



LONDON COLNEY PARISH COUNCIL

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

6 January 2022

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 13 JANUARY 2022**, to be held at **5.30PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

A handwritten signature in black ink, appearing to read 'Emma Payne'.

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
To receive and approve apologies
2. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
3. **DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
4. **MINUTES**
To approve the minutes of the meeting of the Finance & General Purposes Committee held on 9 December 2021.
5. **REPORTS TO COMMITTEE**
 - 5.1 **Standing Orders**
To receive a report on update Standing Orders including delegation to Committees
 - 5.2 **Budget 2022-23**
To receive the notes from the Budget Working Party meetings 14/12/21 and 5/1/22 and make the following recommendations to Council:
 - a) The precept is set at £300,688
 - b) The attached budget is adopted
6. **DATE OF NEXT MEETING**
10 March 2022

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

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 9 JANUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: STANDING ORDERS AND DELEGATION TO COMMITTEES

1. SUMMARY

At the F&GP committee meeting on 9 December 2021, a query was raised regarding committee decisions and whether Council can revoke these decisions. This report outlines a response to this question.

2. RECOMMENDATION

Members are asked to:

- a) Note the advice regarding committee decisions
- b) Recommend the updated [Standing Orders](#) are adopted by Council

3. BACKGROUND

3.1 Committees are set up to deal with specific areas of responsibility within the Council's operation as not all items can be discussed by the Council, as the meetings would be extremely long and drawn out. London Colney operates the following committees:

- Finance & General Purposes
- Events & Community
- Environment & Neighbourhood
- Human Resources

3.2 These committees have terms of reference and delegated powers to deal with matters relating to their operation. The terms of reference are reviewed annually at the Annual Parish Council Meeting when committee membership is agreed by resolution. This also includes the scope of the responsibilities it is delegating; the number of members; the terms of office for those members and the areas within which the committee is to exercise its authority.

3.3 The legal reference to delegating powers to a committee are section 101(1) of the Local Government Act 1972 (LGA 1972). Legislation permits delegation of its statutory and legal responsibilities to a committee; subcommittee; an officer or another local authority.

3.4 When a council delegates its power to a committee, they are acting for an on behalf of the Council.

3.5 A Council cannot delegate the performance of its legal or statutory duties to a Councillor apart from the Chairman of the Council who has additional voting powers on the election of a new Chairman or individual Councillors who call an extraordinary

meeting of the Council. Resolutions can be made at a meeting that would enable a Councillor to act on behalf of the Council is ultimately responsible for, e.g., representing the Council at an external meeting.

5. 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	Properly constituted Committees with terms of reference reduce the risk of making an illegal decision.

LONDON COLNEY PARISH COUNCIL

BUDGET WORKING PARTY 14 DECEMBER 2021, 6pm VIA ZOOM

Present: Cllrs Gordon, Lillico, MacMillan, Pakenham, Winstone

In attendance: E Payne, Clerk
D Cooper, Finance Officer

1. BUDGET ASSUMPTIONS

1.1 The following assumptions were used to set the budget.

- a) A notional increase in the precept of 3% to £294,940
- b) An increase in the council tax base by 98 to 3460 as advised by SADC
- c) New budget items as outlined in the report.
- d) HR budget as agreed on 2 November 2021 with the implementation of staff changes which are currently being put into effect. The nationally awarded pay rise for 2021-22 not awarded as of 14/12/21. A pay increase of 2% was included in the budget for 2021-22 with a further 2% for 2022-23
- e) Increase in National Insurance Costs of 1.5% for NHS contribution.
- f) Events budget as agreed at Events & Community committee on 21 September 2021.
- g) Increase in utilities bills at all sites:
 - Electricity increases by £3.8K or 40%
 - Gas increase by £3.2K or 81%

2. AMENDMENTS TO BUDGET

2.1 The following amendments have been made to the proposed budget:

Budget Code	Description	Comment
4050/100	Health & Safety	Reduce budget from £2,500 to £1,500
4523/100	Neighbourhood Plan	Remove budget of £2500 and use EMR of £3000
4610/100	Traffic Enforcement	Removed from budget (£3,500)
4705/110	Election	Removed from budget (£6,000) Create EMR from 2021/22 budget
4800/120	General Grants	Reduce from £2,500 to £1,500
1400/210	Napsbury Fund	Increase subsidy to £7,500
4340/210	Plants and Flowers	Remove New Budget Item for Queen's Platinum Jubilee Tree (£1,000).
1250/230 4170/230	Bar Takings/Bar Supplies	Reduce income from £20,000 to £10,000 and reduce bar supplies accordingly from £10,000 to £5,000
4200/230	Caledon Community Centre Maintenance	Use EMR Bequest for Exterior Decoration

5000/400	General Events	Community Awards would be biennial and the 2023 event is removed from budget
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2.2 With these amendments, there is still an overspend of **£5,587**.

3. OTHER ITEMS

3.1 Members discussed amalgamating the two summer events (Larks and the Parks and Picnic in the Park). The Clerk was asked to liaise with SADC about this and to see if there were any complications with charging for people to attend the event.

3.2 The Clerk will investigate removing the floral displays from the community centre as with the new planting areas they are not necessary anymore.

LONDON COLNEY PARISH COUNCIL

BUDGET WORKING PARTY 5 JANUARY 2022, 6pm VIA ZOOM

Present: Cllrs Gordon, Lillico, MacMillan, Pakenham, Winstone

In attendance: E Payne, Clerk
D Cooper, Finance Officer

1. BUDGET ASSUMPTIONS

- 1.1 The Clerk had updated the budget to include actuals and budget figures for the two previous years (2019-20 & 2020-21) along with a 6-month outturn and a predicted YOE position for 2021-22.
- 1.2 The following assumptions agreed at the previous meeting were used to set V3 of the budget for 2022-23 with an increase in the precept of 5% to £300,668 which is a 2.03% increase on a Band D council tax property (£1.73 pa).
- 1.3 There is an increase in the council tax base by 98 properties to 3460 as advised by SADC.
- 1.4 All new budget items except the Queen's Platinum Jubilee tree have been included in the budget.
- 1.5 The HR budget remains as agreed by HR committee on 2 November 2021.
- 1.6 The increases in utilities have been included in the budget.
- 1.7 The amendments to the V1 budget were incorporated as listed below:

Budget Code	Description	Comment
4050/100	Health & Safety	Reduce budget from £2,500 to £1,500
4523/100	Neighbourhood Plan	Remove budget of £2500 and use EMR of £3000
4610/100	Traffic Enforcement	Removed from budget (£3,500)
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4800/120	General Grants	Reduce from £2,500 to £1,500
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4340/210	Plants and Flowers	Remove New Budget Item for Queen's Platinum Jubilee Tree (£1,000).
1250/230 4170/230	Bar Takings/Bar Supplies	Reduce income from £20,000 to £10,000 and reduce bar supplies accordingly from £10,000 to £5,000
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5000/400	General Events	Community Awards would be biennial and the 2023 event is removed from budget
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2. RESERVES

- 2.1 Members were advised that the projected YOE general reserves are below the threshold as outlined in the Reserves Policy. The Clerk was confident that there would be a small surplus for 2021-22 which would be moved to General Reserves at the end of the year.
- 2.2 Members noted the agreed expenditure from General Reserves in 2021-22 and the proposed use of Earmarked Reserves for expenditure in 2022-23.

3. BUDGET 2022-23

- 3.1 Members discussed the increase in the precept in relation to District and County Council portions for council tax and that there were likely to be increases in those authorities.
- 3.2 Members asked the Clerk to balance the budget by increasing the income streams for regular and ad hoc hirers at the community centre by £4,000
- 3.3 Members were advised that the amalgamation of the two summer events (Larks and the Parks and Picnic in the Park) would be discussed at the Events Committee on 11 January 2022. Members were advised that income for Picnic in the Park was £3K.
- 3.4 Members discussed the community governance review for the parish boundaries and possible changes to the council tax base.
- 3.5 Members agreed that the parish council should finishing off any projects that were outstanding before the elections in May 2023 and consolidate their position.
- 3.6 It was **RESOLVED** to recommend to Finance & General Purposes Committee that:
- a) A precept is set at £300,668*
- b) The budget as agreed by this working party is adopted by Council.*

	2019-20	2019-20	2020-21	2020-21	2021-22	2021-22	2021-22	2022-23	
	Actual	Budget	Actual	Budget	Month 6	Projected	Budget	Budget	
100 Central Operations									
1076 Precept	£263,548	£263,548	£272,578	£272,578	£286,350	£286,350	£286,350	£300,688	5% increase in precept
1085 S106 Income	£0	£0			£19,229	£29,229	£0	£0	
1090 Interest Received	£423	£250	£96	£200	£40	£80	£500	£600	
1091 Unknown Income	£12	£0						£0	
1100 Parish News Letter Income	£2,771	£2,500	£2,253	£2,500	£1,222	£2,250	£0	£2,000	
1110 Allotment Income	£1,743	£2,100	£2,090	£1,700			£1,700	£0	See 210/1100
1120 Fishing Rights	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	£1,100	
1130 Corporate Sponsorship	£5,166	£4,000	£2,250	£6,000	£1,417	£3,000	£4,000	£4,000	
1401 Charity Collections	£0	£0						£0	
1400 Napsbury Support Fund	£0	£7,000						£0	
1900 Miscellaneous Income	£237	£250	£2,878	£250	£1,000	£1,000	£250	£250	
1970 Good Neighbour Scheme			£8,645	£0	£94	£94	£0	£0	
1980 HMRC JRS Furlough			£14,814	£0					
1990 Drs Surgery			£377,460	£0					
Total Income	£275,000	£280,748	£684,164	£284,328	£310,452	£323,103	£293,900	£308,638	
4000 Salaries	£59,629	£57,000	£66,771	£63,200	£32,779	£65,558	£63,543	£69,960	linked
4005 National Insurance Costs	£10,450	£10,000	£11,203	£14,000	£5,283	£10,566	£14,101	£18,070	linked
4010 Employer Pension Costs	£29,878	£24,850	£29,163	£23,880	£13,738	£27,476	£21,199	£23,795	linked
4016 External Staff Support	£3,812	£0							
4030 Staff Training	£1,491	£1,500	£459	£500	£367	£500	£500	£1,000	First aid course x 2
4035 Payroll Charges	£1,134	£500	£119	£500	£616	£610	£550	£600	
4045 Councillor Training/Courses	£190	£1,000	£150	£500	£62	£150	£500	£500	
4050 Health and Safety	£4,901	£5,000	£6,906	£1,000	£436	£1,250	£2,500	£1,500	
4055 Chairmans Allowance	£167	£450	£154	£450	£73	£300	£300	£300	
4060 Meeting Expenses	£64	£250	£0	£250	£31	£75	£125	£125	
4140 Salaries Cleaning/Caretaking	£12,903	£16,000	£10,458	£16,000	£9,901	£15,000	£13,115	£15,065	linked
4145 Cleaning Supplies	£1,701	£1,750	£550	£1,750	£1,320	£1,700	£1,750	£1,750	
4150 Insurance	£5,967	£3,900	£3,740	£6,000	£3,856	£3,856	£4,100	£4,100	
4200 Maintenance	£118	£0			£101	£101			
4312 Gypsy & Traveller	£2,566	£0							
4325 Trade Refuse	£5,119	£3,500	£3,546	£3,850	£1,834	£3,668	£3,850	£4,200	Increase in lifts
4340 Plants & Flowers	£2,116	£2,000	£1,920	£2,100				£0	See 210/4340
4500 Office Supplies	£748	£1,000	£579	£750	£339	£678	£750	£750	
4505 Postage	£156	£250	£178	£250	£66	£132	£250	£250	
4510 Office Machine Leasing & Costs	£1,515	£1,650	£1,082	£1,650	£731	£1,462	£1,650	£1,650	
4515 Parish Magazine - Printing	£5,063	£5,000	£3,672	£5,000	£2,790	£5,580	£5,000	£5,000	
4520 Parish Magazine - Distribution	£1,095	£1,300	£1,535	£1,300	£780	£1,560	£1,300	£1,300	
4524 Community Projects	£61	£2,000							
4523 Neighbourhood Plan			£7,252	£2,500	£6,100	£8,000	£2,500	£0	Use EMR for NP
4525 Advertising & Promotion	£43	£500	£56	£500	£0	£250	£500	£500	
4530 Telephone/Fax/Internet	£585	£1,400	£1,180	£1,400	£483	£966	£1,400	£1,400	
4535 Allotment leases	£680	£650	£685	£650	£1	£650	£650		
4540 Subscriptions	£1,005	£350	£1,708	£1,700	£1,442	£1,442	£1,700	£1,900	
4545 Donations	£-45	£0						£0	
4546 Charity Collection Pay Over	£-844	£0			£0	£0	£0	£0	
4550 Computing Costs	£5,114	£4,800	£6,898	£5,000	£7,537	£12,000	£6,000	£7,000	Increase in RBS subs for new booking system etc
4555 Website Maintenance	£236	£100	£802	£250	£149	£150	£250	£250	
4560 Bank Charges	£76	£75	£78	£75	£38	£76	£75	£75	
4561 Bad Debt write off	£0	£100	£0	£100	£0	£100	£100	£100	
4565 Legal & Professional Fees	£10,616	£500	£-1,877	£1,500	£5,828	£5,828	£1,500	£3,000	
4575 Internal & External Audit	£1,902	£2,050	£1,750	£2,500	£4,155	£4,155	£2,500	£2,500	
4580 Professional Costs	£0	£2,000	£18,328	£2,000	£1,063	£2,000	£2,000	£3,000	HR advice service
4585 Christmas Biscuits	£600	£650	£565	£600	£0	£600	£600	£600	
4610 Traffic Enforcement	£2,853	£5,100	£0	£3,550	£0	£0	£3,500	£0	
4620 War Memorial	£0	£0	£0	£1,400	£0	£0	£0	£200	
4900 Miscellaneous Expenditure	£824	£75	£39	£75	£249	£249	£75	£75	
4970 Good Neighbour Scheme	£65	£0	£11,081	£0				£0	
4980 Covid-19			£2,631	£0				£0	
Overhead Expenditure	£174,554	£157,250	£193,361	£166,730	£102,148	£176,688	£158,433	£170,514	
110 Civic and Democratic									
4705 Election Expenses	£5,417	£6,000	£0	£0	£0	£0	£6,000	£0	
Overhead Expenditure	£5,417	£6,000	£0	£0	£0	£0	£6,000	£0	
120 Grants									
1080 Other Grants Received	£3,770	£0	£21,753	£0	£7,885	£7,885	£0	£0	
Total Income	£3,770	£0	£21,753	£0	£7,885	£7,885	£0	£0	
4800 Grants - Other	£2,419	£3,500	£1,533	£2,500	£636	£636	£2,500	£1,500	
Grants - CASTAD					£0	£0	£1,000	£1,000	
Overhead Expenditure	£1,351	£-3,500	£1,533	£2,500	£636	£636	£3,500	£2,500	
200 Morris Way Pavilion/Fields									
1200 Hire of Pavilions	£3,769	£1,750	£248	£3,500	£654	£1,308	£2,700	£2,000	
1210 Hire of Sports Pitch	£3,758	£4,500	£3,917	£5,000	£5,560	£5,560	£5,000	£5,000	
Total Income	£7,527	£6,250	£4,165	£8,500	£6,214	£6,868	£7,700	£7,000	
4105 Utilities - Electricity	£3,383	£2,750	£5,242	£2,750	£1,831	£3,500	£2,750	£4,580	
4110 Utilities - Water	£454	£1,500	£231	£1,500	£147	£500	£1,500	£1,500	
4155 Licences	£0	£180	£180	£180	£0	£180	£180	£180	
4200 Maintenance	£560	£0			£396	£500	£500	£500	
4220 Playing Field Maintenance	£484	£0	£623	£0	£4,553	£4,553	£300	£300	
4260 Paddling Pool Maintenance	£911	£1,200	£0	£1,200					
4265 Paddling Pool Cleaning	£1,601	£2,300	£0	£2,300					
5000 General Event Costs	£280	£0							
Overhead Expenditure	£7,673	£7,930	£6,276	£7,930	£6,927	£9,233	£5,230	£7,060	

	2019-20	2019-20	2020-21	2020-21	2021-22	2021-22	2021-22	2022-23	
	Actual	Budget	Actual	Budget	Month 6	Projected	Budget	Budget	
210 Grounds and Maintenance Dept									
1100 Allotment Income					£2,038	£2,038	£0	£2,000	
1400 Napsbury Support Fund					£0	£0	£0	£7,500	Reduce Napsbury Support £3113
Total Income	£0	£0	£0	£0	£2,038	£2,038	£0	£9,500	
210 Grounds and Maintenance Dept									
4000 Salaries	£73,140	£67,500	£73,730	£72,800	£34,377	£68,754	£73,267	£74,039	linked
4001 Napsbury Support Fund	£0	£3,000			£0	£3,000	£3,000		
4100 Utilities Gas	£926	£0							
4105 Utilities - Electricity	£1,742	£0	£0	£0	£42	£150	£1,500	£2,500	
4111 Utilities - Water - Allotments	£230	£450	£233	£450	£558	£558	£450	£750	
4200 Maintenance	£633	£1,000	£719	£1,000	£133	£500	£1,000	£1,000	
4215 Bridge Repairs	£1,655	£0							
4220 Playing Field Maintenance	£0	£400	£646	£500	£53	£175	£500	£500	
4230 Playground Maintenance	£785	£2,150	£1,252	£2,150	£382	£764	£2,150	£2,150	
4270 Clock Maintenance	£30	£200	£51	£200	£0	£900	£200	£200	
4300 Xmas Lights Maintenance/Rent	£7,715	£5,000	£10,117	£9,000	£630	£9,000	£9,000	£9,000	
4305 Vehicle Maintenance & Costs	£1,799	£1,750	£1,875	£2,000	£844	£1,688	£2,000	£2,000	
4310 Machine Maintenance & Costs	£1,445	£1,750	£2,581	£1,750	£52	£1,500	£1,750	£1,750	
4315 Fuel inc red diesel	£3,283	£2,000	£2,745	£2,500	£1,669	£2,500	£2,500	£2,500	
4320 Vehicle Insurance	£1,873	£1,300	£1,043	£2,000	£767	£767	£1,100	£1,100	
4330 Signs, Boards & Seats	£0	£1,000	£2,596	£1,000	£622	£1,000	£1,000	£1,000	
4331 Memorial benches					£718	£2,154	£0		
4335 Lowbell Ln River Edge & Green	£0	£400	£570	£400	£82	£400	£400	£400	
4340 Plants & Flowers	£511	£1,000	£505	£1,400	£2,157	£3,500	£3,500	£4,500	New budget items & amalgamation of two budget coc
4345 Tree Maintenance	£3,203	£1,000	£2,342	£4,000	£139	£4,000	£4,000	£4,000	
4355 Litter Bins	£155	£500	£404	£500	£19	£500	£500	£500	
4360 Allotments Repairs & Maint,	£134	£750	£845	£750	£445	£750	£750	£1,750	New budget item
4370 Salt & Sand	£0	£250						£0	
4385 Equipment - Grounds & Maintean	£717	£750	£308	£750	£74	£500	£750	£750	
4400 Environmental Projects			£0	£2,000				£0	
4535 Allotment Leases								£650	Moved from cost centre 100
4580 Professional Costs								£500	
Overhead Expenditure	£99,976	£92,150	£102,562	£105,150	£42,519	£103,060	£109,317	£111,539	
220 Shenley Lane									
1210 Hire of Sports Pitch	£1,867	£0	£750	£1,500	£624	£1,248	£1,500	£1,500	
Total Income	£1,867	£0	£750	£1,500	£624	£1,248	£1,500	£1,500	
4105 Utilities - Electricity	£53	£200	£155	£200	£53	£170	£200	£330	
4110 Utilities - Water	£899	£200	£567	£350	£0	£350	£350	£350	
4200 Maintenance	£863	£150	£41	£150	£44	£150	£150	£150	
4220 Playing Field Maintenance	£515	£500	£605	£500	£1,723	£1,800	£500	£1,500	New budget item
4230 Playground Maintenance	£0	£0	£168	£0	£0	£200	£200	£200	
Overhead Expenditure	£2,330	£1,050	£1,536	£1,200	£1,820	£2,670	£1,400	£2,530	
230 London Colney Community Centre									
1250 Bar takings	£10,535	£14,827	£0	£12,500	£2,145	£4,290	£0	£10,000	
1260 Hall Hire & Rent- ad hoc	£11,269	£7,000	£0	£17,000	£1,902	£3,804	£6,000	£8,000	
1265 Hall Hire & Rent -Regular Hire	£28,083	£29,000	£3,164	£30,500	£4,135	£8,270	£30,000	£17,000	
1271 Walkers Coffee Income	£138	£0	£9	£50				£0	
1900 Miscellaneous Income	£6,620	£0							
Total Income	£56,645	£50,827	£3,173	£60,050	£8,182	£16,364	£36,000	£35,000	
4000 Salaries	£22,255	£21,350	£16,721	£24,144	£9,549	£19,098	£6,943	£7,336	linked
4015 Casual Staff	£1,368	£3,000	£0	£3,000	£63	£1,200	£0	£3,121	linked
4100 Utilities - Gas	£1,137	£2,000	£3,420	£2,000	£927	£2,000	£2,000	£2,800	
4105 Utilities - Electricity	£3,955	£5,500	£2,846	£5,500	£1,298	£3,000	£5,500	£9,900	
4110 Utilities - Water	£2,159	£1,500	£0	£2,200	£0	£2,000	£2,200	£2,200	
4115 Utilities - Rates	£1,285	£1,300	£1,306	£1,300	£1,306	£1,306	£1,350	£1,350	
4145 Cleaning supplies			£36	£0					
4155 Licences	£1,152	£1,500	£1,745	£1,500	£579	£1,500	£1,500	£1,500	
4170 Bar Supplies	£10,361	£8,800	£0	£12,000	£2,195	£4,390	£0	£5,000	
4175 Bar facilities	£91	£450	£0	£450	£0	£0	£0	£450	
4180 Bar repairs and maintenance	£900	£400	£0	£500	£358	£358	£0	£350	
4185 Kitchen & Caretaking Supplies	£984	£770	£94	£770	£800	£800	£770	£770	
4195 Coffee Morning	£23	£50	£0	£50	£0	£0	£0	£0	
4200 Maintenance	£4,460	£4,350	£6,127	£5,000	£963	£5,000	£5,000	£5,000	£5000 external dec from EMR
4205 Fire & Security Alarms			£1,687	£800	£942	£1,500	£1,000	£1,200	
4220 Playing Field Maintenance	£210	£250	£15	£250	£137	£250	£250	£0	
4230 Playground Maintenance	£156	£0	£152	£0	32	0	0	0	
4950 Capital Expenditure	£2,998	£5,000							
Overhead Expenditure	£53,494	£56,220	£34,149	£59,464	£19,149	£42,402	£26,513	£40,977	
240 Napsbury Park Pavilion/Fields									
1200 Hire of Pavilions	£3,780	£1,850	£1,105	£3,700	£1,558	£3,116	£3,500	£3,500	
1210 Hire of Sports Pitch	£1,353	£1,500	£1,169	£1,500	£1,029	£1,500	£1,500	£1,500	
1212 Hire of Cricket Pitch	£2,877	£3,000	£420	£3,000	£2,943	£2,943	£500	£2,500	
1214 School Pitch Hire	£1,515	£1,600	£0	£1,600	£1,225	£1,600	£0	£1,600	
Total Income	£9,525	£7,950	£2,694	£9,800	£6,755	£9,159	£5,500	£9,100	
4100 Utilities - Gas	£2,024	£1,000	£1,488	£1,000	£229	£1,000	£1,000	£1,400	
4105 Utilities - Electricity	£738	£850	£233	£850	£226	£850	£850	£1,200	
4110 Utilities - Water	£1,150	£500	£0	£850	£0	£850	£850	£850	
4200 Maintenance	£8,057	£1,000	£2,606	£3,000	£739	£3,000	£3,000	£3,000	
4220 Playing Field Maintenance	£1,084	£1,250	£568	£1,250	£825	£1,250	£1,250	£1,250	
Overhead Expenditure	£13,053	£4,600	£4,895	£6,950	£2,019	£6,950	£6,950	£7,700	

	2019-20	2019-20	2020-21	2020-21	2021-22	2021-22	2021-22	2022-23	
	Actual	Budget	Actual	Budget	Month 6 Projected	Projected	Budget	Budget	
300 Larks in the Park									
1250 Bar Takings	£2,579	£1,397	£0	£3,000	£0	£0	£1,500	£1,500	linked
1300 Event Income - Concessions	£600	£660	£0	£600	£0	£0	£600	£600	linked
1301 Event sponsorship	£33	£0							
1310 Event ticket sales	£40	£0							
1402 Raffle & Donation Collections	£323	£0							
Total Income	£3,575	£2,057	£0	£3,600	£0	£0	£2,100	£2,100	
4170 Bar Supplies					£0	£0	£750	£750	linked
5000 General Event Costs	£1,550	£2,550	£0	£2,640	£0	£0	£2,640	£2,640	linked
5010 Food Costs	£91	£312	£0	£300	£0	£0	£300	£300	linked
5015 Entertainment Costs	£405	£2,000	£0	£2,250	£0	£0	£2,500	£2,500	linked
5020 Other Event Costs	£223	£96	£0	£433	£0	£0	£152	£152	linked
Overhead Expenditure	£2,269	£4,958	£0	£5,623	£0	£0	£6,342	£6,342	
310 Christmas Ball									
1250 Bar Sales	£0	£300							
1310 Ticket Sales	£0	£250							
Total Income	£0	£550							
5000 General Event Costs	£0	£210							
5010 Food costs	£0	£1,800							
5015 Entertainment Costs	£0	£800							
5020 Other Event Costs	£0	£50							
	£0	£2,860							
320 Fireworks									
1250 Bar Takings	£299	£266	£0	£300	£681	£681	£600	£600	linked
1300 Event Income - Concessions	£530	£295	£0	£250	£370	£370	£250	£250	linked
1320 Events - Fireworks Income	£273	£500	£0	£500	£500	£500	£500	£500	linked
Total Income	£1,102	£1,061	£0	£1,050	£1,551	£1,551	£1,350	£1,350	
4155 Licences					£21	£21	£0	£21	
4170 Bar supplies					£454	£454	£300	£300	linked
5000 General Event Costs	£350	£470	£0	£540	£359	£359	£842	£842	linked
5010 Food Costs	£0	£100	£0	£100	£12	£12	£100	£100	linked
5015 Entertainment Costs	£4,250	£4,722	£0	£4,958	£4,250	£4,250	£4,958	£5,500	linked
5020 Other Event Costs	£21	£431	£0	£433	£9	£747	£747	£447	linked
5035 Road Closures	£1,280	£1,600	£0	£1,600	£2,340	£2,340	£1,600	£2,340	linked
Overhead Expenditure	£5,901	£7,323	£0	£7,631	£7,424	£8,162	£8,247	£9,529	
340 Remembrance Sunday									
5000 General Event Costs	£90	£180	£0	£161	£102	£102	£176	£201	linked
5015 Entertainment Costs	£0	£500	£260	£500	£260	£260	£500	£500	linked
5020 Other Event Costs	£0	£400	£0	£400	£0	£0	£400	£400	linked
5035 Road Closures	£860	£955	£0	£955	£860	£860	£955	£970	linked
Overhead Expenditure	£950	£2,035	£260	£2,016	£1,222	£1,222	£2,031	£2,071	
350 Burns Night Supper									
1250 Bar Takings	£5	£120							
1310 Ticket sales	£214	£450							
	£219	£570							
5000 General Event Costs	£0	£180							
5010 Food Costs	£0	£250							
5015 Entertainment Costs	£0	£580							
	£0	£1,010							
370 Lunch Club									
1350 Lunch club - Tuesday	£5,519	£5,850	-£181	£6,500	£355	£1,700	£0	£7,200	
1355 Lunch Club - Thursday	£5,267	£5,900	£184	£6,500	£405	£1,600	£0	£7,200	
Total Income	£10,786	£11,750	£3	£13,000	£760	£3,300	£0	£14,400	
5020 Other Event Costs	£258	£0							
5500 Lunch club costs	£9,788	£8,500	£0	£10,000	£3,000	£6,033	£0	£18,000	
Overhead Expenditure	£10,046	£8,500	£0	£10,000	£3,000	£6,033	£0	-£3,600	
380 Christmas Lunch Club									
1360 Income	£0	£355	£0	£560					
5010 Food Costs			£0	£300					
5020 Other event costs			£0	£100					
			£0	£400					
400 General Council Events									
1250 Bar Takings	£0	£1,920	£0	£700	£0	£0	£700	£0	linked
1300 Event Income - Concessions	£30	£400							
1310 Event Income - Ticket Sales	£321	£3,700	£0	£3,300	£0	£0	£600	£0	linked
1370 Seated exercise income					£68	£68	£0		
1401 Charity Collections			£0	£500	£170	£4,086	£0	£0	
Total Income	£351	£6,020	£0	£4,500	£238	£4,154	£1,300	£0	
5000 General Event Costs	£3,450	£3,450	£76	£1,420	£236	£366	£297	£66	linked
5010 Food Costs	£213	£225	£0	£600	£15	£15	£370	£70	linked
5015 Entertainment Costs	£600	£6,100	£0	£5,440	£0	£0	£3,790	£2,940	linked
5020 Other Event Costs	£1,119	£1,908	£0	£710	£0	£0	£630	£80	linked
5070 Seated exercise costs					£980	£3,700	£0	£3,700	
Overhead Expenditure	£5,382	£11,683	£76	£8,170	£1,231	£4,081	£5,087	£6,856	

	2019-20	2019-20	2020-21	2020-21	2021-22	2021-22	2021-22	2022-23	
	Actual	Budget	Actual	Budget	Month 6 Projected	Budget	Budget	Budget	
420 Halloween Disco									
1250 Bar Takings	£89	£134	£0	£100	£0	£435	£100	£100	linked
1310 Event Income - Ticket Sales	£321	£280	£0	£300	£278	£286	£300	£300	linked
Total Income	£410	£414	£0	£400	£278	£721	£400	£400	
5000 General Event Costs	£12	£40	£0	£44	£0	£0	£94	£44	linked
5010 Food Costs	£0	£100	£0	£150	£26	£106	£150	£150	linked
5015 Entertainment Costs	£100	£150	£0	£200	£0	£150	£200	£250	linked
5020 Other Event Costs			£0	£50	£0	£0	£50	£50	linked
Overhead Expenditure	£112	£290	£0	£444	£26	£256	£494	£494	
430 Christmas Light Switch On									
1250 Bar Takings	£302	£266	£0	£300	£677	£677	£600	£600	linked
1300 Event Income - Concessions	£163	£480	£0	£480	£180	£420	£480	£480	linked
Total Income	£465	£746	£0	£780	£857	£1,097	£1,080	£1,080	
1250 Bar Supplies			£0	£0	£0	£119	£300	£300	linked
5000 General Event Costs	£222	£330	£0	£688	£21	£665	£688	£688	linked
5015 Entertainment Costs			£0	£150	£0	£0	£150	£400	linked
5020 Other Event Costs	£224	£408	£0	£96	£0	£194	£302	£525	linked
5035 Road Closures	£1,480	£1,850	£0	£1,850	£0	£1,850	£1,850	£1,850	linked
Overhead Expenditure	£1,926	£2,588	£0	£2,784	£21	£2,828	£3,290	£3,240	
440 Twixmas									
1250 Bar Takings	£142	£140	£0	£200	£0	£0	£140		
1310 Ticket sales	£193	£305	£0	£400	£0	£0	£650		
	£335	£445	£0	£600	£0	£0	£790		
5000 General Event Costs	£0	£150	£0	£154	£0	£0	£94		
5010 Food Costs	£37	£70	£0	£300	£0	£0	£300		
5015 Entertainment Costs	£250	£250	£0	£250	£0	£0	£250		
	£287	£470	£0	£704	£0	£0	£644		
460 Picnic in the Park									
1300 Event Income - Concessions	£267	£0	£0	£350	£440	£440	£350	£350	linked
1310 Event Income - Ticket Sales	£821	£0	£0	£1,300	£837	£837	£2,625	£2,625	linked
Total Income	£1,088	£0	£0	£1,650	£1,277	£1,277	£2,975	£2,975	
5000 General Event Costs			£0	£436	£229	£229	£436	£231	
5010 Food Costs			£0	£60	£49	£49	£451	£60	
5015 Entertainment Costs			£0	£1,800	£0	£0	£60	£2,500	
5020 Other event costs			£0	£608	£0	£0	£2,000	£277	
			£0	£2,904	£278	£278	£2,947	£3,068	
900 Allocated Reserves									
1085 S106	£12,838	£0							
Allocated Income									
9004 Playground Reserves	£12,383	£0							
Net income over expenditure	£455								
Grand Total Income	£385,859	£371,638	£716,726	£390,318	£344,313	£373,427	£353,805	£393,043	
Expenditure	£398,167	£370,417	£344,642	£390,600	£185,142	£358,188	£342,834	£392,420	
Net Income over Expenditure	-£12,308	£1,221	£372,083	-£282	£159,171	£15,239	£10,971	£623	
Transfer to EMR		£0		£361,633					
Movement to/(from) General Reserve		-£12,308		£10,450			£10,971		