



FLITWICK TOWN COUNCIL

Minutes of the Finance & General Purposes meeting held on Monday 19th May at the Rufus Centre at 7:45pm

Present:

Cllr T Parsons, Chair

Cllr J Roberts

Cllr A Snape

Cllr T Harald

Also present:

Stacie Lockey, Town Clerk & Chief Executive

Steph Stanley, Deputy Town Clerk & RFO

Helen Glover, Senior Finance Officer

No members of the public present

29. **Apologies for Absence**

It was **resolved** to accept apologies from Cllr Blazeby (family emergency).

30. **Declarations of Interest**

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

(a) Disclosable Pecuniary interests in any agenda item.

Cllr Harald declared his tenancy at The Rufus Centre as a pecuniary interest. The Town Clerk confirmed a dispensation would be required and agreed to send this via email.

Action: TC

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

31. **Public Open Session**

No Items

32. **Members Questions**

No Items

33. Minutes

- a. Members approved the minutes of the Finance & GP Meeting held on **Tuesday 14th January 2025**, this meeting was held at the Rufus Centre.

It was **resolved** to approve the minutes of the Finance & GP Meeting held on Tuesday 14th January 2025 at the Rufus Centre as a true record.

34. Matters Arising

- a. Minutes of the Finance & GP Meeting held on **Tuesday 14th January 2025** – no items.
- b. Members to receive any updates from Officers – no items.

35. Items for Consideration

a. **Purchase Orders**

Members considered the implementation of a digitalised Purchase Order processing system, managed through the Rialtas Accounting System. It was noted that post-implementation and committed spend would be clearly shown on income and expenditure reports, providing more accurate and transparent budget management.

It was **resolved** to accept the proposal of digitised Purchase Orders at a cost of £744 one-off implementation fee followed by £222 annual software costs.

b. **Council Surplus**

Members considered the RFO report circulated and discussed all elements of the report.

It was **resolved** to transfer £850 from General Reserves to EMR (328) for future fixed wire testing works.

It was **resolved** to transfer £94,596 from General Reserves to 3 Station Road EMR (332) to cover future expenditure related to the project.

It was **resolved** to consider community and business-focused project fund applications on a case-by-case basis to be financed from the FTC Operations Reserves EMR (319).

c. **Capital Funding Plan**

Members considered the Capital Funding Plan circulated. It was agreed that Officers would undertake further work to obtain accurate quotes and project costs in relation to Rufus Centre boiler works.

Officers reported that recent works at The Nature Park had identified the requirement for additional surveys and subsequently additional spend to address any issues identified from the surveys. Officers would provide further information to Members when more detail was known.

Officers confirmed future Capital Funding Plans would include prioritisation and a brief narrative for each project.

Following the Member's request, Officers would investigate options for capital spending before receiving the land sale proceeds, taking into account the existing Capital Controls.

Action: RFO

36. Items for Information

i) Finance Reports – Year End 2024-25

Members noted the finance reports circulated to Year End 2024-25. It was noted that the £95,446 surplus demonstrated a £60k decline when compared to the previous year (2023-24). However, Members stated it was overall a positive result, considering the challenges and financial pressures faced by the Council throughout the year.

Members thanked Officers for their work to enable a successful and timely year end closedown.

ii) Finance Reports – April 2025 (Part 1)

Members noted the finance reports for April (month 1). Members questioned the reality of receiving Rural Match Funding previously agreed from Central Bedfordshire Council. Officers confirmed they would seek confirmation from CBC.

Action: TC

iii) 3 Station Road

Members noted the Reserves Position report and received a verbal update on the 3 Station Road project.

Officers confirmed site visits had been completed with significant expenditure against the project expected in May 2025.

The Leader confirmed investigations were ongoing to seek Section 106 monies to complete the resin groundworks at the front of the building. Further updates would be provided when details were known.

Officers confirmed the original deadline of November 2025 for works to be undertaken by UK Power Networks to install a higher capacity electric supply to the building. Members agreed that localised temporary disruptions may impact communities in the short term, including road closures. The retail unit would use existing power supplies and require no additional works.

Officers confirmed an application had been submitted to Central Bedfordshire Council to create individual postcodes and unit numbering for the retail and restaurant spaces. Once complete, the postcodes would be added to Royal Mail systems to allow utilities to have the right postcode on their records.

Members agreed that, as the year progresses, it would be a priority to return the Operational Spending Earmarked Reserve (319) to the existing balance of £500k and the General Reserves to the existing balance of £300k.

iv) Steppingley Road Land Sale

Officers provided a verbal update on the land sale project, confirming the allotment land disposal had been submitted on 15th May 25 and was awaiting an outcome.

The pre-application planning statement had been submitted to Central Bedfordshire Council and was awaiting a response. Officers confirmed that any conditions would be promptly

actioned to ensure the project is kept within timescales. The full planning application was due to be submitted in May, with an anticipated outcome by the end of the calendar year. Officers confirmed no further legal actions could be progressed with solicitors until the pre-application response was received, which would help determine what deductions might need to be included. The Town Clerk confirmed she would update Members on progress.

v) **EMR Spend**

Members noted the £4,650 expenditure from the Nature Park Annual Grant earmarked reserve (EMR 317) to replace the Public Realm Team's flail for the tractor, which was incurred in March 2025.

37. **Public Open Session**

No items

38. **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. Finance Reports (Part 2) – noted.
- C. Court Claim – 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.

Signed (Chairman)