Liabilities			
15,997	DEBTORS Control: Functions	20,147		
0	Burial Grounds & Cemetries	319		
0	Barclaycard	802		
3,441	CREDITORS	61,305		
7,943	ACCRUAL - Loan Interest (YE)	0		
12,119	ACCRUALS (YE)	0		

Balance Sheet as at 30th June 2025

31st March 2025		31st March 2026	
17,763	PAYE/NIC Due	17,461	
10,568	LGPS Pension Control	9,789	
3,128	NEST Pension Control	3,227	
6,400	Income in Advance (YE)	0	
4,722	Past Yr TM Charity (YE)	0	
2,291	Past Yr TM Allow & Civic Recep	0	
77	Past Yr Leader Expenses (YE)	0	
52,188	Tenants Rent Deposits	52,188	
500	Refundable Deposits: Functions	100	
1,079	Barclaycard Year End balance	0	
138,217		165,337	
1,312,429	Total Assets Less Current Liabilities	1,136,523	
Long Term Liabilities			
0		0	
1,312,429	Total Assets Less Long Term Liabilities	1,136,523	
Represented By			
397,766	GENERAL RESERVE	603,355	
100	EMR Proud AF Picnic	100	
14,000	EMR Compensation Field 2025	7,175	
92,164	Central Project Fund	141,703	
10,458	EMR Nature Park Annual Grant	5,808	
500,000	EMR Do Not Spend Ops Reserves	500,000	
1,916	EMR IT Equipment Provision	1,916	
17,487	EMR Flitwick Living History	24,320	
10,505	EMR Hinksley Music Park 24/25	511	
18,187	EMR Allotments	17,452	
1,048	EMR Summer Programme	1,048	
397	EMR Youth Activities	397	
0	EMR Fixed Wire Testing (5yrs)	850	
0	EMR Rufus Boilers Provision	57,050	
13,351	EMR Cost of Living	10,364	
57,050	EMR Steppingley Rd Legal Fees	0	
133,566	EMR 3 Station Road Development	(240,631)	
722	PROJ - Flitwick Town Sq Defib	722	
3,800	PROJ - Heritage Website	2,220	
2,000	PROJ - Rural Match Fund Bench	2,000	
1,814	PROJ - Nature Park Planning	164	

10/07/2025

Flitwick Town Council 2025/26: CURRENT YEAR

11:46

Balance Sheet as at 30th June 2025

31st March 2025

31st March 2026

36,100 PROJ - Skate Park Extension

0

1,312,429

1,136,523

The above statement represents fairly the financial position of the authority as at 30th June 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

(315)	Central Project Fund	Opening Balance	£	92,164	
315	PLUS 2025/26: Agreed CPF Precept Funding		£	89,747	(1st instal E44,874 rec'd April & 2nd instal E44,873 received Sep)
800s	LESS: 25/26 Projects Opening Balance		£	181,912	
	LESS Projects Overspend		£	-	
	PLUS Projects Underspend		£	-	
(315)	Central Project Fund	TD Funds Available	-£	0	(Working balance (315) less 2nd precept instal (Oct)= -E44,874)

Last Updated: 30 June 2025

As at April 25, the Central Project Fund is committed spend to 3 Station Road project.
All identified capital projects to be considered on a case-by-case basis and funded through the Operations Reserves (EMR 319).

[illegible]

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[illegible]

Councillor Attendance 2024-2025

Councillor	No of Meetings 24/25	May-24			Jun-24			Jul-24			Aug-24			Sep-24			Oct-24			Nov-24			Dec-24			Jan-25			Feb-25			Mar-25			Apr-25			May-25			Meetings Attended	Apologies received	No Apologies	TOTAL Annual Meetings	TOTAL Annual Attendance	Attendance %
		Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies	Attendance	Apologies	No Apologies												
Patterson Fraser																																														
Town Council	11	1			1			1						1			1			1			1			1			1			1					11	0	0	18	12	67%				
Extra O Council	1							1																												1	0	0								
Business I&DB	6			1																																0	0	1								
Platt Martin																																														
Town Council	11	1			1			1						1			1			1			1			1			1			1				10	1	0	20	16	80%					
Extra O Council	1							1																												1	0	0								
Community Services	8							1						1			1																1		5	2	0									
Roberts John																																														
Town Council	11	1			1			1						1			1			1			1			1			1			1				10	1	0	34	24	71%					
Extra O Council	1							1																												1	0	0								
Business I&DB	6	1	1					1						1					1				1				1								3	4	0									
Finance & General Purposes	4															1				1													1		3	1	0									
HR Committee	4															1			1										1						4	0	0									
Community Services	8															1			1									1							3	0	0									
Snape Andy																																														
Town Council	11	1			1			1						1			1			1			1			1			1			1				10	1	0	34	27	79%					
Extra O Council	1							1																												1	0	0								
Business I&DB	6	1	1					1						1					1				1												4	3	0									
Finance & General Purposes	4															1				1			1										1		4	0	0									
HR Committee	4															1			1								1								3	0	0									
Community Services	8															1			1								1						1		5	0	0									
Thompson Clare																																														
Town Council	11	1				1			1					1			1			1			1			1			1				1			9	2	0	20	17	85%					
Extra O Council	1							1																												1	0	0								
Appeals Committee																																				0	0	0								
Community Services	8							1						1			1			1			1			1							1		7	1	0									
Toinko Dan																																														
Town Council	11	1			1			1						1			1			1			1			1			1			1				11	0	0	20	20	100%					
Extra O Council	1							1																												1	0	0								
Appeals Committee																																				0	0	0								
Community Services	8							1						1			1			1			1			1							1		8	0	0									
Wilsmore Robert																																														
Town Council	11	1				1			1					1			1			1			1			1			1				1			9	2	0	20	18	90%					
Extra O Council	1							1																												1	0	0								
Community Services	8							1						1			1			1			1			1							1		8	0	0									
Appeals Committee																																				0	0	0								