



# LONDON COLNEY PARISH COUNCIL

23 February 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 2 MARCH 2022 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**

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## AGENDA

	Page No
<b>1. APOLOGIES</b> To receive and accept apologies for absence.	
<b>2. DECLARATION OF INTEREST</b> To receive members declarations of interest in items on the agenda.	
<b>3. QUESTION TIME</b> 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>4. COUNCILLORS ON OTHER AUTHORITIES</b> To receive a written or verbal report from Councillors on other authorities	
<b>5. COMMUNITY SAFETY REPORT</b> To receive a report on community safety.	
<b>6. MINUTES</b> To approve the minutes of the meeting held 19 January 2022.	3
<b>7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY</b>	
<b>8. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)</b>	
<b>9. COMMITTEE MEETINGS</b> To receive the minutes of the following committee meetings and to ratify any recommendations	
<b>9.1 Human Resources Committee – 2 November 2021</b>	5
<b>9.2 Environment &amp; Neighbourhood Committee – 16 November 2021</b>	7
<b>9.3 Events &amp; Community Committee – 16 November 2021</b>	9
<b>9.4 Finance &amp; General Purposes Committee – 18 November 2021</b>	12

The following recommendation is made to Council:

**Item 5.7 Assets of Community Value**

*b) An application is made to register the entire Translink site including the orchard at Napsbury*

**9.4 Finance & General Purposes Committee – 9 December 2021** 17

The following recommendations are made to Council:

**Item 5.1 – Internal Auditor’s Interim Report**

*d) Revised Financial Regulations V10 are adopted (see item 10.5)*

**Item 5.2 Splash Pad**

*d) The Council is asked to approve an increase in the budget for the splash pad project by £19,142 for the installation of a sunshade sail*

**Item 5.4 – Contingency Plan for Parish Council Operation in the event of a National Lockdown**

*A Scheme of Delegation is Adopted (amended scheme of delegation adopted on 19 January 2022)*

**Item 5.5 – Investment and Reserves Policies**

*The policies for Investments and Reserves are adopted by Council (see item 10.7 below)*

**9.5 Environment & Neighbourhood Committee – 18 January 2022** 19

**9.6 Planning Committee – 1 February 2022** 22

**9.6 Events & Community Committee – 1 February 2022** 24

**9.7 Finance & General Purposes Committee – 3 February 2022** 27

The following recommendations are made to Council:

**Item 5.1 – Standing Orders**

*Standing Orders Version 12 are adopted by London Colney Parish Council (see item 10.6 below)*

**Item 5.3 – Sale of Alcohol Policy**

*The Sale of Alcohol Policy is adopted (see attached)*

**9.8 Human Resources Committee – 8 February 2022** 34

**10. FINANCE**

10.1 To receive income and expenditure report for Q3 ending 31 December 2021 with an explanation on variances 36

10.2 To approve expenditure for 1 October – 31 December 2021 47

10.3 To receive the Internal Auditor’s Interim Audit for 2021-22 and resolve to adopt the recommendations which have been considered at Finance & General Purposes Committee on 9 December 2021 53

10.4 Review of Internal Audit and Control, Risk Management Strategy and Risk Register 68

10.5 Standing Orders and Financial Regulations – to adopt the updated documents (attached) 79

10.6 Reserves and Investment Policies – to adopt the policies (attached) 84

**11. MEMBERS ITEMS**

**11.1 Splash Pad Name (Cllr Gordon)**

*To consider a name for the Splash Pad*

**11.2 Rubbish at M25 J22 Roundabout (Cllr Gordon/Lillico)**

*To consider writing to Hertsmere BC regarding rubbish in this area*

**11. EXTERNAL MEETINGS**

11.1 SADALC Meeting – 10 January 2022 90

**12. DATE OF NEXT MEETING**

*9 March 2022 – Annual Meeting of the Parish*

*11 May 2022 – Annual Council Meeting*

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON  
WEDNESDAY 19 JANUARY 2022, 7PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors M MacMillan (Chairman), K Gardner, D Gordon, T Lillico, M Mortuza, L Winstone

**IN ATTENDANCE:** E Payne, Clerk  
1 member of the public

**73/22. APOLOGIES**

Apologies were received from Cllr Mahony, Cllr Pakenham, Cllr Pearl

**74/22. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**75/22. QUESTION TIME**

There were no questions from the public.

**75/22. MINUTES**

The minutes of the meeting held on 3 November 2021 were received and it was **RESOLVED** to:

***Adopt the minutes as a true record of the meeting.***

**76/22. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

**77/22. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

There was no report from the Chairman or urgent items.

**78/22. BUDGET 2022-23**

Members received a proposed budget for 2022/23. Cllr Gordon, as Chair of the Finance & General Purposes Committee, thanked Officers and Councillors on the Budget Working Party for their efforts in navigating a difficult budget setting process. She wanted to especially thanks those councillors who had taken part in the budget process.

This year is seen as a consolidation budget with no new projects to be started with those projects that have already been started needing to be completed. Covid has had a big impact on our income streams, and the Council's ability to raise income. It is considered that the predicted income was realistic in the current situation. The Budget Working Party were also conscious of the impact of the biggest cost-of-living increase in 30 years would have on residents. Other local authorities will be setting their budget too and will no doubt be making increases. Although parish councils are not under the same constraints as other authorities, it was felt that with the extreme pressures on

residents, we would try and keep any increase as low as possible. She reported that the recommendation of the Budget WP was a 5% increase on the precept which was a 2.03% increase on a Band D property of £1.73 per annum.

Members considered the report, which highlighted the main areas of change including some new budget items, an increase in utility bills and a decrease in income. Members were advised that there had been no reduction in services or events.

The situation regarding the parish council's reserves were also noted including the use of Earmarked Reserves for revenue expenditure in 2022/23. It was also noted that the General Reserves were below the level in the Reserves Policy.

It was **RESOLVED** to:

- a) Agree the budget for 2022-23 as outlined in the report***
- b) Set a precept of £300,668 and request that is collected by St Albans District Council.***

#### **79/22. SCHEME OF DELEGATION**

Members considered this proposal to continuing the running of the Council during times when face to face meetings were not possible or during a national lockdown. Members considered that this was not necessary with the lifting of the Plan B restrictions at an announcement by Parliament on 19 January 2022. They further considered that there was low risk to Members and Officers from face-to-face meetings. There were some virtual meetings which had worked well, and these were working parties who had no delegated powers.

It was **RESOLVED** to:

***Adopt the Scheme of Delegation which would only be enacted when agreed by a meeting of Full Council***

#### **80/22. DATE OF NEXT MEETING**

Wednesday 2 March 2022. The meeting closed at 1928.

Signed ..... Date .....

**COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY 2 NOVEMBER 2021, 3.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

**IN ATTENDANCE:** E Payne, Clerk

**1. APOLOGIES**

No apologies were received. Cllr Mahony was absent.

**2. DECLARATIONS OF INTEREST**

No declarations were received.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 26 October 2021 were adopted as a true record of the meeting.

**4. REPORTS TO COMMITTEES**

**4.1 Staff Handbook**

This item will be deferred until a future meeting.

**5. FORWARD WORK PROGRAMME**

Members received this report and noted the forward work programme for this committee.

**6. 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

**6.1 Staff Evaluation Report**

Members received this document which had been undertaken by an external HR consultant. Members noted the work undertaken as part of the methodology. It was noted that the consultant had commented that it was not best practice to appoint on a single salary scale point. There were concerns about the financial implications of adopting all the recommendations. Members asked the Clerk to prepare some figures if the recommendations were implemented for discussion at a future meeting. The following actions were **RESOLVED**:

Recommendation 1 – accepted

Recommendation 2 – not adopted as the role is a finite position

Recommendation 3, 4 and 5 – accepted

Recommendation 4 – accepted

Recommendation 5 – accepted

Recommendation 6 & 7 – This will be reconsidered at a future meeting

Recommendation 8 – accepted

## **6.2 Staff Disciplinary**

Members received a verbal report on this item and noted the progress to date. The clerk will report to a future meeting on developments.

## **6.3 HR Budget 2022023**

Members received this budget and noted the contents. It will be fed through to the Finance & General Purpose Committee to be included in the budget setting process.

## **7. DATE OF NEXT MEETING**

Tuesday 18 January 2022.

The meeting closed at 1610.

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

DRAFT

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 16 NOVEMBER 2021, 5.30PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors Gardner (Chairman), L Winstone  
Cllr MacMillan (ex officio)  
Mr A Osborne, Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager

#### **1. APOLOGIES**

Cllr Mortuza and Cllr Mahony were absent.

#### **2. NOTIFICATION OF SUBSTITUTES**

There were no substitutes notified to the Clerk.

#### **3. DECLARATION OF INTEREST**

There were declarations of interest.

#### **4. MINUTES**

The minutes of the meeting held on 21 October 2021 were approved as a true record of the meeting.

#### **5. GROUNDS MAINTENANCE MANAGER'S REPORT**

Members received this report. Members queried the redecoration of the pavilion at Morris Recreation Ground and were advised that this item is being discussed at the Finance & General Purposes Committee on 18 November 2021.

Members queried what had happened regarding the Ford Transit which had failed its MOT and the purchase of a new vehicle. They were advised that this matter had been resolved at the Extra Finance & General Purposes committee meeting held on 26 October 2021.

#### **6. MEMORIAL BENCH APPLICATIONS**

##### **6.1 Memorial Tree Update**

Members were advised by the Clerk that she had advised them incorrectly and the application had been for a bench, not a tree. A site had been located for this additional bench and it had been ordered.

##### **6.2 Memorial Bench**

A letter was received by the meeting regarding a request for a memorial bench, to be paid for by the parish council. The letter refers to the parish council having agreed that they would fund this memorial bench, which had not been the situation.

The meeting was advised that the County Councillor had indicated that she would be willing to fund the bench through her locality fund if she is allowed to. Members discussed the

purchase of a memorial tree, as the recipient of the tree had previously been a tree warden. It was **RESOLVED** to:

***Purchase a memorial tree to be installed at a location agreed by the family, in the vicinity of the river.***

## **7. CHRISTMAS TREE**

Members received a report outlining the proposal from the Climate Change and Biodiversity Plan to reduce the Council's carbon footprint by planting a permanent Christmas tree at Chester Gibbons Green, instead of buying a cut tree on an annual basis.

Members were advised that a tree could be purchased at a cost not exceeding £250 plus costs to plant the tree. There was no budget for this item in 2021-22 and would have to be a new budget item for next year. The tree would be planted in October 2022. A survey of the site needed to be undertaken to avoid utilities or other items as the site had been a petrol station in a previous life. Members agreed that the residents of Chester Gibbons Green should be consulted on the proposals, advising them that the tree would be managed and trimmed to prevent it becoming too large. This would be undertaken in Spring 2022.

Members asked the Clerk to include a regular Environmental Article in the newsletter, which could include this proposal.

It was **RESOLVED** to:

- a) Plant a permanent Christmas tree on Chester Gibbons Green in October 2022***
- b) Request a new budget item for 2022-23 from Finance & General Purposes Committee.***

## **8. WORK PROGRAMME**

Members noted the forward work programme.

## **9. DATE OF NEXT MEETING**

18 January 2021

The meeting closed at 1805.

Signed .....

Date .....



**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 16 NOVEMBER 2021, 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

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

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

**1. APOLOGIES**

Apologies were received from Cllr Pakenham (SADC meeting) and Cllr Pearl (received by email after the meeting).

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 21 September 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 would like to defer this item to a future meeting once the planning application for the resurfacing of the car park has been decided.

**5. EVENTS HELD**

**5.1 Halloween Party – 31 October 2021**

The event had been a sell out and the bar takings had been over £500. Thanks to Cllr Gardner and Mr Osborne for helping at the event. Members asked for the catering for the children to be reconsidered.

**5.2 Fireworks – 7 November 2021**

Members received a breakdown of income vs expenditure and noted that the event costs had been under. Members noted the donations received via ticket sales had increased on 2019 with total donations of £3,827.54 less a deduction towards the cost of the event of £500. There is also Gift Aid that the charities can claim.

Members were advised that Officers have concerns about the safety of the event in relation to the entrance/exits to the site, and that additional marshals were needed to help with ticket holdings gaining entry to the site and to comply with insurance requirements. This will be discussed at a future meeting.

It was **RESOLVED** that the charity collection would be distributed as follows:

- a) *London Colney Scouts - £2,000*
- b) *St Peter's Church - £700*
- c) *The Peace Hospice - £527.54*
- d) *London Colney Hedgehog - £100*
- e) *Gift Aid would be split between The Peace Hospice and London Colney Hedgehog Rescue*

### 5.3 Remembrance Sunday – 14 November 2021

Members were pleased with the event which had been well attended by community groups and the public, including Mrs Marion Brown DL. For next years' service, there will be some minor amendments to the order of service to include announcing who is laying the wreaths to help people attending who could not see the war memorial. Letters of thanks will be sent to Mrs Brown, Rev Adrian Wood, and the Women's Institute for providing refreshments.

## 6. FUTURE EVENTS

### 6.1 Christmas Lights Switch On – 28 November 2021

Twenty stalls are booked at present. The Safety Advisory Group have queried some of the organisation including the location/format for Santa's Grotto. Cllr MacMillan asked for an event briefing prior to the event, and this will be arranged as a virtual meeting. It was suggested that a volunteer, who has been singled out for her help in the Good Neighbour Scheme could be asked to help turn on the lights. Members asked if the Halloween entertainer could be asked to attend to perform at the lights up event. **Post Meeting Note: this entertainer is not available for the event**

### 6.2 Community Awards – 11 March 2022

The form to nominate for the Community Awards is in the latest edition of the newsletter which will be also available electronically.

- Good Neighbour
- Business in the Community
- Service to the Community
- Chairman's Award

The closing date is the end of January and a panel short-listing meeting will be held on 24 February 2021. The panel will comprise of the sponsors and councillors. Mrs Marion Brown DL will be invited to attend and hand out an award.

## 7. NEWSLETTER

Members were advised that the latest edition of the newsletter is in the process of being edited and will be going to press shortly, with distribution from 1 December 2021.

Cllr Gardner reported that the Environment & Neighbourhood Committee would like a regular item in future editions of the newsletter on environmental and climate change matters including the planting of a permanent Christmas tree on Chester Gibbons Green.

**8. WORK PROGRAMME**

Members noted the forward work programme

**9. NEXT MEETING**

11 January 2021

The meeting closed at 1925.

Signed: .....

Date: .....

DRAFT

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 18 NOVEMBER 2021, AT 6.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

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

#### 1. APOLOGIES

All Councillors were present.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutes required.

#### 3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 26 October 2021 were received as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Hirers Projected Income 2021-22

This item will be deferred to the Budget Working Party.

##### 5.2 Income and Expenditure Report to YE 31 March 2022

This item will be deferred to the Budget Working Party.

##### 5.3 Medium to Long Term Financial Proposals

This item will be deferred to the Budget Working Party.

##### 5.4 Financial Regulations

Members received an updated version of the Financial Regulations, and it was **RESOLVED to recommend to Council that:**

***Version 10 of the Financial Regulations are adopted.***

##### 5.5 Standing Orders

Members received an updated version of the Standing Orders. Members were advised that item 12 on page 8, (Committees and Sub Committees) should be amended to reflect the change of status for the Neighbourhood Plan Working Group. Members were advised that the thresholds regarding procurement as outlined in Item 17, page 13 had been updated with effect from 1 January 2022.

Members went on to discuss the adoption of minutes of Council and committees. Members were advised that only committees can approve their minutes, they can not be approved by Council. When committee minutes are taken to Council, they are for information only. Members queried whether Council minutes could be amended, and they were advised that item 1, page 4 defines that no discussion on the Minutes shall take place except as to their accuracy. It then specifies that corrections to the Minutes shall be made by resolution.

Members asked the Clerk to investigate whether it was possible for the Council to refer an item agreed at a committee to be reconsidered. This would be considered at a future meeting.

## **5.6 Aged Debtors**

Members received a report regarding the situation with the Council's aged debtors which had been highlighted by the Internal Auditor. Members noted that some of the situation had arisen following the change of staff and there had been a period when there had been no Finance Officer in the role. The Internal Auditor had seen an improvement in the Aged Debtor's situation between interim audit visits. It was **RESOLVED** to:

- a) Note the report**
- b) Authorise the Financial Officer to have overtime of 3 hours per week, not exceeding 6 weeks to reconcile the aged debtor's situation.**

## **5.7 Assets of Community Value**

Members noted the progress to date on the applications for Assets of Community Value (ACV). They were advised that St Albans District Council had refused the application to register Shenley Lane Allotments as an ACV because it was a statutory duty, and the land was owned by a statutory authority. There was no update on the other applications, despite an 8-week window for decisions to be made. The Clerk will raise this with the District Council at the beginning of December should there be no response before that time.

Members noted the proposed application for the orchard at Napsbury. The Chairman reported that she had been advised by the Chairman of the NPRA that part of the site is in the ownership of Crest Nicolson. The Clerk is going to liaise with them to confirm ownership of the site, which is required as part of the application process. Members asked the Clerk to ascertain if the site is within the Napsbury Conservation Area and whether the site would be protected due to this planning condition. The Clerk needs guidance about the exact location of the site to ensure that an accurate application is made, and she will seek guidance from the Napsbury Park Residents Association, who can offer additional background information to support the application. The Clerk will liaise with the Chairman to ensure that an accurate application is compiled before it is submitted.

It was **RESOLVED** to:

- a) Note the report**
- b) Recommend to Council that an application is made to register the entire Translink site including the orchard at Napsbury as an ACV.**

## **5.8 Planned Maintenance Programme**

Members received a report with a planned maintenance programme for the parish council assets and noted the progress to date. Members were advised that the Clerk was compiling a preferred contractors list as Officers often struggle to get contractors to quote for works.

Members were advised that an estimated price of £4-4.5K has been received for the interior of the pavilion at Morris Recreation Ground including the main hall, kitchen, 4 x changing rooms including the floor paint, gents and disabled toilets and the ceiling in the ladies' toilets.

This does not include decorating the walls of the ladies as new sanitary ware needs to be installed. The showers and the kitchen are due to be refurbished as part of the planned maintenance specification that was awarded S106 funding.

Members asked what the conditions of the electrics were and were advised the Clerk has prices for an Electrical Installation Condition Report (EICR) to be initiated which is a legal requirement to be undertaken every 5 years. Members recommended that this was carried out before the decoration in case there were any electrical works that needed to be carried out. The cost of the EICR would be met by the maintenance budget and was organised under the Clerk's delegated powers.

Members were advised that the external redecoration of Napsbury was in progress. Other works to be undertaken were noted. Members were advised that the football clubs had been reminded to use the boot scraper and not the wall. Clubs would be fined if there was any damage to the walls.

Members noted the repairs to the fascia to the pavilion at Shenley Lane Recreation Ground.

The externals of library at the Community Centre would be redecorated by HCC which is a requirement of their lease.

Members asked the Clerk to obtain a quotation for a price to paint the exterior of the community centre. This could be funded by S106 funding. Members queried whether the decoration of the exterior of the community was a priority when the interior needed redecoration. The Clerk reported that there were windows at the toilets which were broken and covered by chicken wire. The windows in the office do not open, and some of them leak when the rain is in a specific direction. All these items needed to be done with a finite budget. Members were concerned that the condition of the remaining building would show up when the library is redecorated.

It was **RESOLVED** to:

- a) Note the works undertaken to date*
- b) Note the planned works to be undertaken*
- c) EICR is undertaken before any redecoration is commenced.*
- d) A price for the external redecoration for the Caledon Community Centre is sought.*

## **5.9 Maintenance of Communal Areas of Community Centre**

Members received a report on the service charged to be levied to support the cleaning and maintenance of the communal areas at the Community Centre, after the surgery development. Members noted the proposed charge and that it could be increased after a year to include the grounds maintenance of the communal areas. It was **RESOLVED** to:

- a) Levy a service charge of £80 per week for the cleansing and maintenance of the communal areas*
- b) Offer an additional service including grounds maintenance at £120 per week when applicable.*
- c) The resource for this will be agreed by the HR committee.*

## **5.10 Cleaning Contract Quotations**

This report was taken as a confidential item.

## **5.11 CCTV in London Colney**

Members noted the report and were concerned that it appeared that this originated with HCC wanting to remove the CCTV as they didn't want to replace the lamp column. CCTV was

installed in specific areas because of a need and had proved invaluable in the past when it came to the prevention or solving of crime, especially considering some of the serious issues that had occurred in London Colney recently. Members wanted to know what alternative locations in the vicinity of the existing sites would be considered and what guarantees there were that they would be reinstalled.

Members were advised that Harpenden Town Council had agreed to have CCTV installed on their land, using an existing power supply. This could be the case in London Colney at Chester Gibbons Green and White Horse Lane where there were parish council owned sites and if this was to be pursued that it should be on the understanding that the District Council would undertake the planning application, installation, and connection of the cameras to the electricity supply at these sites. However, there wasn't a site in Haseldine Road, unless it was installed at the parade of shops and the power supply came from the shops, which can be problematic. The site at Kings Road would be problematic on the new communications mast as this was not land that the parish council had control over. It was **RESOLVED** that:

***The Clerk will liaise with the District Council about possible new sites for CCTV on parish council owned land.***

#### **5.12 Communities 1<sup>st</sup>**

Members noted the request and noted that other organisations made a grant application which was used to pay for the rent of the facilities. The Clerk was asked to liaise with Communities 1<sup>st</sup> and suggest this approach.

***Cllr Gordon declared an interest as director of The Base, who had been in the same situation and had applied for a grant to off set the costs of the hire.***

#### **5.13 Local Council Award Scheme**

Members received a report on the Local Council Award Scheme and noted the amount of work that needed to be undertaken to achieve an award. Members considered that the parish council should be recognised for work it undertook within the community. The Clerk reported that there isn't currently any capacity within the organisation to make an application before Summer 2022. It was **RESOLVED to recommend to Council that:**

***An application is made for a Gold Award in the Local Council Award Scheme in September 2022.***

#### **5.14 Bank Reconciliations**

Members noted the bank reconciliations which had been signed by Councillors.

#### **5.15 Budget Working Party**

Members received the terms of reference for this working party. Members considered the membership of working party and suggested that representation across the political sphere was included. The Clerk was asked to invite additional Councillors to join the group. It was **RESOLVED** to:

- a) Agree the Terms of Reference for this Working Party with the change to membership to include the Councillors from the Finance & General Working Party and one other Councillor.***
- b) The Clerk will liaise with the relevant councillors to sort out a date for this working party to meet.***

## 6. FORWARD WORK PROGRAMME

Members noted the forward work programme.

## 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 Cleaning Contract

Members noted the quotations received which had been obtained following the specification that had been agreed by this Committee. Members were disappointed with the cost of the quotations which were not economical for the Council to consider. Members discussed how best to deal with this matter, and it was **RESOLVED** to:

***Refer this item to the Human Resources Committee to source the additional cleaning that is required to keep the parish council's facilities to a suitable standard.***

### 7.2 Land at Caledon Community Centre

Members were advised that the Clerk had been unable to progress this item as she had not received any response to numerous emails, she had sent to the Legal Department at Hertfordshire County Council. Members asked the Clerk to raise with Cllr Tallon and ask them to expedite the matter.

### 7.3 Clerk's Hours of Employment

Members received a confidential report with a recommendation from the Human Resources Committee to approve an increase in the Clerk's hours of employment from 32 per week to 35 hours which had arisen from the staff review. The increase in hours had not been budgeted for. It was **RESOLVED** to:

***Increase the Clerk's hour of employment from 32 hours to 35 hours per week with effect from 1 October 2021.***

## 8. DATE OF NEXT MEETING

9 December 2021

The meeting closed at 1900 hours.

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



## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 9 DECEMBER 2021, AT 6.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

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

#### 1. APOLOGIES

All Councillors were present.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutes required.

#### 3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 18 November 2021 were received as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Interim Internal Auditor's Report

Members received the Interim Internal Auditor's Report for 2022-23 and noted the recommendations. Members discussed these recommendations, and it was **RESOLVED** to:

- a) ***Amend the public interest report in line with the proposed amendment in the report***
- b) ***Not have the AGAR 2019-20 retrospectively audited***
- c) ***Note the comments regarding Elector's Rights and that these rights were observed for 2020-21***
- d) ***Amend the Standing Orders and Financial Regulations in line with the amendments proposed and that these are adopted by Council on 19 January 2022.***

##### 5.2 Splash Pad

Members received an update on the progress to date regarding the splash pad. They were advised that the civil works had commenced on Monday 22 November 2021 and was on schedule, despite poor weather. They were advised that once the civil works had been completed, then the installation of the safety surfacing and equipment would be completed in April/May 2022 before the facility is opened.

Members were advised that during the consultation to decide the final design, several residents had commented about a lack of shade at the site. The contractor had been asked to quote to have a sunshade sail installed. Members considered the quotation for the sail and for a permanent pathway to be installed. It was **RESOLVED** to:

- a) ***Note the progress to date***

- b) Not to install a permanent path to the site*
- c) Install a sunshade sail at the splash pad at a cost of £19,142*
- d) Ask Council to approve the increase in the budget to accommodate this amendment to the project.*
- e) Refer the naming of the facility to be decided by Council on 19 January 2022.*

### **5.3 Consultation on Southwest Herts Joint Strategic Plan (JSP)**

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

***Refer this item to the Environment & Neighbourhood Committee for consideration at their meeting on 18 January 2022.***

### **5.4 Contingency Plan for Parish Council Operation in the event of a National Lockdown**

Members received a report regarding the operation of the Council in the event of a national lockdown with a proposed scheme of delegation. Members were reminded that the ability to hold virtual Parish Council meetings had ceased to be legal after 6 May 2021. The proposal outlined in the report was that meetings would be held virtually so that Members could discuss the matters to be considered and then the Clerk would have delegated power, in conjunction with the Chairman or Vice Chairman, to enact the decision of the Council. It was **RESOLVED** to recommend to Council that:

***The Scheme of Delegation is adopted.***

### **5.5 Investment and Reserves Policy**

Members were advised that the policies on Investments and Reserves had not been adopted by Council. The internal auditor had highlighted the matter. It was **RESOLVED** to recommend to Council that:

***The policies for Reserves and Investments are adopted by the Council.***

## **8. DATE OF NEXT MEETING**

13 January 2022

The meeting closed at 1840 hours.

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

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 18 JANUARY 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors Gardner (Chairman), L Winstone  
Mr A Osborne, Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager

The meeting was not quorate so continued as a Working Party, with all decisions being ratified by Council.

#### 1. APOLOGIES

Cllr Mortuza and Cllr Mahony were absent.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutes notified to the Clerk.

#### 3. DECLARATION OF INTEREST

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 18 November 2021 were approved as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Electric Grounds Maintenance Equipment

The Grounds Maintenance Manager presented a verbal report on this item. He reported that electric grounds maintenance equipment has a variety of benefits including:

- Less vibration
- They operate on a clutch mechanism which means the equipment turns off immediately the button is released
- The new E5 petrol is not compatible with the existing petrol equipment
- Lighter equipment, better for manual handling
- The equipment is cheaper to buy, it is the batteries which are expensive to purchase. The council already owns 4 compatible batteries

It was **RESOLVED** to recommend to Council that:

***Electric grounds maintenance equipment is phased in over a three-year period from existing maintenance budgets, under Officer's delegated powers.***

## **5.2 Flood Plan**

Members reviewed the Council's flood plan which was last evaluated in 2017. They discussed the condition of the river downstream and whether they would have any impact on the river at London Colney in the event of future flooding. The Clerk was asked to enquire with the Environment Agency if there are any plans for remedial works at the southern side of the village to be undertaken and what the timescales of this work were likely to be. There is also possibly a possibly flooding impact from the Strategic Rail Freight Interchange when work starts on this site.

Members discussed other areas in the village which were prone to flooding, including the Shenley Lane allotment site and were advised that if you consulted the EA's flood risk map, this area was low risk. Other areas with flooding were St Anne's Road and the Clerk was asked who is responsible for ensuring that residents are safe from flooding. It is the homeowner's responsibility to protect their home from flooding. The sandbags at the riverbank locations are there for homeowners to help themselves to, it is not for parish council staff to distribute them. Members asked what condition the sandbag containers were in, and they were advised that the Lowbell Lane containers were replaced in Winter 2020 and the container in St Peter's car park was replaced by the contractor who undertook the bridge works during the summer of 2021.

Members asked the Clerk to seek the input from the Environment Agency, SADC Emergency Planning and Principal Community Protection Officer and Herts Fire and Rescue before bringing the plan back to this committee in May/June 2023. It was also suggested that perhaps the Environment Agency would like to reacquaint themselves with the area in the summer and meet with Parish Councillors.

Flooding on roads was discussed and this is a matter of reporting to the Hertfordshire Highways to have these gullies cleaned.

The use of church halls and the community centre for displaced persons were discussed and this is the responsibility of the District Council.

## **5.3 Tree Policy**

Members received the Council's tree policy and enquired if the tree survey undertaken in 2019 was part of the policy. They were advised that it was an internal document only. An amendment was made to item 5f in the policy. Officers were asked if there was a member of staff who had the qualification to deal with trees and it was explained that it is an expensive exercise to train for tree work and keep those qualifications up to date. It is also the case that if tree climbing is required, then there must be two qualified members of staff in case there is an incident to one of the staff in the tree, and the other must climb. They were advised that there must be a cost benefit analysis undertaken on this and it is not cost efficient to train staff for the amount of tree work that the parish council undertakes. There is also no spare capacity within the ground maintenance team to undertake this type of work.

Officers were asked how we dealt with dangerous trees on adjoining land to the parish council. Members were advised that this had recently happened on the boundary of Morris Recreation Ground and once the residents had been advised that the tree was not on parish council land, the residents had worked together to solve the issue. The tree in question had been reported to SADC Tree Officer for consideration for a Tree Preservation Order which had been duly granted. Works had been undertaken to the tree within this protected status.

Members went on to discuss the poplar trees on the boundary with Shenley Lane allotments and the Irish Club. It was explained that the tree policy is based on risk and the

risk of these trees falling and causing serious damage or injury was quite low. However, it was a matter for the Irish Club/St Albans District Council. It was **RESOLVED** to recommend to Council that the:

***Amended Tree Policy is adopted***

**5.4 Wildflower Verges**

Members discussed identifying verges in London Colney which were suitable for wildflowers. Members considered that residential areas are not necessarily suitable for wildflower sites. Members raised concerns that the public perception of wildflower meadows is that it is about the Council not bothering to cut them and it is an education matter. The parish council did receive funding for more wildflower sites, following on from the bund at Napsbury and one at Riverside. The funding will be spent on the bank at the bridge, on the road to the Green Dragon. Members wondered if there were any small sites on parish council land which could be converted into wildflower sites i.e., near the new container café. The Grounds Maintenance Manager mentioned that there are some parts of Morris Recreation Ground for this, and it could be included as part of the management plan for the site, as part of the Green Flag application.

It was suggested that an article in the next newsletter could ask for suggestions from residents for wildflower sites and any suggestions could be reviewed at the next meeting.

**5.5 Community Garden**

This item will be deferred.

**5.6 Hertfordshire Essex Rapid Transit**

Members considered this consultation and that there was insufficient relevance to London Colney to offer an opinion. They welcome anything to improve major transport links, especially from St Albans to Watford hospital and would welcome being consulted when there are more concrete plans. The Clerk will feed this back to the County Council.

**5.7 Consultation on Southwest Joint Strategic Plan**

Members considered the consultation and judged that they did not consider that the questions were relevant to the day to day lives of residents in London Colney.

**6. WORK PROGRAMME**

Members noted the forward work programme.

**7. DATE OF NEXT MEETING**

15 March 2022

The meeting closed at 2005.

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 1 FEBRUARY 2022, 6.30pm CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors M MacMillan (Chair), K Gardner, H Pakenham, S Pearl L Winstone

**IN ATTENDANCE:** E Payne, Clerk

#### 1. APOLOGIES

No apologies were received.

#### 2. DECLARATION OF INTEREST

Cllr Gardner declared an interest as a District Councillor who sat on Plans South.

#### 3. PUBLIC PARTICIPATION

There were no members of the public present.

#### 4. PLANNING POLICY

Members received the Planning Policy for review. The proposed revisions regarding considering any application in the Green Belt and any application in a Conservation Area was agreed and it was **RESOLVED to recommend to Council that:**

***The Planning Policy is adopted by Council***

#### 5. PLANING APPLICATIONS

- 5.1 5/2021/3630 - Single storey rear extension with lantern lights at 25 Rosemary Drive London Colney Hertfordshire AL2 1UD

Members considered the application and there were no objections.

- 5.2 5/2021/3552 - Part single, part two storey side and rear extension and alterations to openings (resubmission following refusal of 5/2021/2302) at 52 North Cottages Napsbury St Albans Hertfordshire AL2 1AW

Member considered the application which is within the Green Belt. Members judged that the size of the development would be a disproportionate development to the size of the original dwelling and that there were no special circumstances for this development to proceed. The proposal would be out of scale with the existing street scene, and it was **RESOLVED** to:

***Object to the planning application on the following grounds***

***Policy 1 – Metropolitan Green Belt***

***Policy 13 – Extensions in the Green Belt***

***Policy 72 – Extensions in residential areas***

- 5.3 5/2022/0095 - Subdivision of existing detached dwelling into pair of semi-detached dwellings with associated landscaping and parking, single storey rear extension with rooflights, raising

of ridge height to facilitate loft conversion into habitable accommodation at 53 White Horse Lane London Colney Hertfordshire AL21JP

Members considered the application and acknowledged that the district council had an insufficient housing supply which would make objecting to this application difficult. However, they considered that the location, near a junction with an arterial route from the A414 would make it problematic for any additional roadside parking and that the parking provision within the development was insufficient. It was **RESOLVED** to:

***Object to the development on the following grounds:  
Policy 40 – Residential Development Parking Standards***

- 5.4 5/2022/0039 - Demolition of existing dwelling and outbuildings and construction of replacement dwelling and garage with associated landscaping works and new vehicular access at 108 Harper Lane Shenley Radlett Hertfordshire WD7 9HL

Members considered this application and noted that the site is within the Metropolitan Green Belt. Members reviewed the plans which were much larger than the existing properties on site, were not in keeping with the scale and character of neighbouring properties and may be considered as an overdevelopment of the site within the Green Belt. It was **RESOLVED** to:

***Object to the development on the following grounds:  
Policy 1 – Metropolitan Green Belt  
Policy 69 - General Design and Layout***

## **6. DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 1745.

Signed ..... Date .....

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 1 FEBRUARY 2022, 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

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

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

**1. APOLOGIES**

All members were present.

**2. NOTIFICATIONS OF SUBSTITUTES**

Not applicable.

**3. DECLARATION INTEREST**

There were no declarations on any item on the agenda.

**4. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 16 November 2021 were adopted as a true record of the meeting.

**5. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**6. EVENTS HELD**

**6.1 Christmas Lights Switch On – 28 November 2021**

Members were pleased with the successful event which had been well attended and figures for expenditure/income were distributed.

**7. FUTURE EVENTS**

**7.1 Community Awards – 11 March 2022**

The nominations for this event closed on 31 January 2022. The decision panel will meet on 26 February 2022 to decide on the winners for each category. This will comprise of two Councillors and the parish council's community partners. Cllr MacMillan and Cllr Winstone will represent the parish council. Members asked for more information on who had nominated individuals and were advised that this was not possible on GDPR grounds. The decision panel will decide on the winners/runners up for each category solely based on reason the nominated individuals has been put forward and who nominated them is not relevant to this decision-making process.



The judging panel will meet on Thursday 24 February 2022. Members discussed the format for the event including the provision of entertainment between awards and the Events Officer will investigate suitable entertainment.

## **7.2 Litter Pick – Saturday 26 March 2022**

The Scouts are assisting, and residents will be encouraged to attend. SADC are supporting the event with equipment for litter collection and will dispose of the collected rubbish.

## **8. LARKS IN THE PARKS**

Members were advised that SADC have set the date for this event as Sunday 10 July 2022, which is later than normal due to other activities in the district. Members were disappointed at the short notice for the date being changed from its normal weekend. Members considered the length of time between this event and the Council's Picnic in the Park and judged that there was insufficient time to organise both events, and an adverse effect on staff resources. Members considered merging the two events but felt that they were different events, targeted to different audiences. It was **RESOLVED** that:

***London Colney Parish Council will not participate in Larks in the Parks on Saturday 10 July 2022.***

## **9. FIREWORK CONTRACT**

Members received the specification for the firework contract. They noted the amendment to the specification to include quieter fireworks. Amendments were made to the specification to encourage contractors to increase the number of quieter fireworks in subsequent displays, subject to the display quality being satisfactory. Members also asked for a clause in case the event had to be postponed for any unforeseen circumstances (national period of mourning, pandemic etc).

## **10. CHRISTMAS LIGHTS SWITCH ON EVENT**

Members were asked to confirm the date they wished to hold the Christmas lights switch on event. Members asked if Officers could ascertain from SADC when their event was being held. Officers advised Members that SADC's event will be in mid-November, and they would like a decision at tonight's meeting so that the event paperwork (road closures and Safety Advisory Group application) can be submitted during this quieter period. It was **RESOLVED** that:

***The Christmas Lights Switch On Event will be held on Sunday 4 December 2022***

## **11. QUEEN'S PLATINUM JUBILEE**

Members considered organising an event to commemorate the Queen's Platinum Jubilee on Sunday 5 June 2022. They were advised that there are already plans to have a 'Big Lunch' on Tuesday 31 May and the Holiday Inn would like to have a tea party on Wednesday 1 June. Members were also advised that supervising the event would be problematic with staff having personal commitments that weekend.

Members were advised that HCC are taking applications for road closures to facilitate street parties which would be free of charge. They were also advised that this would be included in an article for the March newsletter. They went on to consider how they could support residents

holding street parties. Members considered giving a 'cash' donation to residents organising street parties but were advised that this would not be transparent and there would be no audit trail. It was agreed that a 'street party kit' could be compiled which could include decorations such as bunting, flags and possibly temporary road closure signage. Members were keen to see some sort of children's activity included in the kit. A full proposal for this will be presented to the next meeting. An article will be included in the newsletter. It was **RESOLVED** to:

***Seek the approval of Finance & General Purpose for the amendment to the Events budget following the decision not to hold Larks in the Parks, and the virement from this budget heading to increase the general events budget to accommodate street party kits.***

## **12. NEWSLETTER**

Members were advised that the next newsletter is March 2022, and the copy deadline is Friday 4 February. Members considered the list of articles for inclusion including one on the withdrawal of the Hertsmere BC local plan, green article on parish council environmental activities, chair's article with a roundup on the year's activities including the budget. The doctor's surgery would like to have an article on their patient participation group and the Clerk will contact them directly.

## **13. WORK PROGRAMME**

Members noted the forward work programme. They asked what criteria would be used in the report on the lunch club evaluation and suggestions were made on the type of information they would like to see in the report. They were advised that it is not possible to compare year on year figures. They also asked Officers to investigate grant funding to support the activity.

## **14. DATE OF NEXT MEETING**

8 March 2022

The meeting closed at 2010.

Signed: .....

Date: .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 3 FEBRUARY 2022, AT 6.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

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

#### 1. APOLOGIES

All Councillors were present.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutes required.

#### 3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 9 December 2021 were received as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 STANDING ORDERS

Members received a report in response to a query raised at the last Finance & General Purposes Committee, regarding delegated authority to committees. Members noted the legal basis for committees to be given delegated power and it was **RESOLVED** to recommend to Council that:

***Standing Orders Version 12 are adopted by London Colney Parish Council***

##### 5.2 COMMUNITY GOVERNANCE REVIEW

Members considered the presentation that had been made to the Council by officers from St Albans District Council. The review will affect the boundaries of the parish and involves proposals to reorganise the parish wards. Members considered that the two proposed wards; Napsbury and London Colney would mean that in the event of a byelection, the parish could incur additional costs and it would be better to have smaller wards, which would mean that election expenses were less significant.

Members then considered the redrafting of some of the parish boundaries where there are anomalies (Suffolk Close and North Cottages). It had been suggested by St Stephens Parish Council that there was an opportunity to redraw mutual boundaries and the Chairman, and the Clerk will meet virtually with representations from St Stephens to discuss areas of mutual concern.

The consultation deadline is 31 March 2022, and a proposed response will be considered at the next meeting.

### **5.3 SALE OF ALCOHOL POLICY**

Members considered a proposed policy for the sale of alcohol, and it was **RESOVLED** to recommend to Council that:

***The Sale of Alcohol Policy is adopted.***

### **5.4 SPLASH PAD**

Members received a verbal update on the matter. They were advised that the contractor still needs to install the water features and infrastructure, safety surfacing and sail shade.

Officers are undertaking the upgrade of the water supply, the electrical infrastructure and fencing. Sources for the container café are being investigated and the Clerk is liaising with a commercial valuer to ascertain the level of rent to be charged for this; alongside working with the parish council's solicitor on a lease for the café. The Clerk will circulate quotations for the container café by email outside of the meeting for Members to agree a supplier, with the final decision being ratified by the next meeting. The Clerk will be advertising the café to rent once a rental figure has been agreed and will liaise with Members outside of the meeting by email.

## **6. 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.

### **6.1 LAND AT CALEDON COMMUNITY CENTRE**

Members were advised that this matter has not been progressed due to a lack of response from HCC's legal department. The Clerk was asked to raise the matter with Cllr Sarah Tallon in her capacity the County Councillor as well as writing to other relevant parties.

### **6.2 MARGARET HOPKINS SUITE**

Members were advised that there is a potential tenant for these offices and the Clerk will report to a meeting once the terms of the lease have been agreed.

## **7. DATE OF NEXT MEETING**

10 March 2022

The meeting closed at 1840 hours.

Signed: .....

Date: .....

## NOTES TO MINUTES

Members discussed the situation regarding the 84 bus and the news that Metrolink are planning to withdraw from the service from 1 April 2022.

Members expressed concerns that the parish council were not consulted on this matter, even though the County Council had been made aware of the situation before Christmas 2021. It would appear that the decision is due to the subsidy being withdrawn at the end of March.

The Chairman of the Council will be asked to draft a press release to distribute to the press and the Clerk was asked to devise a petition for residents to sign. Members were advised that there is already an online petition with over 5,000 signatures but Members felt that a local one to London Colney was more relevant.

Members asked the Clerk to write to Cllr Tallon, the County Councillor to investigate if there is an opportunity to be consulted on any new provider of the service.



## **LONDON COLNEY PARISH COUNCIL**

### **SALE OF ALCOHOL POLICY**

#### **Introduction**

As an organisation with its roots in the community, London Colney Parish Council takes our responsibilities for the sale of alcohol on our premises very seriously.

We have two halls at the community centre which are available for hire for private parties. Our licence prevents us from taking hires for birthday parties between 13-25. The majority of our hires are for private family parties including weddings and christenings.

When we have organised community events, we operate a bar for the sale of alcoholic refreshments. We are not open for alcohol sales to the general public.

#### **The law relating to the sale of alcohol**

It is against the law to sell alcohol to:

- Anyone who is under 18 years and can lead to a maximum fine of £20,000 for the bar manager/premises
- To knowingly sell alcohol to someone who is drunk
- For an adult to buy or attempt to buy alcohol on behalf of someone who is under 18
- For someone under 18 to attempt to buy alcohol or to be sold alcohol

We are within our rights to refuse to sell alcohol to an adult if they are accompanied by a child and we think that the alcohol is being bought for the child.

#### **Premises Licence**

The parish council has a premises licence (LN/020080594) for the Caledon Community Centre which enables the following activities:

- Plays
- Films
- Indoor sporting events
- Live Music
- Recorded music
- Dance performances
- Facilities for dancing
- Late night refreshments
- Alcohol sales on the premises
- Premises open to the public

The parish council also has a premises licence for Morris Recreation Ground for the following activities:

- Plays
- Live indoor sporting events
- Live music
- Recorded music
- Facilities for making music

### **Premises Licence Holder/Designated Premises Supervisor**

Guidance issued under section 182 of the Licensing Act 2003 states that a designated premises supervisor (DPS) will normally be the person who has been given day to day responsibility for the running of the premises by the premises licence holder. The parish council has a designated premises supervisor who is on duty at all private and public events where alcohol is on sale.

The premises licence holder, the DPS and all staff on our premises are aware of their obligations under the Licensing Act 2003 relating to the sale of alcohol to children. It is the premises licence holder and DPS responsibility to keep within the law and ensure that there are systems in place that will act as a legal defence to an allegation that a sale of alcohol has taken place to an individual under the minimum legal age.

### **ID for Alcohol**

Acceptable forms of ID to prove you are over 18 are:

- A photo driving licence
- Passport
- A proof of age card from the national Proof of Age Standards Scheme

It is a criminal offence to use false or borrowed ID to gain entry to licensed premises or to buy alcohol.

### **Challenge 25**

Challenge 25 is a scheme that encourages anyone over 18 but looks under 25 to carry acceptable ID when they want to buy alcohol. The Parish Council endorses this scheme, and we have an age verification policy.

**LONDON COLNEY PARISH COUNCIL**  
**PREMISES AGE VERIFICATION POLICY**

This policy applies in relation to the sale or supply of alcohol at:

Caledon Community Centre  
Caledon Road  
London Colney  
AL2 1PU

Name of Premises Licence Holder: London Colney Parish Council

Name of Designated Premises Supervisor Christopher McCracken

1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:
  - A photo card driving licence
  - A passport
  - A proof of age card bearing the PASS hologram
2. Responsible Persons  
For the purposes of this policy the following are considered to be responsible persons:
  - the holder of the premises licence.
  - the designated premises supervisor;
  - a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
  - a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

**ANNEX A:**

Further guidance

- By selling alcohol to a person who is under 18 it is YOU that commits the offence as well as the customer.
  - Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three-month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
  2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48-hour closure notice rather than face criminal liability.
  3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2. The premises licence holder must ensure that staff (in particular staff who are involved in the supply



of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed..... PREMISES LICENCE HOLDER

Date.....

Signed..... DESIGNATED PREMISES SUPERVISOR

Date.....

**COLNEY PARISH COUNCIL**  
**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**  
**TUESDAY 8 FEBRUARY 2022, 3.00PM**  
**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**

There were no declarations of interest.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 23 November 2021 were adopted as a true record of the meeting.

**4. REPORTS TO COMMITTEES**

**4.1 Health and Safety Report**

Members received a report regarding the implementation of the Council's health and safety policy. There had been no incidents to report. Members noted that the Grounds Maintenance Manager's IOSH Managing Safely qualification should be renewed in 2021 as it had been achieved in 2018 and it is recommended that the qualification is renewed every 3 years. It was **RESOLVED** to:

***Note the report***

**4.2 Apprenticeship**

Members received a report on the feasibility of having a Grounds Maintenance Apprentice. Members noted the costs in relation salary and the amount of training time that the apprentice would have in their normal working week (20% per week) and the permanent nature of recruitment to the workforce through apprenticeship. It was felt that this would not be feasible within the current staffing structure, and it was decided not to progress the matter.

**4.3 Staff Handbook**

Members were advised that the Clerk does not have the capacity at the moment to review the staff handbook due to other projects that are in hand.

**4.4 HR Consultant**

Members received a report regarding the engagement of an HR consultant. Currently the Clerk consults with an HR consultant on an ad hoc basis at an hourly fee. Members were asked if this was something that they would like to investigate and that an additional £1000 had been added to the Professional Fees Budget for 2022/23. Members were advised that HR is a complicated field and there were legal implications, along with costs, if a wrong decision was made. Whilst the Clerk is

confident in day-to-day HR matters, more complicated ones like TUPE or redundancy or the composition of employment contracts would benefit from additional advice. Members asked the Clerk to devise a specification to engage an HR consultant, to be agreed at the next meeting.

## **5. WORK PROGRAMME**

Members received this committee's work programme and asked for an update on the HR consultant specification and the Facilities Officer's role to be added to the programme.

## **6. 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

### **6.1 Grounds Maintenance Staff**

Members received a verbal report on the recruitment process for Grounds Maintenance staff. There has been little interest in the advertisement which is on notice boards and the following websites: Indeed, the Job Centre and the parish council. Members were advised that the Groundsman's contract had been increased to 37 hours per week and some ad hoc support from the weekend caretaker was available but with the onset of the Spring/Summer and the cricket season, it will be a strain on the remaining staff if a new member of staff could not be recruited.

Members enquired what training the Groundsman needed to undertake the role and were advised that there are some training courses with the Football Association which the Clerk and Grounds Maintenance Manager are investigating. Any training would be arranged through the Clerk's delegated powers and would be met by the Training Budget.

### **6.2 Caretaker/Cleaner**

Members were given a verbal update on this item and there will be more information available at the next meeting.

## **7. DATE OF NEXT MEETING**

Tuesday 15 March 2022.

The meeting closed at 1600.

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

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 3 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: INCOME AND EXPENDITURE REPORT Q3 – VARIANCES**

**1. SUMMARY**

- 1.1 This report explains any variances +15% on the income/expenditure report for Q3, ending 31 December 2021

**2. RECOMMENDATION**

Members are asked to note the report.

### 3. EXPLANATION OF VARIANCES

Cost Centre	Income/Expenditure Code	Description	Budget	Expenditure	Reason for Variance
100	1085	S106 Income	0	£37,904.14	£16,000.82 – Splash pad £3,228.00 – sports field upgrades used to purchase new football equipment, along with grant from Football Foundation £18,675.32 – MW refurbishment
100	1900	Miscellaneous Income	£250	£1,026	Rent for St Peter's car park during bridge refurbishment
100	4030	Staff Training	£500	£692	Additional costs relating to booking software training
100	4035	Payroll Charges	£550	£616	Increase in charges for payroll after budget was agreed.
100	4140	Salaries Cleaning/Caretaking	£13,115	£13,528	Had to use external contractor to cover for staff holiday/sickness
100	4523	Neighbourhood Plan	£2,500	£8,100	Grants received to cover additional expenditure
100	4550	Computing Costs	£6,000	£11,766	Purchase of bookings software/new hardware to be met from General Reserves
100	4565	Legal and Professional Fees	£1,500	£6,106	Unbudgeted legal advice sought regarding the village club
100	4575	Internal & External Audit	£2,500	£4,615	Additional costs relate to Public Interest Report
100	4900	Miscellaneous Expenditure	£75	£296	To be checked
120	1080	Other Grants Received	0	£21,185	Grants received: CDA – £200 towards cost of Christmas biscuits Football Foundation Grant - £2955 towards new football equipment, supplemented by S106 funding St Albans Old Peoples Trust - £4,830 for seated exercise Neighbourhood Plan Grants - £20,000 £2,000 HCC - £1200 for defibrillator
200	4105	MW Utilities Electricity	£2,750	£3,055	Inadequate budget set
200	4200	MW Maintenance	£500	£7,426	Refurbishment of pavilion, paid for by S106 funding

200	4220	MW Playing Field Maintenance	£300	£4,773	Additional expenditure on football equipment, see other grants received above
210	4111	GM – Utilities Water Allotments	£450	£995	Water leak increased costs
210	4270	GM Clock maintenance	£200	£810	Unbudgeted expenditure
220	4220	SL Playing Field maintenance	£500	£1,788	Additional expenditure on football equipment, see other grants received above
230	4000	CC Salaries	£6,943	£10,724	Unbudgeted expenditure of staff salaries
230	4206	CC Fire & Security Alarms	£1,000	£1,570	Unbudgeted expenditure
320	4170	FW Bar Supplies	£300	£454	Unused bar supplies at FW used at Christmas lights switch on

#### 4. **IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Internal control function
Resources (including workforce)	N/A
Risk Management	N/A

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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	286,350	286,350	0			100.0%	
1085 S106 Income	47,904	0	(47,904)			0.0%	
1090 Interest Received	70	500	430			14.0%	
1100 Parish News Letter Income	1,526	0	(1,526)			0.0%	
1110 Allotment Income	0	1,700	1,700			0.0%	
1120 Fishing Rights	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	1,917	4,000	2,083			47.9%	
1900 Miscellaneous Income	1,026	250	(776)			410.4%	
1970 Good Neighbour Scheme Income	94	0	(94)			0.0%	
Central Operations :- Income	<b>339,988</b>	<b>293,900</b>	<b>(46,088)</b>			<b>115.7%</b>	<b>0</b>
4630 Bowmans Cross	1,486	0	(1,486)		(1,486)	0.0%	
Central Operations :- Direct Expenditure	<b>1,486</b>	<b>0</b>	<b>(1,486)</b>	<b>0</b>	<b>(1,486)</b>		<b>0</b>
4000 Salaries	43,784	63,543	19,759		19,759	68.9%	
4005 National Insurance Costs	6,925	14,101	7,176		7,176	49.1%	
4010 Employer Pension Costs	17,858	21,199	3,341		3,341	84.2%	
4030 Staff Training	692	500	(192)		(192)	138.5%	
4035 Payroll Charges	616	550	(66)		(66)	112.0%	
4045 Councillor Training/Courses	62	500	438		438	12.5%	
4050 Health and Safety	506	2,500	1,994		1,994	20.2%	
4055 Chairmans Allowance	118	300	182		182	39.5%	
4060 Meeting Expenses	44	125	81		81	35.1%	
4140 Salaries Cleaning/Caretaking	13,528	13,115	(413)		(413)	103.2%	
4145 Cleaning Supplies	1,327	1,750	423		423	75.9%	
4150 Insurance	3,856	4,100	244		244	94.0%	
4155 Licences	193	0	(193)		(193)	0.0%	
4200 Maintenance	172	0	(172)		(172)	0.0%	
4220 Playing Field Maintenance	13	0	(13)		(13)	0.0%	
4325 Trade Refuse	3,668	3,850	182		182	95.3%	
4500 Office Supplies	734	750	16		16	97.8%	
4505 Postage	66	250	184		184	26.4%	
4510 Office Machine Leasing & Costs	1,133	1,650	517		517	68.7%	
4515 Parish Magazine - Printing	3,885	5,000	1,115		1,115	77.7%	
4520 Parish Magazine - Distribution	1,170	1,300	130		130	90.0%	
4523 Neighbourhood Plan	8,100	2,500	(5,600)		(5,600)	324.0%	
4525 Advertising & Promotion	0	500	500		500	0.0%	
4530 Telephone/Fax/Internet	693	1,400	707		707	49.5%	
4535 Allotment Leases	1	650	649		649	0.2%	
4540 Subscriptions	1,702	1,700	(2)		(2)	100.1%	
4546 Charity Collection Pay Over	2,000	0	(2,000)		(2,000)	0.0%	

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4550 Computing Costs	11,766	6,000	(5,766)		(5,766)	196.1%	
4555 Website Maintenance	149	250	101		101	59.6%	
4560 Bank Charges	56	75	19		19	74.8%	
4561 Bad Debt write off	0	100	100		100	0.0%	
4565 Legal & Professional Fees	6,106	1,500	(4,606)		(4,606)	407.1%	
4575 Internal & External Audit	4,615	2,500	(2,115)		(2,115)	184.6%	
4580 Professional Costs	(1,063)	2,000	3,063		3,063	(53.1%)	
4585 Christmas Biscuits	398	600	202		202	66.3%	
4610 Traffic Enforcement	0	3,500	3,500		3,500	0.0%	
4900 Miscellaneous Expenditure	269	75	(194)		(194)	358.8%	
5000 General Event Costs	460	0	(460)		(460)	0.0%	
Central Operations :- Indirect Expenditure	<b>135,605</b>	<b>158,433</b>	<b>22,828</b>	<b>0</b>	<b>22,828</b>	<b>85.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>202,896</b>	<b>135,467</b>	<b>(67,429)</b>				
<u>110 Civic and Democratic</u>							
4705 Election Expenses	0	6,000	6,000		6,000	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>				
<u>120 Grants</u>							
1080 Other Grants Received	21,185	0	(21,185)			0.0%	
Grants :- Income	<b>21,185</b>	<b>0</b>	<b>(21,185)</b>				<b>0</b>
4800 Grants - Other	636	2,500	1,865		1,865	25.4%	
4820 Grants CASTAD	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	<b>636</b>	<b>3,500</b>	<b>2,865</b>	<b>0</b>	<b>2,865</b>	<b>18.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20,550</b>	<b>(3,500)</b>	<b>(24,050)</b>				
<u>200 Morris Way Pavilion/Fields</u>							
1200 Hire of Pavilions	1,098	2,700	1,602			40.7%	
1210 Hire of Sports Pitch	5,560	5,000	(560)			111.2%	
Morris Way Pavilion/Fields :- Income	<b>6,659</b>	<b>7,700</b>	<b>1,041</b>			<b>86.5%</b>	<b>0</b>
4105 Utilities - Electricity	3,055	2,750	(305)		(305)	111.1%	
4110 Utilities - Water	351	1,500	1,149		1,149	23.4%	
4115 Utilities - Rates	0	180	180		180	0.0%	
4200 Maintenance	7,426	500	(6,926)		(6,926)	1485.2%	
4220 Playing Field Maintenance	4,773	300	(4,473)		(4,473)	1590.8%	
4230 Playground Maintenance	48	0	(48)		(48)	0.0%	



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## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Splash Pad	109,746	0	(109,746)		(109,746)	0.0%	
Morris Way Pavilion/Fields :- Indirect Expenditure	<b>125,397</b>	<b>5,230</b>	<b>(120,167)</b>	<b>0</b>	<b>(120,167)</b>	<b>2397.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(118,739)</b>	<b>2,470</b>	<b>121,209</b>				
<b><u>210 Grounds and Maintenance Dept</u></b>							
1110 Allotment Income	2,082	0	(2,082)			0.0%	
Grounds and Maintenance Dept :- Income	<b>2,082</b>	<b>0</b>	<b>(2,082)</b>				<b>0</b>
4000 Salaries	44,575	73,267	28,692		28,692	60.8%	
4001 Wages - Napsbury Support fund	0	3,000	3,000		3,000	0.0%	
4105 Utilities - Electricity	42	1,500	1,458		1,458	2.8%	
4111 Utilities - Water - Allotments	995	450	(545)		(545)	221.2%	
4200 Maintenance	178	1,000	822		822	17.8%	
4220 Playing Field Maintenance	166	500	334		334	33.1%	
4230 Playground Maintenance	382	2,150	1,768		1,768	17.8%	
4270 Clock Maintenance	810	200	(610)		(610)	404.8%	
4300 Xmas Lights Maintenance/Rent	8,314	9,000	686		686	92.4%	
4305 Vehicle Maintenance & Costs	1,090	2,000	910		910	54.5%	
4310 Machine Maintenance & Costs	164	1,750	1,586		1,586	9.4%	
4315 Fuel inc Red Diesel	2,450	2,500	50		50	98.0%	
4320 Vehicle Insurance	767	1,100	333		333	69.7%	
4330 Signs, Boards & Seats	(515)	1,000	1,515		1,515	(51.5%)	
4331 Memorial Benches	718	0	(718)		(718)	0.0%	
4335 Lowbell Ln River Edge & Green	82	400	318		318	20.4%	
4340 Plants & Flowers	3,134	3,500	366		366	89.5%	
4345 Tree Maintenance	337	4,000	3,663		3,663	8.4%	
4355 Litter Bins	19	500	481		481	3.8%	
4360 Allotments Repairs & Maint,	445	750	305		305	59.3%	
4385 Equipment - Grounds & Maintena	74	750	676		676	9.9%	
Grounds and Maintenance Dept :- Indirect Expenditure	<b>64,226</b>	<b>109,317</b>	<b>45,091</b>	<b>0</b>	<b>45,091</b>	<b>58.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(62,144)</b>	<b>(109,317)</b>	<b>(47,173)</b>				
<b><u>220 Shenley Lane</u></b>							
1210 Hire of Sports Pitch	624	1,500	876			41.6%	
Shenley Lane :- Income	<b>624</b>	<b>1,500</b>	<b>876</b>			<b>41.6%</b>	<b>0</b>
4105 Utilities - Electricity	86	200	114		114	42.9%	
4110 Utilities - Water	0	350	350		350	0.0%	
4200 Maintenance	44	150	106		106	29.1%	

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## Cost Centre Report

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4220 Playing Field Maintenance	1,788	500	(1,288)		(1,288)	357.7%	
4230 Playground Maintenance	0	200	200		200	0.0%	
Shenley Lane :- Indirect Expenditure	<b>1,918</b>	<b>1,400</b>	<b>(518)</b>	<b>0</b>	<b>(518)</b>	<b>137.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,294)</b>	<b>100</b>	<b>1,394</b>				
<u>230 London Colney Community Centre</u>							
1250 Bar Takings	4,029	0	(4,029)			0.0%	
1260 Hall Hire & Rent - Ad Hoc Hire	5,815	6,000	185			96.9%	
1265 Hall Hire & Rent - Regular Hir	4,750	30,000	25,250			15.8%	
London Colney Community Centre :- Income	<b>14,594</b>	<b>36,000</b>	<b>21,406</b>			<b>40.5%</b>	<b>0</b>
4000 Salaries	10,724	6,943	(3,781)		(3,781)	154.5%	
4015 Casual Staff	347	0	(347)		(347)	0.0%	
4100 Utilities - Gas	1,767	2,000	233		233	88.4%	
4105 Utilities - Electricity	2,101	5,500	3,399		3,399	38.2%	
4110 Utilities - Water	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,350	44		44	96.7%	
4155 Licences	605	1,500	895		895	40.4%	
4170 Bar Supplies	3,454	0	(3,454)		(3,454)	0.0%	
4180 Bar Repairs & Servicing	358	0	(358)		(358)	0.0%	
4185 Kitchen & Caretaking Supplies	800	770	(30)		(30)	103.9%	
4200 Maintenance	1,812	5,000	3,188		3,188	36.2%	
4206 Fire & Security Alarms	1,570	1,000	(570)		(570)	157.0%	
4220 Playing Field Maintenance	227	250	23		23	90.8%	
4230 Playground Maintenance	32	0	(32)		(32)	0.0%	
5020 Other Event Costs	1	0	(1)		(1)	0.0%	
London Colney Community Centre :- Indirect Expenditure	<b>25,106</b>	<b>26,513</b>	<b>1,407</b>	<b>0</b>	<b>1,407</b>	<b>94.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,512)</b>	<b>9,487</b>	<b>19,999</b>				
<u>240 Napsbury Park Pavilion/Fields</u>							
1200 Hire of Pavilions	2,425	3,500	1,076			69.3%	
1210 Hire of Sports Pitch	1,209	1,500	291			80.6%	
1212 Hire of Cricket Pitch	2,222	500	(1,722)			444.4%	
1214 School Pitch Hire	1,225	0	(1,225)			0.0%	
Napsbury Park Pavilion/Fields :- Income	<b>7,081</b>	<b>5,500</b>	<b>(1,581)</b>			<b>128.7%</b>	<b>0</b>
4100 Utilities - Gas	645	1,000	355		355	64.5%	
4105 Utilities - Electricity	376	850	474		474	44.2%	
4110 Utilities - Water	0	850	850		850	0.0%	

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4200 Maintenance	1,623	3,000	1,377		1,377	54.1%	
4220 Playing Field Maintenance	955	1,250	295		295	76.4%	
5020 Other Event Costs	136	0	(136)		(136)	0.0%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	<b>3,735</b>	<b>6,950</b>	<b>3,215</b>	<b>0</b>	<b>3,215</b>	<b>53.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,345</b>	<b>(1,450)</b>	<b>(4,795)</b>				
<b>300 Larks in the Park</b>							
1250 Bar Takings	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
Larks in the Park :- Income	<b>0</b>	<b>2,100</b>	<b>2,100</b>			<b>0.0%</b>	<b>0</b>
4170 Bar Supplies	0	750	750		750	0.0%	
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	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	152	152		152	0.0%	
Larks in the Park :- Indirect Expenditure	<b>0</b>	<b>6,342</b>	<b>6,342</b>	<b>0</b>	<b>6,342</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,242)</b>	<b>(4,242)</b>				
<b>320 Fireworks</b>							
1250 Bar Takings	681	600	(81)			113.5%	
1300 Event Income - Concessions	370	250	(120)			148.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
Fireworks :- Income	<b>1,051</b>	<b>1,350</b>	<b>299</b>			<b>77.8%</b>	<b>0</b>
4155 Licences	21	0	(21)		(21)	0.0%	
4170 Bar Supplies	454	300	(154)		(154)	151.5%	
5000 General Event Costs	359	842	483		483	42.7%	
5010 Food Costs	12	100	88		88	11.6%	
5015 Entertainment Costs	4,250	4,958	708		708	85.7%	
5020 Other Event Costs	257	747	490		490	34.4%	
5035 Road Closures	2,340	1,600	(740)		(740)	146.3%	
Fireworks :- Indirect Expenditure	<b>7,693</b>	<b>8,547</b>	<b>854</b>	<b>0</b>	<b>854</b>	<b>90.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,642)</b>	<b>(7,197)</b>	<b>(555)</b>				
<b>340 Remembrance Sunday</b>							
5000 General Event Costs	102	176	74		74	58.2%	
5015 Entertainment Costs	260	500	240		240	52.0%	
5020 Other Event Costs	90	400	310		310	22.5%	

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5035 Road Closures	860	955	95		95	90.1%	
Remembrance Sunday :- Indirect Expenditure	<b>1,312</b>	<b>2,031</b>	<b>719</b>	<b>0</b>	<b>719</b>	<b>64.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,312)</b>	<b>(2,031)</b>	<b>(719)</b>				
<u>370 Lunch Club</u>							
1310 Event Income - Ticket Sales	223	0	(223)			0.0%	
1350 Lunch Club Income - Tuesday	1,318	0	(1,318)			0.0%	
1355 Lunch Club Income - Thursday	1,261	0	(1,261)			0.0%	
Lunch Club :- Income	<b>2,802</b>	<b>0</b>	<b>(2,802)</b>				<b>0</b>
5050 Lunch Club Food Costs	4,525	0	(4,525)		(4,525)	0.0%	
Lunch Club :- Indirect Expenditure	<b>4,525</b>	<b>0</b>	<b>(4,525)</b>	<b>0</b>	<b>(4,525)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,723)</b>	<b>0</b>	<b>1,723</b>				
<u>380 Christmas Lunch Club</u>							
1310 Event Income - Ticket Sales	63	0	(63)			0.0%	
Christmas Lunch Club :- Income	<b>63</b>	<b>0</b>	<b>(63)</b>				<b>0</b>
<b>Net Income</b>	<b>63</b>	<b>0</b>	<b>(63)</b>				
<u>400 General Council Events</u>							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	600	600			0.0%	
1370 Seated Exercise Income	68	0	(68)			0.0%	
1401 Charity Collections	4,086	0	(4,086)			0.0%	
General Council Events :- Income	<b>4,154</b>	<b>1,300</b>	<b>(2,854)</b>			<b>319.5%</b>	<b>0</b>
5000 General Event Costs	366	297	(69)		(69)	123.2%	
5010 Food Costs	15	370	355		355	4.1%	
5015 Entertainment Costs	0	3,790	3,790		3,790	0.0%	
5020 Other Event Costs	0	630	630		630	0.0%	
5070 Seated Exercise Costs	2,800	0	(2,800)		(2,800)	0.0%	
General Council Events :- Indirect Expenditure	<b>3,181</b>	<b>5,087</b>	<b>1,906</b>	<b>0</b>	<b>1,906</b>	<b>62.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>973</b>	<b>(3,787)</b>	<b>(4,760)</b>				
<u>420 Halloween Disco</u>							
1250 Bar Takings	435	100	(335)			435.2%	
1310 Event Income - Ticket Sales	286	300	14			95.3%	
Halloween Disco :- Income	<b>721</b>	<b>400</b>	<b>(321)</b>			<b>180.3%</b>	<b>0</b>

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5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	106	150	44		44	70.5%	
5015 Entertainment Costs	150	200	50		50	75.0%	
5020 Other Event Costs	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	<b>256</b>	<b>494</b>	<b>238</b>	<b>0</b>	<b>238</b>	<b>51.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>465</b>	<b>(94)</b>	<b>(559)</b>				
<u>430 Christmas Light Switch On</u>							
1250 Bar Takings	677	600	(77)			112.8%	
1300 Event Income - Concessions	420	480	60			87.5%	
Christmas Light Switch On :- Income	<b>1,097</b>	<b>1,080</b>	<b>(17)</b>			<b>101.6%</b>	<b>0</b>
4170 Bar Supplies	119	300	181		181	39.7%	
5000 General Event Costs	665	688	23		23	96.7%	
5015 Entertainment Costs	0	150	150		150	0.0%	
5020 Other Event Costs	284	302	18		18	94.1%	
5035 Road Closures	0	1,850	1,850		1,850	0.0%	
Christmas Light Switch On :- Indirect Expenditure	<b>1,069</b>	<b>3,290</b>	<b>2,221</b>	<b>0</b>	<b>2,221</b>	<b>32.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>28</b>	<b>(2,210)</b>	<b>(2,238)</b>				
<u>440 Twixmas</u>							
1250 Bar Takings	0	140	140			0.0%	
1310 Event Income - Ticket Sales	0	650	650			0.0%	
Twixmas :- Income	<b>0</b>	<b>790</b>	<b>790</b>			<b>0.0%</b>	<b>0</b>
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	250	250		250	0.0%	
Twixmas :- Indirect Expenditure	<b>0</b>	<b>644</b>	<b>644</b>	<b>0</b>	<b>644</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>146</b>	<b>146</b>				
<u>460 Picnic in the Park</u>							
1300 Event Income - Concessions	440	350	(90)			125.7%	
1310 Event Income - Ticket Sales	837	2,625	1,788			31.9%	
Picnic in the Park :- Income	<b>1,277</b>	<b>2,975</b>	<b>1,698</b>			<b>42.9%</b>	<b>0</b>
5000 General Event Costs	229	436	207		207	52.5%	
5010 Food Costs	49	451	402		402	10.8%	
5015 Entertainment Costs	0	60	60		60	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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	2,000	2,000		2,000	0.0%	
Picnic in the Park :- Indirect Expenditure	<u>278</u>	<u>2,947</u>	<u>2,669</u>	<u>0</u>	<u>2,669</u>	<u>9.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>999</u>	<u>28</u>	<u>(971)</u>				
Grand Totals:- Income	403,376	354,595	(48,781)			113.8%	
Expenditure	376,423	346,725	(29,698)	0	(29,698)	108.6%	
<b>Net Income over Expenditure</b>	<u>26,953</u>	<u>7,870</u>	<u>(19,083)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>26,953</u>						

## Co-op Current Account

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Hertscom IT Ltd	DD 011021	178.80		ANNUAL WEBSITE HOSTING WEF 011
01/10/2021	St Albans District Council	DD 011021	131.00		NON DOMESTIC RATES APR21-MAR22
01/10/2021	TV LICENCE	DD	13.37		TV LICENCE
01/10/2021	AWM/SAINSBURYS	REVERSAL	-7.36		INCORRECT TOTAL POSTED
01/10/2021	AWM/SAINSBURYS	CORRECTION	7.35		CORRECTING AMOUNT
05/10/2021	Hertscom IT Ltd	051021	863.40		LCCC NEW WIFI ACCESS POINTS 3
06/10/2021	HERTFORDSHIRE COUNTY	DD 061021	1.00		COTLANDSWICK 290920-280921 ARR
06/10/2021	HERTFORDSHIRE COUNTY	061021	50.00		PEN LATE CHGE RE JUL21 PENS
06/10/2021	St Stephen Parish Council	2629	258.00		TRAINING/EXEM PLAY INSPECT TRA
06/10/2021	Print Shop St Albans	IN00014560	1,463.00		SEPT 2021 LC NEWS PRINT/DEL
06/10/2021	A HALL	BP	12.50		A HALL SAINSBURY SHOP
06/10/2021	Mr Fizz - Oak Farm Gas	061021	32.16		P/Ledger Electronic Payment
06/10/2021	CASUAL LABOUR BAR	BP	57.90		PAUL TWIGG BAR
07/10/2021	LAND REGISTRY	DC	6.00		LAND REG VILLAGE GREEN TITLE
07/10/2021	TOOLSTATION	D/CARD	4.98		DRILL BIT
08/10/2021	Base 52	SEPT 2021	52.14		P/Ledger Electronic Payment
08/10/2021	Home Maid Easy - Natasha Dee	00149	720.00		CLEANING 03-10/08/21
12/10/2021	Homebase	DC	82.70		HOMEBASE LIGHTS/CABLETIES
12/10/2021	TOOLSTATION	DC	5.52		TOOLSTATION LIGHT SENSOR
13/10/2021	Catercare Catering Equipment	47786	279.68		REPAIR TO ICE MACHINE
13/10/2021	EMO Oil / CERTAS ENGERY	7144396	544.64		GAS OIL
13/10/2021	Serebus Holistic Therapies	AMCH470	630.00		SEATED EXERCISE SEPT 2021
13/10/2021	Occupational Health Services L	1448	800.00		OH ASSESSMENT - TP
13/10/2021	Public Clocks Ltd	3719	971.57		CLOCK REPAIRS
13/10/2021	PKF LITTLEJOHN LLP	SB20213769	1,560.00		EXTERNAL AUDIT 2020/2021
13/10/2021	Netcare Europe Limited	13116	1,666.80		CABLING FOR 3 NEW ACCESS POINT
13/10/2021	Allstar Business Solutions Lim	131021	161.31		FUEL
14/10/2021	Hertscom IT Ltd	141021	51.56		CHARGES AUG/SEPT 2021
14/10/2021	Southern Electric / SSE Gas	141021	277.45		Purchase Ledger DDR Payment
14/10/2021	DAVIS S SALES	DC	223.12		SANTA GROTTO TOYS
15/10/2021	Hertscom IT Ltd	151021	652.20		IT MONTHLY COSTS
15/10/2021	A HALL (MORRISONS	BP	48.75		MORRISONS MULLED WINE
15/10/2021	A WINGATE MARTIN(SAINSBURY	BP	17.00		HALLOWEEN PARTY/FIREWORKS
15/10/2021	A WINGATE MARTIN (SAINSBURY	BP	51.00		MULLED WINE FIREWORKS
18/10/2021	Corona Energy - Electricity	181021	1,148.63		SHENLEY LANE ELEC 0109-300921
18/10/2021	Morrisons	DC	90.00		MULLED WINE
18/10/2021	Sainsburys	DC	54.00		MULLED WINE
18/10/2021	Sainsburys	DC	72.00		MULLED WINE
18/10/2021	Sainsburys	DC	90.00		MULLED WINE
19/10/2021	WORLDPAY	191021	101.52		RENTAL ETC 010921-300921
20/10/2021	Lamps & Tubes Illuminations Lt	70199	756.00		1ST STAGE XMAS LIGHTS INSTALL
20/10/2021	Dayla & James Pettit	201021	1,673.04		BAR STOCK
20/10/2021	RBL POPPY APPEAL	BP	135.50		4 WREATHS & 10 EVENT POPPIES
20/10/2021	ROSNA BEGUM	DEP REFUND	100.00		ROSNA BEGUM
20/10/2021	SHAMMIA KOODUN	DEP REFUND	100.00		SHAMMIA KOODUN RE 0310
21/10/2021	Society of Local Clerks	MEM236568	4.58		EP MEMBERSHIP FEE
21/10/2021	TONY SKINNER	DEP REFUND	100.00		TONY SKINNER RE 161021
21/10/2021	S B RAHMAN	DEP REFUND	100.00		S B RAHMAN RE 15/10/21

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## List of Payments made between 01/10/2021 and 31/12/2021

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25/10/2021	Southern Electric / SSE Gas	251021	130.22		Purchase Ledger DDR Payment
25/10/2021	Chiltern Timber Supplies Ltd	251021	168.00		TREE STAKES
25/10/2021	MACMILLAN CANCER SUPPORT	D/CARD	129.83		COFFEE MORNING 270921
26/10/2021	Sainsburys	D/CARD	513.00		MULLED WINE XMAS LIGHTS
27/10/2021	L A Turner	12	530.00		PAINTING OF GARAGE MORRIS WAY
27/10/2021	HCC - Herts Fullstop	271021	856.93		VARIOUS ITEMS
27/10/2021	Allstar Business Solutions Lim	271021	127.35		FUEL
27/10/2021	Hertfordshire Catering Ltd	271021	1,800.00		SEPT 2021 CATERING COSTS
27/10/2021	Rooftops	INV-0668	575.00		NAPS PAV ROOF REPAIR
27/10/2021	Minymize	A5 FLYER	25.00		A5 FLYER BOWMANS CROSS
28/10/2021	Castle Water Ltd	281021	5.00		Purchase Ledger DDR Payment
28/10/2021	Castle Water Ltd	281021	27.05		Purchase Ledger DDR Payment
28/10/2021	Veolia ES (UK) Ltd	281021	570.10		TRADE WASTE SEPT2021
28/10/2021	SALARIES OCT 2021	BP	10,765.75		SALARIES OCT 2021
29/10/2021	Baker Smith Limited	40568	453.60		LCCC TOILET REPAIRS
29/10/2021	Kingcombe Stonbury Ltd	0054	25,000.00		30% DEPSOIT RE SPLASH PAD
29/10/2021	Onecom Services Ltd	291021	28.31		MAINT PHONE
29/10/2021	SALARY	BP	74.95		M BURGE
29/10/2021	JUST PROJECTORS	DC	679.20		JUST PROJECTORS
29/10/2021	Screwfix	DC	57.50		FLOODLIGHT BULBS X 2
29/10/2021	Sainsburys	DC	3.00		SATSUMAS - HALLOWEEN PARTY
29/10/2021	CO-OP	DC	4.00		ITEMS FOR HALLOWEEN PARTY
29/10/2021	Morrisons	D/CARD	71.55		Morrisons HALLOWEEN FOOD PARTY
29/10/2021	FACEBOOK	D/CARD	1.69		FB AD RE LC FIREWORKS
30/10/2021	E PAYNE / AMAZON	D/CARD	25.95		PRESENTATION CLICKER
30/10/2021	EMMA PAYNE / AMAZON	BP	8.69		HDMI CABLE
01/11/2021	Base 52	2021	25.50		P/Ledger Electronic Payment
01/11/2021	Base 52	REV 2021	-25.50		P/Ledger Electronic Payment
01/11/2021	Kingcombe Stonbury Ltd	0054	25,000.00		30% DEPSOIT RE SPLASH PAD
01/11/2021	St Albans District Council	011121	131.00		NON DOMESTIC RATES APR21-MAR22
01/11/2021	TV LICENCE	DD	13.37		TV LICENCE
02/11/2021	Kingcombe Stonbury Ltd	0054	20,392.04		30% DEPSOIT RE SPLASH PAD
02/11/2021	Hertscom IT Ltd	021121	1,410.12		REMOTE ACCESS MW RBS BOOKING
03/11/2021	Linzie Barr	251021	150.00		HALLOWEEN PARTY ENTERTAINMENT
03/11/2021	HTC Fastenings Limited	704459	45.81		GAS/SEALANT/NOZZLE
03/11/2021	Base 52	OCT 2021	52.14		P/Ledger Electronic Payment
03/11/2021	HTC Fastenings Limited	704457	273.24		GOAL POST SECURITY CHAIN
03/11/2021	FACEBOOK	D/CARD	7.00		ADS 281021-021121
03/11/2021	HTC Fastenings Limited	704458	43.63		BROOM HEAD
03/11/2021	HERTFORDSHIRE COUNTY	031121	50.00		PEN CHGE LATE SUB AUG21 PENS
03/11/2021	Rooftops	VATINV0668	115.00		NAPS PAV ROOF REPAIR
03/11/2021	HCC	BP	2,065.18		HCC PENS SEPT 2021
03/11/2021	HMRC PAYE	BP	2,219.67		HMRC PAYE
03/11/2021	HCC	BP	2,304.96		HCC PENS OCT 2021
03/11/2021	HCC	BP	2,422.75		HCC PENS AUG 2021
03/11/2021	HCC	BP	2,458.09		HCC PENS JUL 2021
03/11/2021	HMRC	BP	2,629.33		HMRC PAYE
03/11/2021	HMRC	BP	2,734.38		HMRCPAYE



## Co-op Current Account

## List of Payments made between 01/10/2021 and 31/12/2021

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03/11/2021	MB ARCIAGA	BP	100.00		MB ARCIAGA 171021 DEP REFUND
03/11/2021	MICHELLE B ARCIAGA	BP	100.00		M B ARCIAGA 171021 DEP REFUND
03/11/2021	ARCIAGA	DUPLICATIO	-100.00		DUPLICATION REVERSAL
05/11/2021	Sainsburys	+D/CARD	11.62		VOLUNTEER TEA/COFFE/BISCUITS
09/11/2021	Hertscom IT Ltd	091121	50.35		LCCC PHONES
10/11/2021	Alban Locksmiths Ltd	17713	9.50		KEYS X 2
10/11/2021	Print Shop St Albans	IN00014793	478.40		BOWMANS CROSS FLYERS
10/11/2021	Home Maid Easy - Natasha Dee	00151	270.00		CLEANING 24-301021
10/11/2021	Allstar Business Solutions Lim	101121	118.31		FUEL
10/11/2021	N LALLMAHMED	BP	100.00		N LALLMAHMED 301021 DEP REFUND
10/11/2021	N LALLMAHOMED	BP	100.00		N LALLMAHOMED 301021 DEP REFUN
10/11/2021	LALLMAHOMED	DUPLICATIO	-100.00		DUPLICATION REVERSAL
15/11/2021	Screwfix	D/CARD	72.43		TOILET SEAT ETC
15/11/2021	WAITROSE	D/CARD	12.98		REMEMBRANCE WILK/TEA ETC
16/11/2021	Corona Energy - Elecricity	161121	1,318.37		NAPS PAV ELECT 0110-311021
16/11/2021	Hertscom IT Ltd	151121	767.40		MONTHLY IT COSTS
17/11/2021	L A Turner	13	746.00		MW PAV - PAINTING/MATERIALS
17/11/2021	Minymize	RJW	25.00		RJW ELECT ARTWORK - LC NEWS
17/11/2021	Minymize	APPLEONIA	25.00		APPLEONIA ARTWORK - LC NEWS
17/11/2021	Minymize	M WALSH	25.00		M WALSH ARTWOTK RE LC NEWS
17/11/2021	Minymize	S SARKAR	25.00		QUANTUMLEAP ARTWORK - LC NEWS
17/11/2021	George Browns Ltd	404737	109.44		HYDAULIC PIPES
17/11/2021	Gas Heating & Plumbing Solutio	1553	180.00		LCCC - BOILER SERVICE/REPAIR
17/11/2021	The Pipeing Experience	141121	260.00		REMEMBRANCE SUNDAY PIPER
17/11/2021	Gas Heating & Plumbing Solutio	1554	264.00		NAPS - BOILER SERVICE
17/11/2021	Fleet Line Markers Ltd	SI211979	390.85		MARKING PAINT SETS
17/11/2021	Serebus Holistic Therapies	AMCH473	560.00		OCT 2021 SEATED EXERCISE
17/11/2021	Youreventlive	INV0001	450.00		101121 - LIVE STREAMING PUBLIC
17/11/2021	AMAZON	D/CARD	8.98		CURTAIN HOOKS/HEADER
17/11/2021	Screwfix	D/CARD	39.99	WORK BOOTS - RHYS	232555575
17/11/2021	Kirsten Littlechild	171121	227.00		WAR MEMORIAL PLANTS
17/11/2021	PAUL TWIGG	BP	57.90		BAR 11/10/21
18/11/2021	UPC DISTRIBUTION LIMITED	D/CARD	66.95		PDFSAM SOFTWARE
19/11/2021	WORLDPAY	191121	77.70		TRANS CHGES 0110-311021
22/11/2021	Southern Electric / SSE Gas	221121	493.16		LCCC GAS 0110-311021
22/11/2021	Southern Electric / SSE Gas	221121	493.16		Purchase Ledger DDR Payment
22/11/2021	Southern Electric / SSE Gas	REVERSAL	-493.16		Purchase Ledger DDR Payment
22/11/2021	AMAZON	D/CARD	24.89		PURCHASE ORDER BOOKS
24/11/2021	Dulux Decorator Centre	SI7977587	44.04		MASONARY PAINT TINTED
24/11/2021	J Rochford Ltd	140428	69.84		TREE/TREE TIES/ROLL STRAP
24/11/2021	Dulux Decorator Centre	SI7867994	72.95		UNDERCOAT/GLOSS/GRAFFITTE REMO
24/11/2021	Dulux Decorator Centre	SI7977634	85.27		GLOSS/UNDERCOAT
24/11/2021	HCC - Herts Fullstop	241121	142.67		VARIOUS
24/11/2021	Catercare Catering Equipment	48004	150.00		SERVICE - LINCAT WATER BOILER
24/11/2021	RBS Rialtas Business Solutions	29226	1,171.20		FACILITIES BOOKING SOFTWARE
24/11/2021	Hertfordshire Catering Ltd	OCT 21	1,800.00		OCT 2021 CATERING COSTS
24/11/2021	Troy Hayes Planning Limited	2086	2,400.00		MEEETING/WRITING/DRAFT PLAN

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24/11/2021	Troy Hayes Planning Limited	2076	2,700.00		DRAFT PLAN NDP
24/11/2021	Allstar Business Solutions Lim	241121	115.53		Purchase Ledger DDR Payment
24/11/2021	S AHMED	BP	100.00		S AHMED 071121 DEP REFUND
24/11/2021	D VEERABUDREN	BP	79.00		D VEERABUDREN 131121 DEP REFUN
24/11/2021	SOFIA AHMED	BP	100.00		SOFIA AHMED 071121 DEP REFUND
24/11/2021	AHMED	DUPLICATIO	-100.00		DUPLICATION REVERSAL
25/11/2021	Wickes	D/CARD	8.25		WICKES
26/11/2021	Direct 365 Ltd	0001251857	193.19		100821-090822 FEM HYG UNITS
26/11/2021	SALARIES NOV 2021	BP	3,373.50		SALARIES NOV 2021
26/11/2021	B&Q	D/CARD	10.72		TWIST TIE/NUT CRACKER STEELCOR
26/11/2021	MW SEABROOK/ELLINGTON	BP	750.00		XMAS TREES NOV 2019/2020/2021
26/11/2021	1ST LONDON COLNEY SCOUT	BP	2,000.00		FIREWORKS COLLECTION CHARITY
29/11/2021	Castle Water Ltd	291121	5.00		Purchase Ledger DDR Payment
29/11/2021	Castle Water Ltd	291121	27.05		Purchase Ledger DDR Payment
29/11/2021	Veolia ES (UK) Ltd	291121	559.36		TRADE WASTE OCT 2021
29/11/2021	Castle Water Ltd	291121	5.00		Purchase Ledger DDR Payment
29/11/2021	SALARIES NOV 2021	BP	6,682.83		SALARIES NOV 2021
29/11/2021	TESCO	D/CARD	7.88		9V BATTERY - PA MIC
29/11/2021	PAUL TWIGG	BP	101.32		BAR 20 & 21/11/21
29/11/2021	FACEBOOK	D/CARD	1.31		FACEBOOK AD
30/11/2021	Onecom Services Ltd	301121	28.31		GRNDS/MAINT PHONE
30/11/2021	THE RANGE	D/CARD	398.90		CHRISTMAS BISCUITS
30/11/2021	THE RANGE	DC	-0.90		£398.90 SHOULD BE £398.00
01/12/2021	Alban Locksmiths Ltd	17837	16.18		CHANGING ROOM 3 - RIM LOCK
01/12/2021	HTC Fastenings Limited	706351	13.56		REPAIR LINKS
01/12/2021	Blitz Motor Factors	STS240694	14.44		REPLACEMNET MIRROR BN07WSY
01/12/2021	Base 52	NOV 2021	52.14		P/Ledger Electronic Payment
01/12/2021	Council HR and Governance Supp	LONC-02	487.50		JOB EVALUATIONS LCPC
01/12/2021	Konica Minolta	1158148654	92.27		RENTAL 011121-020222
01/12/2021	Arien Desgns Ltd	7330	127.80		POLYCARBONATE REPLACEMNET-NOTI
01/12/2021	L A Turner	1 241121	2,000.00		DECORATIONG/PLASTERING NAPSPAV
01/12/2021	Lamps & Tubes Illuminations Lt	70324	2,208.00		INFRASTRUCTURE WORKS
01/12/2021	Lamps & Tubes Illuminations Lt	70325	3,978.00		XMAS LIGHT RENTAL
01/12/2021	TV LICENCE	DD	13.37		TV LICENCE
01/12/2021	Society of Local Clerks	D/CARD	66.00		PRACTIONERS CONF 15-17/02/22
01/12/2021	St Albans District Council	DD	131.00		NON DOMESTIC RATES APR21-MAR22
01/12/2021	P TWIGG	BP	67.55		CASUAL LABOUR
01/12/2021	Allstar Business Solutions Lim	011221	94.82		DIESEL 231121
03/12/2021	Hertscom IT Ltd	031221	55.72		CALLS OCT21/RENTAL NOV21
03/12/2021	VAN EMDEN	BP	20.00		VAN EMDEN REFUND NAPS NOT OPEN
03/12/2021	K BAILEY	BP	100.00		K BAILEY DEP REFUND 201121
03/12/2021	D ACKLAND	BP	100.00		D ACKLAND DEP REFUND 211121
06/12/2021	Castle Water Ltd	061221	63.51		P/Ledger Electronic Payment
06/12/2021	ST ALBANS FOOD BANK	BP	20.00		ON BEHALF VAN EMDEN
07/12/2021	B&Q	D/CARD	12.00		B&Q LIGHT BULBS
07/12/2021	AMAZON	D/CARD	25.73		TOWER EXTENSION LEAD
07/12/2021	AMAZON	D/CARD	-25.73		AMAZON REVERSAL INCORRECT TOTA
07/12/2021	AMAZON	D/CARD	30.88		AMAZON TOWER EXTENSION

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08/12/2021	Selco Builders	7606052890	20.28		WARNING ANTI SLIP TAPE
08/12/2021	RENTEQ HIGHWAYS Ltd	38075	1,776.00		XMAS LIGHTS TRAFFIC MANAGMENT
08/12/2021	Selco Builders	7606052889	56.10		HAND WASH
08/12/2021	Debenhams Ottaway Solicitors	D043420	72.00		LEGAL ADVICE - LC VILLAGE CLUB
08/12/2021	Absolute Door Services Essex L	SI-5221	108.00		REPAIRS TO AUTOMATIC DOOR
08/12/2021	RENTEQ HIGHWAYS Ltd	38062	1,032.00		TRAFFIC MANAGEMENT REMEMBRANCE
08/12/2021	RENTEQ HIGHWAYS Ltd	38061	1,032.00		TRAFFIC MANAGEMENT FIREWORKS
08/12/2021	Castle Water Ltd	081221	437.70		Purchase Ledger DDR Payment
08/12/2021	V CHAVDA	BP	20.00		POWERING OF HASELDINE XMAS LIG
09/12/2021	J STEWART	BP	100.00		J STEWART HALL DEP REFUND 2811
10/12/2021	AMAZON	D/CARD	15.90		LUNCH CLUB ORDER PADS
10/12/2021	Home Maid Easy - Natasha Dee	00154	360.00		SPORTS CLEANING
10/12/2021	Selco Builders	101221	82.93		P/Ledger Electronic Payment
13/12/2021	Konica Minolta	1158119645	134.77		COPY/PRINTS 030811-021121
15/12/2021	Blitz Motor Factors	STS242938	7.48		TOW PLUG
15/12/2021	George Browns Ltd	405657	7.67		FUEL HOSE & SPARK PLUG
15/12/2021	Mr Fizz - Oak Farm Gas	186102	34.99		CO2 BAR
15/12/2021	Dulux Decorator Centre	SI181867.6	60.79		EXT MASONARY REPAIR FILER
15/12/2021	Mark Bilsby	151221	200.00		MC DUTIES F/WORKS & XMAS LIGHT
15/12/2021	Print Shop St Albans	IN00015058	1,662.00		DEC 21 LC NEWS PRINT/DELIVERY
15/12/2021	Entertainment Effects	3887	5,100.00		NOV 2021 FIREWORKS DISPLAY
15/12/2021	HERTFORDSHIRE COUNTY	51221	54.68		PEN CHGE LATE SUB PENS AUG21
15/12/2021	HERTFORDSHIRE COUNTY	151221 2	50.00		PEN CHGE LATE SUB PENS SEPT21
15/12/2021	HERTFORDSHIRE COUNTY	151221 3	57.68		PEN CHGE LATE SUB PENS JULY21
15/12/2021	Dulux Decorator Centre	SI8151413	55.18		DULUX MSNY SMOOTH
15/12/2021	L A Turner	2	3,400.00		MW HALL - INTERIM PMT LAB/MATS
15/12/2021	Hertscom IT Ltd	151221	869.22		MONTHLY IT COSTS
15/12/2021	Allstar Business Solutions Lim	151221	15.56		FUEL GROUNDS/MAINTENANCE
15/12/2021	Castle Water Ltd	151221	218.96		Purchase Ledger DDR Payment
15/12/2021	HERTFORDSHIRE COUNTY	151221	51.27		PEN CHGE LATE SUB PENS SEPT21
16/12/2021	M MACMILLAN	D/CARD	45.50		ST ANDREWS LUNCH ALCOHOL
16/12/2021	Sainsburys	D/CARD	12.00		CRACKERS FOR XMAS LUNCH
16/12/2021	B&Q	D/CARD	3.00		B&Q HOSE CONNECTORS
16/12/2021	Corona Energy - Electricity	161221	11.88		SHENLEY ELEC 0111-301121
16/12/2021	D ENLANDER	DEPREF1212	100.00		D ENLANDER HALL DEP REF 1212
16/12/2021	P VENGESAYI	DEPREF2711	100.00		P VENGESAYI HALL DEP REF 2711
16/12/2021	St Albans District Council	161221	180.00		LICENCING ACT LICENCE LCCC
17/12/2021	SELCO	D/CARD	29.61		NAPSURY WINDOW LEDGE
20/12/2021	Dayla & James Pettit	201221	937.30		BAR SUPPLIES
21/12/2021	WORLDPAY	211221	102.97		TRANS CHGES 0111-301121
22/12/2021	HCC - Herts Fullstop	221221	226.45		VARIOUS
22/12/2021	Auditing Solutions Ltd	A7259	552.00		HALF YEAR AUDIT - SEPT 2021
22/12/2021	Lamps & Tubes Illuminations Lt	70386	2,992.50		XMAS LIGHTS 2021/22 75%
22/12/2021	Chagos Consulting Ltd	000073	70.00		0101-311222 PARISH ONLINE TRNG
22/12/2021	Allstar Business Solutions Lim	221221	115.71		FUEL GROUNDS/MAINTENANCE
22/12/2021	KABIR	BP	100.00		KABIR HALL DEP REFUND
22/12/2021	CITY PLUMB CENTRE	D/CARD	10.55		CPS KITCHEN TAP INT VALVE
22/12/2021	W SEYMOUR	BP	184.00		HALL/DEP REFUNDED - CANCELLED

## Co-op Current Account

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/12/2021	Serebus Holistic Therapies	AMCH476	630.00		NOV 21 SEATED EXERCISE/YOGA
23/12/2021	SALARIES DEC 2021	BP	12,035.08		SALARIES DEC 2021
23/12/2021	Southern Electric / SSE Gas	231221	366.91		LCCC GAS 0411-301121
23/12/2021	GT CARAVANS/TOWING	D/CARD	12.00		TRALIER COUPLING
24/12/2021	Corona Energy - Electricity	241221	90.16		Purchase Ledger DDR Payment
29/12/2021	Pro medicus Ltd	0585	90.00		MEDIC COVER REMEMBRANCE
29/12/2021	Pro medicus Ltd	0576	320.00		MEDIC COVER F/WORKS & XMAS
29/12/2021	Hertscom IT Ltd	291221	61.33		PHONE COSTS
29/12/2021	Hertscom IT Ltd	291221 2	108.00		WEBCAM WITH MIC
29/12/2021	Castle Water Ltd	291221	5.00		Purchase Ledger DDR Payment
29/12/2021	Castle Water Ltd	291221 2	5.00		Purchase Ledger DDR Payment
29/12/2021	Castle Water Ltd	291221 3	27.05		Purchase Ledger DDR Payment
29/12/2021	Allstar Business Solutions Lim	291221	85.57		FUEL GROUNDS/MAINTENANCE
29/12/2021	SAINSBURYS FUEL	D/CARD	104.00		GROUNDS/MAINTENANCE FUEL
29/12/2021	Veolia ES (UK) Ltd	291221	541.34		Purchase Ledger DDR Payment
<b>Total Payments</b>			<u>201,103.44</u>		

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 3 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: INTERIM INTERNAL AUDIT REPORT 2021-22**

### **1. SUMMARY**

- 1.1 The internal auditors visited the parish council to undertake their interim examination of the parish council's accounts on Wednesday 17 November 2021.
- 1.2 This report was received by the Finance and General Purposes Committee on 9 December 2021 and the recommendations are to be received and agreed at the Council meeting on 3 March 2022

### **2. RECOMMENDATION**

Members are asked to receive the report and resolve to adopt the recommendations on pages 11-12 of the report.

### **3. BACKGROUND**

- 3.1 For the purposes of an internal audit, the parish council is classed as smaller authority as its gross income or expenditure does not exceed £6.5m (Local Audit and Accountability Act 2014).
- 3.2 Smaller authorities are required by the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control, and governance processes, taking into account public sector internal auditing standards or guidance.
- 3.3 The Council's appointed internal auditor, Auditing Solutions, undertakes two visits: one after the second quarter and one at the year end. Their role is to review the effectiveness of the Council's overall internal audit arrangements and be designed to provide sufficient assurance for the Council that standards are being met and that the work of the internal audit is effective.
- 3.4 As part of this review, the internal auditor should provide a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out areas of improvement required and any proposed remedial actions.

### **4. FINANCE**

- 4.1 The fee for the internal auditor is part of the budget for internal/external audit 100/4575

## 5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budgeted expenditure
Resources (including workforce)	N/A
Risk Management	Part of internal control mechanism

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## **London Colney Parish Council**

***Internal Audit Report: 2021-22 (Interim)***

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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 has been appointed to provide this service to London Colney Parish Council for the 2021-22 financial year.

This report sets out the results of our interim audit in relation to 2021-22, which was undertaken on 17<sup>th</sup> November 2021. We wish to thank the Parish Clerk and Finance Officer for providing the information required for the audit.

## **Internal Audit Approach**

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

Our audit programme is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions, and to afford a reasonable probability of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the AGAR, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

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

In the sections below, we have explained the objectives of each area of our audit, summarising the work we have undertaken to date and the key matters arising. During the course of our audit, we have identified a number of areas where action is required, some of which were raised in the previous year. These are set in the report, with the recommendations drawn together in the appended Action Plan. We ask that Members consider the content of this report and respond in due course to the recommendations set out in the Action Plan.

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



# Detailed Report

## Accounting and banking arrangements

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

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

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

Following receipt of a significant sum from the NHS for the lease of land for construction of the new doctor’s surgery, the Finance & General Purposes (F&GP) Committee resolved, in August 2020, that some of the funds not required for immediate use be placed in longer-term investments - £267,500 with the CCLA Public Sector Deposit Fund and £100,000 in a 90-day access account with Triodos Bank. The transfer of funds to the CCLA Public Sector Deposit Fund was made in February 2021. However, at the time of this latest audit visit, the agreed investment with Triodos Bank had still not been made. The Parish Clerk has confirmed that the delay has been due to issues with the paperwork, which are currently being resolved.

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

- the prior year’s closing balances were accurately rolled-forward to 2021-22 in the Omega accounting system;
- an appropriate cost centre and nominal ledger structure remains in place;
- the financial ledgers remained in balance at the time of our interim audit;
- from a sample review of two months’ transactions (May and September 2021), the details recorded in the Omega cash books reconcile to the bank statements. We also verified all inter-account transfers in the year to date;
- bank reconciliations are being undertaken on a monthly basis, using the Omega software and are being reviewed on a quarterly basis by an appointed Member. We reviewed the bank reconciliations as at 30<sup>th</sup> September 2021 and confirmed that these were accurate and that there were no long-standing uncleared cheques or deposits, or other anomalous entries;
- where journal entries are required, these are made by the Finance Officer and checked by the Parish Clerk; and
- effective IT back-up arrangements remain in place – through the Council’s IT support provider, Hertscom.

## Conclusion

*There were no matters arising from our audit work in this area in the year to date that require a formal comment or recommendation.*

## Corporate Governance arrangements

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

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

- Our review of the minutes of the Council for the 2021-22 financial year to the beginning of November 2021 did not identify any matters that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Council's Standing Orders and Financial Regulations were both due to be reviewed by the F&GP Committee at its meeting on 18<sup>th</sup> November 2021, for subsequent adoption by the Council;
- The Council has a wide range of policies and strategic documents in place, which are subject to regular review; and
- At its meeting on 5<sup>th</sup> May 2021, the Council formally adopted the General Power of Competence, having satisfied itself that all of the necessary criteria were met.

### *Conclusion and recommendations*

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

#### *(a) External Audit 'Public Interest Report' (PIR) on the 2019-20 accounts*

*When we issued our final update report for 2020-21, we noted that the Council had received a PIR from the External Auditors in relation to its failure to submit the AGAR for 2019-20. We have confirmed that this report was subsequently considered and accepted by the Council at its meeting on 30<sup>th</sup> June 2021. The minutes of the meeting state that the Chairman would liaise with the internal auditor on the situation and issue a statement which will accompany the Public Interest Report on the website. We note that a statement has been issued which refers to the Chairman having contacted the internal auditor. However, although we have offered to talk to the Chairman, by telephone or in person, we have not been able to do so.*

*R1. The Chairman's statement which accompanies the PIR on the website should be amended to remove the reference to having contacted the internal auditor.*

#### *(b) Retrospective Audit of the 2019-20 AGAR*

*The minutes of the Council meeting of 30<sup>th</sup> June 2021 also state that the Parish Clerk has retrospectively submitted the annual governance statement [we assume this refers to the AGAR] for 2019-20 to ensure that the Council was audited correctly. From our discussions with the Parish Clerk, we have confirmed that this external audit work has not yet been undertaken. From our own discussions with a representative of the External Auditors at the time of last year's final internal audit, we understood that, as the PIR had been issued and*

*the following year's external audit has already been completed, there would be little or no benefit from this exercise being undertaken and the Council would be charged for any work that would be required. We reported this view to the Parish Clerk.*

R2. *The Council should consider the merits of requesting a retrospective audit of the 2019-20 AGAR with the External Auditor, before incurring any expenditure.*

(c) *Council completion of the Annual Governance Statement (Section 1) in the 2020-21 AGAR.*

*In our final update report for 2020-21 (Recommendation 2), we advised the Council that, as no copy of the "Notice of Electors' Rights" had been retained in relation to the 2019-20 audit, it was not able to demonstrate that it had complied with the requirements of the Accounts & Audit Regulations regarding the exercise of electors' rights in the summer of 2020 (in relation to the 2019-20 accounts) and, therefore, must answer "No" to Assertion 4 in the Annual Governance Statement (Section 1 of the 2021-22 AGAR). We note that, when the Section 1 of the AGAR was subsequently completed, this assertion was answered as "Yes" and this led to a qualification by the External Auditor.*

*We note that in completing the 2020-21 audit, the External Auditor identified an error in the public inspection arrangements made in the summer of 2021 – because the AGAR was approved by the Council after the start of the period for the exercise of electors' rights (now referred to as "public rights"). As a result, the External Audit Report concludes that, as the Council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015, it must answer 'No' to Assertion 4 of the Annual Governance Statement for 2021-22 and ensure that it makes proper provision for the exercise of public rights during 2022-23.*

R3. *The Council must ensure that it answers 'No' to Assertion 4 of the Annual Governance Statement for 2021-22 (Section 1 of the AGAR) and ensure that it makes proper provision for the exercise of public rights in the following year.*

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

*In undertaking last year's interim audit, we noted a number of instances where either or both of the documents were not consistent with the approach actually followed by the Council. –These included, for example, that whilst Financial Regulation 6.7 acknowledges the approach followed for on-line payments, Financial Regulations 5.2 and 6.2, together with Standing Order 16(a) still refer to a requirement for all but emergency payments to be authorised in advance by a resolution of the Council.*

*We recommended that when the Standing Orders and Financial Regulations were 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. However, in following up on this matter at this year's interim audit, we confirmed that the revised versions of the Standing Orders and Financial regulations considered by the F&GP Committee on 18<sup>th</sup> November 2021 did not address the matters we had raised.*

- R4. The Standing Orders and Financial Regulations should be revisited, to ensure that they fully reflect the practices that the Council now follows and to ensure there is consistency between the documents.*

## **Review of Expenditure**

Our objective is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order is raised, where relevant: we acknowledge that this will not be necessary for many items of expenditure, which are regularly the subject of contracts (e.g., electricity supply) or legal requirements (e.g., non domestic rates);
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed, and
- VAT has been identified correctly and coded to the Omega control account for periodic recovery.

During the course of our interim audit, we undertook a sample review of payments to check compliance with the above criteria. This included all individual payments over £1,000, together with a more random selection of every 35<sup>th</sup> cashbook transaction irrespective of value for the period to the end of September 2021. In all, we examined 24 payments, totalling just over £36,000, which equated to 35% of all non-pay related payments processed during that period. There were no issues arising from our audit work.

The Council makes use of Cooperative Bank debit cards, which are held by the Parish Clerk, Finance Officer and Grounds & Maintenance Manager. The payments are charged directly to the bank account. Several debit card payments were included in our expenditure sample and were found to be in order.

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

### ***Conclusion and recommendation***

***On the basis of our review, we are satisfied that the arrangements in place for the coding and authorisation of payments are sound, with adequate supporting documentation present for all payments in our test sample, and that appropriate action has been taken with regard to the re-claim of VAT. However, we would draw Members' attention to the following matter.***

***In the course of our audit work, we reviewed the tendering approach followed in relation to the award of the contract for the Splash Pad. We confirmed that a sound approach was***

*taken to the management of the tender process, with the tender advertised on the 'my tenders' website, and that the contract was formally awarded by the Council at its meeting on 1<sup>st</sup> September 2021, following receipt of a report from the Parish Clerk. However, from our review, we confirmed that the tendering approach did not comply fully with National regulatory requirements, or the Council's own standing orders. The regulatory requirements are set out in the Public Contracts Regulations 2015, which specify that any public contracts with an estimated value of over £25,000 must be published on the Government's Contracts Finder website. This requirement is also set out in Council's own Standing Orders [17c] and Financial Regulations [11.1(b)].*

*R5. When undertaking future tendering exercises with an estimated contract value of over £25,000, the Council must ensure that it complies fully with both the requirements of the Public Contracts Regulations 2015 and its own Standing Orders/Financial Regulations, by publishing the invitation to tender on the Government's Contracts Finder website. (NB: we have advised the Parish Clerk that it appears there is a link on the 'my tenders' website which, if activated, would automatically register any relevant tender on the Contracts Finder website).*

## **Assessment and management of Risk**

Our objective is to confirm that the Council has appropriate arrangements in place to identify potential areas of risk of both a financial and health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity of their coming to fruition.

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

- The 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. These are scheduled to be revisited in March 2022, which will ensure that the requirement to formally consider the risk management arrangements within each financial year will be met;
- The Council's insurance continues to be provided by BHIB; the current policy having commenced on 1<sup>st</sup> October 2021. The cover includes employer's liability and public liability of £10 million and fidelity guarantee of £750,000. These are in line with councils of a similar size and complexity and would appear adequate to meet the Council's needs, and
- A suitably qualified member of the Council's staff undertakes weekly inspections of all of the play areas and play equipment. In addition, annual inspections are undertaken by the Play Inspection Company under an agency agreement with the District Council. If any issues arise, these are resolved by the Parish Council. The last annual inspections were completed in January 2021. These were considered by the Environment and Neighbourhood Committee in June 2021, who also noted the actions being taken to address matters raised. We also note that they are available on the Council's website.

## **Conclusion**

*There were no matters arising from our audit work in this area in the year to date that require a formal comment or recommendation.*

## Budget setting, budgetary control and reserves

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

From our minutes review, we confirmed that Members are receiving detailed budget monitoring reports on a regular basis during 2021-22 which has enabled it to respond to matters arising on a timely basis.

The annual budget and Precept requirements for 2022-23 will be determined at the Council meeting in January 2022, following detailed consideration by the F&GP Committee. We note that a budget working party is being set up to assist in the process, with the terms of reference to be agreed at the F&GP Meeting on 18<sup>th</sup> November 2021.

### **Conclusion**

*There are no matters arising from our audit work in this area in the year to date that require a formal comment or recommendation. At our final audit visit, we will review the 2022-23 budget setting process, together with the Council's overall reserves position and the 2021-22 financial outturn.*

## 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 was significantly reduced in the first half of the year.

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

- We confirmed that Members continue to review the scales of fees and charges annually. Those for 2021-22 were agreed by the F&GP Committee as part of the budget setting process;
- As noted earlier in this report, we have checked and agreed two sample months' receipts transactions from the Omega accounts to relevant bank statements;
- We examined a sample of invoices for hall bookings for a sample week in September 2021, to confirm that the fees charged were in accordance with the published scales and were settled in a timely manner,

We will consider other income areas at our final audit.

## **Conclusion**

*In general, the controls over the areas covered in our audit were found to be adequate and to be operating effectively. However, as reported last year, there is still an historic problem with the sales ledger which needs to be resolved.*

*The aged debtors report at the end of October 2021 still shows a significant number of unpaid invoices dating back as far as the start of the 2019-20 financial year, together with a number of un-matched credits. The position has improved from that reported at the time of last year's interim audit, due to the work undertaken by the Finance Officer. This has reduced the net value of debts over three months old from approximately £9,300 to just over £4,400. However, this is a time-consuming exercise and we are pleased to note that a report was being taken to the F&GP Committee on 18<sup>th</sup> November explaining the problem and requesting additional overtime hours to reconcile the aged debtor position. We will review the progress made in resolving this matter at our final audit.*

## **Petty Cash**

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

## **Review of Staff Salaries**

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 7 (October 2021), to confirm that:

- The amounts paid to employees agreed to the approved pay rates for the financial year (NB the national pay award for 2021-22 had not been finalised at the time of our audit);
- The correct PAYE (employee) and National Insurance (employee and employer) deductions were made;
- The correct pension scheme percentage deductions (for employee and employer) were being applied, where applicable;
- Any additional payments for overtime were in accordance with agreed hours and rates;
- The net payments to staff made by BACS agreed to the overall payroll summary and individual payslips, and
- The correct payments have been made to HMRC and the Hertfordshire Pension Fund.

## **Conclusion**

*There were no matters arising from our audit work in this area in the year to date 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, other than to reflect 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***

*We have not undertaken any work on the asset register at this interim audit, but will review the figures reported in the AGAR at our final visit.*

*In last year's final update report, we drew attention to a difference between the total asset value shown on the Council's asset register to the figure reported in the 2020-21 AGAR (Section 2, line 9) and that the year-on-year movement in the values shown in the asset register did not agree to the movement reported in the AGAR. We recommended that these differences be investigated, to ensure that the records reconcile and the correct total value is being reported in the AGAR, going forward. We confirmed with the Parish Clerk that at the time of our interim audit, the investigation had not been undertaken and our recommendation is, therefore, reiterated.*

R6. *As reported in last year's final update report, 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 going forward.*

## **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 was initially 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, as noted earlier in the report.

We have confirmed that the Council has no outstanding loans.



### ***Conclusion and recommendation***

***From our review of the minutes for the year to date, we noted that a revised Investment Policy was considered by the F&GP Committee on 8<sup>th</sup> July 2021 when it was resolved to recommend to Council to adopt the revised Policy. We have confirmed with the Parish Clerk that the Investment Policy has not yet been reported to the Council for formal adoption.***

***R7. The revised Investment Policy considered by the F&GP Committee on 8<sup>th</sup> July 2021 should be reported to the Council for adoption, at the earliest opportunity.***

Recommendation		Response
<b>Corporate Governance arrangements</b>		
R1	The Chairman's statement which accompanies the PIR on the website should be amended to remove the reference to having contacted the internal auditor	
R2	The Council should consider the merits of requesting a retrospective audit of the 2019-20 AGAR with the External Auditor, before incurring any expenditure.	
R3	The Council must ensure that it answers 'No' to Assertion 4 of the Annual Governance Statement for 2021-22 and ensure that it makes proper provision for the exercise of electors' rights in the following year.	
R4	The Standing Orders and Financial Regulations should be revisited, to ensure that they fully reflect the practices that the Council now follows and to ensure there is consistency between the documents.	
<b>Review of Expenditure</b>		
R5	When undertaking future tendering exercises with an estimated contract value of over £25,000, the Council must ensure that it complies fully with both the requirements of the Public Contracts Regulations 2015 and its own Standing Orders/Financial Regulations, by publishing the invitation to tender on the Government's Contracts Finder website. (NB, we have advised the Parish Clerk that it appears there is a link on the 'my tenders' website which, if activated, would automatically register any relevant tender on Contracts Finder).	

Recommendation		Response
<b>Asset Register</b>		
R6	As reported in last year's final update report, 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 going forward	
<b>Investments and Loans</b>		
R7	The revised Investment Policy considered by the F&GP Committee on 8th July 2021 should be reported to the Council for adoption, at the earliest opportunity.	

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 2 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF INTERNAL AUDIT AND CONTROL  
REVIEW OF RISK MANAGEMENT AND RISK ASSESSMENTS**

### **1. SUMMARY**

- 1.1 There is a requirement under the Accounts and Audit (England) Regulations that the Parish Council undertakes and approves a review of the effectiveness of its internal control arrangements annually.

### **2. RECOMMENDATION**

- 2.1 Members are asked to approve
- a) the attached review of internal control and internal audit arrangements
  - b) the risk management strategy and risk register.

### **3. BACKGROUND**

- 3.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources under their control. These arrangements should enable the Council to carry out its activities effectively whilst managing risk.
- 3.2 Regular reviews of internal control provide assurances on their effectiveness and where appropriate a management action plan can be used to address any identified weaknesses.

### **4. SYSTEM OF INTERNAL CONTROL**

- 4.1 A review checklist of the current Internal Control systems in place is shown at in the attached document. Members are asked to review this to ensure that the current arrangements continue to be efficient and effective for the Council.

### **5. REVIEW OF INTERNAL AUDIT ARRANGEMENTS**

- 5.1 The assessment at Appendix 1 covers the main areas of review as set out in the advice from the Joint Practitioners Council which includes members from the National Association of Local Councils and the Society of Local Council Clerks. This guidance is set out in the Joint Panel on Accountability and Governance Practitioners' Guide (March 2021).
- 5.2 The Internal Auditor is not involved in the financial decision making or management or administrative control of the Parish Council. The current internal auditor is Auditing Solutions Ltd. who are appropriately qualified and have significant financial experience and knowledge of accounting and auditing processes. They understand accounting requirements and the legal framework and powers of local councils.

- 5.3 The Internal Auditor undertakes two views in a financial year (at 6 months and at year end). Findings from the Internal Auditor are reported to Council with details of any matters which require attention, and these reports are received and resolved to be adopted.

**6. FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications from this report.

**7. IMPACT ASSESSMENT**

Strategic Plan	Objective five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Annual review of Risk Management

## APPENDIX 1 – REVIEW OF INTERNAL AUDIT ARRANGEMENTS

AGAR Certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been kept throughout the year. &amp; periodic bank reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> <li>• Ensure the correct roll forward of the prior year cashbook balances to the new financial year</li> <li>• Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained</li> <li>• Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members</li> <li>• Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, <u>Section 2, Box 8</u>.</li> <li>• Where the authority has bank balances more than £100,000 it has an appropriate investment strategy.</li> </ul>
<p>B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>• Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version.</li> <li>• Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)</li> <li>• Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorization</li> <li>• Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments</li> <li>• Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements</li> <li>• Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place</li> </ul>

<p>C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> <li>• Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc</li> <li>• Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers', and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security</li> <li>• Ensure that appropriate arrangements are in place for monitoring play areas, open spaces, and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation</li> </ul>
<p>D. The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.</p>	<ul style="list-style-type: none"> <li>• Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent Authority timetable</li> <li>• Ensure that budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances</li> <li>• Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances</li> <li>• Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process</li> <li>• Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts</li> </ul>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>• Review "Aged debtor" listings to ensure appropriate follow up action is in place</li> <li>• Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.</li> <li>• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised</li> <li>• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time</li> <li>• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income</li> <li>• Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked</li> </ul>

<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> <li>• A number of Authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area.</li> <li>• Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)</li> <li>• Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held</li> <li>• Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held</li> <li>• Ensure that VAT is identified wherever incurred and appropriate</li> <li>• Physically check the petty cash and other cash floats held</li> <li>• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings</li> </ul>
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> <li>• Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract</li> <li>• Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability</li> <li>• Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours</li> <li>• Ensure that appropriate tax codes are being applied to each employee</li> <li>• Where free or paid for software is used, ensure that it is up to date.</li> <li>• For the test sample of employees, ensure that tax is calculated appropriately</li> <li>• Check the correct treatment of Pension contributions</li> <li>• For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities</li> <li>• Ensure that the correct employers’ pension percentage contribution is being applied</li> <li>• Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.</li> </ul>



<p>H. Asset and investment registers were complete and accurate and properly maintained.</p> <p>This section / assurance should be extended to include loans to or by the authority</p>	<ul style="list-style-type: none"> <li>• Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets</li> <li>• Physically verifying the existence and condition of high value, high risk assets may be appropriate</li> <li>• Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement</li> <li>• Additions and disposals records should allow tracking from the prior year to the current</li> <li>• Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals</li> </ul>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at Section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year.</p> <ul style="list-style-type: none"> <li>• Consequently, IAs should</li> <li>• Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein</li> <li>• Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year</li> </ul>



## **LONDON COLNEY PARISH COUNCIL**

### **RISK MANAGEMENT STRATEGY**

In order to identify risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. This risk management scheme has been devised and is tailored to the individual needs of London Colney Parish Council.

Risk is a threat of an event or action which will adversely affect an organisation's ability to achieve its objectives. Risk management is the process where risks are identified, evaluated, and controlled. By managing risks appropriately, London Colney Parish Council is more likely to achieve its objectives. There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s. 3 to establish and maintain a systematic strategy, framework, and process for managing risk.

It is important to understand the risks of any decision. A structured approach to risk management can achieve this by enabling a decision to be made within a framework of better information about the potential outcome of a course of action.

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help deliver:

- Better management of threats to cost, time and performance
- Better understanding of opportunities to improve services.
- More effective management of change
- Clear ownership and accountability for risk and its management
- Better value for money for residents

The process for the management of risk is set out below and the risk management strategy is implemented by the Parish Clerk.

#### **What types of risk are there?**

**Strategic risk** – long term adverse impacts from poor decision making or poor implementation. Risk causing damage to the reputation of the Council, loss of public confidence or statutory intervention.

**Compliance risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

**Financial Risk** – fraud and corruption, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property, risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all of these risks are insurable and some of the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising the risks. Risks can be connected to opportunities as well as potential threats.

### How do we assess risk?

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which risk is assessed:

#### Probability of Occurrence

Category	Probability	Possible Indicators
Almost Certain (4)	>90%	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

#### Evaluation of impact

Impact on Performance	Risk Threat
Major (4)	Financial Implication > £25,000 Fatality/disability injuries to public or staff Adverse national media attention External intervention Total service disruption Extensive legal action against Council
Serious (3)	Financial implication > £15,000 Adverse local media attention Extensive public complaints Adverse comments by regulators or auditors Significant service disruption Failure to deliver projects Service disruption Injuries to public or staff Legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints Service disruption Minor injuries and near misses to staff and public
Minor (1)	Financial impact <£5,000 Isolated complaints Minor service disruption

### Priority Ranking

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

### Risk Matrix

The risk, using the above impact and likelihood ratings can then be plotted onto the risk matrix and its classification identified.

Probability	4	4	8	12	16
	3	5	6	9	12
	2	2	4	6	8
	1	1	2	3	4

### **Who is responsible for risk?**

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers and Committees, Working Parties and individuals contribute to the overall risk management process.

<b>Council</b>	<ul style="list-style-type: none"><li>• Monitor risk management strategy via Finance &amp; General Purposes Committee</li><li>• Certification of Council's Annual Statement of Internal Control</li></ul>
<b>Finance &amp; General Purposes Committee</b>	<ul style="list-style-type: none"><li>• General oversight of the Council's Risk Management Strategy</li><li>• Approve risk management strategy and related documents</li><li>• Approve content of risk registers and proposed risk mitigation plans and monitor implementation.</li><li>• Receive regular reports to review/scrutinise/challenge current and proposed risk management processes.</li><li>• To recommend any amendments to the risk management framework, strategy, and process</li><li>• Identify, analyse, and prioritise risk</li><li>• Determine responsibilities and actions to control risk</li><li>• Monitor progress on managing risks against action plans/projects</li><li>• Review implementation of the risk management strategy and process</li></ul>

<b>Human Resources Committee</b>	<ul style="list-style-type: none"> <li>• Review of Health and Safety Policy, and any breaches or incidents relating to its performance</li> </ul>
<b>Clerk</b>	<ul style="list-style-type: none"> <li>• Report to Members on the strategy and process</li> <li>• Provide advice and support on risk management matters</li> <li>• Maintain the risk management strategy and framework through review with officers (at team meetings or individually)</li> <li>• Identify, analyse and priority risks</li> <li>• Determine risk management action plans and delegate responsibility for control</li> <li>• Monitor progress on the management of risks</li> </ul>
<b>Staff and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process</li> <li>• Control risks in their everyday work</li> <li>• Monitor progress in managing job related risks</li> <li>• Receive training to identify and manage risks</li> </ul>
<b>Internal Auditor</b>	<ul style="list-style-type: none"> <li>• Provide independent assurance to the Council in identifying both its operational and financial risks including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.</li> </ul>

### How do we manage risk?

Risks and their management may be identified at any stage and should be included in the Risk Register. In order to capture as many risks as possible facing an activity or project, the following methods could be used:

- Brainstorming sessions with individuals, committees, and various levels of management
- Checklists
- Questionnaires
- Learning from other projects, authorities, and auditors

As risks are identified, they should be added to the Risk Register. Each risk must be described in terms of the source of the risk, the consequences of it happening and the effect it would have on the Council's activities or project.

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects of the management of the risk.

Each risk will be evaluated in accordance with the process outlined in this strategy. This information will be entered into the Risk Register and will enable prioritisation of the risk within a certain area.

Once each risk has been identified and evaluated, actions for dealing with the risk will be developed. These are known as risk responses and fall into one of four categories:

Terminate:	An action that allows the risk to be avoided
Treat:	An action that will reduce the impact and or the probability of a risk
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Tolerate:	Accept the consequences if the risk occurs.

The risk register will identify the option selected to deal with each risk together with any actions that might be required. Once the risk responses have been developed, the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigating activities attracting significant costs

(>£5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case, the risk owner should record the date the decision was made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the risk owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists, the project plan is updated to include the activities associated with the risk response.
- Entries are made in the risk register detailing the predicted probability and impact evaluation once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening of the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

The highest priority risks are reviewed by the Finance and General Purposes Committee on a regular basis. They should review all risks and provide an evaluation of probability and impact on a regular basis.

The effectiveness of the process will be reviewed by the Council annually.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 2 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: STANDING ORDERS V12 AND FINANCIAL REGULATIONS V10**

### **1. SUMMARY**

It is an internal control to ensure that the Council regularly reviews its standing orders and financial regulations. The internal auditor's interim report highlighted that these governance documents needed to be updated to more accurately reflect the Council's operation and that they should be consistent.

### **2. RECOMMENDATION**

Members are asked to note the amendments to the financial regulations and standing orders as outlined below and resolve to adopt them.

### **3. BACKGROUND**

- 3.1 Part of the council's assertion when signing the Annual Return is regarding internal control. In order to warrant a positive response to this assertion, the authority needs to have in place standing orders and financial regulations governing how it operates
- 3.2 Standing orders and financial regulations need to incorporate provisions for securing and regulating the manner in which tenders are invited. These governance documents need to be regularly reviewed, fit for purpose, and adhered to.
- 3.3 Model financial regulations and standing orders are available through NALC and it is these documents which the Council's has been based on. In standing order, anything in **BOLD** is a statutory requirement and can not be removed. Other items e.g. substitutions are bespoke to the parish council.

### **4. FINANCE**

- 4.1 Regular review of financial regulations and standing orders in part of the council's internal control.

### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Internal control

## **London Colney Parish Council – Proposed Amendments to Financial Regulations V10 and Standing Orders V11**

### **5. Banking Arrangements and Authorisation of Payments**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, approved by the Full Council, and regularly reviewed; banking arrangements may not be delegated to a Committee. Any transfer of monies between bank accounts shall be made by the Clerk and Finance Officer, and in the absence of one, by a designated Councillor approved by the Full Council
- 5.2. The RFO shall prepare a retrospective schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council who will review the schedule for compliance and approve the payments. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All payments will be authorised in line with a purchase order raised for the goods/service which has been signed by the Clerk or Grounds Maintenance Manager, complete with the relevant budget code/cost centre. All invoices for payments shall be examined, verified, and agreed by the Finance Officer and Clerk.
- 5.4. All invoices for payment shall be examined, verified, and certified by the Finance Officer, to confirm that the work, goods or services to which each invoice relates has been received
- 5.5. When the Finance Officer is satisfied that invoices are in order, they shall pass them to the Clerk. Payment will then be made in line with the procedures outlined in section 5.2.
- 5.6. In line with recommended national good practice and to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998 all possible steps will be taken to settle all invoices submitted within 30 days of their receipt, unless they are in order or not subject to query.
- 5.7. The Clerk shall undertake a frequent, [at least every 3 days] independent review of the bank accounts to check for any unidentified transactions.
- 5.8. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.9. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant more than £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.10. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.



- 5.11. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time. Councillors examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading
- 5.12. A list of all authorised payments will be presented to Council for their authorisation retrospectively.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be affected by cheque, business payment card, fuel card, direct debit, standing order, BACs or CHAPS drawn on the Council's bank.
- 6.4 All schedules to approve payments shall be presented to, and signed by, two appointed members of the Council. Authorised signatories shall be the Chairman, Vice Chairman, and Chairs of Environment & Neighbourhood, Events & Community or Finance & General Purposes Committees.
- 6.5 A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.6 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every year.
- 6.7 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council every year.
- 6.8 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.9 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be retained in the Council's safe in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.10 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

- 6.11 Regular back-up copies of the records on any computer shall be made and shall be stored securely in the Cloud which has been organised by the Council's IT provider.
- 6.12 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.
- 6.13 Where internet banking arrangements are made with any bank, the Clerk and the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.
- 6.14 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- 6.15 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.16 The Council shall have a debit card through the Council's Bank for use by the Clerk and Grounds Maintenance Manager when making purchases over the internet or sums requiring electronic payment. Monthly expenditure on the business charge card shall be limited to £750. Any individual purchases in excess of £750 must be authorised by two of the authorised signatories prior to purchase.
- 6.17 The Council shall have a fuel card limited to the purchase of fuel and oil for the purpose of re-fuelling the Council owned vehicle only and grounds maintenance tools.
- 6.18 Any corporate debit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and the Grounds Maintenance Manager and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19 The Council does not operate petty cash. Receipts for defraying operational and other expenses, not exceeding £50, shall be submitted to the RFO for payment

## **9. INCOME**

- 9.3 The Finance & General Purposes Committee will review all fees and charges annually as part of the budget setting process, with a recommendation to Council for any changes to be made.

## **18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council on a biennial basis. The Clerk shall monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

## **STANDING ORDERS V 12**

### **16. ACCOUNTS AND FINANCIAL STATEMENT**

- a) All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed on a biennial basis
- b) The RFO shall supply financial statements to Council and Committees showing the Council's expenditure and income compared against the budget for the financial year periodically at their programmed meetings, normally quarterly. The Statement of Accounts, which is not subject to audit, shall be presented to Council for formal approval before 30 June, in line with the Accounts and Audit (England) Regulations 2011.

### **17. FINANCIAL CONTROLS AND PROCUREMENT**

- c) Financial regulations shall be reviewed biennially unless the Clerk is advised of a change to the NALC model financial regulations.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 2 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: INVESTMENT AND RESERVE POLICIES**

### **1. SUMMARY**

- 1.1 The Internal Auditor has highlighted that when these policies were considered at the Finance and General Purposes Committee in July 2021, they were not then adopted by the Council.

### **2. RECOMMENDATION**

- 2.1 Members are asked to resolve to adopt the Investment and Reserves Policies.

### **3. BACKGROUND**

- 3.1 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to MHCLG's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in MHCLG's statutory guidance at any time during a financial year, an authority needs to produce and approve an annual Investment Strategy in accordance with the MHCLG guidance (£100,000).
- 3.2 The Council needs to have regard for the need to have in place a Reserves Policy and have reviewed the level of all general and earmarked reserves. A review of this policy should be undertaken on an annual basis, and the level of reserves held should be considered when setting the budget.

### **4. FINANCE**

- 4.1 There are no financial implications

### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Internal control



## **LONDON COLNEY PARISH COUNCIL**

### **INVESTMENT POLICY**

#### **1. INTRODUCTION**

- 1.1 This policy has been created under guidance issued by the Secretary for Communities and Local Government in accordance with the Local Government Act 2003. The Guidance was issued by DCLG in 2010.
- 1.2 London Colney Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.
- 1.3 The Guidance states:
- a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
  - b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000 it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
  - c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.
- 1.4 The Council expects its investments during 2021-22 to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

#### **2. OBJECTIVES**

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
- a) Security of reserves
  - b) Liquidity of investments
  - c) To give consideration for ethical principles
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

#### **3. INVESTMENT POLICY**

- 3.1 The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Council shall only use specified investments as defined by DCLG guidance.
- 3.2 A significant percentage of the Council's reserves shall be placed on interest bearing term/notice deposits.



## 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 £90,000.
- 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 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.



- 3.3 To retain liquidity these shall be placed with phased end dates i.e., there will always be some maturing sooner than others.
- 3.4 No investment shall be held with the council's current bankers.
- 3.5 The Parish Town Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.
- 3.6 Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies.
- a) This shall be under the oversight two members of the Finance & General Purposes Committee
  - b) The actual movement of money shall be by the usual authorised signatories
- 3.7 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Finance Committee before any investments are placed.
- 3.8 The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on a bi-annual basis. Should the credit rating of an organisation fall below that specified under 3.5, the Responsible Financial Officer shall consult the Banking and Investments working group and take the appropriate action.

#### **4. REVISION**

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Finance Committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new financial year. Where no changes are proposed, Full Council shall note the policy.
- 4.3 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Parish Council.

## ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 10 January 2022, remotely by Zoom

### **Present:**

Harpenden Rural	Cllr Peter Barrett Andrew Reading (Clerk)
Harpenden Town	Cllr Rosemary Farmer
London Colney	Emma Payne (Clerk)
Redbourn	Cllr David Mitchell Chris Kenny (Clerk)
Sandridge	Cllr John Newton-Davies Simon Thwaites (Clerk)
St Michael	Julia Reading (Clerk)
St Stephen	Cllr David Parry Sue Hake (Clerk)
Wheathampstead	Cllr Steve Haynes Julia Warren (Clerk)
St Albans District Council	Liz Marcy (Community Engagement Team)
Clerk to the Association	Sue Campbell

### **1. To receive apologies for absence**

Harpenden Town Carl Cheevers  
London Colney Cllr Helen Pakenham

### **2. To approve the minutes of the meeting held on 4<sup>th</sup> October 2021**

The minutes of the meeting were approved and will be signed as a true record of the meeting.

### **3. To receive notification of AOB, to be discussed at item 8**

- How are Councils marking the Queen's Platinum Jubilee?
- Budget setting

### **4. To receive reports from Association representatives on outside committees**

- a) Health and Wellbeing Partnership  
No report in Cllr Pakenham's absence.
- b) Housing and Inclusion Committee  
No report in Cllr Pakenham's absence.
- c) Standards Committee  
Cllr Newton-Davies/Cllr Parry  
Met in October, nothing to report.
- d) St Albans Visitor Partnership  
Cllr Newton-Davies  
Met in November, discussions about Christmas and footfall, useful reports: "Enjoy St Albans" summary and "Social Media".
- e) Climate Crisis Advisory Group  
Cllr Mitchell.

Meeting tomorrow. Planning policies regarding energy efficiency building construction need to be improved and put into action.

**5. To discuss Councils' experiences of the Safety Advisory Group at SADC**

When organising events London Colney undertake risk assessments, due diligence and submit applications in good time. SADC made stipulations on approval but appear not to adhere to these in their own events such as social distancing. They requested to see detail such as the toilet cleaning schedule which has not been the case previously.

Redbourn have experienced more rules and regulations than in previous years, such as levels of signage and toilets being required for their fireworks event.

Liz Marcy to feedback the comments back to the Community Engagement/Services Team and invite to attend a future meeting.

**6. To receive a report from St Albans District Council**

There have been several changes of staff within the Community

Engagement/Services Team including an interim Marketing Manager, new Public Realm Manager, new Interim Head of Community Services plus changes affecting the Safety Advisory Group Liz Marcy to send details to be circulated.

SADC is about to launch a Community Lottery designed to help local good causes raise money to compliment (not replace) existing fundraising activities; 60% will go to the good cause, 20% to a prize pot, 20% to costs/VAT; run by the Community Engagement Team. Launch will be 8<sup>th</sup> February, ticket sales from March, first draw in April. Councils can publicise to local community groups. Supporters can specify a specific organisation or split across them all. Ticket sales online at £2 each.

Fuel and food poverty funding - £30k food, £40k fuel, passed to SADC from HCC.

A panel of organisations will bid for a proportion of the money likely to be needed by their users (such as foodbank, benefits services, etc). A new tranche of money is available from Central Government, the Discretionary Grant Team will invite applications.

Pedestrianisation of City Centre – Market Place will remain closed. George Street, top of High Street and Verulam Road have re-opened. Further trials ongoing.

Alison Orde will arrange a meeting with Clerks regarding protocols on Operation London Bridge.

Forms are now available on the website for the Mayor's Pride Awards including a new Frontline Worker award. Councils are asked to nominate and also to publicise; closes 7<sup>th</sup> February.

Community Governance Review. Jo Bateman will be attending Parish/Town Council meetings to discuss the review, details in Liz's notes to be circulated after the meeting. Councils to respond individually, but in some cases working together with a neighbouring Council can be also helpful.

<https://www.stalbans.gov.uk/community-governance-review>

**7. To receive reports from Parishes**

Harpenden Rural: Litter and fly-tipping is significantly increasing.

Harpenden Town: Progressing new pitch and pavilion in Rothampstead Park. Finalising works programme for 2022. Roads re-opened.

London Colney: written report circulated in advance of the meeting. In process of installing splash pad to replace paddling pool.

Redbourn: Neighbourhood Plan going ahead; public consultation stage. Photography competition, used best pictures for a calendar which has sold well, proceeds funds Christmas hamper scheme. November Fireworks very successful. Sandridge: Concerned about Ward boundary changes. Taking over Jersey Farm Open Space from SADC. New Christmas lights were installed. Sergeant Pepper model in the Quadrant. £50k to install BMX pump-track. Moved all hirers from one centre to another to accommodate a pre-school so increasing income.

St Michael: being very rural parish, there are very narrow lanes causing difficulties with HGVs cutting through. Community Governance Review very concerning, will be split across 3 SADC wards, and 2 Parliamentary Constituencies - St Albans and Harpenden and Berkhamsted; will liaise with St Stephen as share a road.

St Stephen: relocating allotments to enable parking at Greenwood Park. Considering moving the main office/Parish Centre to Greenwood Park. Looking into creating a pump track. Neighbourhood Plan due to go to referendum with local elections in May. Community and Leisure Committee are now including residents' associations reps.

Wheathampstead: Looking for caretaker. Considering suitable memorial for previous Councillor who recently died.

## **8. Any Other Business**

- How are Councils marking the Queen's Platinum Jubilee?

London Colney: Planting Woodland Trust trees.

Sandridge: Summer event planned in June, structuring day in Woodland Park.

St Stephen: having 3 villages makes location difficult, asking 3 residents' associations to lead. Lighting beacon at Greenwood Park and considering firework display. Park Street vintage tea party; Bricket Wood "breakfast" event.

- Budget setting

London Colney: tax base increased by 100 properties so will consolidate all current projects; increase 5%

Redbourn: increase 3.69%, no major projects, using earmarked reserves

Sandridge: increase 2.25%

St Stephen: still under discussion – potentially increase 2.5-4%

## **9. Dates of future meetings**

4<sup>th</sup> April (venue = St Michael)

4<sup>th</sup> July (venue = Redbourn)

The meeting closed at 9.03pm.

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_