



FLITWICK TOWN COUNCIL

DRAFT Minutes of the Flitwick Town Council meeting held on Tuesday 21st May 2024 at the Rufus Centre at 7:45pm

Present:

Cllr J Roberts (Chairman)
Cllr A Snape
Cllr S Livens
Cllr R Wilsmore
Cllr J Roberts
Cllr M Platt
Cllr C Copleston
Cllr T Harald
Cllr F Patterson
Cllr T Connell
Cllr C Thompson
Cllr H Hodges
Cllr D Toinko
Cllr T Parsons
Cllr J Gleave

Also present:

Cllr G Mackey – Central Bedfordshire Council Ward Member
Cllr I Adams – Central Bedfordshire Council Ward Member
Stacie Lockey – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk & RFO
Beverley Jones – Communications & Marketing Manager
Mat Earles – Business & Facilities Manager (via virtual access)
Members of the public - 4

5627 **ELECTION OF TOWN MAYOR FOR THE YEAR 2024-2025**

It was **resolved** to elect Cllr Roberts to the office of Town Mayor for the year 2024-2025.

5628 **DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Roberts declared his acceptance of office as the Town Mayor and signed the paperwork.

The Chairman awarded Cllr Snape with a past Town Mayor badge.

5629 **ELECTION OF DEPUTY TOWN MAYOR FOR THE YEAR 2024-2025**

It was **resolved** to elect Cllr Platt to the office of Deputy Town Mayor for the year 2024-2025.

5630 **DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Platt declared his acceptance of office as the Deputy Town Mayor and signed the paperwork.

5631 ELECTION OF LEADER FOR 2024-2026

It was **resolved** to elect Cllr Snape as the Leader of Flitwick Town Council for 2024-2026.

5632 ELECTION OF DEPUTY LEADER FOR 2024-2026

It was **resolved** to elect Cllr Blazeby as the Deputy Leader of Flitwick Town Council for 2024-2026.

5633 APOLOGIES FOR ABSENCE

There were no apologies for absence but Members noted that Cllrs Parsons and Gleave would arrive late for the meeting due to being delayed on public transport.

5634 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.

5635 TOWN MAYOR'S ANNOUNCEMENTS

The Chairman mentioned that Cllr Snape had an announcement to make.

Cllr Snape said it was a tradition for Town Mayors to leave office to offer a gift to the Council. He wanted to present Members with a different kind of gift and commented that there was not a lot of artwork on display at the Rufus Centre. Jo Watterson, an artist, produced four lino prints intended to be displayed in the building.

On behalf of the Council, the Chairman thanked Cllr Snape for his fantastic work as the Town Mayor, mentioning the great steps this Council had undertaken under his direction. The Chairman thanked Cllr Snape's husband for his support and stated that working alongside Cllr Snape during his year as Deputy Mayor had been an honour.

5636 REPORTS FROM WARD MEMBERS

Members noted the circulated report from Cllr Adams. The report focused on:

- Outstanding issues.
- The Steppingley Road field revised the planning application, which contained more details than the original application, and there was a lot of local opposition. This was a real concern for Flitwick residents. There was a challenge since the site was in the Local Plan, and the application needed to be considered in the planning framework rather than emotion. Cllr Adams had met with a local action group.

Cllrs Parsons and Gleave entered the meeting at 19:58.

- The delay associated with access for all at Flitwick Station. There had been problems with sourcing materials for the bridge works, and contractors were being changed. Central Beds Council (CBC) was waiting for more details from Network Rail.
- Ward Members had met with representatives from the Leisure Centre on how the centre was being run.

Cllr Mackey congratulated Cllr Roberts on his election as the new Town Mayor. He recently met with the new Police & Crime Commissioner and Chief Constable, and at both meetings, he raised Flitwick-related issues with them.

Questions

Cllr Livens stated that Ampthill had a designated 'litter picker', which originally was based in Flitwick, and she asked if they could return to help tidy up the town. Cllr Adams had been reminded that day about the action to write to CBC Officers about this issue and had done so.

Cllr Snape raised the issue of insufficient grass cutting in Flitwick. He mentioned that the town was not due another cut for at least two weeks. Members had previously mentioned a past tender exercise undertaken by CBC, which did not result in the appointment of any contractor. He asked if Ward Members could point out to CBC Officers that 6 cuts per year was insufficient and did not meet residents' expectations. He reiterated that the Council was not interested in paying for additional cuts to maintain CBC's land as the fees were too expensive. Members were not happy to wait two years until the contract was re-tendered.

Cllr Mackey mentioned that grass-cutting was being discussed at CBC but highlighted their difficult financial position. Cllr Adams had a different view and had shared this on social media earlier that day because it was of huge concern to residents. The previous year had seen 8 cuts, whereas it was now 6. Cllr Adams did not feel that £6k was a lot in the large Place & Communities budget and hoped a solution could resolve the situation. He added that he intended to continue applying pressure to progress this.

Cllr Toinko had seen complaints regarding road safety at junctions and insufficient grass cutting. He mentioned that people had no objection to highway contractors maintaining these areas and that their focus should be on safety. Cllr Adams agreed with this and mentioned it was part of a separate contract.

Cllr Thompson referred to the older people's care village facility in Steppingley Road and asked if CBC was still on track for opening in September. She mentioned that during the last brief, Officers had stated there would be showrooms to see in May, but this had not happened yet, to her knowledge. Cllr Mackey commented that this project had been delayed, but Members had not yet been informed of new dates. Cllr Mackey mentioned the new crematorium project was completed by CBC.

Cllr Livens referred to the 'Fix My Street' website and stated that she was having difficulty reporting long grass on there for an area on the outskirts of Steppingley. She mentioned that there was not a link to the site.

Ward Members left the meeting at 20:09.

5637 **MEMBERSHIP OF STANDING COMMITTEES**

a. For Members to determine the membership of the Town Council's Standing Committees, Boards, and Working Groups that report to the Council.

For those who had not stated it as their first choice, a written ballot was taken for the Business Improvement & Development Board (BI&DB) membership.

It was **resolved** to elect the following Members to the BI&DB: Cllrs Blazeby, Hodges, Snape, Harald, Parsons and Roberts.

Since nine Members stated that the Community Services was their first choice Committee, a written ballot was taken to establish its membership (8 members).

It was **resolved** to elect the following Members to the Community Services Committee: Cllrs Thompson, Gleave, Connell, Livens, Wilsmore, Copleston, Toinko and Platt.

A member of the public left the meeting at this time 20:18.

It was **resolved** to elect the following Members to the HR Committee: Cllrs Snape, Roberts, Parsons, Copleston and Blazeby.

It was **resolved** to elect the following Members to the Appeals Committee: Cllrs Gleave, Wilsmore, Thompson, Harald and Toinko.

It was **resolved** to elect the following Members to the Finance Scrutiny Working Group: Cllrs Parsons, Blazeby, Snape, Roberts and Harald.

It was **resolved** to elect the following Members to the Planning Improvement Working Group: Cllrs Gleave, Hodges, Wilsmore, Harald and Platt.

It was **resolved** to elect the following Members to the Environmental Working Group: Cllrs Livens, Toinko, Wilsmore, Thompson, Gleave and Platt.

b. For Members to appoint Chairmen for Standing Committees

It was **resolved** to elect Cllr Blazeby as Chairman of the BIDB.

It was **resolved** to elect Cllr Thompson as Chairman of the Community Services Committee.

It was **resolved** to elect Cllr Snape as Chairman of the HR Committee.

It was **resolved** to elect Cllr Thompson as Chairman of the Appeals Committee.

It was **resolved** to elect Cllr Parsons as the Chairman of the Finance Scrutiny Working Group.

It was **resolved** to elect Cllr Gleave as the Chairman of the Planning Improvement Working Group.

It was **resolved** to elect Cllr Toinko as the Chairman of the Environmental Working Group.

5638 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

- a. It was **resolved** to appoint Cllr Blazeby as the Council's representative on the Village Hall Management Committee. Cllr Thompson was elected as the sub.
- b. It was **resolved** to appoint Cllr Hodges as the Council's representative on the Patient Group at Flitwick Surgery. Cllr Wilsmore was elected as the sub.
- c. It was **resolved** to appoint Cllr Gleave as the Council's representative to attend CBC DMC meetings. Cllr Wilsmore was elected as the sub.
- d. It was **resolved** to appoint Cllr Wilsmore as the Council's representative for the Police Priority Setting meetings.

Cllr Patterson was proposed and seconded as the sub to attend the Police Priority Setting meetings. However, Members voted against this. Cllr Connell was subsequently proposed, seconded, and elected as the sub.

5639 PUBLIC OPEN SESSION

No items.

5640 LEADER UPDATE

Firstly, Cllr Snape wanted to thank Members for all their support in electing him as Leader of the Council. His ongoing priorities were to:

- Strengthen the connections within our community and with other partners, such as Central Bedfordshire Council, Bedfordshire Police, our MP, and local businesses.
- Work with the Deputy Leader and Town Clerk to produce a new strategy that we can use to prioritise our work and ensure we deliver the best value for money possible. The first step will be an all-member workshop to discuss everything. We want to understand aspirations and opportunities.
 - The new strategy will be more targeted and specific. Unlike last time, we will own this, not a consultant. We will focus on missions, challenges, needs, and problems.
 - Missions will tackle the big problems our community faces or areas where we can improve the town or living experience.
 - Defined challenges will help us solve problems contributing to our missions.
 - We need to dig deeper to understand the needs of our community. We need to understand the problems we want to solve, recognise why a situation or something isn't good enough, and have ideas for moving forward.
 - We'll be looking to define 4-5 key missions - long-term goals to work towards over the next three years that will act as the north star for everything we do.
 - We'll also look to define the challenges and problems we need to resolve to achieve our missions—the challenges will help us deliver on our missions. This doesn't mean that we can't pursue other opportunities, but it will give us a focus and a way of measuring our delivery.
 - Once we've done that, the Town Clerk will be responsible for working with her team to ensure we have a clear work plan for each area. The appropriate committee chair will be expected to work with the Town Clerk and relevant manager to ensure it's delivered, with updates and discussions happening on the right Committee.
- We will also review the scheme of delegations to ensure that the scheme works for us as a council. We are already proposing that the Finance & Scrutiny Working Group move back to being a standing Committee with delegated powers.

Cllr Snape stated that he would prepare a written update for the next meeting.

5641 INVITED SPEAKER

No items.

5642 MEMBERS QUESTIONS

Cllr Toinko asked Members about their views on not using the 'first choice' system for the Committee Choices process next year. He gave reasons why the system did not work any more and highlighted that it would be more transparent if the Council did not use this process going forward.

Cllr Parsons supported this idea and commented that it was important for the right Members to be elected to the right Committees depending on their skills.

It was agreed for Officers to prepare a report on this for Members to consider since the current process had been custom and practice for several years.

Action: Deputy Town Clerk

Cllr Livens asked for an update on additional benches. The Town Clerk commented that she had not received a reply from the relevant CBC Officer and that Cllr Livens had also

agreed to contact the Ward Members. Cllr Livens commented that Cllr Adams now had a copy of the maps.

5643 MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 16th April 2024**, this meeting was held at the Rufus Centre.

Cllr Toinko referred to item 5615 – Reports from Ward Members - and commented that he felt it was unfair to note one Ward Members' reason for absence and not for the other two. Cllr Thompson stated that the Council did note it when no apologies were given from Flitwick Town Councillors. Cllr Snape commented that Ward Members were not officially summoned to the meetings but felt that the Council should note their attendance. It was agreed to amend the previous minutes to state that Councillors regretted that Cllr Adams was not in attendance due to a family bereavement.

It was **resolved** to adopt the minutes of the Town Council meeting held on Tuesday 16th April 2024 as an accurate record with one amendment: to edit the wording under item 5615 relating to the reason why Cllr Adams had not attended the meeting as discussed.

- b. For Members to receive and consider **resolutions and recommendations** of the HR Committee meeting, held on **Wednesday 17th April 2024**, this meeting was held at The Rufus Centre.

The resolutions and recommendations of the HR Committee meeting held on Wednesday 17th April 2024 were noted.

5644 MATTERS ARISING

There were no items or updates from Officers.

5645 OUTSIDE BODIES

Cllr Blazeby advised that he and Cllr Snape had attended the Village Hall Management Committee (VHMC) Annual General Meeting. A new Committee had been voted in with new people joining. The VHMC discussed setting up a sub-group to fund roof repair works. The Committee was trying to establish how much funding this project required. There was a new Treasurer, and the group was committed to producing better promotion via social media.

Various matters were discussed at the AGM, including ideas for fundraising and the future of how the hall will be run. Members were informed that the accounts were not being passed by the charity commission. There was concern about where some of the figures had come from, particularly in relation to prices for gas and electricity, which had lower rates this year compared to the previous year. The new Treasurer was looking at this.

Members were surprised to hear that the Village Hall Caretaker had to ask for a pay rise as he had not been paid the minimum wage. The next meeting was scheduled for 19 June at 7:30 p.m.

5646 ITEMS FOR CONSIDERATION

- a. **Planning Improvement Working Group (PIWG)**

Cllr Gleave provided some background information about the Working Group's remit, including its meetings, which sometimes featured presentations from outside bodies. These external bodies were not just developers but also pressure groups. Under the current Terms of Reference, the PIWG did not have to maintain formal minutes of meetings; however, it had become customary to take notes and publish these. The PIWG

was proposing to formally minute these meetings and include the draft versions in the supporting papers for Council meetings so that all Members could comment on the discussions.

Cllr Snape commented that it would be good to do what was being suggested. The supporting paper for this meeting made some interesting points, including commentary about an off-the-record agreement with the Scouts that seemed underhand and inappropriate.

Cllr Toinko sought clarification on the process for publishing these minutes. It was agreed that the PIWG minutes would be published on the website and circulated to Members like any other supporting paper for Council meetings.

Cllr Blazeby asked how these meetings would be serviced from an Officer's point of view. The Town Clerk advised that the Amenities Officer would attend to take the minutes if needed, and this would be reflected in an updated Terms of Reference. The Terms of Reference for the PIWG would be amended as part of the Scheme of Delegations review.

Action: Town Clerk

b. Ask for Clive

Cllr Snape introduced this item as a matter that Proud AF had been speaking about for some time. He was proposing that the Council join 'Ask for Clive' which is a national charity based in St Albans that aims to promote social inclusion. It would mean putting a sticker on the door to show that discrimination would not be tolerated at the Rufus Centre. Proud AF had aspirations to work with local businesses to see if they would sign up. Engagement with some students at Redborne had shown that the young people did not want a separate Youth Club, but instead wanted Proud AF to advise on venues that were safe for them to attend. The Rufus Centre held lots of events.

Cllr Snape commented that Proud AF also wanted the Council to sign up to 'Pub Pride' but the deadline had been missed by one day. 'Pub Pride' coincided with the upcoming Drag Night.

Cllr Thompson was in support of this idea and commented that this was an important initiative to add since the Council had already taken lots of other steps to make the Rufus Centre a safe space, including for domestic abuse etc.

It was **resolved** to sign up to 'Ask for Clive' and take part in 'Pub Pride' if possible.

Action: Community Services & Amenities Manager

c. Overspend – Establishment

The HR Committee had recently agreed to progress with the recruitment of a Communications and Marketing Internship. Members were asked to approve a possible overspend on the salaries and wages budget to cover this. The cost to the Council was discussed, and the agreed contingency in the salaries and wages budget might cover this expenditure. Officers wanted to raise this with Members as a possible overspend. Officers will update members on this at the relevant time.

It was **resolved** to authorise a possible overspend on the salaries and wages budget for employing a Communications & Marketing Intern.

d. Flitwick Combined Charities

It was noted that Paul Cranmer, Ann Lutley, Sheila Smith, Catherine Hursthouse and Reverend Claire Harald were trustees of Flitwick Combined Charities for the ensuing year.

5647 ITEMS FOR INFORMATION

a. Councillor Attendance

Members pointed out that the record presented was incorrect and needed to incorporate meetings for the Civic Year. Officers agreed to work on the record and return the revised attendance document to the next Council meeting.

b. 3 Station Road

Members noted the delegated authority decision to opt to tax 3 Station Road.

The Deputy Town Clerk updated members on the building's refurbishment project, noting that the programme had slipped by one month. Sketch designs and an updated cost plan were being worked on. Discussions were happening with Post Office Ltd. to establish their requirements for the build. Luton Borough Council, who were project managing, were progressing with all the necessary surveys and other matters in readiness for the planning application. It was anticipated for the build contractor to be appointed in December.

It was agreed for Officers to arrange a site visit for Members.

Action: DTC

c. Planning – Responses to CBC including Officer Delegated Decisions

The planning responses were noted.

d. Planning – CBC Decisions

The planning decisions were noted.

5648 PUBLIC OPEN SESSION

No items.

5649 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 Reports – noted.
- b.** Land at Steppingley Road

It was **resolved** to dispose of the land at Steppingley Road with a registered provider by way of a conditional contract.

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 21:26.

**Recommendations and resolutions of the
Business Improvements & Development Board Committee 28th May 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the
RECOMMENDATIONS of the BI&DB Committee 28th May 2024

1536. MINUTES

It was **resolved** to adopt the minutes of the Business Improvement & Development Board meeting held on Tuesday 12th March 2024 as an accurate record.

1538. ITEMS FOR CONSIDERATION

a. Vice Chair

It was **resolved** to elect Cllr T Harald as vice chairman.

b. Rendezvous Café Expansion

It was **recommended** to proceed with the installation of a workstation bench within the Rendezvous Café.

c. Community Fridge Expansion

It was **resolved** to go ahead with the Stocksfield annex conversion.



Flitwick Town Council

Report to Town Council on 18th June 2024: Land south of Steppingley Road

Implications of recommendations

Corporate Strategy: There are no direct implications from this report

Finance: There are no direct financial implications from this report.

Equality: No equalities implications have been identified from what is discussed in this report.

Environment: There are no direct environmental implications arising from this report.

Recommendations

Recommendation 1: That the Council **objects** to the application for the Land south of Steppingley Road on the following grounds:

- The proposal does not demonstrate that the highway network could safely accommodate traffic associated with the development, especially at junctions in the town centre, nor does it contain proposals to reduce the amount of traffic associated with the development through demand management measures. This makes this development contrary to the requirements of Policy T1 of the Local Plan.

Previous objections made by the Town Council concerning the following matters should be withdrawn, but the comments and concerns expressed by the Planning Improvement Working Group should be considered, and where appropriate actioned by way of planning condition or obligation.

- Maintaining a clear boundary on the north west and south western boundaries
- Lack of an up-to-date ecological assessment
- The loss of Grade 2 agricultural land
- Population growth making this application premature

In the event that planning permission is granted, the Town Council recommends that the following conditions be associated with the granting of this planning permission. It should be noted that the inclusion of these does not resolve its objection to the application:

- Funding for improvements to local services like healthcare and education not be ring-fenced for infrastructure improvements (e.g. buildings) but also be considered for the provision of additional staff, such as teachers and GPs;
- Funding for improvements to local services like healthcare and education is released upon the commencement of the construction of the site at the very latest, ideally earlier;
- Funding for improvements to local services like healthcare and education is available for 5 years, so that the delivery of these improvements can be accelerated, and with a commitment to deliver such service improvements in advance of site completion;

- A commitment on behalf of the application to plant trees and border planting in a manner that shields the visual impact of the development, and maintaining this vegetation in an acceptable manner for 10 years in a way that boosts biodiversity;
- Any funding provided for improvements to local services like healthcare and education is ring-fenced so that it is spent on facilities in Flitwick, with the possible exception of funding for Redborne Upper School;
- An archaeological assessment of the site needs to take place in advance of construction proceeding, and any archaeological findings are preserved for the future interest of local people;
- The Framework Travel Plan, including its funding and the provision of a Travel Plan Co-ordinator, be secured via a Section 106 Planning Agreement;
- A dedicated walking and cycling route, either through a improvements to footpaths and a segregated cycle track or through a shared use path, be provided from the site to the town centre along Steppingley Road;
- Improvements to the Flitwick – Ampthill – Milton Keynes bus service along Steppingley Road to every half an hour be funded for a minimum period of 5 years;
- The planned toucan crossing of Steppingley Road for pedestrians and cyclists be secured via planning obligation
- The Town Council is willing to discuss matters concerning the adoption of open spaces and play areas in the site, subject to further discussions, successful completion of funding and legal agreements, and further resolutions of the Town Council.

Recommendation 2: That in the event that planning permission be granted for Land south of Steppingley Road, that officers, with the assistance of the Planning Improvement Working Group where required, be tasked with negotiating with the developer and Central Bedfordshire Council to secure funding towards improving publicly-available facilities under the remit of the Town Council.

Background

The Planning Improvement Working Group (PIWG) has been tasked with the consideration of, and making recommendations to, Town Council concerning major planning applications. As well as such planning applications within Flitwick, this also considers major applications that are likely to have an impact on the town.

This report concerns the planning application for the development of the site informally known as 'Steppingley Road,' but formally known Land south of Steppingley Road. Councillors can view the application documents online on the [Central Beds Planning Portal](#), citing planning application reference CB/22/04108/FULL.

The Town Council has previously considered a response to this application at its meeting on 15th November 2022, the full report of which can be read [here](#). The reason why this application is being reconsidered is because there have been changes to the proposals since it was last considered.

It should be noted that the PIWG has not met with the developers since November 2022, but it has met with the Flitwick Local Action Group twice since that time.

It should be stressed that this report, and the recommendations contained within it, are the considered opinion of the PIWG. During the discussions within the group, a number of arguments were put forward both in favour of the development and against it, with a particular focus being whether previous concerns of the Council have been raised. This report reflects the agreed position of the group following these discussions.

Finally, this application has generated significant local interest from the residents of Flitwick. The PIWG has noted the matters raised by local residents in its deliberations, but in line with the Planning Guide has reviewed and determined its view on the application based on the applications own merits.

The new proposals

There are a number of changes made to the development since the previous application was submitted. The primary change to the development is the reduction in the number of homes planned for the site, from 200 homes to 170 homes. This has primarily been achieved through reducing the density of the development on the site, with consequent changes to the development layout (primarily 'setting back' the development from Steppingley Road). A comparison between the previous development layout and the proposed development layout is shown in Figure 1.

Making changes such as this has a number of other impacts, as stated by the applicants as being:

- Reduced amount of traffic on Steppingley Road compared to the previous proposals
- Increased vegetation on the site providing a more distinctive border with surrounding land uses
- A new shared use cycle path along the southern side of Steppingley Road within the application site
- A housing mix of 102 homes sold for market value, 51 affordable homes, and 17 custom (primarily plots for self-build)

The Planning Statement also contains details on Section 106 Heads of Terms. This is a proposal for financial contributions to be made by the developer to improve local facilities to mitigate the impacts of the development. The below is based on 200 homes, and so the final totals are likely to be lower because the number of planned homes is lower:

- £2,872,927.20 towards new or expanded education facilities
- £42,000 towards Flitwick Library
- £219,120 towards Flitwick Village Hall
- £476,600 towards Flitwick Doctor's Surgery
- £188,336 towards improvements at Flitwick Leisure Centre
- £43,586 towards Flitwick Cricket Club
- £265,000 towards Children's Play Facilities
- £16,000 towards two new bus shelters on Steppingley Road
- £14,000 towards two new bus real time information screens at bus stops
- £51,000 towards new green infrastructure in the vicinity of the development

It should be noted that providing contributions to improving facilities to mitigate the impact of the development is standard planning practice. The Town Council does not know the details of any negotiations between developers and those requesting these contributions.



Figure 1 – Comparison between the previous proposals (top) and the current proposals (bottom)

Applicant's response to our previous comments

In a covering letter submitted alongside the revised plans, the applicant directly responded to the points that the Town Council made in its previous response. These are shown below, and these comments form the main content of this response, with the exception of that on presumption in favour of sustainable development (the first comment) which is effectively an amalgam of other comments.

Table 1 – The Town Council's previous comments and the applicants response

Town Council Comments	Applicant's response
The development does not testify of presumption in favour of sustainable development as set out in paragraph 11 of the national planning policy framework (NPPF)	NPPF paragraph 11 c) applies a presumption in favour of sustainable development which for decision-taking means approving development proposals that accord with an up-to-date development plan without delay. In this instance, the proposals are for the delivery of a housing allocation in an up to date Local Plan, the proposals fully accord with the Local Plan and constitute sustainable development.
The development does not maintain a clear boundary between the site and the north-west and south-west boundaries to protect open countryside views	This is a misunderstanding of Policy HA1 which sets out: "Woodland buffer required to north-western and south-western site boundaries to protect open countryside views. This should be of a similar nature to the existing woodland to the south-eastern boundary of the site." The proposals include the provision of the required woodland buffer to the north-western and south-western site boundaries
An up-to-date, comprehensive ecological assessment has not been undertaken in support of this application, making this application contrary to Policies EE3 and HA1 of the Local Plan	The application is supported by up-to-date and comprehensive ecological assessments, with additional surveys for breeding birds and bat activity undertaken to the satisfaction of the Council's ecologist. The proposal accords with Local Plan Policies EE3 and HA1.
Robust consideration of the cumulative highway impacts of planned growth in Flitwick has not been made in the Transport Assessment, making the application contrary to Policy T1 of the Local Plan	The application is supported by a Transport Assessment which robustly assesses cumulative highway impacts of planned growth in Flitwick, concluding that the development traffic would not create any severe impacts on the operation of the local highway network or cause an unacceptable impact on highway safety; and a Framework Travel Plan which details how travel patterns to and from the development will be influenced and managed, both pre and post occupation of the development, and demonstrates a firm commitment to sustainable travel initiatives. The proposal complies with the requirements of Local Plan Policy TP1.
The scheme has not demonstrated a value that overcomes the loss of grade 2 agricultural land	Local Plan Policy DC5 relates to development in the countryside and is not applicable to the site which is allocated for housing
Population growth in Central Bedfordshire in excess of that forecast in the local plan means that this application is premature of a review of the local plan	The application is not premature in advance of the partial review of the Local Plan required by Policy SP1a. The purpose of the partial review is to identify where necessary, opportunities for future growth that can capitalise on any appropriate commitments to improve existing, or provide new, strategic infrastructure. The site is allocated for residential development in the local plan and the principle of development has been established following adoption of the local plan

Maintaining a clear boundary on the north-west and south-west boundaries

The new application contains some more detail on this planned planting on the north western and south western boundaries of the site. Due to the reduced size of the development, this planting has been densified somewhat. However, the PIWG is concerned that some of this planting will use non-native trees, and there is discrepancy between some of the plans on matters of detail, notably the location of footpaths through these boundaries. Such concerns could be dealt with through more detailed conversations with ecological officers at Central Bedfordshire Council.

The PIWG is still concerned about the loss of views, and the fact that this woodland boundary will take some time to grow from planting. However, the applicant is complying to the letter of the Local Plan policy, if not necessarily the spirit, and therefore we recommend that the Town Council withdraws this element of its objection.

An up-to-date, comprehensive ecological assessment has not been undertaken in support of this application

The applicant has worked with Central Bedfordshire Council's Ecology Officer on undertaking new, more comprehensive assessments for Birds and Bats, to go alongside the existing surveys for reptiles and other wildlife. It needs to be noted that this is a significant improvement on the previous application.

The conclusions from this work were as follows:

- The only protected species identified on the site during the surveys were Skylarks, with the assessment commenting that there is an assumption that when the site is developed they will simply nest in other nearby fields
- 7 species of bat were identified in close proximity to the site, but the impacts on them can be mitigated by changes to street lighting which have been included in the development proposals

The PIWG still has some concerns about the original methodology for the original surveys, including for establishing the presence of reptiles. However, the Ecology Officer at Central Bedfordshire Council is broadly content with the method used. As the core of the Town Council's objection has been satisfied, the PIWG recommends this is withdrawn.

It should be noted that further comments on the impacts on wildlife are considered later in this report.

Robust consideration of the cumulative highway impacts of planned growth in Flitwick has not been made

The impact of this scheme on the local highway network is still an area of concern for the PIWG. Whilst the revised application does contain an updated assessment with the cumulative impacts of some development within its assessment, a number of areas of it leave cause for concern.

The updated assessment includes data from traffic counts undertaken in 2021, as well as estimates of traffic from the Transport Assessments undertaken for Aldi and the care home being constructed across from the site. Traffic from Crematorium was discounted as it added just 13 vehicle trips to Steppingley Road during the morning and evening peak hours (8am to 9am, and 5pm to 6pm).

The PIWG raised concerns about the robustness of this traffic count. Primarily as the traffic count was undertaken during 2021, when the impacts of COVID-19 on travel patterns across the country – especially for commuting trips – was still significant. To give an example, data from the 2021 Census indicates that 38% of residents in the Flitwick West ward were working from home in 2021, compared to 9% for the previous Census in 2011. Furthermore, it is uncertain whether standard techniques to adjust traffic numbers for the impact of COVID-19 have been applied in assessing the transport impacts of the development.

It should be noted that compared to the previous proposals, the new plans would generate fewer vehicle trips on Steppingley Road. This is to be expected, for the simple reason of there being fewer homes. This is shown in Table 2.

Table 2 – Two-way vehicle movements on Steppingley Road outside the application site

	Previous Plan		New Plan	
	Morning Peak (8am to 9am)	Evening Peak (5pm to 6pm)	Morning Peak (8am to 9am)	Evening Peak (5pm to 6pm)
Baseline in 2022 (estimated by applicant)	407	322	407	322
Older People's Home and Crematorium (own estimates)	+48	+51	+48	+51
Land South of Steppingley Road	+106	+108	+85	+85
Total number of vehicles	561	481	540	458

The impact of this compared to the assessment in the previous application is around the same. When assessing the impact of a development on the highway network, the two factors usually of most interest are safety and congestion. Safety is considered later in this response. When it comes to congestion, the impacts of the development as shown in the Transport Assessment indicate that the Steppingley Road / Froghall Road roundabout will experience no issues with traffic congestion as there is significant capacity at the junction currently.

This is not the case with the junctions in the town centre (the Tesco Roundabout, and the High Street / Station Road / The Avenue / A5120 roundabout on the other side of the bridge). The applicants assessment indicates that the Tesco Roundabout will just be operating under capacity in 2028, but that the High Street / Station Road / The Avenue / A5120 roundabout will be over capacity. The applicant is not proposing any improvements to this junction, justifying it by saying natural growth in traffic (of 2% per year, which is a standard assumption) is making the junction be over capacity, not necessarily the development.

In such instances where junctions are over capacity, there are two options. One is to provide extra capacity at the junction through an upgrade – for example putting in traffic lights or adding extra lanes – something the applicant has not committed to. Another is to reduce the number of vehicle trips produced by the development by encouraging residents to walk, cycle, and take public transport. For this purpose, the applicant has produced a Residential Travel Plan, which seeks to encourage behaviour change through providing information on options for walking, cycling, and buses. The applicant has committed to funding a Travel Plan Co-ordinator to do this work, which may include incentives like discounted public transport tickets or helping with bike purchase.

This Travel Plan contains no commitments to achieving more people walking, cycling, and taking public transport, promising to undertake a survey with residents within 3 months of them arriving, and once people's travel habits have been established. Whilst this seems logical, once travel habits are formed they are hard to break, and consequently meaningful action is challenging. Regardless, simply by providing a Travel Plan, the developer has met its commitments to achieving sustainable travel.

Because of this, the PIWG considers the application to be contrary to Policy T1 of the Local Plan, and contrary to Paragraph 115 of the National Planning Policy Framework, and the Town Council should object on these grounds.

The scheme has not demonstrated a value that overcomes the loss of grade 2 agricultural land

Policy DC5 in the Local Plan does state that the loss of high quality agricultural land, including Grade 2 agricultural land, is something that is discouraged. Hence the basis for our original objection. However, upon further review this policy sits within the Local Plan section focussing on development in the countryside. As this site is allocated for Housing in the Local Plan, policies applicable to the countryside in the Local Plan are not applicable to this site. Even if the site is countryside in its nature.

The PIWG is concerned about the loss of this field from agricultural production. However, there is no applicable Local Plan policy for this site to object on these grounds. Consequently, this aspect of our original objection should be withdrawn.

Population growth in Central Bedfordshire in excess of that forecast in the local plan means that this application is premature of a review of the local plan

At the time of lodging the original objection, the review of the Local Plan had not yet commenced. Since this time, the review of the Local Plan has commenced, and at this stage is still early in its development.

The nature of this review is uncertain, and its outcomes even more so. It is uncommon for a review of any Local Plan to remove any existing allocated development sites, but whether this is the outcome of this review is uncertain at this time.

Regardless, Central Bedfordshire as a whole has seen significant population growth between 2011 and 2021. The Census 2021 estimates the population growth of Central Bedfordshire to be 15.7%, one of the highest rates of growth in the Eastern Region. Additionally, data cited by the Campaign to Protect Rural England in its response to this application has identified the scale of windfall development in the area, and in Flitwick specifically:

“More than 4,000 windfall homes have gained planning permission on sites not included in the Local Plan, 240 of which are in Flitwick the impacts of overdevelopment on this scale cannot be ignored. It should be noted that the number of homes allocated in Flitwick via the Local Plan was circa 250 homes and that is close to the number of windfall homes already permitted.”

Objectively, our original statement still holds true – there has been significant population growth across Central Bedfordshire not considered within the Local Plan. Where the PIWG is uncertain is whether this provides a sufficiently compelling planning position on which to maintain this objection. After all, the site is still allocated for housing in the Local Plan, and it can be argued that strong demand for infill homes proves a strong demand for local housebuilding.

The PIWG therefore recommends that rather than making this a central part of its objection, that the Town Council highlights this as an area of concern that should be considered in the deliberation of the decision on this development. Furthermore, it needs to be stressed to Central Bedfordshire Council in its review of the Local Plan that this high level of infill development and population growth be key factors to consider in the review.

Other issues for consideration

In its deliberations, the PIWG noted a number of other areas of concern that, whilst not grounds for objection on their own, are worthy of consideration in their own right.

The first is the access arrangements into the site. The PIWG is particularly concerned with the secondary access, located close to the junction between Steppingley Road and Windmill Road, just after the crest of a hill. This access could be made safer by reducing the speed of approaching traffic or repositioning the secondary access further towards the Leisure Centre.

The second is the impact of the development on wildlife on the site. Notwithstanding comments made earlier in this report about the adequacy of the ecological assessment, this development is likely to have impacts on wildlife that do visit the site, notably Skylarks and bats. The site itself is, ecologically speaking, relatively barren due to its agricultural nature. Regardless, measures to improve the biodiversity of the development must be secured by planning condition.

The design of the development in some instances leaves a lot to be desired. Higher elevation buildings along Steppingley Road, for instance, may compliment the current development of the Old People's Home, but would significantly change this main approach into Flitwick from that of countryside to that of the appearance of higher density development. However, the PIWG cannot identify reasons to object based upon this matter, and so we would recommend that design details of the building be secured by planning conditions.

Another matter relates to that of the impact of the development on services in Flitwick. The PIWG remains concerned that, despite the significant sums promised by the developer towards infrastructure upgrades and new and upgraded buildings, this would not increase the availability of services. Notably, with developer contributions being ring-fenced for capital schemes, as opposed to revenue expenditure which would fund things like new staff. Therefore, previous comments that we raised concerning securing contributions from the development should be re-iterated.

A final matter concerned the event of the planning application being granted approval, and securing local contributions towards improving facilities. While many facilities such as education, healthcare, and highways are outside the remit of the Town Council, many local facilities are within the remit of the Town Council. This includes, but is not limited to, playgrounds, green infrastructure (e.g. the Country Park), and local art and sculptures. It is critical that financing for such improvements is secured in the event that planning permission is granted. Therefore, the PIWG recommends that officers at the Town Council be tasked with securing such contributions for the town, with PIWG members providing assistance where officers deem it to be applicable.



Flitwick Town Council

Report to Town Council on 18th June 2024: Terms of Reference of the Planning Improvement Working Group

Implications of recommendations

Corporate Strategy: There are no direct implications from this report

Finance: There are no direct financial implications from this report.

Equality: No equalities implications have been identified from what is discussed in this report.

Environment: There are no direct environmental implications arising from this report.

Recommendation

That the Council adopts the updated Terms of Reference for the Planning Improvement Working Group.

Background

At the Annual Statutory Meeting of the Town Council on 16th May 2024, the chair of the Planning Improvement Working Group (PIWG) presented meeting notes from a session that the PIWG had held with a potential developer in Flitwick. It was recommended that in future, the outcomes of future meetings of the PIWG with external groups, whether they be minutes or notes, be approved by Town Council prior to publication. This necessitates a change to the Terms of Reference of the PIWG.

Updated Terms of Reference

Included with this report is the updated Terms of Reference. It should be noted that in addition to the changes requested by the Town Council some minor grammatical changes have also been made. The most significant new text is a new paragraph reading:

“Meetings of the Planning Improvement Working Group will generally not be formally minuted. The exception to this is when the group holds a meeting with an external party such as a developer, where proceedings and outcomes should be recorded (whether by formal minutes or notes). In such instances, these will be formally approved by Town Council, prior to being published on the Town Council website.”

A further minor change was also made in the section on consideration of major applications, which now reads (new text italicised):

“Consider applications for major developments in the Local Plan on their merits, notwithstanding any discussions that have taken place with developers *or other interested parties* prior to the application being submitted.”

This has been updated to reflect the experience of the PIWG, whereby for major applications discussions are often held with other groups (e.g. residents groups) prior to the application being submitted. Therefore, this text has been updated to reflect this.



Flitwick Town Council Planning Improvement Working Group

Planning Improvement Working Group

The working group will be a working group of the Town Council. The Council will set the terms of reference and membership for the working group. The working group will have no delegated authority, no budget and will make recommendations back to the Town Council.

Membership

Up to 8 Planning trained Councillors and up to 8 members of the public. Council Members will be elected at the annual statutory meeting in May of each year. Public participation will be achieved through advertising or word of mouth, with any new public members co-opted via resolution at Town Council.

Terms of Reference

When exercising its functions in relation to the development of planning proposals the working group will:

- Evaluate the benefits of developing a Neighbourhood Plan and using it to assert more control over local planning issues and to provide a stronger voice for the town in planning decisions.
- Pro-actively engage with the planning authority at all stages of the development of the Local Plan, with the intent to develop planning policies and sites that contribute to the sustainable development of the town
- Proceed in a manner that is evidence-led, collecting its own relevant evidence where applicable and feasible
- Pro-actively engage with residents at all stages of planning through means available to it
- Develop a plan to support improvements in the Town using monies that come to the Council through planning consents.

In relation to major development sites and applications, the Planning Improvement Group will:

- Engage with developers and the planning authority in a positive, open, and transparent manner, setting out clearly the Council's priorities for each site.
- Seek planning conditions and/or planning obligations where the impacts of development can be mitigated, to provide improvements that will benefit the whole town and are consistent with the Town Council's Strategy
- Generally, not support applications for major developments on greenfield sites that are not part of the approved Local Plan or Neighbourhood Plan, unless exceptional circumstances are proven
- Seek that adequate provision is made for schools, healthcare facilities, sustainable transport links, leisure and sport provision, cultural facilities, and local employment is made to mitigate the impact of development

- Consider applications for major developments in the Local Plan on their merits, notwithstanding any discussions that have taken place with developers or other interested parties prior to the application being submitted

When considering planning applications, the Planning Improvement Group will

- Exercise sound judgment for each application, considering each on its planning merits, and giving regard to the Town Council's objectives, the Local Plan, and the National Planning Policy Framework
- Support applications that will ensure Flitwick will be a thriving centre for employment and leisure and are able to achieve the Town Council Strategy
- Support commercial and leisure development that re-invigorates the Town Centre and allows a night-time economy to develop
- Support additional housing as set out in the Local Plan provided it brings a range of homes necessary to meet the needs of our residents, provision for both young people and our elderly population.
- Support developments within the Town that have a reasonable percentage of affordable housing.
- Not ordinarily support the conversion of family housing into multi-occupation housing, in the areas of the town that already have a high level of economic deprivation.
- Wish to ensure that developments will provide adequate play and public space as a part of the design.
- Welcome housing (and other developments) that include energy saving and generation features.
- Wish to see the existing "Green Gap" around Flitwick maintained.
- Support the residents of villages and the Parish Councils which border Flitwick who oppose undesirable planning applications.

The Planning Improvement Working Group may be asked to look at the following types of applications before they are referred to Council by officers.

- a. Applications which are significantly contrary to the Local Plan.
- b. Applications which are submitted by members of staff directly involved in the consideration of planning applications, Councillors and Officers of the Council
- c. Applications attracting objections from statutory consultees.
- d. Applications which are submitted by Council, or which relate to land in the ownership of the Council or in which the Council has a financial interest.

Meetings of the Planning Improvement Working Group will generally not be formally minuted. The exception to this is when the group holds a meeting with an external party such as a developer, where proceedings and outcomes should be recorded (whether by formal minutes or notes). In such instances, these will be formally approved by Town Council, prior to being published on the Town Council website.

Resident's Survey Feedback

Parking

Get cbc to get parking wardens into Flitwick on a regular basis to deter illegal parking.

Lower speed limit through Flitwick to 20mph and enforce it, cycle ways, safer pavements without vehicles parked on them, no parking near / close to schools so no idling engines.

Parking on pavements and dog fouling

Parking in Flitwick is atrocious and more should be done to stop people parking on the pavements. People in wheelchairs and with prams struggle to use the pavements due to the poor quality and because of the cars parked.

Parking at top of the avenue is dangerous as people just nip in to the vape shop and dump cars as close as they can get.

Provide more free or affordable parking

Stop on kerb car parking, which in turn will make life safer for pedestrians and stop oil spillage on pavements. Perhaps a scheme as being trialled else where, were you can take a picture send to web site and police will act upon to stop poor parking

Stop bad parking, especially on bends

Parking around the avenue needs to be addressed.

stopping people parking on or driving across grass verges as it all gets churned up and makes the area look horrible

Parking so people can support the few shops remaining in Station Sq as 30 mins in the parking bays on Station isn't long enough if you want to visit the shops in Station Sq.

I think we need to take a bigger step back and think about the whole area between Tesco and the former bank. As more and more people return to working from the office car parking space is under greater and greater demand and the railway line splits the town on two. I cannot understand why - in liaison with the train operator a scheme to introduce a multi-storey car park with a wide pedestrian space above bringing the two halves of the town together and providing space for markets.

Speeding and illegal parking on King's Road in and around the Town square causes a lot of traffic issues and reduces pedestrian safety in this area.

Car parking on pavements becoming an increasing problem.

Yes, parking on pavements is not good.

Kerb Parking and clearing vegetation from pathways.

Parent driving and parking by Flitwick Lower school (back entrance/Pipit close) is very dangerous at school run times, this is an accident waiting to happen

Parking at the top of The Avenue is extremely bad and quite often dangerous, parking close to a busy roundabout and quite often blocking the gap in the railings makes crossing the road dangerous, also makes driving this section dangerous.

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: 06 March 2024 12:50
To: Tim Parsons (Cllr) <timparsons@flitwick.gov.uk>; John Roberts (Cllr) <johnroberts@flitwick.gov.uk>
Cc: Andy Snape (Cllr) <andysnape@flitwick.gov.uk>; Stacie Lockey <stacielockey@flitwick.gov.uk>
Subject: Fwd: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi all,

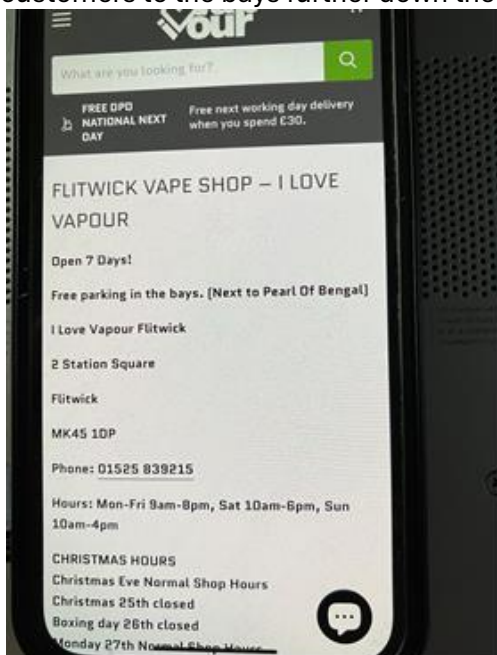
See below. Happy to talk more about this fir suggestions as I feel sure the problem will persist.

Very Best, Ian

From: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Sent: Wednesday, March 6, 2024 9:33:07 AM
To: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Morning Cllr Adams

A visit was made to the Vape shop yesterday and our officer set out the concerns about the website and the reference to free outside parking which was incorrect as there was a single yellow line and a sign indicating no parking between 8am – 6pm. The staff acknowledged that they knew this and were helpful and agreed to have the website changed. An email was received form the Vape shop later in the day confirming that a change had been made directing customers to the bays further down the street.



I do appreciate that there is limited parking in those private bays and the change on the website itself may not change the behaviour of customers using the Vape shop, but the shop staff have been cooperative, and CEOs will continue to visit the area when patrolling in Flitwick.

Best Wishes

Jeanette
Head of Community Safety, Parking & Programmes
Community Safety, Parking & Programme – Community Services

Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF
Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: jeanette.keyte@centralbedfordshire.gov.uk

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: Monday, March 4, 2024 5:36 PM
To: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette,

I look forward to hearing your feedback.

Thanks, Ian Adams (Cllr)

From: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Sent: Wednesday, February 28, 2024 6:32 PM
To: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Evening Cllr Adams

Please accept my apologies for the delayed response due to annual leave.

In terms of alternative options having discussed this with the team and unfortunately there are no alternative restrictions that would tackle the parking issues being reported, and neither are there any opportunities for any off-street parking provision for customers.

I have asked the Safer Business Officer to visit the business to pick up the issues about the 'free parking' advertised on the website and to talk about the parking concerns and how the business can encourage their customers to park responsibly and legally. Once I have the feedback from the visit, I will be in touch again.

Best Wishes

Jeanette

Head of Community Safety, Parking & Programmes
Community Safety, Parking & Programme – Community Services

Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF
Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: jeanette.keyte@centralbedfordshire.gov.uk

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: Thursday, February 15, 2024 12:45 PM
To: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette

Further to my emails below, I am still being contacted by concerned residents regarding the parking problem at the Vape Shop, 2 Station Square, Flitwick.

In your last email you said you would speak with your team to consider the different options that may be available and get back to me. Has there been any progress with this?

I have written to the Vape Shop to ask for a meeting. Their website says there is “free parking outside” and I will at the very least ask that they encourage customers to park elsewhere by way of a notice in the shop. Are CBC able to write to them about this too? Not much, but at least that would show we are seeking a solution.

Very Best, Ian Adams (Cllr)
Chair Corporate Resources Overview and Scrutiny Committee

From: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Sent: Monday, December 4, 2023 9:40:56 AM
To: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Morning Cllr Adams

Please accept my sincere apologies for not responding sooner on this.

It is correct that CEOs are required to ‘observe’ for a period of two minutes. Guidance issued to local authorities by the Department of Transport recommend a five-minute observation period, however the Council has reduced this to two minutes, other than for those restrictions where there is a prescribed observation time. The CEOs are patrolling as often as possible with the current

resources available and from 1/9/23 to date 14 PCNs have been issued in The Avenue and one on Station Road close to where the vape shop is located.

In terms of introducing double yellow lines there would still be a two-minute observation period and the key issue would be whether motorists using the vape shop would consider double yellow lines more of a risk than single yellow lines. I will speak to my team to see if there are any other options that could be considered and then come back to you.

Best Wishes

Jeanette
Head of Community Safety, Parking & Programmes
Community Safety, Parking & Programme – Community Services

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: Tuesday, November 21, 2023 6:02 PM
To: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>; Gareth Mackey (Cllr) <Gareth.Mackey@centralbedfordshire.gov.uk>; Heather Townsend (Cllr) <Heather.Townsend@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Jeanette

Please can you give me some feedback on the enforcement activity that happened here re: the emails below? I mentioned this at Flitwick Town Council as a couple of their Cllrs live on the Avenue and they said they spoke to an enforcement officer operating outside the shop who told them they have to wait (2 minutes I think) before enforcing which rather defeats the object as drivers are in and out of the shop quite quickly. It is the regularity of infringement that is the problem. Is this correct and were people issued with enforcement notices as a result of the extra patrols? I have attached a photo taken by one of the Town cllrs to show what they see (as do I) on a regular basis in this area.

Is it worth considering changing the single yellow lines in this spot to doubles and if so is this something I should take up with Traffic Management? If yes, who would that be?

Very Best, Ian Adams (Cllr)

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: Tuesday, September 19, 2023 6:21 PM
To: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>
Subject: Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Thanks Jeanette for this and for reminding me of the enforcement times for the single yellow lines there.

Any feedback you can give on additional enforcement activity would be helpful I.e number of tickets issued over next month

I could then put that on social media as a deterrent.

Very Best, Ian Adams (Cllr)

From: Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Sent: Tuesday, September 19, 2023 4:51:48 PM
To: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>; Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Good Afternoon Cllr Adams

Thank you for your email.

This area will be part of our normal parking enforcement patrols in Flitwick, but I have asked that officers carry out additional patrols in the area to try and dissuade motorists parking on the single yellow lines at the top of The Avenue during the restriction time which is 8am and 6pm. The Vape shop opening hours show there are some days when it is open until 8pm but officers would not be able to enforce after 6pm on those days.

Best Wishes

Jeanette
Head of Community Safety, Parking & Programmes
Community Safety, Parking & Programme – Community Services

Central Bedfordshire Council, Watling House, High Street North, Dunstable. LU6 1LF
Direct Dial: 0300 300 5252 : Internal: 75252 : e-mail: jeanette.keyte@centralbedfordshire.gov.uk

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>
Sent: Monday, September 18, 2023 8:27 AM
To: Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>; Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>
Subject: Re: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Thanks, Jeanette I look forward to hearing from you

From: Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>
Sent: Monday, September 18, 2023 8:07:23 AM
To: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>; Jeanette Keyte <Jeanette.Keyte@centralbedfordshire.gov.uk>
Cc: Susan Childerhouse <Susan.Childerhouse@centralbedfordshire.gov.uk>
Subject: RE: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Dear Councillor Adams,

Parking enforcement comes under my colleague Su Childerhouse, and I've copied in Jeanette Keyte, who is responsible for the Parking service, and should be able to respond to your enquiry.

Kind regards,

Gary Powell (he/him)
Assistant Director, Highways

Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford,
Bedfordshire, SG17 5TQ

Email: gary.powell@centralbedfordshire.gov.uk

Find us online at www.centralbedfordshire.gov.uk

From: Ian Adams (Cllr) <Ian.Adams@centralbedfordshire.gov.uk>

Sent: Sunday, September 17, 2023 11:24 PM

To: Gary Powell <Gary.Powell@centralbedfordshire.gov.uk>

Subject: Flitwick Vape Shop, 2 Station Square, Flitwick MK45 1DP

Hi Gary

Please can you point me to the appropriate person.

I have received complaints by residents and Flitwick Town Council that parking on the double yellow lines at the top of The Avenue, Flitwick as people go in and out of the Vape Shop, is causing a problem. You no doubt know this is a particularly busy part of Flitwick and impacts the roundabout on the bridge. I need to find out what can be done about this.

Very Best, Ian Adams (Cllr)

Flitwick Ward

Chair of Corporate Resources Overview and Scrutiny Committee.

From: John Baker (Cllr) <John.Baker@centralbedfordshire.gov.uk>

Sent: 31 May 2024 5:23 PM

To: Andy Snape (Cllr) <andysnape@flitwick.gov.uk>

Subject: Parking consultation

Dear Andy

As you are aware, CBC owns a commuter car park at Flitwick railway station. It is currently well used, often full by 9am. CBC has agreed to consult with Town and Parish Councils (in which CBC chargeable parking sits) before setting new parking fees for implementation in January 2025. The fees will be proposed in September so I would very much welcome your feedback on said parking fees, and any adverse reactions by the end of June. However, if you can respond sooner that would be most welcome.

Thank you.

John

--

Cllr John Baker, Independent, Aspley & Woburn.
Cabinet Member for Finance.
0300 300 8566

From: Rebecca Hares (Cllr) <Rebecca.Hares@centralbedfordshire.gov.uk>

Sent: Tuesday, June 4, 2024 4:40 PM

To: Andy Snape (Cllr) <andysnape@flitwick.gov.uk>; John Baker (Cllr) <John.Baker@centralbedfordshire.gov.uk>; Adam Zerny (Cllr) <Adam.Zerny@centralbedfordshire.gov.uk>; Hayley Whitaker (Cllr) <Hayley.Whitaker@centralbedfordshire.gov.uk>

Subject: Parking Charges feedback

Hi Andy,

I hope this finds you well. We had a motion to Full Council toward the end of last year regarding our fees & charges for CBC owned car parks. As one of our car parks is in Flitwick I'd like to request a meeting or request an invitation to your town council meeting to hear your local perspective. This will be to inform our understanding, please advise if this will be possible.

Warm regards,

Rebecca



Flitwick Town Council

DRAFT

Financial Statement Year End 2023-2024

(Not Subject to Audit)

Flitwick Town Council
The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH
Web: www.flitwick.gov.uk Email: info@flitwick.gov.uk
Tel: 01525 631900

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Council Information

Council Members for the Financial Year 2023-2024

Town Mayor – Andy Snape

Deputy Town Mayor – John Roberts

Other Members:

Clare Coplestone

Clare Thompson

Dan Toinko

Fraser Patterson

Howard Hodges

Ian Blazeby

James Gleave

Martin Platt

Robert Wilsmore

Sue Livens

Tim Parsons

Tina Connell

Toby Harald

Town Clerk & Chief Executive – Stacie Lockey

Responsible Finance Officer (RFO) – Stephanie Stanley

Auditors – Mazars LLP (Smaller Authorities External Audit Team)

Internal Auditors – Auditing Solutions Limited

Introduction

Managing Change

Flitwick Town Council (FTC) has maintained a stable financial status from an accounting perspective. However, it underwent significant but managed change in the 2023-24 financial year. The main change originated from the decision to proceed with budgeting and year-end processes without a contracted Accountant. Officers have embraced this change of direction and have been empowered to increase their skill sets with guidance from external consultants for accounting health checks and year-end.

The Council's Committee Structure has been altered to suit FTC's operations better. The Corporate Services Committee, which was formally responsible for overseeing financial operations, was disbanded, and instead, a Finance Scrutiny Working Group (FSWG) was created. Members elected to this Group have either an interest or a background in finance and accounting. These Members have dedicated their time and expertise to support the Officer team with all aspects of financial operations, including spreading annual costs for the Council's traded service, forecasting, and financial plans for projects. The Council's Financial Regulations have also been revised to reflect the work undertaken at FTC accurately while ensuring that legislation is correctly followed. Significant work has also been done to complete a review of Council assets.

The Ethos of FTC

FTC is not an average Town Council. It prides itself on providing its community with various statutory and discretionary services and operating a traded service from the Rufus Centre. New initiatives are established, business needs are considered, and current services are constantly re-evaluated depending on community needs, balanced with the day-to-day accounting requirements.

Due to this forward-thinking ethos and the fact that it provides more services than an average Town Council, FTC's financial operations are vast. This includes the necessary financial operations of the Town Council services and its traded services (the Rufus Centre and Rendezvous Café) while complying with governance and legal responsibilities.

Priorities for 2024-25

As FTC progresses to 2024-25, financial priorities include further automation of internal processes and formalising the FSWG Group into a Standing Committee of the Council with delegated powers, which will build on its positive impact so far. The Group will also oversee the financial plans for major projects, such as the refurbishment of 3 Station Road.

The Council is set to review its Corporate Strategy and, as always, its financial responsibilities and ensuring best value underpins all operations and service provision.

Council & RFO Responsibilities

The Standing Orders, Financial Regulations and the Corporate Risk Register document the Council's responsibilities. These are reviewed annually, and any revised model versions published by the National Association of Local Councils (NALC) are reviewed when released to ensure the Council's documents adhere to any changes.

The Council is responsible for:

- Making arrangements for the proper administration of its financial affairs.
- Appointing one of its Officers to be responsible for administering those affairs. At this Council, that Officer is Stephanie Stanley (Deputy Town Clerk & RFO), and Stacie Lockey (Town Clerk & Chief Executive) has been appointed Deputy RFO.
- Managing its financial affairs to secure economic, efficient and effective use of resources and safeguarding its assets.
- Approving the Annual Governance and Accountability Return (AGAR).
- Approving the Financial Statement (not subject to audit).

The RFO has a range of responsibilities, but for the Year End Accounts, they are responsible for:

- Preparing the Unaudited Financial Statement following Part 4 of the 'Governance & Accountability for Local Practitioners – A Practitioner's Guide (England),' so far as applies to this Council.
- Presenting a true and fair view of the Council's financial position at 31st March 2023 and its income and expenditure for the year.
- Preparing the AGAR to reflect the Council's financial position and the associated income and expenditure.
- Facilitating a public consultation, known as a Notice of Public Rights, for 30 working days for members of the public to view the unaudited accounts from 1st July.
- Keeping proper accounting records up to date.
- Taking reasonable steps for the prevention of fraud and other irregularities.

RFO Certificate

I certify that the Financial Statement fairly presents the Council's financial position as of 31st March 2024 and its income and expenditure for the year ended 2023-24.

SCStanley

Stephanie Stanley

RFO

18th June 2024

Income & Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>FINANCE & General Purposes</u>							
Income	2,944	1,144,961	1,080,059	(64,902)			106.0%
Expenditure	68,812	672,389	532,529	(139,860)	0	(139,860)	126.3%
Net Income over Expenditure	<u>(65,868)</u>	<u>472,573</u>					
plus Transfer from EMR	4,605	160,792					
less Transfer to EMR	0	98,072					
Movement to/(from) Gen Reserve	<u>(61,263)</u>	<u>535,293</u>					
<u>BUSINESS Impro & Develop Board</u>							
Income	72,476	858,047	660,300	(197,747)			129.9%
Expenditure	77,521	684,686	646,010	(38,676)	0	(38,676)	106.0%
Movement to/(from) Gen Reserve	<u>(5,045)</u>	<u>173,361</u>					
<u>COMMUNITY Services</u>							
Income	(187)	89,822	84,152	(5,670)			106.7%
Expenditure	47,097	585,184	645,972	60,788	0	60,788	90.6%
Net Income over Expenditure	<u>(47,284)</u>	<u>(495,362)</u>					
plus Transfer from EMR	368	368					
less Transfer to EMR	3,972	10,681					
Movement to/(from) Gen Reserve	<u>(50,888)</u>	<u>(505,675)</u>					
<hr/>							
Grand Totals:- Income	75,233	2,092,830	1,824,511	(268,319)			114.7%
Expenditure	193,430	1,942,258	1,824,511	(117,747)	0	(117,747)	106.5%
Net Income over Expenditure	<u>(118,197)</u>	<u>150,572</u>	<u>0</u>	<u>(150,572)</u>			
plus Transfer from EMR	4,973	161,160					
less Transfer to EMR	3,972	108,753					
Movement to/(from) Gen Reserve	<u>(117,196)</u>	<u>202,978</u>					

Annual Governance & Accountability Return (AGAR)

The Council must submit its Annual Governance and Accountability Return for 2023-24 to the External Auditor by 30th June 2024. The accounts contained in this return present fairly the Council's financial position, are consistent with the underlying financial records, and have been prepared based on Income and Expenditure.

The AGAR for 2023-24 is shown below:

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	886,274	1,045,268	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	885,564	1,001,205	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	1,004,600	1,091,625	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	906,588	929,651	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	87,687	76,647	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	736,895	935,961	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,045,268	1,195,839	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,030,877	1,205,617	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	5,809,099	7,127,652	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	866,892	810,787	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Balance Sheet

31st March 2023

31st March 2024

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Long Term Assets			
0			0	0
	Current Assets			
47,898	DEBTORS	35,906		
8,151	BURIAL GROUND & CEMETRIES	447		
42,906	PREPAYMENTS	39,477		
0	Mthly Business Prepays	5,345		
0	PrePayment for Land Sale	47,844		
0	Accrued Income	4,733		
3,204	Bank Interest Accrued	0		
2,500	Bar Stock	3,886		
4,500	Rendezvous Foodstuffs Stock	4,953		
1,500	GRANT DEBTORS	0		
28,716	GRANT DEBTORS CAPITAL	0		
5,317	Current Bank Ac Barclays 009	5,018		
169,934	Barclays Business Reserve 106	136,295		
1,411	PDQ Account	1,000		
0	Tenants Deposits Account	41,209		
400	Petty Cash Control	400		
400	Float - Main Safe	400		
400	Float - Cafe Safe	400		
15	Float - Reception Safe	15		
0	Float - Cafe Till Drawer	80		
853,000	CCLA PSDF Account	1,020,800		
1,170,252				1,348,208
	1,170,252 Total Assets			1,348,208
	Current Liabilities			
1,195	DEBTORS CNTRL-FUNCTIONS	8,693		
1,803	VAT DUE/REPAYABLE	1,902		
5,806	CREDITORS	23,904		
9,016	ACCRUAL - LOAN INTEREST	8,493		

31st March 2023

31st March 2024

18,584	ACCRUALS	18,438
13,737	PAYE/NI DUE	18,645
16,753	LGPS Pension Control	11,886
0	NEST Pension Control	2,619
6,335	INCOME IN ADVANCE	2,973
6,983	Past Yr TM Charity	5,009
0	Past Yr TM Allow & Civic Recep	1,591
41,425	RENT DEPOSITS	45,751
0	Refundable Deposits (Functions	1,500
3,346	Barclaycard Year End balance	963
<u>124,984</u>		<u>152,369</u>
1,045,268	Total Assets Less Current Liabilities	1,195,839
	Long Term Liabilities	
<u>0</u>		<u>0</u>
1,045,268	Total Assets Less Long Term Liabilities	1,195,839
	Represented By	
718,139	GENERAL RESERVE	453,445
29,000	EMR Youth Provision	0
5,000	EMR Community Involvement	0
202,062	Central Project Fund	106,432
3,704	EMR Election Costs	3,704
0	EMR Do Not Spend Ops Reserves	500,000
0	EMR IT Equipment 24/25	6,457
22,641	EMR Allotments	25,088
5,294	EMR Cost of Living	13,160
0	EMR Steppingley Rd Legal Fees	57,050
500	EMR Youth HUB	0
15,814	EMR Community Events	3,000
28,514	Capital Financing Reserve	0
14,600	Capital Receipts Reserve	14,600
0	PROJ - Nature Park	1,687
0	PROJ - Flitwick Town Sq Defib	722
0	PROJ - Heritage Website	3,800
0	PROJ - Rural Match Fund Bench	2,000
0	PROJ - Lockyer Suite Works	524
0	PROJ - Hub Car Pk Delineation	800
0	PROJ - Office Room 28 Refurb	3,370

31st March 2023

31st March 2024

1,045,2681,195,839

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its income and expenditure during the year.

Signed Chairman

ASnape

Date 18.6.24

Signed Responsible Finance Officer

SCStanley

Date 18.6.24

Supplementary Information for Year End

The following sections have been compiled as supplementary information to be viewed alongside the Council's AGAR submission. FTC aims to give residents clear financial information for transparency and openness.

1. Budgets & Actuals Compared

		23/24 Budget	23/24 Actual	Variance +/-
Finance & General Purposes	Income	1,080,059	1,144,962	64,903
	Expenditure	532,529	672,389	-139,860
	+/-	547,530	472,573	
Business Improvement & Development	Income	660,300	858,047	197,747
	Expenditure	646,010	684,686	-38,676
	+/-	14,290	173,361	
Community Services	Income	84,152	89,822	5,670
	Expenditure	645,972	585,184	60,788
	+/-	-561,820	-495,362	
Flitwick Town Council	Income	1,824,511	2,092,831	268,320
	Expenditure	1,824,511	1,942,259	-117,748
	+/-	0	150,572	
			Overall 23/24 surplus	

2. Surplus/Deficit 2023-24

The Council is pleased to announce that its surplus for 2023-24 is £150,572. The Rufus Centre's traded service (including the Rendezvous Café) is the driving force behind this surplus for Flitwick. Members are due to consider what proportion of the surplus goes to General Reserves and how much is earmarked for specific projects, such as the 3 Station Road refurbishment and Rufus Centre upgrades.

The surplus/deficit by Committee is as follows:

Finance & General Purposes	+£472,573
Business Improvement & Development Board	+£173,361
Community Services	-£495,362
	= +£150,572 (surplus)

The difference between the business and overall surplus can be explained mostly by the £21,499 overspending on Legal Costs. This overspending was largely due to essential professional fees to update the Council's legal records and land registration documents.

The Precept received from Central Bedfordshire Council for the year ended 2023-24 was £1,001,205. The surplus generated demonstrates that the Council has achieved a better financial out-turn than what was budgeted for.

3. Flitwick Town Council Employees

The Council employed 28 employees during 2023-24 (9 part-time). All staff were paid according to the National Joint Council (NJC) for Local Government Services pay scales.

Due to the business team (Rufus Centre/Rendezvous) needing assistance with hospitality for private functions and to cover annual leave/busy periods in the Rendezvous Café, several casual staff are included in FTC's monthly payroll.

4. Pension Costs

The pension contributions paid by FTC during 2023-24 amounted to £138,273. The Council operates two pension streams for its employees:

- The Local Government Pension Scheme (LGPS)
- NEST Pension Scheme

Casual staff are not entitled to pension benefits with FTC.

5. Town Mayor's Charity Fundraising & Allowance

Town Mayor's Charity Fundraising

Throughout the Civic Year, from May 2023 to May 2024, the Town Mayor fundraised for his chosen charities (Tibbs Dementia Foundation and SOS Outreach Service). The amounts raised were:

Tibbs Dementia Foundation	£3,355.71
SOS Outreach Service	£2,200.52

As the Civic Year differs slightly from the financial year, the Council chooses to account for funds raised from 01 April 2024 – 21 May 2024 using a 'holding nominal code' before presenting the charities with their fundraised amounts at the end of the term.

During 2023-24, the Council created a separate charity for the Town Mayor's fundraising, complete with a constitution of Trustees (the Town Mayor, Deputy Mayor, Chairman of the Community Services Committee, and Ex-officio Trustee—the Town Clerk). This decision allows for crowdfunding, gift aid benefits for corporate responsibility requirements for business support and additional access to grants, which

will positively impact any Town Mayor's charities selected going forward. The Town Mayor's Charity also fundraises for other community initiatives and projects.

FTC will continue to support the Town Mayor's Charity organisation for any set-up costs and general administrative assistance required. FTC has agreed to support the charity with its bank charges.

Town Mayor's Allowance

The Town Mayor's Allowance is a budget set by the Council annually. A policy is adopted (and subsequently reviewed) that details the expenditure that can be coded to this budget throughout the year. It covers expenses such as mileage costs and ticket entry to civic engagements as the Town Mayor represents the Council as part of their role. The Town Mayor is required to provide receipts for any claim. The Town Mayor's Allowance budget (including the Civic Reception event) for 2023-24 was set at £4,000, all of which was spent.

6. General Power of Competence (GPC)

The GPC gives Councils the freedom to act when there is no specific power. Under the Localism Act 2011, under the GPC, 'a local authority has the power to do anything that individuals generally may do.' The criteria for any Council to adopt the GPC is:

- To have a CiLCA Qualified Clerk
- Two-thirds of Members need to have stood for election

For FTC and the purpose of the year ended 2023-24, there were two qualified Clerks (Town Clerk and Deputy Town Clerk), and the Council satisfied the criteria of having two-thirds of its Members elected to the Office of Councillor.

The Council's decision to adopt the GPC was accurately recorded at the first meeting of FTC following the elections in May 2022.

7. Asset Register

FTC is required to have an Asset Register, which is submitted to the External Auditor as part of the Year End process. Significant work has been undertaken to review the Council's Asset Register this year to ensure it accurately reflects assets owned in the following categories:

- Land & Buildings
- Vehicles & Equipment
- The Rufus Centre/Rendezvous Café
- Office Equipment

- Civic Regalia
- Community Assets

The Asset Value (Box 9 on the Annual Return) for 2023-24 was £7,127,652. This amounted to £1,318,553 more than in 2022-23 (£5,809,099). The main reasons behind this variance were:

- The in-depth Asset Review – a long overdue piece of work. Many assets were missing from previous years’ registers.
- Purchases relating to the Rufus Centre for upgrades/modernisation of the building (including equipment for the Rendezvous Café).

The variance for next year is not likely to see such a high rise as there will not be any need for another full review, and the Asset Register will be proactively updated throughout the year.

A surplus of £105,572 was achieved irrespective of the increased asset purchases from this financial year.

The 2023-24 Asset Register also lists figures relating to investment and loans separately.

8. Debtors

Debtors include all organisations, suppliers, customers, etc., who owe the Council money as of 31st March 2024. Debtors at year-end can be explained as follows:

	31.03.23	31.03.24
Debtors (including for functions)	£54,854	£27,660
Accrued CCLA Interest	£3,204	£4,733
Stock held (Food & Drink)	£7,000	£8,839
Prepayments	£42,906	£92,666
Total	£107,964	£133,898

The Council operates a robust debt management policy. As the table above indicates, significant work has been undertaken to reduce the general debt within the Council’s sales ledger.

9. Investments & Loans

Public Sector Deposit Fund

The Council opened an investment bank account with Churches, Charities and Local Authorities (CCLA) in 2021.

Since the Council qualifies as a 'Super Council' as its Precept exceeds £1m and has significant self-generated income from its traded service of the Rufus Centre, it is prudent to have a CCLA account. Through this Public Sector Deposit Fund, the Council benefits from competitive interest rates, and the funds are easily accessible, with withdrawals appearing in the Council's bank account within 24 hours.

CCLA investments qualify as Revenue Investments, and deposits/withdrawals do not fall within the classification of Income and Expenditure on the Annual Return. The end-of-year balance is included in the Bank & Cash Balances (as a Short-Term Investment) in the Annual Return. This year's figure is £1,020,800, which is £167,800 more than the closing balance at the end of 2022-23.

Loans

For the year ended 2023-24, the Council had three loans from the Public Works Loan Board (PWLB) for the following purchases:

- The Rufus Centre
- Manor Park
- 3 Station Road purchase

The outstanding balances for the loans are listed below:

- The Rufus Centre £9,915.58 (final payment July 2024)
- Manor Park £66,000 (final payment July 2029)
- 3 Station Road purchase £763,291.99 (final payment April 2047)

10. Creditors & Receipts in Advance

	2022-23	2023-24
Creditors		
VAT	£1,803	£1,902
Creditors Control	£5,806	£23,904
Accrued Loan Interest	£9,016	£8,493
General Accruals	£18,584	£18,438
PAYE/NIC	£13,737	£18,645
Pensions	£16,753	£14,505
Rent Deposits	£41,425	£45,751
Refundable Deposits	N/A	£1,500
Barclaycard YE Balance	£3,346	£963
Receipts in Advance		
Income in advance	£6,335	£2,973
TM Charity Allowance income	£6,983	£6,600
Total	£123,788	£143,674

11. Spreading the Cost

The Council needs to spread the cost of its traded service annual expenditure items, including business rates, utility costs, and a selection of annual contract costs (for example, security alarm system, CCTV contract, and kitchen/bar equipment maintenance contract).

Typically, local Town and Parish Councils would not 'spread the cost' of this type of expenditure as there is usually no traded service to Council operations, particularly not on the scale of the Rufus Centre. For these Councils, it is immaterial when this expenditure leaves the bank account. However, for FTC and their need to understand the traded service performance of the Rufus Centre and the Rendezvous Café month by month, these annual fees must be spread over 12 months.

12. Earmarked Reserves

Separate from the General Reserves, the Council has Earmarked Reserves (EMRs), which can be attributed to different projects and initiatives. It also includes separate reserve funds for the statutory service of allotments, as it is a legal requirement for any income received for allotments to be re-invested within the service.

EMRs are set aside for a specific purpose, as approved by the Council, at any given time.

Below is a list of EMRs as of 31st March 2024:

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
311 EMR Youth Provision	29,000.00	-29,000.00	0.00
312 EMR Community Involvement	5,000.00	-5,000.00	0.00
315 Central Project Fund	202,062.19	-95,629.79	106,432.40
316 EMR Election Costs	3,703.95		3,703.95
319 EMR Do Not Spend Ops Reserves	0.00	500,000.00	500,000.00
320 EMR IT Equipment 24/25	0.00	6,457.00	6,457.00
324 EMR Allotments	22,641.22	2,447.00	25,088.22
330 EMR Cost of Living	5,293.60	7,866.00	13,159.60
331 EMR Steppingley Rd Legal Fees	0.00	57,050.00	57,050.00
333 EMR Youth HUB	500.00	-500.00	0.00
335 EMR Community Events	15,813.84	-12,813.84	3,000.00
340 Capital Financing Reserve	28,513.77	-28,513.77	0.00
350 Capital Receipts Reserve	14,600.00		14,600.00
800 PROJ - Nature Park	0.00	1,687.00	1,687.00
801 PROJ - Flitwick Town Sq Defib	0.00	722.00	722.00
802 PROJ - Heritage Website	0.00	3,800.00	3,800.00
803 PROJ - Rural Match Fund Bench	0.00	2,000.00	2,000.00
804 PROJ - Lockyer Suite Works	0.00	524.00	524.00
805 PROJ - Hub Car Pk Delineation	0.00	800.00	800.00
806 PROJ - Office Room 28 Refurb	0.00	3,370.00	3,370.00
	327,128.57	415,265.60	742,394.17

Introduced during 2023-24, as part of the Council's General Reserves Policy, an EMR that amounts to 50% of the annual Precept from Central Beds Council (£500,000) has been created. This ensures that six months of net expenditure is ringfenced for contingency funds.

For the 2023-24 year-end, there has been an alteration to the EMRs to include those set up for projects, represented by '800' codes. The budgets for these projects (see 7 above) have been approved by the Council before year-end and will remain EMRs until each project is completed.

Other EMR movements during the year include creating an IT equipment fund to replace Office laptops and transferring unspent EMRs that are no longer needed back into General Reserves.

13. Central Projects Fund

Throughout the year, proposals can be submitted to the Council for consideration for new projects. The Scheme of Delegations states that the Full Council must approve project expenditure, not individual Committees. Projects can be for any area of Council operations, including Community Services and the Business Improvement & Development Board.

For some projects, grant funding will likely be secured to assist with financing the capital projects. For this financial year, grants have been secured from various funding sources, including Central Beds Council (Section 106, Planning Obligation Green Infrastructure Fund, Youth Provision) and Hubbub. These grants have assisted with Council projects, including the Community Fridge initiative and the Nature Park.

As demonstrated in the EMRs section, the accounting process for agreed Council projects has changed. Previously, projects and their approved budgets were accounted for within the revenue budget as expenditure codes. During the year-end process for 2023-24, the Council has been advised to account for projects within its EMRs. This simplifies the accounting processes and allows projects to run over two or more financial years.

For 2023-24, the Central Projects Fund opening balance was £202,062, with an additional £50,000 contribution from the Precept.

The closing balance was £106,432.

The following projects were completed during 2023-24:

- Manor Park Heritage Works
- Skatepark Lighting
- Outdoor PA System Purchase
- Street Furniture for Town Square
- CCTV for Skatepark & Town Square
- CCTV Data Impact Assessment
- Rendezvous Café Mixer Purchase
- Deployable CCTV Camera
- Replacement of Equipment – Davis Suite at the Rufus Centre
- Refurbishment of Tenanted Offices 3, 17, 18 & 19 at the Rufus Centre
- Digital Signage at the Rendezvous Café
- Flooring Works – Lockyer Suite at the Rufus Centre

This shows that the Council has committed significant investment to improving the town's facilities and upgrading the Rufus Centre and its on-site Rendezvous Café.

14. Grant Aid - Benefits in Kind

Local Organisations

The Council is committed to supporting local not-for-profit organisations and charities. It supports several local organisations by providing Council land for their buildings and having a peppercorn rent agreement for these sites (ground leases).

Subsidised ground rent for local organisations is listed below:

Flitwick Girl Guiding - £1,750 per annum

Flitwick Scout Group - £3,500 per annum (original valuation doubled as an estimated new value since the site has been extended)

Flitwick & Ampthill Sea Cadets - £2,500 per annum

Flitwick & District Royal British Legion - £1,000 per annum

Flitwick Gardeners' Association shares a building with the Council's Tractor Store and, like the above organisations, has a lease agreement to occupy the space on Council land for their group.

The Rufus Centre

As a Community Hub, the Rufus Centre offers free space for charity organisations or not-for-profit groups to meet. The Stocksfield Room is the Council's designated room for this purpose, and for the year ended 2023-24, it has accommodated 404 bookings. These bookings were made up of 24 different organisations, and based on the commercial hourly rate for this room (£33.75), the Council has provided a benefit in kind to the value of £31,792.50 in the 2023-24 financial year.

The Council has proactively considered increasing the use of the Rufus Centre space and has an informal agreement with SHARE: Flitwick & Ampthill. This important and well-used community initiative acts as a 'Library of Things', offering the option to borrow items rather than buy something new.

Next Steps

As the Council progresses into 2024-25, it aspires to quantify the social value it offers its community through its operations, and this will form part of the new Corporate Strategy.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review**. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Flitwick Town Council

www.flitwick.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

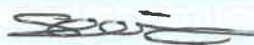
Date(s) internal audit undertaken

21/09/2023 23/01/2024 23/05/2024

Name of person who carried out the internal audit

Sally King for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

23/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Flitwick Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.flitwick.gov.uk

Section 2 – Accounting Statements 2023/24 for

Flitwick Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	886,274	1,045,268	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	885,564	1,001,205	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,004,600	1,091,625	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	906,588	929,651	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	87,687	76,647	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	736,895	935,961	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,045,268	1,195,839	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,030,877	1,205,617	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	5,809,099	7,127,652	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	866,892	810,787	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Flitwick Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

SIGNATURE REQUIRED

External Auditor Signature

SIGNATURE REQUIRED

Date

SIGNATURE

Flitwick Town Council

Internal Audit Report 2023-24: Final

Sally King

For and on behalf of Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd provides this service to Flitwick Town Council.

This report sets out all the work undertaken in relation to the 2023-24 financial year during our visits on 22nd September 2023, 23rd January 2024 and 23rd May 2024.

Internal Audit Approach

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Annual Governance and Accountability Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in several key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over several internal control objectives.

Overall Conclusion

We have therefore concluded that, based on the programme of work undertaken this year the Council has again maintained a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation. Once again pleased to acknowledge the quality of records maintained by the Clerk and the Finance Officers and thank them for their assistance, which has ensured the smooth progress of our review process.

Consequently, we have completed and signed the 'Internal Audit Report' as part of the year's AGAR process having concluded that, in all significant respects, the internal control objectives set out in that report were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council's accounts are maintained with Rialtas accounting software; DCK Accounting no longer provide support with management of the accounts and year-end procedures.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have:

- Confirmed closing balances from 2022-23 have been correctly brought forward to the current year.
- Checked to ensure that a comprehensive, meaningful, and appropriate nominal coding schedule together with cost centres remains in place. It is our understanding that in conjunction with Rialtas, the Council has reviewed its coding structure this year to facilitate easier year end reporting and completion of the AGAR.
- Checked and agreed transactions (both receipts and payments) in the Council's main Current and Business Saver account cashbooks to the relevant Barclays Bank statements for August 2023, December 2023 and March 2024 including the daily "sweep" transfers to retain a level of £5,000 in the current account.
- Checked and agreed the relevant bank account reconciliations for each account as of 31st March 2024 to ensure that no long-standing, uncleared cheques, or other anomalous entries exist.
- Ensured the accurate disclosure of the combined bank balances and the CCLA account in the year's detailed Statement of Accounts and AGAR. We note that an issue arose with the year-end statement balance from CCLA not agreeing with The Councils accounting records, this has now been resolved and the correct balance confirmed by letter from CCLA. The Council will also be compensated for interest lost.
- Confirmed with officers the arrangements for backing up the computer system.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code. We note that no grants will be issued during the 2023-24 financial year. The credit balance on the ledger represents the unused balance of a prior year grant returned by the recipient.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; those financial transactions are made in accordance with the extant Financial

Regulations and that we have a reasonable chance of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation. Consequently, we have: -

- Concluded examination of the minutes of the Full Council and its various Standing Committees for the year to March 2024 to ensure that no issues affecting the Council's financial stability exist in the short, medium, or long-term, also that no legal issues appear to be in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred.
- We note that the Council have reviewed and readopted Standing Orders at its meeting held on 19th March 2024 (minute ref 5608 a.).
- Financial Regulations were reviewed at the meeting held on 20th February 2024 (minute ref. 5593 e.).
- Noted that there were no comments or recommendations made in the external auditor's report for 2022-23 regarding the Council's accounts.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets.
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available.
- An official order has been raised for all purchases and service delivery where one would be expected.
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount.
- The correct expense codes have been applied to invoices when processed.
- There is a satisfactory process for the approval of grants and donations (where no invoice is appropriate) and that they have been approved for payment by members under the correct expenditure code; and
- VAT has been appropriately identified and coded to the control account for periodic recovery. We note that the Council had engaged the services of a VAT consultant to conduct a review of VAT management.
- VAT returns have been submitted to HMRC up to March 2024.

We have reviewed this area selecting a test sample for compliance with the above criteria comprising all payments individually more than £5,000 plus every 50th cashbook transaction, irrespective of value for the financial year. Our test sample comprised of 73 payments, totalling £431,248 representing 46% of non-pay expenditure to March 2024, with all the above criteria met.

Conclusion

We are pleased to report that no issues have been identified in this area warranting formal comment.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

- Noted that the Corporate Risk Register has been reviewed and readopted at the Town Council meeting held on 16th May 2023 (minute ref 5410 c).
- Reviewed the Council's insurance policy with Aviva which commenced in September 2023 noting that it includes public liability cover of £10 million and employers' liability cover of £10m.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In addition to the annual precept the Council has a variety of income sources arising mainly from the Rufus Centre lettings and rentals, allotment income, café, cemetery fees, also the letting of sports pitches, miscellaneous grants, and interest.

The Allotments are managed using Rialtas software. There are 2 sites containing 58 plots. New tenancy agreements are issued each year along with the invoices in January and chased if not returned with payment. We are pleased to note that the Council reviews allotment fees on an annual basis.

On our second interim visit we examined the Cemetery income procedures. This included the Burials Register and Exclusive Rights of Burial records, examining a sample of entries relating to each area for the April to December 2023 to ensure that each is supported by all relevant and legally required documentation and that the appropriate fees have been levied in

accord with the published scales and recovered within a reasonable period. We note that the Council now manages the Cemetery income with the Rialtas software module.

We further note the Council now holds a monthly debt management meeting with a report being submitted to Full Council.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Petty Cash Account & Credit Cards

We are required, as part of the annual Internal Audit Certification process in the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities. The Council has an imprest style petty cash scheme it also holds floats for various activities. We confirmed this was within the limits set in Financial Regulations and confirmed controls over access to the safe where the money was kept. A physical check of cash held was also undertaken at the 1st Interim visit with no issues arising.

The Council uses a Barclaycard, and we are pleased to note that robust procedures are in place including provision of receipts and reconciliation of the statements. As part of our payment review, we examined the August and December 2023 Barclaycard reconciliations, with no issues arising.

We are pleased to note that receipts are now attached to the invoices received from the fuel card supplier.

Conclusion

We are pleased to report that no issues have been identified in the areas examined warranting further comment.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions and that the Council is obtaining the best rate of return on the funds held, with any interest earned brought to account correctly and appropriately in the accounting records, also that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We are pleased to note the Council has an Investment Management Policy in situ, this was reviewed and readopted at the Town Council Meeting held on 19th March 2024 (minute ref. 5608 g.).

During our visits we have tested repayments of PWLB loans as recorded in the Council's accounts to independent PWLB statements. We have agreed the repayments to the bank statements as in relation to our work on accounting and bank reconciliations.

We have also verified the accurate disclosure of the residual year-end loan liability in the year's AGAR.

Conclusions

We are pleased to record that no issues have currently been identified in this area and have verified the accurate disclosure of the residual year end loan liability in the AGAR

Asset Register

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Council holds a detailed asset register updated which has been maintained and updated "in house" for the 2023-24 financial year.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process date warranting formal comment or recommendation. We have ensured appropriate recording of the assets in the AGAR.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that, at the meeting of the Town Council held in December 2023 the Council agreed that the precept for 2024-25 be set at £1,031,242 (minute ref. 5579). This represents a 1.9 % increase from 2023-24 for a Band D household.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation.

Statement of Accounts and Annual Return

The Accounts and Audit Regulations require all Councils to prepare annually a Statement of Accounts in the AGAR, which now forms the statutory Accounts subject to external audit scrutiny and certification.

We have checked and agreed entries in the Statement of Accounts generated by the accounting software to the underlying Trial Balance and other documentation provided. Similarly, we have checked and agreed the financial data reported to the AGAR.

Conclusions

No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.

Based on our detailed work during the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances, in each relevant area.



Flitwick Town Council

Report to Council 18th June 2024: Year-End Surplus Recommendations

Background

Historically, any surplus at the end of a financial year was automatically returned to the Council's General Reserves as part of the year-end process.

The Council adopted a General Reserves Policy in January 2024, which states that:

'The Council will make necessary resolutions at year-end relating to funds being moved to the General Reserves... and any Rufus Centre business surplus funds to its own EMR [Earmarked Reserve] to fund the building's capital program for improvements.'

The Finance Scrutiny Working Group (FSWG) requested that the Responsible Finance Officer (RFO) prepare a report to present recommendations on where the surplus figure should be coded. Since the 2023-24 Year End Accounts are due to be considered at the June Council meeting, this is the most appropriate time to discuss this matter.

Introduction

The Council surplus achieved for the year ended 2023-24 is £150,572, which is fantastic. Although the Rufus Centre's traded service is the driving force behind the surplus, it is important to remember that this is an overall Council surplus. The Council prides itself on reinvesting its surplus into enhancing service provision to benefit Flitwick.

While continuing to enhance the facilities and the offer at the Rufus Centre through capital investment for this year is important, Members must look at the financial year of 2024-25 slightly differently since the refurbishment of 3 Station Road project will be largely completed within this time, which has significant financial implications. This project has a budget of just over £1m, and it is expected that most of this budget will be spent within 2024-25. For this reason, and for cashflow purposes, the Council needs to be somewhat cautious when considering applications to the Projects Fund or other expenditures not included in the revenue budget.

The Council's financial position is good, and adequate funds are within the Council's reserves and other secured sources of income (i.e. the Schedule of Dilapidations Settlement with Barclays and grant funding) to pay for the refurbishment without needing a Public Works loan. However, using this level of Council reserves must be seen as a temporary solution, and a strategy needs to be developed to recoup these in the future.

The main source of retrieving these funds will come from an upcoming capital receipt, but the Council is unsure when this will happen. When it does happen, it will also provide the opportunity to make further significant improvements to the Rufus Centre. Once 3 Station Road is tenanted, there will be an opportunity to recoup reserve funds further from rent payments.

The Central Projects Fund & Year End Surplus

The opening balance of the Central Projects Fund for 2024-25 is **£106,432 (+£55,675)** from the precept contribution as agreed when the Council's budget for this year was approved in January.

The most sensible route forward is:

1. Transfer £40k from the year-end surplus to a Rufus Centre Projects EMR and delegate authority to the Business Improvement & Development Board (BI&DB) to consider expenditure from this EMR.
2. Transfer £110,572 from the year-end surplus to 3 Station Road EMR.
3. Keep £162,107 (including £55,675 from precept) in the Central Projects EMR for general project applications for consideration by the Council (as usual). The Council will consider any Rufus Centre project applications that exceed the £40k mentioned in point 1 as part of the usual process.

Additional Matters

Several months ago, the Council considered a Financial Plan prepared by Officers, which is now outdated. Now that the project has progressed, work needs to be done to update this document based on the current situation. Officers will receive an updated Cost Plan from Luton Borough Council's Design Team soon to inform the updated Financial Plan. The FSWG will consider the updated Financial Plan, and once scrutinised, it will be formally considered by the Council.

RFO Recommendations

1. Create an EMR for 3 Station Road Refurbishment and code £110,572 from the year-end surplus 2023-24.
2. Create an EMR for Rufus Centre Projects and code £40k from the year-end surplus 2023-24.
3. Delegate responsibility for approving expenditure from the Rufus Centre Projects EMR to the BI&DB.
4. After receiving an updated Cost Plan, formalise an updated Financial Plan that considers cash flow for the 3 Station Road refurbishment project.
5. Amend the General Reserves Policy to reflect that the Council will consider the year-end surplus at June Council meetings to decide where to code it within the Council's reserves (general or EMRs).

Stephanie Stanley
RFO

The Rufus Centre
Steppingly Road
Flitwick
Bedfordshire
MK45 1AH

For Attn: Matthew Earles

Re: Café IT Station

Date 22nd February 2024

Dear Sir,

Thank you for giving us the opportunity of quoting for the above work which is as follows.

Café IT Station

Option 1

We are allowing to remove the existing unit sited in the corner.

Supply and fit new 40MM square edged worktop at 450mm wide along the main section, with a bolted-on return worktop at 240mm finishing at the pier.

The worktop will have a 50mm upstand to the wall matching the worktop acting as a wipe rail. Worktop will be fixed to the wall using 50 x 25mm timber batten, with the end supported by a 60mm chrome leg @ 1.1M high.

Supply and fit dado conduit along the long section of the worktop, to include 3NO good quality double sockets with USB capability for charging.

£1,959.00

All Plus, VAT

Please note this quotation is ONLY valid for 30 days from the date stated above.

We hope the above is of interest to you and await your further instructions / order.

Yours faithfully

Mark O'Dell

QUOTE

Mathew Earles
Attention: The Rufus Centre
Steppingley Road
Bedford
MK45
UK

Date
6 Jun 2024

Expiry
20 Jun 2024

Quote Number
QU-0310

Reference
Cafe Lighting

Description	Quantity	Unit Price	Amount GBP
Rendezvous Cafe - x1 pendant lighting above the working area - isolate lighting, cut into existing circuit - lighting will be controlled via the master dimmer at the other end of the room, - lighting position to be agreed before installation	1.00	350.00	350.00
		Subtotal	350.00
		TOTAL NO VAT	0.00
		TOTAL GBP	350.00

inc vat ex vat

STOOL



Login / Register

Your Basket

Furniture

Clothing, Aprons & Footwear

Kitchenware & Chef Knives

Cleaning, Hygiene & Facilities

Appliances & Warewashing

Refrigeration & Ice Machines

Bedroom, Bathroom & Spa Supplies

Food & Drink

Clearance & Special Offers

Home / Furniture / Bar Stools / Bolero Bistro Backrest High Stools with Wooden Seat Pad Gun Metal (Pack of 4)



From ~~£77.99~~ per unit

Bolero Bistro Backrest High Stools with Wooden Seat Pad Gun Metal (Pack of 4)

Steel Frame. Ash Seat. Seat Height: 755mm

BOLERO

★★★★★ 3.0 (1)

Pack of 4 from

£311.95 inc VAT

(£77.99 per unit)

✓ In Stock. Order by 4pm Next Working Day Delivery

Multibuy savings

Qty	Web Price	Per Unit
1+ packs	£323.95	£80.99
5+ packs	£311.95	£77.99

- 1 +

Pack of 4 @ £323.95
Code: FB624

Add to basket

Add to compare

TOTAL PROJECT £2,620.95

FTC Projects Review 2024-25

	Roll Over Balance (24/25 only)	£	119,335
	Previous Year's Committee Spend (24/25 only)	£	12,903
(315)	Central Project Fund Opening Balance	£	106,432
1176/110	PLUS 2024/25: Agreed CPF Precept Funding	£	55,675 <small>(1st instal £27,837.50 rec'd April 24 & 2nd instal £27,837.50 to be received Oct 24)</small>
800s	LESS: 24/25 Projects Opening Balance	£	39,800
(315)	Central Project Fund YTD Funds Available	£	122,308

Last Updated: **31 May 2024**

PROJECT Details				Project Details								23/24 FUNDING Details			Comments		
Project Code	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	24/25 Opening Project Balance	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	24/25 Actual Funds Received		Grants/ Funding Budget Remaining	
Ongoing Projects	800	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ -			£ 1,687	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. Former code 4212/110
	801	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -			£ 722	41%				Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees. Former code 4819/110
	802	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -			£ 3,800	100%				Former code 4823/110
	803	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -			£ 2,000	100%				Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC Former code 4837/110
	804	Proj - Lockyer Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -			£ 524	1%				Former code 4849/110
	805	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -			£ 800	100%				Former code 4851/110
	806	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -			£ 3,370	100%				Former code 4852/110
	807	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -			£ 3,560	100%				Former code 4850/110
NEW Projects: 2024/25	808	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -			£ 23,673	100%				
	809	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -			£ 16,127	100%				
							£ 39,800										



FLITWICK TOWN COUNCIL Anti-Fraud Policy

1. Purpose

This policy is designed to guide Officers and Members on the operational procedures to prevent fraud.

This policy should be read alongside the Council's Adopted Financial Regulations, Standing Orders, and other financial-related policies, such as those for General Reserves, Cash Handling, and Credit Card Usage.

2. Scope

The Council qualifies as a 'Super Council' since its Precept exceeds £1m. As the Council has its traded service from the Rufus Centre and over the past three financial years, this has generated income above £100,000, robust internal controls must be in place to ensure the Council's financial position is maintained and not compromised.

3. Authorisation & Internal Process

Projects

The Council's major projects will include a Risk Register to assess and manage specific financial risks and prevent fraud.

Risk Management Scheme

The Council is legally required to review its Risk Management Scheme annually. A copy is attached as an Appendix to this Anti-Fraud Policy, which details the role of internal audit, internal procedures, and account management to mitigate the risk of fraud.

Payments

Orders for payment drawn on the bank account in accordance with the schedule created shall be signed by two members of Council.

There is dual authorisation on the Council's bank account. Where internet banking arrangements are made with any bank, the Town Clerk/Responsible Finance Officer (RFO) shall be appointed as the Service Administrator. The bank mandate approved

by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts (dual authorisation on all transactions).

4. Audit

The Council is required to have three internal audits in any financial year (the third is part of the Annual Return process at Year End). Internal audits include an external person viewing the financial processes of any aspect of the Council's accounts. The purpose of these visits is to check the internal controls in place and it would identify any fraudulent activity.

The Council is also required to have an external audit as part of the Year End process. Similarly to the internal audit, an external auditor would pick up fraudulent activity through any anomalies picked up in their assessment of the data supplied.

5. Responsibility

The RFO will be responsible for ensuring this policy is followed.

Copies of this policy will be circulated to the Deputy RFO, Finance Team employees and Members of the Finance Scrutiny Working Group.

6. Review

This policy will be reviewed annually in line with the review of the Council's Financial Regulations.

The Finance Scrutiny Working Group is responsible for reviewing this policy annually and shall recommend any amendments to the Council.

Flitwick Town Council Financial Summary 24/25

01 April 2024 to 31 May 2024

	YTD Income	Income Budget	% Budget Achieved	YTD Expenditure	Expenditure Budget	% Budget Spent	YTD +/-
Finance & General Purposes	£ 683,088	£ 1,032,142	66%	£ 116,549	£ 556,680	21%	£ 566,539
Business Improvement & Development Board	£ 138,993	£ 860,300	16%	£ 129,583	£ 766,925	17%	£ 9,410
Community Services	£ 57,361	£ 46,210	124%	£ 103,346	£ 615,047	17%	-£ 45,985
Confidential	£ -	£ -	0%	£ -	£ -	0%	£ -
Whole Business	£ 879,442	£ 1,938,652	45%	£ 349,478	£ 1,938,652	18%	£ 529,964

Investments 24/25

CCLA Summary Year to Date

(230, 1190/111)

Account balance:* **£ 1,587,095**
 Cumulative YT Interest: **£ 6,800**

TOLERANCES: spend against budget

Income **0% to 24%** **RED**
 25% to 74% **AMBER**
 75% to 100%+ **GREEN**

Expenditure **0% to 74%** **GREEN**
 75% to 99% **AMBER**
 100% **BLACK**
 101%+ **RED**

Accepted budget variance 5%

Loans 24/25

(4061/422 & 4062/422)

Loan Purpose	PWLB Ref	Total Loan	Interest Rate	1st Repayment	Final Repayment	24/25 Capital Paid		24/25 Interest Paid		Balance o/s
						Amount	Date	Amount	Date	
Rufus Centre Purchase	PW480459	£ 289,000	6.25%	July 2009	July 2024					£ 9,915.58
Manor Park	PW488637	£ 240,000	4.80%	July 2009	July 2029					£ 66,000.00
3 Station Rd Purchase	PW412743	£ 800,000	2.19%	April 2022	April 2047	£ 12,641.87	05-Apr-24	£ 8,221.00	05-Apr-24	£742,429.00
		£ 1,329,000				£ 12,641.87		£ 8,221.00		£ 818,344.58

Balance Sheet as at 31st May 2024

31st March 2023

31st March 2024

Net Value	<u>Fixed Assets</u>	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	Long Term Assets			
<u>0</u>			<u>0</u>	<u>0</u>
	Current Assets			
35,906	DEBTORS	57,261		
447	BURIAL GROUND & CEMETRIES	796		
39,477	PREPAYMENTS	0		
5,345	Mthly Business Prepays	39,847		
47,844	PrePayment for Land Sale	52,225		
4,733	Accrued Income	0		
3,886	Bar Stock	3,886		
4,953	Rendezvous Foodstuffs Stock	4,953		
5,018	Current Bank Ac Barclays 009	5,000		
136,295	Barclays Business Reserve 106	166,616		
1,000	PDQ Account	801		
41,209	Tenants Deposits Account	47,693		
400	Petty Cash Control	400		
400	Float - Main Safe	400		
400	Float - Cafe Safe	400		
15	Float - Reception Safe	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA PSDF Account	1,587,095		
0	NET WAGES CONTROL	2,114		
<u>1,348,208</u>				<u>1,969,583</u>
	1,348,208 Total Assets			1,969,583
	Current Liabilities			
8,693	DEBTORS CNTRL-FUNCTIONS	21,155		
1,902	VAT DUE/REPAYABLE	10,161		
0	Barclaycard	819		
23,904	CREDITORS	133,517		
8,493	ACCRUAL - LOAN INTEREST	0		
18,438	ACCRUALS	0		

Balance Sheet as at 31st May 2024

31st March 2023

31st March 2024

18,645	PAYE/NI DUE	14,991
11,886	LGPS Pension Control	12,002
2,619	NEST Pension Control	0
2,973	INCOME IN ADVANCE	0
5,009	Past Yr TM Charity	0
1,591	Past Yr TM Allow & Civic Recep	0
45,751	RENT DEPOSITS	49,636
1,500	Refundable Deposits (Functions	1,500
963	Barclaycard Year End balance	0

152,369

243,780

1,195,839 Total Assets Less Current Liabilities

1,725,803
Long Term Liabilities

0

0

1,195,839 Total Assets Less Long Term Liabilities

1,725,803
Represented By

453,445	GENERAL RESERVE	972,069
106,432	Central Project Fund	94,470
3,704	EMR Election Costs	3,704
500,000	EMR Do Not Spend Ops Reserves	500,000
6,457	EMR IT Equipment Provision	4,318
25,088	EMR Allotments	24,628
13,160	EMR Cost of Living	13,160
57,050	EMR Steppingley Rd Legal Fees	57,050
3,000	EMR Community Events	3,000
14,600	Capital Receipts Reserve	14,600
1,687	PROJ - Nature Park	(6,413)
722	PROJ - Flitwick Town Sq Defib	722
3,800	PROJ - Heritage Website	3,800
2,000	PROJ - Rural Match Fund Bench	2,000
524	PROJ - Lockyer Suite Works	(1,716)
800	PROJ - Hub Car Pk Delineation	800
3,370	PROJ - Office Room 28 Refurb	3,370
0	PROJ - Replacement Windows	(3,560)
0	PROJ - Nature Park Planning	23,673
0	PROJ - Burial Ground Wall	16,127

1,195,839

1,725,803

13/06/2024

Flitwick Town Council CURRENT YEAR: 2024-25

15:48

Balance Sheet as at 31st May 2024

31st March 2023

31st March 2024

The above statement represents fairly the financial position of the authority as at 31st May 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Flitwick Town Council CURRENT YEAR: 2024-25

Bank - Cash and Investment Reconciliation as at 31 May 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/05/2024 CURRENT ACCOUNT	0.00
2	31/05/2024 BUSINESS RESERVE	166,616.37
5	31/05/2024 PDQ Account	801.41
6	31/05/2024 Barclaycard	0.00
7	31/05/2024 Tenants Deposits Account (228)	47,693.45
		215,111.23
<u>Other Cash & Bank Balances</u>		
	CCLA PSDF Account	1,587,095.03
	Float - Cafe Safe	400.00
	Float - Cafe Till Drawer	80.00
	Float - Main Safe	400.00
	Float - Reception Safe	15.00
	Petty Cash Control	400.00
		1,588,390.03
		1,803,501.26
<u>Unpresented Payments</u>		
6	30/05/2024 O/L	418.26
6	30/05/2024 O/L	401.09
		819.35
	Closing Balance	1,802,681.91
<u>All Cash & Bank Accounts</u>		
1	Current Bank Ac Barclays 009	5,000.00
2	Barclays Business Reserve 106	166,616.37
5	PDQ Account	801.41
6	Barclaycard	-819.35
7	Tenants Deposits Account	47,693.45
	Other Cash & Bank Balances	1,588,390.03
	Total Cash & Bank Balances	1,807,681.91

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
FINANCE & General Purposes								
101 ADMINISTRATION								
1003 PHOTOCOPIES	11	38	150	112			25.1%	
1191 MISC INCOME	38	38	0	(38)			0.0%	
ADMINISTRATION :- Income	<u>49</u>	<u>75</u>	<u>150</u>	<u>75</u>			<u>50.1%</u>	<u>0</u>
4001 SALARIES AND WAGES	16,078	31,976	231,775	199,799		199,799	13.8%	
4003 TRAVEL CLAIMS	0	2	100	98		98	2.2%	
4017 FTC Corporate Events	0	0	750	750		750	0.0%	
4020 POSTAGE	0	657	1,300	643		643	50.5%	
4021 STATIONERY	114	240	3,000	2,760		2,760	8.0%	
4022 PHOTOCOPIER CONTRACT	351	351	2,700	2,349		2,349	13.0%	
4023 TELEPHONES	905	1,394	9,750	8,356		8,356	14.3%	
4025 OFFICE EQUIPMENT & FURNITURE	0	0	3,000	3,000		3,000	0.0%	
4040 IT SUPPORT	1,551	3,583	27,500	23,917		23,917	13.0%	
4048 IT HARDWARE	2,139	2,139	2,500	361		361	85.5%	2,139
4056 LICENCES / MEMBERSHIPS	2,252	2,252	2,000	(252)		(252)	112.6%	
4058 BANK CHARGES	17	34	230	196		196	14.8%	
4059 SUNDRIES	4	106	500	394		394	21.1%	
4102 FTC Internal Rent	3,133	6,265	37,590	31,325		31,325	16.7%	
4103 FTC Internal Hire	(54)	154	2,000	1,846		1,846	7.7%	
ADMINISTRATION :- Indirect Expenditure	<u>26,489</u>	<u>49,152</u>	<u>324,695</u>	<u>275,543</u>	<u>0</u>	<u>275,543</u>	<u>15.1%</u>	<u>2,139</u>
Net Income over Expenditure	<u>(26,441)</u>	<u>(49,077)</u>	<u>(324,545)</u>	<u>(275,468)</u>				
6000 plus Transfer from EMR	2,139	2,139						
Movement to/(from) Gen Reserve	<u>(24,302)</u>	<u>(46,939)</u>						
102 CIVIC EXPENSES								
1144 PAST Yr - TM Charity Income	2	102	0	(102)			0.0%	
CIVIC EXPENSES :- Income	<u>2</u>	<u>102</u>	<u>0</u>	<u>(102)</u>				<u>0</u>
4035 REGALIA FUND	0	0	1,000	1,000		1,000	0.0%	
4036 CIVIC SERVICE & EVENTS	0	0	800	800		800	0.0%	
4103 FTC Internal Hire	0	0	620	620		620	0.0%	
4107 PAST Yr - TM Charity Costs	5,009	0	0	0		0	0.0%	
4209 TOWN MAYOR ALLNCE - P/YR	526	304	0	(304)		(304)	0.0%	
4210 TM Allowance & Civic Reception	0	0	4,000	4,000		4,000	0.0%	
4502 ELECTIONS/BY ELECTIONS	0	0	6,000	6,000		6,000	0.0%	
CIVIC EXPENSES :- Indirect Expenditure	<u>5,535</u>	<u>304</u>	<u>12,420</u>	<u>12,116</u>	<u>0</u>	<u>12,116</u>	<u>2.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,533)</u>	<u>(202)</u>	<u>(12,420)</u>	<u>(12,218)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 COMMUNICATIONS								
1001 ADVERTISING INCOME	0	0	750	750			0.0%	
COMMUNICATIONS :- Income	0	0	750	750			0.0%	0
4024 MARKETING PLANNING SOFTWARE	0	0	500	500		500	0.0%	
4028 ADVERTISING / PROMOTIONS	0	0	500	500		500	0.0%	
4038 LIVING HISTORY WEBSITE	0	0	1,390	1,390		1,390	0.0%	
4042 FTC BRANDING	0	0	3,000	3,000		3,000	0.0%	
4045 FLITWICK PAPERS COSTS	250	250	9,500	9,250		9,250	2.6%	
4046 WEBSITE MAINTENANCE	0	0	1,500	1,500		1,500	0.0%	
COMMUNICATIONS :- Indirect Expenditure	250	250	16,390	16,140	0	16,140	1.5%	0
Net Income over Expenditure	(250)	(250)	(15,640)	(15,390)				
106 3 STATION ROAD								
1028 Building Dilapidation	0	100,000	0	(100,000)			0.0%	
1177 GRANTS RECEIVED	50,000	50,000	0	(50,000)			0.0%	
3 STATION ROAD :- Income	50,000	150,000	0	(150,000)				0
4016 BUSINESS RATES	15,169	15,169	0	(15,169)		(15,169)	0.0%	
4133 Flitwick Town Sq Maintenance	350	350	0	(350)		(350)	0.0%	
4506 LEGAL & PROFESSIONAL FEES	7,015	7,015	0	(7,015)		(7,015)	0.0%	
3 STATION ROAD :- Indirect Expenditure	22,533	22,533	0	(22,533)	0	(22,533)		0
Net Income over Expenditure	27,467	127,467	0	(127,467)				
110 PROJECTS & GRANTS								
1176 PRECEPT RECEIVED	0	27,838	55,675	27,838			50.0%	(27,838)
1177 GRANTS RECEIVED	10,490	10,490	0	(10,490)			0.0%	
PROJECTS & GRANTS :- Income	10,490	38,328	55,675	17,348			68.8%	(27,838)
4212 Proj - Nature Park	8,100	8,100	0	(8,100)		(8,100)	0.0%	8,100
4849 Proj - Lockyer Suite Works	0	246	0	(246)		(246)	0.0%	246
4850 Proj - Replacement Windows	0	(3,560)	0	3,560		3,560	0.0%	3,560
4949 Proj - Lockyer Suite Works	1,994	1,994	0	(1,994)		(1,994)	0.0%	1,994
5013 Trs to RCF - DO NOT USE	0	0	55,675	55,675		55,675	0.0%	
PROJECTS & GRANTS :- Indirect Expenditure	10,094	6,780	55,675	48,895	0	48,895	12.2%	13,900
Net Income over Expenditure	396	31,548	0	(31,548)				
6000 plus Transfer from EMR	10,094	13,900						
6001 less Transfer to EMR	0	27,838						
Movement to/(from) Gen Reserve	10,490	17,610						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
111 PRECEPT, INTEREST & CCLA								
1176 PRECEPT RECEIVED	0	487,784	975,567	487,784			50.0%	
1190 CCLA Interest Received	6,800	6,800	0	(6,800)			0.0%	
PRECEPT, INTEREST & CCLA :- Income	<u>6,800</u>	<u>494,583</u>	<u>975,567</u>	<u>480,984</u>			<u>50.7%</u>	<u>0</u>
Net Income	<u>6,800</u>	<u>494,583</u>	<u>975,567</u>	<u>480,984</u>				
422 FINANCE & HR								
4009 HEALTH & SAFETY	0	0	4,000	4,000		4,000	0.0%	
4010 SIMPLY HEALTH INSURANCE	477	996	6,000	5,005		5,005	16.6%	
4027 AUDIT FEES - EXTERNAL	0	(2,520)	2,300	4,820		4,820	(109.6%)	
4029 INSURANCES	0	14,167	28,350	14,183		14,183	50.0%	
4039 HR SUPPORT	0	0	6,000	6,000		6,000	0.0%	
4041 PDQ SYSTEMS: 420/422: 50/50	274	534	3,000	2,466		2,466	17.8%	
4047 STAFF COURSES/TRAINING	545	545	7,000	6,455		6,455	7.8%	
4053 PAYROLL SYSTEMS	15	15	2,000	1,985		1,985	0.8%	
4054 Spot Bonus Awards	0	0	600	600		600	0.0%	
4057 ACCOUNTS IT SOFTWARE	0	2,380	2,500	120		120	95.2%	
4061 LOAN CAPITAL PAID	0	12,642	45,000	32,358		32,358	28.1%	
4062 LOAN INTEREST PWLB	0	(272)	20,000	20,272		20,272	(1.4%)	
4103 FTC Internal Hire	(49)	568	1,400	832		832	40.6%	
4156 AUDIT FEES - INTERNAL	0	(950)	3,000	3,950		3,950	(31.7%)	
4160 Accountancy Consultancy	853	(447)	5,000	5,447		5,447	(8.9%)	
4506 LEGAL & PROFESSIONAL FEES	3,061	9,878	10,000	122		122	98.8%	
FINANCE & HR :- Indirect Expenditure	<u>5,177</u>	<u>37,535</u>	<u>146,150</u>	<u>108,615</u>	<u>0</u>	<u>108,615</u>	<u>25.7%</u>	<u>0</u>
Net Expenditure	<u>(5,177)</u>	<u>(37,535)</u>	<u>(146,150)</u>	<u>(108,615)</u>				
601 PLANNING								
4103 FTC Internal Hire	(37)	(6)	350	356		356	(1.6%)	
4506 LEGAL & PROFESSIONAL FEES	0	0	1,000	1,000		1,000	0.0%	
PLANNING :- Indirect Expenditure	<u>(37)</u>	<u>(6)</u>	<u>1,350</u>	<u>1,356</u>	<u>0</u>	<u>1,356</u>	<u>(0.4%)</u>	<u>0</u>
Net Expenditure	<u>37</u>	<u>6</u>	<u>(1,350)</u>	<u>(1,356)</u>				
FINANCE & General Purposes :- Income	67,340	683,088	1,032,142	349,054			66.2%	
Expenditure	70,041	116,549	556,680	440,131	0	440,131	20.9%	
Net Income over Expenditure	<u>(2,701)</u>	<u>566,539</u>	<u>475,462</u>	<u>(91,077)</u>				
plus Transfer from EMR	12,233	16,038						
less Transfer to EMR	0	27,838						
Movement to/(from) Gen Reserve	<u>9,532</u>	<u>554,740</u>						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	67,340	683,088	1,032,142	349,054			66.2%	
Expenditure	70,041	116,549	556,680	440,131	0	440,131	20.9%	
Net Income over Expenditure	<u>(2,701)</u>	<u>566,539</u>	<u>475,462</u>	<u>(91,077)</u>				
plus Transfer from EMR	12,233	16,038						
less Transfer to EMR	0	27,838						
Movement to/(from) Gen Reserve	<u>9,532</u>	<u>554,740</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY Services								
300 CORE SERVICES								
4001 SALARIES AND WAGES	29,906	59,056	375,162	316,106		316,106	15.7%	
4002 UNIFORM	0	74	600	526		526	12.3%	
4005 TRUCKS MAINTENANCE	252	294	750	456		456	39.2%	
4006 FUEL	539	922	3,500	2,578		2,578	26.3%	
4008 Truck Insurance	0	2,740	3,000	260		260	91.3%	
4009 HEALTH & SAFETY	0	(1,570)	0	1,570		1,570	0.0%	
4051 GRANTS PERMITTED	0	0	5,000	5,000		5,000	0.0%	
4063 TRUCK LEASE REPAYMENTS	732	1,525	10,600	9,075		9,075	14.4%	
4064 Town Centre CCTV	0	0	2,700	2,700		2,700	0.0%	
4103 FTC Internal Hire	(153)	14	3,000	2,986		2,986	0.5%	
CORE SERVICES :- Indirect Expenditure	31,276	63,054	404,312	341,258	0	341,258	15.6%	0
Net Expenditure	(31,276)	(63,054)	(404,312)	(341,258)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS (No VAT)	789	1,553	7,000	5,447			22.2%	
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%	
1119 Burial Grounds Income VATABLE	0	0	1,000	1,000			0.0%	
BURIAL GROUNDS :- Income	789	1,553	9,000	7,447			17.3%	0
4015 Utility - Water	0	0	150	150		150	0.0%	
4068 Burial Ground NO VAT	0	100	250	150		150	40.0%	
4069 Burial Ground VATABLE	0	(80)	500	580		580	(16.0%)	
BURIAL GROUNDS :- Indirect Expenditure	0	20	900	880	0	880	2.2%	0
Net Income over Expenditure	789	1,533	8,100	6,567				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	0	271	4,500	4,229			6.0%	
ALLOTMENTS :- Income	0	271	4,500	4,229			6.0%	0
4015 Utility - Water	0	0	700	700		700	0.0%	
4072 ALLOTMENTS/MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4088 PORTALOO HIRE	220	460	0	(460)		(460)	0.0%	460
4103 FTC Internal Hire	(23)	0	350	350		350	0.0%	
ALLOTMENTS :- Indirect Expenditure	198	460	3,050	2,590	0	2,590	15.1%	460
Net Income over Expenditure	(198)	(189)	1,450	1,639				
6000 plus Transfer from EMR	220	460						
Movement to/(from) Gen Reserve	22	271						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 LOCAL AMENITIES/TRACTOR STORE								
1014 PHONE MAST INC (STATION RD)	0	0	1,100	1,100			0.0%	
LOCAL AMENITIES/TRACTOR STORE :- Income	0	0	1,100	1,100			0.0%	0
4013 Utility - Electric	117	117	2,000	1,883		1,883	5.8%	
4078 Planting/Weeding	120	120	3,000	2,880		2,880	4.0%	
4084 PublicR: PLANT/EQUIP-PURCHASE	312	312	2,500	2,188		2,188	12.5%	
4085 PublicR: PLANT/EQUIP-MAINTENAN	428	495	2,500	2,005		2,005	19.8%	
4110 TREE MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4118 BINS AND SEATS	0	0	1,000	1,000		1,000	0.0%	
4128 WASTE DISPOSAL	466	1,290	7,000	5,710		5,710	18.4%	
4132 BUILDING MAINTENANCE	0	3	1,500	1,498		1,498	0.2%	
4137 Water Dispenser Maintenance	0	(269)	300	569		569	(89.7%)	
4140 MAINTENANCE CONTRACTS	0	187	830	643		643	22.6%	
4700 FLITWICK MANOR PARK	910	986	7,000	6,014		6,014	14.1%	
4701 Flit Valley Maintenance	0	0	500	500		500	0.0%	
4702 Flitwick Nature Park	90	90	1,000	910		910	9.0%	
LOCAL AMENITIES/TRACTOR STORE :- Indirect Expenditure	2,443	3,331	32,130	28,799	0	28,799	10.4%	0
Net Income over Expenditure	(2,443)	(3,331)	(31,030)	(27,699)				
305 PLAY AREAS								
1012 Millennium Park Hire	0	1,000	1,500	500			66.7%	
PLAY AREAS :- Income	0	1,000	1,500	500			66.7%	0
4075 PLAY AREA/REPAIRS & MAINT.	0	25	8,000	7,975		7,975	0.3%	
4098 Skate Park Lighting	0	0	500	500		500	0.0%	
4122 CHANGING ROOMS - HINKSLEY	33	477	0	(477)		(477)	0.0%	
PLAY AREAS :- Indirect Expenditure	33	502	8,500	7,998	0	7,998	5.9%	0
Net Income over Expenditure	(33)	498	(7,000)	(7,498)				
306 STREET LIGHTING								
4096 Electricity - Street Lights	610	610	7,000	6,390		6,390	8.7%	
4097 Street Lighting Maintenance	0	0	2,000	2,000		2,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	610	610	9,000	8,390	0	8,390	6.8%	0
Net Expenditure	(610)	(610)	(9,000)	(8,390)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311 YOUTH HUB/ACTIVITIES								
1035 The Hub Hire	0	446	1,000	554			44.6%	
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
YOUTH HUB/ACTIVITIES :- Income	0	15,446	16,000	554			96.5%	0
4013 Utility - Electric	257	257	1,694	1,437		1,437	15.2%	
4014 CASUAL STAFF Wages	0	185	185	(0)		(0)	100.2%	
4015 Utility - Water	0	0	1,306	1,306		1,306	0.0%	
4016 BUSINESS RATES	0	1,921	1,700	(221)		(221)	113.0%	
4040 IT SUPPORT	42	42	0	(42)		(42)	0.0%	
4049 YOUTH ACTIVITIES	0	14,738	59,000	44,263		44,263	25.0%	
4052 LGBTQ+ Youth Provision	0	0	2,500	2,500		2,500	0.0%	
4082 Youth Hub CCTV	0	168	1,000	832		832	16.8%	
4128 WASTE DISPOSAL	24	51	600	549		549	8.5%	
4132 BUILDING MAINTENANCE	0	55	2,000	1,945		1,945	2.7%	
4134 CLEANING	164	294	1,815	1,521		1,521	16.2%	
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%	
4140 MAINTENANCE CONTRACTS	0	1,158	1,600	442		442	72.4%	
YOUTH HUB/ACTIVITIES :- Indirect Expenditure	487	18,870	74,400	55,530	0	55,530	25.4%	0
Net Income over Expenditure	(487)	(3,424)	(58,400)	(54,976)				
312 COMMUNITY ACTIVITIES								
1039 PAINTING CIRCLE	38	113	200	88			56.3%	
1042 TEA DANCES	0	258	1,300	1,043			19.8%	
1120 KEEP FIT / Dance Fitness	41	435	2,800	2,365			15.5%	
1171 LUNCH CLUB	181	419	2,600	2,181			16.1%	
1177 GRANTS RECEIVED	33,389	33,389	0	(33,389)			0.0%	
COMMUNITY ACTIVITIES :- Income	33,649	34,613	6,900	(27,713)			501.6%	0
4103 FTC Internal Hire	(766)	(87)	11,000	11,087		11,087	(0.8%)	
4552 TEA DANCE	814	958	870	(88)		(88)	110.1%	
4553 PAINTING CIRCLE	0	0	100	100		100	0.0%	
4554 STITCHERS	0	80	195	115		115	41.0%	
4558 KEEP FIT / Dance Fitness	250	250	2,000	1,750		1,750	12.5%	
4606 Cost of Living Initiative	1	111	4,000	3,889		3,889	2.8%	
4613 Recycle / Reuse	0	0	250	250		250	0.0%	
4614 Proud AF Initiative	25	25	1,250	1,225		1,225	2.0%	
4616 Community Defib Training	0	175	500	325		325	35.0%	
4617 Oral History Equipment	0	0	500	500		500	0.0%	
4621 LUNCH CLUB	247	332	2,200	1,868		1,868	15.1%	
4625 FORGET ME NOT GROUP	12	24	500	476		476	4.8%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	583	1,867	23,365	21,498	0	21,498	8.0%	0
Net Income over Expenditure	33,066	32,746	(16,465)	(49,211)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
313 COMMUNITY EVENTS								
1127 Flitwick Fun Day	650	4,419	3,000	(1,419)			147.3%	
1130 Christmas Lunch - OLDER People	0	0	2,200	2,200			0.0%	
1142 Easter Egg Trail	0	0	500	500			0.0%	
1164 Christmas Market RCCM	0	0	360	360			0.0%	
1165 Christmas Lights EVENT	0	0	150	150			0.0%	
1167 Christmas Market Trip	0	0	1,000	1,000			0.0%	
1191 MISC INCOME	58	58	0	(58)			0.0%	
COMMUNITY EVENTS :- Income	<u>708</u>	<u>4,478</u>	<u>7,210</u>	<u>2,732</u>			62.1%	0
4043 REMEMBRANCE EVENT	0	0	700	700		700	0.0%	
4200 Christmas Lights Installation	0	0	19,475	19,475		19,475	0.0%	
4201 Christmas Market RCCM	0	0	300	300		300	0.0%	
4202 Christmas Market Trip	0	0	1,000	1,000		1,000	0.0%	
4204 Flitwick TownSq Christsmas Tree	0	0	1,375	1,375		1,375	0.0%	
4206 Scarecrow Festival	0	0	240	240		240	0.0%	
4207 Fun Palace	0	0	150	150		150	0.0%	
4208 Skate Competition	114	1,114	2,300	1,186		1,186	48.4%	
4211 Easter Egg Trail	0	0	500	500		500	0.0%	
4213 Summer Programme	0	1,698	1,000	(698)		(698)	169.8%	
4540 Christmas Lights EVENT	30	30	6,250	6,220		6,220	0.5%	
4551 Flitwick Fun Day	10,965	11,675	21,000	9,325		9,325	55.6%	
4618 COMMUNITY Events Expense	115	115	2,500	2,385		2,385	4.6%	
4623 Christmas Lunch - OLDER PEOPLE	0	0	2,600	2,600		2,600	0.0%	
COMMUNITY EVENTS :- Indirect Expenditure	<u>11,224</u>	<u>14,632</u>	<u>59,390</u>	<u>44,758</u>	<u>0</u>	<u>44,758</u>	24.6%	0
Net Income over Expenditure	<u>(10,516)</u>	<u>(10,154)</u>	<u>(52,180)</u>	<u>(42,026)</u>				
COMMUNITY Services :- Income	35,146	57,361	46,210	(11,151)			124.1%	
Expenditure	46,853	103,346	615,047	511,701	0	511,701	16.8%	
Net Income over Expenditure	<u>(11,707)</u>	<u>(45,986)</u>	<u>(568,837)</u>	<u>(522,851)</u>				
plus Transfer from EMR	220	460						
Movement to/(from) Gen Reserve	<u>(11,487)</u>	<u>(45,526)</u>						
Grand Totals:- Income	35,146	57,361	46,210	(11,151)			124.1%	
Expenditure	46,853	103,346	615,047	511,701	0	511,701	16.8%	
Net Income over Expenditure	<u>(11,707)</u>	<u>(45,986)</u>	<u>(568,837)</u>	<u>(522,851)</u>				
plus Transfer from EMR	220	460						
Movement to/(from) Gen Reserve	<u>(11,487)</u>	<u>(45,526)</u>						

CURRENT ACCOUNT (009)

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	5,015.00					5,015.00	
Banked: 01/05/2024		100.00						
Sales Recpts Page 13064		100.00	100.00		101			Sales Recpts Page 13064
Banked: 01/05/2024		489.40						
Sales Recpts Page 13065		489.40	489.40		101			Sales Recpts Page 13065
Banked: 01/05/2024		650.00						
Sales Recpts Page 13066		650.00	650.00		101			Sales Recpts Page 13066
Banked: 01/05/2024		1,161.00						
Sales Recpts Page 13067		1,161.00	1,161.00		101			Sales Recpts Page 13067
Banked: 01/05/2024		777.00						
Sales Recpts Page 13068		777.00	777.00		101			Sales Recpts Page 13068
Banked: 01/05/2024		2,000.00						
Sales Recpts Page 13069		2,000.00	2,000.00		103			Sales Recpts Page 13069
Banked: 02/05/2024		1,787.00						
Sales Recpts Page 13070		1,787.00	1,787.00		103			Sales Recpts Page 13070
Banked: 02/05/2024		109.20						
Sales Recpts Page 13071		109.20	109.20		104			Sales Recpts Page 13071
Banked: 02/05/2024		2,255.00						
Sales Recpts Page 13072		2,255.00	2,255.00		103			Sales Recpts Page 13072
Banked: 03/05/2024		3,797.00						
National Lottery Grant		3,797.00			1177	312	3,797.00	Summer Programme 2024
Banked: 03/05/2024		646.70						
Sales Recpts Page 13073		646.70	646.70		101			Sales Recpts Page 13073
Banked: 07/05/2024		552.00						
Sales Recpts Page 13074		552.00	552.00		101			Sales Recpts Page 13074
Banked: 07/05/2024		10.40						
Sales Recpts Page 13075		10.40	10.40		104			Sales Recpts Page 13075
Banked: 07/05/2024		2,105.50						
Sales Recpts Page 13076		2,105.50	2,105.50		103			Sales Recpts Page 13076
Banked: 07/05/2024		489.40						
Sales Recpts Page 13077		489.40	489.40		101			Sales Recpts Page 13077
Banked: 08/05/2024		1,933.80						
Sales Recpts Page 13078		1,933.80	1,933.80		101			Sales Recpts Page 13078
Banked: 08/05/2024		40.00						
C Tsang		40.00			1127	313	40.00	FFFD24 Stall
Banked: 09/05/2024		1,782.00						
Sales Recpts Page 13079		1,782.00	1,782.00		101			Sales Recpts Page 13079

CURRENT ACCOUNT (009)

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 09/05/2024	15,000.00						
	Sales Recpts Page 13080	15,000.00	15,000.00		101			Sales Recpts Page 13080
	Banked: 09/05/2024	482.00						
	Sales Recpts Page 13081	482.00	482.00		101			Sales Recpts Page 13081
	Banked: 09/05/2024	15.00						
	Flitwick Sea Cadets	15.00			1127	313	15.00	FFFD24 Stall
	Banked: 09/05/2024	604.80						
	Sales Recpts Page 13082	604.80	604.80		101			Sales Recpts Page 13082
	Banked: 09/05/2024	-250.00						
	Sales Recpts Page 13142	-250.00	-250.00		103			Sales Recpts Page 13142
	Banked: 09/05/2024	-450.00						
	Sales Recpts Page 13143	-450.00	-450.00		103			Sales Recpts Page 13143
	Banked: 10/05/2024	27,000.00						
Manual	BUSINESS RESERVE (106)	27,000.00			202		27,000.00	Salaries
	Banked: 10/05/2024	738.00						
	Sales Recpts Page 13083	738.00	738.00		101			Sales Recpts Page 13083
	Banked: 10/05/2024	734.90						
	Sales Recpts Page 13084	734.90	734.90		101			Sales Recpts Page 13084
	Banked: 10/05/2024	360.00						
	Sales Recpts Page 13085	360.00	360.00		101			Sales Recpts Page 13085
	Banked: 10/05/2024	70.00						
	Sales Recpts Page 13086	70.00	70.00		101			Sales Recpts Page 13086
	Banked: 10/05/2024	247.50						
	Sales Recpts Page 13140	247.50	247.50		101			Sales Recpts Page 13140
	Banked: 10/05/2024	500.00						
	Sales Recpts Page 13141	500.00	500.00		103			Sales Recpts Page 13141
	Banked: 13/05/2024	10,000.00						
Manual	BUSINESS RESERVE (106)	10,000.00			202		10,000.00	Business Rates Pmt
	Banked: 13/05/2024	70.00						
	Sales Recpts Page 13087	70.00	70.00		103			Sales Recpts Page 13087
	Banked: 13/05/2024	1,133.60						
	Sales Recpts Page 13088	1,133.60	1,133.60		101			Sales Recpts Page 13088
	Banked: 13/05/2024	40.00						
	G Garner-Higgins	40.00			1127	313	40.00	FFFD24 Stall
	Banked: 13/05/2024	121.50						
	Sales Recpts Page 13089	121.50	121.50		101			Sales Recpts Page 13089

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 13/05/2024	121.50						
	Sales Recpts Page 13090	121.50	121.50		101			Sales Recpts Page 13090
	Banked: 13/05/2024	70.00						
	Sales Recpts Page 13091	70.00	70.00		103			Sales Recpts Page 13091
	Banked: 13/05/2024	148.50						
	Sales Recpts Page 13092	148.50	148.50		101			Sales Recpts Page 13092
	Banked: 14/05/2024	1,942.50						
	Sales Recpts Page 13093	1,942.50	1,942.50		101			Sales Recpts Page 13093
	Banked: 14/05/2024	1,516.80						
	Sales Recpts Page 13094	1,516.80	1,516.80		101			Sales Recpts Page 13094
	Banked: 14/05/2024	552.00						
	Sales Recpts Page 13095	552.00	552.00		101			Sales Recpts Page 13095
	Banked: 14/05/2024	777.00						
	Sales Recpts Page 13096	777.00	777.00		101			Sales Recpts Page 13096
	Banked: 14/05/2024	108.00						
	Sales Recpts Page 13097	108.00	108.00		101			Sales Recpts Page 13097
	Banked: 15/05/2024	3,321.59						
AUTO	BUSINESS RESERVE (106)	3,321.59			202		3,321.59	Auto Transfer
	Banked: 15/05/2024	3,000.00						
Manual	BUSINESS RESERVE (106)	3,000.00			202		3,000.00	PAYE/NIC/Pens Pmts
	Banked: 15/05/2024	54,000.00						
Manual	BUSINESS RESERVE (106)	54,000.00			202		54,000.00	PAYE/NIC/Pens Pmts
	Banked: 15/05/2024	109.20						
	Sales Recpts Page 13098	109.20	109.20		104			Sales Recpts Page 13098
	Banked: 15/05/2024	777.00						
	Sales Recpts Page 13099	777.00	777.00		101			Sales Recpts Page 13099
	Banked: 15/05/2024	69.00						
	Sales Recpts Page 13100	69.00	69.00		101			Sales Recpts Page 13100
	Banked: 15/05/2024	270.00						
	Sales Recpts Page 13101	270.00	270.00		103			Sales Recpts Page 13101
	Banked: 16/05/2024	2,976.00						
	Sales Recpts Page 13102	2,976.00	2,976.00		101			Sales Recpts Page 13102
	Banked: 16/05/2024	367.80						
	Sales Recpts Page 13103	367.80	367.80		101			Sales Recpts Page 13103
	Banked: 16/05/2024	10.00						
	Georgiou Friends n Trends	10.00			1127	313	10.00	FFF24 Stall

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 16/05/2024	252.00						
	Sales Recpts Page 13104	252.00	252.00		101			Sales Recpts Page 13104
	Banked: 16/05/2024	186.00						
	Sales Recpts Page 13105	186.00	186.00		101			Sales Recpts Page 13105
	Banked: 17/05/2024	25.43						
AUTO	BUSINESS RESERVE (106)	25.43			202		25.43	Auto Transfer
	Banked: 17/05/2024	50.00						
	K Griffin	50.00			1127	313	50.00	FFFD24 Stall
	Banked: 17/05/2024	180.00						
	Sales Recpts Page 13106	180.00	180.00		101			Sales Recpts Page 13106
	Banked: 17/05/2024	375.00						
	Eventbright	375.00		62.50	1023	421	312.50	Mia Mama Tickets
	Banked: 17/05/2024	10.00						
	Sales Recpts Page 13107	10.00	280.00		101			Sales Recpts Page 13107
			-270.00		103			Sales Recpts Page 13107
	Banked: 20/05/2024	300.00						
	Sales Recpts Page 13108	300.00	300.00		101			Sales Recpts Page 13108
	Banked: 20/05/2024	1,863.90						
	Sales Recpts Page 13109	1,863.90	1,863.90		101			Sales Recpts Page 13109
	Banked: 20/05/2024	486.00						
	Sales Recpts Page 13110	486.00	486.00		101			Sales Recpts Page 13110
	Banked: 20/05/2024	3,648.00						
	Sales Recpts Page 13111	3,648.00	3,648.00		101			Sales Recpts Page 13111
	Banked: 20/05/2024	3,648.00						
	Sales Recpts Page 13112	3,648.00	3,648.00		101			Sales Recpts Page 13112
	Banked: 20/05/2024	15.00						
	GirlGuides	15.00			1127	313	15.00	FFFD24 Stall
	Banked: 20/05/2024	486.92						
	Sales Recpts Page 13113	486.92	486.92		101			Sales Recpts Page 13113
	Banked: 20/05/2024	350.00						
	Sales Recpts Page 13114	350.00	350.00		103			Sales Recpts Page 13114
	Banked: 20/05/2024	109.20						
	Sales Recpts Page 13115	109.20	109.20		104			Sales Recpts Page 13115
	Banked: 20/05/2024	655.20						
	Sales Recpts Page 13116	655.20	655.20		104			Sales Recpts Page 13116
	Banked: 20/05/2024	220.00						

CURRENT ACCOUNT (009)

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 13117	220.00	220.00		103			Sales Recpts Page 13117
	Banked: 21/05/2024	40.00						
	O Dell	40.00			1127	313	40.00	FFFD24 Stall
	Banked: 22/05/2024	4,387.96						
AUTO	BUSINESS RESERVE (106)	4,387.96			202		4,387.96	Auto Transfer
	Banked: 22/05/2024	40.00						
	M Thorn	40.00			1127	313	40.00	FFFD24 Stall
	Banked: 23/05/2024	29,592.40						
	Sales Recpts Page 13118	29,592.40	29,592.40		101			Sales Recpts Page 13118
	Banked: 23/05/2024	476.00						
	Sales Recpts Page 13119	476.00	476.00		103			Sales Recpts Page 13119
	Banked: 23/05/2024	15.00						
	Community Account	15.00			1127	313	15.00	FFFD24 Stall
	Banked: 24/05/2024	174.00						
	Sales Recpts Page 13120	174.00	174.00		101			Sales Recpts Page 13120
	Banked: 24/05/2024	31.50						
	V Bates	31.50		5.25	1120	312	26.25	Keep Fit
	Banked: 24/05/2024	486.00						
	Sales Recpts Page 13121	486.00	486.00		101			Sales Recpts Page 13121
	Banked: 28/05/2024	114.00						
	Sales Recpts Page 13122	114.00	114.00		101			Sales Recpts Page 13122
	Banked: 28/05/2024	306.00						
	Sales Recpts Page 13123	306.00	306.00		101			Sales Recpts Page 13123
	Banked: 28/05/2024	2,655.60						
	Sales Recpts Page 13124	2,655.60	2,655.60		101			Sales Recpts Page 13124
	Banked: 28/05/2024	15.00						
	E Williams	15.00			1127	313	15.00	FFFD24 Stall
	Banked: 28/05/2024	1,553.10						
	Sales Recpts Page 13125	1,553.10	1,553.10		101			Sales Recpts Page 13125
	Banked: 28/05/2024	1,994.60						
	Sales Recpts Page 13126	1,994.60	1,994.60		101			Sales Recpts Page 13126
	Banked: 29/05/2024	350.00						
	Sales Recpts Page 13127	350.00	350.00		101			Sales Recpts Page 13127
	Banked: 29/05/2024	1,038.00						
	Sales Recpts Page 13128	1,038.00	1,038.00		101			Sales Recpts Page 13128
	Banked: 29/05/2024	126.00						

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 13129	126.00	126.00		101			Sales Recpts Page 13129
	Banked: 30/05/2024	50,000.00						
	Sales Recpts Page 13130	50,000.00	50,000.00		101			Sales Recpts Page 13130
	Banked: 30/05/2024	1,215.00						
	Sales Recpts Page 13131	1,215.00	1,215.00		101			Sales Recpts Page 13131
	Banked: 30/05/2024	646.70						
	Sales Recpts Page 13132	646.70	646.70		101			Sales Recpts Page 13132
	Banked: 30/05/2024	1,293.40						
	Sales Recpts Page 13133	1,293.40	1,293.40		101			Sales Recpts Page 13133
	Banked: 30/05/2024	1,293.40						
	Sales Recpts Page 13134	1,293.40	1,293.40		101			Sales Recpts Page 13134
	Banked: 30/05/2024	801.00						
	Sales Recpts Page 13135	801.00	801.00		101			Sales Recpts Page 13135
	Banked: 30/05/2024	333.00						
	Sales Recpts Page 13136	333.00	333.00		101			Sales Recpts Page 13136
201753	Banked: 31/05/2024	4,200.82						
201753	Tea & Coffee Donations	51.38			1155	420	51.38	Tea & Coffee Donations
201753	Photocopying Donations	3.50			1003	101	3.50	Photocopying Donations
201753	Lunch Club	31.00		5.17	1171	312	25.83	Lunch Club
201753	Rendezvous BAR Takings	478.80		79.80	1026	420	399.00	11.05.24 Mia Mamas
201753	Rendezvous BAR Takings	107.20		17.87	1026	420	89.33	19.05.24 Dance Awards
201753	Rendezvous Cafe Takings	758.98		126.50	1027	420	632.48	30 Apr-05 May 24
201753	Rendezvous Cafe Takings	556.70		92.78	1027	420	463.92	06-12 May 2024
201753	Rendezvous Cafe Takings	1,074.88		179.15	1027	420	895.73	13-19 May 2024
201753	Rendezvous Cafe Takings	831.18		138.53	1027	420	692.65	20-26 May 2024
201753	Rendezvous Cafe Takings	200.80		33.47	1027	420	167.33	27-29 May 2024
201753	TICKETSOLVE Cash Sales	48.00		8.00	1023	421	40.00	Twist of Rock
201753	FTC Donations	58.40			1191	313	58.40	Woodlandbury
	Banked: 31/05/2024	78.00						
	Sales Recpts Page 13137	78.00	78.00		101			Sales Recpts Page 13137
	Banked: 31/05/2024	343.50						
	Sales Recpts Page 13138	343.50	343.50		101			Sales Recpts Page 13138
	Banked: 31/05/2024	729.00						
	Sales Recpts Page 13139	729.00	729.00		101			Sales Recpts Page 13139
TS	Banked: 31/05/2024	24.00						
TS	TICKETSOLVE Online Sales	20.00		3.33	1023	421	16.67	Soul Man Night
TS	Booking Fee - TICKETSOLVE	2.00			1021	421	2.00	30.05.24
TS	Booking Fee - TICKETSOLVE	2.00			1021	421	2.00	30.05.24

CURRENT ACCOUNT (009)

Total Receipts for Month	264,453.22	154,009.92	752.35	109,690.95
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Cashbook Totals	<u>269,468.22</u>	<u>154,009.92</u>	<u>752.35</u>	<u>114,705.95</u>
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Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2024	BUSINESS RESERVE (106)	AUTO	4,562.90			202		4,562.90	Auto Transfer
01/05/2024	TV Licensing	DD703	169.50	169.50		501			24/25 Rufus TV License
01/05/2024	Chloe Fox	O/L	45.00			4142	421	45.00	Yoga & Brunch Sessions
01/05/2024	Soul Town Productions	E4951	400.00	400.00		501			2 x 45 mins Sets Soul Man
02/05/2024	BUSINESS RESERVE (106)	AUTO	4,166.20			202		4,166.20	Auto Transfer
03/05/2024	BUSINESS RESERVE (106)	AUTO	4,443.70			202		4,443.70	Auto Transfer
07/05/2024	BUSINESS RESERVE (106)	AUTO	526.80			202		526.80	Auto Transfer
07/05/2024	O2 Uk Limited	DD704	27.60	27.60		501			May 24 Line Rental
07/05/2024	Virgin Media Business	DD705	50.40	50.40		501			Apr24 Broadband YH
07/05/2024	Barclays Payflow	DD	16.82			4058	101	16.82	April 2024: Payflow Charges
07/05/2024	NEST Pension Fund	O/L	2,535.68			519		2,535.68	April 2024: Nest Pension Costs
08/05/2024	BUSINESS RESERVE (106)	AUTO	175.02			202		175.02	Auto Transfer
08/05/2024	Total Energies (prev. Total Ga	DD706	1,798.78	1,798.78		501			Purchase Ledger DDR Payment
09/05/2024	BUSINESS RESERVE (106)	AUTO	12,844.75			202		12,844.75	Auto Transfer
09/05/2024	Central Beds Council Business	DD707	37.00	37.00		501			Change Rms Busines Rates 24/25
09/05/2024	Central Beds Council Business	DD708	160.00	160.00		501			Youth Hub Business Rates 24/25
09/05/2024	Central Beds Council Business	DD709	3,026.00	3,026.00		501			Rufus Business Rates 24/25
09/05/2024	Central Beds Council Business	DD710	206.00	206.00		501			Rm7 Rufus Business Rates 24/25
09/05/2024	Rob Lowes	O/L	425.00			4159	421	425.00	Dancefloor Hire
09/05/2024	Portal Plan Quest Limited	O/L	214.50			4506	106	214.50	3 Station Rd Planning Permissi
09/05/2024	BATPC	O/L	45.00			4047	422	45.00	Cllr Patterson Course
09/05/2024	A Snape (Mayor)	O/L	20.40		3.40	4210	102	17.00	Rendezvous Lunch with SOFEA
09/05/2024	A Snape (Mayor)	O/L	25.00			4209	102	25.00	Flitwick Flowers; Civic Receipt
09/05/2024	A Snape (Mayor)	O/L	136.00		22.67	4209	102	113.33	Tesco: Gifts for Officers
09/05/2024	A Snape (Mayor)	O/L	42.80		7.13	4209	102	35.67	Rendezvous: Civic Recep Drinks
09/05/2024	J Mackey	O/L	1.35			4606	312	1.35	Community Fridge Miles
10/05/2024	BUSINESS RESERVE (106)	AUTO	942.84			202		942.84	Auto Transfer
10/05/2024	HMRC VAT	DD	1,902.15			105		1,902.15	Q4 VAT Return
10/05/2024	HMRC	DD	14,658.57			515		14,658.57	April 2024: PAYE / NIC
10/05/2024	Bedfordshire Pension Fund	DD	11,698.92			517		11,698.92	April 2024: LGPS Pension Costs
10/05/2024	Barclaycard	Manual	447.92			205		447.92	April 24 Barclaycard Purchases
11/05/2024	A Snape (Mayor)	O/L	175.00			4209	102	175.00	Amphill Picture; Council Gift
13/05/2024	BUSINESS RESERVE (106)	AUTO	3,508.89			202		3,508.89	Auto Transfer
13/05/2024	Central Beds Council Business	DD711	572.86	572.86		501			3 Station Rd 18-31 March 2024
13/05/2024	Central Beds Council Business	DD712	1,455.75	1,455.75		501			3 Station Road: 2024/25
13/05/2024	Central Beds Council Business	DD713	1,460.00	1,460.00		501			3 Station Road: 2024/25

CURRENT ACCOUNT (009)

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/05/2024	ACE Fire & Security Ltd	E4952	4,707.60	4,707.60		501			24/25 Intruder Alarm Contract
14/05/2024	BUSINESS RESERVE (106)	AUTO	4,896.30			202		4,896.30	Auto Transfer
15/05/2024	Tenants Deposits Account (228)	Manual	2,599.02			206		2,599.02	BLU01 Deposit FTC8525
15/05/2024	Barclays Payflow	DD	51,400.10			516		51,400.10	May 2024: Wages
15/05/2024	Flitwick Town Mayor's Charity	O/L	5,008.90			4107	102	5,008.90	May 2024: Funds Transfer
15/05/2024	NEST Pension Fund	DD	2,538.77			519		2,538.77	May 2024: Nest Pension Costs
16/05/2024	BUSINESS RESERVE (106)	AUTO	3,791.80			202		3,791.80	Auto Transfer
17/05/2024	NPower	DD714	640.43	640.43		501			Apr 24 Street Lighting
17/05/2024	O2 Uk Limited	DD715	84.76	84.76		501			May 24 Call Charges
20/05/2024	BUSINESS RESERVE (106)	AUTO	11,244.68			202		11,244.68	Auto Transfer
20/05/2024	Total Energies (prev. Total Ga	DD716	452.78	452.78		501			Purchase Ledger DDR Payment
21/05/2024	BUSINESS RESERVE (106)	AUTO	40.00			202		40.00	Auto Transfer
22/05/2024	Ace Celebrations & Events	E4911	105.00	105.00		501			25/05/24 Wedding Sashes
22/05/2024	Sing Out Sisters	E4945	1,560.00	1,560.00		501			Mia Mammias Band
22/05/2024	Total Energies (prev. Total Ga	DD717	2,123.14	2,123.14		501			Apr 24 Electric Rufus
22/05/2024	Total Energies (prev. Total Ga	DD718	34.65	34.65		501			Apr 24 Electric Hinksley Rd
22/05/2024	Total Energies (prev. Total Ga	DD719	270.17	270.17		501			Apr 24 Youth Hub Electric
22/05/2024	A Snape (Mayor)	O/L	160.00			4209	102	160.00	Gilly D Design: Council Gift
23/05/2024	A B Fruits	E4909	1,001.39	1,001.39		501			Rendezvous Cafe Supplies
23/05/2024	ACE Fire & Security Ltd	E4910	147.52	147.52		501			Engineer Callout Charges
23/05/2024	All Star Business Solutions Li	E4912	459.58	459.58		501			Apr24 Fuel for Trucks
23/05/2024	Alpha Sign Systems	E4913	156.60	156.60		501			x2 Tenant Signs Rm 3 & 17
23/05/2024	Arena Security Limited	E4914	136.80	136.80		501			Alarm Activation 29.03.24
23/05/2024	Belair Coffee	E4915	84.00	84.00		501			Sanitise Water Cooler
23/05/2024	Bidfood	E4916	2,397.18	2,397.18		501			Rendezvous Cafe Supplies
23/05/2024	BIFFA WASTE SERVICES LTD	E4917	1,152.47	1,152.47		501			Apr 24 TS General Waste
23/05/2024	Black Sheep Collective CIC	E4918	960.00	960.00		501			Circus Workshops 21-22 Aug 24
23/05/2024	George Browns Ltd	E4919	155.71	155.71		501			Safety Boots & Gloves
23/05/2024	Calder Group Public Sector Net	E4920	27.75	27.75		501			26/3/24 HM Courts Booking Fee
23/05/2024	CASTLEBAR CATERING SUPPLIES LT	E4921	54.00	54.00		501			Chef Jacket & Whites
23/05/2024	Chefoholics Recruitment Ltd	E4922	799.80	799.80		501			Rendezvous Chef w/e 28.04.24
23/05/2024	Clean4Shaw Ltd (admin by Bibby	E4923	2,638.90	2,638.90		501			Apr 24 Office Cleaning
23/05/2024	Collin Hill Bar & Catering Sup	E4924	102.06	102.06		501			Callout Engineer Chrg 22.04.24
23/05/2024	SHARP (formally Complete I.T.)	E4925	1,293.46	1,293.46		501			Apr24 Complete Telephony
23/05/2024	Crystal Clear (Bedford) Limite	E4926	400.00	400.00		501			16.04.24 Rufus Window Clean
23/05/2024	Dayla	E4927	2,568.19	2,568.19		501			Bar Stock
23/05/2024	B.W. Deacon Butchers	E4928	877.62	877.62		501			Rendezvous Cafe Supplies
23/05/2024	Deep Clean Hygiene Solutions	E4929	2,296.80	2,296.80		501			Deep Clean of Kitchen
23/05/2024	Nuyard (formally Flitvale) Gar	E4930	30.00	30.00		501			20mm Shingle

CURRENT ACCOUNT (009)

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/05/2024	W Fuller & Son Ltd	E4931	1,113.60	1,113.60		501			Security 26-28 April (3 events)
23/05/2024	ICPhygiene	E4932	764.51	764.51		501			Cleaning Products & Supplies
23/05/2024	JEWSON LTD	E4933	65.95	65.95		501			Sub Base for YH Gate
23/05/2024	JP Hygiene Supplies Limited	E4934	559.20	559.20		501			Compactors Sacks black & Clear
23/05/2024	LC Cleaning Services	E4935	130.80	130.80		501			Apr 24 YH Cleaning
23/05/2024	Linnell Bros Ltd	E4936	923.81	923.81		501			Sleepers for Manor Park Bridge
23/05/2024	Lyreco UK Limited	E4937	226.67	226.67		501			Stationary Supplies
23/05/2024	Media Chameleon Limited	E4938	180.00	180.00		501			Wedding Finder Subscription
23/05/2024	Moore Enterprising Ltd	E4939	480.00	480.00		501			20/04/24 Comedy Night
23/05/2024	Olleco	E4940	63.00	63.00		501			Rapeseed Oil Box
23/05/2024	Paul Revill Comedy Ltd	E4941	900.00	900.00		501			20/04/24 Comedy Night
23/05/2024	PERRIN MYDDELTON LIMITED	E4942	241.20	241.20		501			Prof Advice re Mount Wall
23/05/2024	Rosetone Contract Furniture Lt	E4943	281.28	281.28		501			Civic Reception Tablecloths
23/05/2024	D & G SHORT	E4944	77.70	77.70		501			Various Items
23/05/2024	SSL Foodservice Ltd	E4946	1,178.92	1,178.92		501			Rendezvous Cafe Supplies
23/05/2024	The Stickleback Fish Company L	E4947	236.00	236.00		501			Rendezvous Cafe Supplies
23/05/2024	TSI Plumbing and Heating	E4948	480.00	480.00		501			Replace Flex Tap Connectors
23/05/2024	Twist of Rock Band	E4949	792.00	792.00		501			Band for FTC Event 05/07/24
23/05/2024	Wooden Hill Coffee Roasters	E4950	626.50	626.50		501			Rendezvous Cafe Supplies
23/05/2024	BUSINESS RESERVE (106)	AUTO	3,004.29			202		3,004.29	Auto Transfer
23/05/2024	Iris Payroll Solutions Ltd	DD720	18.14	18.14		501			Apr 24 Payroll Costs
24/05/2024	BUSINESS RESERVE (106)	AUTO	691.50			202		691.50	Auto Transfer
28/05/2024	BUSINESS RESERVE (106)	AUTO	6,201.73			202		6,201.73	Auto Transfer
28/05/2024	BRITISH TELECOMMUNICATION	DD721	418.80	418.80		501			May 24 Line Rental Charges
28/05/2024	THREE (3)	DD722	17.77	17.77		501			Purchase Ledger DDR Payment
28/05/2024	Adsi Ltd (Babble)	DD723	45.78	45.78		501			May 24 Account & Service Charg
29/05/2024	BUSINESS RESERVE (106)	AUTO	1,468.22			202		1,468.22	Auto Transfer
29/05/2024	Payment Sense (First Data)	DDPDQ9CR	-17.00	-17.00		501			P/Ledger Electronic Payment
29/05/2024	PaymentSense	DDPDQCRA	17.00			1023	421	17.00	Incorrect Charge
30/05/2024	BUSINESS RESERVE (106)	AUTO	53,825.11			202		53,825.11	Auto Transfer
30/05/2024	ANGLIAN WATER	DD724	1,757.39	1,757.39		501			Feb-May 24 Charges
31/05/2024	BUSINESS RESERVE (106)	AUTO	4,472.54			202		4,472.54	Auto Transfer
31/05/2024	ISUZU Vehicle Leasing	DD725	878.78	878.78		501			May 24 Trucks Lease
31/05/2024	PDQ Account (271)	Manual	24.00			204		24.00	TS Income 30.05.24

CURRENT ACCOUNT (009)

Total Payments for Month	264,468.22	49,523.05	33.20	214,911.97
Balance Carried Fwd	5,000.00			
Cashbook Totals	<u>269,468.22</u>	<u>49,523.05</u>	<u>33.20</u>	<u>219,911.97</u>

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	113,744.42					113,744.42	
	Banked: 01/05/2024	4,562.90						
AUTO	CURRENT ACCOUNT (009)	4,562.90			201		4,562.90	Auto Transfer
	Banked: 02/05/2024	4,166.20						
AUTO	CURRENT ACCOUNT (009)	4,166.20			201		4,166.20	Auto Transfer
	Banked: 02/05/2024	5,642.99						
	CCLA Investment Return	5,642.99			1190	111	5,642.99	April 2024 Interest
	Banked: 03/05/2024	4,443.70						
AUTO	CURRENT ACCOUNT (009)	4,443.70			201		4,443.70	Auto Transfer
	Banked: 07/05/2024	526.80						
AUTO	CURRENT ACCOUNT (009)	526.80			201		526.80	Auto Transfer
	Banked: 08/05/2024	175.02						
AUTO	CURRENT ACCOUNT (009)	175.02			201		175.02	Auto Transfer
	Banked: 09/05/2024	12,844.75						
AUTO	CURRENT ACCOUNT (009)	12,844.75			201		12,844.75	Auto Transfer
	Banked: 10/05/2024	942.84						
AUTO	CURRENT ACCOUNT (009)	942.84			201		942.84	Auto Transfer
	Banked: 13/05/2024	3,508.89						
AUTO	CURRENT ACCOUNT (009)	3,508.89			201		3,508.89	Auto Transfer
	Banked: 14/05/2024	4,896.30						
AUTO	CURRENT ACCOUNT (009)	4,896.30			201		4,896.30	Auto Transfer
	Banked: 15/05/2024	1,156.67						
	CCLA Investment Return	1,156.67			1190	111	1,156.67	Interest fr CCLA A/C Error YE
	Banked: 16/05/2024	3,791.80						
AUTO	CURRENT ACCOUNT (009)	3,791.80			201		3,791.80	Auto Transfer
	Banked: 20/05/2024	11,244.68						
AUTO	CURRENT ACCOUNT (009)	11,244.68			201		11,244.68	Auto Transfer
	Banked: 21/05/2024	40.00						
AUTO	CURRENT ACCOUNT (009)	40.00			201		40.00	Auto Transfer
	Banked: 23/05/2024	3,004.29						
AUTO	CURRENT ACCOUNT (009)	3,004.29			201		3,004.29	Auto Transfer
	Banked: 24/05/2024	691.50						
AUTO	CURRENT ACCOUNT (009)	691.50			201		691.50	Auto Transfer
	Banked: 28/05/2024	6,201.73						
AUTO	CURRENT ACCOUNT (009)	6,201.73			201		6,201.73	Auto Transfer
	Banked: 29/05/2024	1,468.22						
AUTO	CURRENT ACCOUNT (009)	1,468.22			201		1,468.22	Auto Transfer

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 30/05/2024	53,825.11						
AUTO	CURRENT ACCOUNT (009)	53,825.11			201		53,825.11	Auto Transfer
	Banked: 31/05/2024	4,472.54						
AUTO	CURRENT ACCOUNT (009)	4,472.54			201		4,472.54	Auto Transfer
	Banked: 31/05/2024	27,000.00						
Manual	PDQ Account (271)	27,000.00			204		27,000.00	May 24 Cafe Income
Total Receipts for Month		154,606.93	0.00	0.00			154,606.93	
Cashbook Totals		<u>268,351.35</u>	<u>0.00</u>	<u>0.00</u>			<u>268,351.35</u>	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/05/2024	CURRENT ACCOUNT (009)	Manual	27,000.00			201		27,000.00	Salaries
13/05/2024	CURRENT ACCOUNT (009)	Manual	10,000.00			201		10,000.00	Business Rates Pmt
15/05/2024	CURRENT ACCOUNT (009)	AUTO	3,321.59			201		3,321.59	Auto Transfer
15/05/2024	CURRENT ACCOUNT (009)	Manual	3,000.00			201		3,000.00	PAYE/NIC/Pens Pmts
15/05/2024	CURRENT ACCOUNT (009)	Manual	54,000.00			201		54,000.00	PAYE/NIC/Pens Pmts
17/05/2024	CURRENT ACCOUNT (009)	AUTO	25.43			201		25.43	Auto Transfer
22/05/2024	CURRENT ACCOUNT (009)	AUTO	4,387.96			201		4,387.96	Auto Transfer
Total Payments for Month			101,734.98	0.00	0.00			101,734.98	
Balance Carried Fwd			166,616.37						
Cashbook Totals			268,351.35	0.00	0.00			268,351.35	

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,156.09					1,156.09	
PDQ Banked:01/05/2024		1,583.60						
PDQ Rendezvous Cafe Takings		871.20		145.20	1027	420	726.00	27.04.24
PDQ BAR Takings		712.40		118.73	1026	420	593.67	27.04.24
PDQ Banked:01/05/2024		4,229.84						
PDQ Rendezvous Cafe Takings		818.24		136.37	1027	420	681.87	26.04.24 (90s Disco)
PDQ BAR Takings		3,351.60		558.60	1026	420	2,793.00	26.04.24 90s Disco
PDQ Rufus Event		60.00		10.00	1023	421	50.00	Mia Mama Tickets
PDQ Banked:01/05/2024		665.87						
PDQ Keep Fit / Dance Class		18.00		3.00	1120	312	15.00	Keep Fit / Dance Class
PDQ Rendezvous Cafe Takings		647.87		107.98	1027	420	539.89	25.04.24
TS Banked:01/05/2024		164.00						
TS TICKETSOLVE Online Sales		102.00		17.00	1023	421	85.00	Drag Bingo
TS TICKETSOLVE Online Sales		40.00		6.67	1023	421	33.33	Soul Man Night
TS TICKETSOLVE Online Sales		2.00			1144	102	2.00	TM Charity Donations
TS Booking Fee - TICKETSOLVE		20.00			1021	421	20.00	30/04/2024
PDQ Banked:02/05/2024		652.30						
PDQ Rendezvous Cafe Takings		652.30		108.72	1027	420	543.58	28.04.24 - Christening
STRIPE Banked:02/05/2024		6.38						
STRIPE STRIPE Cafe Online Sales		6.38		1.06	1027	420	5.32	01.05.24
TS Banked:02/05/2024		22.00						
TS TICKETSOLVE Online Sales		20.00		3.33	1023	421	16.67	Soul Man Night
TS Booking Fee - TICKETSOLVE		2.00			1021	421	2.00	01.05.24
PDQ Banked:03/05/2024		460.11						
PDQ Rendezvous Cafe Takings		460.11		76.68	1027	420	383.43	29.04.24
STRIPE Banked:03/05/2024		6.41						
STRIPE Rendezvous Cafe Takings		6.41		1.07	1027	420	5.34	02.05.24
TS Banked:03/05/2024		43.00						
TS TICKETSOLVE Online Sales		40.00		6.67	1023	421	33.33	Soul Man Night
TS Booking Fee - TICKETSOLVE		3.00			1021	421	3.00	02.05.24
PDQ Banked:07/05/2024		805.09						
PDQ Rendezvous Cafe Takings		805.09		134.18	1027	420	670.91	30.04.24
STRIPE Banked:07/05/2024		23.79						
STRIPE STRIPE Cafe Online Sales		23.79		3.96	1027	420	19.83	07.05.24
TS Banked:07/05/2024		195.00						
TS TICKETSOLVE Online Sales		153.00		25.50	1023	421	127.50	Drag Bingo
TS TICKETSOLVE Online Sales		30.00		5.00	1023	421	25.00	Soul Man Night
TS Booking Fee - TICKETSOLVE		12.00			1021	421	12.00	06.05.24
TS Banked:07/05/2024		44.00						
TS TICKETSOLVE Online Sales		24.00		4.00	1023	421	20.00	Twist of Rock

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	TS Booking Fee - TICKETSOLVE	3.00			1021	421	3.00	06.05.24
	TS TICKETSOLVE Online Sales	17.00		2.83	1023	421	14.17	DRag Bingo
	STRIPE Banked: 08/05/2024	1.47						
	STRIPE STRIPE Cafe Online Sales	1.47		0.24	1027	420	1.23	07.05.24
	PDQ Banked: 08/05/2024	688.31						
	PDQ Big Book Discussion Group	72.00	72.00		101			Sales Recpts Page 13144
	PDQ Rendezvous Cafe Takings	616.31		102.72	1027	420	513.59	01.05.24
	TS Banked: 08/05/2024	152.00						
	TS TICKETSOLVE Online Sales	102.00		17.00	1023	421	85.00	Drag Bingo
	TS TICKETSOLVE Online Sales	40.00		6.67	1023	421	33.33	Soul Man Nlght
	TS Booking Fee - TICKETSOLVE	10.00			1021	421	10.00	07.05.24
	PDQ Banked: 09/05/2024	738.95						
	PDQ Rendezvous Cafe Takings	738.95		123.16	1027	420	615.79	04.05.24
	PDQ Banked: 09/05/2024	1,357.72						
	PDQ Rendezvous Cafe Takings	998.72		166.45	1027	420	832.27	03.05.24
	PDQ Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
	PDQ Keys/Fobs Purchase	20.00		3.33	1191	101	16.67	Keys/Fobs Purchase
	PDQ Morgan De Vere	324.00	324.00		101			Sales Recpts Page 13145
	PDQ Banked: 09/05/2024	704.30						
	PDQ Rendezvous Cafe Takings	689.30		114.88	1027	420	574.42	02.05.24
	PDQ Lunch Club	15.00		2.50	1171	312	12.50	Lunch Club
	PDQ Banked: 13/05/2024	830.30						
	PDQ Rendezvous Cafe Takings	523.70		87.28	1027	420	436.42	07.05.24
	PDQ Rob Barber Funderal BG	306.60	306.60		104			Sales Recpts Page 13146
	STRIPE Banked: 13/05/2024	46.10						
	STRIPE Rendezvous Cafe Takings	46.10		7.68	1027	420	38.42	12.05.24
	TS Banked: 13/05/2024	11.00						
	TS TICKETSOLVE Online Sales	10.00		1.67	1023	421	8.33	Soul Man Nlght
	TS Booking Fee - TICKETSOLVE	1.00			1021	421	1.00	12.05.24
	PDQ Banked: 14/05/2024	1,286.49						
	PDQ Rendezvous Cafe Takings	726.49		121.08	1027	420	605.41	08.05.24
	PDQ Gift Card Top Up/Purchase	500.00			1027	420	500.00	08.05.24
	PDQ Lunch Club	60.00		10.00	1171	312	50.00	Lunch Club
	STRIPE Banked: 14/05/2024	44.44						
	STRIPE Rendezvous Cafe Takings	44.44		7.41	1027	420	37.03	13.05.24
	PDQ Banked: 15/05/2024	1,611.44						
	PDQ Rendezvous Cafe Takings	339.03		56.50	1027	420	282.53	11.05.24
	PDQ Rufus Event	1,272.41		212.07	1023	421	1,060.34	Mia Mamas
	PDQ Banked: 15/05/2024	821.27						
	PDQ Rendezvous Cafe Takings	766.27		127.71	1027	420	638.56	10.05.24

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	PDQ Lunch Club	30.00		5.00	1171	312	25.00	Lunch Club
	PDQ Keys/Fobs	25.00		4.17	1191	101	20.83	Keys/Fobs
	PDQ Banked: 15/05/2024	567.52						
	PDQ Rendezvous Cafe Takings	951.82		158.64	1027	420	793.18	09.05.24
	PDQ Painting Circle	45.00		7.50	1039	312	37.50	Painting Circle
	PDQ PaymentSense	-429.30			501		-429.30	P/L Pymnt Page 4418
	PDQ Banked: 17/05/2024	644.70						
	PDQ Rendezvous Cafe Takings	605.90		100.98	1027	420	504.92	13.05.24
	PDQ Photocopying Donations	1.30			1003	101	1.30	Photocopying Donations
	PDQ Lunch Club	37.50		6.25	1171	312	31.25	Lunch Club
	TS Banked: 17/05/2024	34.00						
	TS TICKETSOLVE Online Sales	34.00		5.67	1023	421	28.33	Drag Bingo
	PDQ Banked: 20/05/2024	580.44						
	PDQ Rendezvous Cafe Takings	572.94		95.49	1027	420	477.45	14.05.24
	PDQ Lunch Club	7.50		1.25	1171	312	6.25	Lunch Club
	TS Banked: 20/05/2024	77.00						
	TS TICKETSOLVE Online Sales	70.00		11.67	1023	421	58.33	Soul Man Night
	TS Booking Fee - TICKETSOLVE	7.00			1021	421	7.00	19.05.24
	PDQ Banked: 21/05/2024	713.27						
	PDQ Rendezvous Cafe Takings	705.77		117.63	1027	420	588.14	15.05.24
	PDQ Lunch Club	7.50		1.25	1171	312	6.25	Lunch Club
	STRIPE Banked: 21/05/2024	4.20						
	STRIPE Rendezvous Cafe Takings	4.20		0.70	1027	420	3.50	21.05.24
	TS Banked: 21/05/2024	190.50						
	TS TICKETSOLVE Online Sales	8.50		1.42	1171	312	7.08	Lunch Club
	TS TICKETSOLVE Online Sales	168.00		28.00	1023	421	140.00	Twist of Rock
	TS Booking Fee - TICKETSOLVE	14.00			1021	421	14.00	20.05.24
	PDQ Banked: 22/05/2024	766.03						
	PDQ Rendezvous Cafe Takings	766.03		127.67	1027	420	638.36	18.05.24
	PDQ Banked: 22/05/2024	813.68						
	PDQ Rendezvous Cafe Takings	809.38		134.90	1027	420	674.48	17.05.24
	PDQ Photocopying Donations	4.30			1003	101	4.30	Photocopying Donations
	PDQ Banked: 22/05/2024	720.42						
	PDQ Rendezvous Cafe Takings	720.42		120.07	1027	420	600.35	16.05.24
	STRIPE Banked: 22/05/2024	12.52						
	STRIPE STRIPE Cafe Online Sales	12.52		2.09	1027	420	10.43	21.05.24
	TS Banked: 22/05/2024	8.50						
	TS TICKETSOLVE Online Sales	8.50		1.42	1171	312	7.08	Lunch Club
	TS Banked: 22/05/2024	-17.00						

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
TS	TICKETSOLVE Online Sales	-17.00		-2.83	1171	312	-14.17	Lunch Club REFUND
TS	Banked: 22/05/2024	17.00						
TS	TICKETSOLVE Online Sales	17.00			1023	421	17.00	Cancellation
PDQ	Banked: 23/05/2024	346.75						
PDQ	Rendezvous Cafe Takings	346.75		57.79	1027	420	288.96	19.05.24
PDQ	Banked: 24/05/2024	475.92						
PDQ	Rendezvous Cafe Takings	460.92		76.82	1027	420	384.10	20.05.24
PDQ	FFFD24 Stall	15.00			1127	313	15.00	FFFD24 Stall - RBL
PDQ	Banked: 28/05/2024	745.16						
PDQ	Lunch Club	-7.50		-1.25	1171	312	-6.25	Lunch Club
PDQ	Rendezvous Cafe Takings	752.66		125.44	1027	420	627.22	21.05.24
STRIPE	Banked: 28/05/2024	24.46						
STRIPE	STRIPE Cafe Online Sales	24.46		4.08	1027	420	20.38	28.05.24
TS	Banked: 28/05/2024	24.00						
TS	TICKETSOLVE Online Sales	21.00		3.50	1023	421	17.50	Garage Night
TS	Booking Fee - TICKETSOLVE	3.00			1021	421	3.00	27.05.24
PDQ	Banked: 29/05/2024	808.68						
PDQ	Rendezvous Cafe Takings	808.68		134.78	1027	420	673.90	22.05.24
STRIPE	Banked: 29/05/2024	9.98						
STRIPE	Rendezvous Cafe Takings	9.98		1.66	1027	420	8.32	29.05.24
TS	Banked: 29/05/2024	16.50						
TS	Lunch Club	8.50		1.42	1171	312	7.08	Lunch Club
TS	TICKETSOLVE Online Sales	7.00		1.17	1023	421	5.83	Garage Night
TS	Booking Fee - TICKETSOLVE	1.00			1021	421	1.00	28.05.24
TS	Banked: 29/05/2024	-17.00						
TS	TICKETSOLVE Online Sales	-17.00		-2.83	1023	421	-14.17	REFUND
TS	Banked: 29/05/2024	17.00						
TS	TICKETSOLVE Online Sales	17.00		2.83	1023	421	14.17	Cancellation
PDQ	Banked: 30/05/2024	617.88						
PDQ	Rendezvous Cafe Takings	617.88		102.98	1027	420	514.90	25.05.24
PDQ	Banked: 30/05/2024	805.98						
PDQ	Rendezvous Cafe Takings	804.08		134.01	1027	420	670.07	24.05.24
PDQ	Photocopying Donations	1.90			1003	101	1.90	Photocopying Donations
PDQ	Banked: 30/05/2024	498.68						
PDQ	Rendezvous Cafe Takings	483.68		80.61	1027	420	403.07	23.05.24
PDQ	FFFD24 Stall	15.00			1127	313	15.00	FFFD24 Stall Bedford Union
TS	Banked: 30/05/2024	49.00						
TS	Lunch Club	13.00		2.17	1171	312	10.83	Lunch Club

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
TS	TICKETSOLVE Online Sales	28.00		4.67	1023	421	23.33	Garage Night
TS	Booking Fee - TICKETSOLVE	8.00			1021	421	8.00	29.05.24
	Banked: 31/05/2024	24.00						
Manual	CURRENT ACCOUNT (009)	24.00			201		24.00	TS Income 30.05.24
Total Receipts for Month		26,774.95	702.60	4,306.19			21,766.16	
Cashbook Totals		<u>27,931.04</u>	<u>702.60</u>	<u>4,306.19</u>			<u>22,922.25</u>	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/05/2024	PaymentSense: TICKETSOLVE (Fir	DDPDO6	8.94	8.94		501			Apr 24 DSS Management
15/05/2024	Paytek Ltd	DDPDO7	43.20	43.20		501			May 24 Card Processing Charges
15/05/2024	PaymentSense: TICKETSOLVE (Fir	DDPDO8	30.49	30.49		501			April 24: Ticketsolve PDQ Char
29/05/2024	Payment Sense (First Data)	DDPDO9	17.00	17.00		501			P/Ledger Electronic Payment
30/05/2024	Global Payments	DDPDO10	30.00	30.00		501			Apr 24 Monthly Service Fee
31/05/2024	BUSINESS RESERVE (106)	Manual	27,000.00			202		27,000.00	May 24 Cafe Income
Total Payments for Month			27,129.63	129.63	0.00			27,000.00	
Balance Carried Fwd			801.41						
Cashbook Totals			27,931.04	129.63	0.00			27,801.41	

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 10/05/2024	447.92						
Manual	CURRENT ACCOUNT (009)	447.92			201		447.92	April 24 Barclaycard Purchases
Total Receipts for Month		447.92	0.00	0.00			447.92	
Balance Carried Fwd		819.35						
Cashbook Totals		<u>1,267.27</u>	<u>0.00</u>	<u>0.00</u>			<u>1,267.27</u>	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	447.92					447.92	
30/05/2024	Barclaycard: M Earles	O/L	418.26		60.85	4150	421	2.00	Meta: Instagram Adverts
						4150	421	2.00	Meta: Instagram Adverts
						4150	421	2.00	Meta: Instagram Adverts
						4150	421	2.00	Meta: Instagram Adverts
						4150	421	3.00	Meta: Instagram Adverts
						4150	421	5.00	Meta: Instagram Adverts
						4150	421	7.00	Meta: Instagram Adverts
						4159	421	51.71	Amazon: Wedding Centre Pieces
						4138	420	9.12	Amazon: Crayons for Cafe
						4132	421	5.71	Amazon: Cafe Door Handles
						4138	421	13.89	Amazon: Mlrror Ball Motor
						4085	303	77.62	Willett: Mower Parts
						4147	420	9.20	Tesco: Cafe Stock/Supplies
						4142	421	79.92	Amazon: Table Lamps for Events
						4147	420	9.00	Cottage Bakery: Cafe Supplies
						4148	420	40.00	Tesco: Bar Stock
						4002	420	38.24	Amazon: Staff Uniform Cafe
30/05/2024	Barclaycard: S Eldred	O/L	401.09		51.89	4614	312	25.00	AskforClive: Proud AF Registra
						4540	313	30.00	PurpleGuide: SAG H&S Subscript
						4085	303	5.82	Amazon: Adaptor for Chipper PR
						4618	313	79.92	Amazon: Table Lamps
						4702	303	89.97	Amazon: Waterproof Camera
						4085	303	56.42	Garden Spares: Mower Parts
						4551	313	27.07	MK Play Ass FFD24 Games
						4618	313	35.00	MK Play Association Membership
Total Payments for Month			819.35	0.00	112.74			706.61	
Cashbook Totals			<u>1,267.27</u>	<u>0.00</u>	<u>112.74</u>			<u>1,154.53</u>	

Receipts for Month 2

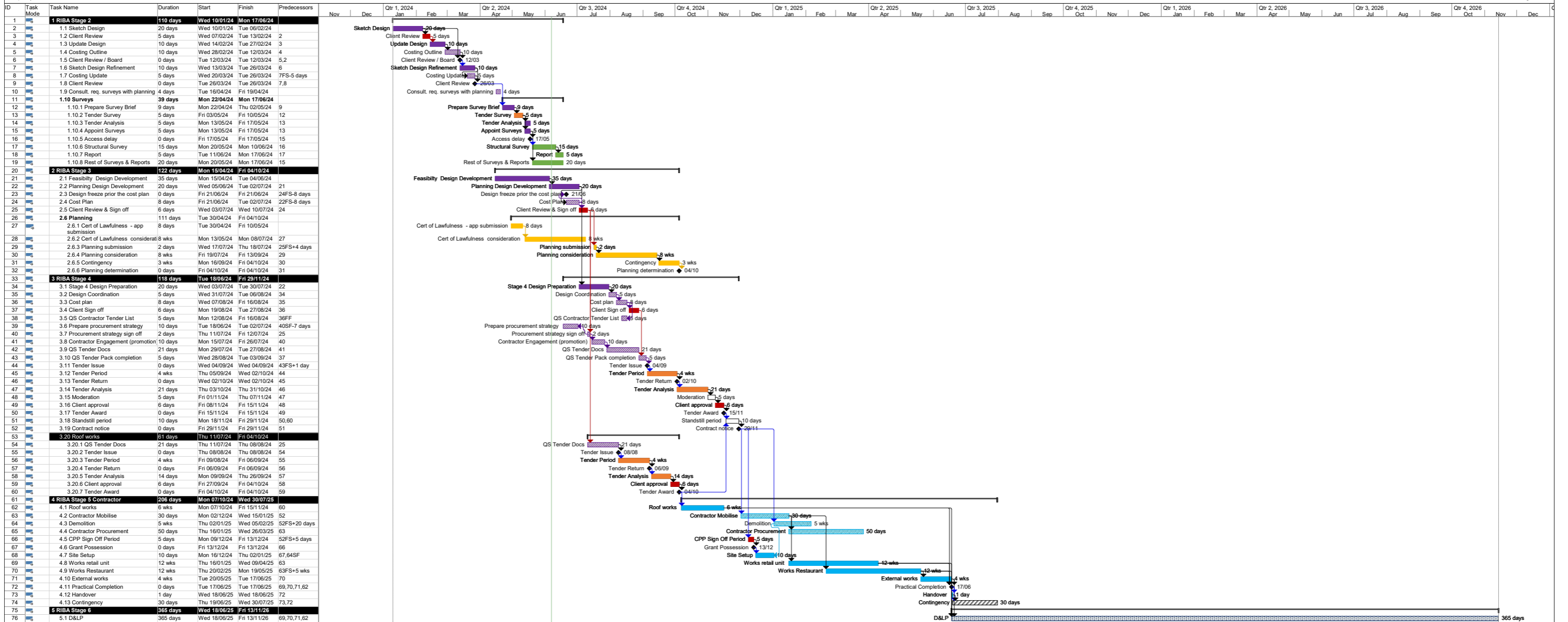
Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	45,094.43					45,094.43	
	Banked: 15/05/2024	2,599.02						
Manual	CURRENT ACCOUNT (009)	2,599.02			201		2,599.02	BLU01 Deposit FTC8525
Total Receipts for Month		2,599.02	0.00	0.00			2,599.02	
Cashbook Totals		<u>47,693.45</u>	<u>0.00</u>	<u>0.00</u>			<u>47,693.45</u>	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		47,693.45						
	Cashbook Totals		<u>47,693.45</u>	<u>0.00</u>	<u>0.00</u>			<u>47,693.45</u>	



Task	Contractor Non Construction Task	Survey Task	Cost Consultant	Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Client Design Team Task	Contractor Construction Task	Contingency Task	Legal / Acquire	Summary	Inactive Summary	Manual Summary	External Milestone	
Client Task	Planning Approval Task	Third Party Approval Task	EA	Project Summary	Manual Task	Start-only	Deadline	
Enabling Works	Tender Task	Defects Period	Split	Inactive Task	Duration-only	Finish-only	Progress	