



LONDON COLNEY PARISH COUNCIL

13 January 2022

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 19 DECEMBER 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

To protect themselves, fellow councillors and staff please observe the following recommendations:

- ***Members are asked to take a lateral flow test before attending the meeting***
- ***If you have any Coronavirus symptoms, do not attend the meeting***
- ***Members will be asked to sit socially distanced and wear a face mask when not talking***

AGENDA

- | | Page No |
|--|----------------|
| 1. APOLOGIES
To receive and accept apologies for absence. | |
| 2. DECLARATION OF INTEREST
To receive members declarations of interest in items on the agenda. | |
| 3. QUESTION TIME
The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and may be referred to a future meeting or Committee of the Council. | |
| 6. MINUTES
To approve the minutes of the meeting held 3 November 2021. | 3 |
| 7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY | |
| 8. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY) | |
| 9. BUDGET 2022-23
To receive a proposed budget and precept for 2022-23 | 6 |

10. SCHEME OF DELEGATION

26

To receive a report on adopting a scheme of delegation and holding virtual council meetings.

11. DATE OF NEXT MEETING

2 March 2022

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 3 NOVEMBER 2021, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne, Clerk
2 members of the public

62/21. APOLOGIES

All Members were present.

63/21. DECLARATIONS OF INTEREST

There were no declarations of interest.

64/21. QUESTION TIME

There were no questions from the public.

65/21. COUNCILLORS ON OTHER AUTHORITIES

65/21.2 Cllr Tallon had offered her apologies and her report will be circulated after the meeting.

65/21.2 Cllr Gardner read out her report which would be circulated to Members after the meeting.

65/21.3 Cllr Pakenham made a verbal report covering a scrutiny meeting in September regarding council contracts, homelessness statistics and city centre road closures. She is sitting on the Market Task and Finish Group. She reported that there is to be a Ridgeview meeting at a date to be arranged, and she and the other district councillors have been invited to attend. She had asked a question at St Albans Council regarding Bowmans Cross and had received a supportive response to her question from Cllr White.

66/21. COMMUNITY SAFETY REPORT

The Clerk reported that she had invited representatives from the Police to attend. She reported that colleagues had been advised that there was a lack of police officers to support events due to Hertfordshire police assisting the COP26 event in Glasgow.

Cllr Gordon reported that she has community safety concerns regarding the recent jailing of a drugs gang, who had operated in and around London Colney and had been involved in serious incidents in the village. Cllr MacMillan also mentioned the marijuana factory which had been discovered recently in London Colney. Cllr Pakenham reported that she saw no evidence of any speed monitoring in London Colney, despite it being a priority in the Priority Setting Forum.

The Clerk will raise these matters with Sgt Williamson.

67/21. MINUTES

The minutes of the meeting held on 1 September 2021 were received and it was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

68/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

69/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Chairman reported on a serious incident where a member of the public had left a threatening voicemail regarding the planning application for the installation of the mobile phone in the High Street. The matter has been referred to the Police. Staff and Councillors should be able to go about their roles within the community without the threat of violence.

The Chairman reported on the death of Ken Peak and offered his condolences to Mr Peak's family on their loss. A dedicated local campaigner, Mr Peak and the Council did not agree on every subject but there was no doubting his passion for London Colney. The Chairman asked for an item to be added to the next agenda for the Environment & Neighbourhood Committee regarding the installation of a bench in Mr Peak's memory.

70/21 MINUTES

70/21.1 Finance & General Purposes Committee – 8 July 2021

The minutes of this meeting were received and there were no comments.

70/21.2 Finance & General Purposes Committee – 20 September 2021

The minutes of this meeting were received and there were no comments.

70/21.3 Events & Community Committee – 21 September 2021

The minutes of this meeting were received and there were no comments.

70/21.4 Human Resources Committee – 28 September 2021

The minutes of this meeting were received and there were no comments.

70/21.5 Environment & Neighbourhood Working Group– 21 October 2021

The minutes of this meeting were received, and the following recommendations were resolved to be adopted:

5.1 Allotments

- a) *The current situation with the allotment waiting list was noted***
- b) *The proposed allotment signage was agreed, with recycled paving slabs***
- c) *New allotment tenancies will be organic only with immediate effect***
- d) *Revert to key to access Shenley Lane allotments***

6. MEMORIAL BENCH AND TREE APPLICATION

- a) *The application for a memorial bench was approved***
- b) *The application for a memorial tree was deferred until a site meeting had taken place***

10. QUEEN'S PLATINUM JUBILEE

- a) *An application is made to the Woodland Trust for a pack of trees to plant at Walsingham Way Open Space***

b) A new budget item is requested to F&GP Committee for a specimen tree and plaque, for a location to be decided.

70/21.6 Human Resources Committee – 26 October 2021

The minutes of this meeting were received and there were no comments.

70/21.7 Finance & General Purposes Committee – 26 October 2021

The minutes of this meeting were received and there were no comments.

71/21 FINANCE

71/21.1 To Receive the Income and Expenditure Report for Q2 ending 30 September 2021

Members received this report and there were no questions.

71/21.2 To Authorise Expenditure for 1 – 30 September 2021

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

Approve the expenditure outlined in the report.

71/21.3 To receive the AGARA 2020-21 from the External Auditor

The External Auditor Report and Certificate 20/21 was received by the meeting and the report was noted.

72/21. EXTERNAL MEETINGS

72.21/1 SADC Parish Conference – 8 September 2021

The notes from this conference were received and Members reported it had been a worthwhile event to attend, with good speakers and an ideal networking opportunity.

72.21/2 Hertfordshire Sports Partnership Parish and Town Council Conference – 30 September 2021

The meeting received a verbal report from the Councillors and Clerk who had attended. There had been interesting presentations about reducing loneliness in communities and engaging with elderly residents to undertake physical exercise.

72/21.3 St Albans District Association of Local Councils

The meeting received the minutes of this meeting and there were no comments.

72/21. DATE OF NEXT MEETING

Wednesday 19 January 2021. The meeting closed at 1945.

Signed Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 19 JANUARY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BUDGET 2022-23

1. SUMMARY

- 1.1 This report outlines a proposed budget for 2022-23 and the amount of precept to be requested to be collected by St Albans District Council.
- 1.2 The budget was discussed a series of working parties, held virtually. During these discussions, it was pointed out to Councillors that 2022-23 is the last year before parish council elections in May 2023 and there are several outstanding projects which need to be completed (splash pad, Lowbell Lake). There are also projects like the Green Flag award for Morris Recreation Ground to be progressed, as well as the Local Council Award Scheme application. Therefore, this budget is one based on consolidation, with no new projects.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Approve the budget for 2022/23 as outlined in this report
 - b) Approve the precept request to SADC for £300,688

3. BUDGET ASSUMPTIONS

- 3.1 Members are asked to note the following which have been considered when compiling this budget:
- a) There is a 5% increase in the precept to £300,668
 - b) An increase in the council tax base by 98 to 3460 (see item 4 below)
 - c) New budget items were agreed except for the Queen's Platinum Jubilee tree (£1K) (see below).
 - d) HR budget as agreed on 2 November 2021 with the implementation of staff changes which are currently being put into effect. The nationally awarded pay rise for 2021-22 has not awarded as of 19/1/22. A pay increase of 2% has been included in the budget for 2021-22 with a further 2% for 2022-23. There is also an increase in National Insurance Costs of 1.5% for NHS contribution.
 - e) Events budget as agreed at Events & Community committee on 21 September 2021 except Community Awards which will be held every 2 years.
 - f) Increase in utilities bills at all sites:
 - Electricity increases by £3.8K or 40%
 - Gas increase by £3.2K or 81%
 - g) Health and Safety budget reduced from £2,500 to £1,500
 - h) Neighbourhood Plan expenditure will use Earmarked Reserve of £3,000.
 - i) Traffic Enforcement – no budget for 2022/23
 - j) Election – Budget for 2021/22 which is currently not spent will be put into an Earmarked Reserve and no budget allocated for 2022/23

- k) General Grants – budget reduced from £2,500 to £1,500. There is a separate budget for Citizen’s Advice of £1,000
- l) Napsbury Fund – draw down of £7,500

4. COUNCIL TAX BASE

- 4.1 SADC have informed the Clerk that the council tax base is 3460 which is an increase of 98 on 2021/22 (3,362).
- 4.2 A 5% increase on the precept will raise an additional £14,317.50 and would equate to an increase on Band D property of £1.73 per annum or 2.03%

2021-22	Change	%	2022-23	Change	%
£286,350	£13,772	5.05%	£300,668	£14,318	5.00%
3362			3460		
85.1725			86.8983		
£85.17	£6.42	8.15%	£86.90	£1.73	2.03%

5. RESERVES

- 5.1 During 2021/22 there has been movement in both Earmarked (EMR) and General Reserves with expenditure agreed by F&GP committee. The table below shows the opening reserve balances and movements.
- 5.2 To balance the budget for 2022/23, some EMR will need to be used and the proposed uses are outlined in the table below.
- 5.3 The projected end of year position for General Reserves is £68,281 which falls below the level of £80,000 as set out in the Reserves Policy.
- 5.4 Good practice for General Reserves would see a balance of 3-6 months operating costs which would be equivalent to a minimum of £90K in General Reserves. Earmarked Reserves do not form part of this as they are built up for a specific purpose.
- 5.5 The current level of £68K is equivalent to over 2 months operating costs (operating costs are £30K per month).
- 5.6 There may be some movement into General Reserves at the end of the fiscal year.

6. REVIEW OF INCOME STREAMS

- 6.1 The F&GP committee reviewed the hire charges when the budget was set in 2021/22. There were a series of anomalies with regular hirers who were not paying the going rate and it was agreed to spread the increase in hire charges over a two-year period instead of increasing their hire charges all at once.
- 6.2 The Working Party held on 14/12/21 agreed with the Clerk’s recommendation that the hire charges were not reviewed until 2023/24 which will allow for any anomalies to be rectified.

- 6.3 The bar charges will be increased by a flat 5% across the board from 1/4/2023 to assist with the increase in utilities and staff costs.
- 6.4 There has been a cautious approach to income received from hall hire as this is reliant on external factors and this income stream has taken a significant hit due to Covid, which is likely to be sometime in returning to pre Covid levels.

7. IMPACT ASSESSMENT

Strategic Plan	Objective five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Internal control to monitor budget
Resources (including workforce)	N/A
Risk Management	Ensure adequate reserves

NEW BUDGET ITEMS 2022-23

Description	Committee	Meeting Date	Cost Centre	Budget Code	Total exc. VAT	Comments
Permanent Christmas Tree	E&N	16/11/2021	4340	210	1000	Increase budget for Plants and Flowers Budget
Queens Platinum Jubilee Tree	E&N	21/10/2021	4340	210	1000	Increase budget for Plants and Flowers Budget
Green Flag Application	E&N	21/10/2021	4580	210	500	New cost centre Professional Fees
Excavation of Shenley Lane Ditch	E&N	21/10/2021	4360	210	1000	Increase Allotment Budget
Additional Fencing Shenley Lane	E&N	21/10/2021	4220	220	1000	Increase budget for Shenley Lane Recreation Ground Playing field maintenance

RESERVE POSITION AS OF 15/12/21

EXPECTED / APPROVED RESERVES 2021/22				
CATEGORY	CODE	Opening balance 01/04/2021	Movement (see below)	Balance expected 31/03/22
GENERAL RESERVE	310	74,576.01	- 6,295.00	68,281.01
EMR - CAPITAL	340	12,527.14	- 10,382.85	2,144.29
EMR - VEHICLE	350	2,617.15	- 2,617.15	0.00
EMR - EQUIP	360	5,000.00	- 5,000.00	0.00
EMR - BEQUEST	370	4,831.62		4,831.62
EMR - HGV Legal	380	5,000.00		5,000.00
EMR - Community Projects	390	4,000.00		4,000.00
EMR - NP	395	3,000.00		3,000.00
EMR - Sensory Garden	400	1,420.21		1,420.21
EMR - Drs Surgery	405	361,633.00	- 219,142.00	142,491.00
EMR - Health and Safety	410	4,200.00		4,200.00
TOTAL GENERAL & EMR		478,805.13	- 243,437.00	235,368.13
OTHER - NAPSBUY FUND	580	10,613.90		10,613.90
TOTAL ALL GENERAL & EMR		489,419.03	- 243,437.00	245,982.03

ACTUAL EXPENDITURE / MOVEMENTS TO DATE 2021/22						
CATEGORY	CODE	01/04/2018	TRANSFERS	ACTUAL EXP / INCOME	CURRENT / EXPECTED BALANCE	
GENERAL RESERVE	310	74,576.01	- 6,295.00		68,281.01	Booking system and IT (£3395), Staff Review (£2450), Staff Evaluation (£450)
EMR - CAPITAL	340	12,527.14	- 10,382.85		2,144.29	Vehicle (£18K in total)
EMR - VEHICLE	350	2,617.15	- 2,617.15		0.00	Vehicle (£18K in total)
EMR - EQUIP	360	5,000.00	- 5,000.00		0.00	Vehicle (£18K in total)
EMR - BEQUEST	370	4,831.62			4,831.62	22/23 Use for external redecoration
EMR - HGV LEGAL	380	5,000.00			5,000.00	
EMR - Community Projects	390	4,000.00			4,000.00	22/23 £2500 for Lowbell Lake
EMR - NP	395	3,000.00			3,000.00	22/23 Use for NP expenditure
EMR Sensory Garden	400	1,420.21			1,420.21	
EMR - Drs Surgery	405	361,633.00	- 219,142.00		142,491.00	
EMR - Health and Safety	410	4,200.00			4,200.00	2022/23 Transfer to General Reserves
TOTAL GENERAL & EMR		478,805.13	- 243,437.00		235,368.13	
OTHER - NAPSBU RY FUND	580	10,613.90			10,613.90	2022/23 £7,500 transfer
TOTAL ALL GENERAL & EMR		489,419.03	- 243,437.00	-	245,982.03	

Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Central Operations											
1076 Precept	272,578	272,578	0	0	286,350	0	286,350	286,350	300,688	0	0
1085 S106 Income	0	0	0	0	0	0	0	47,904	0	0	0
1090 Interest Received	200	96	0	0	500	0	500	70	600	0	0
1100 Parish News Letter Income	2,500	2,253	0	0	0	0	0	1,526	2,000	0	0
1110 Allotment Income	1,700	2,090	0	0	1,700	0	1,700	0	0	0	0
1120 Fishing Rights	1,100	1,100	0	0	1,100	0	1,100	1,100	1,100	0	0
1130 Corporate Sponsorship	6,000	2,250	0	0	4,000	0	4,000	1,917	4,000	0	0
1900 Miscellaneous Income	250	2,878	0	0	250	0	250	1,026	250	0	0
1970 Good Neighbour Scheme Income	0	8,645	0	0	0	0	0	94	0	0	0
1980 HMRC JRS Furlough Scheme Incom	0	14,814	0	0	0	0	0	0	0	0	0
1990 New Doctors Surgery Income	0	377,460	0	0	0	0	0	0	0	0	0
Total Income	284,328	684,163	0	0	293,900	0	293,900	339,988	308,638	0	0
4630 Bowmans Cross	0	0	0	0	0	0	0	1,486	0	0	0
Direct Expenditure	0	0	0	0	0	0	0	1,486	0	0	0
4000 Salaries	63,200	66,771	0	0	63,543	0	63,543	43,784	69,960	0	0
4005 National Insurance Costs	14,000	11,203	0	0	14,101	0	14,101	6,925	18,070	0	0
4010 Employer Pension Costs	23,880	29,163	0	0	21,199	0	21,199	17,858	23,795	0	0
4030 Staff Training	500	459	0	0	500	0	500	692	1,000	0	0
4035 Payroll Charges	500	119	0	0	550	0	550	616	600	0	0
4045 Councillor Training/Courses	500	150	0	0	500	0	500	62	500	0	0
4050 Health and Safety	1,000	6,906	0	0	2,500	0	2,500	506	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4055	Chairmans Allowance	450	154	0	0	300	0	300	118	300	0	0
4060	Meeting Expenses	250	0	0	0	125	0	125	44	125	0	0
4140	Salaries Cleaning/Caretaking	16,000	10,458	0	0	13,115	0	13,115	13,528	15,065	0	0
4145	Cleaning Supplies	1,750	550	0	0	1,750	0	1,750	1,327	1,750	0	0
4150	Insurance	6,000	3,740	0	0	4,100	0	4,100	3,856	4,100	0	0
4155	Licences	0	0	0	0	0	0	0	193	0	0	0
4200	Maintenance	0	0	0	0	0	0	0	172	0	0	0
4220	Playing Field Maintenance	0	0	0	0	0	0	0	13	0	0	0
4325	Trade Refuse	3,850	3,546	0	0	3,850	0	3,850	3,668	4,200	0	0
4340	Plants & Flowers	2,100	1,920	0	0	0	0	0	0	0	0	0
4500	Office Supplies	750	579	0	0	750	0	750	734	750	0	0
4505	Postage	250	178	0	0	250	0	250	66	250	0	0
4510	Office Machine Leasing & Costs	1,650	1,082	0	0	1,650	0	1,650	1,133	1,650	0	0
4515	Parish Magazine - Printing	5,000	3,672	0	0	5,000	0	5,000	3,885	5,000	0	0
4520	Parish Magazine - Distribution	1,300	1,535	0	0	1,300	0	1,300	1,170	1,300	0	0
4523	Neighbourhood Plan	2,500	7,252	0	0	2,500	0	2,500	8,100	0	0	0
4525	Advertising & Promotion	500	56	0	0	500	0	500	0	500	0	0
4530	Telephone/Fax/Internet	1,400	1,180	0	0	1,400	0	1,400	693	1,400	0	0
4535	Allotment Leases	650	682	0	0	650	0	650	1	0	0	0
4540	Subscriptions	1,700	1,708	0	0	1,700	0	1,700	1,702	1,900	0	0
4546	Charity Collection Pay Over	0	0	0	0	0	0	0	2,000	0	0	0
4550	Computing Costs	5,000	6,898	0	0	6,000	0	6,000	11,766	7,000	0	0
4555	Website Maintenance	250	802	0	0	250	0	250	149	250	0	0
4560	Bank Charges	75	78	0	0	75	0	75	56	75	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4561	Bad Debt write off	100	0	0	0	100	0	100	0	100	0	0
4565	Legal & Professional Fees	1,500	-1,877	0	0	1,500	0	1,500	6,106	3,000	0	0
4575	Internal & External Audit	2,500	1,750	0	0	2,500	0	2,500	4,615	2,500	0	0
4580	Professional Costs	2,000	18,328	0	0	2,000	0	2,000	-1,063	3,000	0	0
4585	Christmas Biscuits	600	565	0	0	600	0	600	398	600	0	0
4610	Traffic Enforcement	3,550	0	0	0	3,500	0	3,500	0	0	0	0
4620	War Memorial	1,400	0	0	0	0	0	0	0	200	0	0
4900	Miscellaneous Expenditure	75	39	0	0	75	0	75	269	75	0	0
4970	Good Neighbour Scheme	0	11,081	0	0	0	0	0	0	0	0	0
4980	Covid-19	0	2,631	0	0	0	0	0	0	0	0	0
5000	General Event Costs	0	0	0	0	0	0	0	460	0	0	0
	Overhead Expenditure	166,730	193,358	0	0	158,433	0	158,433	135,605	170,515	0	0
	100 Net Income over Expenditure	117,598	490,805	0	0	135,467	0	135,467	202,896	138,123	0	0
6001	less Transfer to EMR	0	361,633	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	117,598	129,172			135,467		135,467	202,896	138,123		
110	<u>Civic and Democratic</u>											
4705	Election Expenses	0	0	0	0	6,000	0	6,000	0	0	0	0
	Overhead Expenditure	0	0	0	0	6,000	0	6,000	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			(6,000)		(6,000)	0	0		
120	<u>Grants</u>											
1080	Other Grants Received	0	21,753	0	0	0	0	0	21,185	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	21,753	0	0	0	0	0	21,185	0	0	0
4800	Grants - Other	2,500	1,533	0	0	2,500	0	2,500	636	2,500	0	0
4820	Grants CASTAD	0	0	0	0	1,000	0	1,000	0	0	0	0
Overhead Expenditure		2,500	1,533	0	0	3,500	0	3,500	636	2,500	0	0
Movement to/(from) Gen Reserve		(2,500)	20,220			(3,500)		(3,500)	20,550	(2,500)		
200	<u>Morris Way Pavilion/Fields</u>											
1200	Hire of Pavilions	3,500	248	0	0	2,700	0	2,700	1,098	2,000	0	0
1210	Hire of Sports Pitch	5,000	3,917	0	0	5,000	0	5,000	5,560	5,000	0	0
Total Income		8,500	4,165	0	0	7,700	0	7,700	6,659	7,000	0	0
4105	Utilities - Electricity	2,750	5,242	0	0	2,750	0	2,750	3,055	4,580	0	0
4110	Utilities - Water	1,500	231	0	0	1,500	0	1,500	351	1,500	0	0
4115	Utilities - Rates	0	0	0	0	180	0	180	0	0	0	0
4155	Licences	180	180	0	0	0	0	0	0	180	0	0
4200	Maintenance	0	0	0	0	500	0	500	7,426	500	0	0
4220	Playing Field Maintenance	0	623	0	0	300	0	300	4,773	300	0	0
4230	Playground Maintenance	0	0	0	0	0	0	0	48	0	0	0
4260	Paddling Pool Maintenance	1,200	0	0	0	0	0	0	0	0	0	0
4265	Paddling Pool Cleaning	2,300	0	0	0	0	0	0	0	0	0	0
4275	Splash Pad	0	0	0	0	0	0	0	109,746	0	0	0
Overhead Expenditure		7,930	6,276	0	0	5,230	0	5,230	125,397	7,060	0	0
Movement to/(from) Gen Reserve		570	(2,111)			2,470		2,470	(118,739)	(60)		

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14:02

Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
210	<u>Grounds and Maintenance Dept</u>											
1110	Allotment Income	0	0	0	0	0	0	0	2,082	2,000	0	0
1400	Napsbury Support Fund	0	0	0	0	0	0	0	0	7,500	0	0
	Total Income	0	0	0	0	0	0	0	2,082	9,500	0	0
4000	Salaries	72,800	73,730	0	0	73,267	0	73,267	44,575	74,039	0	0
4001	Wages - Napsbury Support fund	0	0	0	0	3,000	0	3,000	0	0	0	0
4105	Utilities - Electricity	0	0	0	0	1,500	0	1,500	42	2,500	0	0
4111	Utilities - Water - Allotments	450	233	0	0	450	0	450	995	750	0	0
4200	Maintenance	1,000	719	0	0	1,000	0	1,000	178	1,000	0	0
4220	Playing Field Maintenance	500	646	0	0	500	0	500	166	500	0	0
4230	Playground Maintenance	2,150	1,252	0	0	2,150	0	2,150	382	2,150	0	0
4270	Clock Maintenance	200	51	0	0	200	0	200	810	200	0	0
4300	Xmas Lights Maintenance/Rent	9,000	10,117	0	0	9,000	0	9,000	8,314	9,000	0	0
4305	Vehicle Maintenance & Costs	2,000	1,875	0	0	2,000	0	2,000	1,090	2,000	0	0
4310	Machine Maintenance & Costs	1,750	2,581	0	0	1,750	0	1,750	164	1,750	0	0
4315	Fuel inc Red Diesel	2,500	2,745	0	0	2,500	0	2,500	2,450	2,500	0	0
4320	Vehicle Insurance	2,000	1,043	0	0	1,100	0	1,100	767	1,100	0	0
4330	Signs, Boards & Seats	1,000	2,596	0	0	1,000	0	1,000	-515	1,000	0	0
4331	Memorial Benches	0	0	0	0	0	0	0	718	0	0	0
4335	Lowbell Ln River Edge & Green	400	570	0	0	400	0	400	82	400	0	0
4340	Plants & Flowers	1,400	505	0	0	3,500	0	3,500	3,134	4,500	0	0
4345	Tree Maintenance	4,000	2,342	0	0	4,000	0	4,000	337	4,000	0	0
4355	Litter Bins	500	404	0	0	500	0	500	19	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4360	Allotments Repairs & Maint,	750	845	0	0	750	0	750	445	1,750	0	0
4385	Equipment - Grounds & Maintena	750	308	0	0	750	0	750	74	750	0	0
4401	Environmental Projects	2,000	0	0	0	0	0	0	0	0	0	0
4535	Allotment Leases	0	0	0	0	0	0	0	0	650	0	0
4580	Professional Costs	0	0	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	105,150	102,562	0	0	109,317	0	109,317	64,226	111,539	0	0
	Movement to/(from) Gen Reserve	(105,150)	(102,562)			(109,317)		(109,317)	(62,144)	(102,039)		
220	<u>Shenley Lane</u>											
1210	Hire of Sports Pitch	1,500	750	0	0	1,500	0	1,500	624	1,500	0	0
	Total Income	1,500	750	0	0	1,500	0	1,500	624	1,500	0	0
4105	Utilities - Electricity	200	155	0	0	200	0	200	86	330	0	0
4110	Utilities - Water	350	567	0	0	350	0	350	0	350	0	0
4200	Maintenance	150	41	0	0	150	0	150	44	150	0	0
4220	Playing Field Maintenance	500	605	0	0	500	0	500	1,788	1,500	0	0
4230	Playground Maintenance	0	168	0	0	200	0	200	0	200	0	0
	Overhead Expenditure	1,200	1,535	0	0	1,400	0	1,400	1,918	2,530	0	0
	Movement to/(from) Gen Reserve	300	(785)			100		100	(1,294)	(1,030)		
230	<u>London Colney Community Centre</u>											
1250	Bar Takings	12,500	0	0	0	0	0	0	4,029	10,000	0	0
1260	Hall Hire & Rent - Ad Hoc Hire	17,000	0	0	0	6,000	0	6,000	5,815	8,000	0	0
1265	Hall Hire & Rent - Regular Hir	30,500	3,164	0	0	30,000	0	30,000	4,289	17,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1271 Walkers Coffee Income	50	9	0	0	0	0	0	0	0	0	0
Total Income	60,050	3,173	0	0	36,000	0	36,000	14,133	35,000	0	0
4205 DO NOT USE	0	0	0	0	0	0	0	0	1,200	0	0
Direct Expenditure	0	0	0	0	0	0	0	0	1,200	0	0
4000 Salaries	24,144	16,721	0	0	6,943	0	6,943	10,724	7,336	0	0
4015 Casual Staff	3,000	0	0	0	0	0	0	347	3,121	0	0
4100 Utilities - Gas	2,000	3,420	0	0	2,000	0	2,000	1,767	2,800	0	0
4105 Utilities - Electricity	5,500	2,846	0	0	5,500	0	5,500	2,101	9,900	0	0
4110 Utilities - Water	2,200	0	0	0	2,200	0	2,200	0	2,200	0	0
4115 Utilities - Rates	1,300	1,306	0	0	1,350	0	1,350	1,306	1,350	0	0
4145 Cleaning Supplies	0	36	0	0	0	0	0	0	0	0	0
4155 Licences	1,500	1,745	0	0	1,500	0	1,500	605	1,500	0	0
4170 Bar Supplies	12,000	0	0	0	0	0	0	3,454	5,000	0	0
4175 Bar Facilities	450	0	0	0	0	0	0	0	450	0	0
4180 Bar Repairs & Servicing	500	0	0	0	0	0	0	358	350	0	0
4185 Kitchen & Caretaking Supplies	770	94	0	0	770	0	770	800	770	0	0
4195 Coffee Morning	50	0	0	0	0	0	0	0	0	0	0
4200 Maintenance	5,000	6,127	0	0	5,000	0	5,000	1,812	5,000	0	0
4206 Fire & Security Alarms	800	1,687	0	0	1,000	0	1,000	1,135	0	0	0
4220 Playing Field Maintenance	250	15	0	0	250	0	250	227	0	0	0
4230 Playground Maintenance	0	152	0	0	0	0	0	32	0	0	0
5020 Other Event Costs	0	0	0	0	0	0	0	1	0	0	0
Overhead Expenditure	59,464	34,148	0	0	26,513	0	26,513	24,670	39,777	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>586</u>	<u>(30,975)</u>			<u>9,487</u>		<u>9,487</u>	<u>(10,537)</u>	<u>(5,977)</u>		
<u>240 Napsbury Park Pavilion/Fields</u>											
1200 Hire of Pavilions	3,700	1,105	0	0	3,500	0	3,500	2,425	3,500	0	0
1210 Hire of Sports Pitch	1,500	1,169	0	0	1,500	0	1,500	1,209	1,500	0	0
1212 Hire of Cricket Pitch	3,000	420	0	0	500	0	500	2,222	2,500	0	0
1214 School Pitch Hire	1,600	0	0	0	0	0	0	1,225	1,600	0	0
Total Income	<u>9,800</u>	<u>2,694</u>	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>7,081</u>	<u>9,100</u>	<u>0</u>	<u>0</u>
4100 Utilities - Gas	1,000	1,488	0	0	1,000	0	1,000	645	1,400	0	0
4105 Utilities - Electricity	850	233	0	0	850	0	850	376	1,200	0	0
4110 Utilities - Water	850	0	0	0	850	0	850	0	850	0	0
4200 Maintenance	3,000	2,606	0	0	3,000	0	3,000	1,623	3,000	0	0
4220 Playing Field Maintenance	1,250	568	0	0	1,250	0	1,250	955	1,250	0	0
5020 Other Event Costs	0	0	0	0	0	0	0	136	0	0	0
Overhead Expenditure	<u>6,950</u>	<u>4,894</u>	<u>0</u>	<u>0</u>	<u>6,950</u>	<u>0</u>	<u>6,950</u>	<u>3,735</u>	<u>7,700</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>2,850</u>	<u>(2,200)</u>			<u>(1,450)</u>		<u>(1,450)</u>	<u>3,345</u>	<u>1,400</u>		
<u>250 Walsingham Way</u>											
4230 Playground Maintenance	0	0	0	0	0	0	0	8	0	0	0
Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(8)</u>	<u>0</u>		
<u>300 Larks in the Park</u>											

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14:02 Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1250	Bar Takings	3,000	0	0	0	1,500	0	1,500	0	1,500	0	0
1300	Event Income - Concessions	600	0	0	0	600	0	600	0	600	0	0
	Total Income	3,600	0	0	0	2,100	0	2,100	0	2,100	0	0
4170	Bar Supplies	0	0	0	0	750	0	750	0	750	0	0
5000	General Event Costs	2,640	0	0	0	2,640	0	2,640	0	2,640	0	0
5010	Food Costs	300	0	0	0	300	0	300	0	300	0	0
5015	Entertainment Costs	2,250	0	0	0	2,500	0	2,500	0	2,500	0	0
5020	Other Event Costs	433	0	0	0	152	0	152	0	152	0	0
	Overhead Expenditure	5,623	0	0	0	6,342	0	6,342	0	6,342	0	0
	Movement to/(from) Gen Reserve	(2,023)	0			(4,242)		(4,242)	0	(4,242)		
320	<u>Fireworks</u>											
1250	Bar Takings	300	0	0	0	600	0	600	681	600	0	0
1300	Event Income - Concessions	250	0	0	0	250	0	250	370	250	0	0
1320	Events - Fireworks Income	500	0	0	0	500	0	500	0	500	0	0
	Total Income	1,050	0	0	0	1,350	0	1,350	1,051	1,350	0	0
4155	Licences	0	0	0	0	0	0	0	21	21	0	0
4170	Bar Supplies	0	0	0	0	300	0	300	454	300	0	0
5000	General Event Costs	540	0	0	0	842	0	842	359	842	0	0
5010	Food Costs	100	0	0	0	100	0	100	12	100	0	0
5015	Entertainment Costs	4,958	0	0	0	4,958	0	4,958	4,250	5,500	0	0
5020	Other Event Costs	433	0	0	0	747	0	747	257	447	0	0
5035	Road Closures	1,600	0	0	0	1,600	0	1,600	2,340	2,340	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	7,631	0	0	0	8,547	0	8,547	7,693	9,550	0	0
	Movement to/(from) Gen Reserve	(6,581)	0			(7,197)		(7,197)	(6,642)	(8,200)		
340	<u>Remembrance Sunday</u>											
1300	Event Income - Concessions	0	25	0	0	0	0	0	0	0	0	0
	Total Income	0	25	0	0	0	0	0	0	0	0	0
5000	General Event Costs	161	0	0	0	176	0	176	102	201	0	0
5015	Entertainment Costs	500	260	0	0	500	0	500	260	500	0	0
5020	Other Event Costs	400	0	0	0	400	0	400	90	400	0	0
5035	Road Closures	955	0	0	0	955	0	955	860	970	0	0
	Overhead Expenditure	2,016	260	0	0	2,031	0	2,031	1,312	2,071	0	0
	Movement to/(from) Gen Reserve	(2,016)	(235)			(2,031)		(2,031)	(1,312)	(2,071)		
370	<u>Lunch Club</u>											
1310	Event Income - Ticket Sales	0	0	0	0	0	0	0	223	0	0	0
1350	Lunch Club Income - Tuesday	6,500	-181	0	0	0	0	0	1,318	7,200	0	0
1355	Lunch Club Income - Thursday	6,500	184	0	0	0	0	0	1,261	7,200	0	0
	Total Income	13,000	3	0	0	0	0	0	2,802	14,400	0	0
5020	Other Event Costs	0	0	0	0	0	0	0	0	18,000	0	0
5050	Lunch Club Food Costs	10,000	0	0	0	0	0	0	4,525	0	0	0
	Overhead Expenditure	10,000	0	0	0	0	0	0	4,525	18,000	0	0
	Movement to/(from) Gen Reserve	3,000	3			0		0	(1,723)	(3,600)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
380	<u>Christmas Lunch Club</u>											
1310	Event Income - Ticket Sales	560	0	0	0	0	0	0	63	0	0	0
	Total Income	560	0	0	0	0	0	0	63	0	0	0
5010	Food Costs	300	0	0	0	0	0	0	0	0	0	0
5020	Other Event Costs	100	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	400	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	160	0			0		0	62	0		
400	<u>General Council Events</u>											
1250	Bar Takings	700	0	0	0	700	0	700	0	0	0	0
1310	Event Income - Ticket Sales	3,300	0	0	0	600	0	600	0	0	0	0
1370	Seated Exercise Income	0	0	0	0	0	0	0	68	0	0	0
1401	Charity Collections	500	0	0	0	0	0	0	4,086	0	0	0
	Total Income	4,500	0	0	0	1,300	0	1,300	4,154	0	0	0
5000	General Event Costs	1,420	76	0	0	297	0	297	366	66	0	0
5010	Food Costs	600	0	0	0	370	0	370	15	70	0	0
5015	Entertainment Costs	5,440	0	0	0	3,790	0	3,790	0	2,940	0	0
5020	Other Event Costs	710	0	0	0	630	0	630	0	80	0	0
5070	Seated Exercise Costs	0	0	0	0	0	0	0	2,800	3,700	0	0
	Overhead Expenditure	8,170	76	0	0	5,087	0	5,087	3,181	6,856	0	0
	Movement to/(from) Gen Reserve	(3,670)	(76)			(3,787)		(3,787)	973	(6,856)		

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
420	<u>Halloween Disco</u>											
1250	Bar Takings	100	0	0	0	100	0	100	435	100	0	0
1310	Event Income - Ticket Sales	300	0	0	0	300	0	300	286	300	0	0
	Total Income	400	0	0	0	400	0	400	721	400	0	0
5000	General Event Costs	44	0	0	0	94	0	94	0	44	0	0
5010	Food Costs	150	0	0	0	150	0	150	106	150	0	0
5015	Entertainment Costs	200	0	0	0	200	0	200	150	250	0	0
5020	Other Event Costs	50	0	0	0	50	0	50	0	50	0	0
	Overhead Expenditure	444	0	0	0	494	0	494	256	494	0	0
	Movement to/(from) Gen Reserve	(44)	0			(94)		(94)	465	(94)		
430	<u>Christmas Light Switch On</u>											
1250	Bar Takings	300	0	0	0	600	0	600	677	600	0	0
1300	Event Income - Concessions	480	0	0	0	480	0	480	420	480	0	0
	Total Income	780	0	0	0	1,080	0	1,080	1,097	1,080	0	0
4170	Bar Supplies	0	0	0	0	300	0	300	119	300	0	0
5000	General Event Costs	688	0	0	0	688	0	688	665	688	0	0
5015	Entertainment Costs	150	0	0	0	150	0	150	0	400	0	0
5020	Other Event Costs	96	0	0	0	302	0	302	284	525	0	0
5035	Road Closures	1,850	0	0	0	1,850	0	1,850	0	1,850	0	0
	Overhead Expenditure	2,784	0	0	0	3,290	0	3,290	1,069	3,763	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(2,004)</u>	<u>0</u>			<u>(2,210)</u>		<u>(2,210)</u>	<u>28</u>	<u>(2,683)</u>		
440 Twixmas											
1250 Bar Takings	200	0	0	0	140	0	140	0	0	0	0
1310 Event Income - Ticket Sales	400	0	0	0	650	0	650	0	0	0	0
Total Income	<u>600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>790</u>	<u>0</u>	<u>790</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5000 General Event Costs	154	0	0	0	94	0	94	0	0	0	0
5010 Food Costs	300	0	0	0	300	0	300	0	0	0	0
5015 Entertainment Costs	250	0	0	0	250	0	250	0	0	0	0
Overhead Expenditure	<u>704</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>644</u>	<u>0</u>	<u>644</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(104)</u>	<u>0</u>			<u>146</u>		<u>146</u>	<u>0</u>	<u>0</u>		
460 Picnic in the Park											
1300 Event Income - Concessions	350	0	0	0	350	0	350	440	350	0	0
1310 Event Income - Ticket Sales	1,300	0	0	0	2,625	0	2,625	837	2,625	0	0
Total Income	<u>1,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,975</u>	<u>0</u>	<u>2,975</u>	<u>1,277</u>	<u>2,975</u>	<u>0</u>	<u>0</u>
5000 General Event Costs	436	0	0	0	436	0	436	229	231	0	0
5010 Food Costs	60	0	0	0	451	0	451	49	60	0	0
5015 Entertainment Costs	1,800	0	0	0	60	0	60	0	2,500	0	0
5020 Other Event Costs	608	0	0	0	2,000	0	2,000	0	277	0	0
Overhead Expenditure	<u>2,904</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,947</u>	<u>0</u>	<u>2,947</u>	<u>278</u>	<u>3,068</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,254)</u>	<u>0</u>			<u>28</u>		<u>28</u>	<u>999</u>	<u>(93)</u>		

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14:02 Annual Budget - By Centre (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	390,318	716,726	0	0	354,595	0	354,595	402,915	393,043	0	0
Expenditure	390,600	344,642	0	0	346,725	0	346,725	375,996	392,965	0	0
Net Income over Expenditure	<u>-282</u>	<u>372,083</u>	<u>0</u>	<u>0</u>	<u>7,870</u>	<u>0</u>	<u>7,870</u>	<u>26,919</u>	<u>78</u>	<u>0</u>	<u>0</u>
less Transfer to EMR	0	361,633	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(282)</u>	<u>10,450</u>			<u>7,870</u>		<u>7,870</u>	<u>26,919</u>	<u>78</u>		

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 19 JANUARY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: SCHEME OF DELEGATION AND VIRTUAL MEETINGS

1. SUMMARY

- 1.1 Members are asked to consider the operation of the parish council considering the current increase in Covid infections or in the event of a national lockdown.
- 1.2 There are currently no legal means of holding virtual parish council meetings, where decisions can be made.

2. RECOMMENDATION

Members are asked to:

- a) Adopt the scheme of delegation below to be implemented for a period of 3 months from 20 January 2022
- b) Hold virtual advisory meetings to consider the Council's activities so the Chairman and Clerk can make delegated decisions with all decisions being reported to a face-to-face Council meeting.
- c) Consider whether they wish to stream these advisory meetings on social media

3. BACKGROUND

- 3.1 During the first lockdown, the 2020 Coronavirus Act allowed local government to meet using virtual platforms to conduct the day-to-day business of the Council. These powers lapsed in May 2021 and the parish council recommenced face to face meetings when decisions needed to be ratified.
- 3.2 Members may want to consider the operation of the Council in the light of the current Covid situation, considering the safety of themselves, their fellow Councillors, members of the public and staff attending meetings.
- 3.3 There is a scheme of delegation for Committees and Officers, but it does not have specific mention of delegation of the Clerk on enacting decisions made by the Council in a virtual setting.
- 3.4 Members may want to consider delegating decisions to the Clerk in consultation with the Chair and Vice Chair. This could be after a virtual meeting is held with all councillors present to 'advise' the Clerk. These decisions would then be conveyed to all Councillors by email; recorded and presented to a future in-person meeting. These virtual meetings can be accessed by members of the public using the link in the 'agenda' which would be worded so it was not a 'summons' as is currently the case. They can also be streamed via social media if Members request this option.
- 3.5 The legislation is quite clear about Councillors attending virtual meetings. The Local Government Act 1972, Sch 12, para 39(1) states that every decision must be made

by a majority of members present and voting. Therefore, virtual meetings do not allow members to be 'present'. There is no requirement for the Clerk to be 'present' at the meeting.

- 3.6 There was a call for evidence for the adoption of virtual meetings for local government in June 2021 and to date, no decisions has been made by the Government whether legislation will be brought in to allow for virtual meetings to be held. There is currently a petition calling for this legislation to be introduced from the [Association of Democratic Support Officers](#).
- 3.7 During the lockdowns in 2020/21, the office staff worked remotely or as a lone worker in the office. The grounds maintenance team maintained social distancing and continued to work. The office staff continue to ensure the community centre is open for hirers and work on a skeleton staff basis, with some staff working from home.
- 3.8 If there was to be an emergency which could not be handled through delegated powers, then the Clerk will summons a face-to-face meeting, suitably risk assessed, which may mean attendance by a quorum of councillors or in an open space (car park).
- 3.9 The Council has a subscription to Zoom and Teams which can be used for virtual meetings.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	There are no powers to meet virtually
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Continues the operation of the parish council

London Colney Parish Council

Proposed Scheme of Delegation in the Event of a National Lockdown

London Colney Parish Council RESOLVED at a meeting held on _____ that in response to the Covid-19 outbreak in the UK and the imposition of a national lockdown, and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

This will be carried out where possible by consultation with members by electronic means or telephone. It is anticipated that the Clerk will convene virtual meetings which will be attended by a quorum of Councillors for the purpose of directing the Clerk towards a decision that the majority of those attending the meeting agree upon.

The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the national lockdown ceases.

The purpose of this scheme is to set out emergency delegation arrangements to be applied should Covid 19 prevent the Council from making decisions at meetings as it would do normally.

- It is lawful for the Clerk to spend against specific items in the Council's budget, which will be detailed in a report to be circulated to all councillors and reported to a Council meeting
- These items have been identified in the budget when setting the precept.
- In making these payments, the budget may be exceeded by up to 15% for exceptional circumstances e.g., emergency works to parish council assets.
- Delegate decisions on planning applications to the Clerk following a virtual meeting of the planning committee to express their opinions on these applications.