



## FLITWICK TOWN COUNCIL

Ref: Agenda/Finance- 17/11/2025 - 6

12<sup>th</sup> November 2025

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Finance & General Purposes Committee** that will take place on **Monday 17<sup>th</sup> November 2025 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

*S. Lockey*

Stacie Lockey  
Town Clerk

Committee Members: Cllr Parsons, Cllr Blazeby, Cllr Harald, Cllr Roberts, Cllr Snape

Distribution: All Town Councillors  
Notice Boards  
Central Bedfordshire Council

Chairman to read out the following statement:

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

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declarations of Interest**

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

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

**3. Public Open Session**

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

Click the link below to join this Teams meeting:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MzdkN2YzNGYtMDFiNi00ZjUwLWIyYmUtZGQxOWY4ZGYwNThl%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzdkN2YzNGYtMDFiNi00ZjUwLWIyYmUtZGQxOWY4ZGYwNThl%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d)

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

4. **Members Questions**

To receive questions from members.

5. **Minutes**

- a. For Members to approve the minutes of the Finance & GP Meeting held on **Monday 19th May 2025**, this meeting was held at the Rufus Centre.

6. **Matters Arising**

- a. Minutes of the Finance & GP Meeting held on **Monday 19<sup>th</sup> May 2025**.  
b. Members to receive any updates from Officers.

7. **Items for Consideration**

a. **Election of Vice Chairman**

Members are asked to elect a Vice Chairman.

b. **Draft Budget 2026-27**

Members are asked to consider the draft budget for 2026-27 that has been circulated.

c. **Station Road**

- i) Officer Update  
ii) For Members to consider whether to code tenant rent income to 421 (Rufus) or 106 (Station Road)

d. **Policies Review**

- Members are asked to review the circulated Investment Management Policy.
- Members are asked to review the circulated Anti-Fraud Policy.

e. **Bad Debt**

Members are asked to consider writing off bad debt from Home Instead Senior Care to the value of £302.40 (payment was due on 31/05/24). This business is a franchise and the contact who booked advertising space in the Flitwick Papers, is no longer trading and she is unreachable. Officers have made every effort to chase this payment, including liaising with the Head Office.

## 8. Items for Information

### i) Finance Reports (Part 1)

Members are asked to note the following finance reports:

- FTC Financial Summary
- Earmarked Reserves
- Balance Sheet
- Profit & Loss
- Consolidated Bank Reconciliation
- Income & Expenditure (Finance & GP and Community Services)
- Cashbooks (Current Account, Business Reserves, PDQ, Barclaycard & Tenants Deposits)

### ii) Capital Plan

Members are asked to note the circulated Capital Plan.

## 9. Public Open Session

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

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

## 10. 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
- b. Finance Reports Part 2

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.