



LONDON COLNEY PARISH COUNCIL

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

10 March 2022

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **TUESDAY 29 MARCH 2022**, to be held at **6.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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 3 February 2022. 3
- 5. REPORTS TO COMMITTEE**
 - 5.1 Community Governance Review** 6
To agree a response to this consultation
 - 5.2 Data Breach Procedure** 9
To agree a procedure to deal with breaches of personal data
 - 5.3 Subject Access Request** 16
To agree a procedure to deal with subject access request.
 - 5.4 Caledon Community Centre External Redecoration** 22
To receive quotations to undertake external redecoration
 - 5.5 Defibrillators** 24
To receive a report on defibrillators at parish council owned sites
 - 5.6 London Colney Library** 25
To receive a letter from HCC regarding the reorganisation of the library service
 - 5.7 Grant Policy and Application Process** 27
To review the Council's policy and procedure for handling grant applications

5.8 Assets of Community Value (ACVs)	35
To receive an update on ACVs.	
5.9 Calendar of Meetings 2022/23	36
To receive a proposed calendar of meetings for 2022/23 and recommend its adoption by Council on 11 May 2022	
5.10 Aged Debtors (to follow)	-
To receive a report on aged debtors.	
5.11 Splash Pad	-
To receive a verbal update on this project.	
5.12 Water Leak at Glebe Allotments	37
To receive a report about a repair to the water supply for Glebe allotments	
5.13 Bank Reconciliations	-
To note the agreed bank reconciliations	
6. WORK PROGRAMME	40
To note the work programme for this committee	
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 Container Café Proposals (to follow)	-
8. DATE OF NEXT MEETING	
To be confirmed	

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

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 20220

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: COMMUNITY GOVERNANCE REVIEW

1. SUMMARY

- 1.1 Members are asked to consider the parish council's response to SADC's community governance review.

2. RECOMMENDATION

- 2.1 Members are asked to consider the attached bullet points listed in item 4 for inclusion into a response to this consultation and any other items they think relevant.

3. BACKGROUND

- 3.1 This community governance review addresses some of the inequalities with parish boundaries and also considers the warding arrangements for the parish, following the removal of Napsbury into the Park Street District Council Ward.
- 3.2 SADC made a presentation to the parish council and made two recommendations in relation to the borders of the parish:
- 4 x properties in Suffolk Close are currently in Cunningham Ward, which is not parished.
 - 24 properties at North Cottages are currently in Cunningham Ward, which is not parishes.
- 3.3 At a previous meeting, Members suggested that some of the anomalies with the border with St Stephens could be rectified during this process. The Clerk has spoken with the Chairman of St Stephen's Parish Council who reported that following a parish council meeting, they had no strong feelings about redrafting the parish boundaries and that any changes should be undertaken after consulting with residents.
- 3.4 This review cannot alter district council boundaries with neighbouring districts and their parishes e.g., Hertsmere.
- 3.5 One of the main points arising from the SADC presentation was the proposal to redraw the parish ward boundaries. Currently there are three wards: East, North West and South West wards. SADC are suggesting two wards: Napsbury and London Colney with 2 and 7 councillors respectively.
- 3.6 This would mean that in the event of an election or by-election, the parish council would face high election costs. A more equitable distribution of parish wards into two smaller wards, would mean less costs in the event of a by-election with only 1 or 2 polling stations required.

- 3.7 The deadline for submissions is 31 March 2022. Responses will be considered Policy Committee prior to ratification by SADC in Council in December 2022. The new parish wards would come into effect for the parish council elections in May 2023.

4. POINTS FOR INCLUSION IN RESPONSE

- Rectify anomalies with parish boundary where it joints Cunningham Ward, which is unparished.
- Consider redrafting border with St Stephens PC to run concurrent with railway line and possibly include properties in Harperbury Park.
- Divide parish into two equal size wards to prevent excessive election costs with 1 or two polling stations per ward.

5. FINANCE

- 5.1 Any change to boundary wards will affect the number of properties which fall within the precept tax base and will therefore affect the amount of precept and its distribution across the council tax bands.
- 5.2 Any change to the parish wards will affect the costs relating to election expenses, which will need to be accommodated when setting the budget.

6. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Implications to precept and budget
Resources (including workforce)	N/A
Risk Management	N/A

London Colney



LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GDPR BREACH NOTIFICATION PROCEDURE

1. SUMMARY

- 1.1 This report outlines a proposed procedure in the event of a personal data breach.
- 1.2 The UK GDPR introduces a duty on all organisations to report certain personal data breaches to the relevant supervisory authority. This must be done within 72 hours of becoming aware of the breach.
- 1.3 As a data controller, the parish council should have a robust detection, investigation, and internal reporting procedure in place. This will facilitate decision making about whether or not you need to notify the relevant supervisory authority, the affected individuals or both.

2. RECOMMENDATION

Members are asked to recommend adoption of the attached data breach procedure

3. BACKGROUND

- 3.1 Personal data is information that relates to an identified or identifiable individual. What identifies as individual could be as simple as a name or number. If it is possible to identify an individual from the data, we are processing then that information is personal data. Data can only be held or processed for the lawful purposes for which it was obtained.
- 3.2 A personal data breach can be a breach of security caused by the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data.
- 3.3 The handling of personal data is set out in the Council's Information and Data Policy 2020, which is due for review in September 2022.

4. FINANCE

- 4.1 The ICO can fine any organisation for the incorrect handling or storage of data, or for a data breach which is not reported to them.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Possible fine from ICO
Resources (including workforce)	N/A
Risk Management	Reputational risk

LONDON COLNEY PARISH COUNCIL

DATA BREACH PROCEDURE

1. Scope

- a) This procedure applies in the event of a personal data breach.
- b) The General Data Protection Regulations (GDPR) draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation should establish whether it is a data controller or a data processor for the same data processing activity, it must be one of other.

2. Responsibility

- a) All users, whether employees/staff or temporary employees/staff and third-party users and Councillors of London Colney Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

3. Procedure – Breach Notification Data Processor to Data Controller

- a) London Colney Parish Council will report any personal data breach to the data controller (Clerk) without undue delay.

4. Procedure – Breach Notification Data Controller to Supervisory Authority

- a) In the event of a personal data breach, the Clerk (Data Controller) shall notify the supervisory authority (Information Commissioner's Officer) without undue delay of a personal data breach.
- b) The Clerk assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- c) If a risk to the aforementioned is likely, the Clerk shall report any personal data breach to the ICO without undue delay and where feasible, within no more than 72 hours. Where a data breach notification to the ICO is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- d) The data controller (Clerk) shall provide the following information to the Parish Council:
 - A description of the breach
 - The categories of personal data affected
 - Approximate numbers of data subjects affected
 - Approximate number of personal data records affected
 - Likely consequences of the breach
 - Any measures that have been or will be taken to address the breach, including mitigation
 - The information relating to the data breach, which may be provided in phases
 - The date and time the Clerk advised the ICO
 - The notification is made by (email, phone)
 - Confirmation of receipt of this information is made by email.

5. Procedure - Breach Notification Data Controller to Data Subject

- a) Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject, London Colney Parish Council will notify the affected data subjects without undue delay.
- b) The notification to the data subject shall describe in clear and plain language the nature of the breach, including the information specified in 4.4 above
- c) Appropriate measures shall be taken to render the personal data unusable to any person who is not authorised to access it such as encryption.
- d) The controller shall take subsequent measures to ensure that the rights and freedoms of the data subjects are no longer likely to be compromised.
- e) If it would be a disproportionate amount of effort to carry out the above, there shall be a public communication or similar measure whereby the data subjects is informed in an equally effective manner.
- f) The ICO may where it considers the likelihood of a personal data breach to result in high risk, require the data controller to communicate the personal data breach to the subject.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of London Colney Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Council, employer, councillor) determines the purposes for which and the way any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data

- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

LONDON COLNEY PARISH COUNCIL

DATA SECURITY BREACH REPORTING FORM

A data security breach can happen for a number of reasons.

- loss or theft of data or equipment on which data is stored
- inappropriate access allowing unauthorised use.
- equipment failure.
- human error.
- unforeseen circumstances such as fire or flood.
- hacking attack.
- 'blagging' offences where information is obtained by deceiving the organisation who holds it.

This form will be used for these breaches.

Breach Containment and Recovery

Article 2(2) of the Notification states:

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out below:

Date and time of notification of breach	
Notification of breach to whom Name Contact details	
Details of Breach	
Nature and content of data involved	
Number of individuals affected	
Name of person investigating breach Name Job Title Contact details Email Phone number Address	

Information Commissioner informed Time and method of contact https://report.ico.org.uk/security-breach	
Police informed if relevant Time and method of contact Name of person contacted Contact details	
Individuals contacted How many individuals contacted? Method of contact used? Does the breach affect individuals in other EU member states? What are the potential consequences and adverse effect on those individuals? Confirm that details of the nature of the risk to the individuals affected; any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.	
Staff briefed	
Assessment of ongoing risk	

<p>Containment actions:</p> <p>Technical and organisational security measures have been applied (or where to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: SUBJECT ACCESS REQUEST PROCEDURE

1. SUMMARY

- 1.1 The right of access, commonly known as a subject access request (SAR), gives individuals the right to obtain a personal copy of their personal data, as well as any other supplementary information. It helps individuals understand how and why the parish council holds their data, and what we are using it for, and to check that it is being used lawfully.

2. RECOMMENDATION

Members are asked to approve the following procedure.

3. BACKGROUND

- 3.1 An individual can make a SAR either verbally or in writing including on social media. A request is valid if it makes clear that the individual is asking for their own personal data. An individual does not have to use a specific form of words, refer to legislation to direct the request to a specific person.
- 3.2 An individual may ask a third party to make an SAR and it can also be made via an online portal. Before, responding the data controller must be satisfied that the third party making the request is entitled to act on behalf of the individual. It is the third party's responsibility to provide evidence of their authority.
- 3.3 The request for a SAR must be complied without undue delay and at the latest within one month of receiving the request. The time can be extended by a further two months if the request is complex or we have received a number of requests from the individual, e.g., other types of requests relating to individuals' rights.
- 3.4 If there is a large amount of information about an individual, you can ask them to specify the information or processing activities their request relates to, if it is not clear. The time limit for responding to the request is paused until you receive clarification, although you should supply any of the supplementary information you can do within one month.
- 3.5 You can request ID to ensure that you are satisfied that you know the identity of the requestor and the timescale to responding does not begin until you have received the ID.
- 3.6 In most cases you can not charge for a SAR, however, you can charge a reasonable fee for administrative costs if the request is unfounded or excessive or an individual requests further copies of the data.

- 3.7 The controller must provide the information or communications in a concise, transparent, intelligible, and easily accessible form, using clear and plain language, in particular for any information addressed specifically to a child.
- 3.8 The controller must respond to a subject access request (and to some other specified types of requests) within one month of receipt of the request, but this period may be extended by a further two months where necessary, considering the complexity and number of requests.
- 3.9 The information should be provided free of charge. But if the requests are manifestly unfounded or excessive, in particular because of their repetitive character, the controller has the option of either charging a reasonable fee or refusing to act on the request.

4. FINANCE

- 4.1 There are no financial implications other than a use of officer resources.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Excessive SAR or FOI requests may have an adverse effect on officer workload
Risk Management	Adopting this procedure will reduce the risk of incurring a fine from the ICO

LONDON COLNEY PARISH COUNCIL
SUBJECT ACCESS REQUEST PROCEDURE

This procedure is to be followed when an individual contacts London Colney Parish Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SARs should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
 - a) The request must be in writing (letter, email, or social media).
 - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
 - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
 - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
 - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions. Examples of exemptions are:
 - b) References you have given
 - c) Publicly available information
 - d) Crime and taxation
 - e) Management information (restructuring/redundancies)
 - f) Negotiations with the requestor
 - g) Regulatory activities (planning enforcement, noise nuisance)
 - h) Legal advice and proceedings
 - i) Personal data of third parties
5. Are you able to disclose all the information?
 - a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.

6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:
- a) the purposes of the processing;
 - b) the categories of personal data concerned;
 - c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
 - d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - g) if the data has not been collected from the data subject: the source of such data;
 - h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

Sample letters:

Replying to a subject access request providing the requested personal data

Dear *[Name of data subject]*

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Release of part of the personal data when the remainder is covered by an exemption

Dear *[Name of data subject]*

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

To answer your request, we asked the following areas to search their records for personal data relating to you:

[List the areas]

I am pleased to enclose *[I]* of the personal data you requested. *[If any personal data has been removed]*

We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Replying to a subject access request explaining why you cannot provide any of the requested personal data

Dear *[Name of data subject]*

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CALEDON COMMUNITY CENTRE, EXTERAL REDECORATION

1. SUMMARY

- 1.1 The Clerk was asked to obtain quotations for the external redecoration of the community centre.

2. RECOMMENDATION

- 2.1 Members are asked to decide which contractor they wish to undertake this work.

3. BACKGROUND

- 3.1 Quotations have been sought for the external redecoration of the community centre. Following the development of the doctor's surgery, the community centre is looking very tired and there are no plans to replace the building for the foreseeable future (in the next 5 years).
- 3.2 Improving the outward aspect of the community centre, would help attract more hirers.
- 3.3 The specification for the quotations was:
- To prepare and apply 2 coats of masonry smooth black to the plinth around the building
 - To prepare and apply 2 coats of masonry smooth white to the exterior panels of the community centre
 - Two undercoats and 1 high gloss on all previously painted windows, doors, and frames in colours to match existing
 - Prepare and stain all doors where relevant

Contractor A £8,895.75

Contractor B £4,500.00

All prices are exclusive of VAT

- 3.4 Contractor A specified that they will not make good all imperfections as this is the nature of the substrate, but they will make good any larger areas. Both contractors stated that they would seal all rust areas and use two coats of masonry paint to all bare render walls.
- 3.5 Contractor A redecorated the library. Contractor B repainted Napsbury/Morris Pavilion.

- 3.6 The windows of the office are rotten and will probably not be able to be redecorated. Members may want to consider replacing these windows. They can not be opened and leak when it rains.
- 3.7 If there are funds available then a programme of internal redecoration will start in Summer 2022 when the regular hirers of the community centre take their summer break.

4. FINANCE

- 4.1 There is sum in the Margaret Hopkins bequest, in an earmarked reserve of £4,831.62.
- 4.2 The budget for maintenance of the community centre for 2022-23 is £5,000.

5. IMPACT ASSESSMENT

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: DEFIBRILLATORS

1. SUMMARY

1.1 This report updates Members on the sourcing of defibrillators for London Colney.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 HCC have had a specific grant fund for community organisations and parish/town councils to apply for funding to purchase and install publicly accessible defibrillators (PADs). They have been working with a London based charity, Hertbeat who have guaranteed a reduced price.

3.2 The Clerk has secured funding for two defibrillators which will be installed at Morris Recreation Ground and Napsbury Sports Pavilion. The total funding secured is £2450 which will pay for two defibrillators and external, heated cabinets. Ancillary works to install the cabinets and connect them to a power supply will be met from the relevant maintenance budget

3.3 When the PADs are installed, they will need to be checked weekly, including checking on battery life.

4. FINANCE

4.1 Any ongoing costs for replacement spares will be met from the relevant maintenance budget.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Additional resource needed to check PAD on a weekly basis.
Risk Management	N/A



**Director of Law & Governance:
Quentin Baker, Solicitor**

Estates Department
London Colney Parish Council
London Colney Community Centre
Caledon Road
London Colney
Hertfordshire
AL2 1PU

**BY E-MAIL ONLY TO:
parishclerk@londoncolney-pc.gov.uk**

**Resources
Post Point CH0237
Hertfordshire County Council
County Hall
Hertford
Herts SG13 8DE**

Tel: 01992 588623
Minicom:
Email: @hertfordshire.gov.uk
Contact:
My ref: JF/011107
Your ref:

Date: 8 February 2022

Dear Sirs/Mesdames

Re: Hertfordshire County Council Libraries Project

You may recall that we wrote to you before the Coronavirus pandemic in relation to the County Council's Inspiring Libraries project which we were considering implementing as part of our Library Service Strategy. That project involved outsourcing the management and delivery of various library functions to a third-party Mutual Company, Libraries for Life, who would work with us to deliver those services from the existing Hertfordshire Libraries.

Unfortunately, the impact and challenges of the pandemic have meant that the Council's priorities have shifted, and the Council has had to reconsider the previous direction of travel for the Library Service to ensure that the Library Service's role can evolve to keep pace with those challenges.

That has meant that the Council has taken the decision to no longer move forward with the Inspiring Libraries project in the form that was previously envisaged. As a result, the Council is not currently seeking to outsource the functions of the Library Service to a third party.

We are therefore writing to you as landlord of London Colney Library to update you and to advise that Hertfordshire County Council will continue to deliver those services through its in-house Library Services team. Therefore, should you need to contact the Library Services, please continue to contact Hertfordshire County Council in the usual way.

We would like to take this opportunity of thanking you for your continued support in enabling the Library Service to support the residents and communities of Hertfordshire and assisting us to meet the challenges (and opportunities) the Library Service will face going forward.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Finch', with a stylized flourish at the end.

James Finch
Solicitor
Property Law
Hertfordshire County Council

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GRANT POLICY AND APPLICATION PROCEDURE

1. SUMMARY

- 1.1 This report outlines a grant policy and application procedure to be considered by this meeting.

2. RECOMMENDATION

- 2.1 Members are asked to recommend to Council to:
- a) Approve the grant policy and application procedure
 - b) Review and adopt the grant application form.

3. BACKGROUND

- 3.1 The parish council

4. FINANCE

- 4.1 The Parish Council's grant budget for 2022/23 is:

120/4800	General grants	£2,500
120/4820	Grants Citizen's Advice	£1,000

- 4.2 Grants awarded in previous year:

5. IMPACT ASSESSMENT

Strategic Plan	
Equalities	
Environmental/Sustainability	
Crime & Disorder	
Financial	
Resources (including workforce)	
Risk Management	

LONDON COLNEY PARISH COUNCIL

GRANT AWARDING POLICY AND PROCEDURE

Introduction

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants. The parish council has the General Power of Competence.

Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Listening and responding to the views and needs of residents in order to be a strong and recognisable voice for the village
- Providing the public with exceptional service and high quality, value for money services accessible to all
- Protecting the vulnerable, working in partnership with the community and the voluntary sector
- Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

The Parish Council will **NOT** award grants to: -

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” i.e., local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council’s discretion. Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts up to of £500 are required to submit

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the London Colney Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equality & Diversity Policy, or give details of their own policy
- Confirmation of, and details that an active Youth Policy is being pursued and a vulnerable person's policy is adopted
- Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory

All grants awarded will be subject to regular 'report back' to London Colney Parish Council as to progress and/or community benefit.

Assessment Procedure

Your application will be considered by a meeting of the Finance & General Purposes Committee, which meets 6 times a year. Please consult with the parish council website for dates of these meetings and submit your application at least 21 days before the meeting date.

Once the grants budget has been exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

Each application will be assessed on its own merits. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council. Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137

Successful Applicants

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council.

The Parish Council may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from London Colney Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

London Colney Parish Council



Grant Application Form

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

In deciding on the allocation of grants, the Parish Council will consider the financial status of the organisation/group; who in the community will benefit from the grant; and how the application addresses one or more of the Council's priorities:

- Listening and responding to the views and needs of residents in order to be a strong and recognisable voice for the village
- Providing the public with exceptional service and high quality, value for money services accessible to all
- Protecting the vulnerable, working in partnership with the community and the voluntary sector
- Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

There is a maximum grant award of £500.

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application.

Applications for Grants should be submitted at least 21 days before a meeting of the Finance & General Purposes Committee to be placed on the agenda for consideration. Any applications received after this deadline will be carried forward to the next meeting.

If you are successful in being awarded a grant, you will be required to complete a grant evaluation form. Failure to do so, may jeopardise future grant awards. Any unspent grant should be returned to the parish council.

About your organisation

Contact details			
Name			
Position held in the organisation			
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			
Where does the organisation meet?			
What are the aims of the organisation?			
Please confirm that your organisation agrees with the parish council's Equality & Diversity Policy or have their own policy			
If you are a youth organisation, please confirm you have a youth policy and vulnerable person's policy adopted.			
How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?			

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)		
Are there are any restrictions placed on who can use/access your services?		
Is it a registered charity?	Yes / No	Registered charity number

About the grant

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	£
How the money will be spent	
Attach copies of quotes or other relevant documentation	
Please provide a copy of your latest accounts	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	
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	
Position in the organisation	
Date	

i

i Document Revision History

Date	Version	Revision
13/1/12	1.0	
14/6/13	2.0	Update to Council Priorities
12.01.18	3.0	Review of Council Priorities and amended date for receipt of grant application
25.8.20	4	Maximum grant award amount set at £500

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: ASSETS OF COMMUNITY VALUE (ACVs)

1. SUMMARY

1.1 This report provides an update on the situation regarding Assets of Community Value

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 The following sites have been successfully registered as ACVs:

- Broad Colney Lakes
- London Colney Village Club
- Glebe Allotment Site
- Shenley Lane Recreation Ground

3.2 The application to register Shenley Lane allotments was rejected as it is a statutory function and the land in question is owned by a statutory authority (albeit HCC and not the parish council).

3.3 An application to register the orchard at Napsbury has been submitted.

3.4 Previous ACVs registered included the former leisure centre, Perham Way which has subsequently been developed. An application to register All Saints Pastoral Centre was rejected as was one for the land at White Horse Lane, adjacent to Morris Recreation Ground.

4. FINANCE

4.1 There are no financial implications.

5. IMPACT ASSESSMENT

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CALENDAR OF MEETINGS 2022-23

1. SUMMARY

- 1.1 Standing Orders (Item 14, j, xxi) requires a schedule of meetings to be agreed up to and including the next annual meeting of the Council. This report proposes a schedule of meetings.

2. RECOMMENDATION

- 2.1 Members are asked to consider the proposed schedule of meetings and recommend its adoption by Council at the Annual Meeting of the Council held on 11 May 2022.

3. BACKGROUND

- 3.1 The schedule of meetings has been devised to take into consideration the reduction of council meetings which was agreed following the staff review; the District Council's schedule of meetings; and key dates to comply with statutory returns.

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	Sound governance practice.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 17 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: WATER LEAK AT GLEBE ALLOTMENTS

1. SUMMARY

- 1.1 Members are advised that there will need to be some emergency funding approved from general reserves for the repair to a water leak at Glebe Allotments.

2. RECOMMENDATION

- 2.1 Members are asked to delegate the decision on the contract to repair the water leak at Glebe Allotments to the Chairman and Clerk, with the approved level of expenditure reported to this committee.

3. BACKGROUND

- 3.1 Affinity Water reported to the Clerk in September 2021 that a water leak had been detected in pipework for the water supply to Glebe Allotments. At the time, several utility companies were contacted to seek quotations for the repairs, but no one responded.
- 3.2 The water supply to the splash pad needs to be upgraded, and Affinity Water have quoted for this work to be undertaken. They have also advised the Clerk that alternative contractors are available to undertake this work. The Clerk regards this as an opportunity to get both jobs undertaken at the same time and has contacted 5 companies to undertake this work. The contractor has to be accredited with the Water Industry Regulation Scheme.
- 3.3 The water leak at Glebe allotments is located between the water meter in Richardson Close and the junction where the water pipe branches off to the various water troughs. The distance of the pipework from the meter to the junction is approximately 92m.



Yellow star – location of water meter

Blue line – length of pipework (approximately 92m)

4. FINANCE

- 4.1 There is an allotment budget which covers basic maintenance and is £750 annually. It currently has an underspend of £305.
- 4.2 The splash pad repairs will be met by the budget for this project.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Increased water bills if leak is not fixed
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)
May-22	Review of Reserves			Internal Control
	Grounds Maintenance Contract	Clerk	To receive a recommendation from HR to outsource part of the grounds maintenance contract	N/A
	Internal audit provision	Clerk	To consider the internal audit provisions	Internal control
	Aged debtors including debt write off	Finance Officer	To note aged debtors and agree debt write off to be ratified by Council	Internal control

Jul-22				
--------	--	--	--	--

Nov-22	CCTV Code of Practice March 2018	Clerk	To review the policy	Policy Review
	Complaints Procedure	Clerk	To review the policy	Policy Review
	Document Retention & Disposal Policy	Clerk	To review the policy	Policy Review
	Financial Delegation of Authority	Clerk	To review the policy	Policy Review
	Freedom of Information Policy	Clerk	To review the policy	
	Information & Data Protection Policy	Clerk	To review the policy	Policy Review
	Removable Media Data Policy	Clerk	To review the policy	Policy Review
	Safeguarding Policy	Clerk	To review the policy	Policy Review
	Social Media & Electronic Communication Policy	Clerk	To review the policy	Policy Review
	Equality & Diversity Policy	Clerk	To review the policy	Internal control
	Insurance revaluation	Clerk	To receive a report on insurance revaluation for parish council assets	Internal control and insurance
	IT Provision	Clerk	To consider the Council's IT provisiona	

Dec-22	First draft of budget with new items from Committees	Clerk	To receive a first draft budget	
Apr-23	Business Continuity Plan			
	Scheme of Publication			