



FLITWICK TOWN COUNCIL
Minutes of the Finance & General Purposes meeting held on
Monday 15th December 2025 at the Rufus Centre at 7:45pm

Present:

Cllr T Parsons (Chairman)
Cllr A Snape
Cllr I Blazeby

Also present:

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

49. Apologies for Absence

It was **resolved** to accept apologies for absence for Cllrs Harald (work) and Roberts (holiday).

50. 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.

51. Public Open Session

No items.

52. Members Questions

No items.

53. Minutes

- a. **For Members to approve the minutes of the Finance & GP Meeting held on Monday 17th November 2025, this meeting was held at the Rufus Centre.**

It was **resolved** to approve the minutes of the Finance & GP Meeting held on Monday 17th November 2025 at the Rufus Centre as a true record.

54. Matters Arising

- a. **Minutes of the Finance & GP Meeting held on Monday 17th November 2025.**

No items.

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

55. **Items for Consideration**

a. **Budget 2026-27**

The DTC provided an overview of the draft budget, noting that it is good practice to increase the precept slightly each year, and suggested a third option to increase revenue expenditure.

Cllr Snape was keen to build financial resilience by putting funds aside. He added that the Council should take advantage of virements in the next financial year with a focus on rebalancing funds from capital to revenue. He did not believe this was the year to reduce the precept.

The Chairman commented on the business year-end projections against the draft budget for next year and thought the increases were too high. Cllr Snape agreed with this because he did not feel the draft income budgets for room bookings and catering were achievable.

Cllr Blazeby agreed and believed it would be sensible to reduce the income budgets mentioned, given the warning signs from Central Beds Council (CBC) about potential cuts to their budgets. Members noted that CBC were one of the Rufus Centre's biggest customers. Cllr Snape advised that the results from the Fair Funding Review were expected that week.

Cllr Blazeby asked about the water utility budget for the Hub. The SFO explained that the revised budget for next year was more realistic.

The Chairman commented on the increased expenditure for external catering. Cllr Blazeby advised that the team use external caterers for private events, e.g., weddings, and that costs would be saved in the establishment budget since there would no longer be a requirement for a full-time Chef position.

Members discussed the change in salary costs in the community budget, and Cllr Blazeby commented that the split being presented in this way made it difficult to track changes because there was no equivalent figure for the current year. The TC explained that the work could be done to show a comparable figure for the year to date, but Officers had chosen not to include this information due to the work involved. The SFO calculated that there would be a reduction of just under £14k in salary costs for the community budget next year.

Cllr Blazeby commented that further work was required to establish the real cost of providing allotments, as he believed the Council should break even.

Members were not in favour of giving community grants as these worked better via the Town Mayor's Charity CIO. Members would be more supportive of increasing budgets for community events rather than offering grants. The TC advised that the Community Services Committee would consider how to spend the additional funds allocated to Community General Costs (4618/313), with the Community Engagement Manager presenting a variety of options.

The Chairman asked whether Officers anticipated that the tenant at 3 Station Road would have signed the lease by April 2026. The Officers confirmed that the Heads of Terms had been agreed and were confident that the lease would be signed before April 2026. Cllr Snape advised that it would be worthwhile to increase the Earmarked Reserve for IT Equipment. The DTC responded that this would be done as part of the year-end process.

The Members discussed the precept demonstrations that were circulated and their implications for Band D properties. Members noted that Band C properties held the highest percentage for Flitwick. The SFO offered to investigate the number of properties for Flitwick.

Action: SFO

It was agreed to do the following:

- Reduce Rendezvous catering income budget by £20k
- Reduce Rufus room bookings income budget by £30k
- Increase Finance & GP expenditure for a new code relating to maintenance (guttering works) by £30k

Action: DTC

c. Overspend (4138/420)

It was **resolved** to agree a £2,500 overspend on nominal code 4138/420 (Rendezvous Equipment) to purchase a new coffee machine.

56. Items for Information

i) Finance Reports (Part 1)

The following finance 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)

57. Public Open Session

No items.

58. 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. Financial Reports Part 2

The finance reports were noted.

b. Station Road Update

Officers provided an update on 3 Station Road.

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

Meeting closed at 20:20.

Signed: (Chairman)