



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on
Tuesday 16th September 2025 at the Rufus Centre at 7:45pm

Present:

Cllr J Roberts (Chairman)
Cllr I Blazeby
Cllr A Crawford
Cllr R Wilsmore
Cllr F Patterson
Cllr L Bandy
Cllr H Hodges
Cllr T Harald
Cllr M Platt
Cllr D Toinko
Cllr L Hart

Also present:

Cllr I Adams – Central Beds Council (CBC) Ward Member
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
0 Members of the public

5877. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllr Parsons and Cllr Snape (work) and Cllr Earles (holiday).

5878. 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.

5879. Co-Option

It was **resolved** to co-opt Leigh Hart into the Office of Councillor.

Cllr Hart read aloud her Declaration of Acceptance of Office.

5880. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor welcomed Cllr Hart to the Council.

Since the previous meeting, the Town Mayor had visited Newport Pagnell for their 40th anniversary event and given a talk to the Mid Beds Widows Group.

The Deputy Town Mayor, Cllr Platt, had attended a presentation event at The Swan, organised by the Royal British Legion, to thank the Landlady for her support and decorations for Remembrance.

5881. Leader Update

No update.

5882. REPORTS FROM WARD MEMBERS

Cllr Adams provided the following update on the appeal for the Steppingley Road field planning application:

- The appeal was in the form of an enquiry.
- There was no start date yet – the Inspectorate would decide this.
- Regulation 6 allowed interested parties, like the Town Council and Ward Members, to provide written statements to respond.
- All residents could respond via the portal.
- CBC still needed to decide what it was doing in terms of defending the appeal. This would be an Officer decision in consultation with the Leader and Chairman of the Development Management Committee (Cllr Mackey), although this responsibility could move to Cllr Whittaker.
- After they receive the Barrister's opinion, CBC would decide if the appeal should be defended. Cllr Adams had written to outline his position that he believed the appeal should be upheld, given the value of the land and the residents' level of interest against the development.
- Cllr Adams believed it was appropriate for the Town Council to lobby elected Members on this to support defending the appeal.
- Members were informed that the process was expensive and, therefore, CBC might decide not to defend the appeal; however, there was still a significant public interest in the site.
- Cllr Adams would continue to keep the Town Council informed, and he stated that Flitwick Local Action Group would advise on updates via social media.

Questions

Cllr Harald asked if there was a basis for the appeal. Cllr Adams explained that there were three grounds:

1. Transport concerns - particularly the level of traffic at the Tesco roundabout
2. The impact on Flitwick Wood and the lack of mitigation for this
3. The impact on the open countryside in the area

These three aspects were the only points that the Inspectorate would consider. The Action Group had surveyed Flitwick Wood, and black wire strips were on Windmill Road, Steppingley Road and near the French Horn for this reason. Information from these would inform the case to defend the appeal.

Cllr Wilsmore asked if Cllr Adams knew what the Action Group were planning to do if CBC decided not to uphold the appeal. Members were advised that the Group would pursue this, and so would Cllr Adams, if that happened; however, it would be a disadvantage if CBC did not defend the appeal. Cllr Adams was encouraging his colleagues to ask CBC Officers to defend it.

The Chairman asked about the Universal Studios development's impact on Flitwick, particularly for parking in the town to get the train. He commented that although it was

early, the Council needed to start thinking about its position on this. The Chairman asked how much the fare would be.

Cllr Adams advised that the parking charge would be £35 as stated in the documents. There would be a free shuttle bus from Wixams to the entry gate, and therefore, residents of Wixams were concerned. There was less parking planned at Wixams than at Flitwick Station. Cllr Adams stated that the Chairman was correct to flag this issue as Universal Studios should have included matters like this in their Impact Statement. The A421 was currently the only road flagged as an area of concern. Cllr Adams commented that most Members were in support of the proposal; however, thought was required on the fact that nearby towns should not need to pay for the impact of it. Universal Studios was required to mitigate these issues or pay for the cost of it, in particular for the effect at Junction 13 of the M1.

Cllr Hodges commented that some Planning Officers from CBC had spoken to members of the Planning Improvement Working Group, and they had advised that the Government were looking to fund Junction 13 improvements.

Cllr Hodges stated that the influx of development with Steppingley Field (if this went ahead), Universal Studios and the planned housing for Marston Moretaine, would make it difficult to move in the area. He commented that the Universal Studios application could make the Steppingley Field proposal seem comparatively insignificant due to the size difference, and due to this, the Town Council needed to think about its position carefully.

Cllr Adams clarified that interested parties did not need to appoint a Kings Council so that costs could be kept down.

Cllr Hart questioned whether the applicant for Steppingley Field had been dishonest in their approach, as the Environmental Survey was in fact a Soil Survey, and the day that this was done was so warm that all the dogs would have been inside. Cllr Hart asked if there was any recourse for situations like this.

Cllr Adams explained that the Town Council was entitled to include this in their statement and highlighted that pushing on technical issues was sometimes preferred in cases like these because it was direct evidence. Cllr Hart commented that GDPR had not been followed appropriately.

Cllr Adams had asked CBC about the Environmental Dig and he was informed that they were asked to do this during the consultation stage but CBC had chosen to do this early. Cllr Hart stated that the Town Council would have to prove this was outside the bounds of the Archaeological Study.

Cllr Adams left the meeting at 20:08.

5882. PUBLIC OPEN SESSION

No items.

5884. INVITED SPEAKER

No items.

5885. MEMBERS QUESTIONS

Cllr Hodges commented that the next Patient Participation Group meeting was next week and if Members had any points to raise about Flitwick Surgery, to forward these to him

before 23rd September. The Chairman advised that he would send some feedback and relevant information from the Widows Group.

5886. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 19th August 2025**, this meeting was held at the Rufus Centre.

It was **resolved** to accept the minutes of the Town Council meeting held on Tuesday, 19th August 2025, as an accurate record of the meeting with one amendment: add that the Deputy Town Mayor had attended VJ Day Celebrations and the Flitwick Car Show event as part of his civic engagements that month.

- b. For Members to receive and consider the resolutions and recommendations of the Community Services Committee meeting, held on **Tuesday 5th August 2025**, this meeting was held at The Rufus Centre.

The resolutions and recommendations of the Community Services Committee meeting held on Tuesday 5th August 2025 at the Rufus Centre were noted.

- c. For Members to receive and consider the resolutions and recommendations of the Business Improvement & Development Board meeting, held on **Tuesday 11th September 2025**, this meeting was held at the Rufus Centre.

It was **resolved** to accept the BIDB recommendation to refurbish Room 21 and allocate £6,444.42 from the Ops Reserve.

5887. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 19th August 2025**.

Cllr Hodges noted that Jim Snook, the organiser of Flitwick Car Show, had attended the meeting online, and he asked if there was a particular reason that he was there. The points that Cllr Hodges had previously raised about community safety for future events had been discussed. The Town Clerk advised that Jim Snook had attended the latest Community Services Committee meeting in person, and the Committee had approved the event for 2026 on the agreement that the safety issues raised would be implemented.

- b. Members to receive any updates from Officers

No items.

5888. OUTSIDE BODIES

No items.

5889. ITEMS FOR CONSIDERATION

- a. [Consultation : Defining the High Street Areas for High Street Rental Auctions \(HSRAs\)](#)

Members were asked to consider responding to the Central Bedfordshire Council consultation to define high street areas for rental auction powers.

Cllr Blazeby commented that some areas in the town centre had not been included in the map, for example, D&G Shorts, the garages beside the train line and Flitwick Motorcycles. He asked why the denoted area did not include these commercial retail spaces.

The Chairman asked for the area to be clarified and requested information about why the additional businesses mentioned were not included in the consultation. The Town Clerk would action this and report back.

Action: Town Clerk

5890. ITEMS FOR INFORMATION

a. Finance Reports

Members are asked to note the following finance reports:

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

5891. PUBLIC OPEN SESSION

No items.

5892. 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 – noted.

b. 3 Station Road – 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.

The meeting closed at 20:22.



FLITWICK TOWN COUNCIL
Minutes of the Extraordinary Flitwick Town Council meeting held on
Tuesday 24th September 2025 at the Rufus Centre at 7:45pm

Present:

Cllr J Roberts (Chairman)
Cllr A Snape
Cllr I Blazeby
Cllr P Earles
Cllr R Wilsmore
Cllr A Crawford
Cllr D Toinko
Cllr L Hart
Cllr L Bandy
Cllr M Platt
Cllr T Harald
Cllr H Hodges

Also present:

Stacie Lockey – Town Clerk & Chief Executive

5893. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Parsons – work commitment.

No apologies for absence were received from Cllr Hodges.

5894. 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.

5895. PUBLIC OPEN SESSION

There were no members of the public present.

5896. ITEMS FOR CONSIDERATION

No Items.

5897. 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. 3 Station Road

It was **resolved** to accept the offer discussed and instruct the Town Clerk to continue negotiations with the bidder, proceeding with the Heads of Terms and contract, with consultation from the Leader.

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.



Flitwick Town Council

FLAG FLYING POLICY

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

Approved: May 2022

Review: May 2025

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Flitwick Town Council

www.flitwick.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/10/2024 28/01/2025 13/05/2025

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

13/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Flitwick Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

17/06/2025

and recorded as minute reference:

5843a11

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk




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Section 2 – Accounting Statements 2024/25 for

Flitwick Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,045,268	1,195,839	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,001,205	1,031,242	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,091,625	1,733,439	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	929,651	1,044,794	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	76,647	55,911	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	935,961	1,547,386	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,195,839	1,312,429	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,205,617	1,229,740	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	7,127,652	7,289,466	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	810,787	773,365	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J Stanley

Date

17/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

17/06/2025

as recorded in minute reference:

4843 aiii

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Flitwick Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

25 September 2025

Flitwick Town Council

Internal Audit Report 2025-26: 1st Interim

Sally King

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd provides this service to Flitwick Town Council.

This report sets out all the work undertaken in relation to the 2025-26 financial year to date, during our visit on 22nd September 2025.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have therefore concluded that, based on the programme of work undertaken this year to date the Council has again maintained a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. Once again pleased to acknowledge the quality of records maintained by the Clerk and the Finance Officer and thank them for their assistance, which has ensured the smooth progress of our review process.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council's accounts are maintained with Rialtas accounting software reporting on an Income and Expenditure basis.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have:

- Confirmed closing balances from 2024-25 have been correctly brought forward to the current financial year.
- Checked to ensure that a comprehensive, meaningful, and appropriate nominal coding schedule together with cost centres remains in place.
- Checked and agreed transactions (both receipts and payments) in the Council's main Current and Business Saver account cashbooks to the relevant Barclays Bank statements for August 2025, including the daily "sweep" transfers to retain a level of £5,000 in the current account.
- Checked and agreed the relevant bank account reconciliations for each account as of 31st August 2025 to ensure that no long-standing, uncleared cheques, or other anomalous entries exist.
- Confirmed with officers the arrangements for backing up the computer system.
- Noted the Council has suspended the issuing grants for the 2025-26 financial year.

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently, we have: -

- Commenced examination of the minutes of the Full Council and its various Standing Committees for the year to August 2025, to ensure that no issues affecting the Council's financial stability exist in the short, medium, or long-term, also that no legal issues appear to be in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred.
- We note that the Council have reviewed and readopted Standing Orders at its meeting held on 18th March 2025 (minute ref. 5787 d.); they are scheduled to be reviewed again before the end of the financial year.
- Financial Regulations were reviewed and readopted the meeting held in February 2025 (minute ref. 5771 di.); again, they will be reviewed before the end of the financial year.

- We have reviewed the external auditor's report, issued since our last visit; to confirm they are raising no matters regarding the Councils accounts and governance.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available.
- An official order has been raised for all purchases and service delivery where one would be expected.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code; we note that grants have been suspended during the 2025-26 financial year.
- VAT has been appropriately identified and coded to the control account for periodic recovery. We note that the Council continues to engage the services of a VAT consultant as required.
- We have reviewed this area selecting a test sample for compliance with the above criteria comprising all payments individually more than £5,000 plus every 50th cashbook transaction, irrespective of value for the financial year. Our test sample comprised of 21 payments, totalling £140,698.22 of non-pay expenditure to August 2025, with all the above criteria met.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

- Noted that the Corporate Risk Register has been reviewed and readopted at the Town Council meeting held on 17th September 2024 (minute ref. 5696 g). This is scheduled to be reviewed for the current financial year in October 2025.
- Reviewed the Council's insurance policy underwritten by Aviva which commenced in September 2025 noting that it includes public liability cover of £10 million and employers' liability cover of £10m.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In addition to the annual precept the Council has a variety of income sources arising mainly from the Rufus Centre lettings and rentals, allotment income, café, cemetery fees, also the letting of sports pitches, miscellaneous grants, and bank interest.

The Council manages the Cemetery income stream using the Rialtas software module. On our first interim visit we examined the Cemetery income procedures included the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for April to August 2025 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in accord with the published scales and recovered within a reasonable period.

The Allotments are managed using Rialtas software. There are 2 sites containing 58 plots. New tenancy agreements are issued each year along with the invoices and chased if not returned with payment. We are pleased to note that the Council reviews allotment fees on an annual basis. On our second interim visit we will examine the level of outstanding invoices and tenancy agreements.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

Petty Cash Account & Credit Cards

We are required, as part of the annual Internal Audit Certification process in the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities.

The Council has an imprest style petty cash scheme it also holds floats for various activities. We confirmed this was within the limits set in Financial Regulations and confirmed controls over

access to the safe where the money was kept. A physical check of cash held was undertaken at our first interim visit.

The Council uses a Barclaycard, and we are pleased to note that robust procedures are in place including provision of receipts and reconciliation of the statements. As part of our payment review, we examined the August 2025 Barclaycard reconciliation, with no issues arising.

We are pleased to note that receipts are attached to the invoices received from the fuel card supplier.

Conclusion

We are pleased to report that no issues have been identified in the areas examined warranting further comment.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We are pleased to note the Council has an Investment Management Policy in situ; this was reviewed and readopted at the Town Council Meeting held on 19th March 2024 (minute ref. 5608 g.).

During our visits we test repayments of PWLB loans as recorded in the Council’s accounts to independent PWLB statements. We have agreed the repayments to the bank statements as in relation to our work on accounting and bank reconciliation.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit. We will also verify the accurate disclosure of the residual year end loan liability in the AGAR

Asset Register

The Governance and Accountability Manual require all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated which is now maintained and updated through Rialtus software for the 2025-26 financial year.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our final visit. We will also ensure appropriate recording of the assets in the AGAR.



FLITWICK TOWN COUNCIL CORPORATE RISK REGISTER

Introduction

This document sets out the framework on which risk management processes at Flitwick Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management – *‘Process which aims to help organisations understand, evaluate and take action on all their risks to increase the probability of success and reduce the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is essential to good management and applies to all aspects of the Council’s business.

Under the Accounts and Audit (England) Regulations 2015 s.3, there is an audit requirement to establish and maintain a systematic strategy, framework, and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the internal control and risk management system will be included in the Annual Statement of Accounts and summarised in the Council’s Corporate Strategy.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or, in a worst case, statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures, or the lack of documentation to prove compliance. Risks include exposure to prosecution, judicial review, employment tribunals, and the inability to enforce contracts, among others.

Financial Risk – fraud and corruption, waste, excess demand for services, and bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, and dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public, or staff, or property damage. Risk of insurance claims, higher insurance premiums, and lengthy recovery processes.

Not all these risks are insurable, and for some, the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to both opportunities and potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial for making informed decisions about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should fully utilise any available data on the potential frequency of events and their consequences.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of acting to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;
Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register –Details on the impact and likelihood matrix are included below. A summary is included in the Council’s Corporate Strategy, and the Senior Management Team reviews risks as and when relevant for project planning and other purposes.

Risk Monitoring – The risk management process does not end with implementing risk control procedures. Their effectiveness in controlling risk must be monitored and reviewed. It is also essential to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors – risk management is a key part of the councillors’ stewardship role, and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include the approval of the Risk Management Scheme.

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports, and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers, when developing projects or recommending service changes, will ensure that risks are identified and the measures to eliminate or control these risks are documented in agenda reports/briefing papers to be considered by the Council and its committees.

Employees will undertake their job within risk management guidelines, ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides a vital scrutiny role, carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Risk Assessment and Management (Financial & Business) for the Period 1st April 2023 to 31st March 2025
L (Low) M (Medium) H (High)

Financial: Income

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute Check and Report	Diary Diary/Bank Statement	Annual	Town Clerk
	Not Paid by District Council	L	H			Town Clerk	
	Adequacy of Precept	H	H	Monthly Review of budget to actual	6-month budget review	6 monthly Ongoing	RFO/ Council
Charges Recreation	Cash Banking	H	M	Separate duties of person receiving money and person banking	Reconciliation	Monthly	RFO
Charges Cemetery	Plot Allocation Receipt of fees	M	M	Update of Burial Register Check with documentation		Ongoing	Community Services & Amenities Manager Amenities Officer-/RFO
		M	M			Ongoing	
Charges Allotments	Rental Invoices	L	M	Register to invoice Issue of Receipt Segregation of duties	Reconciliation	Annual	Community Services & Amenities Manager Amenities Officer /RFO
	Cash Handling	L	M				
	Cash Banking	L	M				
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Council/RFO
Cafe	Cash Banking	M	M	Monies received - Checked against banking		Weekly	RFO
Rufus Centre	Income from tenants	L	M	Check and Report	Advance advertising	Ongoing	RFO/Business & Facilities Manager

Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid Wrong hours paid Wrong Rate of pay Wrong deductions – NI/Tax	M M M M	L L L M	Check with input, minute approval Check with input Check with input and minute approval Check to PAYE calculations	Staff Check	On review	RFO
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheques payable to wrong party	M M M	M L M	Order system Check arithmetic Invoice initialed by signatories	Approval check App. Check	Monthly Monthly	Town Clerk RFO Councillor signatories
Grants	Power to Pay Agreement of Council to pay Cheques	L L L	L L L	Minute power Minute Signatory signed ()	Internal grants review	Quarterly	Council/Town Clerk/RFO
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Council/RFO
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	RFO
Reserves General	Adequacy	L	M	Consider at budget setting For FY 2024-25 and 2025-26 impact of 3 Station Road refurbishment project	-Finance Committee Check	-Quarterly	Council/RFO

Reserves Earmarked	Adequacy	L	M	Consider at budget setting and year end Consider when agreeing new projects	Finance Committee Check	Annual Quarterly As and when projects agreed	Council Council
Assets	Loss, damage etc. Risk to third party	M M	H M	Regular inspections, update insurance and asset register Review adequacy of public liability insurance	Use of Asset Management software Diary	Annual	Town Clerk/RFO/ Council
Staff	Loss of key personnel Fraud by staff	M L	H L	Hours, health, stress etc. Fidelity guarantee insurance	HR Committee Council	Annual	Town Clerk Council
Loss	Consequential loss due to critical damage or third-party performance	L	M	Insurance cover review adequacy		Annual	Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Council
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk/ Community Services Manager Amenities Officer
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting	Reserves level in line with policy Training		RFO/Finance Committee
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Council/ Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor	6 monthly 3 times annually	RFO
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Council/RFO Town Clerk

Strategic

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Grants	Need to review Grant Scheme and link to strategic priorities	L	L	Target priorities	Review Scheme	annually	Town Clerk/Community Services Engagement Manager
Business Plan	Unable to take forward key priorities	L	M	Include Strategy in Corporate Strategy	Review	annually	Town Clerk
Additional recreation/ sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk/Amenities Officer
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	Four 5 years	Town Clerk/ Council
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy		Ongoing	Town Clerk

Operational

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary	Ongoing	Town Clerk/RFO
				3 Station Road Refurbishment and ongoing management	Separate build contract insurance Unoccupied cover for restaurant	Temporary provision	Town Clerk/RFO
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk/ Business Manager
Regular maintenance of assets	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk/ Business Manager
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk/RFO
Flitwick Papers	Threats to preparation/delivery Compliance with Publicity Code	L	L	Ensure slots booked and dates advertised Check content against Code	Early preparation	Quarterly	Town Clerk/ Communications Manager
Council	Lone person working-	L	M	Procedure for safety	Monitor &	Ongoing	Town Clerk

Liability	compliance with law				review		
	Contract of Employment	L	L	For all staff	Monitor & review	Ongoing	Town Clerk
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Action	Frequency	Ownership
	Loss of Key Staff	M	H	Need contingency arrangements and succession planning	Monitor & review	Ongoing	Town Clerk
				12 weeks notice periods for SMT			
	Councillors- must be adequately advised of their responsibilities and culpability.	L	M	Induction & refresher training	Monitor	Ongoing	Town Clerk
				Code of Conduct Policy circulated			
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk/Community Services Manager Amenities Officer
Training	Essential for councillors & staff to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk/Deputy Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk/Deputy Town Clerk

Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk/ Comms Manager
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk
Byelaws	Reference to models when adopting	L	L	Not currently applicable			
Archiving documents	Security and statutory retention periods	L	M	Needs to be in accordance with a document retention policy	Monitor	Ongoing	Town Clerk
Public Access	Public need to be able to access services according to need & safely	L	M	Services available at stated times. Subject to safety inspections	Monitor	Ongoing	Town Clerk
Office administration	Needs to be effective	M	M	Review & introduce procedures	Review & monitor	Ongoing	Town Clerk/Deputy Town Clerk

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Contracts	Compliance with legislation/ governance documents when letting	L	H	Prepare specification, determine on price and quality	Monitor	Ongoing	Town Clerk
				Procurement Policy Review		Annually	RFO
	Risk to performance and cost if not properly monitored	L	H	Monitor against specification and price	Monitor	Ongoing	Town Clerk

Compliance

Topic	Risk Identified	Likelihood	Financial	Management of Risk	Action	Frequency	Ownership
Minutes	Accurate and Legal	L	L	Approved at following meeting			Council
Confidential Matters	Accurate and Legal	H	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual As and when relevant	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk/ Councillors
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk/ RFO
Accounts & Annual Return	In accordance with Regulations	M	H	Compliance with Regulations	follow process	Annual	RFO
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	RFO
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk/ Comms Manager
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk/ Deputy Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk/ Comms Manager
Data Protection	Legal	H	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Charitable Trust	Understanding responsibilities			No trusts operated by Council			

Statutory Governance Documents	Not compliant with legislation or current	L	H	Regular Reviews	Monitor	Annual	Town Clerk/ Deputy Town Clerk
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Balance Sheet as at 30th September 2025

31st March 2025

31st March 2026

Net Value	<u>Fixed Assets</u>	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	Long Term Assets			
<u>0</u>			<u>0</u>	<u>0</u>
	Current Assets			
92,680	DEBTORS	71,578		
5,599	Burial Grounds & Cemeteries	122		
19,462	VAT Control Account	0		
28,835	PREPAYMENTS	0		
8,166	Mthly Business Prepays	33,858		
53,989	PrePayment for Land Sale	64,541		
4,532	Accrued Income	0		
3,298	Stock Held - Bar	3,131		
4,346	Stock Held - Food	4,977		
5,569	Current Bank Ac Barclays 009	5,000		
42,231	Barclays Business Reserve 106	114,381		
1,000	PDQ Account	751		
46,550	Tenants Deposits Account	58,495		
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	1,375,595		
<u>1,450,647</u>				<u>1,733,724</u>
	1,450,647 Total Assets			1,733,724
	Current Liabilities			
15,997	DEBTORS Control: Functions	12,297		
0	VAT Control Account	23,130		
0	Barclaycard	2,259		
3,441	CREDITORS	46,873		
7,943	ACCRUAL - Loan Interest (YE)	0		
12,119	ACCRUALS (YE)	0		

Balance Sheet as at 30th September 2025

31st March 2025

31st March 2026

17,763	PAYE/NIC Due	18,170
10,568	LGPS Pension Control	9,219
3,128	NEST Pension Control	4,065
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	58,161
500	Refundable Deposits: Functions	1,350
1,079	Barclaycard Year End balance	0
<u>138,217</u>		<u>175,523</u>
1,312,429	Total Assets Less Current Liabilities	1,558,201
	Long Term Liabilities	
<u>0</u>		<u>0</u>
1,312,429	Total Assets Less Long Term Liabilities	1,558,201
	Represented By	
397,766	GENERAL RESERVE	925,018
914,664	Earmarked Reserves	633,183
<u>1,312,429</u>		<u>1,558,201</u>

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

FTC Projects Review 2025-26

(315)	Central Project Fund	Opening Balance	£	92,164	
315	PLUS 2025/26: Agreed CPF Precept Funding		£	89,747	(1st Instal £44,874 rec'd April & 2nd Instal £44,873 received Sep)
800s	LESS: 25/26 Projects Opening Balance		£	186,576	25/26 temporary balance of EMR 315
	LESS Projects Overspend		£	-	
	PLUS Projects Underspend		£	4,665	
(315)	Central Project Fund YTD Funds Available		£	0	Working balance (315) less 2nd precept instal (Oct)- Complete

Accepted Project budget variance at 5%.

Last Updated: **30 September 2025**

2025-26 Capital Projects Funding

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).

	PROJECT Details					Project Details								24/25 FUNDING Details				Comments		
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	25/26 Opening Project Balance	GRANT Received	25/26 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	Prev Yrs Funds Received		25/26 Funds Received	Grants/ Funding Budget Remaining
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 13,490	£ -	£ -	£ -			£ -	0%	£ 283,385	£ 10,490	£ -	£ 272,895	S106 remaining: Phase 1 E7,106.89, Phase 2 E274,728 & 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. £10,490 received via ETCR584 June 2024.
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -			£ 722	41%					Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ 1,580			£ 2,220	58%					
	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
	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673	£ 21,859	£ 1,814	£ -	£ 1,650			£ 164	1%					
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600	£ 9,600	£ 36,100	£ -	£ 36,100			£ -	0%	£ 64,900	£ 64,900	£ -	£ -	£38,400 match funding from CBC UKSPF Community Grant £26,500 from CBC S106 Funding PROJECT COMPLETED & CLOSED - June 25
NEW Projects: 2025/26	106		3 Station Road Project	FTC			£ 137,476		£ 142,140											Please refer to full project schedule for details
			Historic Project Refund									£ 4,665								Refund from UKPN (Chq rec'd, paying in reference 201765) for historic project dated 25/10/2022 in relation to feeder pillar installation credited to CPF. Refurbishment works to Tractor Store and Play Areas (Fir Tree Close Park & Station Rd Park) funded by: £54,059.80 CBC S106 invoice FTC9193 £12,000 Oas Reserves EMR 319 transfer (Journal 4263) Refurbishment works to Room 21 of Rufus Centre funded by £6,445 from Oas Reserves EMR 319 transfer (Journal 4303)
	817	4862 110	Proj - Public Realm Improvements	Community	Del Auth	Jul-25	£ -		£ -	£ 66,060	£ 3,758			£ 62,302	0%	£ 54,060	£ 12,000	£ 66,060	£ 66,060	
	817	4863	Proj - Room 21 Refurb	Business	5886c	Sep-25	£ -		£ -	£ 6,445				£ 6,445	0%			£ 6,445	£ 6,445	

	A		B		C		D		E		F
1	APPLICATION	DATE REC	ADDRESS	FTC DECISION	COMMENTS	CBC DECISION					
2	CB/24/03425/FULL	3.12.2024	10 Moor Lane	Support	No comment	Withdrawn					
3	CB/24/03476/FULL	4.12.2024	12The Avenue	Support	No comment	Refused					
4	CB/24/03462/VOC	4.12.2024	Rowland, 39a Dunstable Road	Support	No comment	Withdrawn					
5	CB/24/02815/FULL	05.12.2024	Howard Court	Support	No comment	Granted					
6	CB/24/03330/FULL	09.12.2024	Flitwick Nature Park	N/A	FTC Application						
7	CB/24/03633/FULL	18.12.2024	23 Fir Tree Close	Support	No comments	Granted					
8	CB/24/03592/LDCE	23.12.2024	Flitwick Lodge, Church Road	Support	No comments	Granted					
9	CB/24/02445/FULL	08.01.2025	Unit 1, Commerce Way	Support	No comment	Granted					
10	CB/25/00019/FULL	09.01.2025	17 Willow Way	Support	No comment	Granted					
11	CB/25/00023/FULL	14.01.2024	104 Station Road	Support	No comment	Granted					
12	CB/24/03436/FULL	14.01.2025	80 Dunstable Road		Click here	Refused					
13	CB/25/00105/FULL	16.01.2025	6 Byron Crescent	Support	No comment	Granted					
14	CB/25/00199/FULL	28.01.2025	10 Moor Lane	Support	No comment	Granted					
15	CB/25/00064/FULL	22.01.2025	1 Brookes Road	Support	No comment	Granted					
16	CB/25/00207/FULL	24.01.2025	45 Water Lane	Support	No comment	Granted					
17	CB/25/00282/FULL	03.02.2025	16A Chapel Road	Support	No comment	Granted					
18	CB/25/00375/FULL	10.02.2025	Calpe, 1 Windmill Road	Support	No comment	Granted					
19	CB/24/02083/FULL	07.02.2025	119A Station Road	Object	Click here						
20	CB/25/00331/FULL	07.02.2025	21 Station Road	Support	No comment	Granted					
21	CB/25/00363/FULL	07.02.2025	6 Tythe Close	Support	No comment	Granted					
22	CB/25/00474/FULL	25.02.2025	23 Water Lane	Support	No comment	Granted					
23	CB/25/00539/FULL	20.02.2025	23 Gardeners Close	Support	No comment	Granted					

	A	B	C	D	E	F
	CB/25/00779/FULL	13.03.2025	17 Church Road		<p>FTC supports the proposed alterations to the rear of the property. FTC recognise that the property is one of the oldest properties in the town, listed and is street facing. We support the use of materials which match or enhance the current construction as far as possible. FTC would support maintaining the 'as is' aspect to the front of the property onto Church Road which is regarded as attractive, and therefore we have questions regarding the proposed construction to the left hand side of the property. Was consideration given to constructing the new entrance at the rear of the existing property? We understand the current front door is not used.</p>	
24						Application Withdrawn
25	CB/25/00727/FULL	12.03.2025	25 Byron Crescent	Support	No comment	Granted
26	CB/25/00194/FULL	11.03.2025	40 Hinksley Road	Support	No comment	Refused
27	CB/25/00753/FULL	11.03.2025	26 Churchill Drive	Support	No comment	Granted
28	CB/25/00777/FULL	19.03.2025	12 The Avenue	Support	No comment	Granted
29	CB/25/00998/FULL	01.04.2025	11 Moor Lane	Support	No comment	Granted
30	CB/25/01064/FULL	03.04.2025	33A Amphhill Road	Support	No comment	Granted
31	CB/25/00791/ADV	03.04.2025	9 Station Square	Support	No comment	Granted
32	CB/25/01105/FULL	08.04.2025	47 Station Road	Support	No comment	Granted
33	CB/25/01088/FULL	08.04.2025	38 Osprey Road	Support	No comment	Granted

	A	B	C	D	E	F
34	CB/25/01149/FULL	09.04.2025	Land adjacent to the Hall, Station Road	Support	No comment	
35	CB/25/01146/FULL	11.04.2025	9 Sation Square	Support	No comment	Refused
36	CB/25/01373/TD	23.04.2025	Sewage Treatment Works	Support	No comment	Granted
37	CB/25/01106/FULL	24.04.2025	36 Churchill Drive	Support	No comment	Granted
38	CB/25/01358/FULL	02.05.2025	8 Byron Crescent	Support	No comment	Granted
39	CB/25/01450/FULL	08.05.2025	22 Larkway	Support	No comment	Granted
40	CB/25/01230/FULL	06.05.2025	11 Kingsmoor Close	Support	No comment	Granted
41	CB/24/03436/FULL	02.06.2025	80 Dunstable Road	N/A	N/A	Dismissed
42	CB/25/01695/FULL	30.05.2025	55 Lyall Close	Support	No comment	Granted
43	CB/25/01663/FULL	22.05.2025	21 High Street			Application withdrawn
44	CB/25/01842/VOC	06.06.2025	41 The Avenue	Support	No comment	Granted
45	CB/25/01921/FULL	30.06.2025	57 The Ridgeway	Support	No comment	Granted
46	CB/25/01998/FULL	10.07.2025	75 Derwent Rise	Support	No comment	Granted
47	cb/25/01709/FULL	15.07.2025	25 Brookes Road	Support	No comment	Granted
48	CB/25/02237/FULL	16.07.2025	9 Station Square	Support	No comment	
	CB/18/0969/OUT		Land between Brogborough, Lidlington & Marston Moretaine	Object		
49					FTC Response	

	A	B	C	D	E	F
50	CB/25/202656/FULL	01.09.2025	54 Windmill Road	Support	<p>The proposed alteration to the front with the installation of cladding is odd. The property is one half of a pair of semi-detached Victorian / Edwardian houses, which match most of the other houses in the street, some of which are rendered and some of which are not. This alteration would not be in keeping with the street scene. We don't believe this is a valid planning reason for objecting to it, but would like it noted</p>	
51	CB/25/02424/FULL	03.09.2025	17-21 The Russell Centre, Coniston Road	Support	<p>Only observation is the lockers on the side will reduce the width of the footway - but it is a private road.</p>	
52	cb/254/02847/full	06.10.2025	27 Water Lane			
53	CB/25/02805/FULL	24.09.2025	28 Windmill Road			