



FLITWICK TOWN COUNCIL

**DRAFT Minutes of the Flitwick Town Council meeting held on
Tuesday 17th September 2024 at the Rufus Centre at 7:45pm**

Present:

Cllr J Roberts (Chairman)
Cllr A Snape
Cllr D Toinko
Cllr C Thompson
Cllr J Gleave
Cllr H Hodges
Cllr T Harald
Cllr P Earles
Cllr F Patterson
Cllr T Connell
Cllr R Wilsmore
Cllr S Livens
Cllr M Platt
Cllr I Blazeby
1 virtual guest

Stephanie Stanley – Deputy Town Clerk & RFO
Susan Eldred – Community Services & Amenities Manager

5685. APOLOGIES FOR ABSENCE

It was **resolved** to accept apologies for absence from Cllr Parsons (work commitment) and Cllr Copleston (unwell).

5686. 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.

5687. MAYOR'S ANNOUNCEMENTS

The Town Mayor advised Members that, with approval, he wished to move item 11d – Car Show – to the exempt section of the meeting. Cllr Blazeby asked why, and he was informed that this was for contractual reasons.

In the last two months, the Town Mayor had attended the following civic events:

Army Benevolent Fund Music Event
FTC's Graffiti Workshop for Young People
Defence Intelligence Training Annual Formal Group Reception
Flitwick Car Show – he thanked the organisers
Flitwick & Ampthill Sea Cadets Awards Ceremony

The Town Mayor welcomed Cllr Earles back to the Council.

5688. Leader Update

The Leader had attended a shadow Joint Committee meeting with the Town Mayor and the Deputy Leader. This was the first time the group had met in 18 months. The aim was to work with the Ward Councillors to build a more constructive relationship with Central Bedfordshire Council (CBC) to create an informal forum for pushing projects and improvements forward. It was disappointing that Cllr Mackey had sent apologies for the meeting but pleasing that Cllrs Adams and Townsend attended. Unfortunately, no CBC Officers went to the meeting, but the Ward Members were going to speak to the Officers to ask for their support going forward. Current focuses were the town centre, solving parking issues (including enforcement), speeding, Section 106 (S106) applications and progressing with a Governance Review. Cllr Townsend had recruited several Speed Watch volunteers. The Joint Committee hoped to demand that CBC build a list of S106 infrastructure projects to address issues in Flitwick.

The Leader thanked the Officers for progressing with the roof works at 3 Station Road. The scaffolding was due to be erected on 19th September. It was important for everyone to understand why work was being completed on the roof in advance of the main construction work. It would be explained to the public that this was related to the grant funding from the Community Ownership Fund. Before moving forward with other works, there would be a delay until the planning permission had been received. There was a notification on the meeting agenda about the Town Clerk using the Scheme of Delegations for some UK Power Networks work. There was background work happening to try and reduce this unexpected expenditure, but an enhanced electricity capacity for the building was required, which had financial implications. Members did not want to borrow funds to complete the project, so expenditure for other projects would be limited.

The Leader met with MP Blake Stephenson to discuss the Council's work and priorities. They discussed CBC's lack of strategic approach and its impact on residents. The Leader spoke to the MP about the Council's work on poverty, especially about the Community Services Team's work on the Summer Programme and the Community Fridge. Flitwick was the third most deprived area in Central Beds and the most deprived location in the Mid Beds constituency. The MP would be attending a future Council meeting for which the date is to be confirmed.

5689. REPORTS FROM WARD MEMBERS

No reports.

5690. PUBLIC OPEN SESSION

No items.

5690. INVITED SPEAKER

No speaker.

5692. MEMBERS QUESTIONS

No items.

5693. MINUTES AND RECOMMENDATIONS OF MEETINGS

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

Cllr Toinko proposed an amendment to minute number 5681f – Flags – to correct wording to state, ‘Cllr Toinko stated that if people were patriotic, then they could have a national flag, and that was fine, but he believed they would be insulted by their flag being misused as a banner to motivate hate speech and divide people’.

Cllr Thompson referred to minute number 5681e ii) – Flitwick Village Hall Management Committee (VHMC) Representative – and suggested including Cllr Snape’s name alongside hers, for the action to progress with the Memorandum of Understanding.

It was **resolved** to adopt the minutes of the Town Council Meeting held on Tuesday 16th July 2024 at the Rufus Centre as an accurate record with two amendments: re-word item 5681f as mentioned by Cllr Toinko and insert Cllr Snape’s name to the action relating to the development of a Memorandum of Understanding for the Council and the VHMC.

- b. For Members to receive and consider resolutions and recommendations of the **Community Services Committee** meeting, held on **Tuesday 3rd September 2024**, this meeting was held at The Rufus Centre.

The resolutions of the Community Services Committee Meeting held on Tuesday 3rd September 2024 were noted.

- (i) It was **RECOMMENDED** by Community Services Committee to request a budget of £1,500 for the next three years for Proud Ampthill and Flitwick, to continue to support inclusivity.

It was **resolved** to incorporate a budget of £1,500 for the next three years for Proud Ampthill & Flitwick.

- c. For Members to receive and consider resolutions and recommendations of the **Business Improvement & Development Board (BIDB)** meeting, held on **Tuesday 30th July & Tuesday 10th September 2024**, this meeting was held at The Rufus Centre.

The resolutions for the BIDB from 30th July and 10th September 2024 held at the Rufus Centre were noted.

5694. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on **Tuesday 16th July 2024**.

Cllr Thompson mentioned the Ward Councillors Highways Walkabout activity had taken place. Not all of the sites recommended for inspection were visited, but it had been agreed to make the walkabouts a regular activity, and there would, therefore, be regular items on Community Services Committee agendas for Members to flag locations for future sessions. Cllr Blazeby asked if a log would be kept so that there was an active list and Cllr Thompson responded that this would be done.

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

5695. OUTSIDE BODIES

No items.

5696. ITEMS FOR CONSIDERATION

- a. **Burial Report**

The Town Clerk prepared this report to explain the burial ground options available.

Cllr Harald suggested contacting the funeral directors to determine whether reducing the turning circle space, which would allow for more grave plots, could cause issues for the hearse vehicles that used the site.

Cllr Thompson commented that it would be sensible to progress Option 4 should the funeral directors respond that reducing space at the turning circle was feasible.

Cllr Snape reminded Members that the burial ground situation had been discussed previously and that the Council's position on this was published on social media. He mentioned that once the current site was full, the Council had no plans to provide extra land for more burials. Cllr Snape explained that this was a problem impacting parishes across the country. A smaller proportion of people were electing to be buried nowadays. He commented that he did not believe the Council had the resources to fund the options presented. Cllr Snape stated that the Council was the burial authority, but there were no legal requirements or statutory duties for the Council to provide more land to develop a new burial ground. He believed the Council should adhere to its previous decision. Cllr Thompson agreed once she realised there had been no changes to legislation or otherwise since the original decision was made.

Cllr Harald asked if the Council might consider a new garden of remembrance as an alternative option.

Through discussion, Members were informed that approximately 10 grave spaces were left at the current site. Cllr Toinko asked how confident Officers were with this number as Members had been advised there were 10 plots left for some time. Cllr Snape explained that a report on this had been completed.

Cllr Blazeby commented that it would be fitting to review the options available as not investigating these, establishing costs, etc., would look like the Council had given up on trying to generate more grave space for its residents. He thought it would be beneficial to understand if the turning circle option was feasible and, if so, how much this would cost. He thought it prudent to ask CBC if they had any land to use. Cllr Blazeby said he favoured pursuing options 1 and 4 to round off discussions. Cllr Hodges also favoured this and set criteria for the land beforehand.

Cllr Patterson asked about different burial authorities and sharing space. He wondered if neighbouring parishes had similar issues and may also want to provide more space to Flitwick. Cllr Blazeby commented that a couple of neighbouring parishes had capacity, but their charges would be non-residential and, therefore, expensive.

Cllr Wilsmore mentioned the land option and commented that this would only be viable through a large landowner or CBC. He believed the turning circle would have been designed in a way that worked but asked if the hearses needed to access the burial ground or if they could park outside.

The Chairman concluded that there was insufficient information to decide on the options presented.

It was **resolved** that the Town Clerk further investigate options 1 and 4 as per the discussions and present the additional information to the Council for consideration.

b. Speeding

Cllr Townsend had expressed an interest in setting up a Speed Watch group and Members were asked if they wished to support this. Cllr Blazeby wanted to know what type of support was being requested.

Generally, Members supported any attempt to reduce speeding in Flitwick from a moral perspective and because speeding generated a big response as part of the Residents Survey. However, many Members had reservations about the effectiveness of a Speed Watch Scheme. Cllr Wilsmore advised that the equipment provided to volunteers was inaccurate. The volunteers could only do it during daylight hours and for limited times of the day. He added that volunteers could not visit the same site within 14 days, and the scheme was prescriptive on what could be done. The speeding device only showed up to 60mph, and the procedure meant that people would be sent a letter about not speeding, which progressed to a visit from a Policeman. However, no further action could be taken, and nobody could be prosecuted.

Members wanted to know how the Council was being asked to support this scheme, i.e., through finances, promotions, space to meet, etc. Cllr Snape asked if Cllr Townsend had asked for the Council to support the scheme, and the Deputy Town Clerk agreed to ask the Town Clerk, but she presumed so since it was on the agenda.

Cllr Wilsmore believed that road engineering was required instead of Speed Watch.

Cllr Patterson mentioned that CBC was looking at installing traffic counters and asked if this had been done. This was to be followed up. Cllr Harald stated that there were some counters on Temple Way.

Cllr Blazeby asked if the Speed Watch scheme would allow volunteers to record the number of vehicles going above the speed limit.

Cllr Thompson commented that careful consideration needed to be given when publishing agenda items so that Members were clear on what decisions were required. Officers noted this point.

It was **resolved** to ask the Town Clerk for more details from Ward Councillors on what support they sought from the Town Council.

c. Local Plan – Town Centre Plan

Cllr Snape commented that this was another unclear agenda item. He did not feel there was a decision to be made on this. He added that most Members had not seen the document before and that there were lots of discussion points. There were no questions on the plan.

d. Car Show 2025

As mentioned under the Town Mayor's Announcements, this item was moved to the exempt section due to the contractual nature of the discussion.

e. Projects Fund

- (i) To note the circulated Projects Fund Summary document – noted.
- (ii) To consider the project fund applications below:

BIDB - It was **recommended** to replace the existing CCTV system using Contractor A at a cost of £8,521 funded via the projects fund.

Cllr Snape supported this application and asked the Deputy Town Clerk to ask the Business & Facilities Manager to advise on what he planned to spend the Earmarked £40k on for Rufus Centre projects.

Cllr Blazeby advised Members that the current CCTV system was unfit for purpose, as its poor quality could never be used to prosecute. The proposal was to replace the cameras

with modern equipment to upgrade the quality of images. The CCTV would be positioned in better locations, and there was a plan for where the new cameras would be installed.

It was **resolved** to accept the £8,521 application from the Projects Fund to replace the existing CCTV system using Contractor A.

Community Services – it was **recommended** to allocate £4,611.25 from the Projects Fund and award quote two, to construct 25m x 1.8m of tarmac. This including, excavation to sub formation and consolidation, installing Tiber edges, placing / compacting 100mm of type 1 stone to formation level and laying 60mm of a 20mm binder and 20mm of a 6mm surface.

It was confirmed that the site was between Millennium Park's play area and the boundary fence. Cllr Thompson advised that this improvement would make the site more accessible. Members asked if 'Tiber' was a typo and had concerns about durability should the contractor propose timber edging. Cllr Snape suggested empowering the Town Clerk to authorise this spending after checking the material's robustness.

It was **resolved** to empower the Town Clerk to allocate £4,611.25 from the Projects Fund to install tarmac at Millennium Park in the muddy area between the play area and the fence once the contractor had discussed alternative, more robust materials to timber.

f. Overspend

Members were asked to approve an overspend of £7,132.39 on the insurance budget. The overspend was related to an increased premium associated with 3 Station Road being unoccupied and the rebuild costs for the Rufus Centre. The insurance market costs also increased.

Cllr Thompson asked about rebuild costs in the insurance policy. The Deputy Town Clerk explained that the insurance broker had advised the Council to revalue its premises every five years to ensure the sum insured was accurate. The upgrades made to the Rufus Centre since the previous valuation constituted an increased premium.

It was **resolved** to approve the £ 7,132.39 overspend on the insurance budget (code 4029/101).

g. Risk Management Scheme

It was **resolved** to adopt the revised Risk Management Scheme circulated.

h. Flitwick Local Action Group (FLAG)

Members discussed the FLAG letter circulated, and Cllr Gleave provided some background information, explaining that the group was pushing for a partial review of CBC's Local Plan. Cllr Gleave mentioned that the letter included true information from a planning perspective and that supporting it had minimal risk. He added that the Council could supplement this with another letter asking CBC to review greenbelt sites.

Cllr Snape mentioned that he had spoken with Cllr Gleave about this proposal and that he could see the pros and cons of signing it. He wanted Members to think about the optics of signing a letter of this kind; however, it was recognised that the Council had objected to the Steppingley Road planning application on two occasions. The Council's view on this application remained unchanged, and Cllr Snape agreed that the letter's sentiment regarding the planning technicalities was correct. Cllr Snape did not feel it was appropriate

for the Council to sign the letter because it added the Council's name to a campaign group. He continued that the Council did not agree with all of what FLAG said and therefore suggested the Council write its letter highlighting that CBC should review its Local Plan and suggest greenbelt areas, believing that the lack of infrastructure was the point to emphasise. Cllr Snape stated that residents were not against development but that Flitwick needed a better infrastructure to cope. A list of schemes that should be forwarded to the developer was required at CBC.

Cllr Blazeby commented that a letter about this was discussed at the Joint Committee meeting, and had Cllr Adams written the letter; Members would have agreed to sign it.

Cllr Gleave informed Members that Steppingley Parish Council had signed the FLAG letter and Maulden Parish Council were considering it.

Cllr Blazeby commented that the parameters of required housing were changing.

Cllr Toinko referred to the FLAG letter and said it was not specific enough about deadlines for its demands, e.g., 'at pace'. He believed the Council could ensure its letter was more specific about demands. Cllr Toinko did not want the Council to sign the FLAG letter.

Cllr Gleave proposed that the Council sign the FLAG letter; however, this decision was not carried.

It was **resolved** that the Council write to CBC, similar to the FLAG letter, urging a rapid review of the Local Plan, including a comprehensive review of greenbelt sites.

5697. ITEMS FOR INFORMATION

a. Finance – Balance Sheet

The balance sheet was noted.

b. 3 Station Road

i) To note the updated programme of works

This was noted.

ii) Members to receive an update on the project

The Deputy Town Clerk advised that a significant amount of work had been undertaken since the previous Council meeting, including:

- The successful certificate of lawful development
- Consultant surveys were complete
- The roof tender process had been implemented, and a contractor had been appointed by delegated authority
- There was an unexpected problem regarding the electricity capacity of the building, and UKPN submitted a quote for this work. Officers were working on ways to reduce the cost.
- The marketing of the site for potential tenants would commence in the New Year

iii) Members to note the following decisions made under delegated authority

- Installing a new cable to increase the electricity capacity at a cost of £200,000
- Appointment of roof contractor at a cost of £106,020

Members noted the decisions.

c. Planning Improvement Working Group – Survey

Members noted the planning survey responses. Cllr Blazeby referred to the ‘better communication with residents on planning matters’ and commented that he felt the Council had not delivered on one aspect of its consideration of applications. It had been agreed when the Planning Improvement Working Group was set up that Officers would publish weekly updates for residents to view officer decisions on planning applications. Cllr Blazeby wanted to know why this part of the plan had not been delivered as it was fundamental in terms of what was proposed for the way applications were considered. Officers agreed to ensure the weekly updates were implemented.

Cllr Toinko commented that it would be interesting to know the percentage of respondents who were tenants and those that were homeowners as this could have impacted the response.

5698. PUBLIC OPEN SESSION

No items.

5699. 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.

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.

a. Key Priorities

Noted.

5696d. Car Show 2025

It was **resolved** to continue to provide the Millennium Park and The Hub car park but no additional space for the Car Show in 2025. The Council agreed to give officers time to attend SAG Meetings and the event. Officers were to draw up a contract with the event organiser detailing expectations and highlighting matters that were done incorrectly previously.

Signed
(Chairman)

**Recommendations and resolutions of the
Community Services Committee 1st October 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 1st October 2024

1126. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept the apologies from Cllr Thompson due to a personal emergency.

1127. MINUTES

- a. It was **RESOLVED** to accept the Community Services Minutes held on Tuesday 2nd July with no amendments.

1128. ITEMS FOR CONSIDERATION

b. Grants

It was **RESOLVED** to allocate the following grants subject to the terms and conditions of the Grant Policy;

Ampthill and Flitwick Good Neighbors - £300
Chums - £500
Flitwick Combined Charities - £500
Imagination Arts/ Dance - £1000
NCT- £1000
Pulloxhill Gymnastics - £1000
Flitwick Bowls Club - £700

a. Allotment Facilities

It was **RESOLVED** to install one Portaloo at both Station Road and Steppingley road allotments between 1st April 2025 – 31st October 2025 at a cost of £1745.00 plus vat from the Allotment EMR.

1129. EXEMPT ITEMS

It was **RESOLVED** to move the Quarterly Youth Provision report to exempt.

Email correspondence from Flitwick resident who requested this be circulated to Members.

Greetings

I promised to follow up my attendance at last night's event with an email.

As discussed, my mother is 85 and lives in Bluebell Close in the arm closest to the alley leading to the schools. There are already issues on a daily basis with the Close being used by commuters and holiday makers utilising the station and wanting to park for free. There are additional problems at school drop off and pick up times and these will only worsen if the proposals go ahead.

I do not believe that many more parents will start using the Tesco option as this will lead to a bunfight for the closest spaces and access/egress issues.

The option to use greener alternatives will depend on the time pressures on parents getting to work, or getting other children to other schools.

The residents of the bungalows on Bluebell Close are invariably elderly, their driving will be deteriorating, and their need for e.g. hospital transport, food delivery etc will be increasing.

I think that the proposals will cause more traffic issues on Steppingley Road, as Kendal Drive residents legitimately exit, while other are refused entry.

It was clear from the event that there was opposition from several Bluebell Close residents, plus others from Kendal Drive and Hoars Close.

I will be raising my points also with Flitwick Town Council as it was not clear that they had been consulted or what their view might be .

Regards

Kendal Drive
Flitwick
Bedfordshire
MK45 1PU

Your ref: Sch104
Date: 11 September
2024

Dear resident

School Street proposal: Your voice matters

Working together with Woodland Middle School Academy and Templefield Lower School, we are exploring a proposal to trial a 'school street' affecting Kendal Drive and attached cul-de-sacs.

A school street is a timed road closure outside a school. Under the proposal, Kendal Drive and attached cul-de-sacs would be closed to most motor vehicles for up to one hour at pick up and drop off times on weekdays during term time. Please see the map included over the page.

As a resident of Kendal Drive, Hawes Close, Malham Close, Windermere Close or Grasmere Close, you would be permitted vehicle access at all times. Exemptions would also be made for access to the Children's Centre and people with accessibility needs who require access to the schools. However, visitors' vehicles and couriered deliveries would not usually be permitted access during the school street times.

The aim of the proposed school street is to create a safer environment for children walking, scooting or cycling to school, improve air quality near the school gates, and encourage active travel to school.

If a school street goes ahead, it will do so on a trial basis. The proposed trial would be monitored on a regular basis and include further engagement with residents.

Your voice matters: Central Bedfordshire Council will be holding a drop-in engagement session to discuss the proposal on **Thursday 3 October from 5 pm - 6:30 pm** in the hall at Woodland Middle School Academy. Drop-in for as long or as short a time as you are able to.

If you are unable to attend the engagement session and would like to discuss the proposal, please email begreen@centralbedfordshire.gov.uk

Yours sincerely

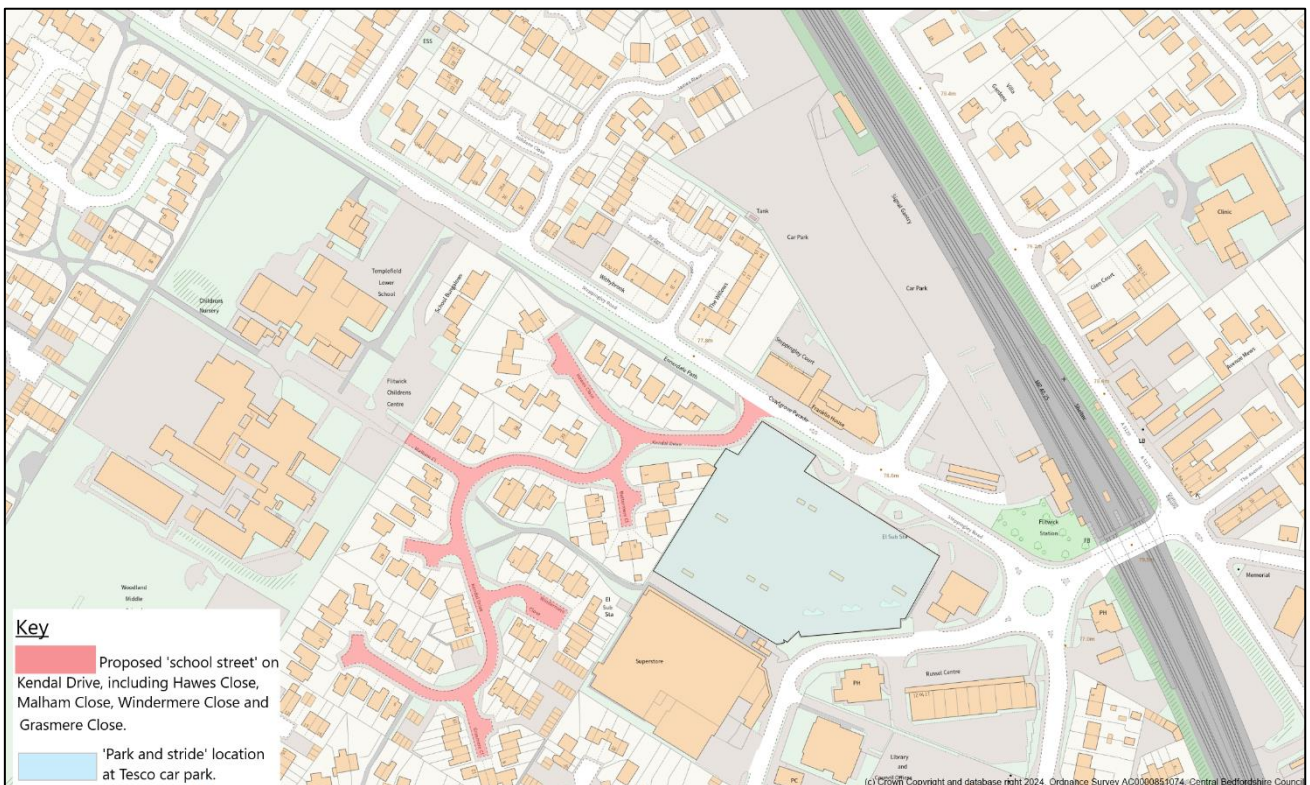
Steve Lakin

Sustainable Transport and Active Travel

Telephone 0300 300 8000

Email begreen@centralbedfordshire.gov.uk

Map of proposed 'school street' traffic restrictions:

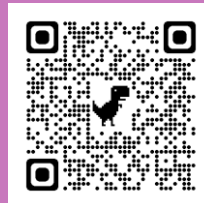


**Central
Bedfordshire**

**“Your
voice
matters”**

Appendix showing in full the change in the principles used for planning for mainstream school places

**Help inform the draft School
Organisation Plan 2025-2030**



**Find out more at
www.centralbedfordshire.gov.uk/your-voice-matters**

Appendix

Comparison of current and proposed school organisation principles

Current Principles	Proposed Principles
<p>Principle 1 - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.</p> <p>Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area. Ensuring the sufficiency of provision local to the areas of demographic demand supports this duty by reducing the need for car journeys and also limits potential growth in the cost of providing school transport on distance criteria to qualifying pupils to meet the Council’s statutory responsibilities.</p> <p>Section 38 of the Education and Inspections Act 2006 also places a duty on governing bodies of maintained schools in England to promote community cohesion. Promoting local schools enables children living in the same local community to attend the same school fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities.</p>	<p><i>This principle remains the same</i></p>
Current Principles	Proposed Principles

<p>Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable</p> <p>There are three sources of evidence that it is important to consider when determining the optimum size of a school. These relate to</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: (i) international evidence on the effect of school size on pupil outcome measures), <p>(ii) the minimum size needed to provide a rich curriculum offer and (iii) the effect of school size on leadership.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: (i) The optimal school roll in terms of pupil outcomes is around 900 in a non-deprived area. (This is based on all ages not only secondary or upper but excludes Post 16 provision). This number can increase in areas of greater affluence and might drop to around 800 in areas of hardship and deprivation (in global terms) <p>(ii) In terms of supporting a broad curriculum offer, six forms of entry would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: It is acknowledged that research has taken place on provision that is historic and that there has been a considerable shift in the 	<p><i>Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable</i></p> <p>There are two sources of evidence that it is important to consider when determining the optimum size of a school. These relate to the minimum size needed to provide a rich curriculum offer and the effect of school size on leadership.</p> <p>In terms of supporting a broad curriculum offer for the secondary school age groups, six classes per year group would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context.</p> <p>The larger the school the more a governing body can pay a headteacher according to scales that reflect pupil numbers. This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students.</p> <p>Therefore, schools need to be big enough to attract and retain experienced headteachers for these periods if they are to be well-placed to perform optimally.</p> <p>Establishing or expanding schools of an appropriate size, therefore, is likely to contribute towards the likelihood of their success.</p> <p>Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of these proposals if it is part of a non-traditional governance and leadership structure as is the case in multi-site schools, school trusts, federations, academy chains and multi-academy trusts where a broad curricular</p>
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nature and offer of different types of schools in recent years.)

(iii) The larger the school the more a governing body can pay a Headteacher according to scales that reflect pupil numbers. This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students.

- **(THIS SECTION IS NO LONGER INCLUDED: Research shows that secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years and furthermore, a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school.)**

Schools therefore need to be big enough to attract and retain experienced Headteachers for these periods if they are to be well placed to perform optimally.

Establishing or expanding schools of an appropriate size therefore is likely to contribute towards the likelihood of their success.

(THE WORDS IN BOLD IN THIS PARAGRAPH ARE NO LONGER INCLUDED) Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of **capacities implicit** in these proposals if it is part of a non-traditional governance and leadership structure as is the

offer, for example, may be achieved as a result of the collaborative arrangements.

Lower and Primary Schools

Minimum Size

Small rural schools across England have shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is not just quality that needs to be considered but also organisational, social and community issues.

- **(THIS SECTION IS NEW: However, there is also evidence that pupil numbers of less than one class for each key stage can prove to be a contributory factor to poor school management due to related funding pressures limiting options for teaching staff.**

Therefore, schools at or below the minimum size outlined below should be encouraged to consider options for federating, merging, or joining an academy chain.

Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.

As a minimum, it is preferable that there should be one class for each of Key Stage 1 (Years 1 and 2 for ages 5-7) and Key Stage 2 (Years 3, 4, 5 and 6, for ages 7-11), plus discrete part-time provision for children under five. In this way, there are no more than two-year groups in each class. In total, this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a lower school.

For a primary school also with Years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a

<p>case in multi-site schools, school trusts, federations, academy chains and multi academy trusts where a broad curricular offer, for example, may be achieved as a result of the collaborative arrangements.</p> <p><u>Lower and Primary Schools</u></p> <p>Minimum Size</p> <p>Small rural schools have nationally shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is, however, not simply issues of quality that need to be considered but also but also organisational, social and community issues.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: For example, where small numbers are nationally judged to operate against successful school management is where there are too few children to form at least one class for each key stage. Under present funding arrangements, this puts particular pressure on teachers and forthcoming changes to the local funding formula, as a result of national school funding reform, will increase the pressure to operate more efficiently.) <p>Therefore, schools at or below the minimum size outlined below must consider options for federating, merging, or joining an academy chain.</p> <p>As a minimum, it is preferable that there should be one class for each of Key Stage 1 and Key Stage 2, plus discrete part-time</p>	<p>class size of 25-30 this means a minimum school size of 85 -105 pupils</p> <p>If three age groups need to be taught together, school organisation becomes much more difficult. There are also organisational difficulties if the headteacher is the only full-time teacher. If the headteacher is absent or leaves, there may be no-one left to manage where the other member of staff has no aspirations to lead or is not employed full-time.</p> <p><i>Maximum Size</i></p> <p>(THE WORDS IN BOLD IN THIS PARAGRAPH ARE NEW): Ideally, lower schools should have two to three classes per year group, leading to a school size of 300 to 450 pupils. For primary schools this leads to a school size of 420 to 630 pupils. This gives headteachers a balance of some teaching, as well as time to manage and monitor, with the ability to employ appropriate non-teaching support in the school.</p> <p>The larger the school, the more likely it is that the headteacher and senior staff will spend most of their time managing resources, rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc, their offer outside that of classroom input can accelerate school improvement and outcomes</p> <p><u>Middle Schools</u></p> <p><i>Minimum Size</i></p> <p>All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3 (Years 3 to 9 and ages 7-14). The budget must also be sufficient to support the curriculum and an appropriate management structure.</p>
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<p>provision for children under five. In this way, there are no more than two-year groups in each class. In total this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a Lower School.</p> <p>For a Primary School also with years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a class size of 25-30 this means a minimum school size of 85 -105 pupils.</p> <p>If three age groups need to be taught together school organisation becomes much more difficult, however there are some known mitigating factors. There are also organisational difficulties if the headteacher is the only full-time teacher. If the Headteacher is absent or leaves, there may be no one left to manage where the other member of staff has no aspirations to lead or is not employed full-time.</p> <p>Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.</p> <p>Maximum Size</p> <p>Ideally lower schools should have 2 forms of entry (i.e., two classes per year group), leading to a school size of 300. For Primary Schools this leads to a school size of 420. This gives headteachers a balance of some teaching, as well as time to manage and</p>	<p>It is proposed that as a minimum, a middle school should have 4 classes per year group (480 pupils in total) in order to deliver the National Curriculum. Below this figure, a middle school's ability to retain sufficient staff with the appropriate range of expertise is questioned.</p> <p>The Council has made a commitment to move towards a 2-tier education system. Therefore, new schools and expansion of places should be in the primary and secondary phases of education unless in exceptional circumstances.</p> <p><i>Maximum Size</i></p> <p>Ideally, middle schools should have 6 classes per year group (720 pupils in total). Beyond 7 classes per year group (840 pupils in total) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.</p> <p><u>Upper and secondary schools</u></p> <p><i>Minimum Size</i></p> <p>For an upper or secondary school, there must be enough pupils in each year group to support the full range of the curriculum.</p> <ul style="list-style-type: none"> ● (THIS SECTION IS NEW: The DfE (Department for Education) through the Free School Programme have identified a minimum viable school number at 600 pupils (4 classes per year group). However, based on more local experiences, a move towards 6 classes per year group, as a minimum secondary school size, would be preferable to allow for a broad range of options in exam subjects. New schools, or changes below 6 classes per year group would only be supported in exceptional circumstances. <p><i>Maximum Size</i></p> <p>Larger schools have economies of scale which make for more flexible curriculum options and</p>
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monitor, with the ability to employ appropriate non-teaching support in the school.

- **(THIS SECTION IS NO LONGER INCLUDED: Above 3 forms of entry (450 pupils for lowers, 630 pupils for Primary Schools) it becomes increasingly difficult to maintain consistency, coherence and a ‘whole school’ ethos appropriate to pupils of this school age. The Council acting as the Local Authority consider it preferable to promote the expansion and creation of new lower/primary school provision at or above 3 forms of entry only in exceptional circumstances.)**

The larger the school, the more likely it is that the Headteacher and senior staff will spend most of their time managing resources rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc. their offer outside that of classroom input can accelerate school improvement and outcomes.

Middle Schools

Minimum Size

All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3. The budget must

more specialist staffing but can encounter organisational difficulties in accommodating large year groups.

In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.

A commonly held historical belief in principles nationally for education provision is that once numbers rise above 10 classes per year group (1,500 pupils in total) including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms. These schools, if successful, have been invited to provide the cornerstone of some large academy chains, particularly in the London area.

- **(THE REMAINDER OF THE WORDING IN THIS PRINCIPLE IS NEW: Therefore, the Council would consider larger schools, but this will be subject to wider considerations including radius of demand to ensure we still achieve a ‘local’ education network wherever possible.**

Surplus Places

Alongside the planning for increasing demand on school places above capacity in some areas of Central Bedfordshire, there is the national context of falling birth rates, we have to be aware of the need to plan for when there is an excess of capacity in an individual school or geographical cluster area. The National Audit Office recommends maintaining 5 per cent surplus places across a planning area for operational sufficiency and to allow parental choice.

The development of a new School Organisation Plan will provide clarity on how we will maintain the 5 per cent surplus -

also be sufficient to support the curriculum and an appropriate management structure.

It is proposed that as a minimum, a middle school should have 4 forms of entry (480 pupils in all) in order to deliver the National Curriculum. Below this figure the ability of a middle school to retain sufficient staff with the appropriate range of expertise comes under question

- **(THIS SECTION IS NO LONGER INCLUDED: 3 forms of entry (360 pupils) can be manageable in certain circumstances where there is an appropriate range of staff expertise, but below this number the costs of supporting even a minimum staff complement become disproportionate)**

Maximum Size

Ideally middle schools should have 6 forms of entry (720 pupils). Beyond 7 forms of entry (840 pupils) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.

- **(THIS SECTION IS NO LONGER INCLUDED: Large middle schools face similar management challenges to any large school but community and parent views of the provision of a large middle school which pupils attend from age 9 are likely to be less positive than is the case for Upper schools where pupils start school at 13. Schools which were originally designed for a smaller number of**

Through the application of the adopted principles and planning appropriately - and any measures needed to increase or decrease capacity to stakeholders (headteachers, principals, governors, academy and foundation trusts, local elected members, dioceses and early education providers). These measures could be short term to manage pressures, such as pressure on school places, or longer term that require organisational change.

The consequences of having too many surplus places can be severe. The main impact of surplus places on schools is the resulting reduction in school finances. Since finances are driven by numbers of pupils on roll, a reduction in pupils will lead directly to a drop in income for affected schools. This will reduce the amount of money available to pay staff, purchase resources and meet pupils' needs.

The results are wide and far-reaching and have a direct impact on the ability of schools to provide education in an effective and efficient way. They can lead to serious questions being asked about a school's ability to remain open and cause particular challenges for schools on an improvement journey.

Falling numbers of pupils on roll also make planning and staffing decisions difficult with schools potentially having to make year-on-year redundancies. There is a particular problem for schools affected by infant class size legislation, which limits the number of 5, 6 and 7 year olds to class sizes of a maximum 30 pupils. They may have limited ability to make savings by changing staffing structures or changing the use of physical space.

It is also important to understand that not all schools are affected equally by falling pupil numbers. In reality, popular schools remain full or close to full and this may mean that a large drop in numbers could significantly affect a small number of less popular schools. When schools are disproportionately affected by falling numbers of pupils on roll, those schools are at risk of spiraling decline and potentially

pupils may lack specialist accommodation, both teaching and non-teaching, possess inadequate library facilities and study space, and may have social areas that are not capable of meeting staff or student needs and have congestion in corridors.)

Upper and Secondary Schools

Minimum Size

38. For an upper or secondary school there need to be enough pupils in each year group to support the full range of the curriculum

- **(THIS SECTION IS NO LONGER INCLUDED:** and generate a viable sixth form. Notwithstanding the potential for governance and leadership models outlined above, this suggests a proposed total minimum school size of around 900+ pupils for a single school. For schools engaged in collaborative and partnership arrangements this figure may be reduced to a minimum of 720 pupils where the schools in the federation or trust can demonstrate that a good, coherent educational offer is provided as a result of their sustainable collaborative arrangements. It should be noted that the Audit Commission takes the view that a sixth form of fewer than 160 students constitutes a small sixth form, with associated questions over viability)

Maximum Size

closure. This means that we need to consider removing places.

When demand for places drops, the only way to remove the surplus is to reduce the supply of places. This could be done in a variety of ways, such as:

'Capping' admissions in-year (Capped Pupil Numbers) Published Admission Numbers (which is the number of pupils that a school can admit into each relevant age group) are set for the normal point of entry and there is an expectation that this number will follow that year group as they move through the school. However, in exceptional circumstances and following the closure of the normal admissions round (when admissions become in-year), a 'cap' can be implemented. For example, where a 3-form entry school is only operating 2 classes in a particular year group, it is possible to cap the admission number for that year group at 60 rather than 90. Therefore, the operating model for the school closely matches the demand for pupils.

Reduction in Published Admission Number (PAN): One option is to reduce the PAN at the point of entry: this must be done before applications for places are made. PANs (which is the number of pupils that a school can admit into each relevant age group) are set around 18 months in advance, so a level of forward planning is required. A change in PAN will not address excess physical capacity, so this must be addressed if the change in PAN is long term (this involves a change to net capacity calculation or funding agreement). It may be opportune to remove PANs that are 0.5 classes per year group, which can be difficult to manage.

Review of building capacity or use: To address the issue of a school having too much physical capacity it may be possible to look at whether some of its accommodation could be used for other purposes or even removed altogether. Doing this at the same time as reducing the Published Admissions Number (PAN - which is

- **(THIS SECTION IS NO LONGER INCLUDED: This is difficult to determine on curricular or organisational grounds.)**

Larger schools have economies of scale which make for more flexible curricula and more specialist staffing but encounter organisational difficulties in accommodating large year groups.

In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.

A commonly held historical belief in historical principles nationally for education provision is that once numbers rise above 1500 including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms

- **(THIS SECTION IS NO LONGER INCLUDED: and have overcome the potential disadvantages of large schools through internal organisation ie schools within schools and the house system.)**

These schools, if successful have been invited to provide the cornerstone of some large Academy chains , particularly in the London area

the number of pupils that a school can admit into each relevant age group) can lead to the school being run more efficiently. It could be opportune to remove poorer assets where possible or reconfigure space to provide specialist provisions.

School organisational changes: Where there are high numbers of surplus places, combined with standards, financial or building issues and no sign of increasing demand, it may be necessary to look at school organisation changes. This could mean 2 or more schools amalgamating or, ultimately, the closure of a school.

We will continue to review school forecast information. This is necessary because of the recent national demographic changes outlined above. Taking decisive action on removing surplus places can have a number of benefits such as:

- **Keeping schools financially viable**
- **Reducing waste (keeping spend per pupil up)**
- **Increasing the proportion of pupils in good or outstanding provision**
- **Better targeting of funding**
- **Improving the overall condition of the building stock and our school estate** Options for removing excess surplus places. The first step in deciding what action to take is to determine whether it needs to be temporary or permanent: that will inform thinking around which of the options available might be appropriate. Determining the longevity of the proposal is complex because birth rates are only known a few years in advance.

	<ul style="list-style-type: none"> • Location of a school in relation to demand for places and future forecasts (will children need to travel further if we remove places?) • Size of a school (both in terms of physical and resourced capacity) • Opportunities around buildings (including condition, compliance and limitations around PFI (Private Finance Initiatives) obligations) • Popularity (what impact would removing places have on parental preference?) • Standards (decommissioning, closure or reorganisation of schools that are operating at less than 'good' by Ofsted) • Current financial status (how viable is the school now and in the future?)
Current Principles	Proposed Principles
<p>Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools</p> <p>The Council is unlikely to support the expansion of an existing school or Academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a Trust or Multi Academy Trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality</p> <ul style="list-style-type: none"> • (THE REMAINDER OF THE WORDING IN THIS PRINCIPLE IS NO LONGER INCLUDED IN THE REFRESHED 	<p><i>Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools</i></p> <p>The Council is unlikely to support the expansion of an existing school or academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a trust or multi-academy trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality.</p>

PRINCIPLE: in order that it can become outstanding itself.

The Council is committed to ensuring that every parent can choose an excellent school for their child and that new places should therefore be allocated where parents want them. The Council will therefore seek to support the expansion of oversubscribed schools and Academies.

In every case the Council will require a business case to be provided by the school or Academy that is subject to the expansion proposal to guarantee the quality of the places being added into the system, based on the school's vision and educational plan. In addition to its Ofsted rating, the business case will also require the school to outline its performance in terms of results and improvement over time in key stage assessments, in terms of value added and in comparison with other schools in similar circumstances. The business case will require the school to establish its improvement targets and will be judged by evaluation criteria.

Where the school or Academy that is subject to an expansion proposal is also intended to procure and deliver the capital project with the support of the Council, the business case will require assurances of the capability and capacity of the school to deliver the proposal to time and on budget, based on their expertise and experience.

Where new schools are to be established and proposals are received in response to the Council's invitation, an initial assessment will be undertaken of each proposal against

<p>the criteria set out above to ensure that proposers with track records in successful and popular provision are also promoted to the DfE. The proposers’ abilities to prove value for money in delivering the new provision within the financial envelope available will also be assessed in these circumstances.)</p>	
Current Principles	Proposed Principles
<p>Principle 4 - The potential to further promote and support robust partnerships and learning communities</p> <p>The education ‘offer’ can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self-improve and to recruit, train and develop their own staff and leaders is enhanced by well-designed school to school support systems.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: The Council has strongly supported such approaches including its joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) designed to help both the council and the CBTSP discharge their statutory duties in relation to school improvement and in relation to teacher education, qualification, induction and development and to leadership development and succession planning and also in relation to identification and transfer of successful practice. The growing success of this partnership is also evident in the 	<p><i>Principle 4 - The potential to further promote and support robust partnerships and learning communities</i></p> <p>The education ‘offer’ can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self-improve and to recruit, train and develop their own staff and leaders is enhanced by a well-designed school to school support systems</p>

<p>successful joint bid for an alternative provision Free School, aimed at eliminating permanent exclusions and increasing the pathways from education to employment.</p> <p>The Council is developing a strategy of school community engagement in order to facilitate parental and school-led system development and as funding reforms are rolled out, so affecting the viability of some school budgets, this policy will continue in order to ensure small school settings serving rural communities can reconfigure the way they are run in order to continue to provide education close to home.)</p>	
<p>Current Principles</p>	<p>Proposed Principles</p>
<p>THIS SECTION IS NO LONGER INCLUDED:</p> <p>Principle 5 - The ambition to achieve a single phase of education 0 -19 and reduce school transfer points</p> <p>There is evidence that learning can be lost at points of transfer between schools and also transition within schools from one phase or key stage to another. There are two ways in which this can be addressed</p> <p>The first is to design systems that limit the number of points at which a child transfers from one school to another. The second is to promote collaboration amongst schools through which a cohort of children will pass on such issues as continuity of pedagogy,</p>	<p>This principle is no longer included in this draft plan</p>

<p>curriculum, expectations, progress, behaviour and ethos.</p> <p>A federation or trust with close agreement between its constituent schools and with the knowledge of the community it serves could mitigate some of these effects. Reducing transfer and transition or the effects of transfer and transition is therefore suggested that this is a consideration that should be evaluated in the context of school place planning.</p> <p>The Council will continue to develop integrated early years provision in a variety of settings, wrapping childcare around nursery education provision to ensure that all parents that require it have access to an extended and flexible early years offer so that they can access training or work.</p> <p>Where new early years provision is needed as a result of demographic growth or changes in entitlement and is forecast to be required in a similar timeframe and location as proposed new lower or primary places, the Council will seek to develop both new provisions on the school site and under its leadership.)</p>	
Current Principles	Proposed Principles
<p>THIS SECTION IS NO LONGER INCLUDED:</p> <p>Principle 6 - The need to support the Raising of the Participation Age (RPA)</p> <p>Coalition Government policy is to ensure that all young people are in either education, training or work-related education / training full time up to the age of 18 by September 2015. The Council will therefore need to consider the way in which proposals for new</p>	<p>This principle is no longer included in this draft plan</p>

<p>or expanded schools and Academies will support it in meeting this raised participation age and support educational establishments and employers in delivering this.</p> <p>56. The Council will also support the maintenance of a diverse range of post-16 provision, enabling students to choose between remaining at upper school, transferring to an FE college, or taking advantage of vocational routes of study. The Council will continue to support and strengthen the 14-19 strategic partnership subgroup of the Children’s Trust so that it can work together to improve outcomes, and it will support providers to access post 16 funding from the Education Funding Agency)</p>	
Current Principles	Proposed Principles
<p>Principle 7 – To seek opportunities to create inspirational learning environments for the school and to maximise community use</p> <p>The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This will define the basis for calculation of planning obligations that will be required from housing developers where additional infrastructure is required.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: The briefing of projects to expand existing provision will include an assessment of the suitability of the premises to ensure pre existing deficiencies in provision can be considered in order to provide 	<p><i>Principle 5 – To seek opportunities to create inspirational learning environments for the school and to maximise community use</i></p> <p>The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This defines the basis for the calculation of planning obligations required from housing developers where a new school is required.</p> <p>The Council will support opportunities to pool funding from other sources, such as an academy trust or the Department for Education, in any planned, expanded or new provision and will seek guarantees for sustainable, enhanced, community use of the school’s facilities where capital investment (Council funds) is to be spent.</p>

<p>premises that are fit for purpose for the increased capacity of the school.)</p> <p>The Council will support opportunities to pool funding from other sources in any planned expanded or new provision and it will seek guarantees for sustainable, enhanced community use of the school’s facilities where capital investment is being committed.</p>	
<p>Current Principles</p>	<p>Proposed Principles</p>
<p>Principle 8 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</p> <p>Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range and ethos within the schools in the area to provide opportunities for parental choice.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: The Central Bedfordshire geographical area comprises only co-educational schools and the majority of schools are based on a three-tier system of education although schools are encouraged to consider alternative models of leadership, governance and school organisation to achieve the Council’s overarching aim of raising standards) <p>The Council’s aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and may act as a centre of excellence in particular areas or offer</p>	<p><i>Principle 6 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</i></p> <p>Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range of individual characters within the schools in the area to provide opportunities for parental choice.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NEW: The Council has given a firm commitment to change from the 3-tier education system to a primary and secondary model <p>The Council’s aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission, and may act as a centre of excellence in particular geographical areas, or offer specialist provision to meet the aspirations of parents, help raise local standards and narrow attainment gaps.</p> <p>While a good supply of non-denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, primary, middle, secondary (THIS WORD IS NEW) and upper schools although Roman</p>

<p>specialist provision in order to meet the aspirations of parents, help raise local standards and narrow attainment gaps.</p> <p>While a good supply of non-denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, middle and upper schools although Roman Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.</p> <p>Some faith-based provision is below national rates of representation in some phases in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith based provision and where other factors such as an evaluation against the potential of the school to raise education standards will not be compromised.</p> <ul style="list-style-type: none"> ● (THIS SECTION IS NO LONGER INCLUDED: As part of the annual appraisal of the impact of the principles there will be an equalities impact assessment to ensure that there are no unintended consequences of promoting faith-based provision on those who have minority or no faiths on access to school places. <p>The Council will continue to support the establishment of Trusts, Federations and Multi Academy Trusts who share the ambition</p>	<p>Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.</p> <p>Some faith-based provision is below national rates of representation in some phases of education (i.e. primary/secondary, lower/middle and upper) in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith-based provision and where other factors, such as an evaluation against the potential of the school to raise education standards, will not be compromised.</p> <p>The Council will support the establishment of trusts, federations and multi-academy trusts who share the ambition of the Council's Education Vision and its principles.</p>
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<p>of the Council’s Education Vision and its principles</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: which are now seen in the context of the enhanced complexity created by increased numbers of academies, academy chain partners and school self-determination. The Council will welcome the parent or other promoter of any free school in Central Bedfordshire and will consider the allocation of financial support where the proposal is approved by the DfE, and it meets a demand identified as a result of demographic growth in the area) 	
Current Principles	Proposed Principles
<p>Principle 9 – To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools</p> <p>The Council will continue to support close links between mainstream and special school sectors, building better partnerships and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools we will continue to support the model of area special schools.</p> <ul style="list-style-type: none"> • (THIS SECTION IS NO LONGER INCLUDED: The Council will also continue to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist 	<p>Principle 7 – To support vulnerable learners in area special schools and integrate appropriate Special Educational Needs provision within mainstream schools</p> <p>The Council will continue to support close links between mainstream and special school sectors, building better partnerships, increasing places and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools, we will continue to support the model of area special schools.</p>

**approach to meeting their special educational needs.
The Council will also support the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate.)**

**Central
Bedfordshire**

**Central
Bedfordshire
in contact**



We're consulting on a new School Organisation Plan, as the previous Plan covered 2017-2022 and needs refreshing to address current and future educational demands. The proposed new plan includes principles that will help inform the School Organisation Plan for the next five years, from 2025-2030.

Please submit your response by Sunday 10 November 2024.

1. Which of the below are you responding as? (please select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Pupil at a school in Central Bedfordshire | <input type="checkbox"/> Governor at a school in Central Bedfordshire |
| <input type="checkbox"/> Pupil at a school outside of Central Bedfordshire | <input type="checkbox"/> Governor at a school outside of Central Bedfordshire |
| <input type="checkbox"/> Parent of a child not yet at school (under 4 years old) | <input type="checkbox"/> Resident of Central Bedfordshire |
| <input type="checkbox"/> Parent of a child at school in Central Bedfordshire | <input type="checkbox"/> Town or Parish Council |
| <input type="checkbox"/> Parent of a child at school outside of Central Bedfordshire | <input type="checkbox"/> Local Business |
| <input type="checkbox"/> Member of staff at a school in Central Bedfordshire | <input type="checkbox"/> Voluntary or community organisation |
| <input type="checkbox"/> Member of staff at a school outside of Central Bedfordshire | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Prefer not to say |

If a pupil/parent of a child at school, please name the school(s):

If member of staff or governor at a school, please name the school:

If Town or Parish Council, please specify:

If voluntary or community organisation, please specify:

If other, please specify:

2. How many children of...

pre-school age are there in your household?

school age are there in your household?

The previous Plan, which covered 2017-2022, needs refreshing to address current and future educational demands.

Population data shows there will be a more primary school places than we need during the life of the plan (2025-2030), due to a population bulge created by the 2000s baby boom, which will increase by up to 140 per cent in some areas of England. Those pupils will be moving into secondary schools during the life of the plan (2025-2030). We will have to take action to reduce the number of empty classrooms, because it can affect whether a school remains financially viable. Some of the classrooms will be repurposed into new SEND provision to help meet the increasing demand for specialist school places.

The last Plan was based on nine principles that were adopted in 2013 and these need to be updated because some no longer reflect changes in national legislation, changes in provision with new types of academies, the decision to move to two-tier education and other Council priorities.

Principle 1 - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel

There has been no change to the current principle proposed.

3. How far do you agree or disagree with principle 1? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

4. If you have any comments about principle 1, please provide them below:

Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable

The proposed approach:

- Removed the reference to optimal school size as this relates to a secondary schools with six classes in each year group, which is now considered at the smaller end of the scale
- No longer looking to recommend that smaller sized schools may be preferable in areas of deprivation
- Working towards primary schools having 2 to 3 classes per year group
- Removed references to research that claims secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years, or that a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school as the research is no longer available
- Proposing that Sixth forms will be considered on a case-by-case basis
- Added a section about surplus school places, which is designed to provide steps to address the population boom of the 2000s baby boom and more recent decline in birth rates.

5. How far do you agree or disagree with principle 2? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

6. Which of the following do you think are the most appropriate actions to adopt in terms of addressing surplus places across all schools? (please select all that apply)

- Capping admissions in year - in exceptional circumstances, and following the closure of the normal admissions round, a 'cap' can be implemented. For example where a three-form entry school is only operating two classes in a particular year group it is possible to cap the admission number for that year group at 60.
- Reductions in published admission numbers - this needs to be done in advance of applications for places being made.
- Review of building use / capacity - whether some accommodation could be used for other purposes or even removed altogether. It could be appropriate to remove poorer assets where possible or reconfigure space to provide specialist provisions
- School organisation changes such as schools amalgamating or ultimately closing

7. If you have any comments about principle 2, please provide them below:

Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools

The proposed approach:

- We have removed a section about supporting the expansion of oversubscribed schools and Academies in order to provide the Council with greater flexibility to meet pupil demand

8. How far do you agree or disagree with the proposal to continue to support popular and successful schools? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

9. If you have any comments about principle 3, please provide them below:

Principle 4 - The potential to further promote and support robust partnerships and learning communities

The proposed approach:

- References to joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) and the development of a strategy of school community engagement have been removed as they are now covered by the council's Skills for All strategy.

10. How far do you agree or disagree with principle 4? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

11. If you have any comments about principle 4, please provide them below:

Principle 5 – To seek opportunities to create inspirational learning environments for the school and to maximise community use

The proposed approach:

- A requirement to assess the suitability of existing school buildings to ensure pre-existing deficiencies in provision can be considered has been removed as it has been superseded by the principles in the Council's Three-to-Two-Tier Programme

12. How far do you agree or disagree with principle 5? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

13. If you have any comments about principle 5, please provide them below:

Principle 6 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice

The proposed approach:

- The section about the three-tier status of most schools in Central Bedfordshire has been removed as a firmer commitment to a two-tier model of education has been included instead
- The section on the annual appraisal of the impact of the principles has been removed as there has been no annual appraisal of the original principles carried out. In the future, this will be reviewed and repeated for the next cycle of development of the plan

14. How far do you agree or disagree with principle 6? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

15. If you have any comments about principle 6, please provide them below:

Principle 7 – To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools

The proposed approach:

- The section about continuing to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist approach to meeting their special educational needs has been removed, as they are captured in the Council's Specialist School Places Plan.
- The section about supporting the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate has been removed because this is also addressed in the Specialist School Places Plan

16. How far do you agree or disagree with principle 7? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

17. If you have any comments about principle 7, please provide them below:

Removed principles

18. We have removed the principle of the ambition to achieve a single phase of education 0-19 and reduce school transfer points because:
- There are a lack of opportunities that exist to develop 0-19 in a single phase of education for school place planning.
 - The single phase of education would apply to a select few in the primary school phase, and many other children would still require a transfer at secondary age as that school serves a wider community
 - This principle could result in increased transport costs for children to a single location
 - There is a lack of diversity and opportunity by having a large-scale provision in one Academy Trust
 - Schools can work together and forge partnerships without having to be geographically close to each other

How far do you agree or disagree with the removal of this principle? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

19. We have removed the principle of the need to support the Raising of the Participation Age (RPA) because it is no longer a requirement for the School Organisation Plan to factor in as it is now the law that young people must stay in education (either at a school or college) until they are 18.

How far do you agree or disagree with the removal of this principle? (please select one)

- Strongly agree Agree Neither agree or disagree Disagree Strongly disagree

20. If you have any comments about the removed principles, please provide them below:

Overall

21. When thinking about the principles, please put them in order of priority, with the most important as 1, and least important as 7.

	1	2	3	4	5	6	7
The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The need to create schools that are of sufficient size to be financially and educationally viable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The potential to further promote and support robust partnerships and learning communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To seek opportunities to create inspirational learning environments for the school and to maximise community use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. If you have any final comments about the proposed principles that you have not provided elsewhere in the questionnaire, please provide them below:

23. Is there anything else we should consider when thinking about school place planning?

Finally...

24. How did you hear about this consultation? (please select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Central Bedfordshire Council website | <input type="checkbox"/> Poster |
| <input type="checkbox"/> E-mail from Central Bedfordshire Council | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Local councillor surgery | <input type="checkbox"/> Social media from Central Bedfordshire Council |
| <input type="checkbox"/> Local MP surgery | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

If other, please tell us:

25. If social media, please tell us which one:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter/X |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Youtube |
| <input type="checkbox"/> LinkedIn | <input type="checkbox"/> Other social media |

If other social media, please specify:

About You

This section is about you and is entirely optional. The reason we ask these questions is to understand if we are getting views from a cross-section of the community, and if different parts of the community have different views. We will never force you to provide information about yourself that you are not comfortable in giving, and the answers will not be used to identify any individual. You can read more about why we ask these questions on our website .

26. Are you: (please select one)

- Male
 Female

- Other
 Prefer not to say

If other, please specify:

27. What is your age? (please select one)

- Under 16 years old
 16-17 years old
 18-24 years old
 25-34 years old
 35-44 years old

- 45-54 years old
 55- 64 years old
 65-74 years old
 75+ years old
 Prefer not to say

28. Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes
 No
 Prefer not to say

29. To which of these groups do you consider you belong? (please select one)

- Arab
 Asian or Asian British Bangladeshi
 Asian or Asian British Indian
 Asian or Asian British Pakistani
 Asian or Asian British Chinese
 Asian Other
 Black or Black British African
 Black or Black British Caribbean
 Black Other
 Mixed White and Asian

- Mixed White and Black African
 Mixed White and Black Caribbean
 Mixed Other
 White British
 White Irish
 White Gypsy or Irish Traveller
 White Roma
 White Other
 Any other group
 Prefer not to say

If other, please specify:

30. What is your religion? (please select one)

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim

- Sikh
- No religion
- Prefer not to say
- Other religion

31. What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

32. If you would like to receive alerts for any consultations or surveys, please provide your email address below to be added to our database, this will not be used or shared for any other reason:

Thank you.

Please return your completed form by Sunday 10 November 2024 to:
Freepost RSJS GBBZ SRZT (you do not need a stamp)
Principles of the School Organisation Plan 2025-30 consultation
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ

Data Protection Act 2018

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of this survey. The information collected may be disclosed to officers and elected members of the Council and its' partners involved in this survey. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances.

Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes unless we need to do so in order to meet our legal duties obligations. If you do not wish to have your personal details retained for the purposes given, please contact consultations@centralbedfordshire.gov.uk who will arrange for their removal and deletion. We will only be able to locate your data for removal if you have provided us with a personal identifier, such as your email address.

For more information about how Central Bedfordshire Council handles your data, please visit <https://www.centralbedfordshire.gov.uk/terms>

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. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
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 <i>(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).</i>	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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:

566/eii

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

Chair



Clerk



www.flitwick.gov.uk

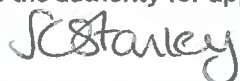
Section 2 – Accounting Statements 2023/24 for

Flitwick Town Council

	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
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 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).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

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



18/06/2024

Date

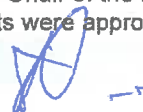
I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2024

as recorded in minute reference:

5661eiii

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



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

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.

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

Although an Internal Auditor was appointed by the Council for 2023/24, the appointment was not formally considered. In future, the Council should formally appoint its Internal Auditor and document their approval within the official minutes.

3 External auditor certificate 2023/24

We 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:

Not applicable.

External Auditor Name

Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

26 September 2024

Flitwick Town Council

Internal Audit Report 2024-25: 1st Interim

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 2024-25 financial year to date, during our visit on 25th September 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 to date 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 Officer and thank them for their assistance, which has ensured the smooth progress of our review process.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council's accounts are maintained with Rialtas accounting software reporting on an Income and Expenditure basis.

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 2023-24 have been correctly brought forward to the current financial year.
- Checked to ensure that a comprehensive, meaningful, and appropriate nominal coding schedule together with cost centres remains in place. The Council in conjunction with Rialtas reviewed its coding structure in the previous financial year.
- 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 April 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 31 August 2024 to ensure that no long-standing, uncleared cheques, or other anomalous entries exist.
- Confirmed with officers the arrangements for backing up the computer system.
- Reviewed the 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. The Council has resumed issuing grants for the 2024-25 financial year after suspending the previous year.

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

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: -

- Commenced examination of the minutes of the Full Council and its various Standing Committees for the year to August 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 d.); they are scheduled to be reviewed again before the end of the financial year.
- Financial Regulations were reviewed at the meeting held on 20th February 2024 (minute ref. 5593 d.); again, they will be reviewed before the end of the financial year.
- We have reviewed the external auditor's report, issued since our last visit; to confirm they are raising no matters regarding the Councils accounts and governance.

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 continues to engage the services of a VAT consultant to conduct a review of VAT management on annual basis.
- 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 26 payments, totalling £54,883.83 of non-pay expenditure to August 2024, with all the above criteria met.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

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 17th September 2024 (minute ref. 5696 g).
- Reviewed the Council's insurance policy underwritten by Aviva which commenced in September 2024 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 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 will examine the cemetery income procedures, allotment management and the cash handling procedures and stock management at the onsite café.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

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 will be undertaken at a future visit.

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 April 2024 Barclaycard reconciliation, with no issues arising.

We are pleased to note that receipts are 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 a Treasury Management policy in situ.

During our visits we test 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 reconciliation.

Conclusions

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

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 will be maintained and updated “in house” for the 2024-25 financial year.

Conclusion

We are pleased to report that no matters have arisen in this area of our review process to date warranting formal comment or recommendation. Further work in this area will be undertaken in this area at our future visits.

Balance Sheet as at 30th September 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	51,377		
447	Burial Grounds & Cemeteries	0		
0	VAT Control Account	42,310		
39,477	PREPAYMENTS	471		
5,345	Mthly Business Prepays	28,934		
47,844	PrePayment for Land Sale	53,194		
4,733	Accrued Income	0		
3,886	Stock Held - Bar	3,309		
4,953	Stock Held - Food	5,130		
5,018	Current Bank Ac Barclays 009	5,000		
136,295	Barclays Business Reserve 106	142,992		
1,000	PDQ Account	29,148		
41,209	Tenants Deposits Account	46,918		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	400		
400	Float - Cafe Safe (YE)	400		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA Control Account	1,670,095		
<u>1,348,208</u>				<u>2,080,173</u>
	1,348,208 Total Assets			2,080,173
	Current Liabilities			
8,693	DEBTORS Control: Functions	4,309		
1,902	VAT Control Account	0		
23,904	CREDITORS	95,997		
8,493	ACCRUAL - Loan Interest (YE)	0		
18,438	ACCRUALS (YE)	0		
18,645	PAYE/NIC Due	14,406		

Balance Sheet as at 30th September 2024

31st March 2023

31st March 2024

11,886	LGPS Pension Control	11,737
2,619	NEST Pension Control	2,923
2,973	Income in Advance (YE)	0
5,009	Past Yr TM Charity (YE)	0
1,591	Past Yr TM Allow & Civic Recep	0
45,751	Tenants Rent Deposits	46,599
1,500	Refundable Deposits: Functions	2,630
963	Barclaycard Year End balance	0

152,369

178,601

1,195,839 Total Assets Less Current Liabilities

1,901,572
Long Term Liabilities

0

0

1,195,839 Total Assets Less Long Term Liabilities

1,901,572
Represented By

453,445	GENERAL RESERVE	1,001,666
0	Proud AF Picnic	100
106,432	Central Project Fund	87,051
3,704	EMR Election Costs	3,704
500,000	EMR Do Not Spend Ops Reserves	500,000
6,457	EMR IT Equipment Provision	4,223
0	EMR Oral History Equipment	250
0	EMR Mayor Fund	304
25,088	EMR Allotments	17,761
13,160	EMR Cost of Living	13,160
57,050	EMR Steppingley Rd Legal Fees	57,050
0	EMR 3 Station Road Development	110,572
0	EMR Rufus Capital Works	40,000
3,000	EMR Community Events	3,000
14,600	Capital Receipts Reserve	14,600
1,687	PROJ - Nature Park	4,077
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	0
800	PROJ - Hub Car Pk Delineation	0
3,370	PROJ - Office Room 28 Refurb	0
0	PROJ - Nature Park Planning	12,137

Balance Sheet as at 30th September 2024

31st March 2023

31st March 2024

0 PROJ - Burial Ground Wall	500
0 PROJ - Stocksfield Refurb	709
0 PROJ - Road Closure Signage	1,453
0 PROJ - Skate Park Extension	9,600
0 PROJ - Rufus Centre CCTV	8,521
0 PROJ - Millen. Park Tarmac	4,611

1,195,839

1,901,572

The above statement represents fairly the financial position of the authority as at 30th September 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

FTC Projects Review 2024-25

Last Updated: **30 September 2024**

	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 received Sep 24)</small>
800s	LESS: 24/25 Projects Opening Balance	£	73,579
	LESS Projects Overspend	£	1,715
	PLUS Projects Underspend	£	237
(315)	Central Project Fund YTD Funds Available	£	87,051 <small>Working balance (315) less 2nd precept instal (Oct)= £59,213</small>

Accepted Project budget variance at 5%.

All projects now managed through individual EMRs with budgets drawn from CPF

	PROJECT Details					Project Details								24/25 FUNDING Details			Comments			
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	24/25 Opening Project Balance	GRANT Received	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	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 8,100			£ 4,077	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.	
	801	4819 110	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.	
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ -			£ 3,800	100%					
	803	4837 110	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	
	804	4849 110	Proj - Lockyer Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -	£ 2,239	£ 1,715			£ -	0%				Overspend is within accepted 5% tolerance. PROJECT CLOSED June 24
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155		£ -	0%				PROJECT CLOSED August 24
	806	4852 110	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -	£ 3,370				£ -	0%				PROJECT CLOSED June 24
	807	4850 110	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -	£ 3,560				£ -	0%				PROJECT CLOSED July 24
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 11,536			£ 12,137	51%					
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627			£ 500	3%					
	810	4855 110	Proj - Stocksfield Refurb	Business / Community	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 9,941			£ 709	28%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubbub Grant Funding - received	
	811	4856 110	Proj - Café IT Station	Business	5661gii2	Jun-24	£ 2,621		£ 2,621	£ -	£ 2,539		£ 82		£ -	0%				PROJECT CLOSED August 24
	812	4857 110	Proj - Café Dishwasher	Business	5661gii1	Jun-24	£ 4,472		£ 4,472	£ -	£ 4,472				£ -	0%				PROJECT CLOSED July 24
	813	4858 110	Proj - Road Closure Signage	Community	5681gi	Jul-24	£ 1,453		£ 1,453	£ -	£ -				£ 1,453	100%				
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600		£ 9,600	£ -	£ -				£ 9,600	100%				To be match funded with UKSPF Community Grant
	815	4860 110	Proj - Rufus Centre CCTV	Business	5696ei	Sep-24	£ 8,521		£ 8,521	£ -	£ -				£ 8,521	100%				
	816	4861 110	Proj - Millennium Pk Tarmac	Community	5696eii	Sep-24	£ 4,612		£ 4,612	£ -	£ -				£ 4,612	100%				(Remaining Costs of £800 from Play Areas Revenue Budgets)

£ 73,579

£ 1,715 £ 237