



## Flitwick Town Council

### Senior Role Applications 2026-2027

#### Town Mayor/Chairman of the Council

**Martin Platt**

**John Roberts**

Town Mayor Serving as Town Mayor for the 2025/2026 Civic Year has been a huge honour and I am very grateful for the support and help I have received from fellow Councillors and Officers. As Town Mayor, I have attended many ceremonial events across Bedfordshire representing Flitwick, often attended by the Lord Lieutenant, High Sheriff, and other dignitaries. I have also attended a large number of Civic Services held by fellow Mayors and I have of course chaired monthly Council meetings here in Flitwick and held a Civic Reception. One of my favourite achievements was introducing the Town Mayor's Special Recognition Awards at the Civic Reception. It proved incredibly popular and was great to recognise the contribution made by local volunteers to improving life in Flitwick. I have also been closely involved in major FTC projects including 3 Station Road and attempts to find a tenant for the restaurant. It has also been a pleasure to welcome The Cottage Bakery to the building. I know I said this last year, but there is still a lot I would like to achieve. I raised over £8,000 last year for the Town Mayor's Charity and for Keech and hopefully will raise a similar amount this year. However, I would like to work more closely with local businesses and put in place alternative ways of raising money for The Mayor's Charities and ultimately Flitwick organisations Serving the Council and the Flitwick Community for a third term would be a huge honour so I respectfully ask that you consider supporting me for the role.

#### Leader of the Council

Vacancy

#### Deputy Town Mayor

**Lorraine Bandy**

I would like to be considered for the position of Deputy Mayor of Flitwick because I care about our town, our community, and the people who make it a special place to live. This is not a role I seek for status or recognition, but one I would approach with dedication and a desire to serve the local community.

Flitwick is a town with a strong sense of community spirit. Whether through local events, volunteer groups, school, businesses, sports clubs, or the many residents who quietly support their neighbours every day, there is a real sense of pride here. I want to help strengthen that spirit and represent our town in a way that reflects its warmth, inclusiveness, and ambition.

As Deputy Mayor I would aim to support the mayor in every respect of the role, while being approachable, visible and engaged with residents of all ages and backgrounds. I believe leadership in local council should be built on listening, respect and action. It is important that people feel heard and valued and that we continue working together to make Flitwick a better place for future generations.

I am passionate about encouraging community involvement, supporting local organisations and charities and helping to build stronger connections across our town.

I understand that this role carries responsibility. The Deputy Mayor represents the council and the town at civic events and public occasions, and I would be honoured to undertake those duties with professionalism, integrity and enthusiasm and be honoured to promote the positive work happening across Flitwick to celebrate the achievements of the people who contribute so much to our local community.

Importantly I would bring commitment and energy to the role. I am ready to dedicate my time and effort to supporting the council, working collaboratively with colleagues and serving the residents of Flitwick to the very best of my ability.

To be considered for Deputy Mayor would be a privilege and if appointed I would work hard to justify the trust placed in me.

**Martin Platt**

### **Deputy Leader of the Council**

Vacancy

### **Business Development and Finance Committee Chair**

Vacancy

### **Community Services Committee Chair**

**Clare Thompson**

Having done this role for the last couple of years I am eager to see through some of the projects started, such as next stage of the Nature Park, while providing consistency during a change of leader.

## **HR Committee Chair**

**John Roberts**

## **Appeals Committee Chair**

Vacancy

## **Planning Improvement Working Group Chair**

Vacancy

## **Environmental Working Group Chair**

**Leigh Hart**

I would be delighted to serve as Chair of the Environmental Working Group for Flitwick Town Council. With a degree in Environmental Engineering and 15 years of experience working in environmental consulting, I bring both professional expertise and a genuine personal passion for environmental stewardship. Flitwick's natural spaces are one of the town's greatest assets, and I am very keen to help ensure they are maintained, protected, and enhanced for current and future residents. I believe the Working Group has an important role to play in supporting practical, sustainable initiatives that preserve the quality of our local environment while encouraging community involvement and pride in our town. I would welcome the opportunity to contribute my experience, enthusiasm, and collaborative approach to help support the Council's environmental objectives.



## Flitwick Town Council

### Committee Choices 2026-2027

Members' preferences for Committee Choices and other roles for 2026-2027 are as follows:

Committee	Members
Business Development & Finance Committee (8 Members)	1. Ian Blazeby 2. Toby Harald 3. Howard Hodges 4. Tim Parsons 5. John Roberts 6. 7. 8.
Community Services Committee (8 Members)	1. Lorraine Bandy 2. Andrew Crawford 3. Patricia Earles 4. Toby Harald 5. Leigh Hart 6. Martin Platt 7. Andy Snape 8. Clare Thompson 9. Robert Wilsmore
HR Committee (5 Members)	1. Ian Blazeby 2. Patricia Earles 3. Toby Harald 4. John Roberts 5. Andy Snape 6. Robert Wilsmore
Appeals Committee (5 Members)	1. Patricia Earles 2. Clare Thompson 3. Robert Wilsmore 4. 5.
Planning Improvement Working Group (6 Members)	1. Andrew Crawford 2. Leigh Hart 3. Howard Hodges 4. Fraser Patterson 5. Martin Platt 6. Robert Wilsmore

## Representatives on Outside Bodies

Outside Body	Members
Flitwick Village Hall Management Committee (1 Member)	Lorraine Bandy
Patient Group Representative at Flitwick Surgery (1 Member)	Howard Hodges
Planning Improvement Representative (To attend CBC DMC Meetings)	
Police Priority Setting Representative (1 Member)	Fraser Patterson Robert Wilsmore



## FLITWICK TOWN COUNCIL

**DRAFT Minutes of the Flitwick Town Council meeting held on  
Tuesday 21<sup>st</sup> April 2026 at the Rufus Centre at 7:45pm**

Present:

Cllr J Roberts (Chairman)  
Cllr A Snape  
Cllr C Thompson  
Cllr L Bandy  
Cllr M Platt  
Cllr F Patterson  
Cllr R Wilsmore  
Cllr I Blazeby  
Cllr P Earles  
Cllr L Hart  
Cllr A Crawford  
Cllr D Toinko  
Cllr T Parsons  
Cllr T Harald

Also Present:

Stacie Lockey – Town Clerk & Chief Executive  
Stephanie Stanley – Deputy Town Clerk & RFO

### **5984. APOLOGIES FOR ABSENCE**

There were no apologies.

### **5985. 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.

### **5986. TOWN MAYOR'S ANNOUNCEMENTS**

Thanks were extended to Cllr Platt for chairing the previous meeting.

The Town Mayor thanked the grounds team for their work maintaining the area beside the station.

Thanks were extended to everyone who attended the Civic Reception at the Rufus Centre, a fantastic evening that raised over £600 for the Town Mayor's charities.

The Easter Wreath Making Workshop had been a success, with 'So Very Crafty' running the event. Thanks were extended to this business owner, the Community Services Officer and the Town Mayor's wife for their assistance.

An initial meeting was planned with resident Mark Rankine, CBC Cllr Adams, Persimmon Homes, and the Town Mayor to discuss options for street art in the Steppingley Road field development and a potential revamp of the Airmen Memorial at the Rufus Centre.

The Town Mayor had attended the following civic engagements:

- Sandy Town Council Civic Service
- Flitwick & Ampthill Sea Cadets Awards Evening
- Leighton Buzzard Town Council Civic Service
- Dunstable Town Council Civic Service
- Jigsaw Club's Anniversary Event
- Luton Borough Council Civic Service
- Best Bar None Event at Priory House
- Walk to Commemorate the Anniversary of the Airmen Crash

**5987. Leader Update**

The Leader gave the following update:

- The Town Clerk would give an update on 3 Station Road following the informal Finance & General Purposes Committee meeting the previous day.
- It was encouraging to see that the Council were edging closer to completing the land sale that would bring 25 affordable homes that were much needed by local people.
- Thanks were extended to the Officers for compiling the list of potential capital projects. Cllr Snape believed that the next step was to adopt a more strategic approach to distinguish between what must be done, what should be done, and what could be done. He was interested in hearing whether Members had any other project ideas.
- Referring to the upcoming capital receipt from the land sale, Cllr Snape emphasised that the funds did not need to be spent immediately and that it was important to think about future provisions. Members noted that the Council was unlikely to be in this position again.
- Regarding the Steppingley Road field development, Cllr Snape advised that he had requested the item on the agenda for Members to consider writing a letter of complaint to Persimmon Homes (contractors responsible for managing the site). He felt it was important for the Council to represent residents on this, especially as several Members had been contacted about the inappropriate parking and the disruption caused by the traffic lights. Cllr Snape thanked CBC Cllr Townsend for her efforts in holding the contractor to account on the present issues.
- Cllr Snape had met with Cllr Baker, the CBC Executive Member for Finance & Highways, to discuss the Crisis & Resilience Fund. Cllr Baker was informed about the number of people turning up at the Town Council Offices about this, and the lack of awareness about the support available to people. Cllr Snape believed that the Council should do this for Flitwick residents. The meeting was positive and data-led. CBC had yet to contact the community to inform them who qualified for the funding. Members noted Cllr Adams' update, which included that the voluntary sector might qualify for the fund.
- Cllr Snape advised that he would be stepping down from his role as Leader at the Annual Meeting as he felt it was time for him to step back and allow other Members to take things forward. He advised that this had not been a quick decision, but it was the right one. Cllr Snape stated that he was proud of what the Council had achieved over the 5 years and that it had delivered some amazing outcomes. Members noted that Cllr Snape would continue in the Councillor role, but he wanted to use the last year of his term focusing on community initiatives. He wanted to spend more time on progressing the Community Fridge to allow time to look at the model and how it was working. Cllr Snape thanked the Members for their support.

The Chairman announced that he was shocked to hear that Cllr Snape would be stepping down from the leader role in May, but thanked him for all the work he had done and commented that the Council would do something to honour his time as leader.

**5988. REPORTS FROM WARD MEMBERS**

Members had been sent the update from Cllr Adams and were asked to email any urgent comments to him directly.

**5989. PUBLIC OPEN SESSION**

No items.

**5990. INVITED SPEAKER**

No items.

**5991. MEMBERS QUESTIONS**

No items.

**5992. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 17th March 2026**, this meeting was held at the Rufus Centre.

It was **resolved** to adopt the minutes of the Town Council Meeting held on Tuesday 17<sup>th</sup> March 2026 held at the Rufus Centre as a true record.

- b. For Members to receive and consider the resolutions and recommendations of the Finance & General Purposes Committee meeting, held on **Monday 16<sup>th</sup> March 2026**, this meeting was held at the Rufus Centre.

The resolutions of the Finance & General Purposes Committee Meeting held on Monday 16<sup>th</sup> March 2026 were noted.

**5993. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 17<sup>th</sup> March 2026**.

The Chairman thanked Members for their decision to agree the changes he had presented for the Town Mayor's Award Scheme.

- b. Members to receive any updates from Officers.

No items.

**5994. OUTSIDE BODIES**

No items.

**5995. ITEMS FOR CONSIDERATION**

- a. **Code of Conduct**

It was **resolved** to adopt the circulated Code of Conduct for Flitwick Town Council.

*Action: TC*

- b. **Scheme of Delegations Review**

The Chairman introduced the item by reminding the Members that the number of Councillor seats was set to reduce to 13 through the CBC Governance Review. The proposal presented in Option 2 was to merge the Business Improvement & Development Board with the Finance & General Purposes Committee as a way of streamlining the Committee Structure to help with this.

Cllr Toinko did not see the logic of merging the two Committees as he commented that the Council finances were significantly different to the commerciality of the Rufus Centre business. He asked if the meetings could now be held online and he was advised that this was not possible under current rules in legislation.

Cllr Snape commented that when the Council's Membership dropped at the next election, the current Committee Structure would prove difficult to fill seats at the various meetings. He advised that Members could continue with the current structure until after the election; however, there was a requirement to plan for moving forward with 13 Members. Cllr Snape did not feel strongly about progressing with the current structure or merging from this year's Annual Meeting onwards.

Cllr Thompson agreed that the Council needed to forward plan, but flagged that there was already tension with expenditure on business versus community activities. She asked if merging the finance and business committees could risk a degree of bias. Cllr Thompson reminded Members that she had chosen to be part of the Community and Business Committees this year, as there was value in ensuring someone was a representative on both. She supported the suggestion presented in the report but thought it would be good for the Council to monitor the tension she mentioned earlier.

Cllr Blazeby asked Members to appreciate that the suggestion was not too dissimilar to a previous version of the Committee Structure, under which finance matters were reported to the now disbanded Corporate Services Committee. He mentioned that the merger of Committees suggested in the report would not address Cllr Thompson's point above, but wanted to clarify that the change would mean longer meetings and increased frequency.

Cllr Parsons was in favour of merging the two Committees due to the number of crossovers with remits and discussions. He believed the meetings would need to be well structured and commented that the merger could help break down the barrier Cllr Thompson mentioned. Cllr Parsons discussed logistics and the possibility of fewer Members in the future, and supported merging the Committees from May.

It was **resolved** to progress with Option 2 for the Scheme of Delegations and merge the Committees discussed to create a Business & Finance Committee.

*Action: DTC*

**c. Step Free Access Petition**

Members had an extensive discussion about this item and made the following points:

- The petition was driven by the Conservative Party, which meant several Members did not believe it was appropriate to sign it under the Council's name. Individual Members were able to sign the petition.
- The Members were in support of continuing to strive for step-free access at the station and agreed that they should push for this in some way.
- The Council were concerned that the step-free access plans had been delayed and noted that the enhancement would cost more than originally anticipated. Further comments were made regarding the concern that funding for this project had been available in the past, and Members wondered why this was no longer the case. Comments were made about the MP not raising this matter in

Parliament. A Member suggested that the funding had been withdrawn after the site design changed.

- The Members commented on the work the Council had done previously to assist the resident leading the original campaign.
- Another option was to initiate a politically neutral petition on the Government website.
- Officers were asked to write to the Department of Transport, the Bedford Commuters Association and the Mid Beds MP to ask where the funding for the step-free access had gone.

It was **resolved** that the Council not sign the petition as a corporate body, but to write to the listed organisations and the MP as stated above. The resident who made the request would be informed of the outcome and the Council's reasons for it, but he would be advised that the Council supported pushing for step-free access at the station.

*Action: Town Clerk*

**d. Capital Plan**

**i) Members were asked to note the capital plan ahead of the land sale that is nearing completion.**

Cllr Snape had spoken to the Town Clerk about the Capital Plan and expressed the need to use MOSCOW to assist with prioritising the projects listed. He believed it was useful to look at the scale, effort and costs. Cllr Thompson agreed that an effort impact matrix was a good idea.

Cllr Thompson mentioned the play equipment project listed and informed Members that it would be prudent to consider provision for multiple years for forward planning, otherwise the Council would be in the position of having to find funds for the required capital enhancements at the play areas. She noted that next year's improvements were the most important, but reiterated that the capital plan could be used to incorporate future works.

Cllr Toinko asked for better quality roadways at the allotments, and this was noted as another project for the plan.

*Action: DTC*

**ii) Hub Refurbishment**

The DTC informed Members that she had incorrectly listed expenditure for this item from the Ops Reserve on the agenda; however, if supported, this proposal would be spent from the Central Projects Fund (CPF).

Members noted that there was £53,200 in the 2026-27 CPF.

Members noted that the presented hourly rate was high and asked for a comparison of the cost of the 3 Station Road feasibility study. Officers did not have this information to hand.

Cllr Parsons suggested asking the contractor who provided the quote for this work to do it in two stages: initial feasibility for phase one and architectural drawings for phase two.

It was **resolved** to contact the contractor and request a two-phase quote for the Feasibility Study in relation to a potential Hub refurbishment project. Another quote would be sought from an additional contractor for consideration alongside this one.

*Action: BFM*

e. **Office Space Refurbishment**

Members were informed that this item, like the one above, contained an error on the agenda regarding the source of the funds. Members noted that if supported, this expenditure would be from the CPF.

Cllr Blazeby advised that this was the first time a request had been made to fund the refurbishment of an existing tenant's office space, as usually, the Council refurbished the offices as tenants moved out of the Rufus Centre as part of a rolling programme. He asked what the return on investment would be for the £15k spent. The Town Clerk commented that it would take some time to recoup this, but she did not have the information to hand and agreed to email this to Members after the meeting.

Cllr Blazeby highlighted that previously, existing tenants had funded their own office refurbishments.

Cllr Toinko asked whether, if the tenant were to leave after the refurbishment, the Council would need to pay more to refurbish the space again. The Town Clerk confirmed that this would not be required.

Cllr Thompson commented that although she understood Cllr Blazeby's point of view, she believed the Council needed to be decent landlords and was uncomfortable with not refurbishing the office spaces until tenants leave.

Cllr Snape was unsure of the right route for this and agreed with both Cllr Blazeby and Cllr Thompson's points. He thought that the Members should debate this matter and consider whether the tenant might sign a longer lease without a break clause. He also mentioned that dilapidations should be considered.

Cllr Blazeby mentioned that the Rufus Centre now had many refurbished office spaces, and that these tenants were paying higher rates. He asked how long the return on investment was expected to take on these. Cllr Blazeby also highlighted the risk that other tenants could ask the Council to fund their refurbishments, and he believed this matter was a deeper conversation than perhaps initially thought.

Cllr Snape mentioned that the foyer toilets needed work, but he was interested in the year-end surplus for 2025-26 before having this type of debate and a wider conversation. He stated that the Members could approve the expenditure at this meeting and delegate the final decision to the BIDB.

Cllr Thompson suggested that the BIDB discuss the numbers, and Members noted that new leases were being drawn up to better protect the Council as a landlord.

Cllr Hart asked for clarification on the differing costs presented in the quotations, as no breakdown was provided. She was informed that the costs were in line with the refurbishment programme specification, but this room was a particularly large office.

Cllr Earles commented that this tenant had already taken on an additional office space that had been refurbished.

It was **resolved** to approve the expenditure of £15,700 and delegate the decision to the BIDB on 12<sup>th</sup> May after discussing the year-end Council surplus.

*Action: BFM*

f. **Land South of Steppingley Road – 170 dwellings**

Members had an extended discussion about this item, and the following points were raised:

- Cllr Thompson asked if there were planning rules about managing the dust at the site. The Town Clerk explained that she had met with the contractors who had advised that Anglian Water were setting up a new supply for a fire hydrant. The expected supply was not there so work had paused until this situation was resolved. Members were informed that Anglian Water had supplied a map showing where the hydrant was but when the ground was dug up, there was not one there. The Town Clerk had seen a copy of the map supplied by Anglian Water.
- The Town Clerk reported that at the same meeting, the contractor had explained other circumstances about the traffic lights that were not included in the social media posts.
- Cllr Toinko commented that there were no parking restrictions on Steppingley Road but summarised that the Council were perhaps looking for a bit of consideration from the contractors. He also commented that many residents parked on the bridleway which was deemed appropriate, however people did not like it when it was contractors doing so. He believed that building an ongoing positive relationship with the contractors was worthwhile.
- Cllr Hart explained that at the CBC inspectorate meeting about this development, it was noted that contractors would not park on local streets and that the recent situation had breached this.
- Cllr Hodges commented that rain would be helpful and he understood the due diligence being applied regarding the dust management. He agreed with Cllr Toinko's point and wondered if Anglian Water could supply a timeframe for when the hydrant would be there so that the Council could feed this information back to residents.
- Cllr Wilsmore commented that he had visited the area recently and noticed the dust being an issue. He advised that the information about the hydrant was useful and he suspected this was accurate. He said that the exposed sand that had been heaped up was causing the problems and mentioned that a sprinkler would help. Cllr Wilsmore did not think that the contractor's permit was unreasonable.
- The Town Clerk advised that it had been agreed with the contractor that they would keep in regular contact with each other. The contractor had asked about informing residents and the Town Clerk was confident that they were trying to work with the community as they were aware about the sensitivity of this land. Members were pleased to hear this information.
- Cllr Snape commented that he was frustrated about this because although he agreed about the issues with social media sometimes, he had spoken to active Ward Members about the problems and there were several issues. These included issues with street permits and being fined for the second site entrance. Officers from CBC had been on site and permits were withdrawn. Cllr Snape believed that the contract manager that the Town Clerk had met with was trying to pacify the situation and that the contractor was not working with the community. Cllr Snape went on to explain about the dust problems for neighbouring residents. He was pleased about the good relationship between the Council and the contractor, however he requested that they prioritised residents in their work. Cllr Snape believed that the contractor was trying to push forward regardless.
- Cllr Wilsmore responded that if the contractor had been fined for the second entrance, that this was to the benefit of residents as without this, there would have been another road closure in place. Cllr Snape stated that the contractor was abusing the Streetworks Scheme and there were traffic lights on when no work was happening on site which caused a lot of inconvenience for residents.
- Cllr Wilsmore advised that the lights caused long queues and that this was inconvenient but it was necessary and this situation would be ongoing. He added that vehicles were now removed from the street and apart from connecting services, there would not be any further traffic lights. Cllr Wilsmore commented that the dust issue was the only remaining problem.
- Some residents discussed that it would be appropriate for the Town Clerk to write to the contractor to ask for a more cooperative response.

- Other members did not want to formally complain as the Town Clerk had built a good working relationship with the contractor and the only remaining issue was the dust.
- It was proposed and seconded to write to the contractor about the Council's dissatisfaction with their approach however after a vote, this was not carried.
- The Chairman suggested that members could review the situation monthly at the Council meetings.

**5996. ITEMS FOR INFORMATION**

**a. Delegated Authority Decision - Planning application Land between Brogborough, Lidlington and Marston Moretaine CB/18/01969/OUT**

Cllr Hodges, Chairman of the PIWG, commented that he had missed the Amenities Officer's email about this application. He advised the members that this development would likely be approved. Members noted the decision circulated in the report.

**b. Delegated Planning Decisions**

No items.

**5997. PUBLIC OPEN SESSION**

No items.

**5998. 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**

The Confidential Report from the Town Council Meeting held on 17<sup>th</sup> March 2026 was noted.

**b. Burial Ground**

It was **resolved** to investigate the conversion of the roadway into burial space in more detail and the Town Clerk to present a report with the findings at a future meeting.

**c. 3 Station Road Update**

Members received 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.

The meeting closed at 21:26.

Signed ..... (Chairman)



**Recommendations and Resolutions of the  
Community Services Committee 5<sup>th</sup> May 2026**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 5<sup>th</sup> May 2026

**1371 MINUTES**

It was **RESOLVED** to adopt the minutes from the Community Services meeting held on Tuesday 3<sup>rd</sup> March 2026 as an accurate record of the meeting.

**1373. ITEMS FOR CONSIDERATION**

**a. CERT Working Group**

It was **RESOLVED** to approve the CERT plan in principle and approve the list of items to be taken forward for grant funding.

**b. Memorial Bench Request – Manor**

It was **RESOLVED** to approve the bench application and the location



## **Recommendations and Resolutions of the HR Committee held on 11<sup>th</sup> May 2026:-**

The Town Council are asked to **note** the **Resolutions** and **consider** the **Recommendations** of the HR Committee:

### **ITEM 1**

It was **resolved** to accept apologies from Cllr Parson – work commitment.

### **ITEM 6A**

It was **resolved** to adopt the minutes of the HR Meeting held on 1<sup>st</sup> December 2025 at the Rufus Centre as a true record.

### **ITEM 8**

(i) Officer code of conduct

It was **RESOLVED** to accept the officer code of conduct.

(ii) Councillor Officer protocol

It was **RESOLVED** to accept the Councillor Officer protocol.

### **ITEM 10**

#### **C. Employee Handbook**

It was **RESOLVED** to approve the Employee Handbook with one amendment.

#### **D. Amenities Officer**

It was **RESOLVED** to approve the expenditure of £945.00 for the Amenities Officer to undertake the CiLCA qualification and ask other Members of SMT who support standing committees.

#### **E. Salary Increase Proposal**

It was **RESOLVED** to approve the salary increment for the Public Realm Supervisor.

#### **F. Rufus Centre Bonus Scheme**

It was **RESOLVED** to award the full bonus payment.



**Recommendations and Resolutions of the  
Business Improvement and Development Board Committee 12<sup>th</sup> May 2026**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Business Improvement & Development Board Committee 12<sup>th</sup> May 2026

**1626. APOLOGIES FOR ABSENCE**

It was **resolved** to accept apologies for absence from Cllrs Blazeby (holiday) and Parsons (work commitment).

**1632 Minutes**

It was **resolved** to adopt the minutes of the Business I&DB Committee held on Tuesday 9<sup>th</sup> December 2025 at the Rufus Centre.

**1634a Rufus Centre Policies**

It was **resolved** to adopt all revised Rufus Centre policies as circulated.

**1634b Intercom Replacement**

It was **recommended** to approve Option 3, an Audio Access System, at a cost of £7,992.52, via EMR 314 (£7,175) funding part of it, and the remaining funds from the Central Projects Fund (£817.52).

**1634c Room 1 Office Refurbishment**

At the Town Council Meeting on 21<sup>st</sup> April 2026, Members deferred the following item for discussion at the BIDB meeting. Members approved expenditure up to £15,7000 from the Central Projects Fund at the Council Meeting, but BIDB were tasked with discussing the proposal alongside the year-end Council surplus information.

It was **resolved** to accept quote 1 for the refurbishment of Room 1 at a cost of £14,163.23 via the Central Projects Fund.



## Flitwick Town Council

# Civic Protocol

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Version: v0.4

Adopted: ~~April 2024~~ May 2026

Next review: ~~May 2028~~ April 2026

# 1. Introduction

The Local Government Act 1972 gives parish councils the power to give themselves the title 'Town Council', and the Chairman of such a town council is entitled to be called Town Mayor. The Town Mayor takes precedence over everyone except the King (or the Lord Lieutenant) and the Chairman of the District Council.

In general, the Mayor should be prepared to take the lead in all matters of concern in the life of the town – e.g. an appeal or supporting local organisations and will lead all civic events.

The Civic Protocol is provided for the guidance of the Town Mayor, Deputy Mayor and Councillors of Flitwick Town Council during their term of office. This protocol is not intended to be an addition to and not a substitute for the advice and assistance from the Town Clerk. The Mayor will receive all possible support and assistance based on past experience and the close working relationship between the Mayor and officers.

## 2. The Mayor and Deputy Mayor

### 2.1. Titles

Under the provisions of the Local Government Act 1972, the Chair of a Town Council is entitled to the style of 'Town Mayor' and the Chair of the District Council to the style of 'Mayor'. Locally, however, there is no ambiguity since the Chair of Central Bedfordshire Council does not use the term 'Mayor'. As a result, many local documents use the terms 'Town Mayor' and 'Mayor' interchangeably. Nevertheless, invitations and other documents widely distributed outside the town should always be written correctly. The terms 'Town Mayor' and 'Mayor' are used interchangeably in this document to mean the Mayor.

### 2.2. The Mayor

The primary legal function of the Mayor is to act as Chairman of the Council and preside over meetings of the Council; if they are present at the Full Town Council meeting, they must preside. If the Mayor is not present and the Deputy Mayor is present, the Deputy Mayor must preside.

As the person presiding at Council meetings, they have a second or casting vote in the event of an equality of votes. Where a casting vote is necessary, it is generally regarded as necessary to preserve the status quo.

The Mayor will receive guests and preside at the town's civic functions as a matter of course. The Mayor is also the proper person to represent the town on ceremonial occasions elsewhere.

The Mayor and Deputy Mayor are elected by Members of the Council at the Annual Statutory meeting of the Full Town Council in May of each year. The Mayor remains in office until immediately after the new Mayor is elected at the next Annual Statutory Meeting of the Council. In an election year, the outgoing Mayor has a statutory duty to preside (until the new Mayor is elected) at the first meeting following the election, even if they are no longer a Councillor.

During the term of office, the Mayor should, as near as humanly possible, be impartial on controversial matters regardless of their personal views. It can be particularly helpful in chairing the Council Meetings if the Mayor, at the outset, demonstrates that they intend to be impartial.

Difficulties can arise from time to time because many outside the Council do not understand the role of the Mayor and assume the office controls the Council and its workings. In addition, some misunderstand the role and function of the Town Council. The Mayor should be sensitive to the possibility of such misunderstandings and deal with them appropriately.

### **Choosing to be the Mayor**

If you are considering standing as Mayor, you will already know that it can be hugely enjoyable and rewarding. However, you should consider the following factors you may face during your year of office:

- Do you have adequate experience to chair a meeting of the Town Council competently, ensuring a fair debate and that clear, legal decisions are made?
- The significant impact on your family and friends: your family and social life will be disrupted.
- How will you balance the demands of attending events with your job (if you work), including attending some events during the working day?
- There is a need to be non-political for the year, especially when engaging with residents online. The view of the Mayor can often be misunderstood as the view of the Council.
- The pomp, circumstance and expectations of the Office of Mayor can be very traditional. The challenge is to bring your personality and flair to the proceedings while appropriately representing the Council and our Town.
- You should ensure that you are in a position to accept as many engagements as possible, expecting the Deputy Mayor to be involved only in the case of unforeseen illness, annual holiday or double booking.

### **2.3. The Deputy Mayor**

The primary role of the Deputy Mayor is to discharge all the functions of the Mayor if, for any reason, the Mayor is unable to act or the office of the Mayor is vacant. In the absence of the Mayor, the Deputy is entitled to the Mayor's right of precedence, but they do not wear the Mayor's chain or adopt the title of 'Mayor'.

Official invitations to represent the Council will be sent to the Mayor's Secretary at the Town Council offices. They will invariably be for the Mayor to attend, but the Mayor may ask the Deputy to attend if they are available. No invitation may be entertained if it is a direct invitation to the Deputy Mayor in that capacity. The Deputy Mayor may accompany the Mayor to events as the Mayor's consort, but care should be taken to ensure that the Mayor as a "First Citizen" is afforded clear and full precedence.

The Deputy Mayor chairs meetings of the Council in the Mayor's absence. The Deputy Mayor has full legal status as a Vice-Chairman and should be given precedence immediately after the Mayor.

## 2.4. Partners

The Mayor is referred to as the 'Town Mayor' (or 'Mayor'), whatever their gender. Here in Flitwick, we refer to the Mayor's partner as 'consort', and we do not use the term 'Mayoress' under any circumstances, considering this term outdated.

The consort has no official standing, although the supporting role is fully appreciated. There will be occasions when the host of an event feels it appropriate to invite the Mayor alone without a partner or the Mayor and the Town Clerk. The Mayor should respect the host's wishes and remember that it is the Mayor, and the Mayor alone, who represents the Council.

Provision is made for spouses or consorts to be seated in reserved seats in the Church or at other events before the civic procession arrives.

When the official Consort is not available to accompany the Mayor to the engagement, the Mayor may ask another person to accompany them, i.e. a member of the Mayor's family, the Deputy Mayor, another Councillor, a Council Officer or a personal friend. While it breaks formal tradition in many towns, past mayors have found it particularly valuable to invite the Deputy Mayor as their consort.

In the interests of security and the dignity of the office, a Consort appointed by the Mayor or Deputy Mayor should be over the age of entitlement to vote in Parliamentary Elections. No person below this age may wear the consort's badge.

## 2.5. Former Mayors

Former Mayor's have no role.

# 3. The roles

## 3.1. Introduction

Although there is no formal job description and each holder will approach the task differently according to personality, interests and the time that can be made available, the Mayor has two distinct formal roles:

- They are the legal Chairman of the Council, responsible for chairing Council meetings and ensuring sound legal decisions are made.
- They will take a prominent and leading role in the civic life of the Town. This generally includes representing Flitwick Town Council, attending various civic functions across the district, and acting as a host at Civic gatherings.

In addition, it has become the custom (although not strictly necessary) for the Mayor to lend support and raise money for charitable organisations of their choice through the Flitwick Mayor's Charity CIO.

The political leadership of Flitwick Town Council is provided by the Leader of the Council, with the role defined in the Councillor Officer Protocol.

### 3.2. Council meetings

Anyone considering the post of Mayor should have experience chairing committee meetings before they are required to chair a Council meeting. The principles are similar to chairing a committee meeting but with an added level of formality and challenge.

At meetings, the Mayor (or committee chair) sits at the head of the table, with the Town Clerk or senior officer sitting to their immediate right to provide advice.

In Flitwick, the Council expects the Mayor to:

- Have a good general knowledge of the Standing Orders and have a printed copy available at every meeting.
- Avoid bias and be firm in ruling on points that arise during the meeting.
- Ensure the quality and clarity of resolutions. It is helpful for the Mayor to repeat or summarise the resolution before requesting a motion to be seconded.
- Meet with the Town Clerk and Leader of the Council before each meeting, if required, to ensure a clear understanding of the business to be transacted.

Training is available – contact the Town Clerk for assistance.

### 3.3. Remembrance

Arranging Remembrance events and/or parades is a civic duty for local authorities; in Central Bedfordshire, this responsibility falls to parish councils. The Royal British Legion (RBL) plays a supporting role in Flitwick and attends remembrance events. Remembrance is a civic event hosted by the mayor in their role as the town's 'first citizen'.

The Order of Precedence included in Appendix 1 will be followed at all remembrance parades in the town – see section 5. All councillors will be invited to participate in the parade.

The Council traditionally hosts the annual Remembrance Sunday Parade:

- Organising appropriate road closures and providing a public address system
- Hosting a meeting with interested parties to arrange the proceedings, including the Bedfordshire Lieutenancy, St Peter & St Paul's Parish Church, Sea Cadets and the RBL.
- The Vicar of St Peter & St Paul's Parish Church traditionally leads the service, with ministers from other denominations in the town being invited to participate.
- Advertises the event, with invitations being sent in the name of the Town Mayor.

In accordance with national RBL policy, the local branch should not arrange remembrance events unless the Council formally declines to host and support an event. Senior Officers will discuss any request for additional events from the RBL with the mayor, who will make a recommendation to the Council on whether to decline to facilitate an event and the Council's level of participation.

### 3.4. Attendance at functions

There are no rigid rules about which invitations should be accepted and which should be refused; this is for the Mayor to decide. Some caution should be exercised, considering they represent the Council and are not attending as individuals. Attendance should not bring the Council into disrepute or show commercial or political bias. While it's not possible to attend every event, it is important to attend as many events as possible, especially those of neighbouring towns or events organised by the Central Bedfordshire Council Chairman.

Where there are clashes, acceptance would normally be on a 'first come, first served' basis, with preference given to events within Flitwick. However, should the Mayor have accepted an engagement outside of the Town, it would not normally be acceptable to cancel in favour of another engagement within the Town. The Deputy Mayor should attend in their place.

Procedures in relation to invitations and acceptance by the Mayor are well established and dealt with in writing by the Mayor's Secretary:

- If the Mayor judges it appropriate to attend but cannot accept an invitation, it would be normal practice for the Secretary to explain this and ask whether it is acceptable for the Deputy Mayor to attend, if available.
- All hosts receive advice on receiving the Mayor and the usual protocol.
- The Mayor's Secretary will seek information on the dress code, whether the Mayor should be accompanied, and whether a speech is expected.
- The Mayor's Secretary will endeavour to ascertain and inform the Mayor when a speech is required.

If the Mayor needs any special assistance at an event or has special dietary requirements, they should ensure that the Mayor's Secretary is given as much notice as possible so that appropriate arrangements can be made with the host.

At functions, it is often preferable that the Mayor should leave ahead of the last guests. On the other hand, the Mayor should not leave an event earlier than is socially acceptable to avoid offending the host. In cancelling attendance at a function due to ill health or unforeseen circumstances, giving as much notice as possible is important to enable the Mayor's Secretary to make arrangements for a replacement, normally the Deputy Mayor, to attend and inform the function organiser accordingly.

Advice is given to organisations that the Mayor has agreed to visit, but occasionally, problems occur, and the Mayor is not afforded the courtesy that the office dictates. The dignity of the office must be upheld, and if there are serious breaches of protocol, they should be discussed with the Town Clerk and the Leader.

### 3.5. Annual Civic Reception

The Mayor and Consort will host the annual Flitwick Civic Reception, traditionally a civic dinner with live entertainment attended by Town Councillors (without partners), invited guests and dignitaries at The Rufus Centre. This event is an important

opportunity to network with, recognise, and thank the many people in our community who give up their time to make Flitwick a great place to live. Traditionally, this event has a strong focus on the community of Flitwick. However, it is acceptable to invite other people who have supported the work of the council or community or given the Council support.

- The cost of the Civic Reception is met from the Mayor's Allowance with the use of the Rufus Centre provided 'at cost.'
- Officers will assist with organising the event, including selecting menus and decorations, booking entertainment, sending invitations, and tracking responses.
- Care should be taken to ensure the event is as inclusive as possible while using the opportunity to bring your style and flair to the occasion.

### 3.6. Annual Civic Service

Traditionally, the annual civic service is usually held in October at St Peter and St Paul's Parish Church. The mayor usually meets with the Vicar to agree on the format, theme and content of the service. The mayor may choose an alternative venue, hold a secular service, or not hold a service at all, but should take advice from the Town Clerk before making a decision.

- Councillors and the Town Clerk are requested to attend regardless of personal, religious or political beliefs.
- It is customary to invite representatives from local organisations, dignitaries and residents.
- Funding for the service is provided in the Council's revenue budget.
- Money received from the collection will be split between the Town Mayor's Chosen Charities and the host organisation, provided it is a charity or established community group.
- Refreshments, including wine or sparkling wine, are provided for guests after the service.

### 3.7. Charity Events

It is the prerogative of the Mayor to decide whether to include a fund-raising element to their role and, if so, which charity/charities to support. The chosen charity/charities should have local significance, and the Council has previously found that working with local charities/groups often leads to ongoing relationships that benefit the town.

The Flitwick Mayor's CIO exists to assist with fundraising and includes arrangements for banking, online fundraising and logistic support. See 3.6 below.

Confusion can arise over the level of support provided by the Council to the Mayor's charity activities, and the following guidelines are intended to clarify:

- Council-owned facilities are available to the Mayor to use free of charge (subject to any prior commercial bookings) for charity activities, which are both organised and promoted by the Mayor and in aid of the Mayor's Chosen Charities.

- Facilities the Council does not own must be negotiated and, if necessary, paid for by the Mayor out of the allowance or profit from any event.
- The Council will meet the costs of incidental stationery used in Charity events.
- Council Officers will provide limited support to the Mayor's Charity Events, including secretarial support (maintaining a list of potential invitees, issuing invitations and collating responses), online promotion through social media and the flitwick.gov.uk website and assistance welcoming guests and selling raffle tickets.

### 3.8. Flitwick Mayor's Charity CIO (FTMC)

The Flitwick Mayor's Charity CIO (FTMC) has been set up to support the Mayor in fundraising for their chosen charities and to raise general funding for the community projects and initiatives of the Council.

The charity's operation and governance are wholly separate from the Council, governed by the constitution document and run by a committee of trustees consisting of the Town Clerk (ex-officio), Mayor, ~~Deputy Mayor~~ and up to two other councillors. If the Mayor isn't a charity trustee, they will be invited to become one, although this is not required if that is their preference. The Mayor usually serves as the charity's Chair, although this is not strictly necessary and will be decided by the trustees.

The trustees will work to support the Mayor with their fundraising, with any money raised for the Mayor's Chosen Charities ringfenced from other funds.

## 4. Facilities and support for the Mayor

An administration officer employed by the council is assigned as the Mayor's Secretary. They will provide the administrative support necessary to enable the Mayor to perform their official duties, including receiving and replying to event invitations and supporting the organisation of the Civic Service and Civic Reception. The support provided to charity events is set out above. The Mayor's Secretary does not provide secretarial support for the Deputy Mayor, except when the Deputy Mayor is acting in the Mayor's place.

Meeting facilities at The Rufus Centre are available for the Mayor and other Councillors to use for official Council business, subject to bookings and other functions. The Mayor's Secretary will make arrangements in advance on the Mayor's behalf.

## 5. Precedence at Civic Occasions

### 5.1. Introduction

Precedence, the make-up of Civic Processions, and order of precedence at events can be a source of considerable tension, confusion and potential embarrassment. The Local Government Act 1972 states that the Chairman of the District Council "shall have precedence in the District, but not so as prejudicially to affect His Majesty's Royal Prerogative". Central Bedfordshire Council is a Unitary Authority combining the functions of a non-metropolitan county council and a non-metropolitan district council; in the Local Government Act 1972, the Chairman of Central Bedfordshire Council is classed as the Chairman of the District Council.

Thus, the Chairman of the District is entitled to and should receive precedence throughout the District over all Mayors. Where the town council organises an event, the Mayor, as host, will take precedence over the Chairman of Central Bedfordshire Council, including on Remembrance Sunday. This is purely because it's inappropriate for someone to supersede their host and, as a matter of courtesy.

In the absence of the Mayor, their Deputy is entitled to the Mayor's right of precedence, but they do not wear the Mayor's chain of office. Spouses of members of the Council and others, with the exception of the Mayor and Deputy Mayor consorts, should not be included in a civic procession, but arrangements should be made for them to be seated in reserved seats in the Church before the civic procession arrives.

The Town Clerk may, on occasions, accompany the Mayor, both on ceremonial occasions and at other times. Although the Town Clerk Officer is not entitled to precedence (except for royal visits), they should be very close to the Mayor, both as the Council's Chief Officer and the main officer providing support. Custom and practice usually give the Town Clerk a billing at the Mayor's right hand.

Please see Appendix 1 for the current adopted Order of Precedence for events held in the Parish of Flitwick.

## 5.2. The Lord Lieutenant

When the Lord Lieutenant is visiting, officially representing the King, they have precedence over everyone present, including the Mayor. In procession, if the Lord Lieutenant is present, they must be accompanied by the Mayor and at a civic service, they would normally sit with the Mayoral Party. If the particular church service is not solely civic, they may prefer to be given a special seat, arriving last in the Church after the civic procession and leaving at the end of the service before the Mayor.

If the Lord Lieutenant requests a Deputy Lieutenant to attend the function in their place, they should be accorded the precedence due to the Lord Lieutenant themselves. On other occasions, the Deputy Lieutenants have no status as such, but they may be included in the Mayoral Party, placing them next after the Members of Parliament.

## 5.3. High Ranking Visitors

Where a distinguished visitor (e.g., a high-ranking Officer of the Armed Forces) is attending a civic ceremony or service, and the Council considers them worthy of the honour, they may be invited to walk in procession behind the Mayor.

## 5.4. Members of Parliament

The Member of Parliament is usually placed between the Mayoral Party and the Councillors unless they are Minister of the Crown, in which case they should be included in the Mayoral Party.

## 5.5. Representatives of Local Organisations

In some areas, there is a local custom that representatives of local organisations should be included in any procession. However, excluding Remembrance Sunday,

this is not the case in Flitwick. At Civic services, they will be asked to attend the Church as congregation members with reserved seats.

## 6. Civic Regalia

The mayoral regalia comprises a chain of office for the Mayor, a more modest badge of office and ribbon for the Deputy Mayor, and a badge and ribbon for the Mayor's consort. The Mayor would normally wear the regalia at functions to which they are invited, which take place within the Parish boundaries.

Where functions occur outside parish boundaries, it is customary to ask permission from the Mayor (if there is one) before regalia are worn. It is customary in Bedfordshire to specify whether Chains of Office should be worn on invites; the Mayor's Secretary will confirm with the organiser that permission has been sought should there be any ambiguity. Where there is any ambiguity, the Mayor should wear the badge of office on the ribbon necklet to avoid offence.

Civic regalia are to be worn only when on official Council business; the Council does not permit using the regalia for personal purposes. The Mayor usually wears the chain of office when presiding at meetings of the full town council, but not at any other meetings.

It is unacceptable for anyone other than the mayor, including children, to wear the Mayor's chain of office.

The Mayor's Secretary will arrange for the chain of office to be cleaned and maintained and engraved with the previous Mayor's name and year of office at a convenient point when the chain isn't needed, i.e., when the current Mayor is on holiday.

The chain of office must be safely stored in the supplied carry case in a secure location; there is no need to return it to the Rufus Centre after each use. The Mayor will ensure the chain is not left unattended in a public place and that it is stored safely in the boot of their car, out of sight, when travelling.

Care must be taken on the death of the Sovereign to ensure that chains of office are worn appropriately. At the Mayor's discretion, it is acceptable to either wear the chain of office with the badge of office covered with a black pouch or to wear the badge of office on a black ribbon necklet.

### 6.1. Past Mayor's Badges

When they leave office, Past Mayors are presented with a badge in recognition of their service to the town at the Annual Statutory Meeting. They also wear their Past Mayor's Badge at civic occasions.

## 7. Dress Code

There is no formal dress code for the Mayor, but the Mayor is expected to dress appropriately for the occasion. Unless the occasion warrants it, there is no expectation in Flitwick that the Mayor should dress in formal attire.

In general:

- The Mayor (or Deputy Mayor) and consort should wear formal attire when attending church services.
- Historically, women were expected to wear hats or fascinators in church, a tradition often followed in Bedfordshire, especially when the Lord-Lieutenant is present. It is important to seek advice from the organiser to avoid embarrassment.
- Tailored shorts are acceptable in the summer, especially when attending outdoor events in Flitwick.

## 8. Specific Events

### 8.1. Attending civic events

The Mayor, Deputy Mayor and all Councillors are requested to attend several civic occasions during the year, including:

- Annual Town Meeting
- Annual Statutory Council Meeting
- Annual Civic Service
- Annual Civic Reception
- Remembrance Sunday

### 8.2. Attendance at Funerals

The Council may wish to be represented at the funeral of a prominent person; however, in all circumstances, the wishes of the deceased's family should take precedence. The following guidance is given and may be used where this is consistent with the wishes of the family:

- **Former Mayors of the Town** - The Mayor and Town Clerk should normally attend the funeral, and a wreath would normally be sent. A Minute's silence may be held at the beginning of an appropriate meeting of the Council at the Mayor's discretion.
- **Serving Councillors** - Depending on the scale of the funeral, the Mayor, Town Clerk, Council Members, and Officers of the Council may attend as a sign of respect, and a wreath may be sent.
- **Former Councillors and prominent local people connected with public life** - Cases of this kind should be treated on their merits, and the Mayor should decide in consultation with the Town Clerk.

A letter of condolence should be sent on behalf of the Mayor to the next of kin in all the above cases and other cases that may be considered necessary in the light of prevailing circumstances.

If the Mayor is invited to a funeral, they should attend purely as a mourner without wearing a chain or badge unless the family express a wish to the contrary.

## 9. Appendix 1 – Order of Precedence

(Persons to be omitted depending on the nature of the event but order maintained)

Members of the Royal Family.  
Lord Lieutenant and Consort.  
High Sheriff and Consort.  
Mayor and Consort.  
Central Bedfordshire Council Chairman and Consort\*  
(Military Representatives - Remembrance Sunday Only)  
Town Clerk and Chief Executive  
Deputy Mayor and Consort.  
Member of Parliament for Mid Bedfordshire  
Flitwick Town Councillors (In order of length of service)  
Honorary Citizens (In order of length of award – if any)  
Central Bedfordshire Ward Councillors  
Visiting dignitaries  
Police or Fire Officers

\* The Chairman of Central Bedfordshire Council will have precedence over the Mayor at events not organised or hosted by the Town Council.

## Balance Sheet as at 30 April 2026

31st March 2026

31st March 2027

Net Value	<u>Fixed Assets</u>	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	<b>Long Term Assets</b>			
<u>0</u>			<u>0</u>	<u>0</u>
	<b>Current Assets</b>			
36,198	DEBTORS	25,102		
1,619	DEBTORS: Burial Grounds & Cem	1,292		
13,383	VAT Control Account	0		
49,247	PREPAYMENTS - Year End	1,998		
10,826	Prepayments - Mthly Business	61,250		
68,932	Prepayment for Land Sale	68,932		
4,720	Accrued Income	0		
2,674	Stock Held - Bar	2,674		
4,125	Stock Held - Food	4,125		
5,000	Current Bank Ac Barclays 009	5,000		
93,668	Barclays Business Reserve 106	149,808		
16	Prepayment Cards: Equals	16		
1,000	PDQ Account 271	3,702		
62,242	Tenants Deposits Account 228	60,439		
400	Petty Cash Control (YE)	400		
200	Float - Main Safe (YE)	200		
600	Float - Cafe Safe (YE)	600		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
675,595	CCLA Deposit Fund	1,100,595		
<u>1,030,542</u>			<u>1,486,228</u>	
	<b>1,030,542 Total Assets</b>			<b>1,486,228</b>
	<b>Current Liabilities</b>			
8,295	DEBTORS: Functions	6,363		
0	VAT Control Account	3,681		
0	Barclaycard 785	1,249		
13,391	CREDITORS	74,236		
7,658	ACCRUAL - Loan Interest (YE)	0		

## Balance Sheet as at 30 April 2026

31st March 2026

31st March 2027

18,802	ACCRUALS (YE)	0
17,221	PAYE/NIC Due	21,601
9,139	LGPS Pension Control	9,166
3,836	NEST Pension Control	4,300
6,189	Income in Advance - FTC	0
4,748	Income in Advance: Rufus Event	2,747
333	Income in Advance: NT Live	417
2,063	Income in Adv: Corp NR Deposit	2,063
2,397	Ticket Sales Return Due (NT)	1,664
1,973	Past Yr TM Charity (YE)	0
2,879	Past Yr TM Allow & Civic Recep	0
137	Past Yr Leader Expenses (YE)	0
630	Allotment Plot Deposit & Keys	1,050
63,506	Deposit Refundable: Tenants	61,703
1,000	Deposits Refundable: Functions	0
2,825	Barclaycard Year End balance	0
<b>167,022</b>		<b>190,240</b>
<b>863,520</b>	<b>Total Assets Less Current Liabilities</b>	<b>1,295,987</b>
	<b>Long Term Liabilities</b>	
<b>0</b>		<b>0</b>
<b>863,520</b>	<b>Total Assets Less Long Term Liabilities</b>	<b>1,295,987</b>
	<b>Represented By</b>	
197,155	GENERAL RESERVE	618,393
666,364	Earmarked Reserves	677,594
<b>863,520</b>		<b>1,295,987</b>

The above statement represents fairly the financial position of the authority as at 30 April 2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :

Responsible  
Financial

Date : \_\_\_\_\_

**FTC Projects Review 2026-27**

Accepted Project budget variance at 5%.

Last Updated: **30 April 2026**

(315)	'27 Central Project Fund	Opening Balance	£	-	
315	<b>PLUS 26/27: Agreed CPF Precept Funding</b>		£	53,254	(1st Instal £26,627 rec'd April & 2nd instal £26,627 received Sep)
800s	<b>LESS: 26/27 Approved Projects</b>		£	-	26/27 temporary balance of EMR 315
	<b>LESS Projects Overspend from CPF</b>		£	42	
	<b>PLUS Projects Underspend to CPF</b>		£	-	
(315)	Central Project Fund	<b>YTD Funds Available</b>	£	<b>53,212</b>	Working balance (315) less 2nd precept instal (Oct)= Complete

	PROJECT Details					Project Details								FUNDING Details				Comments		
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	26/27 Opening Project Balance	GRANT Received	26/27 Project Spend to Date	Overspend Funded by CPF/Ops Reserve	Underspend Returned to CPF/Ops Reserves	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	Prev Yrs Funds Received		26/27 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 £7,106.89, Phase 2 £274,728 & 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 on FTC8584 June 2024.	
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ 1,580	£ 2,220	£ -			£ 2,220	58%						
	106		3 Station Road Project	FTC			£ 126,395	£ 126,395	£ -		£ -			£ -	0%					Please refer to full project schedule for details
	819	4864 110	Proj - Community Fridge Door	Business	5934c	Dec-25	£ 5,000	£ 4,742	£ 258		£ 300	£ 42		£ -	0%			£ 5,000	£ 5,000	Funded by £5,000 from Ops Reserves EMR 319 transfer (journal 4462). <b>PROJECT CLOSED Apr 26</b>
	821	4867 110	Proj - Stocksfield Renovation	Council	5964a	Feb-26	£ 15,434	£ 1,693	£ 13,741		£ 10,253			£ 3,488	23%					Funded by £15,433.30 from Ops Reserves EMR 319 transfer (journal).