



LONDON COLNEY PARISH COUNCIL

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

14 September 2021

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **MONDAY 20 SEPTEMBER 2021**, to be held at **7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
3. **MINUTES**
To approve the minutes of the meeting of the Finance & General Purposes Committee held on 8 July 2021. 3
4. **REPORTS TO COMMITTEE**
 - 4.1 **Hirers Projected Income 2021-22** 7
To receive a report on projected hirers income 2021-22
 - 4.2 **Grant Application** 9
To receive a grant application from The Base
 - 4.3 **Parish Council Vehicles** 15
To receive a report on the parish council vehicles
 - 4.4 **Bowmans Cross** N/A
To discuss the parish council's response to Hertsmere BC's plan for Bowmans Cross
 - 4.5 **Library Redecoration** 17
To receive a request from HCC to redecorate the externals of the library
 - 4.6 **Splash Pad** N/A
To receive a verbal report on the splash pad installation
 - 4.7 **Parish Council Utility Suppliers** N/A
To receive a verbal report on the contract for parish council utility suppliers

4.8	Bank Reconciliations To note the bank reconciliations	N/A
5.	FORWARD WORK PROGRAMME To note the forward work programme	18
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	
6.2	London Colney Village Club	
7.	DATE OF NEXT MEETING 18 November 2021	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 8 JULY 2021, AT 2.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne (Clerk)
L Casling (Grounds Maintenance Manager)

1. APOLOGIES

Apologies were received from Cllr MacMillan.

2. DECLARATIONS OF INTERESTS

Cllr Gordon and Cllr Pakenham declared a personal interest in item 7.1, as they have a relative who is a member of staff.

3. MINUTES

The minutes of the meeting held on 11 March 2021 were received as a true record of the meeting.

4. TERMS OF REFERENCE

Members received the terms of reference for this committee which were noted.

5. FORWARD WORK PROGRAMME

Members received the forward work programme for this committee which was noted.

6. REPORTS TO COMMITTEE

It was **RESOLVED** to bring item 6.8 forward on the agenda.

6.8 Morris Recreation Ground Pavilion

Members received a verbal report from the Grounds Maintenance Manager, outlining how he had not been able to get a contractor to quote for the entire specification for the refurbishment. One contractor had advised him that the gents and disabled toilets did not need updating, and that savings could be made which could be spent on the ladies' toilets. He was now seeking quotes for the work to be done by individual contractors (decorating, plumbing etc). The Clerk will arrange an emergency meeting of this committee to consider any quotations received.

6.1 Hirers Projected Income 2021-22

Members received a report outlining the projected income for regular hirers to 31 March 2021. Members noted the loss of two hirers, totalling £12,800pa. Members discussed how to promote the facility to regular hirers including a full-page advertisement in the newsletter; advertisements on social media; a banner on the railings at the community centre; liaising with existing hirers to see if they were interested in booking additional sessions. Members also asked if Officers could liaise with local funeral directors about promoting the facilities for ad hoc hires. Members asked if there was an association of parent groups who might be

interested in starting up a group at the community centre and the pavilion at Morris Recreation Ground. This item is to be added to the next agenda as a standing item. It was **RESOLVED** to:

- a) *Note the report.*
- b) *Add this item to the next agenda.*

6.2 Investment Policy

Members received an updated investment policy and noted the changes. It was **RESOLVED** to recommend to Council to:

Adopt the Investment Policy

6.3 Reserves Policy

Members received an updated reserves policy and noted the changes. It was **RESOLVED** to recommend to Council to:

Adopt the Reserves Policy

6.4 Dispensations

Members received a report outlining the procedure to grant dispensations to Members to allow them to take part in debate at meetings, where they had a Disclosable Pecuniary Interest. Members noted that any dispensation received by the Clerk, would be approved by Council. It was **RESOLVED** to:

Adopt the dispensation form.

6.5 Asset Management

As a recommendation arising from the internal auditor's report, Members received the Council's asset register and a policy designed to ensure the efficient management of these assets, including properties. Members noted the de minimus of £250 for items to be included in the asset register. Members noted the item within the policy on a planned maintenance programme. Members discussed the current condition of the sports pavilion at Napsbury and that the District Council had recently undertaken a survey. The Clerk will seek a copy of this survey. It was **RESOLVED** to:

- a) ***Recommend the Asset Management Policy is adopted by Council.***
- b) ***Note the asset register.***
- c) ***A programme of planned maintenance for the parish council properties will be brought to the next meeting.***

6.6 Facilities Booking Software

Members received a report on a recommendation from the Business Continuity Plan and the HR review, that the RBS facilities booking software was purchased and implemented. Members noted that this would be an efficiency saving within the organisation and that the cost of the project would be met from General Reserves. It was **RESOLVED** to:

Implement the RBS Facilities Booking Software as outlined in the report.

6.7 Strategic Plan

Members received a proposed update to the strategic plan. Members were concerned that with the impact of Covid on the Council's income streams, some of the proposed new budget

items were not feasible. The Clerk was asked to refer the work programme contained within the strategic plan back to the individual committees for consideration, identifying whether these items could be deferred or could be financed from other sources, other than the revenue budget. It was **RESOLVED** to:

Defer the adoption of the revised strategic plan until committees can consider the work programme.

6.9 Wi-Fi

Members received a report outlining a request from Human Resources and Environment & Neighbourhood Committees that Wi-Fi was installed in the Margaret Hopkins Suite and the Lounge. The installation of Wi-Fi in the lounge would enable Members to use electronic devices to access council agendas, instead of paper copies, as part of a reduction in the Council's carbon footprint. The installation of Wi-Fi in the Margaret Hopkins Suite would assist with hiring it for hot desking for hirers and office staff. Members noted that there would be no increase in revenue budget for this project and that all costs would be met from General Reserves. It was **RESOLVED** to:

Install Wi-Fi in the Lounge and Margaret Hopkins Suite.

6.10 Sports Clubs

Members noted the delegated decision of the Chairman of the committee and the Clerk to offer two free hirers to the sports clubs, as they had not been able to use the sports pavilions with Covid restrictions and there had been no reduction in pitch hire. It was **RESOLVED** to:

Note the delegated decision of the Chairman of the Committee and the Clerk.

6.11 Office IT Purchase

Members noted the delegated decision of the Chairman and Clerk to purchase IT for the Grounds Maintenance Manager and Admin Officer. It was noted that the Grounds Maintenance Manager was using his own laptop which was a data risk and the Admin Officer's PC had reached the end of life, which could not be extended. It was **RESOLVED** to:

Note the delegated decision of the Chairman of the Committee and the Clerk.

6.12 Millennium Clock

Members were advised by the Clerk that despite the efforts of the clock repair company, the clock continues to run slow. The Clerk has asked the Grounds Maintenance Manager to ask for a price for a new mechanism. The Clerk will report to the next meeting on progress.

6.13 Bank Reconciliations

Members were advised that the Internal Auditor has asked for the bank reconciliations to be received at this committee, as part of the Council's internal control. This will be a standing item at all committee meetings. It was **RESOLVED** to:

Approve the bank reconciliations for April and May 2021.

6.14 Defibrillators

Members did not have time to consider this report as the Clerk had not included it in the agenda pack. They took the report away and will advise the Clerk if they agree with the report by email.

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 Confidential Staff Review Recommendations

Members received a confidential report on the staff review recommendations which were noted. It was **RESOLVED** that:

- a) The recommendation on the bar function will be implemented.*
- b) The recommendation on cleaning being outsourced will be considered further with costings from contractors before any decision is taken.*

7.2 Land at Caledon Community Centre

Members received a report on this item and further legal advice will be sought before a meeting is arranged with the school.

7.3 Outsourcing of Parish Council Services

Members noted the decision of the Events & Community Committee on this item. Members discussed increasing the ticket price and decided to review this after 6 months of operation.

8. DATE OF NEXT MEETING

18 November 2021

The meeting closed at 1600 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 20 SEPTEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REGULAR HIRERS PROJECTED INCOME 2021-22

1. SUMMARY

1.1 Members are asked to consider this report, which updates projected income from regular hirers in 2021-22, provided there are no further lockdowns.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 The table below sets out our forecasted income per quarter, from the regular hirers and shows the shortfall on budget in the final column.

	Budget	Forecast Income Q1	Forecast Income Q2	Forecast Income Q3	Forecast Income Q4	Shortfall
Community Centre	£30,000	1263.51	2747.67	3220.52	3505.91	-£19355.02
Morris Way	£2,700	110.50	286.65	499.20	586.95	-£1217.00
Napsbury	£3,500	697.00	425.00	748.00	952.00	-£678.00

3.2 Our regular hirers, as they currently stand are:

Community Centre

- Tai Kwon Do (2 sessions)
- Irish Dancing (2 sessions)
- Zumba
- Friday exercise class
- Wednesday exercise class
- The Base

Napsbury

- Children's music group (4 mornings)
- Yoga evening

Morris Recreation Ground

- Pilates

3.3 Most regular hirers are now back using the facilities, except for a few who haven't returned due to various reasons (ME Group, Bangra).

- 3.4 At the community centre, Bingo on a Tuesday has returned from September 2021 but are not having their additional session on a Thursday evening. At Morris Recreation Ground Pavilion, The Royal British Legion have returned along with the Jazz Club on a Monday afternoon and a Pilates group on a Wednesday evening.
- 3.5 The majority of these hirers are term time only. There are also some additional sessions booked from regular hirers (Tai Kwon Do and Irish Dancing) at weekends for examination preparation.
- 3.6 We have lost the hirer of the Margaret Hopkins Suite which was an income of £7,800 per annum and Slimming World which was £5,000 pa.

4. AD HOC HIRERS

- 4.1 We have a budget of £6,000 for ad hoc hirers. These are primarily private parties with or without the bar.
- 4.2 Income to date (15/9/21) is £930.00.
- 4.3 These bookings are building up at present, but it is envisaged that there will be a shortfall on this budget.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Impact on Council income
Resources (including workforce)	N/A
Risk Management	Risk of not delivering balance budget and having to use general reserves.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES COMMITTEE

DATE: 20 SEPTEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GRANT APPLICATION – THE BASE

1. SUMMARY

- 1.1 A grant application has been received from The Base for funding towards the cost of hiring the Caledon Community Centre, where they have relocated to from Cotlandswick Leisure Centre, with effect from July 2021.

2. RECOMMENDATION

- 2.1 Members are asked to consider the grant application and advise the Clerk on their decision.

3. BACKGROUND

- 3.1 There have been two previous applications made by The Base since records have been kept (from 2015).

February 2016	£500	Running costs
April 2017	£430	Running costs

- 3.2 The application form states that:

London Colney Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Parish: This includes, but is not limited to:

- *Capital grants for equipment*
- *Funding for particular events*
- *Funding for particular projects*

- 3.3 The maximum sum that can be applied for is £500.00

- 3.4 The Base hire the lounge on Monday afternoons from 1630-1830. The hourly charge is £17.00 per hour and they hire the venue for 2 hours. As a not-for-profit organisation, they receive a 25% discount and the weekly hire charge after this discount is £25.50 per session. This application form was based on 1.5 hours per session. They have subsequently increased their hire time to 2 hours.

4. FINANCE

- 4.1 There is a budget for grants of £2,500. To date, no grant applications have been received.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	Complies with Equalities Policy
Environmental/Sustainability	N/A
Crime & Disorder	Reduces anti-social behaviour
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

Contact details			
Name	Shelley Taylor		
Position held in the organisation	Project Coordinator		
Address			
Telephone	Home	Business	Mobile
Email			
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998. This information will be used by London Colney Parish Council for analysing and recording grants. Your personal data will not be made public, but the name of your organisation will be displayed on our website, along with the details of the grant awarded.		
Organisation/group Details			
Name of the organisation/group	The Base Youth Project; Kids at the Base		
Where does the organisation meet?	Caledon Club, London Colney, previously Cotlandswick Leisure Centre		
What are the aims of the organisation?	<p>The Kids @ The Base Project runs for Year 5 & 6 at primary school in London Colney and surrounding areas. The Kids Project offers sports activities, art activities, and health and safety information on a range of topic including healthy eating, exercise, personal safety, road safety and firework safety. The project normally has 2 trips per year; one to the fire station and the other involving physical activity such as the fun rings, lazar combat and tramlining. The project runs once a week during term time at the local sports centre. For a 50p admission fee the children can take part in all the activities and receive a drink and snack.</p> <p>The project started in 2008 and has successfully run every academic year supporting a range of children. In March 2020 the project had to temporarily close to due Covid-19 and is about to re-open in June 2021.</p>		
How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?	<p>The return of the Kids Project will allow the local children to meet and take part in fun activities in a safe environment with their friends. It will allow them to re-kindle their social interactions with their peers from the village.</p> <p>The project has always provided informational education relating to health and wellbeing, whether that be healthy eating, exercise, stranger danger, positive friendship groups and bullying and this will continue.</p> <p>In the current climate the emphasis on wellbeing will paramount, supporting the children's wellbeing and understanding of the current situation we will be having a positive impact on their wellbeing and future mental health.</p>		

Approximately how many and what type of London Colney Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)	When the Kids Project was running up to March 2020 it attracted between 15-20 children each week on a regular basis for over 8 years. We hope to get these numbers of children back to the project. The children are in Years 5 & 6 at primary school, aged 9-11 years.	
Is it a registered charity?	Yes	Registered charity number 1051818

Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.	
Amount	£ 500.00
How the money will be spent	To pay towards the running of the project; pay for the venue rent. <ul style="list-style-type: none"> • £19.12 per session. For a year of term time bookings from September 2021 to July 2022 possible 37 dates totals £707.48 on rent.
Attach copies of quotes or other relevant documentation	
Please provide a copy of your latest accounts	Is attached in the email with this application.
What is the organisation's estimated income and expenditure for the year?	The project costs for the year are approximately £5000 and the estimated income is £5500.
Have you applied for any other grants in this financial year? Please provide details.	Applied to St Albans City and District Council to run the Kids at The Base. The project received £2000 from the community grant fund.

Please return the completed form, together with supporting information, to:

Clerk to London Colney Parish Council
London Colney Parish Council, Parish Council Offices,
London Colney Community Centre, Caledon Road, London Colney, AL2 1PU

Signed

Name Shelley Taylor

Position in the organisation Project Coordinator

Date 26.07.2021

THE LONDON COLNEY YOUTH PROJECT LIMITED

DRAFT STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<u>Incoming resources from generated funds</u>					
Voluntary funds	2	-	-	-	-
Investment income	3	-	-	-	-
		-	-	-	-
Incoming resources from charitable activities	4		-	-	712
Other Incoming resources	5	2,134		2,134	900
Total incoming resources		2,134	-	2,134	1,612
<u>Resources Expended</u>					
Charitable activities					
Core activities	6	97	-	97	6,257
Total resources expended		97		97	6,257
Net income/(expenditure) for the year/ Net Movement in funds		2,037	-	2,037	4,645
Fund Balances at 1 April 2020		1,249	0	1,249	5,894
Fund Balances at 31 March 2021		3,286	-	3,286	1,249

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 20 SEPTEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PARISH COUNCIL VEHICLES

1. SUMMARY

1.1 In addition to the ground's maintenance equipment, the parish council operates two vehicles:

Ford Transit – BK58 CVR
Ford Connect – BN07 WSY

1.2 The Transit failed its latest MOT, and it is not economic to repair.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Approve the release of EMR and General Reserves up to £15,000 for the purchase of a new petrol Transit (or similar size) van.
- b) Build up an EMR for the purchase of vehicles with a minimum contribution of £3,000 PA.

3. BACKGROUND

3.1 The vehicles are used daily by the grounds staff to collect rubbish across the sites that are maintained by the parish council and to convey grounds maintenance equipment to/from sites.

3.2 The Transit Connect currently has 130,000 miles on the clock and does less than 10,000 miles PA.

3.3 The Ford Transit had 115,000 miles on the clock with an average mileage of 15,000 miles PA.

3.4 The vehicles are stored at the on site at the workshop overnight. They are maintained in house to keep costs down. All staff who use the vehicles undertake an annual driving licence check.

3.5 All conventional petrol and diesel vehicles will cease to be manufactured from 2030. New hybrids (petrol and electric) will cease to be manufactured from 2035 with the only option after this date being electric or hydrogen.

3.6 The Council's climate change and biodiversity plan states that:

Replacement of council vehicles with hybrid or electric vehicles. An earmarked reserve will need to be built up for this purpose.

End of 2025

3.7 Early indications are that the purchase of a hybrid or electric vehicle is not feasible due to the price of approximately £30,000.

4. FINANCE

4.1 There are the following EMR available which could be used towards a replacement vehicle:

EMR Vehicles	£2,671
EMR Equipment	£5,000

4.2 The vehicles are maintained in house, with annual budget of £2,000 for vehicle maintenance. Insurance on all the fleet (including grounds maintenance equipment), costs £1100 PA. The fuel cost budget is £2,500 but this includes petrol for strimmers.

5. IMPACT ASSESSMENT

Strategic Plan	Objective three
Equalities	N/A
Environmental/Sustainability	
Crime & Disorder	N/A
Financial	Use of EMR and General Reserves
Resources (including workforce)	N/A
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 20 SEPTEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: LIBRARY REDECORATION

1. SUMMARY

- 1.1 A request has been received from HCC that the external aspect of the library is redecorated as it is looking shabby. HCC have indicated that they have a small amount of funds that they can contribute towards redecoration.

2. RECOMMENDATION

Members are asked to consider the report and advise the Clerk how they wish to proceed.

3. BACKGROUND

- 3.1 When the library service was transferred to a Community Interest Company in 2019/20, a new underlease was agreed between the parish council, HCC and Libraries for Life.
- 3.2 The previous lease had been between the community organisation who had developed the Community Centre and HCC, which had automatically transferred to the parish council when they took over the centre in 2009. The previous lease specifically mentioned redecoration and that it was the Tenant's responsibility, both internally and externally and should be undertaken every 7 years. This isn't specifically mentioned in the underlease, but it does refer to all the previous terms and conditions being upheld as outlined in the Head Lease.
- 3.3 There is an annual rent charged to HCC for the ground rent of the library, a proportion of insurance costs, heating and light, and cleaning. The latest invoice sent was for 2019/20 and was for £3682.45

4. FINANCE

- 4.1 There is a maintenance budget for the community centre (230/4200) of £5,000. Currently the remaining budget is £4,343.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budget for maintenance of community centre in place
Resources (including workforce)	N/A
Risk Management	N/A

Finance & General Purposes Committee Work Programme 2021-22

Date of Meeting	Matters for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
18/11/2021	Financial Regulations	Clerk	To review and implement any recommendations for adoption by Council in line with IA report	Policy Review
	Standing Orders	Clerk	To review and implement any recommendations for adoption by Council in line with IA report	Policy Review
	First draft of budget with new items from Committees	Clerk	To receive a first draft budget	Internal control
	New budget items	Clerk	Public water drinking fountains on parish council buildings	Climate change and biodiversity plan
	Local Council Award Scheme	Clerk	Report on LCAS	Strategic Plan
	Bank reconciliations	Clerk	To note the bank reconciliations	Internal control
	Aged debtors	Finance Officer	To note aged debtors and agree debt write off to be ratified by Council	Internal control
	Projected hall hire income	Clerk	To receive a projected income from regular hall hires	Standing item
	Morris Recreation Ground	Grounds Maintenance Manager	To receive quotations for works	Asset Management Policy
	Planned Maintenance Program	Grounds Maintenance Manager	To receive a programme of planned maintenance for parish council assets	Asset Management Policy
	Strategic Plan	Clerk	To review the work programme for this committee	Strategic Plan
Napsbury	Clerk	To consider the future for this site with consideration of the change of parish boundary in 2023	N/A	
Library rent	Clerk	To review the rent charge on the library		
09/12/2021	Budget 2022-23	Clerk	Second draft of budget for recommendation to Council on precept	Internal control

13/01/2022 (Reserve date)	Budget 2022-23	Clerk	Possible third draft of budget with recommendation to Council on precept	Internal control
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10/03/2022	Bank reconciliations	Clerk	To note the bank reconciliations	Internal control
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Future Items

May-22	Scheme of Delegation			Policy Review
Oct-22	CCTV Code of Practice March 2018			Policy Review
	Complaints Procedure			Policy Review
	Document Retention & Disposal Policy			Policy Review
	Financial Delegation of Authority			Policy Review
	Information & Data Protection Policy			Policy Review
	Removable Media Data Policy			Policy Review
	Safeguarding Policy			Policy Review
Apr-23	Social Media & Electronic Communication Policy			Policy Review
	Equality & Diversity Policy			Policy Review
	Business Continuity Plan Scheme of Publication			Policy Review Policy Review