



## LONDON COLNEY PARISH COUNCIL

24 June 2021

To All Councillors of London Colney Parish Council

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 30 JUNE 2021** at **7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:

**Emma Payne**  
**Clerk to the Council**

### COVID 19 RESTRICTIONS – FACE TO FACE MEETINGS

The minutes of this meeting will act as track and trace for Councillors attending the meeting. Members of the public are asked to scan the Track and Trace QR code at the Community Centre. Please wear a mask in the community centre, apart from when sitting down. Please adhere to social distancing (1m with mask, 2m without mask) Use the hand sanitiser provided.

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### AGENDA

***A minute's silence will be held in memory of  
Mrs Mary Crouch, former Parish Councillor***

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|--|----------------|
| <b>1. APOLOGIES</b><br>To receive and accept apologies for absence.  |                |
| <b>2. QUESTION TIME</b><br>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 may be referred to a future meeting or Committee of the Council. |                |
| <b>3. DECLARATION OF INTEREST</b><br>To receive members declarations of interest in items on the agenda.   |                |
| <b>4. COUNCILLORS ON OTHER AUTHORITIES</b><br>To receive a written or verbal report from Councillors on other authorities  |                |
| <b>5. COMMUNITY SAFETY REPORT</b><br>To receive a verbal report on community safety  |                |
| <b>6. MINUTES</b><br>To approve the minutes of the meeting held 5 May 2021   | <b>5</b>       |

<b>7.</b>	<b>MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY</b>	
<b>8.</b>	<b>CHAIR’S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)</b>	
<b>9.</b>	<b>DELEGATED DECISIONS</b>	
	To note the delegated decisions taken by the Clerk in consultation with the Chairman and Vice Chairman.	7
<b>10.</b>	<b>COMMITTEE MEETINGS</b>	
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	<b>9. PARISH COUNCIL CHARITIES</b>	
	<i>The following are nominated as parish council charities:</i>	
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	b) <i>London Colney Hedgehog Rescue</i>	
<b>10.2</b>	<b>HR Committee – 22 June 2021</b>	13
	<b>6.1 MEMBER/OFFICER PROTOCOL</b>	16
	<i>The Member/Officer Protocol is adopted</i>	
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	<i>The Dignity at Work/Bullying and Harassment Policy is adopted.</i>	
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	To receive a consultation on Parliamentary Constituency Boundary Commission Review 2023	72
<b>13.</b>	<b>HERTS VALLEYS CLINICAL COMMISSIONING GROUP</b>	
	To be advised on a survey on urgent care services provided at St Albans Minor Injury Department	
<b>14.</b>	<b>REDEVELOPMENT OF COMMUNITY FACILITIES</b>	
	To discuss the development of community facilities in London Colney	
<b>15.</b>	<b>CONFIDENTIAL ITEMS</b>	
	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.	
15.1	Land at Perham Way	
15.2	London Colney Village Club	
<b>16.</b>	<b>DATE OF NEXT MEETING</b>	
	1 September 2021	

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON  
WEDNESDAY 5 MAY 2021  
HELD VIRTUALLY AT 7PM**

**PRESENT:** Councillors M MacMillan (Chairman), K Gardner, D Gordon, S Pearl, T Lillico, H Pakenham (Vice Chairman), L Winstone

**IN ATTENDANCE:** E Payne, Clerk

**01/21. ELECTION OF CHAIRMAN**

Cllr MacMillan nominated himself to the position of Chairman, seconded by Cllr Gordon. There being no other candidates, he was elected to the position unopposed.

**02/21 ELECTION OF VICE CHAIRMAN**

Cllr Pakenham was nominated to the position of Vice Chairman by Cllr Gardner, seconded by Cllr Pearl. There being no other candidates, she was elected to the position unopposed.

**03/21. APOLOGIES**

Apologies were received from Cllr Mahony (health). Cllr Mortuza was absent.

**04/21. MEMBERS DECLARATIONS OF INTEREST**

There were no declarations of interest.

**05/21 QUESTION TIME**

There were no members present.

**06/21. MINUTES**

The minutes of the meeting held on 7 April 2021 were received and it was **RESOLVED** to:

***Adopt the amended minutes as a true record of the meeting held on 7 April 2021.***

**07/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

**08/21. MINUTES**

**08/21.1 Events & Community Committee – 30 March 2021**

Members received the minutes of this committee and there were the following recommendations:

**Item 5 – Fireworks 2021**

Members were asked to reconsider the decision of the Council at the meeting held on 9 December 2020, where it has been resolved to have quiet fireworks and lasers

because of the impact on vulnerable members of the community. The reason for the rescission of the decision, was the new information from the firework contractor that, because there isn't a wide range of quieter fireworks, the display would not be as aerially based as previous displays and would have to be shorter. It was suggested that the quiet firework policy should be undertaken with a new contractor when the present contract expires. Cllr Gordon, who had brought forward the motion, was concerned that the motion would disappear when the new contractor was appointed, and she was reassured by the Chairman that this would not be the situation.

It was **RESOLVED** that:

- a) The quiet firework resolution made on 9 December 2020 is rescinded.**
- b) A quiet firework provision is included in the new firework contract.**

#### **Item 8 – Communications Policy**

Members received a Communications Policy, and it was **RESOLVED** to:

***Adopt the Communications Policy***

#### **Item 9 – Community Engagement Policy**

Members received a Community Engagement Policy, and it was **RESOLVED** to:

***Adopt the Community Engagement Policy.***

#### **08/21.2 Environment & Neighbourhood Committee – 13 April 2021**

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

#### **Item 5 – Climate Change and Biodiversity Plan**

Members received the plan, and it was **RESOLVED** to:

***Adopt the Climate Change and Biodiversity Plan***

#### **09/21. APPOINTMENTS TO COMMITTEES/WORKING PARTIES AND REPRESENTATIVES TO OUTSIDE BODIES**

Members received a schedule of committee membership. It was proposed that the Neighbourhood Plan Committee was amended to be a working party, which would be more accommodating for those members who work during the day. Meeting virtually was more flexible for those Members. The terms of reference for this committee would be amended to reflect this change. The dates of the Le Farge/Tarmac liaison meetings would be circulated when known, so another Councillor can join if they are interested in attending. It was **RESOLVED** that membership should be allocated as follows, along with the appointment of Chairmen of committees/working parties.:

<b>Committee &amp; Working Party Membership</b>	
<b>Finance &amp; General Purposes Committee</b>	Cllr Dreda Gordon (chairman) Cllr Helen Pakenham Cllr Malcolm MacMillan Cllr Tony Lillico
<b>Human Resources Committee</b>	Cllr Helen Pakenham (chairman) Cllr Norman Mahony Cllr Malcolm MacMillan Cllr Liz Winstone
<b>Environment &amp; Neighbourhood Committee</b>	Cllr Katherine Gardner (chairman) Cllr Mohammed Mortuza

	Cllr Norman Mahony Cllr Liz Winstone Two co-opted members
<b>Events &amp; Community Committee</b>	Cllr Malcolm MacMillan (chairman) Cllr Helen Pakenham Cllr Katherine Gardner Cllr Liz Winstone Cllr Stephen Pearl
<b>Planning Committee</b>	All Councillors Cllr Malcolm MacMillan (chairman)
<b>Complaints Committee</b>	Chairman of All Committees
<b>Neighbourhood Plan Working Party</b>	Cllr Dreda Gordon (chairman) Cllr Helen Pakenham Cllr Tony Lillico Cllr Stephen Pearl
<b>Lowbell Lake Working Party</b>	Cllr Helen Pakenham Cllr Liz Winstone Barnet & District Angling Club
<b>Rights of Way Working Party</b>	Cllr Tony Lillico Cllr Liz Winstone Cllr Helen Pakenham Members of Public
<b>Representatives on Outside Bodies</b>	
The Base	Cllr Dreda Gordon
St Albans District Association of Local Councils	Cllr Helen Pakenham
La Farge/Tarmac Liaison Group	Cllr Dreda Gordon

#### 10/21. **SCHEME OF DELEGATION**

Members received a scheme of delegation. It was amended to reflect the appointment of committee chairmen at the annual council meeting. It was **RESOLVED** to:

***Adopt the Scheme of Delegation***

#### 11/21. **CODE OF CONDUCT**

Members received a report on the Code of Conduct. There was one amendment agreed at the meeting and it was **RESOLVED** to:

***Adopt the Code of Conduct***

#### 12/21. **GENERAL POWER OF COMPETENCE**

Members received a report on adopting the General Power of Competence. It was **RESOLVED** that:

- a) ***London Colney Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.***
- b) ***We further resolve to adopt a General Power of Competence.***

**13/21. REVIEW OF POLICIES AND GOVERNANCE DOCUMENTS**

Members received a report outlining the adopted policies of the Council and governance documents. It was **RESOLVED** to:

***Delegate to the relevant committees, the review of policies and governance documents as outlined in the report.***

**14/21. CALENDAR OF MEETINGS 2021/22**

Members received a proposed calendar of meetings for 2021/22. It was **RESOLVED** to:

***Adopt the calendar of meetings for 2021/22***

**15/21. FINANCE**

**15/21.1 To approve Expenditure for period 1-29 April 2021.**

Members received this report, and it was **RESOLVED** to:

***Approve the expenditure outlined in the report.***

**15/21.2 Direct Debits**

Members noted the direct debits that are scheduled to be paid from the Council's bank account.

**16/21. 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.

**16/21.1 London Colney Leisure World, Perham Way**

Members received a verbal report on this item.

**16/21.2 Parish Council Assets**

Members received a written report on this item. It was **RESOLVED** to:

***Release up to £200,000 from parish council funds for the development of a splash pad to replace the paddling pool.***

**17/21. DATE OF NEXT MEETING**

Wednesday 30 June 2021. The meeting closed at 2045.

Signed .....

Date .....

## **London Colney Parish Council**

### **Delegated Decisions May - June 2021**

The following decisions were taken by the Clerk, in consultation with the Chairman and Vice Chairman

Lunch Club	To recommence lunch club from Tuesday 22 June 2021. Further update 14/6/21 - lunch club will not open following the govt's decision not to relax the restrictions.
Seated Exercise	To recommence seated exercise classe from Monday 21 June 2021
Planning Applications	Recommendations from Planning Committee meeting held 29/4/21
Legal Fees	To agree to release £2,500 from general reserves for advice on a legal matter to be held in confidential items at Council Meeting 30/6/21

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 15 JUNE 2021, 6.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr McMillan (Chair), Gardner, Pakenham, Pearl and Winstone

**IN ATTENDANCE:** E Payne, Clerk  
A Wingate Martin, Events & Community Officer

**1. APOLOGIES**

All members were present.

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 30 March 2021 were approved as a true record of the meeting.

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

**4.1 Community Garden**

Cllr Gardner had not progressed this item.

**5. WORK PROGRAMME**

Members received the work programme for this committee and its contents were noted.

**6. TERMS OF REFERENCE**

Members received the Terms of Reference for this committee and its contents were noted.

**7. FUTURE EVENTS**

**7.1 Chantry Island Pilgrimage – Tuesday 22 June 2021**

Members received a verbal update on this item. They noted that with the current restrictions on gathering, the Vicar is planning to offer post pilgrimage refreshments outside, subject to the weather conditions being favourable. The event had been advertised in the newsletter and on social media and there had been a good response.

**7.2 Picnic in the Park – Sunday 15 August 2021**

Members received a verbal report on this event. Ticket sales would be made available through Apex 360, the company who are organising the event. There is a reserve date for Sunday 22 August if the first date is not suitable due to poor weather. Ticket prices had been agreed by the F&GP Committee at the time of setting the budget for 2021/22 at £15 for a family of four and £4.50 for additional wrist bands. A Covid secure risk assessment is being drawn up with the contractor. A rota for volunteers to help with the event will be circulated nearer the time.



**8. VOLUNTEERS POLICY**

Members received the Volunteers Policy for their consideration. It was noted that volunteers are 'employees' of the parish council and are therefore covered by the Council's insurance policy. It was **RESOLVED** to recommend to Council that:

*The Volunteers Policy is adopted.*

**9. PARISH COUNCIL CHARITIES**

Members considered charities to be recipients of any fundraising from parish council events. It was **RESOLVED** to recommend to Council that:

*The following are nominated as parish council charities:*

- a) *The Peace Hospice*
- b) *London Colney Hedgehog Rescue*

**10. FIREWORKS 2021**

Members received a report outlining the safe operation of this event including crowd control. Members were advised that the event has reached its capacity of 5,000, according to the emergency egress for the site. Numbers entering the site need to be controlled and a discussion was held about selling 'tickets' for the event with a charitable donation replacing the bucket collection. Members received costings for electronic ticket systems.

Members were also advised that due to changes in the insurance cover, a minimum of 1 marshal per 100 spectators were required. Therefore, 5,000 spectators would need 50 marshals. This does not include bucket collectors. Some volunteers will be asked to shake buckets as the crowd leaves. Supplying volunteer marshals will be a requirement for any organisations receiving funds from the charity collection. An article will be included in the September newsletter seeking more volunteers.

The charities for the firework collection will be:

- 1<sup>st</sup> London Colney Scouts
- St Peter's Church
- The Peace Hospice
- London Colney Hedgehog Rescue

Further discussion was held about modifying the car park entrance, to allow for a removable fence at this location, which would allow for easier egress in the case of an emergency. The Events Officer will bring costings for this to the next meeting.

It was **RESOLVED** that:

***A £1.00 charge to attend the Firework display will be levied, the proceeds of which will go towards the Firework Charities.***

**11. BOARD GAMES SESSIONS**

Members received a verbal report on a proposed games session, to be run on a Thursday afternoon after lunch club. This would help to combat some of the loneliness that had been reported to the Events Officer during the lockdown period. An appeal will be launched for board games.

**12. SENSORY GARDEN**

Members were advised that this item is included in the strategic plan and the viability of this project needed to be considered. Members were advised that the proposed site for the garden, adjacent to the sports pavilion at Morris Recreation Ground raised concerns about the isolated nature of its location in terms of security from vandalism. Members discussed about considering it as part of the redevelopment of new community facilities and the strategic plan will be updated accordingly. Funding can then be identified as part of the budget.

**13. NEWSLETTER**

Members were advised that the latest edition of the newsletter is currently being distributed. The next edition is September and the deadline for copy is 6 August 2021. Articles suggested were:

- District Councillor profile
- Parish Council charities
- Firework
- Volunteer appeal

**14. 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.

**14.1 Outsourcing of Parish Council Services**

Members received a report on the outsourcing of Parish Council Services. It was **RESOLVED** to:

***Adopt the recommendations outlined in the report.***

**15. NEXT MEETING**

21 September 2021

The meeting closed at 1855.

Signed: .....

Date: .....



## **LONDON COLNEY PARISH COUNCIL**

### **VOLUNTEER POLICY**

#### **Introduction**

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

Working with volunteers must not be taken lightly and there should be procedures in place to ensure volunteers receive the best possible management support and the Parish Council receives maximum benefit from a volunteer's contribution. This should include what is expected from the volunteer during their contribution (i.e., performing the required duties/tasks adequately) but also what the volunteer will gain from the experience (i.e., increased knowledge and/or quality of life).

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

#### **The Benefits of Engaging Volunteers**

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

Undertaking voluntary work provides:

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

Volunteering **can also improve the wellbeing by:**

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

#### ***Working with Volunteers***

We should engage with volunteers regularly to ensure the best working practices are in place. The Council will provide all volunteers with an introduction to the organisation, as well as any induction or training required to the volunteering opportunity.

All volunteers will be made aware of our Health and Safety Policy and any practical safety concerns as part of their induction. All roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a preexisting medical condition or disability, an individual risk assessment may also be necessary. All volunteering undertaken shall be conducted in line with the Health and Safety at Work Act 1974, any other health and safety legislation and the relevant Parish Council policies. Engagement of volunteers is covered by the Parish Council's insurance whilst working on projects initiated and supervised by Parish Council staff.

### **What Should Be Expected by Volunteers**

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

The engagement of volunteers should be:

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

The Parish Council will ensure all volunteers are:

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

**COLNEY PARISH COUNCIL**  
**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**  
**TUESDAY 22 JUNE 2021, 3.30PM**  
**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors H Pakenham, M MacMillan & L Winstone

**IN ATTENDANCE:** E Payne, Clerk

**1. APOLOGIES**

Cllr Mahony was absent.

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham declared a personal interest in items 6.3 and 7.1 as she has a relative who is a member of staff.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 9 March 2021 were adopted as a true record of the meeting.

**4. TERMS OF REFERENCE**

Members received the Terms of Reference for this committee, and they were noted.

**5. WORK PROGRAMME**

Members received the Work Programme for this committee and its contents was noted.

**6. STAFF MATTERS (NON-CONFIDENTIAL)**

**6.1 Members/Officer Protocol**

Members received this protocol and noted that political parties were dealt with in the Scheme of Delegation, agreed by Council on 5 May 2021. It was **RESOLVED to RECOMMEND TO COUNCIL that:**

*The Member/Officer Protocol is adopted*

**6.2 Dignity at Work/Bullying and Harassment Policy**

Members received this policy for review. The updates were noted in relation to the conduct of Councillors, which are now covered under the newly adopted Code of Conduct. It was **RESOLVED to recommend to Council that:**

*The Dignity at Work/Bullying and Harassment Policy is adopted.*

**6.3 Furlough**

Members received a verbal report on the staff who were currently furloughed.

#### **6.4 Absence Management**

Members received a report on Absence Management and noted that there were low of staff absence due to sickness. The report was noted.

#### **6.5 Staff Training and Development**

Members received a report and noted the recommended training for the staff, as outlined in the report. It was **RESOLVED** to:

***Approve the recommendations outlined in 3.2 of the report.***

#### **6.6 Staff Mobile Phones**

Members received a report on a proposed system to deal with diverting office calls to mobile phones and for staff to use their personal mobile phones for Council business without incurring costs. The Clerk explained that a trial was being made available by the IT company and she would report to September's meeting on the success of the trial.

### **7. 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

#### **7.1 Staff Review including Cleaning and Catering Matters**

Members received a confidential report on recommendations from the staff review. Members considered that the recommendations, if adopted, should be applied over a phased period to ensure successful implementation. It was **RESOLVED** that:

- a) ***Recommendation 2 is implemented if the staff structure is reorganised.***
- b) ***Recommendation 3 is undertaken as part of the Clerk's appraisal process.***
- c) ***Recommendations 4, 5 and 6 will be considered at November's meeting.***
- d) ***Recommendation 7 is implemented as soon as possible.***
- e) ***Recommendation 8 is implemented in line with the decision at the Events & Community Committee on 15 June 2021.***
- f) ***Recommendation 10 is implemented when the Finance & General Purposes Committee decide on the contract.***
- e) ***Recommendation 11 is implemented through the Finance & General Purposes Committee with any HR decisions being referred to this committee.***
- f) ***Recommendation 12 is deferred to January 2022.***
- g) ***Recommendation 13 is deferred until a Modern Apprentice can be employed when there is sufficient staff resource to undertake the mentoring required.***
- g) ***Recommendation 17 is already undertaken as all job descriptions are reviewed at the time of appraisals.***
- h) ***Recommendation 20 the Member/Officer protocol has already been agreed at this meeting.***
- i) ***Recommendation 31, job evaluations would be undertaken as part of a staff restructure***
- j) ***Recommendation 33 has been implemented with the ability of staff to work from home and can be accommodated if Wi-Fi is installed in the Margaret Hopkins Suite. This is to be a recommendation to Finance & General Purposes Committee.***

**7.2 Caretaking**

Members received a verbal report from the Clerk on the caretaking provision and her actions were noted.

**8. DATE OF NEXT MEETING**

28 September.

The meeting closed at 1645.

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



## **LONDON COLNEY PARISH COUNCIL**

### **MEMBER/OFFICE PROTOCOL**

#### **1. INTRODUCTION**

- 1.1 Mutual trust and respect between Members and Officers is essential to ensure good governance and the effective running of the Council. The purpose of this protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council and to satisfy the ethical standards required.
- 1.2 It is important that there is a written protocol which can cover the respective roles and responsibilities of the Members, the Clerk, and other Officers; the relationships between Members and Officers; how concerns can be raised and who is responsible for making decisions.
- 1.3 Given the variety and complexity of such relations, this protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive and offer guidance on some common issues and provide points of principle that can be applied to other issues that may arise.

#### **2. ROLE OF MEMBERS AND OFFICERS**

- 2.1 Members and Officers depend on each other carrying out the work of the council.
- 2.2 Members are responsible to their electorate for so long as their term of office lasts and have a duty to act in the best interests of the electorate and the Council. Officers are responsible to the Council.
- 2.3 Members undertake many roles, broadly these are:
  - To determine Council policy and provide community leadership.
  - To monitor and review council performance in delivering services
  - To represent the council externally; and
  - To act as advocates for their constituents.
  - Expressing political values and supporting policies of the party or group to which they belong
- 2.4 Officers have the following roles:
  - Initiating policy proposals
  - Implementing agreed policy
  - Managing, and providing services and being accountable for the efficiency and effectiveness of the services provided
  - Providing professional advice to the Council, its various bodies, and individual members
  - Ensuring the Council always acts in a lawful manner.



### **3. EXPECTATIONS**

#### **3.1 All Members can expect:**

- A commitment from Officers to the Council as a whole, and not to an individual Member, group of Members or political group
- A working relationship
- Officers to understand and support respective roles, workloads, and pressures.
- A timely response from Officers to enquiries and complaints.
- Reports will always contain a recommendation unless the issue is clearly one where political judgement is required.
- An officer's professional advice not influenced by political views or personal preferences.
- Regular, up to date, information on matters that they reasonably be considered appropriate and relevant to their needs; having regard to any individual responsibilities or positions that they hold.
- Respect, courtesy, integrity, and appropriate confidentiality from Officers.
- Training and development opportunities to help them carry out their role effectively.
- Not to have personal issues raised with them by Officers outside the Council's agreed procedures.
- That Officers will not use their contact with Members to advance their personal interests or to influence decisions improperly.
- That Officers will comply with the relevant code of conduct.

#### **3.2 Officers can expect from Members:**

- A working partnership.
- An understanding of, and support for, respective roles, workloads, and pressures.
- Leadership and direction.
- Respect, courtesy, integrity, and appropriate confidentiality.
- Not to be bullied or put under undue pressure.
- That Members will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly.
- That Members will, always, comply with the Council's adopted Code of Conduct.

### **4. GENERAL PRINCIPLES**

- 4.1 Close personal relationships between Members and Officers can confuse their separate roles and get in the way of the proper conduct Council business. Special relationships between Officers with individuals or political groups should be avoided as it can create suspicion that an employee favours that Member or political group above others.
- 4.2 Members should not raise matters relating to the conduct or capability of officers at meetings held in public, or before the Press, as Officers have no means of responding to the same in public and such conduct would breach the trust and confidence the Officer is entitled to expect from the Council as their employer.
- 4.3 If any Member feels that they have not been treated with proper mutual trust, respect, or courtesy, or has any concerns about the conduct or capability on officer, they should raise the matter, in private, with the Clerk. Should the officer in question by the Clerk, the matter should be confidentially brought to the attention of the Chair of the Council.

- 4.4 Members should be aware that Officers are constrained in the response they may make to public comment from Members and should not abuse officers in public or through the press or not seek to undermine their position by abuse, rudeness or ridicule. In meetings, individual Chairmen should be aware of discussion which may become abusive towards an employee and must protect that employee.
- 4.5 The only basis on which the Council can lawfully provide support services (e.g., stationery, typing, photocopying, transport to members is to assist them in discharging their role as members of the council. Such support services must therefore only be used on Council business. They should never be used in connection with political or campaigning activity.

## **5. CHAIRMAN/VICE CHAIRMAN, COMMITTEE CHAIRMAN – WORKING RELATIONSHIPS**

- 5.1 The Chairman/Vice Chairman and Committee Chairmen have additional responsibilities. These responsibilities mean that their relationships with Officers may be different and more complex than those of other Members. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party-political nature or to do anything which would prejudice their impartiality.
- 5.2 It is important that there is a constructive working relationship between these roles and Officers of the Council.
- 5.3 Although, wherever possible, Officers will consult with respective Members as part of the process of drafting agendas and reports for meetings, the Clerk has ultimate responsibility for the final content for that agenda because setting the agenda constitutes an effective act which cannot be delegated to any individual Member.
- 5.4 Officers are fully responsible for agendas and the contents of reports which are prepared in their name.
- 5.5 At some meetings, a resolution may be passed which authorises named Officers to act between meetings, in consultation with the Chairman and/or specified Members(s). It must be recognised that it is the Officer, rather than the Chairman and/or Member(s) who takes the action and it is the Officer who is accountable for it.
- 5.6 Officers are solely accountable to the Clerk and whilst they can seek to assist Members, they must not, in doing so, go beyond the bounds of whatever authority they have been given.

## **6. LINES OF REPORTING**

- 6.1 The Clerk is responsible to the Council as a Corporate Body and as mentioned above, may work closely with the Chairman/Vice Chairman and the Chairmen of committees. If a Member has an issue with a decision undertaken by the Clerk in their role as the Council's Proper Officer, whether it be implementing a decision of the Council or undertaking an action under the Clerk's delegated authority; then in the first instance; the Member should approach the Chair or Vice Chair (if the Chair is not available) about the matter, and not contact the Clerk.

## **7. POLITICAL GROUPS**

- 7.1 The operation of political groups is becoming more of a feature within Councils. Members are elected to serve their communities and should ensure that this the guiding principle by which decisions are made. Party politics within a Council can pose difficulties for officers in terms of accountability. The Council remains their employer and staff, via the management structure, are answerable to the Council as a whole.
- 7.2 To be recognised as apolitical group it must contain two or more members and a request to be recognised should be made to the Clerk. If this request is in order, the Clerk will advise all members that a political group exists.
- 7.3 Political groups have no power to require the Clerk or any other officer to attend group meetings or to prepare written reports for them and officers can legitimately refuse to do so. Any decision to do so will be taken by the Parish Clerk alone. The Clerk and other Officers are responsible to the Council as a whole and should not act under instructions from any individual Member, even if they have been styled 'leader' of the Council.
- 7.4 If the council has adopted political groupings, officer should ensure that where any reports or advice are offered to a political group, the statements are of relevant facts with an appraisal of options and do not deal with the political implications of the matter or options or make any recommendations. It is not the role of officers to make recommendations to a political group.
- 7.5 If a report is prepared for one political group, the Clerk should advise all other political groups and individual Members that the report has been prepared or that advice was given.

## **8. ACCESS TO INFORMATION & ADVICE**

- 8.1 Members have a statutory right to inspect any Council document which contains material relating to the business which is to be transacted at a Council or other meeting. This right applies irrespective of whether the member is a member of the body which is meeting and extends not only to reports which are to be submitted to the meeting, but also to any relevant background documents. This right does not, however, automatically apply to background documents relating to certain items which may appear as an exempt item on the agenda for a meeting e.g., information relating to Officers or criminal investigations.
- 8.2 The common law right of Members is based on the principle that any Member has prima facie right to inspect Council documents as far as the access to the document is reasonably necessary to enable the Member properly to perform their duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.
- 8.3 The exercise of this right depends, therefore, upon an individual Member being able to demonstrate that they have the necessary 'need to know'. In this respect, a member has no right to a 'roving commission' to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'.
- 8.4 Any Council information provided to a Member must only be used by the Member for the purpose for which it was provided i.e., in connection with the proper performance of the Member's duties as a member of the council. This point is emphasised in the Code of Conduct.
- 8.5 Members must not disclose information given to them in confidence by anyone without the consent of the person authorised to give it, or unless they are required to do so. Equally,

Members should not prevent other persons from gaining access to information to which those persons are entitled by law.

- 8.6 In order to safeguard against breaches of Data Protection legislation, Members should always seek advice from the Clerk before disclosing confidential information. Generally, personal information cannot be release without the consent of the person to whom it relates. Improper disclosure of confidential information can put the Member and the Council at legal and financial risk.
- 8.7 Regular contact between Members and senior Officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of Officers to perform their duties on behalf of the Council. Planned appointments, where meetings are needed to further the interests of the Council, are the best way of arranging contact between Members and Officers. This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the Officer to carry out the work of the Council is not impeded and to ensure that the Officer can set aside an appropriate amount of time to meet with a concentrate on a Member or Group of Members.

## **9. CORRESPONDENCE**

- 9.1 Correspondence between an individual Member and Officer may be copied to others with a relevant interest at the Officer's discretion unless it has been marked 'confidential'.
- 9.2 Where correspondence from a Member relates to Council policy or the interpretation of Council policy, a copy should be sent to the Chair/Vice Chair and the Clerk.
- 9.3 Under no circumstances should silent or bcc copies be made available to a third party and copies should only be sent to third parties with the express permission of the individuals concerned.
- 9.4 Official letters on behalf of the Council should, unless express authority has been given by Council, be normally sent out in the name of the Clerk.
- 9.5 The Clerk has overall responsibility for public relations and press releases issued on behalf of the Council. Political and lobby/action press releases and publicity must not be issues at the initiative of individual Members or Officers using the resources of the Council. There is nothing to prevent Members from communicating with the media, but they should bear in mind that they are not doing so on behalf of the Council and should not use Council facilities or resources for this purpose.

## **10. BREACH OF CONFIDENTIALITY**

- 10.1 Members and Officers must comply with the Council's data protection policy.
- 10.2 Members and Officers should never disclose or use confidential information for personal advantage or to the disadvantage or discredit of the Council or anyone else.
- 10.3 Any unauthorised disclosure of confidential information by a Member constitutes a breach of the Code of Conduct and will be reported to the Monitoring Officer. In respect of Officers, could lead to disciplinary action being undertake.

## **11. RESOLUTION OF ISSUES**

London Colney Parish Council  
Member/Officer Protocol

Date Adopted: June 2021  
Date for Review: June 2023

- 11.1 From time to time the relationship between Members and the Parish Clerk (or other employees may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party.
- 11.2 The law requires all employers to have a disciplinary and grievance procedure which should be used. The Chair of the Council, nor any other individual member cannot, formally, resolve such matters on their own. A staffing committee or no less than, and no more than three members, with devolved authority to resolve such matters should be used.
- 11.3 If a Member is dissatisfied with the conduct, performance or behaviour of the Clerk or another employee, the matter should be raised in the first instance with the Clerk (if it applies to another member of staff) or the Chair of the Council (if it applies to the Clerk). If the matter cannot be resolved formally, it may be necessary to invoke the council's disciplinary procedure.
- 11.4 Questions of interpretation of this protocol will be determined by the Clerk.



## LONDON COLNEY PARISH COUNCIL

### DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY

In support of our value to respect others London Colney Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve.

The Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the Council intends to undertake all its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment.

It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The Council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The Council will also make it available via our website in order to share this policy with contractors, visitors and members of the public.

#### 1. Definitions

##### 1.1 Bullying

*"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."*

##### 1.2 Harassment is

*"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.*

These definitions are derived from the ACAS guidance on the topic.

- 1.3 Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.
- 1.4 Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.5 Examples of unacceptable behaviour are as follows; (this list is not exhaustive)

- Spreading malicious rumours
- Insulting someone
- Ridiculing or demeaning someone
- Exclusion or victimisation
- Unfair treatment
- Overbearing supervision or other misuse of position of power
- Unwelcome sexual advances
- Making threats about job security
- Making threats of physical violence against a person or their family
- Deliberately undermining a competent worker by overloading work and/or constant criticism
- Blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.
- Any other complaint made by a member of staff to their line manager to be considered on an individual basis.

1.6 Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

## **1.7 Penalties**

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council.

1.8 If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure.

1.9 If an employee is experiencing bullying or harassment from a third party the Council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, often available from the Council's insurer, if such a matter arises.

## **2. The Legal Position**

2.1 Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

- 2.2 In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.
- 2.3 The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

### **3. Process for dealing with complaints of Bullying and Harassment**

- 3.1 **Informal approach** – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.
- 3.2 **Formal approach**
- 3.2.1 **Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the HR Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.
- 3.2.2 **Others:** Any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the Council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated, and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.
- 3.3 **Grievance – Employees only** - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required, and the council should contact an employer's body or ACAS to this effect, or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence



details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

- 3.4 **Disciplinary Action** - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.
- 3.5 For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure and would normally be treated as Gross Misconduct.
- 3.6 For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council, this is covered under the Council's Code of Conduct.
- 3.7 A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.
- 3.8 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

#### 4. **Responsibilities**

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how "robust people management" and "bullying" differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings.

Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The Council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken regularly (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations from last year to this year been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

## LONDON COLNEY PARISH COUNCIL

ENTER PUBLIC [www.londoncolney-pc.gov.uk](http://www.londoncolney-pc.gov.uk) PAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH HELD		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).		✓	

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/03/2021 17/06/2021 DD/MM/YYYY

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

*SF Christopher* SIGNED

Date

17/06/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**LONDON COLNEY PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

**30/06/2021**

and recorded as minute reference:

**MINUTE REFERENCE**

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

Chairman

**SIGNATURE REQUIRED**

Clerk

**SIGNATURE REQUIRED**

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**ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

## Section 2 – Accounting Statements 2020/21 for

### LONDON COLNEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	119,974	106,722	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	263,548	272,478	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	124,108	444,148	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	196,170	197,588	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	204,738	147,055	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	106,722	478,805	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	122,353	490,497	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,747,358	1,780,316	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input type="radio"/>	<input checked="" type="radio"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

30/06/2021

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

30/06/2021

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

LONDON COLNEY PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2021**  
**London Colney Parish Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	119,974	106,722	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	263,548	272,578	Total amount of Precept income received in the year
3	Total other receipts	124,108	444,148	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	196,170	197,588	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	204,738	147,055	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	106,722	478,805	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	122,353	490,497	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,747,358	1,780,316	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



**London Colney Parish Council**

**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021**

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>106,721.85</b>	<b>478,805.13</b>
100	Debtors	8,937.13	9,706.98
105	VAT Control Account	4,258.46	5,969.41
	<b>Less Total Debtors</b>	<b>13,195.59</b>	<b>15,676.39</b>
101	Other Debtors	2.79	0.00
500	Creditors	15,042.75	5,173.52
501	Other Creditors	395.97	0.00
510	Accruals	456.51	3,133.20
513	Receipts in Advance	131.00	1,283.00
515	Wages Control Account	33.66	4,364.34
550	Allotment Deposits	0.00	750.00
570	Other Deposits Held	1,950.00	1,950.00
580	Napsbury Fund	10,613.96	10,613.96
590	Hall Hire Security Deposits	200.00	100.00
	<b>Plus Total Creditors</b>	<b>28,826.64</b>	<b>27,368.02</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>122,352.90</b>	<b>490,496.76</b>
200	Co-op Current Account	6,200.06	6,540.46
210	Unity Trust Account 20328513	19,067.42	19,274.53
220	Unity Trust Account 20328597	96,615.42	196,711.77
230	CCLA Account 0138730001PC	0.00	267,500.00
250	Caledon Bar Float	470.00	470.00
	<b>Total Cash and Bank Accounts</b>	<b>122,352.90</b>	<b>490,496.76</b>

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	9,707
105	VAT Control Account	5,969
200	Co-op Current Account	6,540
210	Unity Trust Account 20328513	19,275
220	Unity Trust Account 20328597	196,712
230	CCLA Account 0138730001PC	267,500
250	Caledon Bar Float	470
<b>Total Current Assets</b>		<b>506,173</b>
<u>Current Liabilities</u>		
500	Creditors	5,174
510	Accruals	3,133
513	Receipts in Advance	1,283
515	Wages Control Account	4,364
550	Allotment Deposits	750
570	Other Deposits Held	1,950
580	Napsbury Fund	10,614
590	Hall Hire Security Deposits	100
<b>Total Current Liabilities</b>		<b>27,368</b>
<b>Net Current Assets</b>		<b>478,805</b>
<b>Total Assets less Current Liabilities</b>		<b>478,805</b>
<u>Represented by :-</u>		
300	Current Year Fund	372,083
310	General Reserves	(297,266)
340	Earmarked Reserves - Capital	12,232
350	Earmarked Reserves - Vehicles	2,671
360	Earmarked Reserves - Equip	5,000
370	Earmarked Reserves - Bequest	4,832
380	Earmarked Reserves- HGV Legal	5,000
390	EMR- Community Projects	4,000
395	Earmarked reserves- NHP	3,000
400	EMR - The Sensory Garden Proje	1,420
405	EMR - LC Drs Surgery	361,633
410	EMR - Health & Safety	4,200
<b>Total Equity</b>		<b>478,805</b>

# London Colney Parish Council

## Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	<b>Operating Income</b>	
277,879	Central Operations	684,163
3,770	Grants	21,753
7,527	Morris Way Pavilion/Fields	4,165
1,467	Shenley Lane	750
55,917	London Colney Community Centre	3,173
9,525	Napsbury Park Pavilion/Fields	2,694
3,620	Larks in the Park	0
1,102	Fireworks	0
0	Remembrance Sunday	25
219	Burns Night Supper	0
10,786	Lunch Club	3
355	Christmas Lunch Club	0
351	General Council Events	0
410	Halloween Disco	0
465	Christmas Light Switch On	0
335	Twixmas	0
1,089	Picnic in the Park	0
12,838	Allocated Reserves	0
<b>387,656</b>	<b>Total Income</b>	<b>716,726</b>
	<b>Running Costs</b>	
177,107	Central Operations	193,358
5,417	Civic and Democratic	0
2,419	Grants	1,533
7,673	Morris Way Pavilion/Fields	6,276
101,013	Grounds and Maintenance Dept	102,562
2,330	Shenley Lane	1,535
52,639	London Colney Community Centre	34,148
13,053	Napsbury Park Pavilion/Fields	4,894
2,268	Larks in the Park	0
5,901	Fireworks	0
950	Remembrance Sunday	260
10,047	Lunch Club	0
5,382	General Council Events	76
112	Halloween Disco	0
1,925	Christmas Light Switch On	0
287	Twixmas	0
12,383	Allocated Reserves	0
<b>400,907</b>	<b>Total Expenditure</b>	<b>344,642</b>
	<b>General Fund Analysis</b>	
83,239	Opening Balance	64,367
387,656	Plus : Income for Year	716,726
470,894		781,092
400,907	Less : Expenditure for Year	344,642
69,987		436,450
5,620	Transfers TO / FROM Reserves	361,633
<b>64,367</b>	<b>Closing Balance</b>	<b>74,817</b>

31st March 2020

31st March 2021

**Current Assets**

8,937	Debtors	9,707
4,258	VAT Control Account	5,969
6,200	Co-op Current Account	6,540
19,067	Unity Trust Account 20328513	19,275
96,615	Unity Trust Account 20328597	196,712
0	CCLA Account 0138730001PC	267,500
470	Caledon Bar Float	470

**135,548****506,173****135,548 Total Assets****506,173****Current Liabilities**

3	Other Debtors	0
15,043	Creditors	5,174
396	Other Creditors	0
457	Accruals	3,133
131	Receipts in Advance	1,283
34	Wages Control Account	4,364
0	Allotment Deposits	750
1,950	Other Deposits Held	1,950
10,614	Napsbury Fund	10,614
200	Hall Hire Security Deposits	100

**28,827****27,368****106,722 Total Assets Less Current Liabilities****478,805****Represented By**

64,367	General Reserves	74,817
12,232	Earmarked Reserves - Capital	12,232
2,671	Earmarked Reserves - Vehicles	2,671
5,000	Earmarked Reserves - Equip	5,000
4,832	Earmarked Reserves - Bequest	4,832
5,000	Earmarked Reserves- HGV Legal	5,000
4,000	EMR- Community Projects	4,000
3,000	Earmarked reserves- NHP	3,000
1,420	EMR - The Sensory Garden Proje	1,420
0	EMR - LC Drs Surgery	361,633
4,200	EMR - Health & Safety	4,200

**106,722****478,805**

05/05/2021

**London Colney Parish Council**

13:42

**Balance Sheet as at 31 March 2021**

**31st March 2020**

**31st March 2021**

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Central Operations</b>							
1076 Precept	272,578	272,578	0			100.0%	
1090 Interest Received	96	200	104			48.2%	
1100 Parish News Letter Income	2,253	2,500	247			90.1%	
1110 Allotment Income	2,090	1,700	(390)			122.9%	
1120 Fishing Rights	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	2,250	6,000	3,750			37.5%	
1900 Miscellaneous Income	2,878	250	(2,628)			1151.1%	
1970 Good Neighbour Scheme Income	8,645	0	(8,645)			0.0%	
1980 HMRC JRS Furlough Scheme Incom	14,814	0	(14,814)			0.0%	
1990 New Doctors Surgery Income	377,460	0	(377,460)			0.0%	361,633
<b>Central Operations :- Income</b>	<b>684,163</b>	<b>284,328</b>	<b>(399,835)</b>			<b>240.6%</b>	<b>361,633</b>
4000 Salaries	66,771	63,200	(3,571)		(3,571)	105.7%	
4005 National Insurance Costs	11,203	14,000	2,797		2,797	80.0%	
4010 Employer Pension Costs	29,163	23,880	(5,283)		(5,283)	122.1%	
4030 Staff Training	459	500	41		41	91.9%	
4035 Payroll Charges	119	500	382		382	23.7%	
4045 Councillor Training/Courses	150	500	350		350	30.0%	
4050 Health and Safety	6,906	1,000	(5,906)		(5,906)	690.6%	
4055 Chairmans Allowance	154	450	296		296	34.3%	
4060 Meeting Expenses	0	250	250		250	0.0%	
4140 Salaries Cleaning/Caretaking	10,458	16,000	5,542		5,542	65.4%	
4145 Cleaning Supplies	550	1,750	1,200		1,200	31.4%	
4150 Insurance	3,740	6,000	2,260		2,260	62.3%	
4325 Trade Refuse	3,546	3,850	304		304	92.1%	
4340 Plants & Flowers	1,920	2,100	180		180	91.4%	
4500 Office Supplies	579	750	171		171	77.2%	
4505 Postage	178	250	72		72	71.0%	
4510 Office Machine Leasing & Costs	1,082	1,650	568		568	65.6%	
4515 Parish Magazine - Printing	3,672	5,000	1,328		1,328	73.4%	
4520 Parish Magazine - Distribution	1,535	1,300	(235)		(235)	118.1%	
4523 Neighbourhood Plan	7,252	2,500	(4,752)		(4,752)	290.1%	
4525 Advertising & Promotion	56	500	444		444	11.3%	
4530 Telephone/Fax/Internet	1,180	1,400	220		220	84.3%	
4535 Allotment Leases	682	650	(32)		(32)	104.9%	
4540 Subscriptions	1,708	1,700	(8)		(8)	100.5%	
4550 Computing Costs	6,898	5,000	(1,898)		(1,898)	138.0%	
4555 Website Maintenance	802	250	(552)		(552)	320.9%	
4560 Bank Charges	78	75	(3)		(3)	103.6%	
4561 Bad Debt write off	0	100	100		100	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4565 Legal & Professional Fees	(1,877)	1,500	3,377		3,377	(125.1%)	
4575 Internal & External Audit	1,750	2,500	750		750	70.0%	
4580 Professional Costs	18,328	2,000	(16,328)		(16,328)	916.4%	
4585 Christmas Biscuits	565	600	35		35	94.2%	
4610 Traffic Enforcement	0	3,550	3,550		3,550	0.0%	
4620 War Memorial	0	1,400	1,400		1,400	0.0%	
4900 Miscellaneous Expenditure	39	75	36		36	51.9%	
4970 Good Neighbour Scheme	11,081	0	(11,081)		(11,081)	0.0%	
4980 Covid-19	2,631	0	(2,631)		(2,631)	0.0%	
Central Operations :- Indirect Expenditure	<b>193,358</b>	<b>166,730</b>	<b>(26,628)</b>	<b>0</b>	<b>(26,628)</b>	<b>116.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>490,805</b>	<b>117,598</b>	<b>(373,207)</b>				
6001 less Transfer to EMR	361,633						
<b>Movement to/(from) Gen Reserve</b>	<b>129,172</b>						
<b>120 Grants</b>							
1080 Other Grants Received	21,753	0	(21,753)			0.0%	
Grants :- Income	<b>21,753</b>	<b>0</b>	<b>(21,753)</b>				<b>0</b>
4800 Grants - Other	1,533	2,500	967		967	61.3%	
Grants :- Indirect Expenditure	<b>1,533</b>	<b>2,500</b>	<b>967</b>	<b>0</b>	<b>967</b>	<b>61.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20,220</b>	<b>(2,500)</b>	<b>(22,720)</b>				
<b>200 Morris Way Pavilion/Fields</b>							
1200 Hire of Pavilions	248	3,500	3,252			7.1%	
1210 Hire of Sports Pitch	3,917	5,000	1,083			78.3%	
Morris Way Pavilion/Fields :- Income	<b>4,165</b>	<b>8,500</b>	<b>4,335</b>			<b>49.0%</b>	<b>0</b>
4105 Utilities - Electricity	5,242	2,750	(2,492)		(2,492)	190.6%	
4110 Utilities - Water	231	1,500	1,269		1,269	15.4%	
4155 Licences	180	180	0		0	100.0%	
4220 Playing Field Maintenance	623	0	(623)		(623)	0.0%	
4260 Paddling Pool Maintenance	0	1,200	1,200		1,200	0.0%	
4265 Paddling Pool Cleaning	0	2,300	2,300		2,300	0.0%	
Morris Way Pavilion/Fields :- Indirect Expenditure	<b>6,276</b>	<b>7,930</b>	<b>1,654</b>	<b>0</b>	<b>1,654</b>	<b>79.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,111)</b>	<b>570</b>	<b>2,681</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Grounds and Maintenance Dept</b>							
4000 Salaries	73,730	72,800	(930)		(930)	101.3%	
4111 Utilities - Water - Allotments	233	450	217		217	51.9%	
4200 Maintenance	719	1,000	281		281	71.9%	
4220 Playing Field Maintenance	646	500	(146)		(146)	129.2%	
4230 Playground Maintenance	1,252	2,150	898		898	58.2%	
4270 Clock Maintenance	51	200	149		149	25.6%	
4300 Xmas Lights Maintenance/Rent	10,117	9,000	(1,117)		(1,117)	112.4%	
4305 Vehicle Maintenance & Costs	1,875	2,000	125		125	93.7%	
4310 Machine Maintenance & Costs	2,581	1,750	(831)		(831)	147.5%	
4315 Fuel	2,745	2,500	(245)		(245)	109.8%	
4320 Vehicle Insurance	1,043	2,000	957		957	52.2%	
4330 Signs, Boards & Seats	2,596	1,000	(1,596)		(1,596)	259.6%	
4335 Lowbell Ln River Edge & Green	570	400	(170)		(170)	142.4%	
4340 Plants & Flowers	505	1,400	895		895	36.1%	
4345 Tree Maintenance	2,342	4,000	1,658		1,658	58.5%	
4355 Litter Bins	404	500	96		96	80.8%	
4360 Allotments Repairs & Maint,	845	750	(95)		(95)	112.7%	
4385 Equipment - Grounds & Maintean	308	750	442		442	41.1%	
4401 Environmental Projects	0	2,000	2,000		2,000	0.0%	
<b>Grounds and Maintenance Dept :- Indirect Expenditure</b>	<b>102,562</b>	<b>105,150</b>	<b>2,588</b>	<b>0</b>	<b>2,588</b>	<b>97.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(102,562)</b>	<b>(105,150)</b>	<b>(2,588)</b>				
<b>220 Shenley Lane</b>							
1210 Hire of Sports Pitch	750	1,500	750			50.0%	
<b>Shenley Lane :- Income</b>	<b>750</b>	<b>1,500</b>	<b>750</b>			<b>50.0%</b>	<b>0</b>
4105 Utilities - Electricity	155	200	45		45	77.3%	
4110 Utilities - Water	567	350	(217)		(217)	162.0%	
4200 Maintenance	41	150	109		109	27.2%	
4220 Playing Field Maintenance	605	500	(105)		(105)	121.0%	
4230 Playground Maintenance	168	0	(168)		(168)	0.0%	
<b>Shenley Lane :- Indirect Expenditure</b>	<b>1,535</b>	<b>1,200</b>	<b>(335)</b>	<b>0</b>	<b>(335)</b>	<b>127.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(785)</b>	<b>300</b>	<b>1,085</b>				
<b>230 London Colney Community Centre</b>							
1250 Bar Takings	0	12,500	12,500			0.0%	
1260 Hall Hire & Rent	0	17,000	17,000			0.0%	

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1265 Hall Hire & Rent -Regular Hire	3,164	30,500	27,336			10.4%	
1271 Walkers Coffee Income	9	50	41			18.3%	
London Colney Community Centre :- Income	<b>3,173</b>	<b>60,050</b>	<b>56,877</b>			<b>5.3%</b>	<b>0</b>
4000 Salaries	16,721	24,144	7,423		7,423	69.3%	
4015 Casual Staff	0	3,000	3,000		3,000	0.0%	
4100 Utilities - Gas	3,420	2,000	(1,420)		(1,420)	171.0%	
4105 Utilities - Electricity	2,846	5,500	2,654		2,654	51.8%	
4110 Utilities - Water	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,300	(6)		(6)	100.4%	
4145 Cleaning Supplies	36	0	(36)		(36)	0.0%	
4155 Licences	1,745	1,500	(245)		(245)	116.4%	
4170 Bar Supplies	0	12,000	12,000		12,000	0.0%	
4175 Bar Facilities	0	450	450		450	0.0%	
4180 Bar Repairs & Servicing	0	500	500		500	0.0%	
4185 Kitchen & Caretaking Supplies	94	770	676		676	12.2%	
4195 Coffee Morning	0	50	50		50	0.0%	
4200 Maintenance	6,127	5,000	(1,127)		(1,127)	122.5%	
4206 Fire & Security Alarms	1,687	800	(887)		(887)	210.8%	
4220 Playing Field Maintenance	15	250	236		236	5.8%	
4230 Playground Maintenance	152	0	(152)		(152)	0.0%	
London Colney Community Centre :- Indirect Expenditure	<b>34,148</b>	<b>59,464</b>	<b>25,316</b>	<b>0</b>	<b>25,316</b>	<b>57.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,975)</b>	<b>586</b>	<b>31,561</b>				
<u>240 Napsbury Park Pavilion/Fields</u>							
1200 Hire of Pavilions	1,105	3,700	2,595			29.9%	
1210 Hire of Sports Pitch	1,169	1,500	331			77.9%	
1212 Hire of Cricket Pitch	420	3,000	2,580			14.0%	
1214 School Pitch Hire	0	1,600	1,600			0.0%	
Napsbury Park Pavilion/Fields :- Income	<b>2,694</b>	<b>9,800</b>	<b>7,106</b>			<b>27.5%</b>	<b>0</b>
4100 Utilities - Gas	1,488	1,000	(488)		(488)	148.8%	
4105 Utilities - Electricity	233	850	617		617	27.4%	
4110 Utilities - Water	0	850	850		850	0.0%	
4200 Maintenance	2,606	3,000	394		394	86.9%	
4220 Playing Field Maintenance	568	1,250	683		683	45.4%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	<b>4,894</b>	<b>6,950</b>	<b>2,056</b>	<b>0</b>	<b>2,056</b>	<b>70.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,200)</b>	<b>2,850</b>	<b>5,050</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Larks in the Park</b>							
1250 Bar Takings	0	3,000	3,000			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
Larks in the Park :- Income	<u>0</u>	<u>3,600</u>	<u>3,600</u>			<u>0.0%</u>	<u>0</u>
5000 General Event Costs	0	2,640	2,640		2,640	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	2,250	2,250		2,250	0.0%	
5020 Other Event Costs	0	433	433		433	0.0%	
Larks in the Park :- Indirect Expenditure	<u>0</u>	<u>5,623</u>	<u>5,623</u>	<u>0</u>	<u>5,623</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(2,023)</u>	<u>(2,023)</u>				
<b>320 Fireworks</b>							
1250 Bar Takings	0	300	300			0.0%	
1300 Event Income - Concessions	0	250	250			0.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
Fireworks :- Income	<u>0</u>	<u>1,050</u>	<u>1,050</u>			<u>0.0%</u>	<u>0</u>
5000 General Event Costs	0	540	540		540	0.0%	
5010 Food Costs	0	100	100		100	0.0%	
5015 Entertainment Costs	0	4,958	4,958		4,958	0.0%	
5020 Other Event Costs	0	433	433		433	0.0%	
5035 Road Closures	0	1,600	1,600		1,600	0.0%	
Fireworks :- Indirect Expenditure	<u>0</u>	<u>7,631</u>	<u>7,631</u>	<u>0</u>	<u>7,631</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(6,581)</u>	<u>(6,581)</u>				
<b>340 Remembrance Sunday</b>							
1300 Event Income - Concessions	25	0	(25)			0.0%	
Remembrance Sunday :- Income	<u>25</u>	<u>0</u>	<u>(25)</u>				<u>0</u>
5000 General Event Costs	0	161	161		161	0.0%	
5015 Entertainment Costs	260	500	240		240	52.0%	
5020 Other Event Costs	0	400	400		400	0.0%	
5035 Road Closures	0	955	955		955	0.0%	
Remembrance Sunday :- Indirect Expenditure	<u>260</u>	<u>2,016</u>	<u>1,756</u>	<u>0</u>	<u>1,756</u>	<u>12.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(235)</u>	<u>(2,016)</u>	<u>(1,781)</u>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>370 Lunch Club</b>							
1350 Lunch Club Income - Tuesday	(181)	6,500	6,681			(2.8%)	
1355 Lunch Club Income - Thursday	184	6,500	6,316			2.8%	
Lunch Club :- Income	<u>3</u>	<u>13,000</u>	<u>12,997</u>			<u>0.0%</u>	<u>0</u>
5050 Lunch Club Food Costs	0	10,000	10,000		10,000	0.0%	
Lunch Club :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3</u>	<u>3,000</u>	<u>2,997</u>				
<b>380 Christmas Lunch Club</b>							
1310 Event Income - Ticket Sales	0	560	560			0.0%	
Christmas Lunch Club :- Income	<u>0</u>	<u>560</u>	<u>560</u>			<u>0.0%</u>	<u>0</u>
5010 Food Costs	0	300	300		300	0.0%	
5020 Other Event Costs	0	100	100		100	0.0%	
Christmas Lunch Club :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>160</u>	<u>160</u>				
<b>400 General Council Events</b>							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	3,300	3,300			0.0%	
1401 Charity Collections	0	500	500			0.0%	
General Council Events :- Income	<u>0</u>	<u>4,500</u>	<u>4,500</u>			<u>0.0%</u>	<u>0</u>
5000 General Event Costs	76	1,420	1,344		1,344	5.3%	
5010 Food Costs	0	600	600		600	0.0%	
5015 Entertainment Costs	0	5,440	5,440		5,440	0.0%	
5020 Other Event Costs	0	710	710		710	0.0%	
General Council Events :- Indirect Expenditure	<u>76</u>	<u>8,170</u>	<u>8,094</u>	<u>0</u>	<u>8,094</u>	<u>0.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(76)</u>	<u>(3,670)</u>	<u>(3,594)</u>				
<b>420 Halloween Disco</b>							
1250 Bar Takings	0	100	100			0.0%	
1310 Event Income - Ticket Sales	0	300	300			0.0%	
Halloween Disco :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
5000 General Event Costs	0	44	44		44	0.0%	
5010 Food Costs	0	150	150		150	0.0%	
5015 Entertainment Costs	0	200	200		200	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5020 Other Event Costs	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	0	444	444	0	444	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(44)</b>	<b>(44)</b>				
<u>430 Christmas Light Switch On</u>							
1250 Bar Takings	0	300	300			0.0%	
1300 Event Income - Concessions	0	480	480			0.0%	
Christmas Light Switch On :- Income	0	780	780			0.0%	0
5000 General Event Costs	0	688	688		688	0.0%	
5015 Entertainment Costs	0	150	150		150	0.0%	
5020 Other Event Costs	0	96	96		96	0.0%	
5035 Road Closures	0	1,850	1,850		1,850	0.0%	
Christmas Light Switch On :- Indirect Expenditure	0	2,784	2,784	0	2,784	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,004)</b>	<b>(2,004)</b>				
<u>440 Twixmas</u>							
1250 Bar Takings	0	200	200			0.0%	
1310 Event Income - Ticket Sales	0	400	400			0.0%	
Twixmas :- Income	0	600	600			0.0%	0
5000 General Event Costs	0	154	154		154	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	250	250		250	0.0%	
Twixmas :- Indirect Expenditure	0	704	704	0	704	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(104)</b>	<b>(104)</b>				
<u>460 Picnic in the Park</u>							
1300 Event Income - Concessions	0	350	350			0.0%	
1310 Event Income - Ticket Sales	0	1,300	1,300			0.0%	
Picnic in the Park :- Income	0	1,650	1,650			0.0%	0
5000 General Event Costs	0	436	436		436	0.0%	
5010 Food Costs	0	60	60		60	0.0%	
5015 Entertainment Costs	0	1,800	1,800		1,800	0.0%	
5020 Other Event Costs	0	608	608		608	0.0%	
Picnic in the Park :- Indirect Expenditure	0	2,904	2,904	0	2,904	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,254)</b>	<b>(1,254)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	716,726	390,318	(326,408)			183.6%	
Expenditure	344,642	390,600	45,958	0	45,958	88.2%	
Net Income over Expenditure	372,083	(282)	(372,365)				
less Transfer to EMR	361,633						
Movement to/(from) Gen Reserve	10,450						

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## **London Colney Parish Council**

***Internal Audit Report: 2020-21 (Final Update)***

***17th June 2021***

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***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 final audit work in relation to 2020-21, which was completed in May/June 2021. As with this year's interim audit, it has been necessary for us to undertake our work remotely, due to the Covid-19 pandemic. Once again, we wish to thank the Parish Clerk and Finance Officer for providing the documentation required to enable us to complete the audit.

## Internal Audit Approach

In carrying out our internal audit work for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation 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, we have concluded that the Council has maintained 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.

We have completed and signed the 'Annual Internal Audit Report' in the 2020-21 AGAR, concluding that, with two exceptions, the internal control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council. The exceptions relate to the advertisement of the "Notice of Electors' rights" for the 2019-20 accounts and the publication requirements relating to the 2019-20 AGAR (internal control objectives M and N). Please refer to the Corporate Governance section of this report for further details.

In the sections below, we explain the objectives of each area of our audit, summarising the work undertaken and the key matters arising. During the course of our final audit, we reviewed the progress made to address the matters raised in our interim report. We confirmed that, in all cases, appropriate action has either been taken or is planned in the near future and this is set out in the detailed report.

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

We identified one further area where we consider the current arrangements require improvement. Our recommendation for action is detailed in the report and in the appended Action Plan. We ask that Members consider the content of this report and respond in due course to the recommendation set out in the Action Plan, indicating the action to be taken and the timescale for implementation.



# 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 the 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. Support with the end-of-year closedown is provided by the RBS team.

Currently, the Council operates three bank accounts. A Co-operative Bank current account is used for day-to-day business transactions, 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 payment from the NHS for the lease of land adjacent to the Community Centre for construction of a new doctor's surgery. In September 2020, the Council gave approval for some of the funds that were 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. The CCLA account was opened in February 2021 and £267,500 was transferred to it prior to the year-end. The Triodos Bank account had not been opened by the year-end, but we have been advised by the Parish Clerk that this will be done by 30<sup>th</sup> June 2021.

In the course of our 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 as at 31<sup>st</sup> March 2021;
- from a sample review of three months' transactions (April and October 2020, plus March 2021), the details recorded in the Omega cash books reconcile to the bank statements. We also verified all inter-account transfers in the year;
- where journal entries are required, these are made by the Finance Officer and checked by the Parish Clerk;
- 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 31<sup>st</sup> December 2020 and 31<sup>st</sup> March 2021, confirming that these were accurate and that there were no long-standing uncleared cheques or deposits, or other anomalous entries;
- the overall cash balance has been reported correctly in the draft AGAR (Section 2, Line 8), and
- effective IT back-up arrangements remain in place – through the Council's IT support provider, Hertscom.

In our interim report, we recommended that, 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, with the results of the review reported to the Finance and General Purposes (F&GP) Committee. At our final audit, we confirmed that both the reconciliation schedule and bank statements have been signed for the 31<sup>st</sup> March 2021 reconciliation, with the documents due to be reported to the F&GP Committee on 1<sup>st</sup> July 2021.

### **Conclusion**

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

## **Corporate Governance**

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 audit, we have confirmed the following:

- Our review of the minutes of the Council for the 2020-21 financial year 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 4<sup>th</sup> 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.

In our interim audit report, we made three recommendations in relation to the corporate governance arrangements. The progress on addressing these matters is as follows:

Recommendation	Action to date
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>The Parish Clerk has provided us with a copy of the 'Notice of Electors' Rights' for 2020-21 which has been published on the Council website. This document is in accordance with the regulatory requirements.</p> <p>Section 1 of the AGAR is due to be considered by the Council on 30<sup>th</sup> June 2021, when the response to Assertion 4 will be agreed.</p>

Recommendation	Action to date
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.	The Parish Clerk has confirmed that this review is due to take place over the next few months, for consideration by the F&GP Committee in November 2021. We will review progress at next year's interim audit.
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.	From our discussions with the Parish Clerk and the Finance Officer, we have confirmed that this work is currently in progress. We will also follow up on the action taken during next year's interim audit.

### **Conclusion**

*In general, the controls in this area were found to be adequate and to be operating effectively. However, there are two significant matters that we must draw to Members' attention.*

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

*There is a requirement for us to conclude in the Annual Internal Audit Report (Page 3 of the AGAR) on 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" (internal control objective M). As explained in our interim report, we have confirmed with the Parish Clerk that no evidence has been retained to confirm that the "Notice of Elector's Rights" in relation to the 2019-20 accounts was published. Therefore, it is necessary for us to conclude that this internal control objective was not met. For the same reason, the Council must answer "No" to Assertion 4 in the Annual Governance Statement (Section 1 of the 2020-21 AGAR.*

*Please note that a similar situation arose in the previous year. This was highlighted both in our internal audit (final update) report for 2019-20 and in the Annual Internal Audit Report that we completed and signed on 19<sup>th</sup> June 2020 for submission with the 2019-20 AGAR.*

#### **(b) Submission of the documentation for the completion of the 2019-20 external audit**

*In our interim report, we also referred to the fact that the external audit for 2019-20 had not been completed. We suggested to the Parish Clerk that she follow this matter up with the External Auditors and she subsequently confirmed that she had done so and that they were unable to locate the Council's AGAR. We understood that a further copy of the AGAR and supporting documentation was then submitted to the External Auditors.*

*When following this matter up at our final audit, we confirmed with the Parish Clerk*

*that the required documentation had not been re-submitted and we also ascertained, from contact with the External Auditors, that they had issued a Public Interest Report (PIR), on 31<sup>st</sup> March 2021, regarding the Council's failure to submit the AGAR. At our instigation, the Parish Clerk spoke to a Senior Manager at the External Auditors regarding the courses of action open to the Council and we are aware that the PIR is now due to be considered at the Council meeting on 30<sup>th</sup> June 2021. In the circumstances, we are unable to conclude that the Council has complied with the publication requirements for the 2019-20 AGAR (internal control objective N) and must report accordingly in the Annual Internal Audit Report in the 2020-21 AGAR.*

## **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 and final audits, 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 60<sup>th</sup> cashbook transaction irrespective of value for the year. In all, we examined 47 payments, totalling just under £63,000, which equated to 40% of all non-pay related payments processed during the year. There were no issues arising from our review.

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 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 audit work, we confirmed the following:

- The Council's insurance is provided by BHIB, under a one-year policy which commenced on 1<sup>st</sup> 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 adequate to meet the Council's needs:
- The overall Risk Management Strategy and the detailed Risk Register were both reviewed and approved by the Council at its meeting on 3<sup>rd</sup> 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 latest annual inspections were completed in January 2021. The reports are due to be considered at the Environment and Neighbourhood Committee in June 2021.

### 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 review of the minutes, we confirmed that the Council has received detailed budget monitoring reports on a regular basis throughout 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 6<sup>th</sup> January 2021, following 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, compared to £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.

At the year-end, the Council's overall reserves stood at £478,805, compared to £106,722 at 31<sup>st</sup> March 2020. The main reason for the increase is the receipt of just over £360,000 for the lease of land to the NHS for a new Doctors Surgery, referred to earlier in the

report. Of the total reserves, £403,988 (£42,355 at 31<sup>st</sup> March 2020) is now held in earmarked capital or revenue reserves.

The remaining balance of £74,817 (£64,367) is retained as General Reserves, for contingency purposes. Whilst there is no formal guidance on the level of general reserves that should be retained by a council, as this will vary due to their levels of activity and risks faced, a “yardstick” of between 25% and 50% of the Precept is often cited. The Council’s General Reserves equate to 26% of the 2021-22 Precept, which is not unreasonable.

### **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 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 three 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 1<sup>st</sup> 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 31<sup>st</sup> August 2020), to confirm that the fees charged were in accordance with the published scales and were settled in a timely manner, and

In our interim report, we drew attention to the significant number of unpaid invoices appearing in the aged debtors report as at 31<sup>st</sup> December 2020, with many dating back as far as the start of the 2019-20 financial year. We also noted there were 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 was much lower, at approximately £9,300. At that

time, the Finance Officer was in the process of undertaking a detailed review of the sales ledger and was hoping to complete this before the closedown of the 2020-21 accounts.

We have reviewed the progress made at our final audit, noting that, whilst the historic problems with the debtors' records have not been fully resolved, the position has improved. The Parish Clerk has confirmed that further work will be undertaken over the next few months, with the aim of reporting to the F&GP Committee in November 2021 to agree any action that the Council may need to take.

### ***Conclusion***

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

## **Petty Cash**

The Council does not operate a petty cash account. Any expenses incurred by officers or Members are 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 back pay 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.

In our interim audit, we noted several errors in the calculation of the payroll for the sample month reviewed. These were; the application of an incorrect employer's pension contribution rate for the year to date; the incorrect calculation of back-pay, due to part-time staff following the late agreement of the 2020-21 national pay award, and an

incorrect percentage pension contribution rate having been set up for one member of staff, which had resulted in an underpayment of 1% of gross salary for more than one year. We recommended that, going forward, the payroll calculations made by the payroll bureau should be thoroughly checked before payments are released to staff. We have confirmed with the Parish Clerk that this matter has been addressed with the payroll computations checked by both the Finance Officer and herself prior to any payments being released.

### **Conclusion**

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

## **Asset Register**

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council maintains an asset register, using a spreadsheet, with asset values recorded in accordance with the above requirements. This is updated at the end of each financial year.

### **Conclusion and recommendation**

*At our final audit, we confirmed that, whilst the Council's asset register had been updated for acquisitions and disposals in the year, the total value of £1,797,611 as at 31<sup>st</sup> March 2021 does not agree to the asset value reported in Section 2, Line 9 of the draft AGAR (£1,780,316). We confirmed that the latter figure was calculated by RBS, as part of the closedown procedures. In addition, the year-on-year difference in the asset register does not agree to the movement in the AGAR total asset value.*

*R1 The differences between the total asset value shown in the Council's asset register and the figure reported in the 2020-21 AGAR (Section 2, line 9) should be investigated, to ensure that the Council can demonstrate that the correct total value is reported in the AGAR.*

## **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. This was adopted at the Council meeting on 1<sup>st</sup> 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.*

## **Statement of Accounts and AGAR**

We have examined the detailed accounting records produced from the Rialtas Omega system, including the draft of the statutory Accounting Statements for 2020-21 that the Council is required to complete as Section 2 of the AGAR. We have agreed the detail to the supporting accounting records and other related documentation.

### **Conclusions**

*As noted above, in the 'Asset Register' section, the only issue arising was that we were unable to reconcile the total asset value reported in Section 2, Line 9 to the supporting records produced by the Council and we have recommended that this is investigated. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.*

*On the basis of the audit work undertaken during the year, we have completed and signed the Annual Internal Audit Report on Page 3 of the AGAR, assigning positive assurances in all areas of internal control, with the exception of internal control objectives M and N, as noted above, in the 'Corporate Governance' section.*

Rec No.	Recommendation	Response
<b>Asset Register</b>		
R1	The differences between the total asset value shown in the Council's asset register and the figure reported in the 2020-21 AGAR (Section 2, line 9) should be investigated, to ensure that the Council can demonstrate that the correct total value is reported in the AGAR.	

FAO: The Members of London Colney Parish  
Council

Our ref HT0071  
SAAA ref SB05366

Ms Payne  
London Colney Parish Council  
Caledon Community Centre  
Caledon Road  
St. Albans  
AL2 1PU

Email sba@pkf-l.com

31 March 2021

Dear Members

**London Colney Parish Council**

**Public Interest Report: Failure to submit an Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2020**

As appointed auditors, we have a duty to consider whether to issue a public interest report when a matter comes to our attention which we believe the authority should consider or about which the public should be made aware.

This letter constitutes a public interest report under Schedule 7 of the Local Audit and Accountability Act 2014 (the Act) about the authority's failure to prepare an AGAR for the year ended 31 March 2020 as required by the Accounts and Audit Regulations 2015, the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) and associated guidance<sup>25</sup>.

The authority is responsible for the use of funds raised by local taxation and should properly account for how it has used and protected those funds. London Colney Parish Council is required by law to prepare an AGAR:

- summarising its financial position; and
- giving assurances that it has adequate governance arrangements to protect public funds.

Smaller authorities which meet certain conditions for a given reporting year (including gross income or expenditure which does not exceed £25,000) are eligible to claim exemption from the limited assurance regime and are therefore not required to submit the AGAR to their external auditor. It is possible that London Colney Parish Council has certified itself exempt, but has failed to submit a copy of the Certificate of Exemption to us. To be exempt from review, the Local Audit (Smaller Authorities) Regulations 2015 require that a smaller authority certifies itself exempt, but also notifies the 'specified person' that they have done so (Regulation 9(6)). The specified person, currently Smaller Authorities' Audit Appointments Ltd (SAAA), has contractually agreed that instead of SAAA being notified, the appointed auditors will be responsible for

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<sup>25</sup> Proper practices are set out in *Governance and Accountability for Smaller Authorities in England*, which is approved by the Joint Panel on Accountability and Governance (JPAG) and published jointly by the Society of Local Council Clerks (SLCC), the National Association of Local Councils (NALC), and the Association of Drainage Authorities (ADA).

receiving notification by way of a completed Certificate of Exemption. As we have not yet received a Certificate of Exemption, we are required to proceed on the basis that London Colney Parish Council is not exempt and therefore must submit to us an AGAR and supporting documentation for the year ended 31 March 2020.

We issued a statutory recommendation to the authority on 27 November 2020 that it should submit an approved AGAR or Certificate of Exemption (if appropriate) within 42 days of that letter.

As of 31 March 2021 no such return has been submitted to us. As a result, London Colney Parish Council has failed in its statutory duties to account to its taxpayers for the use and safeguarding of their money.

We have now exhausted all options open to us to obtain an AGAR, and therefore have no option but to move towards certifying completion and bringing to an end our responsibilities as auditor for the year ended 31 March 2020. We have taken this decision reluctantly, as once completion is certified, public rights (such as the rights to inspect the accounting records and associated documents and to ask questions or make objections to the auditor) can no longer be exercised.

The Act requires the authority to consider this public interest report at a public meeting within one month of the date of this letter. The requirements of Schedule 7 are attached, and the authority should ensure that it complies with all requirements regarding publicity of the report, consideration at a meeting and publicity of decisions taken at that meeting.

Unless an approved AGAR is received, it is our intention to certify completion and bring our responsibilities to an end in 42 days from the date of this letter, when we will issue our final invoice. This letter gives rise to an additional fee of £800 plus VAT payable by London Colney Parish Council on conclusion of the review process, for the additional work involved in repeatedly chasing for the required documentation and the production of this report.

If an approved AGAR and associated documentation are received before we have certified completion, we will carry out a limited assurance review of the AGAR at a further cost of £800 plus VAT.

London Colney Parish Council should also note that, as a result of receiving this public interest report, it will not be eligible to certify itself as exempt from limited assurance review in 2020/21 (if it would otherwise be eligible), as it will have failed one of the qualifying requirements set out in Regulation 9(3) of The Local Audit (Smaller Authorities) Regulations 2015.

We have a duty to send a copy of this report to the Secretary of State and the power to send a copy to anybody we think appropriate.

Yours faithfully



PKF Littlejohn LLP

cc Clerk -London Colney Parish Council, Secretary of State, National Audit Office, Smaller Authorities' Audit Appointments Ltd, Monitoring Officer of local authority (local councils only)

## **Extracts of Schedule 7 of the Local Audit and Accountability Act 2014:**

### *Public interest reports*

- 1 (1) A local auditor of the accounts of a relevant authority must consider whether, in the public interest, the auditor should make a report on any matter coming to the auditor's notice during the audit and relating to the authority or an entity connected with the authority, so it can be considered in accordance with this Schedule or brought to the public's attention.
- (2) A report under sub-paragraph (1) is referred to in this Act as a public interest report.
- (3) A public interest report may be made during or after the end of an audit.
- (4) A local auditor must notify a relevant authority's auditor panel (if it has one) as soon as is reasonably practicable after making a public interest report relating to the authority or an entity connected with it.
- (5) A local auditor may recover from a relevant authority—
- (a) the reasonable costs of determining whether to make a public interest report relating to the authority or an entity connected with it, and
  - (b) the reasonable costs of making a public interest report relating to the authority or an entity connected with it.
- (6) Sub-paragraph (5)(a) applies regardless of whether the report is in fact made.

### *Supply of public interest reports*

- 3 (1) If a local auditor makes a public interest report arising out of the audit of the accounts of a relevant authority, the auditor must send the report to—
- (a) the authority, and
  - (b) where the report relates to an entity connected with the authority, to that entity and to any other relevant authority with which the entity is connected.
- (2) The local auditor must also send the report—
- (a) to the Secretary of State,
  - (b) where the relevant authority is itself a connected entity, to its related authority or authorities,
- ...
- (3) A report required to be sent under sub-paragraph (1) or (2) must be sent as soon as is reasonably practicable after it is made.
- ...
- (5) If paragraph 5 applies to a relevant authority to which a report is sent under this paragraph, it must, if required by that paragraph to do so, take the report into consideration in accordance with that paragraph.
- ...

### *Publicity for public interest reports*

- 4 (1) This paragraph applies to a relevant authority if a local auditor has made a public interest report relating to the authority or an entity connected with it.
- (2) As soon as is practicable after receiving the report, the relevant authority must publish the report and a notice that—
- (a) identifies the subject matter of the report, and
  - (b) unless the authority is a health service body, states that any member of the public may inspect the report and make a copy of it or any part of it between the times and at the place or places specified in the notice.
- (3) As soon as is practicable after receiving the report, the relevant authority must supply a copy of the report to—
- (a) each of its members (if it has members), and
  - (b) its auditor panel (if it has one).
- (4) Sub-paragraph (3)(a) does not apply in relation to a parish meeting.
- (5) From the time when the report is received, the relevant authority, unless it is a health service body, must ensure that any member of the public may—
- (a) inspect the report at all reasonable times without payment,
  - (b) make a copy of it, or any part of it, and
  - (c) be supplied with a copy of it, or any part of it, on payment of a reasonable sum.

(6) The local auditor may—

- (a) notify any person the auditor thinks fit of the fact that the auditor has made the report, and
- (b) supply a copy of it or any part of it to any person the auditor thinks fit.

(7) A notice or report required to be published under this paragraph must be published—

- (a) if the authority has a website, on its website;
- (b) otherwise, in accordance with sub-paragraph (8).

(8) A relevant authority publishes a notice or report in accordance with this subparagraph if—

- (a) in the case of an authority other than a health service body, it publishes the notice or report in such manner as it thinks is likely to bring the notice or report to the attention of persons who live in its area;

...

(9) Nothing in this paragraph affects the operation of paragraph 9.

#### *Consideration of report or recommendation*

5 (1) Subject to sub-paragraphs (2) and (4), this paragraph applies to a relevant authority if—

- (a) a local auditor has made a public interest report relating to the authority or an entity connected with it, or
- (b) a local auditor has made a recommendation relating to the authority or an entity connected with it.

...

(5) The relevant authority must consider the report or recommendation at a meeting held before the end of the period of one month beginning with the day on which it was sent to the authority.

(6) At that meeting the relevant authority must decide—

- (a) whether the report requires the authority to take any action or whether the recommendation is to be accepted, and
- (b) what, if any, action to take in response to the report or recommendation.

...

(8) If the local auditor is satisfied that it is reasonable to allow more time for the relevant authority to comply with sub-paragraph (5) or (7), the auditor may extend or further extend the period of one month mentioned in that subparagraph.

(9) This paragraph does not affect any duties (so far as they relate to the subject matter of a report or recommendation sent to a relevant authority) which are imposed by or under—

- (a) this Act,
- (b) sections 114 to 116 of the Local Government Finance Act 1988 (functions and reports of finance officers),
- (c) section 5 of the Local Government and Housing Act 1989 (functions of monitoring officers), or
- (d) any other enactment.

(10) The Secretary of State may by regulations provide for this paragraph to apply with modifications in relation to a relevant authority specified, or of a description specified, in the regulations.

(11) The Secretary of State may by regulations provide for any provisions of the following that do not otherwise apply to a meeting of a relevant authority under this paragraph to apply (with or without modifications) to such a meeting—

- (a) the Public Bodies (Admission to Meetings) Act 1960;
- (b) Part 5A of the Local Government Act 1972 (access to meetings and documents);
- (c) Schedule 12 to that Act (meetings and proceedings of local authorities).

...

#### *Bar on delegation of functions relating to meetings*

7 ... (2) If a relevant authority is a local authority within the meaning of section 101 of the Local Government Act 1972 (arrangements for discharge of functions), that section does not apply to its functions under paragraph 5.

(3) The functions of a parish meeting under paragraph 5 are to be exercised by the parish meeting itself (and not by its chairman on behalf of the parish meeting).

...

#### *Publicity for meetings*

8 (1) If a relevant authority is required to hold a meeting under paragraph 5, it must publish a notice in compliance with sub-paragraphs (2) to (4).

(2) The notice must be published—

- (a) if the relevant authority has a website, on its website;
- (b) otherwise, in such manner as the authority thinks is likely to bring the notice to the attention of persons who live in its area.

(3) The notice must—

- (a) state the time and place of the meeting,
- (b) indicate that the meeting is to be held to consider a local auditor's report or recommendation (as the case may be),
- (c) if the meeting is to be held to consider a report, describe the subject matter of the report, and
- (d) if the meeting is to be held to consider a recommendation, set out the recommendation or, where this is not reasonably practicable, describe its subject matter.

(4) The notice must be published before the beginning of the period of 8 days ending with the day of the meeting.

(5) The agenda supplied to the members of the relevant authority for the meeting must be accompanied by a copy of the report or recommendation (as the case may be).

(6) Sub-paragraph (5) does not apply in relation to a parish meeting.

...

(9) This paragraph applies in addition to any provision made in relation to the relevant authority in question by or under the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972 or any other enactment.

#### *Access to meetings and documents*

9 (1) Where a public interest report or a recommendation is to be considered under paragraph 5 by a relevant authority to which the Public Bodies (Admission to Meetings) Act 1960 applies, the report or recommendation is not to be excluded from the matter supplied under section 1(4)(b) of that Act (supply of agenda etc to newspapers).

...

(3) Sub-paragraphs (4) to (6) apply in relation to the consideration under paragraph 5 or 6 of a public interest report or a recommendation by a relevant authority to which Part 5A (access to meetings and documents) of the Local Government Act 1972 applies.

(4) Information contained in the report or recommendation is not to be treated as exempt information for the purposes of that Part.

(5) The report or recommendation is not to be excluded—

- (a) from the documents open to inspection under section 100B(1) of that Act (public access to agenda and reports before meetings), or
- (b) from the matter supplied under section 100B(7) of that Act (supply of agenda etc to newspapers).

(6) Part 5A of the Local Government Act 1972 has effect in relation to the report or recommendation as if section 100C(1)(d) of that Act (public access to copies of reports for six years after meeting) were not limited to so much of the report or recommendation as relates to an item during which the meeting was open to the public.

(7) Information contained in a public interest report or a recommendation is not to be treated as exempt information for the purposes of any Act or instrument made under an Act that applies in relation to exempt information within the meaning of Part 5A of the Local Government Act 1972.

(8) References in this paragraph to a public interest report or a recommendation include any report on the report or recommendation.

#### *Publicity for decisions under paragraph 5 or 6*

10 (1) As soon as is practicable after making decisions under paragraph 5(6) or (7) or 6(6), a relevant authority must—

- (a) notify the authority's local auditor of those decisions, and
- (b) publish a notice containing a summary of those decisions which has been approved by the auditor.

(2) The notice under sub-paragraph (1)(b) must be published—

- (a) if the relevant authority has a website, on its website;



(b) otherwise, in such manner as the authority thinks is likely to bring the notice to the attention of persons who live in its area.

(3) The notice required by sub-paragraph (1)(b) in relation to a meeting need not summarise any decision made while the public were excluded from the meeting—

(a) as the result of a resolution under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (protection of public interest),

(b) under section 100A(2) of the Local Government Act 1972 (confidential matters), or

(c) as the result of a resolution under section 100A(4) of that Act (exempt information).

(4) If sections 100C and 100D of the Local Government Act 1972 (availability for inspection after meetings of minutes etc) apply in relation to a meeting under paragraph 5 or 6, the notice required by sub-paragraph (1)(b) must indicate the documents in relation to the meeting that are open for inspection in accordance with those paragraphs.

(5) This paragraph applies in addition to any provision made in relation to the relevant authority by or under the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972 or any other enactment.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 30 JUNE 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: RESERVES 2021/22**

### **1. SUMMARY**

- 1.1 Members are asked to consider the end of year reserve position.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:

- a) Review the reserves below in item 3.2 and approve the current levels; make recommendations for the formation of new Earmarked Reserves or extinction of redundant Earmarked Reserves.
- b) Review the General Reserves, taking into consideration the Council's adopted Reserves Policy (attached).

### **3. BACKGROUND**

- 3.1 The Parish Council has a reserves policy, which advises the amount of general reserves will be reviewed at the year end in conjunction with the year's surplus or deficit being added or subtracted.
- 3.2 As part of the review, Councillors are asked to consider the transfer of all or part of the value of net gains of the annual budget to General or Earmarked Reserves. Earmarked reserves are established for 'needs' in line with anticipated requirements. The Parish Council's reserves at 31/3/21 are:

General Reserves	£74,817
EMR Capital	£12,232
EMR Vehicles	£2,671
EMR Equipment	£5,000
EMR Bequest	£4,832
EMR HGV Legal	£5,000
EMR Community Projects	£4,000
EMR NHP	£3,000
EMR Sensory Garden	£1,420
EMR Drs Surgery Lease	£361,633
EMR H&S	£4,200
Napsbury	£10,614

- 3.3 There is an underspend on the budget of 2020/21 of £10,450.
- 3.4 The Reserves Policy states that General Reserves should stand at £80,000.

#### 4. IMPACT ASSESSMENT

Strategic Plan	Objective 5.
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Internal control
Resources (including workforce)	N/A
Risk Management	Policy in place to ensure adequate reserves are held



## LONDON COLNEY PARISH COUNCIL

### RESERVES POLICY

#### 1. Purpose

- 1.1 London Colney Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Sections 32 & 42 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. The level of reserves required will vary according to local circumstances and will be informed by their longer-term spending plans. There is no specified minimum or maximum level of reserves that an authority should hold. It is the responsibility of the Responsible Financial Officer (RFO) and Councillors to determine the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.3 The Good Councillors Guide to Finance and Transparency 2017 suggests that a council should typically hold between 3 to 12 months expenditure as a general reserve. If the reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if it is too high then local electors have paid tax which is not being used for the benefit of the local community.

#### 2. Types of Reserves

- 2.1 **General Reserves** can be categorised as reserves held to cushion the impact of uneven cash flows or unexpected events. In view of the Council expenditure approaching £350K and a precept of £250K per annum, the RFO recommends that the general reserve should stand at a minimum of £80,000.
- 2.2 **Earmarked Reserves** can be held for several reasons. As the name suggests, the Reserves comprises of amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. 'Earmarked' reserves are typically held for four main reasons:
  - a) **Renewals** – to plan and finance an effective programme of equipment replacement, planned property maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets. Earmarked reserves currently include, for instance, vehicle replacement and equipment maintenance.
  - b) To carry forward an under-spend – some projects have ring fenced budgets that may be underspent in a specific year such as election expenses. Earmarked reserves are used as a mechanism to carry forward these resources.
  - c) To indicate commitment to capital projects, such as improvements to the Council's recreational facilities including its play areas, community centre etc.

- d) Other earmarked reserves – may be sent up from time to time to meet known or predicted liabilities.

2.3 **Capital Receipt Reserves** – represents capital receipts available to finance capital expenditure in future years. The Council faces possible significant expenditure on projects such as the refurbishment/replacement of the community centre

### 3. **Monitoring and Reviewing Reserves**

- 3.1 General revenue reserves will be reviewed at each year end in conjunction with the year's surplus or deficit being added or subtracted. The Council must always keep a minimum balance sufficient to pay two months' salary to staff and associated expenses e.g. National Insurance, tax and pensions.
- 3.2 As part of the review Councillors will be asked to consider a transfer or all or part of the value of net gains on the annual budget to General or Earmarked reserves.
- 3.3 Earmarked Reserves are established on a 'needs' basis in line with anticipated requirements. Councillors review the levels and are asked to approve any additions and carry forward balances at the end of year financial year.
- 3.4 Capital Receipt Reserves will also be reviewed at each year end for justification and reasonableness. Capital reserves cannot be transferred to Revenue Reserves.
- 3.5 Expenditure from Reserves is subject to compliance with the Council's Financial Regulations in the normal way.
- 3.6 Revenue reserves should not be held to fund ongoing expenditure.
- 3.7 Reviewing the Council's Financial Risk Assessment is part of the annual budgeting by Committees and the year-end accounting procedures. Part of this process may identify planned and unplanned expenditure items and thereby indicate additional reserves may be to be added to Earmarked Reserves.

### 4. **Principles to Assess the Adequacy of Balances and Reserves**

- 4.1 Setting the budgets is the responsibility of the individual Committees in collaboration with the RFO, reviewed by the Finance Committee and a recommendation is then made to Full Council for ratification and formal approval. This forms the foundation of setting the precept.
- 4.2 In order to assess the adequacy of Reserves when setting the budget, both the RFO and the Committees should take account of the strategic, operational and financial risks facing the Committees/ Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The RFO should ensure that the Council has put in place effective arrangements for internal audit and internal control.
- 4.3 Setting the level of Reserves is just one of several related decisions in the formulation of the long and medium term financial strategy as well as the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget alongside a consideration of the Council's financial management arrangements. In addition to the cash flow requirements of the Council the following factors should be considered:

- Inflation and interest rates – considering borrowing/debits and inflationary pressures on rental incomes, salaries, utilities and other contracts and purchase requirements.
  - Estimate of the level and timing for future capital receipts.
  - The Council's capacity to manage in-year budget pressures, particularly where demand can lead to pressure.
  - Planning efficiency savings/productivity gains
  - The financial risks inherent to any new funding partnership, major outsourcing arrangements or major capital developments.
  - The adequacy of the insurance arrangements to cover major unforeseen risks.
  - Availability of other funding sources i.e. Section 106 or grants for projects.
- 4.4 Balancing the budget by drawing on General Reserves (i.e. planning a budget deficit) must be viewed as a legitimate short-term option only. Such reserves must not be deployed to finance recurrent expenditure.
- 5. Governance concerning Financial Reserves**
- 5.1 The policy on Reserves will be reviewed annually following the Council's year end.
- 5.2 This will include a report from the RFO on the adequacy of the Reserves (Revenue, Earmarked and Capital) taking into account the forthcoming financial year and the Council's medium and long term financial plans or projects.
- 5.3 The RFO, in collaboration with the Finance Committee, should review the levels of Earmarked Reserves held and make recommendations to Full Council on creation of additional Reserves as well as the extinction of redundant Earmarked Reserves as part of the approval of the year-end Financial Statements.

## Co-op Current Account

## List of Payments made between 30/04/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2021	Onecom Services Ltd	300421	28.98		WORKSHOP PHONE
30/04/2021	Sainsburys	D/CARD	25.00		NEW PHONE FOR MAINT OFFICE
30/04/2021	MAP UK	D/CARD	173.73		SQUIRE PADLOCKS/TOOLCHIMP
04/05/2021	TV LICENCE	DD	13.37		TV LICENCE
05/05/2021	ALLSTAR BUSINESS SOLUTIONS050521 DD		31.45		UNLEADED - MAINT EQUIP
06/05/2021	AGA Print Ltd T/A Solopress	INV 263380	238.86		WALK TO SCHOOL BANNERS X 5
07/05/2021	St Albans District Council	APR RATES	126.60		NON DOMESTIC RATES APR21-MAR22
10/05/2021	Hertscom IT Ltd	100521 DD	58.14		CALLS/SERVICE CHARGE
10/05/2021	Hertscom IT Ltd	100521 DD	23.40		EGNYTE/MOCROSOFT OFFICE APR 21
11/05/2021	Base 52	10985 FEB	56.88		PAYROL SERVICES JAN-MAR 2021
11/05/2021	Base 52	10985 MAR	56.88		PAYROL SERVICES JAN-MAR 2021
11/05/2021	Base 52	11597 APR	56.88		APR2021-MAR22 PAYROLL SERVXS12
11/05/2021	Agrovista UK Ltd	BP	77.76		GLYPHOSATE
11/05/2021	EMO Oil / CERTAS ENGERY	5653373	577.93		690 LITRES RED DIESEL
11/05/2021	Amthal Fire & Security	55517	884.30		ANNUAL & BIANNUAL ALARM SERVIC
11/05/2021	RBS Rialtas Business Solutions	28810	672.00		MAR 21 Y/E ONLINE CLOSEDOWN
12/05/2021	ALLSTAR BUSINESS SOLUTIONS120521 DD		15.56		UNLEADED
13/05/2021	Blitz Motor Factors	STS206642	25.12		HEIGHT SIGN/GREASE/SCREWS
14/05/2021	CHC SUPPLIES/AMAZON	D/CARD	26.95		GRNDS MAN DESKJET CARTRIDGES
14/05/2021	ICO - Information commissioner	140521 DD	35.00		DTA PROTECTION FEE
17/05/2021	Hertscom IT Ltd	170521 DD	622.40		IT MONTHLY COSTS
17/05/2021	Corona Energy - Elecricity	170521 DD	10.98		SHENLEY LANE ELEC 0104-300421
19/05/2021	WORLDPAY	190521	50.43		TRANS CHARGES 010421-300421
19/05/2021	ALLSTAR BUSINESS SOLUTIONS 190521		27.58		UNLEADED
19/05/2021	B&Q	D/CARD	47.00		B&Q - CO/SMOKE ALARMS
20/05/2021	Debenhams Ottaway Solicitors	D039265	2,055.00		INTERIM ADVICE RE VILLAGE CLUB
20/05/2021	HCC - Herts Fullstop	BP 200521	65.15		OFFICE SUPPLIES
20/05/2021	Oliver Landpower	255874	102.99		VARIOUS
20/05/2021	Troy Hayes Planning Limited	1973	2,700.00		NHP-ANALYSIS/WRITE UP OF RESPO
21/05/2021	HCC	BP	3,041.97		HCC - PENSIONS
21/05/2021	HMRC	BP	2,746.18		HMRC - PAYE & NI
21/05/2021	B&Q	D/CARD	27.00		B&Q - TOILET SEAT/LIGHT BULBS
24/05/2021	Southern Electric / SSE Gas	240521	407.66		LCCC GAS 010421-300421
26/05/2021	ALLSTAR BUSINESS SOLUTIONS260521 DD		101.36		DIESEL 130521
26/05/2021	Herts Assoc of Parish Councils	INV 2122-1	60.00		CODE OF CONDUCT TRAINING 07/06
26/05/2021	Herts Assoc of Parish Councils	INV	1,387.13		HAPTC & AFFILIATION TO NALC
26/05/2021	ANITA HALL	BP	18.50		FLOWERS RE HALL PHOTOS-SAINSBU
26/05/2021	CHARLES KASSELL	BP	2.00		ALLOTMENT O/PMT
26/05/2021	MMN SHARMA	BP	750.00		HONORARIUM NEWSLETTER/ADS
27/05/2021	STEVEN KORDEK	BP	50.00		GLEBE PLOT 14 DEPOSIT REFUND
27/05/2021	Minymize	GOLDEN AGE	25.00		GOLDEN AGE ARTWORK - LC NEWS
27/05/2021	Minymize	APPLEONIA	25.00		ARTWORK RE APPLEONIA - LC NEWS
27/05/2021	B&Q	D/CARD	30.00		TOILET SEATS X 2 MWP
27/05/2021	CATERSPARES LTD/AMAZON	D/CARD	96.00		FC04 LINCAT WATER FILTER
28/05/2021	Onecom Services Ltd	280521	28.31		RENTAL/CALLS
28/05/2021	Castle Water Ltd	280521	49.92		Purchase Ledger DDR Payment
28/05/2021	SALARIES MAY 2021	BP	13,266.12		SALARIES MAY 2021
28/05/2021	Veolia ES (UK) Ltd	2805821 DD	449.64		TRADE WASTE 010421-300421

Continued on Page 2



## List of Payments made between 30/04/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>Total Payments</b>			<u>31,448.11</u>		

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 30 JUNE 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PARLIAMENTARY CONSTITUENCY  
BOUNDARY COMMISSION REVIEW 2023**

### **1. SUMMARY**

- 1.1 The Boundary Commission for England (BCE) published their initial proposal as part of the 2023 boundary review.

### **2. RECOMMENDATION**

- 2.1 Members are asked to note the report.

### **3. BACKGROUND**

- 3.1 The full report on the recommendations for this review can be found on the Boundary Commission's website <https://www.bcereviews.org.uk/>.

- 3.2 Please see below some key points:

- Eastern England has gained 3 constituencies, from 58 to 61.
- Herts and Beds – number of constituencies has increased from 17 to 18.
- St Albans Constituency - No longer takes in the Bedmond area from Three Rivers DC and unlike in previous proposals retains London Colney. The constituency comprises of and is coterminous with the following wards: Ashley, Batchwood, Clarence, Colney Heath, Cunningham, London Colney, Marshalswick North, Marshalswick South, Park Street, Sopwell, St Peters, St Stephen and Verulam. The boundary with Welwyn Hatfield has been adjusted meaning we no longer give away 9 properties in Franklin Close, Colney Heath.
- Hitchin and Harpenden Constituency – replaced by Harpenden and Berkhamsted constituency. The constituency comprises of the following SADC wards: Harpenden East, Harpenden North, Harpenden South, Harpenden West, Redbourn, Sandridge and Wheathampstead. The remainder of the constituency is made up of ten Dacorum district wards.

### **4. FINANCE**

- 4.1 There are no financial implications.

### **5. IMPACT ASSESSMENT**

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	May affect costs of future elections
Resources (including workforce)	N/A
Risk Management	N/A