



LONDON COLNEY PARISH COUNCIL

To: Cllrs D Gordon (Chair), Lillico, Pakenham and MacMillan

16 May 2019

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 23 MAY 2019**, at **MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY, 3.00PM**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
3. **MINUTES**
To approve the minutes of the meeting of the Finance Committee held on 14 March 2019 (attached).
4. **MATTERS ARISING NOT APPEARING ON THE AGENDA**
To review any items arising from the minutes of the last meeting not appearing on the agenda
5. **STRATEGIC PLAN 2019-23**
Members are asked to consider items for inclusion in the draft strategic plan
6. **REPORTS TO COMMITTEE**
 - 6.1 Bar Audit
 - 6.2 Christmas Lights Tender (report to follow)
 - 6.3 Equal Opportunities and Volunteers' Policies
 - 6.4 St Mary's Church Grounds Maintenance
7. **DATE OF NEXT MEETING**
11 July 2019

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 14 MARCH 2019, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY AT 11.30AM

PRESENT: Councillors D Gordon (Chair), H Pakenham
Councillor M McMillan (ex officio)

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

There were no apologies

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. MINUTES

The minutes of the previous meeting held on 8 November 2018 were approved as a true record of the meeting.

4. MATTERS ARISING

- 4.1 At the meeting held on 11 October 2018, when the Council's income streams were reviewed, Members had discussed increasing hall hire fees for bookings with no bar from £20 ph to £25ph. The increase in hall hire would be to compensate for the loss of bar sales. Members felt that this should be implemented from 1 April 2019, with a review after 6 months. It was **RESOLVED** to:

Increase the fees for hall hire for events with no bar from £20ph to £25ph with effect from 1 April 2019, to be reviewed in October 2019.

5. REPORTS TO COMMITTEE

5.1 Reserves Policy

Members received a proposed policy for the handling of reserves. It was **RESOLVED** that:

The Reserves Policy is adopted and reviewed annually.

5.2 Policies for Consideration

Members received the following policies for consideration:

- a) Dignity at Work/Bullying and Harassment
- b) Unreasonable Complainant Behaviour

Members considered the policies. Amendments were made to the Dignity at Work policy to reflect that the list of unacceptable behaviours was not exhaustive and that other behaviours could be considered at the discretion of the line manager if a complaint had been received from a member of staff.

The Unreasonable Complainant Behaviour Policy was amended to include that if the Clerk issues a written warning to a complainant then they should inform the Chairman of the Council and/or the Chairman of Human Resources Committee It was **RESOLVED** that:

The Dignity at Work/Bullying and Harassment Policy & Unreasonable Complainant Behaviour are adopted and reviewed regularly.

5.3 Caledon Community Centre – Capital Expenditure Request

Members received a report to release funds from the Capital Expenditure budget to purchase additional tables and chairs for the community centre and to replace the Council's PA set. Members queried the height of the proposed tables until it was pointed out that the tables purchased last year are the same height as the proposed tables. It was **RESOLVED** to:

- a) *Purchase 5 tables at a cost of £822.40 plus VAT*
- b) *Purchase 50 chairs for lounge bar at a cost of £1277.50 plus VAT*
- c) *Purchase replacement PA equipment at a cost of £962.62 plus VAT*

5.4 Making Tax Digital

Members received a report on HMRC's project to make tax administration more effective and efficient. Members noted that the Council's finance package, RBS Omega will be upgraded as part of this transformation and this would be undertaken in July 2019, after the year end processes and before the implementation date of 1 October 2019.

Members enquired how much VAT was paid and reclaimed by the Council and this will be reported to the next meeting. It was **RESOLVED** to:

Note the report.

6. CONFIDENTIAL ITEMS

To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE COMMITTEE

DATE: 23 MAY 2019

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BAR AUDIT

1. SUMMARY

- 1.1 An audit of the bar at the Caledon Community Centre is undertaken every 6 months, to monitor the profitability of the bar and undertake a stock check.

2. RECOMMENDATION

Members are asked to:

- a) Note the report.
- b) Consider a review of bar prices in October 2019 as part of the review of all income streams during the budget setting process.

3. BAR AUDIT

- 3.1 Bar audits are undertaken every 6 months. This audit was undertaken on 2 April 2019 and relates to the period 23 October 2018 – 1 April 2019.
- 3.2 The auditor's remit includes
- Stock check
 - Monitor wastage
 - Provide analysis on profitability
- 3.3 A comparison for the last five bar audits can be found as Appendix A. Members are advised that the bar continues to not fulfil the % of profitability expected from the auditor. Most levels remain static with the exception of waste which has reduced. Further changes in the line cleaning regime have been suggested by the bar equipment supplier which should reduce wastage further.
- 3.4 Following some problems with the previous brewery including short self-life stock, we have changed suppliers. During this process we achieved a small price saving; the new supplier has a better selection of lines which means staff only need place orders with one supplier and their service is better with regular deliveries on Thursday afternoons.
- 3.5 In addition to a new bar supplier, the company who provide the lines (Innserve) have fitted new taps in both bars, removing the four line 'T' bars and replacing them with dedicated taps for Fosters and Amstel. Fosters will be the lager for most events but when larger functions are being held, Amstel will be available on draft as a 'premium' beer which attracts a great profitability.
- 3.6 John Smiths and Guinness continues to be served in cans and Innserve has provided a surger plate which 'shakes' Guinness, increasing the volume of a surger can to a pint. There have been no complaints about the quality of bitter and stout served in this format.

Appendix A

	Audit 21		Audit 20		Audit No 19		Audit No 18		Audit No 17	
	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Estimated Result (ex VAT)										
Consumed @ retail	£9,276.59	£11,665.69	£11,066.38	£12,826.43	£11,172.05					
Less consumed at Cost	£4,298.47	£5,320.17	£5,331.94	£7,099.62	£5,585.06					
Estimated Gross Profit	£4,978.12	£6,345.52	£5,734.44	£5,726.81	£5,586.99					
Estimated Gross Profit	53.66%	54.39%	51.82%	44.65%	50.01%					
Actual Result (ex VAT)										
Income	£7,620.13	£9,632.83	£10,103.20	£11,621.05	£8,702.52					
Less consumed @ cost	£4,298.47	£5,320.17	£5,331.93	£7,099.62	£5,585.06					
Actual Gross profit	£3,321.66	£4,312.66	£4,771.26	£4,521.43	£3,117.46					
Actual Gross profit	43.59%	44.77%	47.23%	38.91%	35.82%					
Surplus/Deficit										
Consumed @ retail	£12,963.49	£16,644.63	£16,166.60	£20,305.36	£16,363.61					
Less allowances	£1,831.58	£2,645.80	£2,886.95	£4,913.13	£2,957.15					
	£11,131.91	£13,998.83	£13,279.65	£15,391.73	£13,406.46					
Income	£9,144.16	£11,559.40	£12,123.84	£13,945.26	£10,443.02					
Deficit	-£1,987.75	-£2,439.43	-£1,155.81	-£1,446.47	-£2,963.44					
Deficit %	-21.74	-21.10	9.53	-10.37	-28.38					
Deficit per day	-12.35	-12.08	-£6.05	-£8.46	-£16.96					
Deficit at cost	-£934.40	£1,122.74	-£508.31	-£736.41	-£1,584.89					
Yield %	70.54	69.45	74.99	68.68	63.82					
Barrellage	3.97	4.80	5.19	9.67	6.11					
Allowances/Income %	20.03	22.89	23.81	35.24	28.32					
Variance to budget %	£3,321.66	£4,312.66	£4,771.33	£4,521.43	£3,117.46					

	Audit 21		Audit No 20		Audit No 19		Audit No 18		Audit No 17	
	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Allowances (at retail)										
Pipe Cleaning	67.00		0.00		£0.00		£0.00		£0.00	
Waste	£1,689.40		£2,645.80		£1,078.03		£1,919.38		£2,497.68	
Staff Drinks	£8.70		0.00		£20.00		£15.50		£0.00	
Kitchen	£66.48		0.00		£62.00		£55.30		£183.67	
Pull Off					£715.00		£1,777.70			
Out of date beer					£172.80		£1,041.20			
Complimentary					£0.00		£40.25		£275.80	
W/off J Smiths					£0.00					
Promotion					£0.00		£64.30			
Price Change					£113.12					
Totals	£1,831.58		**£2,645.80		£2,886.95		*£4,913.63		£2,957.15	

* High waste levels due to premium lager brought in for Larks which didn't sell and out of date Guinness.

** High waste levels due to short self-life stock provided by the bar supplier

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES

DATE: 24 MAY 2019

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: EQUAL OPPORTUNITIES AND VOLUNTEERS' POLICIES

1. SUMMARY

- 1.1 The Equal Opportunities and Volunteers' Policies formed part of the staff handbook which was recently reviewed.
- 1.2 These two policies are not exclusive to staff and have therefore been removed from the staff handbook to form standalone policies.

2. RECOMMENDATION

- 2.1 Members are asked to consider the attached policies, suggest any amendments and recommend adoption by Council.

3. EQUAL OPPORTUNITIES POLICY

- 3.1 Fairness in the workplace is a vital part of a successful business or public body. It is supported by the law - the Equality Act 2010 - and makes good business sense in running and developing an organisation.
- 3.2 The aim of the Equality Act is to improve equal job opportunities and fairness for employees, job applicants and volunteers. Organisations should have policies in place, so these outcomes happen and, just as importantly, to prevent discrimination.
- 3.3 Under the Act, it is unlawful to discriminate against people at work because of the nine areas outlined in the policy and termed in the legislation as protected characteristics.

4. VOLUNTEERS POLICY

- 4.1 The Council is supported in a variety of roles by volunteers and this policy will help define the role of volunteers within the organisation, and how they can expect to be treated.
- 4.2 Having a volunteer's policy can help to:
 - Demonstrate your organisation's commitment to its volunteer programme and its individual volunteers. By having such a document in place, you are showing that care and thought have gone into the volunteer programme.
 - Ensure consistency and that all volunteers are treated equally and fairly. Being able to refer to a written policy ensures that decisions do not have to be made on an ad hoc basis.

- Allow volunteers to know where they stand; it offers some security, in that they know how they can expect to be treated, and where they can turn to if they feel that things are going wrong.
- It helps ensure that paid staff, senior management and councillors fully understand why volunteers are involved, and what role they have within the organisation.

4.3 Once the policy is adopted, it will be communicated to staff and volunteers throughout the organisation and regularly reviewed to ensure it remains fit for purpose and current.

5. FINANCE

5.1 There are no financial implications in the adoption of these policies.



LONDON COLNEY PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, volunteers and Councillors, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees, volunteers or councillors will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee, volunteer and Councillor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work/Bullying and Harassment policy adopted by the Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council’s Grievance procedure.

This policy is fully supported by all Members of the Council. The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.



LONDON COLNEY PARISH COUNCIL

VOLUNTEER POLICY

Introduction

This Policy sets out the Parish Council's position about the engagement of volunteers. This can cover support in the Council Offices, the Community Centre, around the Parish and at events, e.g. Larks in the Parks, Fireworks.

This policy highlights the benefits of using volunteers for the Parish Council but also for the volunteers.

Overview

Engagement of volunteers must not be taken lightly and there should be procedures in place to ensure volunteers receive the best possible management support and the Parish Council receives maximum benefit from a volunteer's contribution.

Engagement of volunteers should also cover what is expected from the volunteer during their contribution (i.e. performing the required duties/tasks adequately) but also what the volunteer will gain from the experience (i.e. increased knowledge and/or quality of life).

Engagement of volunteers should be regularly reviewed to ensure the best working practices are in place.

Engagement of volunteers is covered by the Parish Council's insurance whilst working on projects initiated and supervised by Parish Council staff.

By producing this policy, it demonstrates the Parish Council's commitment to volunteering by recognising and appreciating their support through their involvement in the work of the Parish Council for the benefit of the Parish.

The Benefits of Engaging Volunteers

Volunteering provides the opportunity to use current skills and develop new ones, acquire new interests, meet people, become active in bringing about social change, and to get involved.

Undertaking voluntary work provides:

- Enjoyment and personal satisfaction;
- A chance to meet people, make new friends and associates and get involved in the community;
- Gain valuable work experience and training;
- A chance to use and learn new skills;
- A change from the normal routine;
- Recognition and a chance to build up confidence.

Volunteering can also improve the wellbeing by:

- Improving health and fitness, particularly with outdoor activities;
- Reducing depression and combating stress;
- Build on self-esteem;

What Should Be Expected by Volunteers

Anyone can be a volunteer – whether it is on a planned project, work experience or specific arrangement.

The engagement of volunteers should be:

- Encouraged;
- Planned in advance for sufficient notification;
- Offered as widely as possible;
- Duties/tasks clearly identified;

The Parish Council will ensure all volunteers are:

- Fully supervised;
- Treated as a co-worker and not just free help, in doing so ensuring they are part of the process, free to make suggestion, and respected for their views and opinions;
- Provided with any required training;
- Provided with adequate tools and equipment to undertake their duties/tasks;
- Covered by health and safety legislation, which is in place and enforced;
- Recognised for their support and achievements.

Review

This procedure will be kept under review.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE
DATE: 24 MAY 2019
REPORT BY: EMMA PAYNE, CLERK
SUBJECT: ST PETER'S CHURCH GROUNDS MAINTENANCE

1. SUMMARY

- 1.1 A grant application was received from St Peter's Church, London Colney, for £3,600 for grounds maintenance of the open churchyard.
- 1.2 This grant application was considered at the Council meeting held on 15 May 2019, where a grant of £480 was awarded.
- 1.3 The applicant was asked to consider making a further application to HCC Cllr Dreda Gordon's locality budget.

2. RECOMMENDATION

- 2.1 Members are asked to consider the grant application and advise the Clerk accordingly.

3. BACKGROUND

- 3.1 The churchyard is open to all residents regardless of faith, race, ethnicity, gender, age or social background.
- 3.2 Previous grants awarded to St Peter's Church as follows:

2017/18	£600 (awarded from Firework bucket collection, not grant budget)
2015/16	£250 + £300

- 3.3 The organisation's estimated income and expenditure for the year is £65,000.
- 3.4 The power to award a grant to St Peter's Church is Open Spaces Act 1906, ss 9 & 10.

5. FINANCE

- 5.1 The Parish Council's budget for Grants is £3,500. At the Council meeting held on 15 May 2019, a grant of £1,000 was awarded to Citizen's Advice, leaving a balance of £2,500.
- 5.2 Parish and Town Councils can award grants to local organisations under specific powers. If there is no specific power and the Council is not eligible to use the General Power of Competence (Localism Act 2011), the payment can be awarded under Local Government Act 1972, Section 137. There is a limit to the amount of funding that can be awarded under S137 which is £8.12 per elector. This means that the limit of S137 grants that can be awarded during 2019/20 is $£8.12 \times 7,252 = £58,886.24$.
- 5.3 Under the Transparency Code, all grants awarded should be listed on the Council's website and the External Auditor needs to be informed of all grants awarded under S137 powers.

London Colney Parish Council



Grant Application Form

London Colney Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Parish: This includes, but is not limited to:

- Capital grants for equipment
- Revenue grants to pay running costs and salaries for one year
- Funding for particular events
- Funding for particular projects

In deciding on the allocation of grants, the Parish Council will take into account the financial status of the organisation/group, who in the community will benefit from the grant, and how the application addresses one or more of the Council's Priorities:

- Listening and responding to the views and needs of local residents in order to be a strong and recognisable voice for the village
- Providing the public with exceptional service and high quality, value for money services accessible to all
- Protecting the vulnerable, working in partnership with the community and the voluntary sector
- Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

To enable the Parish Council to make this assessment, please provide as much information as possible in order to support your application.

Applications for Grants should be submitted at least 14 days before a Council meeting in order to be placed on the agenda for consideration. Any applications received after this deadline will be carried forward to the next Council meeting.

Contact details	
Name	Ann Whiteaker
Position held In the organisation	Parochial Church Council Secretary at St. Peter's Church, London Colney
Address	
Telephone	
Email	
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998. This information will be used by London Colney Parish Council for analysing and recording grants. Your personal data will not be made public, but the name of your organisation will be displayed on our website, along with the details of the grant awarded.
Organisation/group Details	
Name of the organisation/group	St. Peter's Church
Where does the organisation meet?	St. Peter's Church, London Colney, Riverside, London Colney, Herts. AL2 1QA
What are the aims of the organisation?	To demonstrate Jesus Christ's love for us by serving the community in whichever ways that we can.
How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?	<p>At present the churchyard is probably an oasis of consistency in a world that is constantly changing. Loved one's last resting places and memories are held in the churchyard. We want to maintain and enhance the churchyard as a precious community space, so that it can be a place of peace that can promote wellbeing for anyone who visits it, whether to spend time with loved ones who are buried there or simply to visit a quiet place.</p> <p>We hope that as a village resource the churchyard can be a place of rest and tranquillity in a stressful world and we want to maintain and enhance the atmosphere of calm that it has. We want the churchyard to be a place of ease for people to 'off-load' emotions and just 'be'. We want visitors to leave the space in a more rested way than when they first arrived.</p> <p>We also want to show respect to those buried there, including those whose War Graves are in the churchyard, by maintaining the churchyard in good condition.</p>

<p>Approximately how many and what type of London Colney Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)</p>	<p>We hope that all the residents of London Colney will benefit as the churchyard is open to everyone in our diverse community who wants to visit it and spend time there, regardless of faith, race, ethnicity, gender, age or social background.</p>	
<p>Is it a registered charity?</p>	<p>The Church of England is a charity and therefore St. Peter's; being a church within the Church of England, is also considered a charity and recognised as such by HMRC.</p>	<p>Registered charity number X81410</p>

<p>Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.</p>	
<p>Amount</p>	<p>£3,600. This is to help pay for fifteen visits (at £240 per visit) by Alan Williams, professional garden maintenance company. The churchyard is in a conservation area and has several large trees with preservation orders which need specialist maintenance.</p>
<p>How the money will be spent</p>	<p>In maintaining the churchyard in a condition that respects the graves and those interred and as a precious community space, so that it can be a place of peace that can promote wellbeing for anyone who visits it.</p>
<p>Attach copies of quotes or other relevant documentation</p>	<p>Invoice from Alan Williams - I have a copy from our treasurer, which is on another email attachment.</p>
<p>Please provide a copy of your latest accounts</p>	<p>I have a copy from our treasurer, which is on another email attachment.</p>
<p>What is the organisation's estimated income and expenditure for the year?</p>	<p>Estimated at - £65,000.</p>

<p>Have you applied for any other grants in this financial year? Please provide details.</p>	<p>No.</p>
<p>Please return the completed form, together with supporting information, to: Clerk to London Colney Parish Council London Colney Parish Council, Parish Council Offices, London Colney Community Centre, Caledon Road, London Colney, AL2 1PU</p>	
<p>Signed: Ann Whiteaker -by email</p>	
<p>Name: Ann Whiteaker</p>	
<p>Position in the organisation: Parochial Church Council (PCC) Secretary</p>	
<p>Date: 26th April 2019</p>	

A Williams

SD
47



INVOICE

DATE 16/7/18

FROM St Peters Churchyard

A. Williams

TO Exquisite garden care

16/7/18	Maintenance		
	Churchyard	£	240 -

per visit

OK'd by: Julie Baker,
ALS Jackson

V.A.T.	
TOTAL	£ 240 -

ST. PETERS CHURCH , LONDON COLNEY

FINANCIAL STATEMENT FOR THE YEAR TO 31.12.18

GENERAL FUND - RECEIPTS & PAYMENTS

	<u>20</u>	<u>18</u>
<u>RECEIPTS</u>	£	£
Voluntary Income:		
Planned Giving	27,550	
Collections & Other Giving	9,463	
Income Tax Recovered	<u>1,605</u>	38,618
Events & Activities:		
Events (fayres, concerts, etc)	3,185	
Fees	5,098	
Other	<u>5,341</u>	13,625
Other Income:		
Bank Interest		38
<u>TOTAL RECEIPTS</u>		<u><u>52,281</u></u>
<u>PAYMENTS</u>		
Activities Directly Relating to the Work of the Church:		
Parish Share	40,582	
Church Running Expenses	1,467	
Clergy Expenses	890	
Church Maintenance Church	443	
Churchyard	1,868	
Upkeep of Services	2,159	
Adult Training	3	
Youth Groups	<u>184</u>	47,597
Church Management & Administration:		
Photocopying	1,073	
Other	<u>867</u>	1,941
Other Expenditure:		860
<u>TOTAL PAYMENTS</u>		<u><u>50,397</u></u>
Surplus/(deficit) for the year		1,884
Balance c/f 31.12.18		<u><u>10,673</u></u>

(55,131 in 2019)

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