



## LONDON COLNEY PARISH COUNCIL

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

2 March 2021

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 11 MARCH 2021**, to be held virtually at 3PM

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**Emma Payne**  
Clerk

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### 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 & General Purposes Committee held on 28 January 2021.

**4. REPORTS TO COMMITTEE**

4.1 Millennium Clock (verbal report)

4.2 Business Continuity Plan Budget

4.3 Budget Virements (report to follow)

**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
- 5.2 London Colney Village Club (attached)
- 5.3 Land at Caledon Community Centre (verbal)

**6. DATE OF NEXT MEETING**

20 May 2021 (provisional date)

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 28 JANUARY 2021, AT 5.00PM, HELD VIRTUALLY

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

**IN ATTENDANCE:** E Payne (Clerk)

#### 1. APOLOGIES

All members were present.

#### 2. DECLARATIONS OF INTERESTS

Cllr Gordon and Cllr Pakenham declared a personal interest in item 4.7 as they have a relative who is a member of staff.

#### 3. MINUTES

The minutes of the meeting held on 17 December 2020 were adopted as a true record of the meeting.

#### 4. REPORTS TO COMMITTEE

##### 4.1 Morris Way Recreation Ground Pavilion Refurbishment

Members received a report outlining the responses to the questionnaire that had been distributed to users of the facility, which were noted. Members were advised by the Clerk that SADC officers were meeting with the District Council Ward Members and the Clerk on Wednesday 3 February to consider S106 funding.

Members enquired whether the S106 funding could be applied to the sensory garden project. Members were advised that none of the section 106 headings was applicable to parks and gardens.

Members discussed the merits of spending money on a facility which ultimately needed replacing as it is near the end of its life. It is also an expensive facility to run. Members agreed that there was a more holistic discussion to be undertaken, that would be part of a consultation on community facilities within the Neighbourhood Plan.

Members considered that as the funds were limited, it was not possible to upgrade the heating of the pavilion. Members were advised by the Clerk that LED lighting had been installed in the main room, by the Grounds Staff, which she had not authorised.

Members considered the recommendations from the report and it was **RESOLVED** to:

***Submit a proposal to SADC to release S106 funds for the following improvements:***

- a) ***New male, female and disabled toilet facilities***
- b) ***Improved showers***
- c) ***Improved facilities in the kitchen (cutlery, crockery) but no direct feed urn***
- d) ***Redecoration of the inside/outside of the pavilion***

In addition, the Clerk was asked to ascertain how much it would cost to paint the storage garage adjacent to the pavilion.

#### 4.2 Millennium Clock

Members were advised that the mechanism for the clock is being collected from the repairers and the Grounds Maintenance Manager has been asked to provide the Clerk with a proposal for repairs of the mechanism or replacement of the entire mechanism by Friday 12 February 2021. There had already been a sum of £1500 released from General Reserves. The Clerk will advise the Chair of the Committee and then the next meeting if this sum is to be exceeded.

#### 4.3 Margaret Hopkins Suite

Members were advised that these offices have been redecorated and as soon as the Clerk will start marketing them as soon as the current lockdown is finished. Members were advised that it may be a facility that is not able to be rented in future, with a loss of income.

#### 4.4 Impact Assessment Policy

Members received this reported which outlined how any decision undertaken by the Council would affect various areas of responsibility including environment and finance. Members noted the report.

#### 4.5 ACV and Asset Transfers

Members received this report and noted the areas that were recommended for either registering as an Asset of Community Value, for a transfer of the asset from the principal authority or to be registered as an Open Space in the Neighbourhood Plan. Members were advised that these assets are already leased and maintained by the parish council. There was no increase in costs relating to these sites.

Members discussed the merits of applying for an asset transfer of the scout hut site, which is separately leased by the scouts from SADC and decided that there was no benefit to the community to consider this further unless the District Council suggests this.

Members discussed the merits of investigating adverse possession of the track leading to Walsingham Way Play area. Members discussed allocating S106 funding towards repairs, but this type of funding is set down centrally and is quite prescriptive. Members noted that there was a right of way along the track. and asked to the Clerk to bring this to a future meeting. It was **RESOLVED** that:

- a) ***Shenley Lane Allotments are registered as an Asset of Community Value***
- b) ***Apply to HCC for an asset transfer of Shenley Lane Allotments***
- c) ***Shenley Lane allotments are registered as an open space in the Neighbourhood Plan.***
- d) ***Shenley Lane Recreation Ground is registered as an Asset of Community Value***
- e) ***Apply to HCC/SADC for an asset transfer of Shenley Lane Recreation Ground***
- f) ***Shenley Lane Recreation Ground is registered as an open space in the Neighbourhood Plan.***
- g) ***Glebe Allotments are registered as an Asset of Community Value***
- h) ***Glebe Allotments are registered as an open space in the Neighbourhood Plan.***
- i) ***Apply for an asset transfer of Walsingham Way Playing Fields, which is currently leased from SADC.***
- j) ***Walsingham Way Playing Fields are registered as an open space in the Neighbourhood Plan.***
- k) ***Investigate taking adverse possession of Chicken Lane at a future time.***

#### 4.6 Payroll Providers

Members received a report with comparisons on payroll providers. The Clerk reported that she had experienced some performance issues with the current provider (Contractor D) and was keen to ensure that the Council received value for money at the same time as a good service. Members noted the comments about poor performance and the Clerk will report to a future meeting if these continue. It was **RESOLVED** that:

**Contractor D is engaged to undertake the Council's payroll services.**

**4.7 Staff Review**

Members received a verbal report from the Human Resources Committee meeting held on 26 January 2021, when it was resolved to appoint a consultant to undertake a staff review to ensure that the Council is working efficiently and cost effectively. There is not a budget for this item and the HR Committee was asking for the release of General Reserves. The costs would be recouped through savings on the HR budget. Members were advised that the process would take 4 weeks, with a report to the HR meeting scheduled for 9 March and a further presentation to Full Council in April 2021. It was **RESOLVED** that:

***£2,500 is released from General Reserves for the Staff Review Consultant***

**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 London Colney Village Club**

Members received a report outlining the course of action in relation to seeking a legal opinion on the status of the site. It was **RESOLVED** to:

- a) Appoint Hardwicke Chambers.***
- b) Release £2,000 from General Reserves.***

**5.2 Land at Caledon Community Centre**

Members received a verbal report on this item and noted that the Clerk was waiting a response from the County's legal department.

**6. DATE OF NEXT MEETING**

11 March 2021

The meeting closed at 1830 hours.

Signed: ..... Date: .....

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** FINANCE & GENERAL PURPOSES

**DATE:** 11 MARCH 2021

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** BUSINESS CONTINUITY PLAN

### 1. SUMMARY

- 1.1 London Colney Parish Council, in the last 4 years, has coped with the loss of their Clerk on long term sick leave and has operated for a year through a global pandemic.
- 1.2 The latest disruption to the Council's operation has resulted in a different way of working and has demonstrated that the Council's operations are more resilient than they were 3 years ago but that more needs to be in place to prevent a similar situation happening.
- 1.3 A review of the high-level Council operations has been undertaken, including key personnel and a business continuity plan has been drawn up to cover the main areas including loss of premises.

### 2. RECOMMENDATION

Member are asked to recommend to Council that the business continuity plan to adopted.

### 3. BACKGROUND

- 3.1 The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.
- 3.2 This plan provides a flexible response to a disruptive incident, maintain delivery of critical activities/services during an incident and return to business as normal. It identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

### 4. FINANCE

There will be financial implications in the adoption of new IT including software to ensure the smooth handover of information. These are to be ascertained and presented to a future Committee meeting.

### 5. IMPACT ASSESSMENT

Strategic Plan	Demonstrates a forward-thinking council
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Financial planning for short to medium term
Resources (including workforce)	Ensures staff resources are in place
Risk Management	Demonstrates the monitoring and mitigating of risk



## **LONDON COLNEY PARISH COUNCIL**

### **BUSINESS CONTINUITY PLAN**

#### **1. Introduction**

London Colney Parish Council has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruption to the day-to-day operation of the Council. This plan identifies the instances of disruption, the immediate responses, the procedure to follow to maintain continuity of service and the follow up procedures necessary to service delivery where such services are disrupted by factors within the control of the Council.

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

#### **2. Potential Causes of Disruption**

- Storm, tempest, flood, and snow
- Fire
- Terrorism
- Widespread electricity loss
- Pandemic virus
- Industrial accident
- Loss of staff through various reasons whilst on or off Council duty
- Resignation of Members by any reason which leaves the Council inquorate

#### **3. Potential Impact and Continuity Plan**

The Clerk is the first point of contact for all emergencies and business continuity actions, or in their absence, the Grounds Maintenance Manager.

If neither the Clerk or the Grounds Maintenance Manager, the Chairman, or in the absence of the Chairman, the Vice Chairman, or a member of the parish council, nominated by the Chairman or Vice Chairman, shall implement the actions.

This plan will be reviewed on an annual basis by Full Council and a copy given to all Councillors.

Event		Minimise Impact	Immediate Action	Continuity	Longer Term
1	Loss of Clerk due to death, sudden illness, incapacity or resignation	<ul style="list-style-type: none"> <li>a) Ensure key tasks are up to date.</li> <li>b) Ensure office, admin and meeting procedures are clearly documented and kept in a secure place within the office, which is conveyed to staff.</li> <li>c) Access to log ins and passwords are available via IT consultant.</li> </ul>	<ul style="list-style-type: none"> <li>a) Chairman and Vice Chairman to be informed.</li> <li>b) HSE to be informed if applicable.</li> <li>c) Notice on website if appropriate.</li> <li>d) Notice on parish notice boards if appropriate.</li> <li>e) Call extraordinary Council meeting to confirm appointment of temporary cover and/or motion to delegate decision making (Grounds Maintenance Manager).</li> <li>f) Call HR committee to discussion option which could include locum clerk through HAPTC.</li> </ul>	<ul style="list-style-type: none"> <li>a) Recruit temporary or permanent replacement as a matter of urgency</li> </ul>	<ul style="list-style-type: none"> <li>a) Training other staff</li> <li>b) Succession planning</li> <li>c) Review procedures</li> </ul>
2.	Loss of Grounds Maintenance Manager due to death, sudden illness, incapacity, or resignation	<ul style="list-style-type: none"> <li>a) Ensure key tasks are up to date.</li> <li>b) Ensure grounds maintenance procedures are clearly documented and kept in a secure place within the office, which is conveyed to staff.</li> </ul>	<ul style="list-style-type: none"> <li>a) Chairman and Vice Chairman to be informed.</li> <li>b) HSE to be informed if applicable.</li> <li>c) Call HR committee to discussion option which could include Head Groundsman stepping up</li> </ul>	<ul style="list-style-type: none"> <li>a) Recruit temporary or permanent replacement as a matter of urgency</li> </ul>	<ul style="list-style-type: none"> <li>a) Training other staff</li> <li>b) Review procedures</li> </ul>



		c) Access to log ins and passwords are available via IT consultant.	and additional temporary staff being hired.		
3	Loss of Finance Officer due to death, sudden illness, incapacity, or resignation	<ul style="list-style-type: none"> <li>a) Ensure key tasks are up to date.</li> <li>b) Ensure finance procedures are clearly documented and kept in a secure place within the office, which is conveyed to staff.</li> <li>c) Access to log ins and passwords are available via IT consultant.</li> <li>d) Ensure compliance with Financial Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>a) Chairman and Vice Chairman to be informed.</li> <li>b) Call RBS for temporary accounts support.</li> <li>c) Call HR Committee meeting to discuss replacing the position.</li> </ul>	a) Recruit temporary or permanent replacement as a matter of urgency	<ul style="list-style-type: none"> <li>a) Training other staff</li> <li>b) Review procedures</li> </ul>
4	Death or serious injury to member of staff whilst carrying out Council Duties	<ul style="list-style-type: none"> <li>a) Ensure key tasks are up to date.</li> <li>b) Ensure office, admin and meeting procedures are clearly documented and kept in a secure place within the office, which is conveyed to staff.</li> <li>c) Access to log ins and passwords are available via IT consultant.</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to liaise with Chairman re liaison with next of kin and informing the Council.</li> <li>b) Clerk to inform insurance company.</li> <li>c) Clerk to inform HSE if necessary and co-operate with any investigation as high priority.</li> </ul>	a) Recruit temporary or permanent replacement as a matter of urgency.	<ul style="list-style-type: none"> <li>a) Review and risk assess procedures, working practices and method statements to minimise future risk.</li> <li>b) Invest in technology to ensure accurate record keeping and information retention</li> </ul>
5	Death or serious injury to Sports Booking Secretary	<ul style="list-style-type: none"> <li>a) Ensure key tasks are up to date.</li> <li>b) Ensure sport booking procedures are clearly documented and kept in a</li> </ul>	<ul style="list-style-type: none"> <li>a) Grounds Maintenance Manager to liaise with Clerk re liaison with next of kin and informing the Council.</li> </ul>	a) Bring sports bookings in house	<ul style="list-style-type: none"> <li>a) Review and risk assess procedures, working practices and method statements to</li> </ul>

		<p>secure place within the office, which is conveyed to staff.</p> <p>c) Access to log ins and passwords are available via IT consultant.</p>	<p>b) Clerk to inform insurance company.</p> <p>c) Clerk to inform HSE if necessary and co-operate with any investigation as high priority</p>		<p>minimise future risk.</p> <p>b) Invest in technology to ensure accurate record keeping and information retention</p>
6	Loss of Members due to multiple resignations (causing Council to be inquorate)	a) Co-Option Policy	<p>a) Clerk to inform remaining Members and staff.</p> <p>b) Clerk to inform SADC Electoral Services and follow by election regulations if required.</p>	<p>a) Follow by election procedures.</p> <p>b) Follow co-option procedures if possible.</p> <p>c) Clerk to liaise with SADC about temporary working strategy for Council business.</p>	a) Council to review procedures, training and working practices to retain Members.
7	Loss of Council documents to due fire, flood, and other causes	<p>a) All server files are the Cloud based.</p> <p>b) Important documents scanned and stored on server.</p> <p>c) Deeds held with Council solicitor.</p> <p>d) Paper files stored in metal cabinets.</p> <p>e) Office email accounts backed up on Cloud.</p>	a) Clerk to advise Council and insurance company	a) Council to call extraordinary meeting to discuss business continuity	a) Council to review procedures to ensure improvements to data security
8	Loss of Council equipment due to theft, fault or breakdown	<p>a) Sufficient budgets for rolling programme to replace key equipment.</p> <p>b) Ensure service</p>	<p>a) Decide on immediate replacement.</p> <p>b) Report theft to police and insurance company</p>	<p>a) Maintain and regularly review asset register.</p> <p>b) Keep key equipment under review in relation to replacement.</p> <p>c) Build earmarked reserves to cover replacement costs at end-of-life expectancy</p>	a) Include key equipment in 3–5-year plan

9	Damage to Parish Council offices or sports pavilions	<ul style="list-style-type: none"> <li>a) Maintain adequate insurance cover.</li> <li>b) Carry out fire risk assessment.</li> <li>c) Ensure staff working practices do not increase risk.</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to inform insurance company and Council.</li> </ul>	<ul style="list-style-type: none"> <li>a) Use alternative premises for administration work or admin team to work from home, if applicable.</li> <li>b) Work with insurer and contractors to arrange timely repairs.</li> <li>c) Use alternative premises for meetings.</li> </ul>	<ul style="list-style-type: none"> <li>a) Regularly review insurance policy to ensure adequate cover.</li> <li>b) Regular asset valuation.</li> <li>c) Review risk assessment</li> </ul>
10	Staff unable to get to work due to adverse weather conditions or following national advice to self-isolate or quarantine	<ul style="list-style-type: none"> <li>a) Staff have access to laptops with access to all council files.</li> <li>b) Council telephone lines can be transferred to staff mobiles.</li> <li>c) All staff have contact details for each other.</li> <li>d) Chair and Vice Chair have contact details for the Clerk.</li> <li>e) Method in place to keep informed of national and sector guidance.</li> <li>f) Selected Grounds Maintenance staff have access to parish council offices.</li> </ul>	<ul style="list-style-type: none"> <li>a) Clerk to advise the Chair/Vice Chair of the situation.</li> <li>b) Clerk to update the website to advise residents that the Council office may be closed.</li> <li>c) Staff to contact the Clerk if unable to get to work.</li> <li>d) Council allows staff to work from home during national emergencies.</li> <li>e) Consider whether an EGM is required to delegate decision making.</li> </ul>	<ul style="list-style-type: none"> <li>a) Keep position under constant review.</li> <li>b) Maintain business continuity where possible by working from home.</li> </ul>	<ul style="list-style-type: none"> <li>a) Review procedures to ensure improvements.</li> </ul>

## Utility Companies Contact List

Utility	Company	Telephone	E-mail
Electricity			
Gas			
Telecommunications			
Water			

Include a plan of your premises (for use by emergency services) showing locations of:

- Main water stop-cock
- Switches for gas and electricity supply
- Any hazardous substances
- Items that would have priority if salvage became a possibility

## Local Emergency Services

Service	Location	Telephone
Ambulance	Emergencies	999
Fire Service	Emergencies	999
Floodline	Information service	0845 988 1188
NHS Direct		0845 46 47
Police	Emergencies Non-emergency matters	999 101

## Insurance and Finance Companies

Service	Company	Telephone	E-mail
Banking			
Insurance			