



## FLITWICK TOWN COUNCIL

### **Minutes of the Finance & General Purposes meeting held on Monday 17<sup>th</sup> November 2025 at the Rufus Centre at 7:45pm**

Present:

Cllr T Parsons (Chairman)  
Cllr A Snape  
Cllr I Blazeby  
Cllr J Roberts  
Cllr T Harald

Also present:

Stacie Lockey – Town Clerk & Chief Executive  
Stephanie Stanley – Deputy Town Clerk & RFO  
Helen Glover – Senior Finance Officer  
0 members of the public

#### **39. Apologies for Absence**

There were no apologies for absence.

#### **40. 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.

#### **41. Public Open Session**

No items.

#### **42. Members Questions**

No items.

#### **43. Minutes**

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

It was **resolved** to approve the minutes of the Finance & GP Meeting held on Monday 19<sup>th</sup> May 2025 at the Rufus Centre as a true record.

#### **44. Matters Arising**

- a.** Minutes of the Finance & GP Meeting held on **Monday 19<sup>th</sup> May 2025**.

No items.

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

45. **Items for Consideration**

a. **Election of Vice Chairman**

It was **resolved** to elect Cllr Snape as the Vice Chairman.

c. **Draft Budget 2026-27**

The RFO presented the draft budget and listed the key information. Members understood that it was a working document and that the year-end salary forecast was missing across all cost centres.

During an extended discussion, the following comments were made:

- The business budget needed more work, especially on the year-end expenditure forecast.
- No salaries were attributed to the Community Activities budget, which needed to be amended.
- The Community Activities budget would be renamed to Community Engagement to match the Council structure.
- The Community Services Committee would consider the new Community Engagement Strategy to inform their budget at their next meeting.
- Water dispenser costs would be included within the Hub maintenance budget for next year.
- The Community Engagement Manager would be asked to give more details about the proposed Active Travel Scheme.
- The Community Services Committee could not reinstate the budget to fund a Portaloo provision at the allotments site due to a previous Council resolution.
- Cllr Blazeby would send in his detailed budget questions separately.
- Cllr Roberts would speak with the Community Engagement Manager about the new budget for older people's activities.

*Action: Deputy Town Clerk*

d. **Station Road**

i) **Officer Update**

There was little progress on the restaurant lease, but Officers and the Council's solicitor had chased this since the paperwork was sent to the tenant's solicitor in mid-October. The agent had explained that the tenant was prioritising their planning application and that the lease agreement would be pursued next. Members believed that this approach was deliberate to extend the rent-free period. Officers agreed to ask the agent for recommendations on how to handle this.

*Action: Town Clerk/Deputy Town Clerk*

The Chairman asked about the planning application and whether it would be submitted in the tenant's name or Flitwick Town Council's, since the lease had not been signed. The Town Clerk explained that the tenant would submit this in their name.

ii) **For Members to consider whether to code 1 and 3 Station Road tenant income to 421 (Rufus) or 106 (Station Road)**

Members agreed that the income from Station Road tenants should be separate from that from Rufus Centre tenants and therefore remain in the 106 cost centre.

e. **Policies Review**

i) **Investment Management Policy**

Members reviewed the circulated policy, and the Chairman proposed an amendment to Section 2 – Strategy – to delete the figure relating to half the Precept and to replace it with the Ops Reserve Earmarked Reserve, as detailed in that sentence.

*Action: Deputy Town Clerk*

Cllr Blazeby asked what the assumed rise was for the National Association of Local Councils Pay Agreement for the current year's budget. Members were advised that it had been set as a 5% rise, but the agreement was lower at 3.5% which had been sent through in August 2025. Although lower, the Senior Finance Officer informed the Members that the remaining funds had helped cover the increased National Insurance costs.

ii) **Anti-Fraud Policy**

Members had no comments on the circulated Anti-Fraud Policy.

It was **resolved** to adopt the Investment Management Policy with one change, as detailed above.

It was **resolved** to approve the circulated Anti-Fraud Policy.

f. **Bad Debt**

It was **resolved** to write off the bad debt (£302) from Home Instead Senior Care.

*Action: Deputy Town Clerk*

46. **Items for Information**

i) **Finance Reports (Part 1)**

The following reports were noted:

- 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 noted the circulated Capital Plan.

During an extended discussion, the following comments were made:

- The Tractor Store refurbishment project was not included in the plan, as this was funded mainly by CBC. Members discussed the utilities management for the site, as the building was shared with the Flitwick Gardeners' Association's Seed Box. The Town Clerk would follow this up with the utilities company.

*Action: Town Clerk*

- A column would be added to the plan for prioritising projects.
- Members agreed that the kitchen needed upgrades.
- Officers would investigate including the following projects:
  - Enhancements to existing car park at Rufus Centre (e.g. for potholes)
  - First floor common areas including tenant corridors
  - Adding a layout to the car park proposal
  - Investigating charging points for existing car park
  - Additional Lockyer Suite works (e.g. sound/speaker replacements and lighting)
  - Investigate/think about any works to the former bar area
  - Lift works
  - Organised storage options
  - Digital signage for the tenants instead of plaques on the wall

SMT would brainstorm ideas for the Capital Plan, and the Business Improvement & Development Board would consider the proposed projects at their next meeting once more detail was included in the document.

*Action: Town Clerk/Business & Facilities Manager*

Officers explained that Luton Borough Council were asked to provide rough estimates for three options to refurbish the Hub. Members understood that to obtain more realistic cost estimates, funds would be required to conduct intrusive surveys, etc.

Members discussed the Council's oversight of projects and the process for Central Projects Fund applications being considered by the Council. It was agreed that Officers would check the Scheme of Delegations for oversight of projects, but it was thought that this was currently the remit of the Full Council. Cllr Snape believed that a degree of project oversight would fit with the Finance & GP Committee. Cllr Harald flagged this as a discussion point for the future.

*Action: Town Clerk/Deputy Town Clerk*

#### **47. Public Open Session**

No items.

#### **48. 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**

Members noted the Confidential Report.

##### **b. Finance Reports Part 2**

There were no comments on the Finance Reports.

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 20:35.

Signed..... (Chairman)