



**FLITWICK TOWN COUNCIL**  
**Minutes of the Community Services Committee meeting**  
**held on Tuesday 3<sup>rd</sup> December 2024 at the Rufus Centre**

Present

Cllr Thompson (Chairman)  
Cllr Toinko  
Cllr Wilsmore  
Cllr Connell  
Cllr Livens  
Cllr Earles  
Cllr Haralds

Stacie Lockey – Town Clerk (TC)  
Susan Eldred - Community Services and Amenities Manager (CSAM)  
Sarah Burgess - Amenities Officer (AO)  
Zoe Putwain - Community Services Officer (CSO, ZP)  
Natalie Vivash – Community Services Assistant (CSA)

**1233. APOLOGIES FOR ABSENCE**

Apologies for absence were received by Cllr Platt due to being on vacation.

It was **RESOLVED** to accept the apologies from Cllr Platt due to being on vacation.

*Action – Reception*

**1234. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) No Disclosable Pecuniary interests in any agenda item were declared.
- (b) Non-pecuniary interests in any agenda item were declared by Cllr Earles and Cllr Toinko as allotment holders.

**1235. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked Officers for the challenging work on the Christmas Lights event. They expressed that although it had been a difficult decision, it was the right one. Other members confirmed and reiterated the Chairmans opinion.

1236. **PUBLIC OPEN SESSION**

No members of the public attended the meeting.

1237. **INVITED SPEAKER**

No invited speaker attended the meeting.

1238. **MEMBERS QUESTIONS**

Members asked what the financial implications of cancelling the Christmas Lights event. The Community Services & Amenities Manager confirmed that some of the suppliers had reduced their invoices, but a majority of the payments had been made in full due to the late cancellation.

1239. **MINUTES**

- a. Members received and adopted the minutes of the Community Services meeting held on **Tuesday 5<sup>th</sup> November 2024** with no amendments.

It was **RESOLVED** to accept the minutes of the Community Services meeting held on **Tuesday 5<sup>th</sup> November 2024** with no amendments.

*Action – Reception*

1240. **MATTERS ARISING**

- a. No Committee members raised any questions in relation to the Minutes of the Community Services Committee Meeting on **Tuesday 5<sup>th</sup> November 2024**.

1241. **ITEMS FOR CONSIDERATION**

- a. **Steppingley Road Allotment Fence**

It was **RESOLVED** to move item 9A to exempt.

- b. **Manor Park Term of Reference**

Members were asked to note the Manor Park Terms of Reference and accept the Terms of Reference as presented.

It was **RESOLVED** to accept the Terms of Reference as presented to the Committee for Manor Park.

*Action – AO*

- c. **UKSPF Arts & Cultural Grant**

Members were asked to view the grant available for arts and culture projects – information on this weblink: [UKSPF Culture Fund | BLCF](#)

Members were asked to consider any projects that could be put forward for this funding for a Town Council activity.

Members suggested the previously discussed projects including benches and graffiti wall for this grant process. It was confirmed that if benches were acquired, these would have to be of an artistic influence and would need to be located on Flitwick Town Council land.

It was suggested that as the grants were open to the public, promoting them to external sources may be beneficial. The Town Clerk confirmed that CBC were expected to share details of the fund via appropriate channels.

The Community Services & Amenities Manager informed members that Proud AF and The Living History projects may wish to apply.

*Action – CSAM*

**d. Community Services Budgets 2025/26**

- (i) Members received a report from the Community Services & Amenities Manager about possible budget adaptations for 2025/26. This was discussed in full in relation to both the suggested savings and the effect that the savings would have on the events.

The fun fair at Family Fun Day was discussed, with assorted options being suggested. The Community Services & Amenities Manager informed members that if the option was accepted to pay half of the overall cost of the fair, the rides would be different to those previously in attendance with no carousel or Helter skelter.

The withdrawal of the music option, popcorn charges and removal of cinema element was discussed with the findings of savings being minimal.

The Chairman suggested that any action taken could be reviewed in the next budget reviews for 2025/26 if required.

A proposal was made to continue delivering the family fund day as per previous years with a free fun fair.

This proposal was not carried due to lack of votes in favour.

It was **RESOLVED** to reduce the payment for the Fun Fair to £5,650 (excluding vat) and allowing the funfair to charge half price for rides.

*Action – CSAM / ACCOUNTS*

Members also discussed the Proud AF allocation of funds, previously suggested to be £1500 over the next three budget years. The suggestion was made to reduce the Proud AF suggested budget to £750.

The Chairman added that Ampt Hill Town Council had allocated £1500, and at the time of the meeting, this was suggested as not being required to be amended before the budgets were set.

The Community Services & Amenities Manager explained that the funds would cover the February event that was previously held at the Rufus Centre annually, but as other Proud events were hosted by the Rufus Centre, the need for the full budget may not be required, as events would be able to continue under the Rufus side of the Council.

It was **RESOLVED** to reduce the recommended budget to £750 for Proud AF 2025/26

*Action – CSAM / ACCOUNTS*

The Chairman took the opportunity to thank the work completed by Officers on the budgets due to the challenging task.

- (ii) Members were asked to consider the revised draft budget 2025/2026 noting that the above revisions would be added to the budget before the document is shared at Full Council.

It was **RECOMMENDED** to accept the budget with the amendments listed above; reduction of £5,650 to the Family Fun Day budget and £750 to the Proud AF budget.

*Action – CSAM / ACCOUNTS*

**1242. ITEMS FOR INFORMATION**

**a. Community Financial Report**

Members received and noted a report from the Senior Finance Officer. The 43% increase in fuel was questioned and clarified by the Community Services & Amenities Manager that there had been an increase in the use of the vehicle. The increase was suggested due to the use of the vehicles for the Community Fridge\_

**b. Officer Update**

Members noted the Officer update and raised questions in relation to the Community Value aspect of the report. It was suggested that the PowerPoint presentation be shared with members as a refresher to aid in understanding the full report that would be presented at the next meeting.

The Community Services and Amenities Manager also drew attention to the Mother and Daughter boxing training that was hoping to take place pending grant approval.

*Action – CSO (SQ)*

**c. CBC Highways Partnership Working**

Officers were keeping a record of any highway's maintenance concerns raised by Members or residents. These would be raised at the next meeting with the CBC highways team in March 2025. The Highways team had sent apologies for the delay due to medical implications within their team. Members were requested to continue forwarding any issues to the Community Services and Amenities Officer to add to the record.

**1243. PUBLIC OPEN SESSION**

No member of the public attended the meeting.

**1244. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**a. Youth Provision**

It was **RESOLVED** to approach the youth provider to request a reduction in contract.–

*Action – TC/ CSAM*

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.

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Chairman's Signature .....