

London Colney Parish Council

To: All Councillors

30 March 2021

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 7 APRIL 2021** at **7.00PM**

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Emma Payne
Clerk to the Council

AGENDA

1. APOLOGIES

To receive and accept apologies for absence.

2. MEMBERS DECLARATION OF INTERESTS

To receive members declarations of interest in items on the agenda. Members are reminded that they may not participate in any discussion or vote on a matter in which they have declared an interest under Appendix A of the Code of Conduct. Members may not vote on a matter in which they have declared an interest under Appendix B and may only speak on the matter if members of the public are permitted to do so. Members are only required to declare the nature of any interest not already entered the members' register or notified to the Monitoring Officer.

3. MINUTES

To approve the minutes of the meeting held 3 March 2021

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4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

5.	CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)	
6.	COMMUNITY SAFETY REPORT	
7.	QUESTION TIME The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and will be referred to a future meeting or Committee of the Council.	
8.	MINUTES	
8.1	Planning Committee – 23 February 2021 There were no recommendations.	6
8.2	Neighbourhood Plan Committee – 25 February 2021 There were no recommendations	8
8.3	Human Resources Committee – 9 March 2021 Council is asked to adopt the following recommendations: a) <i>The Training and Development Policy is adopted</i> b) <i>The Unreasonable Complainant Policy is adopted</i>	10 13 17
8.4	Finance & General Purposes Committee – 11 March 2021	20
9.	OFFICER'S REPORTS	
9.1	Grounds Maintenance Manager's Report	22
9.2	Community & Events Officer's Report	25
9.3	Council Meetings May & June 2021	26
10.	FINANCE & RISK MANAGEMENT	
10.1	Internal Audit Report 2020-21 (interim) To receive this report and resolve to adopt the recommendations	28
10.2	To authorise expenditure for 1- 28 February & 1-30 March 2021	42
11.	MEMBERS POINTS Community Protection Warning at Colney Fields (Cllr Gordon)	
12.	REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES	
13.	CONFIDENTIAL ITEMS To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.	
13.1	Staff Review	45
13.2	London Colney Leisure World, Perham Way (verbal report)	
13.3	Parish Council Assets	99
13.4	London Colney Village Club	105
14.	DATE OF NEXT MEETING To be confirmed	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 3 MARCH 2021 HELD VIRTUALLY AT 7PM

PRESENT: Councillors H Pakenham (Vice Chair), M MacMillan, S Pearl, T Lillico, L Winstone

IN ATTENDANCE: E Payne, Clerk
D Cooper, Finance Officer

A minute's silence was held before the meeting in memory of Mrs Becky Mahony.

124/21. APOLOGIES

Apologies were received from Cllr Gardner (health), Cllr Gordon (SADC meeting), Cllr Mahony (health) and retrospectively from Cllr Mortuza (health).

125/21. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest received.

126/21. MINUTES

The minutes of the meeting held on 3 February 2021 were received. There was a query about 114/21 in relation to the Police non-emergency number. The minutes were amended to add that there had been 10 incidents logged by Cllr MacMillan. It

RESOLVED to:

Adopt the amended minutes as a true record of the meeting held on 3 February 2021.

127/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

117/21.1 Members were advised that the insurance company believed there was not an issue in offering free sandbags to residents to protect their properties, provided that a risk assessment had been drawn up. They would encourage residents to undertake their own protection of their properties if they lived in a flood risk area.

117/21.3 Members were advised that the Clerk had not received a response from the management company on this matter.

119/21.2 Members were advised that the Napsbury fund currently stands at £10,613.96.

128/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Chair wanted to thank all the parish council staff for working so hard during a difficult time. The village was looking quite spring like with the newly planted beds near the Green Dragon. The Neighbourhood Plan information event held on 16 February 2021 was very well attended, full of positive participation from residents and the Chair urged residents to sign up to join working parties.

129/21. COMMUNITY SAFETY REPORT

The Police were not able to attend and no written report had been supplied. The Priority Setting Forum meeting is being held on 18 March 2021 and if Members have an issue that would like to raise, please pass them to Cllr Pakenham.

Cllr MacMillan advised the meeting that he had been reported the anti-social behaviour at the car park at Morris Recreation Ground as requested by the Safer Neighbourhood Team.

130/21. QUESTION TIME

There were no members of the public in attendance.

131/21. MINUTES

131/21.1 Finance & General Purposes Committee – 28 January 2021

Members received the minutes of this committee and there were no recommendations.

131/21.2 Environment & Neighbourhood Committee – 9 February 2021

Members received the minutes of this committee and as the meeting was not quorate it was **RESOLVED** to adopt the following recommendations:

- a) *George Osborne Ltd is granted a temporary licence for the use of an area of St Peter's Car Park for the period of 10 weeks, at a date to be determined.*
- b) *The Application for a Memorial Bench at Lowbell Lake is approved.*
- c) *The Environmental Policy outlined in the report is adopted by Council.*
- d) *A Climate Change and Biodiversity Action Plan, working in conjunction with Herts County Council and St Albans District Council, is drafted for consideration at the next meeting.*
- e) *The amended allotment tenancy agreement is adopted for use from 1 April 2021.*

131/21.3 Human Resources Committee – 17 February 2021

Members received the minutes of this committee and there were no recommendations.

132/21. OFFICER'S REPORTS

132/21.1 Grounds Maintenance Manager's Report

Members received this report. The Grounds Maintenance Manager reported that with no pitch marking they had been able to undertake more works at Riverside. There had been issues with go karts at the village green and he had spoken with the resident about this matter. In March, there will be external decoration at Napsbury with replacement of windowsills, repairs to edges of walls and repainting. He is waiting for a response from the contractor on the clock and he was confident that this issue would be resolved shortly. The new sandbag boxes have been well received by the community. The contractor for the bridge repairs has offered to replace the box in St Peter's car park.

132/21.2 Community & Events Officer's Report

Members noted the report. Members were advised that the newsletter was out for delivery this week. Members were advised that St Albans District Council had not advised whether Larks in the Parks would be going ahead this year.

133/21 FINANCE

133/21. Risk Register

Members received the risk register for the Council and the risk management strategy. Additions and amendments to the risk register were pointed out where practices had changed, or the Council's operation had changed. Members queried if there was any pressure in achieving these deadlines and they were advised that there was a lot more procedures in place to ensure that the risk register was adhered to. It was **RESOLVED** to:

- a) Approve the risk management strategy.*
- b) Adopt the Risk Register.*

133/21.1 To approve Expenditure for period 01-31 January 2021

Members noted the expenditure for this period. Members queried the payment to Unity Trust. This was a duplicated entry. The bank reconciliations are signed by two councillors on a quarterly basis and any Member can visit the office and view this documentation. There was a query on the service of the boiler at Napsbury and they were advised that there were two boilers at Napsbury: one for heating and one for hot water. The boilers need to be serviced on a yearly basis. It was **RESOLVED** to:

Approve the expenditure for the period 1-31 January 2021.

133/21 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES

133/21.1 Cllr Pakenham had circulated a report prior to the meeting.

133/21.2 Cllr Gordon had circulated a report prior to the meeting.

134/21 EXTERNAL MEETINGS

134/21.1 HAPTC – New Code of Conduct Training

Members were advised that the Clerk had recently attended a briefing via HAPTC on the New Code of Conduct for standards in public life and this would be adopted at the Council meeting in May 2021. The same code should be adopted across all three tiers of local government, to make it easier for monitoring officers to implement. One of the items to be implemented is that if training is organised and a Member does not attend, then that would be considered a breach. Members asked if training would be available through the District Council and it would be sensible for them to undertake this as they are the authority to monitor the code and receive complaints. The Chairman and Clerk will be attending training on 7 June 2021 with HAPTC to ensure the efficient implementation of the new code.

135/21. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

135/21.1 London Colney Leisure World, Perham Way

Members were given a verbal update on this matter.

136/21. DATE OF NEXT MEETING

Wednesday 7 April 2021. The meeting closed at 1935.

Signed Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 23 FEBRUARY 2021, 6.00PM VIRTUALLY

PRESENT: Councillors M MacMillan (Chair), T Lillico, H Pakenham, S Pearl and L Winstone

IN ATTENDANCE: E Payne, Clerk
1 Member of Public

1. APOLOGIES

Apologies were received from Cllr Gordon.

2. DECLARATION OF INTEREST

Cllrs Pakenham declared an interest as Members of SADC Plans South Committee
Cllr Pearl declared a non-pecuniary interest in item 4.2, as he is a resident of Perham Way.

3. ST ALBANS CITY AND DISTRICT COUNCIL LOCAL PLAN 2020-2038 UPDATE

3.1 Sustainability Appraisal

Members considered this document and were concerned about the level of detail within the document and whether they would be able to make relevant comments. They were advised that this was a requirement that had come into place after the previous Local Plan being rejected by the Planning Inspector to support the new Plan. Members would make the following comments:

- Design on green belt sites should be landscaped led.
- Special consideration should be given to infrastructure and resources, in particularly water.
- Vehicle assessments should be undertaken for each site including movements at junctions.
- Broad Colney Lakes is not listed as a Local Nature Reserve.
- The vacancy rate quoted on properties should be listed by individual sites including London Colney which is the third largest settlement in the district.
- Air quality monitoring should be objectively monitored depending on the sites where traffic movements were highest i.e. London Colney with A414, A1081 and M25.

4. PLANING APPLICATIONS

- 4.1 5/2020/2648 - 29 Cotlandswick London Colney Hertfordshire AL2 1EH
Two storey side and rear extension

Members considered the application and noted the objections already made to the application about adjoining properties being overlooked but considered that the site already overlooked properties in Kings Road. It was **RESOLVED** to:

No objection.

- 4.2 5/2020/3140 - 41 Perham Way London Colney Hertfordshire AL2 1LB
Part two storey rear extension, part single storey rear and side extension, first floor front extension, two storey side extension, additional roof lights, additional/alterations to openings, following demolition of conservatory. New gate proposed to northeast side of property from public path.

Cllr Pakenham advised Members that she had called it in for consideration by Planning Committee. Members considered that the shared driveway would make difficulties for residents when construction was underway. Members considered this application, and it was **RESOLVED TO OBJECT**:

Policy 72 – Application is not in relation to the domestic scale of the character and appearance of the street.

NPPF Section 12 – Plans were overbearing in impact in character and appearance on the surrounding area.

Policy 69 – Does not secure high quality design.

Cllrs Pakenham and Pearl took no part in the discussion and did not vote.

- 4.3 5/2020/2900 - 17 and 37 Haseldine Road London Colney Hertfordshire AL2 1RR
Three storey side extension to provide additional shop accommodation on the ground floor and one, one bedroom self-contained flat above and new access to existing flat.

Members considered the application and considered that the development would not benefit the vicinity and the living space would be cramped. Members considered that there was no necessity for added retail space. They considered that if retail space was developed, then there could be a change of use to residential under permitted development rights. It was **RESOLVED to OBJECT**:

Policy 72 – Overdevelopment of the site

- 4.4 5/2021/0233 - 54 Morris Way London Colney Hertfordshire AL2 1JN
Construction of part single part two storey front side and rear extensions including front porch and alterations to roofscape.

Members considered that the proposals and noted that other properties in the vicinity had similar extensions. It was **RESOLVED TO NOT OBJECT**.

4. DATE OF NEXT MEETING

The meeting closed at 1835.

Signed

Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING 25 FEBRUARY 2021, 1.10pm HELD VIRTUALLY

PRESENT: Councillors D Gordon (Chair), T Lillico, H Pakenham

IN ATTENDANCE: Cllr MacMillan
E Payne, Clerk
A Wingate Martin, Neighbourhood Plan Officer

1. APOLOGIES

All members were present.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 14 January 2021 were adopted as a true record of the meeting.

4. LOCALITY UPDATE

- 4.1 Members were advised that the first tranche of funding from Locality had been received. This funding must be spent in the financial year that it is received in. A further application can be made in the next financial year to a total of £10,000.
- 4.2 Further technical support had been offered to the parish council via Aecom undertaking work on housing design codes and a virtual site visit has been arranged for Tuesday 2 March 2021 when existing styles of housing design will be considered along with other factors.
- 4.3 A Housing Needs Assessment has also been offered. This is a desk top evidence-based exercise undertaken with the assistance of the planning authority who hold the evidence base required to undertake the exercise. This will cover four areas: 1) tenure and affordability; 2) type and size of properties; 3) specialist housing; and 4) quantity of housing required. This will be undertaken in 8-12 weeks and we should have the documentation by April 2021. There is a two-week window for feedback on the report prior to the report being formalised.

5. INFORMATION MEETING

Members were very pleased with the attendance at this event. The presentation will be made into a film for inclusion on our neighbourhood plan website. There was a lot of information presented at the event and it was felt that by putting this on the website and our social media, it would enable people to assess what the project is about at their own speed. We are also going to replicate the polls that were part of the information evening so that it could feed into the evidence base, on social media and website.

Those people who have come forward from this event (and prior to the information evening) will now be invited to attending training for the working groups. There are some shortages in some of the groups. Ideally there should be between 6-8 in each group. It will be

important to get the right message across which will be part of the training. This event would be held on **Thursday 8 April 2021**.

We need more people to complete the online surveys, including the open spaces assessments. Realistically we need these responses by April.

Members were concerned about the lack of diversity in the group and discussed ways to engage with younger residents, through the schools including secondary schools and The Base.

6. LONDON COLNEY NEIGHBOURHOOD PLAN ANALYSIS

This document had been previously circulated to all Members for their comment and feedback. Any comments received will be fed back to the planning consultants for inclusion. Historical inaccuracies needed to be amended. Comments are required by Friday 5 March 2021.

7. NEXT STEPS

Members received the project plan and were asked if there was sufficient information contained within the document. Members can ask for A3 paper copies if that is easier. Members are concerned that the ambitious timescale for the project, which may not be achievable due to the constraints of not meeting in person may affect the ability to engage with residents.

An extended timeline should not be more costly because the price of the consultant was based on per phase, not on an hourly rate.

8. NEXT MEETING DATE

Thursday 15 April February 2021.

The meeting closed at 1410 hours.

Signed: Date:

**COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 9 MARCH 2021, 3PM
HELD VIRTUALLY**

PRESENT: Councillors H Pakenham, M MacMillan & L Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Mahony.

2. DECLARATIONS OF INTEREST

Cllr Pakenham declared a personal interest as she has a relative who is a member of staff on furlough.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 17 February 2021 were adopted as a true record of the meeting.

4. STAFF MATTERS (NON-CONFIDENTIAL)

4.1 Furlough

Members received a report on the staff who were currently furloughed and the latest announcement from the Budget on 3 March 2021. Members noted those staff who were currently on furlough; the plan to bring back the Cleaner from furlough when the sports bookings recommence (29 March 2021) and the weekday caretaker (on a part time basis) when the community centre reopens on 12 April. He will then be brought back on a full contractual basis when the community centre fully reopens. These dates are all dependent on the latest Government advice.

With the absence of a weekend caretaker, the Clerk advised members that these duties will be covered by existing staff until after any recommendation arising from the staff review. It was **RESOLVED** that:

The Chair of the Human Resources Committee and the Clerk have delegated powers to extend the furlough for staff, with any decisions reported to the next Human Resources Committee.

4.2 Training and Development Policy

Members received this policy for review. Amendments were made as follows:

- The number of Continuous Professional Development points that the Clerk had to accrue on an annual basis from 5 to 12 points.
- Members asked for the policy to be amended to reflect that priority should be given to Members to undertake training who may not have attended training previously.
- As part of the evaluation process, when a Member attends a training course and there are any handout notes, these should be disseminated to all Members. This would mean that the training budget was allocated as efficiently as possible.
- Members asked for Planning to be included in specific training listed.

- All training would be approved by the Chairman of the Council.

Members were advised that most training for Members was via HAPTC and the Clerk kept up to date with other recommended training from other suppliers, passing on these details if she felt it was relevant. If Members wanted to attend training, they should contact the Clerk in the first instance. It was **RESOLVED to recommend to Council that:**

The Training and Development Policy is adopted

4.3 Members/Officer Protocol

Members received the proposed Member/Officer Protocol which the Clerk had been asked to research at the last meeting. Members felt that the policy needed clarification about how reporting lines for Members in relation to the Clerk. Members also asked for further explanation about how the Council dealt with political groups, about how the majority group was recognised and how Officers dealt with this. Member asked the Clerk to update the policy to reflect these and bring to the next meeting.

4.4 Unreasonable Complainant Policy

Members received this amended policy, following the decision made at the last meeting, where a three-stage process of dealing with vexatious members of the public. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

The Unreasonable Complainant Policy is adopted.

5. CONFIDENTIAL ITEMS

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

5.1 Staff Salaries 2019/20 and Clerk's Pension

Members received a report about the staff's pay awarded that had been resolved in September 2020 and backdated from 1 April 2020. Members were asked to consider the options outlined in the report and advise the Clerk on a course of action. Members felt that the payroll bureau was at fault and that compensation should be sought from them.

Members considered that if the Finance & General Policy Committee had been known when considering the renewal of the payroll contract, it would have affected the decision in reappointing the existing contractor. It was **RESOLVED** that:

- Item 3.6, item b) will be pursued in the first instance.**
- Then item c) in the report will be implemented.**

In relation to the Clerk's pension error, Members considered that it was an error of a previous Finance Officer and that the Clerk should not be penalised.

- Members awarded the Clerk a nominal amount for the payroll error regarding her pension.**

5.2 Staff Review

Members received a verbal report on this item. The Clerk advised Members that the consultant had commended the Council's staff for their participation in the process. The Clerk had been asked for a further information and this had been passed to them. The report will be presented to Council on 7 April 2021.

6. DATE OF NEXT MEETING

25 May 2021 (provisional date).

The meeting closed at 1545.

Signed: Date:

DRAFT



LONDON COLNEY PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

London Colney Parish Council is committed to the ongoing training and development of all Members and employees. The Council wants to ensure that staff and Members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of new legalisation.

The purpose of this policy is to encourage Members and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and to ensure that all training is evaluated to assess its value.

The Council will commit to:

- Develop employees and Members to achieve the objectives of the Council.
- Regularly review the needs of, and to plan training and development for employees and Members.
- Regularly evaluate the investment in training and training budgets

Identification of Training Needs

There are various circumstances in which training needs may arise such as:

- Induction training
- Legislative requirements i.e., first aid, fire safety, manual handling
- Changes in legalisation
- Changes in internal systems
- New or reviewed qualifications become available.
- Accidents
- Professional error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/delivery of new services

Officers

An employee who feels they have a training need should in the first instance, discuss this with their line manager. Similarly, if it is felt that an employee needs training, the line manager will discuss this with the employee. Training needs should not be left to be identified during the annual appraisal process they may arise at any point of the year and should be addressed as soon as possible. That said, training needs will be considered at each appraisal meeting.

The training need will be reviewed and assessed against the objectives of the Council, the responsibilities of the role and the development of the employee.

The current or any new Clerk to hold CiLCA or equivalent. The Clerk to be a Member of the Society of Local Council Clerks with training provided no less than the minimum requirement of Continuous Professional Development (12 points).

Members

A Members folder will be provided for all newly elected Members setting out the Council's policies and procedures including Standing Orders and Financial Regulations.

If a Councillor feels they have a training needs, they should discuss this in the first instance with the Clerk. They will be able to assess the request and ascertain whether this is something that all Councillors may be interested in/benefit from undertaking.

The Council will undertake a training needs analysis with Councillors soon after each Annual Meeting of the Council in May. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have with regards to Committees they are member of following the Annual Meeting. This is particularly important with regards to the Human Resources, Finance and Planning Committees. On completing the training needs analysis, the results will be collated and reviewed by the Clerk, with training courses being identified by the Clerk. Any Member training is to be authorised by the Chairman.

Training should be prioritised to those Members who had not attended training previously. Consideration should be taken to ensure that not too many Members attend the same training course. Any post training handouts passed to Members should be disseminated to other Members who had not attended the training. A post training evaluation form should be completed by the Member.

Training Methods

There are different ways in which training, and development can be achieved:

- | | |
|-------------------------------|--|
| Internally - | If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general IT training, training of specific work procedures or Council specific practices and legislation. |
| Partnership - | The Council is often offered to attend training sessions being organised by St Albans City & District Council |
| Day Workshops/Seminars - | When Council officers receive information on workshops and seminars, this is shared with employees and Councillors, where relevant |
| Conferences - | Details of conferences are shared with employees and Councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as SADC's Parish & Town Council conference, or Community Conference. |
| Professional Qualifications - | Training towards a professional qualification will often be sourced from an external provider and completed at a local training establishment. |

External Training Providers - There are numerous trainers available. When sourcing training from an external provider, the Council will also seek to obtain the best price and where possible, from a nearby location. This may involve working with other local Councils to pool together to organise relevant training.

Financial Implications

Each year, as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified in the annual appraisal process and councillors training needs analysis will be taken into consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Employees or Councillors attending training outside of London Colney, may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Recouping Costs

It is standard practice that where the Council is covering the costs of an employee's training course or qualification, (this being a course or qualification rather than a one-day course or workshop), a written agreement will be made that if the employee leaves the Council's employ during a set period during or having completed the course, the employee will be expected to reimburse the Council as per the agreement. This does not apply to employees in apprenticeship positions.

Time Off Work

The Council will grant paid time off work for one off training courses lasting one day or less, providing these are approved with the line manager. Where a training course or workshops falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification will be required to use TOIL to cover these absences, the only exception here is with NVQ qualifications for trainees sponsored by the Council or which paid leave from work will be granted, provided this is approved in advance by the Clerk.

Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

Evaluation

It is vital that any training undertaken is evaluated for effectiveness. Except for internal/on the job training, upon completing a training session/course/workshop, the employee or Councillor should complete a Training Evaluation Form and return this to the Clerk.

Report forms will be reviewed and collated annually as part of a report to the Human Resources Committee.

The completion of these forms will also help assess whether the training is suitable for another individual at a future date and helps ensure any key points taken from the training are learned and/or acted on.

Record Keeping

Each employee and Councillor have a Training Log which is held securely by the Clerk. This log should be updated with any training undertaken. Copies of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.



LONDON COLNEY PARISH COUNCIL

UNREASONABLE COMPLAINANT POLICY

London Colney Parish Council has a Complaints Policy to handle issues where residents are not happy with the outcome of a decision or service of the Parish Council. We are committed to dealing with all complaints fairly and impartially, to use them as a way of improving service and to providing a high quality of service to those who make them. We also have a duty to make sure that public money is spent wisely and achieves value for complainants and the wider public, and to protect the safety and welfare of our staff.

Occasionally there are complainants who's unreasonable behaviour makes this difficult to achieve and this policy has been developed to meet guidance on 'unreasonably persistent' complainants and 'unreasonable complainant behaviour'.

What is unreasonable behaviour?

Unreasonable behaviour is where the frequency or nature of a complainant's contact with us takes up an unjustifiable amount of time and/or resources, making it hard for us to handle their complaint and those of other people, or where the complainant's behaviour is offensive or abusive.

This policy does not cover the few complainants who are orally or physically abusive or threatening – these incidents will be dealt with under the Parish Council's Harassment Policy.

Procedure if complainant is behaving unreasonably.

If a member of staff dealing with a complaint considers that a complainant is behaving unreasonably, they should seek the advice of Clerk. They should submit evidence to support their view which may include copies of e-mails, case notes or independent witness statements.

On being notified of a complainant behaving unreasonably the following stages will be followed:

Stage One	A verbal warning will be issued to the complainant by the Clerk advising them that they are acting unreasonably and if they continue then further steps will be taken.	Stage One will be reported to the HR Committee and/or Council depending on which meets first, under Confidential Items.
Stage Two	If the complainant persists, then they will be invited to attend a meeting with the Clerk and a Councillor, supported by an independent adjudicator. The complainant will be invited to bring a friend.	Stage two will be reported to either the HR Committee and/or Council depending on which meets first, under Confidential Items.
Stage Three	A final written warning will be issued to the complainant, sent confidentially outlining the methods of contacting the parish council set out below.	Stage three will be reported to either the HR Committee and/or Council depending on which meets first.

The options we are most likely to consider are:

- requesting contact in a particular form (for example, letters only).
- requiring contact to take place with one named officer only.
- restricting the telephone calls to specified days and times.
- asking the complainant to enter into an agreement about their future contacts with us; and/or
- refusing to respond to continued communication about a case which has been through the persistent complainant's procedure (see below).

Procedure for closing contact with persistent complainants.

Most of these cases tend to make contact by letter or e-mail, but the following approach can be adapted for telephone calls.

- **First contact after having decided to close the communication:** send a polite reply, explaining that the complaint procedure has been exhausted, that the unreasonable complainant policy is being applied and saying that the complaint is not to be pursued further.
- **Second contact:** refer the person back to previous response, enclose a copy of that response with the new reply, and restate politely but firmly why the matter is not to be pursued further.
- **Third contact:** refer the person back to the previous two responses and add "Any further communication from you about this matter will be read and placed on file without acknowledgement."

The Clerk will be responsible for reading all correspondence from that complainant. Unless there is fresh evidence which affects our decision on the complaint, we will simply place any subsequent correspondence on the complaints file.

Informing the complainant of the decision

In all cases where we decide to apply this policy, we will write to tell the complainant, in a confidential letter, that the decision has been made and why, what it means for his/her contact with the council and how long any restrictions will last. We will also tell them how they can challenge the decision if they disagree with it and enclose a copy of this policy.

Challenging the Council's decision

Complainants may challenge the decision to apply the unreasonable complainant behaviour policy and/or the restrictions imposed by writing to the Clerk. This challenge must be made within 10 working days of the date of the letter and will be referred to a meeting of the Complaints Committee.

Who will be aware of the decision and where will this be recorded?

We will notify the appropriate staff, managers and/or Councillors who need to know that contact with a named complainant is to be restricted and why. A record of this decision will be held on the complaints file by the Clerk.

Reviewing our decision

Where restrictions have been put on a complainant and the complaint is still being investigated, we will carry out a review after 6 months and decide if the restrictions will continue.

Considering new complaints

New complaints from people who have come under the unreasonable complainant behaviour policy will be treated on the merits of the new complaint.

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 11 MARCH 2021, AT 3.00PM, HELD VIRTUALLY

PRESENT: Councillors D Gordon (Chair), T Lillico, M MacMillan, and H Pakenham

IN ATTENDANCE: E Payne (Clerk)
L Casling (Grounds Maintenance Manager)
D Cooper (Finance Officer)

1. APOLOGIES

All members were present.

2. DECLARATIONS OF INTERESTS

Cllr Gordon and Cllr Pakenham declared a personal interest in matters relating to staff employment, as they have a relative who is a member of staff.

3. MINUTES

The minutes of the meeting held on 28 January 2021 were received. There was an amendment proposed for item 4.1, amending 'on a facility' to 'the pavilion'. The minutes were then adopted as a true record of the meeting.

4. REPORTS TO COMMITTEE

4.1 Millennium Clock

Members were advised that the contractor had taken the mechanism to his workplace in Northampton. A new gearbox is being sourced and the mechanism will be modified to allow the lamp to be changed, without removing the mechanism. The entire expenditure is circa £900 excluding VAT and should be completed in the next month.

4.2 Business Continuity Plan

Members received a proposed Business Continuity Plan. Item 8 of the plan was amended to reflect that the parish council has all equipment insured. Members noted that the Council's server was based in the Cloud in relation to cyber security. Members sought reassurances that a plan would be in place to deal with this. The Clerk will investigate and include it in the plan.

The Chair reported that she had been advised by the Clerk that no staff had a parish council mobile phone, and they used their personal phones. The Clerk was asked to bring this to the attention of the next Human Resources Committee, with a solution to resolve this. Members were also advised that not all staff have their own Council IT, and the Clerk was asked to rectify this matter.

Members were advised that there needs to be a plan if the sports booking secretary was unable to fulfil the role. The Clerk was asked to bring a proposal to deal with this to the next meeting.

a) The following was **RESOLVED**:

The Clerk prepare a paper on the Facilities Booking Software for the next meeting.

b) It was **RESOLVED TO RECOMMEND TO THE HR COMMITTEE** that:

The Human Resources Committee consider the provision of IT and mobile phone access for staff.

- c) It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

The Business Continuity Plan is adopted.

4.3 Budget Virements

This report will be presented to the next meeting.

5. CONFIDENTIAL ITEMS

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

5.1 Parish Council Assets

Members received a confidential report on this item. Members acknowledged that the main issues relating to the parish council assets was health and safety. It was **RESOLVED** that:

- a) The Clerk was instructed to investigate an alternative to this asset and present a proposal to a future meeting, including replacement costs, ongoing maintenance costs, and how the replacement of the asset would be funded.***
- b) A report is submitted to Council on 7 April 2021 to fully update Members on the situation.***

5.2 London Colney Village Club

Members received a report on this item and the legal opinion which had been submitted. Members also received a supplemental report with a proposal from the Council's solicitor on a potential way forward. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

- a) £2,500 is released from General Reserves for further legal advice to progress the approach outlined in the supplemental report.***
- b) Investigate putting the parish council forward as a Trustee.***
- c) Rev Pat Jones will be contacted regarding the matter.***

The Clerk was asked to submit this in a **CONFIDENTIAL REPORT** to Members at the next meeting on 7 April 2021, with guidance on how they can deal with any approaches from residents on this matter.

5.3 Land at Caledon Community Centre

Members received a verbal report on this item and received an email from the potential licensee. The contents of the email were noted, and it was agreed that some of the requests in the email were possible, but others were unrealistic. Members were advised that the new car park was fully illuminated from dusk-dawn and there were lights on the new surgery, overlooking the path. The Council were prepared to bear the legal costs of this licence but could not remove the clause about the Licensor's Liability. They were also not prepared to remove the clause about termination of the licence. The Clerk will progress the matters raised and report to the next meeting.

6. DATE OF NEXT MEETING

20 May 2021 (provisional date)

The meeting closed at 1600 hours.

Signed: Date:

Grounds and Maintenance Report – 7 April 2021

General comments

Another very successful month due to the sun coming out we have managed to get back on the fields and start making our parish look good again.

We have started cutting the fields and preparing for sports to be reopened.

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field.	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required Grass cut as and when required.	Good weather this month, the park is looking really good.	Reduce trees in playground. Install memorial bench Put up tennis nets and reopen tennis.
Shenley Lane Playing Field.	Trim Trail and play equipment checked on a weekly basis, path blown free of debris. All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Grass cut as and when required. Hedges cut back as required.	Good weather this month, the park is looking good. Lots of tree lifting works on this site.	Tree works
Walsingham Way Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required. Grass cut as and when required.	Site in good order Needs cutting!	Raised Trees
Halsey Play Area	Equipment inspections Cut grass & empty bin	Site in good order	Grass cut

Napsbury Sports Ground.	Cricket square is cut on a weekly basis. Hedges cut back as required. Cleaned on a weekly basis. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Football pitches marked out	Site looking good Lots of works over the last month on cricket, meadows and grass	Raised all trees. Cut meadows Scarified, seed and rolled cricket.
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	This site is drying out nicely we've been able to get on it this month.	Clear lots of glass from plot 40
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Site looking good	Repair damaged fence Apply rabbit fence to entrance.
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Maintain Clock. Scarify Grass Cut Grass	Site looking good	
High Street and The Bull Shrub Beds.	Keep weed free Removed any dead plants. Try to keep topped up with bark.	All looking good	
Riverside.	Keep swims free from debris. Litter pick. Empty dog and litter bins. Regular tree inspections. Tree pruning. Keep river flowing. Keep car park clear. Keep drains free from debris. Cut all grass as and when required. Rat bait	This site is looking good for this time of year.	Cut large laurel hedge

War Memorial	Keep site clean and tidy. Weed free.	Plants looking worse for wear due to the amount of rain we've had. Will be looking into planting more evergreen flowering shrubs and less bedding in the future	
Coopers Wood.	Litter pick. Empty Dog bin Minor tree works Keep main path clear	Site looking good However, lots of fence rubbish been left in wood, we will get a letter to the owner asking for it to be moved	
Dudley Wood	Keep path clear	Had no time on this site	
Community Centre & Grounds	Litter and dog bins Play area inspections Litter pick complete area. Salt Spreading Hedge cutting Tree pruning. Cut all grass as and when required. Machine repairs,	Grounds site is looking good. Managed to cut site this month	We've repaired damaged wall in library. Paint damaged ceiling in Library.
General Works Not Grounds	Major service and repair works on the 424		



Events Officer Report - April 2021

Events

- Main events for 2021 will be:
 - Larks in the Park – to be confirmed by St. Albans District Council
 - Picnic in the Park - Sunday 15th August
 - Firework Display – Sunday 7th November
 - Remembrance Sunday – Sunday 14th November
 - Christmas Lights Switch On – Sunday 28th November
- Gov guidance on events not due out until beginning of June after pilot event studies.
- Other 2021 planned events include: Keep Britain Tidy litter pick, Sustainable St. Albans Festival event, Chantry Island Pilgrimage and Halloween party.
- All major events require SAG applications, road closures, medic cover and traffic management, which have been organised.
- Permission to access Chantry Island has been granted for the pilgrimage and to clear vegetation to allow access a few days prior to the event. This will be held on 22 June 2021.
- Officer time has also been reallocated on the launch of the Neighbourhood Plan, with 10 event hours moved to NHP dedication as per HR committee decision.

Newsletter

The March edition of the newsletter was distributed in early March and has been well received, with several complimentary phone calls made to the office.

2021 London Colney News timetable:

Please can any articles to be consider for inclusion be emailed to Antonia prior to the copy deadline.

During 2021 we will be profiling each of the Parish Councillors as a “get to know your Parish Councillor” feature. Councillors already featured: Cllr Pakenham and Cllr Pearl.

Edition	Copy Deadline	Edit returns	Editorial Meeting w/c	Deadline for Printers	Returned to LCPC	Distribution
Jun-21	7th May	14 th May	17th May	24th May	1st June	3rd June
Sep-21	6th August	13 th August	16th August	23rd August	31st August	1st September
Dec-21	5th November	12 th November	15th November	22nd November	29th November	1st December

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 7 APRIL 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: COUNCIL MEETINGS MAY & JUNE 2021

1. SUMMARY

- 1.1 Members are asked to consider this report with a proposal on how to progress with the operation of the Council's business in a safe method to protect Councillors, staff, and members of the public.

2. RECOMMENDATION

Members are asked to resolve to:

- a) Bring forward the Annual Meeting of the Council, currently scheduled for Wednesday 12 May to Wednesday 5 May 2021.
- b) Delegate authority, to the Clerk, in consultation with the Chairman or Vice Chairman to ensure the continued operation of the Council.
- c) Schedule the next meeting of the Council for Wednesday 30 June 2021
- d) Cancel the Annual Parish Meeting in 2021.

3. BACKGROUND

- 3.1 The Coronavirus and Police Powers Act 2020 which allowed parish councils to meet virtually, expires on 7 May 2021. The Government has taken the decision to not extend this Act. This means that the parish council will no longer be able to meet virtually to conduct the business of the council.
- 3.2 The current regulations issued by HM Government with the roadmap to exit the latest lockdown as the following milestones:
- | | |
|---------------|---|
| 12 April 2021 | Community centres reopen for indoor children's activities, wakes and wedding for up to 15 people, indoor leisure (gyms) for individual or household groups. |
| 17 May | 30-person limit on outdoor activities
Organised indoor adult sport |
| 21 June | No legal limits on social contact |
- 3.3 Following this guidance, it means that the parish council will not lawfully be able to meet until 21 June 2021.
- 3.4 Section 101 of the Local Government Act 1972 provides:
- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.

- The delegating body may exercise Powers that have been delegated.
- 3.5 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
- 3.6 In an emergency the Proper Officer is empowered to carry out any function of the Council
- 3.7 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.
- 3.8 The Annual meeting of the council is the meeting where the Chairman and Vice Chairman are elected, and committee membership is decided.
- 3.9 The Annual Parish Meeting must be held on any date between 1 March and 1 June and is a meeting of the electorate, called by the Chairman. There was no meeting held in 2020.

4. **FINANCE**

There are no financial implications.

5. **IMPACT ASSESSMENT**

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Ensures minimum risk to Members, staff and residents

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 7 APRIL 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: INTERIM INTERNAL AUDIT 2020-21

1. SUMMARY

- 1.1 Members have a duty under the Local Audit and Accountability Act 2014 to ensure that the Council's financial affairs are managed effectively and that there is a robust system of internal control.
- 1.2 An internal audit is undertaken twice a year (month 6 and month 12). This report accompanies the interim internal audit, undertaken in November/December/January which covers Month 6.

2. RECOMMENDATION

- 2.1 Members are asked to receive the report and approve the recommendations.

3. BACKGROUND

- 3.1 Assertion 6 of the Annual Governance and Audit Return (AGAR) states:

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

- 3.2 Members must be sure that they have undertaken an effective system of internal audit and appoint an independent internal auditor to undertake this function.

- 3.3 Assertion 7 of the AGAR states:

We took appropriate action on all matters raised in reports from internal and external audit.

- 3.4 The authority needs to have considered all matters brought to its attention by its external and internal auditors and taken corrective action as appropriate.

- 3.5 The Council's Internal Auditor is Auditing Solutions Ltd. The interim audit was undertaken during November/December/January. A new internal audit had been appointed and he was rigorous in his examination of the accounts.

4. FINANCE

- 4.1 The internal auditor's fee is a budgeted item.

5. IMPACT ASSESSMENT

Strategic Plan	Adherence to good governance
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Internal control process
Resources (including workforce)	N/A
Risk Management	Reduce Council's risk to finances

London Colney Parish Council

Internal Audit Report: 2020-21 (Interim)

1st March 2021

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

There is a statutory requirement for all town and parish councils to make arrangements for an independent internal audit examination of their accounting records and system of internal control each year and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd was appointed to provide this service to London Colney Parish Council for the 2020-21 financial year.

This report sets out the results of our interim audit in relation to 2020-21, which was completed in February 2021. Due to the impact of the Covid-19 pandemic, we undertook our audit work remotely on this occasion. We wish to thank the Parish Clerk and Finance Officer for providing the information required for the audit.

Internal Audit Approach

In carrying out our internal audit work for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts, applying a mix of 100% substantive testing and selected sampling techniques, where applicable.

Our audit programme is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions, and to afford a reasonable probability of identifying 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 AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

On the basis of the programme of work we have undertaken for the year to date, we have concluded that the Council is maintaining an adequate and effective system of internal control. The records held in support of the accounting transactions are of a good standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation.

In the sections below, we have explained the objectives of each area of our audit, summarising the work we have undertaken to date and the key matters arising. During the course of our audit, we identified a number of areas where we consider the current arrangements could be further improved. Our recommendations for action are detailed in the report and drawn together in the appended Action Plan. We ask that Members consider the content of this report and respond in due course to the recommendations set out in the Action Plan, indicating, where appropriate, the actions to be taken and the timescale for their implementation.

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This report has been prepared for the sole use of London Colney Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions

Detailed Report

Accounting and banking arrangements

Our objective is to confirm that the accounting records are being maintained accurately and kept up to date, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The accounting records are maintained by the Finance Officer using the RBS Rialtas 'Omega' software, which is generally acknowledged as a market leader for parish and town councils.

Currently the Council operates three bank accounts. A Co-operative Bank current account is used for day-to day business, with the majority of funds held in two Unity Trust Bank accounts - a current account and an instant access saver account.

In April 2020, the Council received a significant sum from the NHS for the lease of land adjacent to the Community Centre to construct a new doctor's surgery. In September 2020, the Council gave approval for some of the funds that are not required for immediate use to be transferred to longer-term investments with the CCLA Public Sector Deposit Fund and a 90-day access account with Triodos Bank. At the time of our interim audit, the CCLA account had just been opened, although no funds had yet been transferred and the Triodos Bank account was due to be opened before the end of the financial year.

In the course of our interim audit work, we confirmed that:

- the prior year's closing balances were accurately rolled-forward to 2020-21 in the Omega accounting system. RBS assisted with the 2019-20 closedown and we note that a number of year-end adjustments were made by them after we had completed our internal audit work, mainly to correct historical errors in the sales ledger;
- an appropriate cost centre and nominal ledger structure remains in place;
- the financial ledgers remained in balance at the time of our interim audit;
- from a sample review of two months' transactions (April and October 2020), the details recorded in the Omega cash books reconcile to the bank statements. We also verified all inter-account transfers in the year to date;
- bank reconciliations are being undertaken on a monthly basis, using the Omega software and are being reviewed on a quarterly basis by an appointed Member. We reviewed the bank reconciliations as at 31st December 2020 and confirmed that these were accurate and that there were no long-standing uncleared cheques or deposits, or other anomalous entries;
- where journal entries are required, these are made by the Finance Officer and checked by the Parish Clerk and
- effective IT back-up arrangements remain in place – through the Council's IT support provider, Hertscom.

Conclusion

In general, the controls in this area were found to be adequate and to be operating effectively. The only area where we identified a need for further action is with regard to

the periodic independent verification of the bank reconciliations.

As noted above, we have confirmed that the bank reconciliations are subject to Member verification on a quarterly basis. However, prior to December 2020, these reconciliations were not being signed as evidence of the review, nor have the results been reported to the Finance & General Purposes (F&GP) Committee, both of which are required by the Council's Financial Regulations. (Financial Regulation 4.2)

R1 In accordance with Financial Regulation 4.2, when undertaking the periodic verification of bank reconciliations, the appointed Member should sign both the bank reconciliation document and the bank statements as evidence of review, and the results of the review should be reported to the F&GP Committee.

Corporate Governance arrangements

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council meetings), all meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation

During the course of our interim audit, we have confirmed the following:

- Our review of the minutes of the Council for the 2020-21 financial year to the beginning of January 2021 did not identify any matters that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Standing Orders were re-adopted at the Council meeting on 4th November 2020. The Financial Regulations were last updated in November 2019. From our review, we confirmed that in both cases consideration had been given to the latest national guidance provided by NALC and there is clear referencing of each update made;
- The Council has a wide range of policies and strategic documents in place, which are subject to regular review.

At the time of our interim audit, the external audit for 2019-20 had still not been completed. The Parish Clerk followed this matter up with the external auditors, who were unable to locate the Council's AGAR. The Parish Clerk has sent a further copy of the AGAR and supporting documentation to them and the results of the audit are awaited.

Conclusion

In general, the controls in this area were found to be adequate and to be operating effectively. However, there are a number of matters that we would draw to Members' attention:

(a) Exercise of Electors' rights in relation to the 2019-20 audit

When we complete our Annual Internal Audit Report in the 2020-21 AGAR, one of the internal control objectives that we are required to conclude on is whether or not "the authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations". We have confirmed

with the Parish Clerk that, unfortunately, no copy of the “Notice of Elector’s Rights” that the Council was required to publish in relation to 2019-20 has been retained. Therefore, we are not able to conclude that this internal control objective was met.

R2 *It is important that the Council complies with the requirements of the Accounts & Audit Regulations regarding the exercise of electors’ rights and that evidence of compliance is retained. As it has not been possible to demonstrate that these requirements were complied with in the summer of 2020 (in relation to the 2019-20 accounts), the Council must answer “No” to Assertion 4 in the Annual Governance Statement (Section 1 of the 2020-21 AGAR).*

(b) Inconsistencies between the Financial Regulations and Standing Orders and the practices followed by the Council

As noted above, the Council has kept its Standing Orders and Financial Regulations under regular review and, in doing so, has taken into account the latest guidance published by NALC. However, during the course of our audit, we noted a number of instances where one or other of the documents is not consistent with the approach actually followed by the Council. For example:

- in line with many councils, London Colney has moved to on-line banking with payments now presented to a Council meeting for retrospective approval. However, there is some inconsistency in the approach to payments set out in the Financial Regulations and Standing Orders. Whilst Financial Regulation 6.7 acknowledges the approach followed for on-line payments, Financial Regulations 5.2 and 6.2, together with Standing Order 16(a) still refer to a requirement for all but emergency payments to be authorised in advance by a resolution of the Council.
- Financial Regulation 9.3 states that “the Council will review all fees and charges annually, following a report of the Clerk”. However, this review has been undertaken by the F&GP Committee, although the Financial Regulations do not mention this delegation.
- The Standing Orders (17(b)) state that the Financial Regulations are to be reviewed on at least an annual basis, whereas the Financial Regulations state that they should be reviewed “from time to time”.

R3 When the Standing Orders and Financial Regulations are next reviewed, the Council should consider whether amendments are required in certain areas to reflect the practices that the Council now follows and to ensure there is consistency between the documents.

(c) Financial Procedures

From our discussions with the Parish Clerk and the Finance Officer, we have confirmed that, at present, there are no detailed financial procedures in place to underpin the Financial Regulations. Whilst support would be available from the accounting software suppliers RBS and locum staff could also be taken in the event of an emergency, such as long-term sickness, it is good practice to have such documentation, as it provides guidance on the approach to be followed across the range of financial activities and confirms the roles and responsibilities of each member of staff in relation to them.

R4 Detailed financial procedures should be put in place for each area of financial activity, to underpin the Financial Regulations. These should provide guidance on the approach to be followed and confirm the roles and responsibilities of each member of staff in relation to them.

Review of Expenditure

Our objective is to ensure that:

- Council resources are released in accordance with the 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 is raised, where relevant: we acknowledge that this will not be necessary for many items of expenditure, which are regularly the subject of contracts (e.g., electricity supply) or legal requirements (e.g., non domestic rates);
- Any 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, and
- VAT has been identified correctly and coded to the Omega control account for periodic recovery.

During the course of our interim audit, we undertook a sample review of payments to check compliance with the above criteria. This included all individual payments over £1,000, together with a more random selection of every 60th cashbook transaction irrespective of value for the period to the end of December 2020. In all, we examined 33 payments, totalling just under £33,000, which equated to 36% of all non-pay related payments processed during that period. There were no issues arising from our audit work.

The Council makes use of Cooperative Bank debit cards, which are held by the Parish Clerk, Finance Officer and Grounds & Maintenance Manager. The payments are charged directly to the bank account.

We confirmed that VAT returns are being submitted quarterly, on a timely basis. We checked and agreed the first two quarters re-claims to the relevant nominal ledger control account balance.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Assessment and management of Risk

Our objective is to confirm that the Council has appropriate arrangements in place to identify potential areas of risk of both a financial and health & safety nature, whilst also

ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity of their coming to fruition.

In the course of our interim audit work, we have confirmed the following:

- The Council's insurance is provided by BHIB, under a one-year policy which commenced on 1st October 2020. The cover includes employer's liability and public liability of £10 million and fidelity guarantee of £705,000. These are in line with councils of a similar size and complexity and would appear to adequate to meet the Council's needs:
- At the time of our audit, the most recent Risk Register had been adopted by the Council at its meeting on 5th March 2020. However, this was due to be revisited at the meeting on 3rd March 2021, and
- A suitably qualified member of the Council's staff undertakes weekly inspections of all of the play areas and play equipment. In addition, annual inspections are undertaken by the Play Inspection Company under an agency agreement with the District Council. If any issues arise, these are resolved by the Parish Council. The last annual inspections were completed in January 2020 and we understand, from our discussions with the Parish Clerk, that the timing of the 2021 inspections has not yet been finalised.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Budget setting, budgetary control and reserves

Our objective here is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from the District Council, and that an effective budget reporting and monitoring process is in place. We also consider whether the Council is retaining sufficient funds in earmarked and general reserves to finance its ongoing spending plans and to cover any unplanned expenditure that might arise.

From our minutes review, we confirmed that the Council has received detailed budget monitoring reports on a regular basis during 2020-21 which has enabled it to respond to matters arising on a timely basis.

The annual budget and Precept requirements for 2021-22 were determined at the Council meeting on 6th January 2021, following detailed consideration by the F&GP Committee. As in previous years, the Parish Clerk provided a detailed report to inform the decision-making process. The Precept has been set at £286,350 (£272,578 in 2020-21). This is a 5% increase on prior year, but with a reduced council tax base for the year, represents a 7.3% increase at Band D.

The Council's reserve requirements have been considered during the course of the year and as part of the budget setting process. We will review the overall reserves position, together with the 2020-21 budget outturn, at our final audit.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Review of Income

In this area of our audit, our objective is to confirm that income due to the Council is identified, invoiced (where applicable), recovered at the appropriate rate and within a reasonable timescale, and also that it is banked promptly in accordance with the Financial Regulations.

The Council receives income from a variety of sources, including hire fees for use of the Community Centre and pavilions, allotment rentals, the letting of sports facilities, bank interest and recoverable VAT. Due to the impact of the Covid-19 pandemic, income from a number of these sources has been significantly reduced in the year.

During the course of our interim audit, we undertook the following work:

- We confirmed that Members continue to review the scales of fees and charges annually. Those for 2020-21 were agreed by the F&GP Committee as part of the budget process and this has also been the case for the 2021-22 budget;
- As noted earlier in this report, we have checked and agreed two sample months' receipts transactions from the Omega accounts to relevant bank statements;
- We reviewed the allotment registers for both the Glebe and Shenley allotments and confirmed that invoices had been raised for all allotment holders for the year commencing 1st April 2020 at the correct rates and payments were received promptly. Where there have been changes of tenancy during the year, we confirmed that the new tenants had been invoiced and had paid on a timely basis, including deposits due, and
- We examined a sample of invoices for the Hall and Pavilion bookings for a sample week (week commencing 31st August 2020), to confirm that the fees charged were in accordance with the published scales and were settled in a timely manner, and

Conclusion

In general, the controls over the various income areas were found to be adequate and to be operating effectively. The one matter we wish to draw to Members' attention is the historic problem relating to the sales ledger, which, as noted earlier in the report, caused some difficulties to RBS when closing down the 2019-20 accounts.

The aged debtors report as at 31st December 2020 identifies a significant number of unpaid invoices dating back as far as the start of the 2019-20 financial year. However, there are also a large number of unmatched credits, so, whilst the total value of the outstanding invoices amounts to just over £30,000, the net debtor position is much lower, at approximately £9,300. The Finance Officer is currently undertaking a detailed review of the sales ledger and is hoping to complete this before the closedown of the 2020-21 accounts is completed. We will review the progress made during our final audit.

Petty Cash

The Council does not operate a petty cash account, any expenses incurred by officers or members being reimbursed directly through the routine payment procedures.

Salaries and Wages

In examining the Council's payroll function, our objective is to confirm that staff are being paid in accordance with their contracts of employment, that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are met.

The Council's salaries and wages are prepared by a local payroll bureau, QTAC Solutions Ltd. To check compliance with the above criteria, we examined the documentation provided by the payroll bureau for Month 6 (September 2020), to confirm that:

- The amounts paid to employees agreed to the approved pay rates for the financial year (NB the national pay award for 2020-21 was not finalised until August 2020 and the adjustment for backpay was made in Month 6);
- The correct PAYE (employee) and National Insurance (employee and employer) deductions were made;
- The correct pension scheme percentage deductions (for employee and employer) were being applied, where applicable;
- Any additional payments for overtime were in accordance with agreed hours and rates;
- The net payments to staff made by BACS agreed to the overall payroll summary and individual payslips, and
- The correct payments have been made to HMRC and the Hertfordshire Pension Fund.

Conclusion

From our audit review we noted several errors in the calculation of the payroll for the month.

The most significant was an error in the calculation of the back pay due to part-time staff for the 2020-21 pay award (they were paid as if they were full-time employees). We confirmed that this issue was identified subsequently by Council staff. The extent of the error has recently been calculated and the Parish Clerk is considering the action that is necessary.

We also noted that the calculation of the employer's pension contribution in Month 6 (and in the year prior to that) had been made the previous year's rate (23.8%) rather than the percentage applicable to 2020-21 (22.15%). The Parish Clerk confirmed that the payroll bureau had been notified of the change of contribution rate at the start of the financial year, but it was only after a reminder in December 2020 that the correct contribution rate was applied (in the intervening months, the Parish Clerk had made manual adjustments to the Council's payments to the Pension Fund, to ensure they were correct).

Our audit work also identified one other error made by the Payroll Bureau, whereby the percentage pension contribution for a member of staff had been set up incorrectly on the payroll system, resulting in an underpayment of 1% of gross salary going back for more

than a year. We have drawn this matter to the attention of the Parish Clerk and appropriate arrangements will need to be made to pay the shortfall.

R5 The number of errors identified from our audit review highlight the importance, going forward, of thoroughly checking the payroll calculations made by the payroll bureau before payments are released to staff. This will be particularly important at the start of each financial year, when there may be changes to salary scales and pension contribution rates, and at other times of the year when there are changes to the grade or hours of existing staff, or new starters.

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; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

A formal Investment Policy in place, which was adopted at the Council meeting on 1st July 2020, following consideration by the F&GP Committee. The Policy states that a significant percentage of the Council’s reserves shall be placed on interest bearing term/notice deposits and, as noted earlier in the report, this is in the process of being actioned.

We have confirmed that the Council has no outstanding loans.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Recommendation	Response
Accounting and Banking arrangements	
<p>R1 In accordance with Financial Regulation 4.2, when undertaking the periodic verification of bank reconciliations, the appointed Member should sign both the bank reconciliation document and the bank statements as evidence of review, and the results of the review should be reported to the F&GP Committee.</p>	
Corporate Governance arrangements	
<p>R2 It is important that the Council complies with the requirements of the Accounts & Audit Regulations regarding the exercise of electors' rights and that evidence of compliance is retained. As it has not been possible to demonstrate that these requirements were complied with in the summer of 2020 (in relation to the 2019-20 accounts), the Council must answer "No" to Assertion 4 in the Annual Governance Statement (Section 1 of the 2020-21 AGAR).</p>	
<p>R3 When the Standing Orders and Financial Regulations are next reviewed, the Council should consider whether amendments are required in certain areas to reflect the practices that the Council now follows and to ensure there is consistency between the documents.</p>	

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| R4 | Detailed financial procedures should be put in place for each area of financial activity, to underpin the Financial Regulations. These should provide guidance on the approach to be followed and confirm the roles and responsibilities of each member of staff in relation to them. |
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Salaries and Wages

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| R5 | The number of errors identified from our audit review highlight the importance, going forward, of thoroughly checking the payroll calculations made by the payroll bureau before payments are released to staff. This will be particularly important at the start of each financial year, when there may be changes to salary scales and pension contribution rates, and at other times of the year when there are changes to the grade or hours of existing staff, or new starters. |
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Co-op Current Account

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	TV LICENCE	DD	13.37		TV LICENCE
03/02/2021	ALLSTAR BUSINESS SOLUTIONS	S030221	100.97		220121 DIESEL
03/02/2021	George Browns Ltd	478684	51.62		MAINT EQUIP
03/02/2021	HCC - Herts Fullstop	H122003760	171.26		various
03/02/2021	Gas Heating & Plumbing Solutio	724	307.20		GAS SAFE CERT/SERVICE & INHIBI
03/02/2021	SANDRA WELLSTEAD	GNS	5.57		SANDRA WELLSTEAD SHOP FLORENCE
04/02/2021	MARKS & SPENCER	D/CARD	28.50		GIFT CARD RE MORRIS WAY CONSUL
05/02/2021	Castle Water Ltd	050221	41.34		Purchase Ledger DDR Payment
05/02/2021	Castle Water Ltd	050221	35.00		Purchase Ledger DDR Payment
05/02/2021	HOLLIE FINDELL	GNS	29.90		HOLLIE FINDELL SHOP J MURPHY
05/02/2021	HOLLIE FINDELL	GNS	22.19		HOLLIE FINDELL SHOP M SWAN
05/02/2021	RS Components Ltd	2201619453	61.54		MOTOR GEARHEAD - VILLAGE CLOCK
10/02/2021	ALLSTAR BUSINESS SOLUTIONS	S100221	70.45		DIESEL & UNLEADED
12/02/2021	St Albans District Council	LICENCING	180.00		MW PAV PREMISES LICENCE
12/02/2021	CRYPTEX UK LLP	7401	486.00		ANNUAL ALARM 200221-190222
12/02/2021	Lamps & Tubes Illuminations Lt	69984	997.50		XMAS LIGHTS 2020 FINAL 25%
12/02/2021	Debenhams Ottaway Solicitors	D037142	1,002.00		INT INV MED CENTRE RE PATH
12/02/2021	HOLLIE FINDELL	GNS	16.65		HOLLIE FINDELL SHOP M SWAN
12/02/2021	HOLLIE FINDELL	GNS	30.10		HOLLIE FINDELL SHOP J MURPHY
12/02/2021	B&Q	D/CARD	25.00		B&Q WOOD STAIN
12/02/2021	HCC	BP	2,337.32		HCC JAN 2021 PENSIONS
12/02/2021	HMRC	BP	2,797.93		HMRC JAN 2021 TAX
12/02/2021	AMAZON - ZENTESI	D/CARD	26.99		PURCHASE ORDER BOOKS
12/02/2021	Debenhams Ottaway Solicitors	ON ACCOUNT	2,100.00		P/Ledger Electronic Payment
15/02/2021	Hertscom IT Ltd	150221	46.54		PHONE CHGES
15/02/2021	Hertscom IT Ltd	DD 150221	618.00		MONTHLY IT COSTS
16/02/2021	Corona Energy - Electricity	DD 160221	1,228.62		NAPS PAV ELEC 010121-310121
17/02/2021	Homebase	D/CARD	302.00		LIGHTBULBS & SAND BAG STORAGE
19/02/2021	WORLDPAY	190221	48.07		TRANS CHGES 010121-310121
22/02/2021	HCC - Herts Fullstop	H012103859	15.65		Y/E WALL PLANNER & COPIER PAPE
22/02/2021	Amthal Fire & Security	5428	156.49		SUPP/INSTALL ALARM SENSE SOUND
22/02/2021	Troy Hayes Planning Limited	1905	3,000.00		NHP STAGE 2 WORK
22/02/2021	Central Tool Hire Ltd	H83994	45.67		19 KG PROPANE WORKSHOP HEATING
22/02/2021	Southern Electric / SSE Gas	DD 220221	660.76		LCCC GAS 010121-310121
22/02/2021	Konica Minolta	1155002533	92.27		CPOIER RENTAL 030221-020521
22/02/2021	Konica Minolta	1155063003	82.97		COPIES 031120-020221
24/02/2021	HOLLIE FINDELL	GNS	21.50		HOLLIE FINDELL SHOP M SWAN
24/02/2021	HOLLIE FINDELL	GNS	12.85		HOLLIE FINDELL SHOP J MURPHY
24/02/2021	HERTFORDSHIRE COUNTY	1860005316	52.68		P/Ledger Electronic Payment
24/02/2021	LAND REGISTRY	D/CARD	6.00		TITLE DEEDS - RIVERSIDE LAND
24/02/2021	B&Q	D/CARD	12.00		PPE MASKS
25/02/2021	Southern Electric / SSE Gas	250221	44.82		SHEN PAV ELEC 011020-171220
26/02/2021	Onecom Services Ltd	260221	27.10		WORKSHOP PHONE
26/02/2021	Veolia ES (UK) Ltd	260221	321.14		TRADE WASTE 010121-310121
26/02/2021	SALARIES	BP	10,788.01		FEB 2021
26/02/2021	COMMERCIAL SPECIALISTS	D/CARD	66.00		GRASS CUTTER RADIATOR NEW CAP
Total Payments			28,587.54		

Co-op Current Account

List of Payments made between 01/03/2021 and 30/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Castle Water Ltd	010321	47.04		Purchase Ledger DDR Payment
01/03/2021	Castle Water Ltd	010321	54.72		Purchase Ledger DDR Payment
01/03/2021	Blitz Motor Factors	STS193477	7.10		PLASTIC REAIR WELD
01/03/2021	Blitz Motor Factors	STS193385	27.42		FUEL FILTER & EASYSTART
01/03/2021	Selco Builders	7604096429	80.79		WOOD PACK - BENCH
01/03/2021	Print Shop St Albans	IN00012978	438.00		LC NEWS DELIVERY COSTS
01/03/2021	SANDRA WELLSTEAD	BP	13.73		GNS SHOP FLORENCE
01/03/2021	HOLLIE FINDELL	BP	36.15		GNS SHOP M SWAN
01/03/2021	HCC	BP	2,337.48		PENSIONS FEB 21
01/03/2021	HMRC	BP	2,573.46		TAX FEB 21
01/03/2021	TV LICENCE	DD	13.37		TV LICENCE
03/03/2021	ALLSTAR BUSINESS SOLUTIONS	S030321	170.39		FUEL
03/03/2021	AMAZON	D/CARD	28.07		PRINTER CARTRIDGE GRND MAIN
04/03/2021	Hertscom IT Ltd	040321	71.45		CALLS 010221-280221
05/03/2021	Castle Water Ltd	050321	41.34		Purchase Ledger DDR Payment
08/03/2021	Castle Water Ltd	080321	35.00		Purchase Ledger DDR Payment
08/03/2021	Society of Local Clerks	080321	123.80		P/Ledger Electronic Payment
08/03/2021	Fleet Line Markers Ltd	SI204088	545.86		PITCHMARKER, SUPER C
08/03/2021	HOLLIE FINDELL	BP	27.72		GNS SHOP M SWAN
08/03/2021	SUZANNE DICKINSON	BP	100.00		REFUND RE BENCH
09/03/2021	SYLVIA PILVIA	BP	51.96		GNS SHOP M MILLS
10/03/2021	ALLSTAR BUSINESS SOLUTIONS	I103021	15.56		Purchase Ledger DDR Payment
12/03/2021	11032021	D/CARD	12.99		AMAZON
12/03/2021	M&S	D/CARD	3.50		GET WELLL/SYMPATHY CARDS
15/03/2021	Hertscom IT Ltd	150321	102.00		Purchase Ledger DDR Payment
15/03/2021	Hertscom IT Ltd	150321	618.00		Purchase Ledger DDR Payment
15/03/2021	TOOL STATION	D/CARD	39.98		WORK BOOTS PPE - SCOTT
15/03/2021	TOOLSTATION	D/CARD	59.98		WORK BOOTS PPE - MICK
17/03/2021	Corona Energy - Electricity	170321	1,073.03		Purchase Ledger DDR Payment
17/03/2021	ALLSTAR BUSINESS SOLUTIONS	I170321	28.04		Purchase Ledger DDR Payment
17/03/2021	Wickes	D/CARD	32.00		WIRE NETTING FOR RABBIT FENCE
19/03/2021	WORLDPAY	190321	46.46		TRANSACTION CHGS 010221-280221
19/03/2021	SANDRA WELLSTEAD	BP	5.16		GNS SHOP FLORENCE
19/03/2021	SANDRA WELLSTEAD	BP	5.83		GNS SHOP FLORENCE
19/03/2021	HOLLIE FINDELL	BP	10.58		GNS SHOP JOHN
19/03/2021	HOLLIE FINDELL	BP	21.68		GNS SHOP MIKE
22/03/2021	Southern Electric / SSE Gas	220321	560.94		Purchase Ledger DDR Payment
22/03/2021	GAILS BLINDS/AMAZON	D/CARD	3.98		VERTICAL BLIND CLIPS
22/03/2021	WEST DERBY CARPETS	D/CARD	20.95		VERTICAL BLIND REPLACEMENTS
23/03/2021	Hertscom IT Ltd	230321	82.74		Purchase Ledger DDR Payment
23/03/2021	Debenhams Ottaway Solicitors	D037918	1,800.00		INT STATUT BILL - VILLAGE CLUB
23/03/2021	Blitz Motor Factors	STS198579	20.63		P/Ledger Electronic Payment
23/03/2021	George Browns Ltd	479983	6.00		CHOKE KNOB - BLOWER
23/03/2021	HTC Fastenings Limited	688412	130.63		BRASS PADLOCKS X 5/CABLE TIES
23/03/2021	Frederick Place Holdings-Troph	1928	2,400.00		P/Ledger Electronic Payment
23/03/2021	Blitz Motor Factors	STS199682	7.68		P/Ledger Electronic Payment
23/03/2021	George Browns Ltd	479984	8.42		CHAIN SAW FILE
23/03/2021	Blitz Motor Factors	STS197056	16.08		9V BATTERY & KEY BATTERY

Continued on Page 2

Co-op Current Account

List of Payments made between 01/03/2021 and 30/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2021	George Browns Ltd	480024	19.92		CHOKE SHAFT - BLOWER
23/03/2021	Central Tool Hire Ltd	H84219	63.18		HIRE OF COMPACTOR PLATE
23/03/2021	HOLLIE FINDELL	BP	12.71		GNS SHOP MIKE S
23/03/2021	HOLLIE FINDELL	BP	17.60		GNS SHOP JOHN M
24/03/2021	A WINGTE MARTIN/SAINSBURY	SBP	135.00		BOOK VOUCHER PRIZES - NHP COMP
25/03/2021	SYLVIS PILVIA	BP	22.29		GNS SHOP M MILLS
25/03/2021	SALARIES MARCH 2021	BP	11,052.91		SALARIES MARCH 2021
29/03/2021	Castle Water Ltd	290321	47.04		Purchase Ledger DDR Payment
29/03/2021	Castle Water Ltd	290321	54.72		Purchase Ledger DDR Payment
29/03/2021	Veolia ES (UK) Ltd	290321	321.14		TRADE WASTE 010221-280221
Total Payments			<u>25,704.20</u>		