



## LONDON COLNEY PARISH COUNCIL

To: All Councillors

4 May 2022

You are hereby summoned to attend the Annual Parish Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 11 MAY 2022** at **7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:

**Emma Payne**  
Clerk to the Council

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### AGENDA

#### Page No

1. **ELECTION OF CHAIRMAN**  
To receive nominations and elect the Chairman of the Council for the year 2022/23
2. **ELECTION OF VICE CHAIRMAN**  
To receive nominations and elect the Vice- Chairman of the Council for the year 2022/23
3. **APOLOGIES**  
To receive and accept apologies for absence.
4. **DECLARATIONS OF INTEREST**
  - a) To receive member's declarations of interest in items on the agenda.
  - b) To agree a request for a dispensation for Cllr Stephen Pearl as a member of the Patient Participation for Summerfield Health Centre
5. **QUESTION TIME**  
The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and may be referred to a future meeting or Committee of the Council.
6. **COUNCILLORS ON OTHER AUTHORITIES**  
To receive a written or verbal report from Councillors on other authorities
7. **COMMUNITY SAFETY REPORT**  
To receive a report on community safety.
8. **MINUTES**  
To approve the minutes of the meeting held 2 March 2022.
9. **MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY**

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<b>10.</b>	<b>CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)</b>	
<b>11.</b>	<b>COMMITTEE MEETINGS</b>	
	To receive the minutes of the following committee meetings and to ratify any recommendations	
<b>11.1</b>	<b>Events &amp; Community – 8 March 2022</b>	<b>7</b>
<b>11.2</b>	<b>Human Resources – 15 March 2022</b>	<b>11</b>
<b>11.3</b>	<b>Environment &amp; Neighbourhood – 15 March 2022</b>	<b>13</b>
	Item 5.1 – Environment Policy & Climate and Biodiversity Plan	
	<i>It was resolved to recommend to Council to:</i>	
	<b>a) Adopt the Environment Policy</b>	<b>16</b>
	<b>b) Note the progress to date on the Climate Change and Biodiversity Plan</b>	<b>17</b>
<b>11.4</b>	<b>Finance &amp; General Purposes – 29 March 2022</b>	<b>26</b>
	Item 5.8 Assets of Community Value	
	It was resolved to recommend to Council to:	
	<b>a) Apply to register The White Horse, The Colney Fox, The Green Dragon and The Bull as Assets of Community Value</b>	
	Item 5.9 Calendar of Meetings 2022-23	
	It was resolved to recommend to Council that:	
	<b>The Calendar of Meetings for 2022/23 is adopted</b>	<b>32</b>
<b>12.</b>	<b>APPOINTMENTS TO COMMITTEES/WORKING PARTIES &amp; REPRESENTATIVES TO OUTSIDE BODIES</b>	<b>33</b>
	To confirm membership of committees, working parties and representatives to outside bodies	
<b>13.</b>	<b>SCHEME OF DELEGATION</b>	<b>36</b>
	To review the scheme of delegation including delegations to committees and officers	
<b>14.</b>	<b>FINANCE &amp; RISK MANAGEMENT</b>	
<b>14.1</b>	To receive an income and expenditure report for Q4 with an explanation of variances	<b>46</b>
<b>14.2</b>	To approve payments for period 1 January – 31 March 2022	<b>57</b>
<b>14.3</b>	To note the Parish Council's direct debits	<b>66</b>
<b>14.4</b>	To receive and review the parish council's asset register and insurable risks	<b>67</b>
<b>14.5</b>	To review the parish council/staff membership of other bodies	<b>96</b>
<b>14.6</b>	To review the parish council's expenditure incurred under S137 of the 1972 Local Government Act or General Power of Competence under Localism Act 2011	<b>98</b>
<b>15.</b>	<b>STRATEGIC PLAN</b>	<b>99</b>
	To review and note the progress to date of the strategic plan	
<b>16</b>	<b>EXTERNAL MEETINGS</b>	<b>117</b>
<b>16.1</b>	SADALC Meeting – 4 April 2022	
<b>17.</b>	<b>DATE OF NEXT MEETING</b>	
	Wednesday 22 June 2022	

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 2 MARCH 2022, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

**IN ATTENDANCE:** E Payne, Clerk  
1 member of the public  
Sgt Williams  
PC Richards

#### **81/22. APOLOGIES**

No apologies were received, Cllr Mortuza was absent

#### **82/22. DECLARATIONS OF INTEREST**

89/22.9 - Cllrs Pakenham and Gordon declared a personal interest as the Bar Manager is a family member. There were no other declarations.

#### **83/22. QUESTION TIME**

There were no questions from the public.

It was **RESOLVED** to:

***Take item 5, Community Safety Report, at this point in the meeting.***

#### **84/22. COMMUNITY SAFETY REPORT**

- a) Sgt Williams and PC Richards attended the meeting. Crime figures for the period were discussed, which are relatively low. Concerns about speeding on the Barnet Road had been taken on board and several speed monitoring sessions had been held where drivers had been issued with tickets for speeding or mobile phone use. Sgt Williams suggested a speed monitoring group could be set up, supported by funding from the Police Commissioner. The Clerk was asked to include an article in the next newsletter.
- b) There is a priority setting forum meeting scheduled for 23 March 2022 and if Members have anything they would like to have raised with the Police, please contact a District Councillor.
- c) The use of electric scooters remains a concern and this is being dealt with by the PSPOs.
- d) A Member complained about anti-social behaviour in the car park at Morris Recreation Ground and was encouraged to report this via 101.

#### **85/22. COUNCILLORS ON OTHER AUTHORITIES**

- a) Cllr Tallon offered her apologies and would submit a written report. Cllrs Gardner and Pakenham reported on the SADC budget meeting, 84 bus route, increase in car park charges and that the district council are identifying savings of £700,000.

- b) There is a plan to change how planning committees at the district council are structured, with just one planning committee. This will affect the way that planning application call ins are handled and means a loss of local knowledge from District Councillors on planning applications relating to London Colney.
- c) The development of Ridgeview for housing continues with a change in the plans for the refurbishment of Block D.

**86/22. MINUTES**

The minutes of the meeting held on 19 January 2022 were received and it was **RESOLVED** to:

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

**87/22. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

**88/22. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

There was no report from the Chairman or urgent items.

**89/22. COMMITTEE MEETINGS**

**89/22.1 Human Resources Committee – 2 November 2021**

The minutes of this committee were received. There were no recommendations.

**89/22.2 Environment & Neighbourhood Committee – 16 November 2021**

The minutes of this committee were received. There were no recommendations.

**89/22.3 Events & Community Committee – 16 November 2021**

The minutes of this committee were received. There were no recommendations.

**89/22.4 Finance & General Purposes Committee – 18 November 2021**

The minutes of this committee were received. The following recommendations were made to Council:

**5.7 Assets of Community Value**

It was **RESOLVED** that:

*An application is made to register the orchard from the former Napsbury Hospital as an Asset of Community Value.*

**89/22.5 Finance & General Purposes Committee – 9 December 2021**

The minutes of this committee were received. The following recommendations were made to Council.

**5.1 Internal Auditor's Interim Report**

Revised financial regulations V10 are adopted. This will be considered under item 90/22.5

**5.2 Splash Pad**

It was **RESOLVED** to:

***Approve an increase in the budget for the splash pad project by £19,142 for the installation of a sunshade sail.***

**5.4 Contingency Plan for Parish Council Operation in the event of a national lockdown**

This matter had been considered at the Council meeting held on 19 January 2022.

**5.5 Investment and Reserves Policies**

This will be considered under item 90/22.6

**89/22.6 Environment & Neighbourhood Committee – 18 January 2022**

The minutes of this committee were received. There was one recommendation:

**5.3 Tree Policy**

It was **RESOLVED** to:

***Adopt the Tree Policy***

**89/22.7 Planning Committee –1 February 2022**

The minutes of this committee were received. There were no recommendations.

**89/22.8 Events & Community Committee – 1 February 2022**

The minutes of this committee were received. There were no recommendations.

**89/22.9 Finance & General Purposes Committee – 3 February 2022**

The minutes of this committee were received. The following recommendations were made to Council:

**5.1 Standing Orders**

This will be considered under item 90/22.5.

**5.3 Sale of Alcohol Policy**

It was **RESOLVED** to:

***Adopt the Sale of Alcohol Policy***

***Cllrs Pakenham and Gordon declared a personal interest in this item as the Bar Manager is a family member.***

## **89/22.10 Human Resources Committee – 8 February 2022**

The minutes of this committee were received. There were no recommendations. Members considered that the minutes should be updated to reflect that the Grounds Maintenance Manager's IOSH Managing Safely qualification will be renewed in 2022.

## **90/22. FINANCE**

### **90/22.1 Income and Expenditure Report for Q3**

Members received this report. There was a question about S106 funding and the Member who raised this will seek clarification from St Albans District Council on the levels of S106 funding available to the parish council.

### **90/22.3 Internal Auditor's Interim Audit for 2021-22**

Members received this report and resolved to adopt the recommendations, which had been dealt with at the Finance & General Purposes Committee meeting held on 9 December 2022 or as a separate agenda item at this meeting.

### **90/22.4 Review of Internal Audit and Control, Risk Management Strategy and Risk Register**

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

- a) The internal control and internal audit arrangements***
- b) The Risk Management Strategy and Risk Register***

### **90/22.5 Standing Orders and Financial Regulations**

Members received updates to the Council's standing orders and financial regulations, and it was **RESOLVED** to:

***Adopt the amendments to Standing Orders and Financial Regulations***

### **90/22.6 Reserves and Investment Policies**

Members received these policies, which had been omitted from being adopted earlier this year and had been highlighted in the Internal Auditor's report as needing to be adopted.

It was **RESOLVED** to:

***Adopt the Investment and Reserves Policies***

## **91/22 MEMBER'S ITEMS**

### **91/22.1 Splash Pad Name**

Cllr Gordon proposed that the new splash pad facility was named 'The Watersplash' after the former pub and outdoor swimming pool in London Colney. Members considered this request and suggested that if the History Society could find an image of the original pub sign, then this should be incorporated into the design for the signage for the facility. It was **RESOLVED** that:

***The new splash pad facility will be called 'The Watersplash'.***

**91/22.2 Rubbish at M25 Junction 22 Roundabout**

Cllrs Gordon and Lillico had both asked for this item on the agenda. Members noted that the roundabout is in Hertsmere BC and there does not seem to be any litter clearance, which adversely affects London Colney. The Clerk was asked to email the chief executive of Hertsmere BC regarding the matter.

**92/22. EXTERNAL MEETINGS**

**92/22.1 St Albans District Association of Local Councils**

Members received the minutes of this external meeting, and the contents were noted.

**93/22. DATE OF NEXT MEETING**

Annual Parish Meeting – 9 March 2022

Annual Council Meeting – 11 May 2022

The meeting closed at 2010

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

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

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

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

**1. APOLOGIES**

All members were present.

**2. NOTIFICATIONS OF SUBSTITUTES**

Not applicable.

**3. DECLARATION INTEREST**

There were no declarations on any item on the agenda.

**4. MINUTES OF PREVIOUS MEETING**

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

**5. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**6. EVENTS HELD**

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

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

**7. FUTURE EVENTS**

**7.1 Community Awards – 11 March 2022**

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



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

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

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

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

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

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

## **9. FIREWORK CONTRACT**

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

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

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

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

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

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

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

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

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

## **12. NEWSLETTER**

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

## **13. WORK PROGRAMME**

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

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

8 March 2022

The meeting closed at 2010.

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

**COLNEY PARISH COUNCIL**  
**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**  
**TUESDAY 15 MARCH 2022, 11.00AM**  
**SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON**  
**COLNEY AL2 1JW**

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

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager (item 4.1)

**1. APOLOGIES**

Cllr Mahony was absent.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 8 February 2022 were adopted as a true record of the meeting.

**4. REPORTS TO COMMITTEES**

**4.1 Grounds Maintenance Staff**

Members were advised that there had been insufficient interest in the advertisement to recruit a replacement grounds staff. Members raised concerns that with the Spring/Summer there is insufficient resources to maintain the grounds maintenance assets to the required standard. To this end, Officers advised the meeting of indicative costs of outsourcing parts of the grounds maintenance operation to an external contractor. It was **RESOLVED** to:

***Have a specification drawn up by the Grounds Maintenance Manager to outsource parts of the grounds maintenance operation, including possible variances in the frequency of grass cutting, to be approved at the next meeting.***

**4.2 Pay Award**

Members received a report summarizing the nationally awarded pay rise of 1.75%. Members were advised that the council had included a 2% pay rise in the budget. It was noted that the pay rise would be backdated to 1<sup>st</sup> April. The guidance from NALC was to pay back pay to ex-employees and it was **RESOLVED** to:

- a) ***Note the pay award and that it will be backdated to 1 April 2021***
- b) ***Approve the payment of back pay to ex-employees.***

**4.3 HR Consultant**

Members received a proposed specification to hire a HR consultant. Members approved the specification and noted the addition of inclusion of performance management including monitoring systems. Members asked if the HR consultant would advise on new contracts of employment to be implemented after the prioritised

recommendations in the staff review were completed, and it was confirmed that this would be included in the HR advice. It was **RESOLVED** to:

***Circulate the HR consultant specification for quotations to be submitted to the next meeting.***

**5. WORK PROGRAMME**

Members received the work programme for this committee and its contents was noted.

**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 Facilities Officer**

Members received a report to update them on the redundancy situation and recruitment process. It was **RESOLVED** to:

- a) Note the progress to date***
- b) Pay statutory redundancy where applicable***
- c) Approve the advertisement for Facilities Officers***

**7. DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 1135.

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

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 15 MARCH 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager  
2 Members of the Public

#### 1. APOLOGIES

Cllr Mortuza and Cllr Mahony were absent.

#### 2. NOTIFICATION OF SUBSTITUTES

Cllr Pakenham substituted for Cllr Mahony.

#### 3. DECLARATION OF INTEREST

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 18 January 2022 were approved as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Environment Policy & Climate Change and Biodiversity Plan

Members reviewed this policy and plan. Members were advised that the activity plan had been updated with current work practices and where projects are ongoing. Members were advised that some of the projects could not be implemented e.g., green energy providers, due to the high cost of utilities at present which meant it was not economically feasible to sign up to green energy provision. Other projects had not been progressed due to a lack of resources.

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

- a) ***Adopt the Environmental Policy***
- b) ***Note the progress to date on the Climate Change and Biodiversity Plan.***

##### 5.2 Disabled Play Equipment

Members received a report with a request from a resident for disabled accessible children's play equipment at a play area in London Colney. Members were advised that Officers would recommend installing a new piece of accessible play equipment at Morris Recreation Ground as there is space following the removal of the rocking horse which was uneconomic to repair. It is also an easier site to access. It might also be feasible to replace one of the swings at Caledon Road with one that was accessible.

Members welcomed making play areas accessible and that advice should be sought from third parties. It was **RESOLVED** to:

- a) Investigate installing an accessible swing at Caledon Road using the existing swing frame***
- b) Investigate accessible play equipment for Morris Recreation Ground***
- c) Seek advice from a third party to make play areas accessible***

This would be an agenda item for the next meeting.

### **5.3 Oak Tree at Shenley Lane Recreation Ground**

Members received a report regarding a request from a resident about reducing/removing an oak tree in the play area at Shenley Lane Recreation Ground. Members of the public addressed the meeting regarding the matter. Members noted that the tree is in a conservation area. It was noted that the tree had been surveyed in November 2019. At the time of the survey, it was highlighted as needing dead wood removed from the crown, which was undertaken in house.

Members were advised that the suckers referred to in the complaint, were self-sown ash trees and were not the responsibility of the parish council, as they were not on our land. It was **RESOLVED** to:

- a) Obtain quotations to reduce the crown of tree 571, Shenley Lane Recreation Ground***
- b) Apply for permission from SADC to undertake the work***
- c) Report progress to the next meeting.***

### **5.4 Water Leak at Glebe Allotments**

Members received a report about a leak to the water supply at Glebe Allotments. Members noted that any work would need to be approved by F&GP as there is not a budget for this work to be undertaken. Officers have struggled to get quotations for the repair, however, there needs to be some work undertaken at the splash pad and it is hoped that a contractor might be interested in both jobs. The recommendation from the contractor is to not look for the source of the leak to replace the entire length of the pipe, which will require permission from the landowner (St Albans Diocese), as well as public right of way.

Members were advised that the grounds staff could top up the dipping taps with a bowser if the repairs could not be facilitated before the start of the growing season. It was **RESOLVED** to:

***Ask Finance & General Purposes Committee to approve quotations for the replacement of the water supply to Glebe Allotments***

### **5.5 Grounds Maintenance Manager's Report**

Members noted the report. Members queried the frequency of bin emptying. They were advised that the bins are emptied on Fridays and Monday (with Wednesdays during the summer). They were not emptied during the weekend. When bins are replaced, larger capacity bins are installed.

Members advised Officers that the small stream at the back of Shenley Lane allotments is very full of rubbish, and if it gets carried down to the culvert, it will start backing up. The Grounds Maintenance Manager will have a look.

## **6. RIGHTS OF WAY WORKING PARTY**

Members received the notes from the Rights of Way Working Party 8 February 2022. Members queried how much longer this working party would be meeting. The impetus for this group was to register Rights of Way before the deadline for registrations had closed, however, this deadline had now been scrapped.

Cllr Winstone reported on progress to date. The group is currently working on a piece of work regarding the neighbourhood plan including safer routes to school. One of the matters raised was the implementation of rights of way through Napsbury, which the resident's association would not support. Members asked if the HCC officer could attend meetings of the working group as there were concerns raised about a lack of officer support for this group. There isn't capacity with parish council staff to attend working parties. The ROW Officer from HCC had attended a previous meeting, and the input from the Ramblers was valued.

Cllr Lillico will be asked to attend the next meeting of this committee and report on the progress on the project with the future direction of the group. Members may consider a review of the terms of reference for the working party.

## **7. WORK PROGRAMME**

Members noted the forward work programme.

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

To be advised

The meeting closed at 1945.

Signed .....

Date .....



## **LONDON COLNEY PARISH COUNCIL**

### **ENVIRONMENTAL POLICY**

London Colney Parish Council recognises that the day-to-day operation of the parish council and its activities can impact both directly and indirectly on the environment. We aim to protect and improve our local environment through good management and adopting best practice whenever possible. We will work towards integrating environmental practices into our council operations and adopt green alternatives whenever possible, throughout our operation.

In order to discharge these responsibilities, we will:

- Bring this policy to the attention of all Councillors and staff.
- ~~Carry out regular audits of the environmental management system.~~
- Comply with full legal requirements, codes of practices, and regulations at local, national and international level.
- Eliminate risk to the environment, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
- Ensure that emergency procedures are in place for dealing with environmental issues.
- Establish targets to measure the continuous improvement in our environmental performance.
- Improve the environmental efficiency of our transport and travel.
- Identify and manage environmental risks and hazards.
- Involve residents, partners, suppliers, and contractors in the implementation of our objectives.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage with contractors who can demonstrate due regard to our environmental objectives.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control environmental risks arising from our work activities.
- Provide suitable training to our staff to deal with their specific area of environmental control.
- Reduce the use of water, energy and other natural resources.
- Procure sustainably when possible.

This policy will be reviewed regularly and revised as necessary to reflect changes to the business activities of the Council and any changes in legislation. Any changes to this policy will be brought to the attention of all stakeholders.





## **LONDON COLNEY PARISH COUNCIL**

### **CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN**

#### **INTRODUCTION**

London Colney Parish Council has an Environmental Policy Statement which represents a high level, but comprehensive commitment to minimising the environmental impacts of the Council's operations within its own estate. Whilst it cannot explicitly address the impact of environmental changes that originate externally, it makes a clear commitment to identify and management environmental risks and hazards. This document sets out how the Council will identify those risks and undertake relevant mitigation.

The Council should consider the evolving natural environment we are experiencing and prepare for the future by identifying the hazards and considering mitigation for the risk.

#### **What are the plan's objectives?**

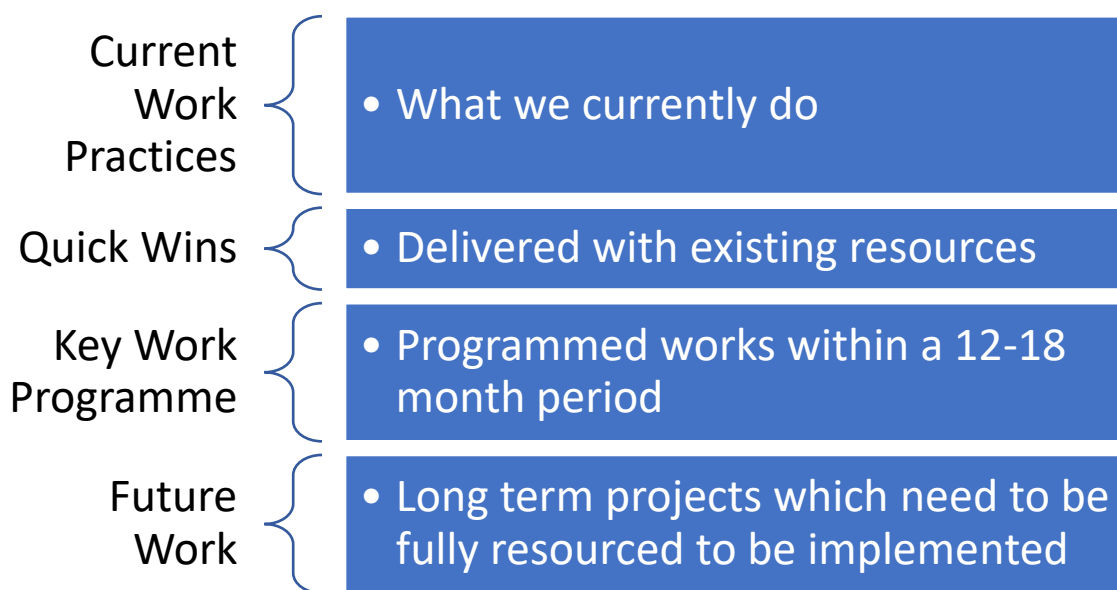
Our climate change and biodiversity plan will address two areas: how we operate and how we inspire our residents. It needs to distinguish between planned activities that relate to:

- The Parish Council estate i.e., where the council has full control over the outcomes and
- Community engagement: stakeholder support and lobbying i.e., where the Council can exercise some influence over the outcome but does not have full control.

Making this distinction enables us to manage the expectations of residents with regards to what the Council is empowered to deliver with regards to Climate Action and Environmental sustainability. It also helps provide clarity around how the Council can allocate resources and the extent to which activities are to be community, Member or officer led.



## How will we implement this policy?



It is proposed that wherever possible the Council should:

- Seek in the first instance to fund activities through existing income streams, i.e., through continuing to make environmentally conscious decisions when updating, maintaining, and renovating property.
- Explore grant funding options where there is no existing income stream.
- Consider Salix Loans where available and only in proportion to the environmental risk that the planned activity seeks to mitigate.
- Consider raising funds from an increase to the precept only where necessary, and only in proportion to the environmental risk that the planned activity seeks to mitigate.

We will consider the following categories to work within:

- Carbon footprint reduction – consider all our actions in line with reducing the Council's carbon footprint.
- Plastic reduction – ban the use of single use plastics at council events and activities.
- Waste reduction – consider the use of resources considering their end life as waste.
- Biodiversity and trees – this has an important role to play in carbon reduction as well as contributing to health, diverse ecosystems.
- Climate change readiness – how we prepare for a world in which extreme weather events are much more commonplace.



## CLIMATE CHANGE AND BIODIVERSITY ACTIVITY PLAN

Current Work Practices	Comments
Investment – all parish council investments should be invested in low risk, sustainable banks, or investment funds	Investments are currently held with Unity Trust, CCLA and Triodos
Soap dispensers in toilets are refillable	Ongoing
Refreshments at meetings use reusable crockery etc	Ongoing
Straws are not used at bar unless assistance required with drinking (paper straws)	Paper straws available
Staff try, where possible to bring their own lunch to work, reducing single use plastics	Staff either use lunch club or bring their own lunch using reusable containers
Paper used for printing and copying is recyclable	Ongoing
Wastepaper (non-confidential) is reused for note taking	Ongoing
All copies are double sided	Ongoing
Mixed recycling operated in kitchen and offices	Ongoing
Councillors encouraged to receive agendas and reports by email	Wi-Fi has been installed throughout the community centre to facilitate this
Wood chippings produced in house are used on parish council sites	Ongoing
All invitations to parish council events are sent by email	Where possible

Quick Wins	Comments
Use glasses instead of plastic cups after using current stocks up	Ongoing
No usage of single use condiments	This was raised with the relevant contractor, and they will be using up their existing stocks of single use condiments
Actively support small and large planning applications for new renewable energy in the area	Ongoing
Continue to replace all felled trees with native trees that are of the highest possible benefit to wildlife and use the felled wood for habitat piles	Ongoing
Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities. Neighbourhood Plans identify sites for future housing and should push for these to be zero-carbon and nature friendly.	Work in progress
Instigate Neighbourhood Plan policy to plant two trees for every tree removed due to development	Work in progress
Designate and protect sites within the Neighbourhood Plan as local green spaces, new play spaces (formal and informal) and green infrastructure networks, encouraging residents into the fresh air, walking or cycling rather than using their cars for local journeys	Work in progress
Goods and services are purchased locally and in bulk, where possible, to reduce mileage and packaging.	Ongoing
All water meters are regularly read and monitored, with action taken immediately to identify reasons when they are high, minimising water loss if there is a leak	Ongoing
All woodchip produced by Ground Staff is used locally for mulch or on allotment	Ongoing
Develop Walsingham Way as a specific habit site including installing additional bird nesting boxes.	Agreed at Environment & Neighbourhood Committee and to be progressed.

Support local litter picking groups with equipment and rubbish disposal	The Council takes part in the Keep Britain Tidy Litter Pick and facilitates local litter picking groups with rubbish collection
Regular article in newsletter to encourage residents on green activities.	Regular article in all newsletters
Virtual meetings where possible if legislation permits	Legislation does not permit regular meetings to be held virtually but working party meetings are held virtually

Key Work Programme 12 – 18 months	Target Date for Completion	Update	Revised Timescale (if appropriate)
Stop using peat-based compost	April 2021	Adopted	N/A
Adopt a sustainable procurement policy	June 2021	Adopted	N/A
Undertake a carbon footprint benchmark	June 2021	To be undertaken	June 2022
Identify sites within parish council control for wildflower sites in conjunction with SADC and HMWT	June 2021	Ongoing	June 2022
Implement organic only allotment plots on all new tenancies from September 2021	September 2021	Adopted	N/A
Work with HCC to identify verges to be replaced with wildflowers from information supplied by CMS/ROW audit on pollinators and tree planting.	October 2021	Not progressed	October 2022
Grounds staff use electric motor trimmers and leaf blowers which are battery operated	April 2022	Agreed at Environment & Neighbourhood Committee 18/1/22	Ongoing
Tenancy agreements sent out and allotment payments made electronically	April 2022	In progress	N/A
Install LED motion sensor lights in communal areas of buildings	April 2022	Not progressed	April 2023
Encourage the installation of electric vehicle charging points at District Council sites in the village.	Ongoing	Not progressed	TBC
Switch to green energy when the council's utilities are due to renewal in 2022 and commit to 3-year minimum contract	October 2022	Due to the increase in utility costs, this was not able to be implemented due to the higher tariff for green fuels	October 2024

<b>Future Work</b>	<b>Target Date for Completion</b>	<b>Update</b>	<b>Revised Timescale (if appropriate)</b>
New heating systems installed in council buildings are chosen to be environmentally friendly and cost effective.	As and when required	Not implemented yet	TBC
Energy audit for all parish council buildings to identify reduction in energy waste	End of 2021	Not implemented yet	TBC
Reduce pesticide use	End of 2021	Ongoing	N/A
Explore funding opportunities for energy waste reduction measures on all parish council owned buildings	End of 2022	Not implemented yet	End of 2022
Installation of public water drinking fountains adjacent to parish council operated buildings	End of 2022	Not implemented yet	End of 2022
Replacement of council vehicles with hybrid or electric vehicles. An earmarked reserve will need to be built up for this purpose.	End of 2025	New vehicle purchased is diesel with ad blue as electric vehicle specification not suitable for the parish council operation. To be investigated when smaller van needs replacing	End of 2025



This plan has been drafted using the resources listed below:

<https://local.gov.uk/un-sustainable-development-goals-guide-councils>

<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>

<https://www.buglife.org.uk/our-work/b-lines/>

<https://www.nalc.gov.uk/our-work/climate-change>

<https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/218799/tackling-climate-change.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/218799/tackling-climate-change.pdf)

[RTPI | Place-Based Approaches to Climate Change](#)

[Ways to tackle Climate Change \(publishing.service.gov.uk\)](#)

[Adapting to climate change: A guide to local councils \(publishing.service.gov.uk\)](#)

[Why neighbourhood plans should tackle climate change | Centre for Sustainable Energy \(cse.org.uk\)](#)

[Parish, Town and Community Councils | Salix Finance](#)

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING TUESDAY 29 MARCH 2022, AT 6.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

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

#### **1. APOLOGIES**

Apologies were received from Cllr Lillico who joined the meeting at 1820, virtually.

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

There were no substitutes.

#### **3. DECLARATIONS OF INTERESTS**

Cllr Gordon declared a personal interest in item 5.12. There were no other declarations of interest.

#### **4. MINUTES**

The minutes of the meeting held on 3 February 2022 were received as a true record of the meeting.

#### **5. REPORTS TO COMMITTEE**

##### **5.1 Community Governance Review**

Members received a report regarding the parish council's response to the community governance review.

Members agreed to rectify the anomalies with the parish boundary where it joins Cunningham Ward, which is unparished.

The Clerk advised that she had spoken with Cllr David Parry, the Chairman of St Stephens Parish Council regarding matters relating to the mutual parish boundary. He had advised the Clerk that St Stephens PC felt that if there was any change in the boundary (especially regarding Harperbury Park), that this should be undertaken in consultation with residents, which the meeting agreed with. Members further considered the redrafting of the parish boundary concurrent with the railway line and M25, Members noted that any development in this area e.g. All Saints Pastoral Centre would then be included in the parish boundary. However, after due consideration Members considered that there were no benefits to the parish council or residents to redraft the boundaries.

Members then considered the proposal from SADC to split the parish into two wards: Napsbury with 2 councillors and London Colney with 7 councillors. Members felt that this would prove an excessive burden on the parish council's finances when it came to a by election. Consideration was given to an East/West divide along the High Street if this was feasible. Members considered the number of polling stations but were advised that this was not within the power of the parish council. Ideally, Members would like to see 2 polling stations per ward.

Further consideration was given to 4 smaller wards which would be easier for independent councillors to stand for election but felt that this would be confusing for residents who would not identify with being in a particular ward.

The Clerk will draft a response and circulate it by email to be sent to SADC by Thursday 31 March 2022.

## **5.2 Data Breach Procedure**

Members considered this procedure which would be enacted in the event of a breach of data. Members noted that there were large fines for significant data breaches but were advised that this was more relevant if it was negligence or a serial offender, instead of accidental breaches. It was **RESOLVED** to:

***Adopt the Data Breach Procedure***

## **5.3 Subject Access Request**

Members considered a policy to deal with a subject access request, which was different from a Freedom of Information Request. Members was queried if there was a time limit on the data that could be referred to as part of a request. The Clerk will investigate and report to a future meeting. It was **RESOLVED** to:

***Adopt the Subject Access Request Procedure.***

## **5.4 Caledon Community Centre External Redecoration**

Members received a report with quotations for the external redecoration of the community centre. Members discussed the disparity between the quotations but noted that both contractors were known to the Clerk. Members noted that the costs would be met from the Margaret Hopkins Bequest.

Members noted in the report that the condition of the windows in the office and toilets. Members asked the Clerk to obtain quotations to have these windows replaced. It was **RESOLVED** to:

- a) Award contract for external redecoration to the Caledon Community Centre to Lee Turner at a cost of £4,500.***
- b) Obtain quotations for the replacement of windows in the offices and toilets at the community centre***

## **5.5 Defibrillators**

Members noted Herts County Council had offered an additional grant fund for the installation of defibrillators in communities. Members were advised that the Clerk had applied for grants for two defibrillators to be installed at Morris Recreation Ground and Napsbury. Members were advised that they would be publicly accessible defibrillators, in a locked cabinet on the exterior of a building. The cabinets were only accessible by a keycode which would be given out by the East of England Ambulance Service in the event of a cardiac emergency. Members considered that it would be beneficial to residents and sports users if training was organised. Members asked if there could be one at the community centre and were advised that there was one at the surgery. It could be a future project to install one at the community centre. It was **RESOLVED** to:

- a) Note the report.***
- b) Organise defibrillator training.***

## 5.6 London Colney Library

Members received this letter from Hertfordshire County Council regarding the decision to not implement the Inspiring Libraries project. Members had a discussion about the value of library provision to residents in London Colney. They noted that there had been an increase in the hours it was open (Tuesday and Thursday 1400-1630 and Saturday 1000-1300).

Members considered that the reliance on volunteers was not satisfactory and were concerned about the future of the service in London Colney. Members considered that the Clerk should write to HCC, copying in the County Councillor, about the difficulty in recruiting volunteers, and if there were plans to allocate any more volunteers to increase the opening hours. It was **RESOLVED** to:

***Write to HCC, copying in the County Councillor, enquiring about when the opening hours pre pandemic would be restored, are there plans to increase paid staff hours at the library and what initiatives were being undertaken to encourage more volunteers.***

## 5.7 Grant Policy and Application Process

Members received a proposed grant policy to support the grant application form. Members noted that there were two grants in the budget: General Grants of £2,500 and £1,000 for Citizen's Advice. Members noted that Citizen's Advice had not returned to face-to-face outreach work in London Colney, but they had in Redbourn and Wheathampstead. Members discussed whether there was a need for a face-to-face service to be reinstated at London Colney. Redbourn and Wheathampstead were a greater distance to travel to St Albans and it may be the case that residents in London Colney had found it easier to get the hub in St Albans. Members were advised that Citizen's Advice were going to be located in the new Marlborough Hub in Cottonmill.

It was **RESOLVED** to:

- a) Approve the Grant Policy and Grant Application Form***
- b) Approach Citizen's Advice about reopening the face-to-face outreach work in London Colney, and what they would expect as a contribution from the parish council. If it exceeded funding levels from the Parish Council, then further funding should be sought from the County Councillor.***

## 5.8 Assets of Community Value

Members received a report outlining which community assets had been successful in being registered as Assets of Community Value (ACVs). Members noted that the application for Shenley Lane allotments had not been accepted as it was a statutory provision, on land owned by a statutory authority. Members noted that an application has been made to SADC for the orchard at Napsbury.

Members noted that there was a planning application pending (but currently incomplete) for The White Horse, to have 4 flats built in the garden. Members enquired if it was too late to register The Golden Lion as an ACV but considered that this had been shut for too long to warrant an application.

It was **RESOLVED** to:

- a) Note the report***
- b) Apply to register The White Horse, The Colney Fox, The Bull and The Green Dragon as ACVs.***

## 5.9 Calendar of Meetings 2022/23

Members received a proposed calendar of meetings, and it was **RESOLVED TO RECOMMEND TO COUNCIL** that:

*The Calendar of Meetings for 2022/23 is adopted*

## 5.10 Aged Debtors

Members were advised that this item would be deferred until the next meeting.

## 5.11 Splash Pad

Members received a verbal report on this item. Members were advised that the Clerk had obtained a quotation from Affinity Water to increase the diameter of the water supply to the site. If this was not undertaken, then the splash pad would not operate properly, the toilets would not be able to be flushed and the water supply to the café would be compromised.

Members asked why this had not been considered by the contractor when quoting for the work. Members were advised that the contractor had been surprised to find that the water supply to the paddling pool was not at this standard, hence the request to have the supply upgraded.

Members asked for an update on the expenditure of the project at the next meeting. Members were advised that the Clerk had obtained a further £13K of funding from the Cotlandswick Reserve which would be allocated to the project.

Cllr Gordon suggested that a mural project could be undertaken during the summer holidays, which could be undertaken on the side of the changing room. This could be undertaken after the facility is open.

It was **RESOLVED** to:

- a) *Delegate to the Clerk and Chairman of the Committee to authorise works to upgrade the water supply at a cost not exceeding £10,000.*
- b) *Update Members on the expenditure for the project to date at the next meeting.*

## 5.12 Water Leak at Glebe Allotments

*Cllr Gordon declared a personal interest in this item.*

Members received a report on repairs to the water supply for Glebe Allotments. Members were concerned about this expenditure with no budget identified and no quotations had been received. The Clerk advised Members that the water could not be turned on because it would be wasteful and expensive. The Clerk recommended that for a short period of time, the Grounds Staff could top up the dipping taps using a bowser. It was **RESOLVED** that:

*The Clerk and Chairman have delegated powers to authorise repairs not exceeding £1,000. If repairs exceed this threshold, then a decision will be taken at the next meeting.*

## 5.13 Bank Reconciliations

Members noted that the bank reconciliations had been signed up to October 2022.

## 5.14 Napsbury Parking

Members received a complaint from the Napsbury Park Residents Association regarding two issues: a public space protection order for anti-social behaviour by dog owners and sports parking. Members were advised that at a virtual meeting with the Napsbury Park Residents Association (NPRA), it had been agreed to cone off certain areas to prevent parking, but this had not happened at the weekend. The Clerk also reported that a complaint had been received from a parent that their car had been ticketed. The parish council had offered to pay towards the costs of coning off areas.

Members were advised that there was some evidence that commercial vehicles were being parked in the pavilion car park overnight at the weekends and the Clerk advised Members that a resident of the housing association properties in Norris Close had been told that as there was not dedicated parking in this area, if there were no sufficient spaces, then they should park in the pavilion car park.

Members considered increasing the size of the car park by removing the grass and hedges. They were advised by the Clerk that this would require consent from SADC and an application for planning permission as it is a conservation area.

Members asked if the car park could be locked overnight at the weekends to prevent commercial vehicles parking in there at the weekend. Members considered that there would be adverse comments from residents about the car park being locked and this decision should be conveyed via leaflets to residents of Napsbury Park and the parish council's website but should not be conveyed via social media. Members were advised that this may incur some additional costs for staffing. Members also considered that this might exacerbate the situation but would indicate that the car park is for users of the pavilion only.

The other issue was regarding installing a Public Space Protection Order to prevent anti-social behaviour with dogs. Members were advised the Clerk had misunderstood a previous conversation with the Chairman of the NPRA and had thought that they didn't want to pursue this. She would apologise to the chairman and ask SADC to implement this as soon as possible.

Members considered how to respond to this complaint from the NPRA and a letter will be composed by the Chairman of the Committee and the Chairman of the Council to be sent to the NPRA.

It was **RESOLVED** to:

- a) Pursue the application for a Public Space Protection Order for Napsbury***
- b) Investigate the redesign of the car park to increase the size, subject to consent being given by St Albans District Council and a planning application being approved***
- c) The Clerk and the Sports Booking Secretary to approach and meet St Columba's College about alleviating parking issues.***
- d) In the interim, to lock the car park overnight from Friday – Sundays from 1600 until 0830***

## 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 Container Café Proposals

Members felt that they needed more time to consider these proposals and deferred this item to an extra meeting scheduled for 6 April 2022.

## 6.2 Staff Salaries

Members received a report outlining the national pay award of 1.75%. This had been considered at the HR committee held on 15 March 2022. Members had requested more information and what the difference was between the 2% increase which had been included in the 2021-22 budget and the 1.75% pay award which had been agreed. Members were advised that there had been some movement in the staff salary budget with the transfer of staff when the lunch club was outsourced, and additional hours had been awarded to the Clerk. Members were also advised that there had been additional payments made to agency cleaners to cover for holiday/sick leave.

Members noted the report.

## 7. DATE OF NEXT MEETING

Extra meeting on Wednesday 6 April 2022

Next scheduled meeting on Thursday 19 May 2022.

The meeting closed at 2020 hours.

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

	May-22		Jun-22		Jul-22		Aug-22		Sep-22		Oct-22		Nov-22		Dec-22		Jan-23		Feb-23		Mar-23		Apr-23		May-23		
Mon																											Mon
Tue																											Tue
Wed																											Wed
Thu																											Thu
Fri																											Fri
Sat																											Sat
Sun	1		5		3		7		4		2		6		4		1	New Year'S Day	5		5		2				Sun
Mon	2	BANK HOLIDAY	6		4		8		5		3		7		5		2	BANK HOLIDAY	6		6		3		1	BANK HOLIDAY	Mon
Tue	3		7		5	Events & Community	9		6		4		8	Human Resources	6		3	Events & Community	7		7		4		2		Tue
Wed	4		8		6		10		7		5		9		7		4		8		8	COUNCIL	5		3		Wed
Thu	5	DISTRICT COUNCIL ELECTIONS	9		7	Environment & Neighbourhood	11		8		6		10	Finance & General Purposes	8	Finance & General Purposes	5	Finance & General Purposes	9		9		6		4	PARISH COUNCIL ELECTIONS	Thu
Fri	6		10		8		12		9		7		11		9		6		10		10		7	GOOD FRIDAY	5		Fri
Sat	7		11		9		13		10		8		12		10		7		11		11		8		6		Sat
Sun	8		12		10		14		11		9		13		11		8		12		12		9		7		Sun
Mon	9		13		11		15		12		10		14		12		9		13		13		10	EASTER MONDAY	8		Mon
Tue	10		14		12	Human Resources	16		13	Human Resources	11		15	Events & Community	13		10	Human Resources	14		14	Human Resources	11		9		Tue
Wed	11	ANNUAL COUNCIL MEETING	15		13		17		14	COUNCIL	12		16		14		11		15		15		12		10		Wed
Thu	12		16		14	Finance & General Purposes	18		15		13		17	Environment & Neighbourhood	15		12	Environment & Neighbourhood	16		16	Finance & General Purposes	13		11		Thu
Fri	13		17		15		19		16		14		18		16		13		17		17		14		12		Fri
Sat	14		18		16		20		17		15		19		17		14		18		18		15		13		Sat
Sun	15		19		17		21		18		16		20		18		15		19		19		16		14		Sun
Mon	16		20		18		22		19		17		21		19		16		20		20		17		15		Mon
Tue	17	Human Resources	21		19		23		20	Events & Community	18		22		20		17		21		21	Events & Community	18		16		Tue
Wed	18		22	COUNCIL	20		24		21		19		23		21		18	COUNCIL	22		22	ANNUAL PARISH MEETING	19		17	ANNUAL COUNCIL MEETING	Wed
Thu	19	Finance & General Purposes	23		21		25		22	Finance & General Purposes	20		24		22		19		23		23		20		18		Thu
Fri	20		24		22		26		23		21		25		23		20		24		24		21		19		Fri
Sat	21		25		23		27		24		22		26		24		21		25		25		22		20		Sat
Sun	22		26		24		28		25		23		27		25	CHRISTMAS DAY	22		26		26		23		21		Sun
Mon	23		27		25		29	BANK HOLIDAY	26		24		28		26	BOXING DAY	23		27		27		24		22		Mon
Tue	24	Events & Community	28		26		30		27		25		29		27	BANK HOLIDAY	24		28		28		25		23		Tue
Wed	25		29		27		31		28		26		30		28		25	COUNCIL (RESERVE)			29		26		24		Wed
Thu	26	Environment & Neighbourhood	30		28				29	Environment & Neighbourhood	27				29		26				30	Environment & Neighbourhood	27		25		Thu
Fri	27				29				30		28				30		27				31		28		26		Fri
Sat	28				30						29				31	NEW YEAR'S EVE	28						29		27		Sat
Sun	29				31						30						29						30		28		Sun
Mon	30										31						30						29	BANK HOLIDAY			Mon
Tue	31																31						30				Tue
																							31				Wed



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: APPOINTMENTS OF COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO OUTSIDE BODIES 2022-23**

### **1. SUMMARY**

- 1.1 Membership of committees, working parties and appointments to outside bodies are decided at the Annual Meeting of the Parish Council.

### **2. RECOMMENDATION**

Members are asked to ratify the membership of committees, working parties and appointments to external bodies, as outlined in the attached appendix.

### **3. BACKGROUND**

- 3.1 A local authority may arrange for any of its functions to be discharged by a committee, subcommittee or by one of its officers, Local Government Act 1972, S 101(1), (5) and (6).
- 3.2 The advantages of a committee:
- Can meet more frequently than Council.
  - Allows Members to develop specialisms.
  - Encourages Members to concentrate on specific issues.
  - Spread the potential workload.
- 3.3 Disadvantages of a committee:
- Gaps or overlaps between Committees.
  - Multiple committees can strain officer support resources.
  - Temptation to search for business to fill agenda for scheduled meetings.
  - Additional pressure of Member's workload
- 3.4 Some committees are permanent or standing committees, with others being set up for short term projects. Some committees are advisory, they make recommendations to the full council which then makes decision. There are also executive committees where the full council delegates responsibility for certain decision to the committee. The committee then reports its decisions to the full council.
- 3.5 A working party consists of a small group of Members and invited members of the public, with the remit to consider policies and specific matters. They have a particular role in relation to projects which need to be completed within a time specific period. A working party conducts its business in a less formal format than that of a committee. It does not have any decision-making powers and can only make recommendations to the body from which it was formed or to such other body at the

parent body decides or to an officer. Non-elected members do not have voting rights. They do not need to be open to the public.

- 3.6 The Council can delegate power and duties to the Clerk to ensure the smooth running of the council. The Clerk is delegated to undertake anything pursuant to the delegated power or duty, which would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. The level of delegation in relation to financial expenditure are approved by the Council on an annual basis. Emergency expenditure above these levels must be reported to the Council at the first opportunity and the level for this is set out in the Council's Financial Regulations.
- 3.7 The Council adopted a scheme of delegation which is due for review at this meeting.
- 3.8 Provided that the authorisation is not prohibited by statute, the Clerk can authorise an officer to exercise that power or duty.

#### **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)	Committee meetings are clerked by the Clerk, working parties are not.
Risk Management	N/A

## **LONDON COLNEY PARISH COUNCIL**

### **COMMITTEE & WORKING PARTY MEMBERSHIP 2022-23**

<b>Finance &amp; General Purposes Committee</b>	Cllr Dreda Gordon Cllr Helen Pakenham Cllr Malcolm MacMillan Cllr Tony Lillico
<b>Human Resources Committee</b>	Cllr Helen Pakenham Cllr Norman Mahony Cllr Malcom MacMillan Cllr Liz Winstone
<b>Environment &amp; Neighbourhood Committee</b>	Cllr Helen Pakenham Cllr Mohammed Mortuza Cllr Norman Mahony Cllr Liz Winstone Two co-opted members
<b>Events &amp; Community Committee</b>	Cllr Malcolm MacMillan Cllr Helen Pakenham Cllr Katherine Gardner Cllr Liz Winstone Cllr Stephen Pearl
<b>Planning Committee</b>	All Councillors
<b>Complaints Committee</b>	Chairman of All Committees
<b>Neighbourhood Plan Working Party</b>	Cllr Helen Pakenham Cllr Dreda Gordon Cllr Tony Lillico
<b>Lowbell Lake Working Party</b>	Cllr Helen Pakenham Cllr Liz Winstone Barnet & District Angling Club
<b>Rights of Way Working Party</b>	Cllr Tony Lillico Cllr Liz Winstone Members of Public
<u><b>Representatives on Outside Bodies</b></u>	
The Base	Cllr Dreda Gordon
St Albans District Association of Local Councils	Cllr Helen Pakenham
La Farge/Tarmac Liaison Group	Cllr Norman Mahony Cllr Dreda Gordon

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: SCHEME OF DELEGATION**

### **1. SUMMARY**

- 1.1 A local authority may arrange for its functions to be discharged by a Committee, sub committee or one of its officers (Local Government Act 1972, S101(1), (5) and (6)).
- 1.2 A scheme of delegation was a recommendation from the Staff Review.

### **2. RECOMMENDATION**

Members are asked to resolve to adopt the scheme of delegation attached.

### **3. BACKGROUND**

- 3.1 The staff review recommended that a scheme of delegation was adopted, to enable the efficient running of the parish council. This scheme of delegation was adopted in May 2021 and this document is now due for review. It includes the Terms of Reference for the Committees within the Council's governance structure.
- 3.2 The scheme of delegation sits alongside the Council's standing orders and financial regulations and will be reviewed on a regular basis to ensure that they are working effectively.

### **4. FINANCE**

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)	Enables the efficient running of the Council
Risk Management	Part of the internal control of the Council



## **LONDON COLNEY PARISH COUNCIL**

### **SCHEME OF DELEGATION TO COMMITTEES AND OFFICERS**

The Council's scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively. Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Powers cannot be legally delegated to individual Councillors or Working Parties (unless agreed in advance). Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

#### **1. COUNCIL FUNCTIONS**

The following matters are to be dealt with by the Full Council:

- Approval of Budget and setting the Precept.
- Approval of the Annual Return and Audit of Accounts.
- Authorisation of borrowing.
- Adopting all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation (which will be devised by relevant committees).
- Making of Orders under any statutory powers.
- Making, amending, or revoking By-laws.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.

All other matters which must, by law, be reserved to the Full Council.

#### **2. COMMITTEE MEETINGS**

##### **2.1 Chairing meetings**

- a) Every Committee shall at its first meeting following the Annual Council Meeting, before conducting any business, elect a Chairman for the year. A Committee may elect a Deputy Chairman.
- b) The Chairman of the Committee, or in her/his absence the Deputy Chairman, will chair meetings of the Committee. In their absence, the Committee shall select a Councillor to chair the meeting.

## **2.2 Quorum**

- a) No business shall be dealt with unless at least 3 Councillors are present.
- b) If there is no quorum the meeting can continue as a working party with all decisions to be ratified by Council.

## **2.3 Holding meetings**

- a) The ordinary meetings of a Committee shall be held at a place, date and time fixed by the Annual Council meeting.
- b) Special meetings of a Committee may be called by the Clerk in consultation with the Committee Chairman.

## **2.4 Attendance by Other Councillors**

- a) Any Councillor who is not a member of a Committee may attend any meeting of that Committee.
- b) The Chairman may permit any such Councillor to speak but shall not vote (standing order 32).
- c) The Chairman and Vice Chairman are ex-officio members of all Committees.

# **3. COMMITTEES AND DELEGATIONS**

## **3.1 Appointment of Committees**

- a) The Council will, at the Annual Council meeting appoint such Committees, sub-Committees, working parties and forums as are deemed necessary to effectively discharge the Council's business, and appoint Chairman of the Committees.
- b) The Council may, at any other time, appoint Committees, Sub Committees, Working Parties and Forums as are deemed necessary.
- c) The Committees and Sub Committees currently appointed shall consist of the number of Councillors set out below or as determined by the Council and they shall have the roles and functions set out below or as determined at the time of appointment.
- d) Where the Chairman is not a Councillor of a Committee in his or her own right, they shall be an ex-officio Councillor and shall be entitled to speak and put forward motions and vote.
- e) The Local Government and Housing Act 1989 requires that District/Borough Councils allocate seats on Committees to Political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles. London Colney Parish Council recognises these principles as best practice and therefore to be observed as far as is reasonably practicable.

- (i) That not all seats on the same committee are allocated to the same political group.
  - (ii) That the majority of seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
  - (iii) That, subject to (i) and (ii) above, the number of seats of committees allocated to each political group bears the same proportion of the total of all the seats on committees, i.e., the sum total of all seats on all committees and sub committees.
  - (iv) That, subject to (i), (ii), and (iii) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.
- f) For the purposes of political balance, a group is required to have at least two members and to have been formally constituted as a Political Group by notifying the Clerk of that fact and of its name and the identity of its Leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group and to the Clerk.
- g) Whenever the Council is required to review the allocation of seats on committees between political groups, or the Council resolves to carry out such a review, the Clerk shall submit a report to the Council showing what allocation of seats would, in his/her opinion, best meet the requirements of Section 15(4) of the Local Government and Housing Act 1989 and in the light of such a report, the Council shall determine the allocation of seats to political groups.
- h) Once the allocation of seats has been decided upon, there is a duty on the Council to give effect to the allocation by making appointments thereto in accordance with the wishes of the political groups. The wishes of a properly constituted political group are taken to be those expressed to the Clerk in writing by the Leader of the Group.

#### **4. DELEGATION TO COMMITTEES**

- a) The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it makes a recommendation to Council.

##### **4.1 All Committees**

All committees have the power to:

- Create and appoint to Working Groups.

- Appoint of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

## **4.2 Finance & General Purposes Committee**

- a) Four Parish Council Members of the Finance & General Purposes Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders)
- b) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- c) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- d) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- To recommend to the Council an annual budget and precept.
- To regularly monitor income and expenditure and to make any recommendations to the Council.
- Consideration of annual budget request of all standing Committees for recommendation to Council.
- To vire expenditure and carry overs within its own budget.
- Review fees and charges for use of Parish facilities such as the hire of buildings and sport fees and recommend any amendments for ratification by Council.
- The periodic biennial review of Internal Audit arrangements and monitoring reports.
- Approval and award of grants and donations.
- Considering and agreeing action to all Internal Audit reports.
- Approval of Risk management strategy.
- Electoral matters.
- Checking annual review of salaries is in order.
- Write off debts up to £1,000 (subject to requirements of Bad Debt Policy).
- To keep under annual review the Council's standing orders, financial regulations, strategic plan, business continuity plan, policies, protocols, and other governing documents.
- To determine all the resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees, and contractors.
- To manage matters relating to premises, leases, and licences.
- To incur and authorise expenditure not otherwise delegated to another Committee or employee and to oversee expenditure under S106 where relevant.
- To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
- To carry out any function not otherwise delegated to another Committee or employee.
- The setting up and monitoring of control systems for the oversight of Council expenditure.
- To receive recommendations regarding the devolution of land or services to agree financial implications prior to referring to Council for approval.
- To consider the acquisition of property, maintenance of property assets, management and disposal
- To review all legal agreements entered into by the Council
- To maintain a financial register of assets and property belonging to the Council and monitor disposal in accordance with the Council's Asset Management Policy



- The acquisition of office equipment and assets as required enabling the staff to carry out their duties.
- To exercise control over the insurance of its property and liabilities.
- To review any consultation documents as appropriate to the committee.
- The formulation of new Council policies relating to the governance of the Council and the review of any existing policies to be ratified by Council

### **4.3 Events & Community Committee**

- a) Five Parish Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- The implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
- Consider applications from other organisations for events held on parish council property.
- To formulate a budget request for revenue expenditure/capital for the next financial year, including the charges for events
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance & General Purposes Committee.
- The Committee will oversee the implementation of the Christmas Lights contract
- To provide oversight of the Council's online presence (website and social media)
- To oversee the editing and publication of the parish newsletter.
- To oversee the implementation of the Communications Strategy and Community Engagement Policy for the council's engagement with residents and outside organisations
- To consider consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

### **4.4 Environment & Neighbourhood Committee**

- a) Four Parish Council Members of the Environment and Neighbourhood Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two co-opted members of the public may join during year if authorised by Parish Council. These persons do not have the right to vote or to move or second a motion on matters relating to the management of land.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all

- recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- Management of the parish council's land assets including sports and leisure facilities.
- To maintain the War Memorial.
- To oversee the maintenance of the Millennium Clock.
- To consider matters relating to footpaths and consult with partners and stakeholders.
- A transfer of relevant environmental projects from Council or other committees
- Management of the Council's allotment sites including the review of allotment rents
- Consideration of local impact on any environmental issues proposed by the statutory agencies or commercial organisations.
- The biennial review of the village flood strategy
- The management and refurbishment of all play areas including the use of S106 funding for improvements (to be approved by F&GP)
- The formulation of new Council policies relating to the environment and the review of any existing policies to be ratified by Council.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

#### **4.5 Human Resources Committee**

- a) Four Parish Council Members of the Human Resources Committee are established at the Annual Meeting of the Parish Council including the Chair (as per Standing Orders)
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- c) A minimum of five meetings in each full municipal year

The Committee shall undertake the following role and functions:

- To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to Finance & General Purposes Committee no later than 30 November each year.
- To determine the training and development policy of the Council.
- To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.
- To regularly review employment policies/procedures including the staff handbook.
- To monitor the internal operation of the Equal and Diversity Policy.
- To monitor the operation of the Health and Safety Policy and receive an annual report on its operation within the organisation.

- To oversee an employee's formal grievance(s) in line with the council's grievance procedures
- To review and receive feedback on the performance management framework for employees.
- To monitor absence management including long term sick leave
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council.
- To provide two Members to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment unless delegated to the Clerk and a Senior Officer.
- To grant the Interview Board the authority to make offers of employment except for the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.
- Consultation Documents as appropriate to the committee.
- In line with the Council's strategic plan, to recommend to the Finance & General Purposes Committee, any changes in the Council's establishment resulting from a management review of the structure.
- To consider and make recommendations to Council on the appointment of the Clerk and on any matter relating to the conditions of employment and role of the Clerk.
- To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.

#### **4.6 Planning Committee**

- a) All members of the parish council are Members of the Planning Committee
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
- c) Meetings are called as and when required to consider planning applications that are received by the parish council that meet the Council's criteria.

The Committee shall undertake the following roles and functions:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Monitor, review, and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Consider the local impact of strategic planning matters proposed by District or County Councils
- Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- Review the Council's criteria for considering Planning Applications at a Committee meeting.

#### **4.7 Complaints Committee**

- a) Four Parish Council Members of the Complaints Committee are established at the Annual Meeting of the Parish Council consisting of the Chairman of the Standing Committees including the Chairman of the Council (as per Standing Orders)

- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
- c) Meetings are called as and when required to consider formal complaints made against the Council which have not been resolved by the Council's complaints procedure.

The Committee shall undertake the following roles and functions:

- To consider formal complaints against the Council that have not been resolved to the satisfaction of the complainant through the Council's complaint policy and to report any decision to Council.

## **5. DELEGATION TO OFFICERS**

- a) The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or the Council for a decision.

### **5.1 Clerk & Responsible Financial Officer**

The Parish Clerk shall be the Proper Officer of the Council as defined in law.

**In addition:**

- Issue all statutory notifications.
- Receive Declarations of Acceptance of Office.
- Receive and record notices disclosing pecuniary interests.
- Receive and retain documents and plans.
- Sign notices or other documents on behalf of the Council.
- Receive copies of By-laws made by principal authority.
- Certify copies of By-laws made by the Council.
- Sign summons to attend meetings.
- Ensure compliance with Standing Orders.
- Manage all staff, either directly or indirectly.
- Manage the provision of Council services, buildings, land, and resources.
- Incur expenditure in an emergency up to £2,000 whether budgeted or not.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- Deal with dispensation requests from Members under the Code of Conduct.
- Deal with matters specifically delegated by Council or Committee.
- Take all decisions relating to the training of staff and Councillors (the latter in conjunction with the Chairman of the Council).
- Appoint all employees in accordance with the Council's staff structure.
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.

- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
- Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- Responsible for the overall management of all budgets in accordance with Council policies.
- Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- Overall responsibility for Health & Safety across all Council owned sites.
- Ensure Compliance with Financial Regulations and procedures.
- Determine accounting policies, records, and control systems. Report to External Auditor matters under Local Government Finance Act 1988 s114.
- Manage risk management of the Council.

## **5.2 Grounds Maintenance Manager**

- Day to day management of land, buildings, and other resources.
- Project development for consideration by relevant Committee.
- Management of maintenance contracts.
- Day to day management of all employees within grounds maintenance and facilities management.
- Matters specifically delegated by Council or Committee.
- Developing income generating activities.
- Responsible for the management of the Grounds Maintenance budget in accordance with Council Policy.

## **5.3 Community & Events Officer**

- Day to day management of community events and activities organised by the Council.
- Project development for consideration by relevant committee
- Day to day management of Admin Officer
- Matters specifically delegated by Council or committee.
- Developing income generating activities.
- Responsible for the Events Budget in accordance with Council policy

## **5.4 Finance Officer**

- Proper administration of the Council's financial affairs.
- Arrange and manage the Council's insurance arrangements.
- Management of Council salaries in accordance with contracts of employment.
- Matters specifically delegated by Council or Committee.
- Ensure compliance with Financial Regulations.
- Ensure compliance with all financial procedures.

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: INCOME AND EXPENDITURE REPORT Q4 – VARIANCES**

**1. SUMMARY**

- 1.1 This report explains any variances +15% on the income/expenditure report for Q4, ending 31 March 2022

**2. RECOMMENDATION**

Members are asked to note the report.

### 3. EXPLANATION OF VARIANCES

Cost Centre	Income/ Expenditure Code	Description	Budget	Expenditure	Reason for Variance
100	4030	Staff Training	£500	£692	Additional costs relating to booking software training
100	4035	Payroll Charges	£550	£616	Increase in charges for payroll after budget was agreed.
100	4140	Salaries Cleaning/Caretaking	£13,115	£18,915	Had to use external contractor to cover for staff holiday/sickness
100	4325	Trade Refuse	£3,850	£5,322	Had to increase number of lifts due to increase in rubbish collection.
100	4500	Office Supplies	£750	£922	Replacement office equipment to replace broken items.
100	4523	Neighbourhood Plan	£2,500	£8,997	Grants received to cover additional expenditure
100	4550	Computing Costs	£6,000	£13,894	Purchase of bookings software/new hardware to be met from General Reserves
100	4565	Legal and Professional Fees	£1,500	£4,191	Unbudgeted legal advice sought regarding the village club
100	4575	Internal & External Audit	£2,500	£4,615	Additional costs relate to Public Interest Report
100	4900	Miscellaneous Expenditure	£75	£299	To be checked
120	1080	Other Grants Received	0	£21,185	Grants received: CDA – £200 towards cost of Christmas biscuits Football Foundation Grant - £2955 towards new football equipment, supplemented by S106 funding St Albans Old Peoples Trust - £4,830 for seated exercise Neighbourhood Plan Grants - £20,000 £2,000 HCC - £1200 for defibrillator x 2, K Peak bench grant, SADC – Morris Way S106 funding
200	4105	MW Utilities Electricity	£2,750	£5,520	Inadequate budget set
200	4200	MW Maintenance	£500	£8,834	Refurbishment of pavilion, paid for by S106 funding
200	4220	MW Playing Field Maintenance	£300	£4,773	Additional expenditure on football equipment, see other grants received above
210	4111	GM – Utilities Water Allotments	£450	£995	Water leak increased costs

210	4270	Clock maintenance	£200	£810	Unbudgeted expenditure
210	4315	Fuel inc Red Diesel	£2500	£3,497	Increase in cost of diesel for vehicles which can't use red diesel.
220	4220	SL Playing Field maintenance	£500	£876	Additional expenditure on football equipment, see other grants received above
230	4000	CC Salaries	£6,943	£10,724	Unbudgeted expenditure of staff salaries
230	4100	CC Utilities Gas	£2,000	£2,530	Inaccurate bills due to not using meter readings
230	4185	Kitchen & Caretaking Supplies	£770	£1,146	Additional expense to ensure kitchen up to standard prior to hand over to Hertfordshire Catering Ltd
230	4206	CC Fire & Security Alarms	£1,000	£1,975	Unbudgeted expenditure
240	4200	Napsbury Maintenance	£3,000	£4,020	Unbudgeted repairs to shutters
320	4170	FW Bar Supplies	£300	£454	Unused bar supplies at FW used at Christmas lights switch on
400	5000	General Event Costs	£297	£880	To be investigated

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

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



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Central Operations</b>							
1076 Precept	286,350	286,350	0			100.0%	
1085 S106 Income	27,904	0	(27,904)			0.0%	
1090 Interest Received	235	500	265			46.9%	
1100 Parish News Letter Income	1,989	0	(1,989)			0.0%	
1110 Allotment Income	0	1,700	1,700			0.0%	
1120 Fishing Rights	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	2,167	4,000	1,833			54.2%	
1900 Miscellaneous Income	1,261	250	(1,011)			504.4%	
1970 Good Neighbour Scheme Income	94	0	(94)			0.0%	
Central Operations :- Income	<b>321,101</b>	<b>293,900</b>	<b>(27,201)</b>			<b>109.3%</b>	<b>0</b>
4630 Bowmans Cross	1,486	0	(1,486)		(1,486)	0.0%	
Central Operations :- Direct Expenditure	<b>1,486</b>	<b>0</b>	<b>(1,486)</b>	<b>0</b>	<b>(1,486)</b>		<b>0</b>
4000 Salaries	67,315	63,543	(3,772)		(3,772)	105.9%	
4005 National Insurance Costs	10,453	14,101	3,648		3,648	74.1%	
4010 Employer Pension Costs	25,018	21,199	(3,819)		(3,819)	118.0%	
4030 Staff Training	692	500	(192)		(192)	138.5%	
4035 Payroll Charges	616	550	(66)		(66)	112.0%	
4045 Councillor Training/Courses	62	500	438		438	12.5%	
4050 Health and Safety	724	2,500	1,776		1,776	29.0%	
4055 Chairmans Allowance	218	300	82		82	72.7%	
4060 Meeting Expenses	44	125	81		81	35.1%	
4140 Salaries Cleaning/Caretaking	18,915	13,115	(5,800)		(5,800)	144.2%	
4145 Cleaning Supplies	1,618	1,750	132		132	92.5%	
4150 Insurance	3,856	4,100	244		244	94.0%	
4155 Licences	193	0	(193)		(193)	0.0%	
4200 Maintenance	172	0	(172)		(172)	0.0%	
4220 Playing Field Maintenance	13	0	(13)		(13)	0.0%	
4325 Trade Refuse	5,322	3,850	(1,472)		(1,472)	138.2%	
4500 Office Supplies	922	750	(172)		(172)	122.9%	
4505 Postage	66	250	184		184	26.4%	
4510 Office Machine Leasing & Costs	1,568	1,650	82		82	95.0%	
4515 Parish Magazine - Printing	5,243	5,000	(243)		(243)	104.9%	
4520 Parish Magazine - Distribution	1,560	1,300	(260)		(260)	120.0%	
4523 Neighbourhood Plan	8,997	2,500	(6,497)		(6,497)	359.9%	
4525 Advertising & Promotion	0	500	500		500	0.0%	
4530 Telephone/Fax/Internet	860	1,400	540		540	61.4%	
4535 Allotment Leases	682	650	(32)		(32)	104.9%	
4540 Subscriptions	1,702	1,700	(2)		(2)	100.1%	
4546 Charity Collection Pay Over	3,457	0	(3,457)		(3,457)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4550 Computing Costs	13,894	6,000	(7,894)		(7,894)	231.6%	
4555 Website Maintenance	234	250	16		16	93.6%	
4560 Bank Charges	75	75	0		0	100.0%	
4561 Bad Debt write off	0	100	100		100	0.0%	
4565 Legal & Professional Fees	4,191	1,500	(2,691)		(2,691)	279.4%	
4575 Internal & External Audit	4,615	2,500	(2,115)		(2,115)	184.6%	
4580 Professional Costs	1,288	2,000	713		713	64.4%	
4585 Christmas Biscuits	398	600	202		202	66.3%	
4610 Traffic Enforcement	0	3,500	3,500		3,500	0.0%	
4900 Miscellaneous Expenditure	299	75	(224)		(224)	398.3%	
Central Operations :- Indirect Expenditure	<b>185,282</b>	<b>158,433</b>	<b>(26,849)</b>	<b>0</b>	<b>(26,849)</b>	<b>116.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>134,333</b>	<b>135,467</b>	<b>1,134</b>				
<u>110 Civic and Democratic</u>							
4705 Election Expenses	0	6,000	6,000		6,000	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>				
6001 less Transfer to EMR	6,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,000)</b>						
<u>120 Grants</u>							
1080 Other Grants Received	44,830	0	(44,830)			0.0%	
Grants :- Income	<b>44,830</b>	<b>0</b>	<b>(44,830)</b>				<b>0</b>
4800 Grants - Other	636	2,500	1,865		1,865	25.4%	
4820 Grants CASTAD	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	<b>636</b>	<b>3,500</b>	<b>2,865</b>	<b>0</b>	<b>2,865</b>	<b>18.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>44,195</b>	<b>(3,500)</b>	<b>(47,695)</b>				
<u>200 Morris Way Pavilion/Fields</u>							
1200 Hire of Pavilions	1,746	2,700	954			64.7%	
1210 Hire of Sports Pitch	5,560	5,000	(560)			111.2%	
Morris Way Pavilion/Fields :- Income	<b>7,306</b>	<b>7,700</b>	<b>394</b>			<b>94.9%</b>	<b>0</b>
4105 Utilities - Electricity	5,520	2,750	(2,770)		(2,770)	200.7%	
4110 Utilities - Water	351	1,500	1,149		1,149	23.4%	
4115 Utilities - Rates	0	180	180		180	0.0%	
4200 Maintenance	8,834	500	(8,334)		(8,334)	1766.7%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Playing Field Maintenance	4,773	300	(4,473)		(4,473)	1590.8%	
4230 Playground Maintenance	48	0	(48)		(48)	0.0%	
4275 Splash Pad	185,762	0	(185,762)		(185,762)	0.0%	
Morris Way Pavilion/Fields :- Indirect Expenditure	<b>205,287</b>	<b>5,230</b>	<b>(200,057)</b>	<b>0</b>	<b>(200,057)</b>	<b>3925.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(197,981)</b>	<b>2,470</b>	<b>200,451</b>				
6000 plus Transfer from EMR	185,762						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,219)</b>						
<u>210 Grounds and Maintenance Dept</u>							
1995 Memorial Benches Income	1,816	0	(1,816)			0.0%	
Grounds and Maintenance Dept :- Income	<b>1,816</b>	<b>0</b>	<b>(1,816)</b>				<b>0</b>
4000 Salaries	66,066	73,267	7,201		7,201	90.2%	
4001 Wages - Napsbury Support fund	0	3,000	3,000		3,000	0.0%	
4105 Utilities - Electricity	42	1,500	1,458		1,458	2.8%	
4111 Utilities - Water - Allotments	995	450	(545)		(545)	221.2%	
4200 Maintenance	572	1,000	428		428	57.2%	
4220 Playing Field Maintenance	876	500	(376)		(376)	175.3%	
4230 Playground Maintenance	713	2,150	1,437		1,437	33.2%	
4270 Clock Maintenance	810	200	(610)		(610)	404.8%	
4300 Xmas Lights Maintenance/Rent	9,146	9,000	(146)		(146)	101.6%	
4305 Vehicle Maintenance & Costs	1,632	2,000	368		368	81.6%	
4310 Machine Maintenance & Costs	1,352	1,750	398		398	77.3%	
4311 Vehicle Purchases	17,990	0	(17,990)		(17,990)	0.0%	
4315 Fuel inc Red Diesel	3,497	2,500	(997)		(997)	139.9%	
4320 Vehicle Insurance	1,204	1,100	(104)		(104)	109.4%	
4330 Signs, Boards & Seats	132	1,000	869		869	13.2%	
4331 Memorial Benches	2,573	0	(2,573)		(2,573)	0.0%	
4335 Lowbell Ln River Edge & Green	82	400	318		318	20.4%	
4340 Plants & Flowers	3,134	3,500	366		366	89.5%	
4345 Tree Maintenance	337	4,000	3,663		3,663	8.4%	
4355 Litter Bins	191	500	309		309	38.3%	
4360 Allotments Repairs & Maint,	445	750	305		305	59.3%	
4385 Equipment - Grounds & Maintena	349	750	401		401	46.5%	
Grounds and Maintenance Dept :- Indirect Expenditure	<b>112,137</b>	<b>109,317</b>	<b>(2,820)</b>	<b>0</b>	<b>(2,820)</b>	<b>102.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(110,322)</b>	<b>(109,317)</b>	<b>1,005</b>				
6000 plus Transfer from EMR	18,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(92,322)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Shenley Lane</b>							
1210 Hire of Sports Pitch	624	1,500	876			41.6%	
Shenley Lane :- Income	<b>624</b>	<b>1,500</b>	<b>876</b>			<b>41.6%</b>	<b>0</b>
4105 Utilities - Electricity	120	200	80		80	60.0%	
4110 Utilities - Water	0	350	350		350	0.0%	
4200 Maintenance	44	150	106		106	29.1%	
4220 Playing Field Maintenance	1,829	500	(1,329)		(1,329)	365.7%	
4230 Playground Maintenance	0	200	200		200	0.0%	
Shenley Lane :- Indirect Expenditure	<b>1,992</b>	<b>1,400</b>	<b>(592)</b>	<b>0</b>	<b>(592)</b>	<b>142.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,368)</b>	<b>100</b>	<b>1,468</b>				
<b>230 London Colney Community Centre</b>							
1250 Bar Takings	6,123	0	(6,123)			0.0%	
1260 Hall Hire & Rent - Ad Hoc Hire	6,087	6,000	(87)			101.5%	
1265 Hall Hire & Rent - Regular Hir	10,709	30,000	19,291			35.7%	
London Colney Community Centre :- Income	<b>22,919</b>	<b>36,000</b>	<b>13,081</b>			<b>63.7%</b>	<b>0</b>
4000 Salaries	14,030	6,943	(7,087)		(7,087)	202.1%	
4015 Casual Staff	455	0	(455)		(455)	0.0%	
4100 Utilities - Gas	2,530	2,000	(530)		(530)	126.5%	
4105 Utilities - Electricity	3,092	5,500	2,408		2,408	56.2%	
4110 Utilities - Water	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,350	44		44	96.7%	
4155 Licences	644	1,500	856		856	42.9%	
4170 Bar Supplies	5,083	0	(5,083)		(5,083)	0.0%	
4180 Bar Repairs & Servicing	437	0	(437)		(437)	0.0%	
4185 Kitchen & Caretaking Supplies	1,146	770	(376)		(376)	148.8%	
4200 Maintenance	2,390	5,000	2,610		2,610	47.8%	
4206 Fire & Security Alarms	1,975	1,000	(975)		(975)	197.5%	
4220 Playing Field Maintenance	227	250	23		23	90.8%	
4230 Playground Maintenance	32	0	(32)		(32)	0.0%	
5020 Other Event Costs	1	0	(1)		(1)	0.0%	
London Colney Community Centre :- Indirect Expenditure	<b>33,349</b>	<b>26,513</b>	<b>(6,836)</b>	<b>0</b>	<b>(6,836)</b>	<b>125.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,430)</b>	<b>9,487</b>	<b>19,917</b>				
<b>240 Napsbury Park Pavilion/Fields</b>							
1200 Hire of Pavilions	3,481	3,500	20			99.4%	
1210 Hire of Sports Pitch	1,209	1,500	291			80.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1212 Hire of Cricket Pitch	2,222	500	(1,722)			444.4%	
1214 School Pitch Hire	2,420	0	(2,420)			0.0%	
<b>Napsbury Park Pavilion/Fields :- Income</b>	<b>9,332</b>	<b>5,500</b>	<b>(3,832)</b>			<b>169.7%</b>	<b>0</b>
4100 Utilities - Gas	1,024	1,000	(24)		(24)	102.4%	
4105 Utilities - Electricity	575	850	275		275	67.7%	
4110 Utilities - Water	0	850	850		850	0.0%	
4200 Maintenance	4,020	3,000	(1,020)		(1,020)	134.0%	
4220 Playing Field Maintenance	1,136	1,250	114		114	90.9%	
<b>Napsbury Park Pavilion/Fields :- Indirect Expenditure</b>	<b>6,755</b>	<b>6,950</b>	<b>195</b>	<b>0</b>	<b>195</b>	<b>97.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,576</b>	<b>(1,450)</b>	<b>(4,026)</b>				
<u>250 Walsingham Way</u>							
4230 Playground Maintenance	8	0	(8)		(8)	0.0%	
<b>Walsingham Way :- Indirect Expenditure</b>	<b>8</b>	<b>0</b>	<b>(8)</b>	<b>0</b>	<b>(8)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(8)</b>	<b>0</b>	<b>8</b>				
<u>300 Larks in the Park</u>							
1250 Bar Takings	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
<b>Larks in the Park :- Income</b>	<b>0</b>	<b>2,100</b>	<b>2,100</b>				<b>0</b>
4170 Bar Supplies	0	750	750		750	0.0%	
5000 General Event Costs	0	2,640	2,640		2,640	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	152	152		152	0.0%	
<b>Larks in the Park :- Indirect Expenditure</b>	<b>0</b>	<b>6,342</b>	<b>6,342</b>	<b>0</b>	<b>6,342</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,242)</b>	<b>(4,242)</b>				
<u>320 Fireworks</u>							
1250 Bar Takings	681	600	(81)			113.5%	
1300 Event Income - Concessions	370	250	(120)			148.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
<b>Fireworks :- Income</b>	<b>1,051</b>	<b>1,350</b>	<b>299</b>			<b>77.8%</b>	<b>0</b>
4155 Licences	21	0	(21)		(21)	0.0%	
4170 Bar Supplies	454	300	(154)		(154)	151.5%	
5000 General Event Costs	359	842	483		483	42.7%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5010 Food Costs	12	100	88		88	11.6%	
5015 Entertainment Costs	4,250	4,958	708		708	85.7%	
5020 Other Event Costs	257	747	490		490	34.4%	
5035 Road Closures	860	1,600	740		740	53.8%	
Fireworks :- Indirect Expenditure	<b>6,213</b>	<b>8,547</b>	<b>2,334</b>	<b>0</b>	<b>2,334</b>	<b>72.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,162)</b>	<b>(7,197)</b>	<b>(2,035)</b>				
<b>340 Remembrance Sunday</b>							
5000 General Event Costs	102	176	74		74	58.2%	
5015 Entertainment Costs	260	500	240		240	52.0%	
5020 Other Event Costs	226	400	175		175	56.4%	
5035 Road Closures	860	955	95		95	90.1%	
Remembrance Sunday :- Indirect Expenditure	<b>1,448</b>	<b>2,031</b>	<b>583</b>	<b>0</b>	<b>583</b>	<b>71.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,448)</b>	<b>(2,031)</b>	<b>(583)</b>				
<b>370 Lunch Club</b>							
1350 Lunch Club Income - Tuesday	2,924	0	(2,924)			0.0%	
1355 Lunch Club Income - Thursday	2,539	0	(2,539)			0.0%	
Lunch Club :- Income	<b>5,462</b>	<b>0</b>	<b>(5,462)</b>				<b>0</b>
5050 Lunch Club Food Costs	9,055	0	(9,055)		(9,055)	0.0%	
Lunch Club :- Indirect Expenditure	<b>9,055</b>	<b>0</b>	<b>(9,055)</b>	<b>0</b>	<b>(9,055)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,593)</b>	<b>0</b>	<b>3,593</b>				
<b>400 General Council Events</b>							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	600	600			0.0%	
1370 Seated Exercise Income	68	0	(68)			0.0%	
1401 Charity Collections	4,086	0	(4,086)			0.0%	
General Council Events :- Income	<b>4,154</b>	<b>1,300</b>	<b>(2,854)</b>			<b>319.5%</b>	<b>0</b>
5000 General Event Costs	880	297	(583)		(583)	296.2%	
5010 Food Costs	30	370	340		340	8.2%	
5015 Entertainment Costs	250	3,790	3,540		3,540	6.6%	
5020 Other Event Costs	380	630	250		250	60.3%	
5070 Seated Exercise Costs	4,358	0	(4,358)		(4,358)	0.0%	
General Council Events :- Indirect Expenditure	<b>5,898</b>	<b>5,087</b>	<b>(811)</b>	<b>0</b>	<b>(811)</b>	<b>115.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,744)</b>	<b>(3,787)</b>	<b>(2,043)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>420 Halloween Disco</b>							
1250 Bar Takings	435	100	(335)			435.2%	
1310 Event Income - Ticket Sales	286	300	14			95.3%	
Halloween Disco :- Income	<b>721</b>	<b>400</b>	<b>(321)</b>			<b>180.3%</b>	<b>0</b>
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	106	150	44		44	70.5%	
5015 Entertainment Costs	150	200	50		50	75.0%	
5020 Other Event Costs	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	<b>256</b>	<b>494</b>	<b>238</b>	<b>0</b>	<b>238</b>	<b>51.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>465</b>	<b>(94)</b>	<b>(559)</b>				
<b>430 Christmas Light Switch On</b>							
1250 Bar Takings	677	600	(77)			112.8%	
1300 Event Income - Concessions	420	480	60			87.5%	
Christmas Light Switch On :- Income	<b>1,097</b>	<b>1,080</b>	<b>(17)</b>			<b>101.6%</b>	<b>0</b>
4170 Bar Supplies	119	300	181		181	39.7%	
5000 General Event Costs	665	688	23		23	96.7%	
5015 Entertainment Costs	0	150	150		150	0.0%	
5020 Other Event Costs	284	302	18		18	94.1%	
5035 Road Closures	1,480	1,850	370		370	80.0%	
Christmas Light Switch On :- Indirect Expenditure	<b>2,549</b>	<b>3,290</b>	<b>741</b>	<b>0</b>	<b>741</b>	<b>77.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,452)</b>	<b>(2,210)</b>	<b>(758)</b>				
<b>440 Twixmas</b>							
1250 Bar Takings	0	140	140			0.0%	
1310 Event Income - Ticket Sales	0	650	650			0.0%	
Twixmas :- Income	<b>0</b>	<b>790</b>	<b>790</b>			<b>0.0%</b>	<b>0</b>
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	250	250		250	0.0%	
Twixmas :- Indirect Expenditure	<b>0</b>	<b>644</b>	<b>644</b>	<b>0</b>	<b>644</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>146</b>	<b>146</b>				
<b>460 Picnic in the Park</b>							
1300 Event Income - Concessions	440	350	(90)			125.7%	
1310 Event Income - Ticket Sales	837	2,625	1,788			31.9%	
Picnic in the Park :- Income	<b>1,277</b>	<b>2,975</b>	<b>1,698</b>			<b>42.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 General Event Costs	229	436	207		207	52.5%	
5010 Food Costs	49	451	402		402	10.8%	
5015 Entertainment Costs	0	60	60		60	0.0%	
5020 Other Event Costs	0	2,000	2,000		2,000	0.0%	
Picnic in the Park :- Indirect Expenditure	<u>278</u>	<u>2,947</u>	<u>2,669</u>	<u>0</u>	<u>2,669</u>	<u>9.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>999</u>	<u>28</u>	<u>(971)</u>				
Grand Totals:- Income	421,689	354,595	(67,094)			118.9%	
Expenditure	572,630	346,725	(225,905)	0	(225,905)	165.2%	
<b>Net Income over Expenditure</b>	<u>(150,941)</u>	<u>7,870</u>	<u>158,811</u>				
plus Transfer from EMR	203,762						
less Transfer to EMR	6,000						
<b>Movement to/(from) Gen Reserve</b>	<u>46,821</u>						



**London Colney Parish Council****Co-op Current Account****List of Payments made between 01/01/2022 and 31/03/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
04/01/2022	St Albans District Council	40122	131.00	NON DOMESTIC RATES APR21-MAR22
04/01/2022	Southern Electric / SSE Gas	40122	500.01	Purchase Ledger DDR Payment
04/01/2022	TV LICENCE	DD	11.87	TV LICENCE
04/01/2022	WIX.COM	D/CARD	12.46	DOMAIN 290122-290123
05/01/2022	Onecom Services Ltd	50122	28.64	WORKSHOP LANDLINE
05/01/2022	Castle Water Ltd	50122	63.51	Purchase Ledger DDR Payment
07/01/2022	Hertfordshire Catering Ltd	70122	1,800.00	NOV 2021 CATERING SUPPLIES
07/01/2022	RBS Rialtas Business Solutions	29250	30.00	SOFTWARE MOVE TO COMPUTER/SERV
07/01/2022	Base 52	DEC 2021	52.14	P/Ledger Electronic Payment
07/01/2022	Amthal Fire & Security	61321	231.60	FIRE EXTINGUISHERS ANNUAL SERV
07/01/2022	RBS Rialtas Business Solutions	29282	240.00	FACILITIES BOOKING TRAINING 0812
07/01/2022	Blitz Motor Factors	STS246206	261.07	BN07 SWY - VARIOUS PARTS
07/01/2022	Oliver Landpower	265123	107.47	VARIOUS
11/01/2022	Council HR and Governance Supp	LONC-03	212.50	HR SUPPORT NOV 2021
12/01/2022	J HEYES	DEPREF23	100.00	J HEYES HALL DEP REFUND 231221
12/01/2022	ST PETER'S PARISH CHURCH	ST PETERS	700.00	ST PETER'S DONATION RE FIREWOR
12/01/2022	S SAROYA	SAROYA	100.00	S SAROYA HALL DEP REF 080122
12/01/2022	PEACE HOSPICE	PEACE HO'	527.54	PEACE HOSPICE FIREWORKS DONATI
12/01/2022	Bidwells	294853	195.00	LEBE RENT 020121-010122
12/01/2022	Serebus Holistic Therapies	AMHh477	350.00	SEATED EXERCISE/YOGA DEC 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
12/01/2022	L A Turner	6	1,600.00	MW DECORATION
12/01/2022	HTC Fastenings Limited	708206	135.00	BROOM HEADS
12/01/2022	Communic8 Hire Ltd	1005	513.00	HANDS SETS FOR EVENTS
12/01/2022	Kingcombe Stonbury Ltd	INV-0061 1	1,302.78	SPLASH PAD - MID POINT PHASE 1
12/01/2022	Amthal Fire & Security	61561	522.40	FIRE EXTINGUISHER SERVICING
12/01/2022	Allstar Business Solutions Lim	12012022	16.42	FUEL
12/01/2022	HALL DEPOSIT REUND	BP	100.00	BUCHANAN DEPOSIT REFUND
13/01/2022	B&Q	D/CARD	28.95	POSTCRETE 5 BAGS
14/01/2022	Kingcombe Stonbury Ltd	INV-0061 3	30,000.00	SPLASH PAD - MID POINT PHASE 1
14/01/2022	AMAZON	DC	15.98	WALL CALENDARS GRND STAFF
16/01/2022	Kingcombe Stonbury Ltd	INV-0061 2	30,000.00	SPLASH PAD - MID POINT PHASE 1
17/01/2022	Hertscom IT Ltd	170122	827.29	MONTHLY IT COSTS
17/01/2022	FLEMING FABRICATIONS	DC	90.00	PRECISION CUT STEEL X 2
17/01/2022	Corona Energy - Elecricity	170122	1,013.25	SHENLEY ELEC 011221-311221
18/01/2022	AMAZON	DC	12.95	QUEENS PLATINUM JUBILEE FLAG
18/01/2022	HCC	BP	1,995.77	DEC 21 PENS
18/01/2022	HCC	BP	1,788.25	NOV 21 PENS
18/01/2022	HMRC	BP	2,482.12	NOV 21 PAYE
19/01/2022	Mr Fizz - Oak Farm Gas	186950	17.50	CO2 - BAR
19/01/2022	Central Tool Hire Ltd	H86961	47.08	19KG PROPANE
19/01/2022	WORLDPAY	1.87E+08	60.38	TRANS CHGES 0112-311221
19/01/2022	WIX.COM	D/CARD	136.80	WEBSITE 290122-290123
19/01/2022	Allstar Business Solutions Lim	190122	87.23	DIESEL 090122
19/01/2022	HALL DEPOSIT REFUND	BP	100.00	ADOLPHOUS DEPOSIT REFUND

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
20/01/2022	Dayla & James Pettit	200122	494.34	BAR SUPPLIES
20/01/2022	Wickes	DC	30.20	WOOD/SEALANT GLUE/KICKSTRIP
20/01/2022	MANO MANO/UNION MART	D/CARD	329.99	PRESSURE WASHER
21/01/2022	Hertscom IT Ltd	210122	29.06	CALL CHARGES
21/01/2022	HMRC	BP	3,634.57	DEC 21 PAYE
21/01/2022	Screwfix	D/CARD	9.98	BULBS
24/01/2022	Southern Electric / SSE Gas	240122	636.82	LCCC GAS 011221-311221
26/01/2022	Troy Hayes Planning Limited	2105	900.00	EVIEW DRAFT LOCAL GREEN SPACE
26/01/2022	Cryptex UK LLP	9588	486.00	200222-190223 alarm maint/mon
26/01/2022	HCC - Herts Fullstop	260122	242.98	FOLDING TABLE/JOTTA PAD
26/01/2022	Allstar Business Solutions Lim	260122	76.28	DIESEL 170122
26/01/2022	BLINDS2GO	D/CARD	358.98	BLINDS FOR MW
28/01/2022	Veolia ES (UK) Ltd	280122	530.28	0112-311221 TRADE WASTE
28/01/2022	Castle Water Ltd	280122	5.00	Purchase Ledger DDR Payment
28/01/2022	Castle Water Ltd	280122	5.00	Purchase Ledger DDR Payment
28/01/2022	Castle Water Ltd	280122	28.22	Purchase Ledger DDR Payment
28/01/2022	Hertfordshire Catering Ltd	280122	1,836.00	DEC 2021 CATERING COSTS
28/01/2022	LCPC SALARIES JAN 2021	SALARIES	10,372.31	LCPC SALARIES JAN 2021
31/01/2022	Onecom Services Ltd	310122	28.31	GRNDS/MAINT LANDLINE
31/01/2022	FACEBOOK	D,CARD	2.33	ADVERT RE COMMUNITY AWARDS
31/01/2022	AMAZON	D/CARD	30.52	INK CARTRIDGE - GRNDS MAINT
01/02/2022	St Albans District Council	10222	131.00	NON DOMESTIC RATES APR21-MAR22
01/02/2022	J M Motors Ltd	VE66 BCV	500.00	VE66 BCV DEPOSIT
01/02/2022	TV LICENCE	DD	13.37	TV LICENCE

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/02/2022	Barnet Welding Supplies	20143	410.50	ROUNDAABOUT REPAIRS
02/02/2022	Lamps & Tubes Illuminations Lt	70463	997.50	XMAS LIGHTS 2021 REMOVAL
02/02/2022	Barnet Welding Supplies	21093	35.78	WIRE BRUSH/GRINDING DISCS/GAS
02/02/2022	WORLDPAY	WORLDPA	0.05	WORLDPAY MACHINE TEST
02/02/2022	HPI CHECK	DC	19.99	HPI CHECK NEW VEHICLE
07/02/2022	Castle Water Ltd	70222	63.51	P/Ledger Electronic Payment
07/02/2022	SAINSBURYS FUEL	D/CARD	108.57	FUEL FOR LC VAN
09/02/2022	Alban Locksmiths Ltd	18125	17.85	HISTORY CUPBOARD KEYS X 3
09/02/2022	Mr Fizz - Oak Farm Gas	187810	34.99	BAR - GAS
09/02/2022	Base 52	JAN 2022	52.14	P/Ledger Electronic Payment
09/02/2022	Glasdon UK Limited	SI831646	950.45	EMORIAL BENCH ETC G RUNCHMAN
09/02/2022	Blitz Motor Factors	SI249456	153.31	VARIOUS SUNDRIES
09/02/2022	Allstar Business Solutions Lim	90222	105.87	DIESEL 290122
09/02/2022	LC HEDGEHOG RESCUE	BP	100.00	DONATION - FIREWORKS
09/02/2022	Wickes	D/CARD	40.40	SCREWS/WALL PLUGS ETC
09/02/2022	DUNELM	D/CARD	142.00	TABLECLOTHS-STAINED BY HIRER
09/02/2022	Base 52	JAN 2022	52.14	P/Ledger Electronic Payment
09/02/2022	Base 52	090222 RE	-52.14	P/Ledger Electronic Payment
10/02/2022	J M Motors Ltd	VE66 BCV	21,088.00	VE66 BCV BALANCE
10/02/2022	DVLA VEH ROAD TAX	DC	275.00	DVLA VEH ROAD TAX
11/02/2022	K M WARNE	BP	100.00	HALL DEPOSIT REFUND 060222
11/02/2022	DUNELM	D/CARD	70.00	CURTAINS - MW PAVILION
11/02/2022	Affinity Water	1E+08	144.00	MW REC SPLASH PAD CONNECT APPL
14/02/2022	SAINSBURYS FUEL	D/CARD	139.13	VE66 BCV

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/02/2022	THE RANGE	D/CARD	30.46	TARPS/ROPE/RATCHET SET
14/02/2022	LAND REGISTRY	DC	6.00	LAND REGISTRY FEE
15/02/2022	Hertscom IT Ltd	150222	827.29	IT MONTHLY COSTS
15/02/2022	THE RANGE	D/CARD	-9.99	REFUND RE TARP X 1
16/02/2022	Corona Energy - Elecricity	160222	1,161.27	NAPS PAV ELEC 0101-310122
16/02/2022	Blitz Motor Factors	STS251809	99.79	TRACTOR BATTERY
16/02/2022	HERTFORDSHIRE COUNTY	160222	50.00	PEN CHGE LATE PMT NOV 21 PENS
16/02/2022	Catercare Catering Equipment	48346	102.00	OVEN SERVICE
16/02/2022	FRANK G GATES LTD	D/CARD	7.18	BOLTS
16/02/2022	Homebase	D/CARD	32.50	CURTAIN TRACK/LOCKTAPE
17/02/2022	AMAZON	DC	3.75	ST PATRICKS DAY SERVIETTES
21/02/2022	LEE HANLY	D/CARD	100.00	HALL DEPOSIT REFUND 130222
21/02/2022	SPORTS DIRECT	D/CARD	6.97	PPE SN & EP
21/02/2022	REVERSAL SPORTS DIRECT	DC	-6.97	REVERSAL SPORTS DIRECT
21/02/2022	SPORTS DIRECT	DC	76.97	PPE SN & EP
21/02/2022	WORLDPAY	210222	64.25	TRANSACTION CHGES 0101-310122
23/02/2022	Allstar Business Solutions Lim	230222	15.30	MAINT
23/02/2022	HCC - Herts Fullstop	230222	104.71	VARIOUS
23/02/2022	George Browns Ltd	408526	24.50	SAFETY GLOVES
23/02/2022	Hertfordshire Catering Ltd	230222	1,800.00	CATERING COSTS JANUARY 2022
23/02/2022	C A DENG	BP	100.00	HALL DEPOSIT REFUND 130222
23/02/2022	B&Q	D/CARD	55.53	SAND/SLABS ETC - MEM BENCH
23/02/2022	Southern Electric / SSE Gas	2302 REFU	-259.03	Purchase Ledger DDR Payment
23/02/2022	Southern Electric / SSE Gas	2302 REFL	-974.21	Purchase Ledger DDR Payment

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
24/02/2022	BHIB Insurance Brokers	240222	437.12	INCSE NEW VEHICLE
24/02/2022	London Hearts	4353	1,453.20	DEFIBRILLATOR ETC
24/02/2022	B & Q	D/CARD	20.97	SAND/SLABS - MEM BENCH
24/02/2022	St Albans Tyres & Exhausts Ltd	D/CARD	24.00	CHANGE OVER WHEEL
28/02/2022	A W-MARTIN	C/CARD	6.71	AMAZON - LOVE HEARTS
28/02/2022	Castle Water Ltd	280222	5.00	Purchase Ledger DDR Payment
28/02/2022	Castle Water Ltd	280222	5.00	Purchase Ledger DDR Payment
28/02/2022	Castle Water Ltd	280222	28.22	Purchase Ledger DDR Payment
28/02/2022	Veolia ES (UK) Ltd	280222	665.16	TRADE WASTE 0101-310122
28/02/2022	FEB 2022 SALARIES	BP	10,453.87	FEB 2022 SALARIES
28/02/2022	MAR 2020 SALARIES	BP	12,730.42	MAR 2020 SALARIES
28/02/2022	FLAG & BUNTING STORE	DC	148.50	RED, WHITE & BLUE BUNTING JUBI
01/03/2022	Onecom Services Ltd	10322	28.31	010222-280222 MAINT LANDLINE
01/03/2022	TV LICENCE	DD	13.37	TV LICENCE
01/03/2022	FACEBOOK	D/CARD	2.62	FACEBOOK - AD
02/03/2022	Allstar Business Solutions Lim	20322	14.22	UNLEADED 210222
02/03/2022	Serebus Holistic Therapies	20322	560.00	FEB 2022 SEATED EXERCISE/YOGA
02/03/2022	Glasdon UK Limited	SI833402	950.45	JE BYRNE MEMORIAL BENCH
02/03/2022	Blitz Motor Factors	VARIOUS	668.80	BRAKE HOSE
07/03/2022	Castle Water Ltd	70322	63.51	Purchase Ledger DDR Payment
07/03/2022	Hertscom IT Ltd	150322	102.00	SSL CERT RENEWAL 170422 12 MTH
08/03/2022	Morrisons	DC	88.00	COMMUNITY AWARDS - SANDWICHES
09/03/2022	AMAZON	DC	9.78	2 X A4 FRAMES - COMMUNITY AWAR
09/03/2022	Sainsburys	DC	16.00	DAFFODILS/PEN - COMMUNITY AWAR

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/03/2022	Allstar Business Solutions Lim	90322	245.45	DIESEL 24/02 & 28/02/22
09/03/2022	George Browns Ltd	410127	24.50	SAFETY GLOVES
09/03/2022	Base 52	FEB 2022	52.14	P/Ledger Electronic Payment
09/03/2022	George Browns Ltd	408928	90.53	BLADE BUSH/SPACER/SWING BLADE
09/03/2022	Mark Harrod Ltd	61765	118.99	GOAL NET SET
09/03/2022	George Browns Ltd	409543	297.35	BLADES/SPACERS/NUTS/BOLTS
09/03/2022	HCC - Herts Fullstop	90322	329.68	VARIOUS
09/03/2022	HERTFORDSHIRE COUNTY	90322	52.35	LATE SUB CHGE HCC PENS NOV 21
09/03/2022	Morrisons	DC	20.00	COMMUNITY AWARDS SANDWICHES
10/03/2022	AMAZON	DC	150.00	AMAZONVOUCHERS 3 X £50.00
10/03/2022	FLOWER BOX	DC	140.00	COMMUNITY AWARDS BOUQUETS
11/03/2022	A W MARTIN/AMAZON	BP	5.64	CARD FOR CERTS - COMMUNITY AWA
11/03/2022	E PAYNE	BP	29.60	APM REFRESHMENTS
11/03/2022	AMAZON	DC	50.00	AMAZON VOUCHER 1 X £50.00
11/03/2022	B&Q	DC	73.62	BALLAST/SAND/SLABS
11/03/2022	B&Q	DC	12.00	SAFETY GLASSES
11/03/2022	B&Q	DC	11.00	PADLOCK FISHING CAR PARK LBL
11/03/2022	THE RANGE	DC	50.97	BINS FOR FOOTBALL NETS
11/03/2022	THE RANGE	DC	4.99	BLACK REPAIR TAPE
14/03/2022	Morrisons	DC	15.24	NIBBLES - COMMUNITY AWARDS
14/03/2022	FLOWER BOX	DC	20.00	COMMUNITY AWARDS BOUQUET
15/03/2022	Hertscom IT Ltd	150322	827.29	MONTHLY IT COSTS
16/03/2022	Corona Energy - Elecricity	160322	11.56	SHENLEY LANE ELEC 0102-280222
16/03/2022	HTC Fastenings Limited	712049	34.51	BOLTS/NUTS/SPANNER ETC

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
16/03/2022	HTC Fastenings Limited	713695	48.22	GOAL POST SOCKET COVERS
16/03/2022	Leevis Entertainment	23566	250.00	COMMUNITY AWARDS 110322
16/03/2022	HTC Fastenings Limited	712048	90.26	PADLOCK ETC/PPE
17/03/2022	AMAZON	DC	41.61	STORAGE RACKING
18/03/2022	B&Q	DC	81.65	MEMORIAL BENCH SLABS
18/03/2022	Screwfix	DC	6.37	DRILL BIT
21/03/2022	Dayla & James Pettit	210322	49.48	BAR SUPPLIES
21/03/2022	WORLDPAY	210322	65.89	0102-280222 TRANSACTION CHGES
21/03/2022	Southern Electric / SSE Gas	210322	409.50	Purchase Ledger DDR Payment
22/03/2022	THE POST OFFICE	DC	73.68	STAMPS 100 X 2ND & 8 LARGE 2ND
22/03/2022	B&Q	DC	24.83	MAINTENANCE TO CELLAR
23/03/2022	MALCOLM MACMILLAN	BP	49.50	ALCOHOL FOR ST PATRICKS LUNCH
23/03/2022	Allstar Business Solutions Lim	230322	283.82	DIESEL/UNLEADED
23/03/2022	R Higgins Home & Garden Mainte	230322	120.00	WINDOW CLEANING - LIBRARY
23/03/2022	Minymize	230322	25.00	ARTWORK - APPLEONIA
23/03/2022	Minymize	230322	25.00	ARTWORK - COLNEY CUTS
23/03/2022	Minymize	230322	25.00	ARTWORK - JAMIE DEAN
23/03/2022	ANNE RIVER	BP	100.00	HALL DEP REFUND 060322
23/03/2022	J CHOUDHURY	DC	100.00	HALL DEP REFUND 130322
23/03/2022	ST ALBANS & DISTRICT FOOD	DC	50.00	COMMUNITY AWARDS PRIZE
24/03/2022	B&Q	DC	23.50	ITEMS FOR CC KITCHEN REPAIR
28/03/2022	Corona Energy - Electricity	280322	2,169.08	NAPS PAV ELEC 0102-280222
28/03/2022	Hertscom IT Ltd	280322	44.47	PHONE COSTS
28/03/2022	Kingcombe Stonbury Ltd	280322	1,075.55	RE COMPLETION OF PHASE 1



Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
28/03/2022	Serebus Holistic Therapies	280322	560.00	SEATED EXERCISE/YOGA FEB 2022
28/03/2022	George Browns Ltd	280322	12.56	TUBE BLOWER
28/03/2022	Castle Water Ltd	280322	28.22	Purchase Ledger DDR Payment
28/03/2022	Castle Water Ltd	280322	5.00	Purchase Ledger DDR Payment
28/03/2022	Castle Water Ltd	280322	5.00	Purchase Ledger DDR Payment
28/03/2022	Veolia ES (UK) Ltd	280322	493.99	TRADE WASTE 0102-280222
28/03/2022	INTELLIGENT AUTOS	DC	300.00	VE66 BCV BLUE SERVICE/CALLIBRA
29/03/2022	Kingcombe Stonbury Ltd	290322	30,000.00	RE COMPLETION OF PHASE 1
29/03/2022	NISBETS	DC	137.11	WINE GLASSES & TUMBLERS
30/03/2022	Kingcombe Stonbury Ltd	300322	30,000.00	RE COMPLETION OF PHASE 1
31/03/2022	J HUSSAIN	BP	100.00	J HUSSAIN DEP REFUND RE 270322
31/03/2022	C WELLS	BP	100.00	C WELLS DEP REFUND RE 190322
31/03/2022	Kingcombe Stonbury Ltd	310322	30,000.00	RE COMPLETION OF PHASE 1
31/03/2022	Onecom Services Ltd	310322	28.31	WORKSHOP LANDLINE
31/03/2022	Screwfix	DC	70.97	GLOVES/POSTHOLE DIGGER/LOPPER
31/03/2022	AMAZON	DC	13.48	ST GEORGES FLAGS/NAPKINS
31/03/2022	AMAZON/VALUE PRODUCTS	DC	3.50	FIRE EXIT SIGN
31/03/2022	TAYLORS TOOLS	DC	70.34	GLIDE BAR/CHAINS
31/03/2022	THE RANGE	DC	16.99	IN FOR FOOTBALL NETS
<b>Total Payments</b>			<b>256,067.93</b>	

## London Colney Parish Council - Direct Debits

<b>Payee Name</b>	<b>Frequency</b>	<b>Description</b>
ALLSTAR BUSINESS	Weekly	Vehicle/Plant Fuel
Affinity Water	Monthly	Water - Various Sites
Castle Water Ltd	Monthly	Water - Various Sites
Corona Energy - Electricity	Monthly	Electricity - Various Sites
Hertscom IT Ltd	Monthly	Monthly IT Costs
Hertscom IT Ltd	Monthly	Rental/Calls
Onecom Services Ltd	Monthly	Workshop Phone
RBS Rialtas Business Solutions	Monthly	Omega Software Support
SADC	Monthly	NNDR
Southern Electric	Monthly	Electricity - Various Sites
Southern Electric	Monthly	Gas - Various Sites
TV LICENCE	Monthly	TV Licence
Veolia	Monthly	Trade Waste
WORLDPAY	Monthly	Card Transaction Charges
THE COUNTRYSIDE CHARITY	Annually	Membership

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PARISH COUNCIL ASSET REGISTER AND REVIEW OF INSURANCE**

### **1. SUMMARY**

- 1.1 It is a requirement laid out in the parish council's standing orders that the council's insurance and insurable risks are reviewed and agreed at the Annual Parish Meeting (Item 14, (i), xiii and xiv).
- 1.2 It is part of the Annual Governance Statement (Assertion 5) that Councillors attest that they have taken appropriate steps to manage risks including the introduction of internal controls and/or external insurance where required.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
  - a) Note the parish council's asset register for year end 31 March 2022
  - b) Note the parish council's schedule of insurance

### **3. BACKGROUND**

- 3.1 Authorities need to maintain a register of fixed assets, long term investments and other non-current assets that they hold. The Annual Governance Statement includes Box 9 where the parish council's assets are recorded.
- 3.2 The Council is required to maintain a fixed asset register which is routinely updated to record new assets at the historic cost price, net of VAT. Commercial concepts of depreciation, impairment adjustments and revaluation are not required or appropriate for this method of asset valuation. Assets which have been disposed of are noted on the asset register as having a NIL value, with a date of disposal.
- 3.3 In an ideal world, the asset register should include a replacement/insurance cost, the latter being updated regularly and used to assist in forward planning for asset replacement. The parish council has an adopted [Asset Management Policy](#) which outlines how the parish council will manage its assets.
- 3.4 The asset register should be compared against the insurance schedule to ensure that all the Council's assets are accurately recorded and are appropriately insured.
- 3.5 Assets that are under construction are not included in the asset register or insurance schedule. Therefore, the splash park, which is under construction, is not included. The Clerk is in correspondence with the Council's insurance company regarding the operation of this facility prior to it being included in the Parish Council's insurance policy. The paddling pool was not included in the insurance schedule because at the time of the policy being taken out, the paddling pool was closed.

- 3.6 Assets which are leased, gifted or a community asset are listed at a nominal cost of £1.
- 3.7 The Parish Council needs to consider that they have the appropriate levels of insurance in place for land, buildings, public, employers and hirers liability, fidelity/employee (including councillor) business interruption and cyber security.
- 3.8 Insurance is a significant way of managing and reducing the risks relating to property, cash, and legal liability. The parish council has a [risk management strategy](#) which is reviewed annually as part of the Parish Council's review of risk.
- 3.9 Attached to this report is the schedule for the parish council's insurance showing the relevant levels of cover and items which are excluded from the policy.
- 3.10 With the increased costs of building construction, the Clerk is taking a report to Finance & General Purposes in May 2022 to consider having the parish council's building assets professionally revalued to ensure that they are adequately insured.

#### **4. FINANCE**

- 4.1 The parish council's annual insurance is organised through a broker, BHIB and is with Aviva. We are currently signed up to a three-year deal (with a discount) and the current deal expires in September 2023.
- 4.2 There is an annual budget (100/4150) which is reviewed when the budget is set. In addition to the parish council insurance, there is also a mini fleet policy which covers the vehicles and equipment that the parish council operates for the purposes of grounds maintenance.
- 4.3 The Parish Council insurance premium for 2021/22 was £3,855.80 including insurance premium tax.
- 4.4 The mini fleet insurance premium was £766.51 with an additional payment of £437.12 for the new vehicle which the parish council purchased in February 2022.

#### **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	Review of asset register and insurance schedule is part of internal control.

## **LONDON COLNEY PARISH COUNCIL ASSET REGISTER - 31/3/2022**

### **Summary**

Land and Building Assets	£	1,487,216.00
Morris Recreation Ground	£	10,590.11
Caledon Community Centre	£	52,065.82
Grounds Maintenance Dept	£	59,995.00
Shenley Lane	£	2,712.00
Napsbury	£	17,033.00
Play Areas	£	172,723.89

<b>TOTAL</b>	<b>£</b>	<b>1,802,335.82</b>
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Land & Building Assets

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased/leased	Date Disposed Of
High Street	Public	War Memorial	War memorial			1	£ 1.00	£ 1.00	1920	N/A
London Colney	Public	Building	Napsbury Pavillion			1	£ 433,900.00	£ 433,900.00		
Shenley Lane	Groundstaff	Building	Shenley Rec. Cabin			1	£ 32,170.00	£ 32,170.00		
Morris Rec Ground	Groundstaff	Building	Maintenance Store			1	£ 10,181.00	£ 10,181.00		
Morris Rec Ground	Groundstaff	Building	Maintenance Workshop			1	£ 12,870.00	£ 12,870.00		
Morris Rec Ground	Groundstaff	Building	Sport Pavilion			1	£ 214,479.00	£ 214,479.00		
Caledon Road	Public	Building	Community Centre			1	£ 757,000.00	£ 757,000.00		
London Colney	Public	Bus Shelter	Bus shelter			8	£ 3,238.00	£ 25,904.00		
London Colney	Public	Coopers Wood	Woodland			1	£ 1.00	£ 1.00		
London Colney	Public	Dudley Wood	Woodland			1	£ 1.00	£ 1.00		
London Colney	Public	Walsingham Way	Open Space & play area leased from SADC			1	£ 1.00	£ 1.00		
London Colney	Public	Halsey Park Play Area	Play Area - Leased from SADC			1	£ 1.00	£ 1.00		
London Colney	Public	Morris Recreation Ground	Open Space, Recreation Ground, Play Area and Splash Park			1	£ 1.00	£ 1.00	Charitable trust	
London Colney	Public	Riverside	River, Open Space and Car Park			1	£ 1.00	£ 1.00	Leased	
London Colney	Public	Village Green	Village green			1	£ 1.00	£ 1.00	Owned	
London Colney	Public	Memorial Clock	Chester Gibbons Green			1	£ 1.00	£ 1.00	Donations from MOP	
London Colney	Public	Village sign	Village sign			1	£ 1.00	£ 1.00		
London Colney	Public	Shenley Lane Allotments	Allotments			1	£ 1.00	£ 1.00	Leased from HCC	
London Colney	Public	Glebe Allotments	Allotments			1	£ 1.00	£ 1.00	Leased from St Albans Diocese	
Glebe Allotments	Allotments	Water Trough	Water Trough			7	£100.00	£700.00		
							£ 1,487,216.00			

Caledon Community Centre

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased/leased	Date Disposed Of
LCCC - Bar Lounge	Bar Customers	Chairs	Tub Chair			7	£85.00	£595.00		
LCCC - Bar Lounge	Bar Customers	Chairs	Steel Stacking Chairs			50	£19.56	£978.00		
LCCC - Bar Lounge	Bar Customers	Chairs	Leather 2 seater sofa			2	£380.00	£760.00		
LCCC - Bar Lounge	Bar Customers	Chairs	Stool High			3	£45.00	£135.00		
LCCC - Bar Lounge	Bar Customers	Chairs	Stool Low			4	£35.00	£140.00		
LCCC - Bar Lounge	Bar Customers	Tables	Wood Table (double/high)			4	£90.00	£360.00		
LCCC - Bar Lounge	Bar Customers	Tables	Wood Table (single/low)			3	£70.00	£210.00		
LCCC - Bar Lounge	Bar Customers	Tables	Wood Table (single/high)			2	£70.00	£140.00		
LCCC - Bar Lounge	Bar Customers	Tables	Folding Banquet Table (old style)			2	£75.00	£150.00		
LCCC - Bar Lounge	Bar Customers	Tables	Folding Banquet Table (New Style)			4	£125.00	£500.00		
LCCC - Bar Lounge	Bar Customers	TV	Onn 32" TV w/ Freeview Tuner			2	£380.00	£760.00		
LCCC - Building	All	External Automatic Doors	Action Doors			1	£8,300.00	£8,300.00		
LCCC - Cleaner	Cleaner	Hoover	Henry			1	£120.00	£120.00		
LCCC - Events	Events Cupboard	PA				1	£820.00	£820.00		
LCCC - Kitchen	Kitchen Staff	Bain Marie	Buffalo			2	£190.00	£380.00		
LCCC - Kitchen	Kitchen Staff	Bain Marie	Buffalo			2	£190.00	£380.00		
LCCC - Kitchen	Kitchen Staff	Blender	Kitchen Aid			1	£156.99	£156.99		
LCCC - Kitchen	Kitchen Staff	Deep fat fryer	Buffalo			1	£229.99	£229.99		
LCCC - Kitchen	Kitchen Staff	Dishwasher	DC due 750 Class EQ			1	£1,500.00	£1,500.00		
LCCC - Kitchen	Kitchen Staff	Flykiller	Eazyzap			1	£39.99	£39.99		
LCCC - Kitchen	Kitchen Staff	Grill	Lincat			1	£255.00	£255.00		
LCCC - Kitchen	Kitchen Staff	Kenwood Mixer				1	£300.00	£300.00		
LCCC - Kitchen	All	Metal Catering Trolley				2	£30.00	£60.00		
LCCC - Kitchen	Kitchen Staff	Microwave	Buffalo			1	£280.00	£280.00		
LCCC - Kitchen	Kitchen Staff	Oven	Lincat			1	£2,500.00	£2,500.00		
LCCC - Kitchen	Kitchen Staff	Refridgerator	Gram			1	£250.00	£250.00		
LCCC - Kitchen	Kitchen Staff	Sml chest Freezer	Beko			1	£130.00	£130.00		
LCCC - Kitchen	Kitchen Staff	Soup Warmer	Buffalo			1	£0.00	£0.00		31.03.2022
LCCC - Kitchen	Kitchen Staff	Warming cupboard				1	£1,300.00	£1,300.00		
LCCC - Kitchen	All	Washer / Dryer	Hotpoint			1	£351.99	£351.99		
LCCC - Kitchen	Kitchen Staff	Tall Larder Fridge	Beko			1	£292.23	£292.23		
LCCC - Kitchen	All	Water Heater	Lincat			1	£320.00	£320.00		
LCCC - Main Hall	Bar Customers	Chairs	Steel stacking chair			120	£20.00	£2,400.00		
LCCC - Main Hall	Bar Customers	Coat rails	Metal Coat Rails			2	£75.00	£150.00		
LCCC - Main Hall	Bar Customers	Oblong Table Storage trolley	Oblong Table Storage trolley			1	£277.68	£277.68		
LCCC - Main Hall	Bar Customers	Round Table storage trolley	Round Table Storage trolley			1	£315.00	£315.00		
LCCC - Main Hall	Bar Customers	Tables	Round Folding Table			10	£80.00	£800.00		
LCCC - Main Hall	Bar Customers	Tables	Folding Banquet Table (old style)			5	£75.00	£375.00		
LCCC - Main Hall	Bar Customers	Tables	Folding Banquet Table (New Style)			7	£125.00	£875.00		
LCCC - Main Hall	Bar Customers	Tables	Static tables			2	£45.00	£90.00		
LCCC - Main Hall	Bar Customers	Wheeled Screens	Wheeled Screens			3	£300.00	£900.00		
LCCC - Office	Office Staff	4 Draw metal Filing Cabinets	Brown/cream			3	£97.00	£291.00		
LCCC - Office	Office Staff	Air Con units	Ingenix IG9704			2	£100.00	£200.00		
LCCC - Office	Clerk	Computer Monitor	Dell E2210			0	£0.00	£0.00		31/03/2021
LCCC - Office	Finance Officer	Computer Monitor, Mouse and Keyboard				0	£0.00	£0.00		31/03/2021

Caledon Community Centre

LCCC - Office	Clerk	Computer Monitor, Mouse and Keyboard			0	£0.00	£0.00		31/03/2021
LCCC - Office	Clerk	Computer Monitor, Mouse and Keyboard			0	£0.00	£0.00		31/03/2021
LCCC - Office	Finance Officer	Computer Monitor, Mouse and Keyboard			0	£0.00	£0.00		31/01/2021
LCCC - Office	Admin Officer	Computer Monitor, Mouse and Keyboard			1	£161.00	£161.00		
LCCC - Office	Finance Officer	Computer Monitor, Mouse and Keyboard			0	£0.00	£0.00		31/01/2021
LCCC - Office	Admin Officer	Computer tower	HP pro desk		1	£599.00	£599.00		
LCCC - Office	Clerk	Computer Tower	Dell Optiplex 790		0	£0.00	£0.00		31/01/2021
LCCC - Office	Events Officer	Computer tower	Dell Optiplex 745		1	£250.00	£250.00		
LCCC - Office	Finance Officer	Computer Tower	Dell Optiplex 745		0	£0.00	£0.00		31/01/2021
LCCC - Office	Office Staff	Digital Camera	Cyber shot		1	£0.00	£0.00		31/03/2022
LCCC - Office	Office Staff	Digital Camera	Fuji Finepix J110w		8HL37973	1	£0.00	£0.00	31/03/2022
LCCC - Office	Office Staff	Digital Projector	Epson EMP-S5		JWVF7X61	1	£372.00	£372.00	05/11/2021
LCCC - Office	Office Staff	Digital Projector	NEC	V260G		1	£220.00	£220.00	
LCCC - Office	Office Staff	Dimplex Heaters			2	£60.00	£120.00		
LCCC - Office	Office Staff	Label printer	Brother		1	£25.00	£25.00		
LCCC - Office	Office Staff	Laptop	HP Laptop		2	£749.00	£1,498.00	01/04/2020	
LCCC - Office	General	Laptop	Dell Vostro		JN740N1	1	£0.00	£0.00	31/03/2022
LCCC - Office	Office Staff	Laptop	Toshiba Satellite Pro	Black	PSAFHE-00	1	£0.00	£0.00	31/03/2022
LCCC - Office	All	Laptop	Lenovo G550		CBL034476	1	£450.00	£450.00	
LCCC - Office	Office Staff	Meeting table chairs			4	£80.00	£320.00		
LCCC - Office	Events Officer	Monitor	Dell E193 FP		1	£100.00	£100.00		
LCCC - Office	Office Staff	Office Safe	Yale		1	£65.00	£65.00		
LCCC - Office	Office Staff	Phone	BT Hudson 1500 Trio		1	£60.00	£60.00		
LCCC - Office	Office Staff	Photocopier	Konica Minolta C308		1	Leased	£1.00		
LCCC - Office	Office Staff	Portable hearing loop	Sound shuttle		1	£129.00	£129.00		
LCCC - Office	Office Staff	Shredder	Rexel Momentum x312		1	£62.95	£62.95		
LCCC - Office	Office Staff	Small Fridge	Ambiano		1	£40.00	£40.00		
LCCC - Office	Office Staff	Small round meeting table			1	£165.00	£165.00		
LCCC - Bar	Bar Manager / office	Safe			1	1	£1.00		
LCCC - Bar	Bar Manager / office	Polar wine cooler			1	139	£139.00		
LCCC - Office	Office Staff	Pedestal desk			2	110	£110.00		
LCCC - Office	Office Staff	Desks			2	100	£100.00		
LCCC - Office	Office Staff	Draws			2	90	£90.00		
LCCC - Office	Office Staff	Tall bookcases			4	115	£115.00		
LCCC - Office	Office Staff	Hearing Loop			1	187	£187.00		
LCCC - Building	Community centre	CCTV			1	1	£1.00		
LCCC - Margaret Hopkins Suite	Tenant	Stackable chairs	blue		8	20	£160.00		
LCCC - Margaret Hopkins Suite	Tenant	Round table			0	0	£0.00		31/2/22
LCCC - Margaret Hopkins Suite	Tenant	Crescent desk			2	140	£280.00		
LCCC - Margaret Hopkins Suite	Tenant	Desks			1	100	£100.00		
LCCC - Hall	Hall & Lounge	Curtains				5140	£5,140.00		
LCCC - Bar	Bar Staff	Glass washer	Supawash		1	785	£785.00		
LCCC - Kitchen	Kitchen staff/cleaner	Washer dryer	Hotpoint Aquarius		1	351.99	£352.00		
LCCC - Bar	Bar Staff	Cash Register	Casio		2	220	£440.00		
LCCC - Building	All	Boiler	vaillant echotec		1	£8,900.00	£8,900.00		
Chairman's Insignia	Chairman	Chairman's badge			1	£1,160.00	£1,160.00		
							<b>£52,065.82</b>		



Grounds Maintenance Dept

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased	Comment	Date Disposed Of
Laptop	Grounds manager	Laptop	HP ProBook		5CD1141ZZ5	1	£714	£714.00	20.05.2021		
Vehicle	Grounds staff	Ford Transit			VE66 BCV	1	£17,990	£17,990.00	11/02/2022		
Vehicle	Goundstaff	Ford Transit				1		£ -	2009		10/02/2022
Vehicle	General Staff	Ford Connect				1	£ 1,000.00	£ 1,000.00	2009		
WHL - Bottom Garage	Groundstaff	Massey Ferguson	350 Tractor		32069/08	1	£ 8,000.00	£ 8,000.00	1992		
WHL - Bottom Compound	Groundstaff	Igor Williams Trailer	TT8G		62853	1	£ 800.00	£ 800.00	1980's		
WHL - Bottom Compound	Groundstaff	Low loader Trailer		12'x6'		1	£ 400.00	£ 400.00	1980's		
WHL - Bottom Compound	Groundstaff	DW Tomlin Roller				1	£ 2,000.00	£ 2,000.00	1995		
WHL - Bottom Compound	Groundstaff	Spiker Browns			34423	1	£ 1,500.00	£ 1,500.00	1995		
WHL - Bottom Compound	Groundstaff	Major Rotary	6300 Groundsmajor		6618	1	£ 1,000.00	£ 1,000.00	2000		
WHL - Bottom Garage	Groundstaff	Ivor Williams Trailor	GD105MK3		5CK69090060476901	1	£ 1,200.00	£ 1,200.00	2010		
WHL - Bottom Garage	Groundstaff	Hayter 5 Gang Mower	T424		953B001013	1	£ 8,000.00	£ 8,000.00	2010		
WHL - Bottom Garage	Groundstaff	Ransomes	Supercert 51			1	£ 2,000.00	£ 2,000.00	2010		
WHL - Bottom Garage	Groundstaff	Ransomes	30" Mastiff		GS00427	1	£ 3,000.00	£ 3,000.00	2010		
WHL - Bottom Garage	Groundstaff	Chipper Entec 4206	350442		93040811	1	£ 2,000.00	£ 2,000.00	1996		
WHL - Bottom Garage											
WHL - Bottom Garage	Groundstaff	Honda Generator	Belle Mini 200		G03036717	1	£ 100.00	£ 100.00	1980's		
WHL - Diesel Shed	Groundstaff	Belle Cement Mixer	Mini 140			1	£ 200.00	£ 200.00	1990's		
WHL - Metal Lockup Shed	Groundstaff	Ferris 36" Mower	HW36KAR166		FC400V008054	1	£ 350.00	£ 350.00	1994		
WHL - Metal Lockup Shed	Groundstaff	Honda Shanks Rotary	553HRS		8000030	1	£ 900.00	£ 900.00	1990's		
WHL - Metal Lockup Shed	Groundstaff	Husquarna Flymo	GCU160		GJAAE-1237743A7E	1	£ 400.00	£ 400.00	2000		
WHL - Metal Lockup Shed	Groundstaff	Hayter Rotary Mower	Ranger 53 Pro		O30225FB	1	£ 900.00	£ 900.00	2018		
WHL - Metal Lockup Shed	Groundstaff	Power Craft Generator	PC2800LR		2800LR/08	1	£ 200.00	£ 200.00	1990's		
WHL - Metal Lockup Shed	Groundstaff	Echo Strimmer	SRM2015		O33017	1	£ 250.00	£ 250.00	1980's		
WHL - Metal Lockup Shed	Groundstaff	Stihl Blower	BG85		154015336	1	£ 300.00	£ 300.00	2000		
WHL - Metal Lockup Shed	Groundstaff	Rotovator				1	£800	£ 800.00	2018		
WHL - Metal Lockup Shed	Groundstaff	Echo Power Pruner	PP1260		E183030445	1	£ 250.00	£ 250.00	1990's		
WHL - Metal Lockup Shed	Groundstaff	Stihl Hedge Trimmer	HS85		15093302	1	£ 250.00	£ 250.00	1990's		
WHL - Metal Lockup Shed											
WHL - Metal Lockup Shed	Groundstaff	Stihl Chainsaw	50		644372	1	£ 350.00	£ 350.00	1990's		
WHL - Metal Lockup Shed	Groundstaff	Kombi Marker	Mk. II		K215200	1	£ 300.00	£ 300.00	2010		
WHL - Metal Lockup Shed	Groundstaff	Kombi Marker	Mk. II			1	£ 300.00	£ 300.00	2013		
WHL - Metal Lockup Shed	Groundstaff	Waterpump Koshn	SEM-25L		60401552	1	£ 60.00	£ 60.00	1980's		
WHL - Metal Lockup Shed	Groundstaff	Orger Dolmar	PD-491		34065	1	£ 400.00	£ 400.00	1980's		
WHL - Metal Lockup Shed	Groundstaff	JEG Electric Trimmer	HS06		O485C1998	1	£ 100.00	£ 100.00	2003		
WHL - Metal Lockup Shed	Groundstaff	Tanaka Chainsaw	ECS-320			1	£ 300.00	£ 300.00	1980's		
WHL - Metal Lockup Shed	Groundstaff	NILFISK Alto	P150.1		6134301	1	£ 200.00	£ 200.00	2000		
WHL - Whitening Shed	Groundstaff	Hopper Earthway EVN	C2200APP-SU			1	£ 250.00	£ 250.00	1990's		
WHL - Whitening Shed	Groundstaff	Hopper BSS	Mont Blang			1	£ 150.00	£ 150.00	2010		
WHL - Whitening Shed	Groundstaff	Scaffold Tower/Ladder				1	£ 1,500.00	£ 1,500.00	2003		
WHL - Workshop	Groundstaff	Matika Grinder	9554NB		PA6-GF30	1	£ 300.00	£ 300.00	2018		
WHL - Workshop	Groundstaff	Hand Engraver	740CE94			1	£ 15.00	£ 15.00	1980's		
WHL - Workshop	Groundstaff	Air Compressor Direct Power	C-24		UK096679	1	£ 200.00	£ 200.00	scotts		
WHL - Workshop	Groundstaff	Sealey Bench Drill	SDM 30			1	£ 200.00	£ 200.00	1990's		
WHL - Workshop	Groundstaff	Clarke Bench Grinder	CC014			1	£ 70.00	£ 70.00	1980's		
WHL - Workshop	Groundstaff	Wickes Grinder				1	£ 80.00	£ 80.00	1996		
WHL - Workshop	Groundstaff	Absaar Battery Charger				1	£ 50.00	£ 50.00	1990's		
WHL - Workshop	Groundstaff	Bosch Jigsaw	PST700PAE			1	£ 70.00	£ 70.00	1990's		
WHL - Workshop	Groundstaff	Gougar Router			007765	1	£ 70.00	£ 70.00	2000		
WHL - Workshop	Groundstaff	Bosch Sander	PHO 15-82			1	£ 50.00	£ 50.00	2000		

Grounds Maintenance Dept

WHL - Workshop	Groundstaff	SKIL Circular Saw			1866U2	1	£ 100.00	£ 100.00	1990's		
WHL - Workshop	Groundstaff	Matika Kango	HM1200K			1	£ 250.00	£ 250.00	1990's		
WHL - Workshop	Groundstaff	Hand Tool	Fork			1	£ 5.00	£ 5.00	1990's		
WHL - Workshop	Groundstaff	Hand Tool	Spade			1	£ 5.00	£ 5.00	1990's		
WHL - Workshop	Groundstaff	Hand Tool	Shovel			1	£ 5.00	£ 5.00	1990's		
WHL - Workshop	Groundstaff	SGP Youngman Platform Step Ladder				1	£ 50.00	£ 50.00	1990's		
WHL - Workshop	Groundstaff	Clerk Trolley Jack				1	£ 70.00	£ 70.00	2000		
WHL - Workshop	Groundstaff	Makita Battery Chainsaw				1	£ 260.00	£ 260.00			
WHL - Workshop	Groundstaff	Makita Battery torch				1	£ 40.00	£ 40.00			
WHL - Workshop	Groundstaff	Makita Battery Charger				1	£ 40.00	£ 40.00			
WHL - Workshop	Groundstaff	Jasic welder				1	£ 1,000.00	£ 1,000.00			
WHL - Workshop	Groundstaff	Stihl Chansaw				1	£ 900.00	£ 900.00			
WHL - Workshop	Groundstaff	Bonford flail				1	£ 5,500.00	£ 5,500.00			
WHL - Workshop	Groundstaff	Long arm Stihl hedge cutter				1	£ 200.00	£ 200.00			
WHL - Workshop	Groundstaff	Stihl back pack blower				1	£ 150.00	£ 150.00			
Riverside	Public	Bins	Black Waste Bin			6	£ 127.00	£ 762.00	2010		
Riverside	Public	Bins	Brown Waste Bin			5	£ 127.00	£ 635.00	1990's		
Riverside	Public	Bins	Dog Bin			3	£ 185.00	£ 555.00	1990's		
Riverside		Memorial Bench	Bench - Morris way			1	£1	£ 1.00	Installed 01.03.2022 E. Runchman		
Riverside		Memorial Bench	Bench - Village Green			1	£1	£ 1.00		Installed 22.03.2022 C Tiller	
Riverside		Memorial Bench	Bench - Village Green			1	£1	£ 1.00		installed 22.03.2022 S Tallon	
Sanders Close Garage	Groundstaff	Fertilizer Spreader	BSXA Series		FS95004	1	£ 250.00	£ 250.00	1990's		
Sanders Close Garage	Groundstaff	Emenity Sprayer	Gambetti Barre CE3255		POG400/1406	1	£ 8,000.00	£ 8,000.00	2000		
Sanders Close Garage	Groundstaff	DW Tomlin Mole Plough			TMD 95002	1	£ 400.00	£ 400.00	1990's		
								£ 59,995.00			

Shenley Lane

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased/leased	Date Disposed Of
Shenley Pavillion	Customers	Tea Urn				1	£ 44.00	£ 44.00		
Shenley Pavillion	Public	Bins	Dog Bins			3	£ 185.00	£ 555.00		
Shenley Pavillion	Public	Bins	Brown Bin			9	£ 127.00	£ 1,143.00		
Shenley Pavillion	Sports Teams	Goal Posts				6	£ 100.00	£ 600.00		
Shenley Pavillion	Sports Teams	Goal Nets				3	£ 40.00	£ 120.00		
Shenley Pavillion	Sports Teams	Flag				25	£ 10.00	£ 250.00		
								<b>£ 2,712.00</b>		

Napsbury

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased/leased	Date Disposed Of
NAPS - Napsbury Lockup	Groundstaff	Hoses				3	£ 40.00	£ 120.00		
NAPS - Napsbury Pavilion	Public	Outdoor Lights				14	£ 25.00	£ 350.00		
NAPS - Napsbury Pavilion	Sports Teams	Cricket Score				2	£ 125.00	£ 250.00		
NAPS - Napsbury Pavilion	Sports Teams	Flag/White Screen				25	£ 40.00	£ 1,000.00		
NAPS - Napsbury Pavilion	Sports Teams	Cricket Stumps				1	£ 40.00	£ 40.00		
NAPS - Napsbury Pavilion	Cleaner	Vacuum Cleaner				1	£ 70.00	£ 70.00		
NAPS - Napsbury Pavilion	Customers	Kitchen Item	Fridge Freezer			1	£ 200.00	£ 200.00		
NAPS - Napsbury Pavilion	Customers	Kitchen Item	Cooker			1	£ 250.00	£ 250.00		
NAPS - Napsbury Pavilion	Customers	Kitchen Item	Kettle			2	£ 30.00	£ 60.00		
NAPS - Napsbury Pavilion	Customers	Kitchen Item	Urn			1	£ 60.00	£ 60.00		
NAPS - Napsbury Pavilion	Customers	Table	Large			5	£ 135.00	£ 675.00		
NAPS - Napsbury Pavilion	Customers	Table	Small			4	£ 88.00	£ 352.00		
NAPS - Napsbury Pavilion	Customers	Chairs				40	£ 30.00	£ 1,200.00		
NAPS - Napsbury Pavilion	Public	Dog Bin				3	£ 185.00	£ 555.00		
NAPS - Napsbury Pavilion	Public	Black Bin				3	£ 127.00	£ 381.00		
NAPS - Napsbury Pavilion	Sports Teams	Goal				8	£ 250.00	£ 2,000.00		
NAPS - Napsbury Pavilion	Sports Teams	5 A side Goal				2	£ 200.00	£ 400.00		
NAPS - Napsbury Pavilion	Sports Teams	Netball Posts				2	£ 60.00	£ 120.00		
NAPS - Napsbury Pavilion	Sports Teams	Tennis Nets & Posts				2	£ 150.00	£ 300.00		
NAPS - Napsbury Pavilion	Sports Teams	Goal Nets				4	£ 40.00	£ 160.00		
NAPS - Napsbury Lockup	Groundstaff	Cricket Roller	Vibroroll 32RDMK1		1/112258	1	£ 2,500.00	£ 2,500.00		
NAPS - Napsbury Lockup	Groundstaff	Sisis Scarifier	ARR/4		1429	1	£ 3,000.00	£ 3,000.00		
NAPS - Napsbury Lockup	Groundstaff	Sprinklers				3	£ 70.00	£ 210.00		
NAPS-Napsbury Pavilion	Sports Teams	Goal Posts	full size			3	£ 700.00	£ 2,100.00		
NAPS-Napsbury Pavilion	Sports Teams	Goal Posts	Youth			1	£ 680.00	£ 680.00		
								<b>£ 17,033.00</b>		

Play Areas

Area	Used by	Item Type	Description	Details	s/n	Quantity	approx value	total value	Date Purchased	Date Disposed Of
London Colney	Public	bins	black/gold bins			10	£ 229.00	£ 2,290.00		
Halsey Park/ Alsop Close	Public	Play Equipment	Swings Infant			1	£ 500.00	£ 500.00		
Halsey Park/ Alsop Close	Public	Play Equipment	Springing bike			1	£250.00	£250.00		
Halsey Park/ Alsop Close	Public	Play Equipment	Springing Animal			1	£ 250.00	£ 250.00		
Halsey Park/ Alsop Close	Public	Tables	Bench			1	£ 240.00	£ 240.00		
Halsey Park/ Alsop Close	Public	Bins	Litter			1	£ 185.00	£ 185.00		
Walsingham Way	Public	Bins	Dog Bin			2	£ 185.00	£ 370.00		
Walsingham Way	Public	Brown Bin				1	£ 100.00	£ 100.00		
Walsingham Way	Public	Netball/Basketball Post				1	£ 250.00	£ 250.00		
Walsingham Way	Public	Play Equipment	Leap Frog			1	£ 550.00	£ 550.00		
Walsingham Way	Public	Play Equipment	Net Swing			1	£ 9,000.00	£ 9,000.00		
Walsingham Way	Public	Play Equipment	Log Bench			1	£ 5,000.00	£ 5,000.00		
Walsingham Way	Public	Play Equipment	Stepping Stones			1	£ 700.00	£ 700.00		
Walsingham Way	Public	Play Equipment	Snake Balance Bar			1	£ 3,000.00	£ 3,000.00		
Walsingham Way	Public	Play Equipment	Wood Bridge			1	£ 600.00	£ 600.00		
Walsingham Way	Public	Play Equipment	Basketball Net			1	£ 40.00	£ 40.00		
Walsingham Way	public	Play Equipment	Embankment slide			1	£3,300	£ 3,300.00		
Walsingham Way	Public	Play Equipment	Climbing Frame			1	£ 12,383.41	£ 12,383.41	Mar-20	
Walshingham Way	Public	Play equipment	supply & install				£ 24,995.48	£ 24,995.48		
Morris Recreatio Ground	Public	Play Equipment	Swings Junior			1	£ 600.00	£ 600.00		
Morris Recreatio Ground	Public	Play Equipment	Swings Infant			1	£ 500.00	£ 500.00		
Morris Recreatio Ground	Public	Play Equipment	Roundabout			1	£ 3,000.00	£ 3,000.00		
Morris Recreatio Ground	Public	Play Equipment	Springing Animal			3	£ 250.00	£ 750.00		
Morris Recreatio Ground	Public	Play Equipment	Climbing Frame			1	£ 11,000.00	£ 11,000.00		
Morris Recreatio Ground	Public	Play Equipment	Slide			1	£ 400.00	£ 400.00		
Morris Recreatio Ground	Public	Play Equipment	Helter Skelter			1	£ 3,000.00	£ 3,000.00		
Morris Recreatio Ground	Public	Play Equipment	Picnic Bench			1	£ 240.00	£ 240.00		
Morris Recreatio Ground	Public	Bins	Bin/Dog Bin			4	£ 185.00	£ 740.00		
Morris Recreatio Ground	Public	Paddling Pool area						£ 1.00		
Shenley Lane Park	Public	Play Equipment	Swings Junior			1	£ 600.00	£ 600.00		
Shenley Lane Park	Public	Play Equipment	Swings Infant			1	£ 500.00	£ 500.00		
Shenley Lane Park	Public	Play Equipment	Rocking Horse			1	£ 2,500.00	£ 2,500.00		
Shenley Lane Park	Public	Play Equipment	Roundabout			1	£ 3,000.00	£ 3,000.00		
Shenley Lane Park	Public	Play Equipment	Springing Train			1	£ 250.00	£ 250.00		
Shenley Lane Park	Public	Play Equipment	Climbing Frame			1	£ 14,000.00	£ 14,000.00		
Shenley Lane Park	Public	Play Equipment	Picnic Bench			1	£ 240.00	£ 240.00		
Shenley Lane Park	Public	Bins	Bin/Dog Bin			3	£ 185.00	£ 555.00		

Play Areas

Shenley Lane Park	Public	Trim Trail:				1	£ 49,991.00	£ 49,991.00		
			Net Climber			1				
			Parallel bars			1				
			Stepping stones			1				
			Climbing Frame			2				
			Balance beam			1				
			Leap frog			1				
			Parallel bar			1				
			Pull up Beam			1				
			Overhead bars			1				
			Cable Run			1				
Caledon Road	Public	Play Equipment	Swings Junior			1	£ 600.00	£ 600.00		
Caledon Road	Public	Play Equipment	Swings Infant			1	£ 500.00	£ 500.00		
Caledon Road	Public	Play Equipment	Roundabout			1	£ 3,000.00	£ 3,000.00		
Caledon Road	Public	Play Equipment	Springing Animal			3	£ 250.00	£ 750.00		
Caledon Road	Public	Play Equipment	Climbing Frame			1	£ 8,000.00	£ 8,000.00		
Caledon Road	Public	Play Equipment	Roller Barrel			1	£ 250.00	£ 250.00		
Caledon Road	Public	Play Equipment	Spinning Frame			1	£ 150.00	£ 150.00		
Caledon Road	Public	Play Equipment	Slide			1	£ 500.00	£ 500.00		
Caledon Road	Public	Play Equipment	See Saw			1	£ 1,400.00	£ 1,400.00		
Caledon Road	Public	Play Equipment	Basket ball post			1	£250.00	£250.00		
Caledon Road	Public	Play Equipment	Basketball Net			1	£ 40.00	£ 40.00		
Caledon Road	Public	Tables	Bench			3	£ 240.00	£ 720.00		
Caledon Road	Public	Bins	Black Waste Bin			4	£ 127.00	£ 508.00		
Caledon Road	Public	Bins	Dog bins			1	£ 185.00	£ 185.00		

**£ 172,723.89**

## Local Councils

### Policy Schedule

17/08/2021

*Important (Material Circumstances)*

*If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.*

Your Details

Name of Council:	London Colney Parish Council & Caledon Community Centre
Correspondence Address:	Caledon Road London Colney St. Albans Hertfordshire AL2 1PU
Business:	Local Council
Schedule produced on:	17/08/2021
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	Up to 10,000

Period of Insurance

Effective dates	From:	01 October 2021
	To:	30 September 2022
Renewal date:		01 October 2022
LTA Expiry Date:		01 October 2023

Your Insurance Adviser's Details

BHIB Limited  
AGM House  
3 Barton Close  
Grove Park  
Enderby  
Leicester  
LE19 1SJ

The Schedule details for each Section are shown in the following pages.



Premium Details	
Annual Premium (excluding Terrorism):	£3,442.68
Insurance Premium Tax:	£413.12
Total Amount Due (excluding Terrorism):	£3,855.80
<hr/>	
Overall Annual Premium:	£3,442.68
Overall Insurance Premium Tax:	£413.12
Overall Amount Due:	£3,855.80

## Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£750,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Not Covered	Nil
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

### Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

### Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

## Part A - Property Damage and Business Interruption

### Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£1,607,144	£1,928,572
Contents	£90,000	£108,000
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£40,000	£48,000
Playground Equipment	£145,572	£174,686
CCTV Equipment	Not Insured	Not Insured
War Memorials	£75,000	£90,000
Ground Surfaces	Not Insured	Not Insured
Mowers and Machinery	£63,266	£75,919
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	Not Insured
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

## Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

## Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£28,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

### Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

*Applicable to claims above £50,000 in value only.*

## Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability ( <i>Personal Injury and or Property Damage caused by the Insured's Products</i> )	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	



## Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£750,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Not Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Section 10	
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.

To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

## Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

### Additional Endorsements

#### [ 30 ] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay for necessary and reasonable costs and expenses incurred by the Insured with the Insurer's consent for the lopping or removal of trees for which the Insured is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the Property Insured.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

#### [ 31 ] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay the reasonable costs of clearing and removing any property illegally deposited in or around the Premises.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

#### [ COVEX ] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
  - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
  - or
  - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,

including, without limitation to the scope of the foregoing:

- i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
- or
- ii. Any fear or threat of a. , b. or i. above.

However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy

- a. Employers' Liability
- b. Public and Products Liability
- c. Fidelity Guarantee
- d. Officials Indemnity
- e. Personal Accident

[ GDPRCLP ] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The Insurer will defend the legal rights of an Insured Person following civil action taken against the Insured Person for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The Insurer will also pay any compensation award made against the Insured Person under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the Insured in appealing against the refusal of the Information Commissioner to register the Insured's application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the Insured is registered with the Information Commissioner in respect of Contingency 2B a)

[ GDPRELPL ] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the Insurer will indemnify the Insured and if the Insured so requests any Person Entitled to Indemnity in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679)under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the Insurer
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
  - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an Employee
  - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an Employee
  - iii) to the extent that an indemnity is provided elsewhere in this Policy
- a. Item b) of this Extension shall not apply
  - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an Employee
  - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an Employee
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the Insured during the Period of Insurance
- c. this Extension will not apply in respect of
  - i. the payment of fines or penalties
  - ii. the cost of replacing reinstating rectifying or erasing any data
  - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this Policy

#### [ IL001 ] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted Sums Insured and/or Declared Values.  
For Contents and other Property specifically described in the Schedule (other than Stock), the Retail Price index (or some other suitable index the Insurers decides upon) will be used.  
The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

#### [ KEYPERSONS ] - Key Persons

Two - Business Interruption:

The Insurer will indemnify the Insured against:

1. death of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man or total and permanent disablement of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
3. illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the Insured which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one Period of Insurance.

In the event of a claim under this Extension the Insured must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The Insured
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man is directly or indirectly caused by or results from:
  - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
  - (b) the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
  - (c) pregnancy or any condition connected with pregnancy or childbirth
  - (d) any criminal act by the Insured or the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[ SKATE ] - Skate Park Endorsement

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim.

You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
  - a. are manufactured and installed to the appropriate standard and maintained in good condition
  - b. are inspected by a competent person at least weekly and
    - i. all defects or risks to health or safety immediately rectified
    - or
    - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

#### Long Term Undertaking - Expiry Date 30 September 2023

##### Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

#### Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF MEMBERSHIP OF OUTSIDE BODIES**

### **1. SUMMARY**

- 1.1 It is a requirement in Standing Orders that at the Annual Meeting of the Parish Council membership of outside bodies by Councillors and staff is reviewed.

### **2. RECOMMENDATION**

- 2.1 Members are asked to note the report.

### **3. BACKGROUND**

- 3.1 The parish council makes appointments for Councillors to represent the parish council on outside bodies including The Base (Cllr D Gordon), Tarmac Liaison Group (Cllr D Gordon and Cllr Mahony) and St Albans District Association of Local Councils (Cllr Pakenham).
- 3.2 In turn, Councillors may be approached to sit on outside bodies e.g., school governor or patient participation group. When being approached, Members must consider the different considerations which come into play to those which relate to council membership. As a member of an outside body, Members may have different duties, obligations and liabilities depending on the type of organisation involved.
- 3.3 When being elected to the Parish Council all members are required, by law, to complete a declaration of interest (Localism Act 2011, S30(1)). Members should review their register of interest on a regular basis, advising the Clerk of any changes. This register of interests has to be displayed on the parish council's website (if they operate one) as well as the District Council's website.
- 3.4 The Clerk has memberships of [Society of Local Council Clerks](#), which is paid for by the Council and is a contractual requirement of employment. In addition, the Clerk has membership of the [Association of Local Council Clerks](#). This membership is paid for by the Clerk.
- 3.5 The Clerk is also the secretary for the SLCC Hertfordshire branch. Any attendance at SLCC meetings is taken as time off in lieu and counts towards the Clerk's continuous professional development (CPD) points, which need to be 18+ to maintain the current level of membership (Principal).

### **4. FINANCE**

- 4.1 There are no financial implications

## 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	Internal control

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 11 MAY 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF EXPENDITURE UNDER S137 OR GENERAL POWER OF COMPETENCE**

### **1. SUMMARY**

- 1.1 It is a requirement in Standing Orders that at the Annual Meeting of the Parish Council expenditure under S137 of the Local Government Act 1972 or General Power of Competence is reviewed.

### **2. RECOMMENDATION**

- 2.1 Members are asked to note the report.

### **3. BACKGROUND**

- 3.1 The Local Government Act 1972 Section 137 is known as the free resource which permits councils to spend money on any purpose which, in its opinion, is in the interests of, or will directly benefit the area or its inhabitants, or part of some of them. This power can not be used if the parish council holds the General Power of Competence (GPoc) (Localism Act 2011).
- 3.2 The General Power of Competence (GPC) is provided by the Localism Act 2011, s1 which says that an eligible authority has power to do anything that individuals may do, but not act illegally. London Colney Parish Council meets the criteria to hold the GPoC which was adopted at the Council meeting held in May 2021.

### **4. FINANCE**

- 4.1 There is a grants budget agreed as part of the budget setting process (120/4800 General Grants and 120/4820 Citizens Advice).
- 4.2 The following grants have been made during 2021-22:

September 2021	The Base Youth Project	£500.00
November 2021	The Royal British Legion	£135.00

### **5. IMPACT ASSESSMENT**

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



# **London Colney Parish Council**

## **Strategic Plan 2019-2023**

Version 2, Updated May 2022

*Bringing the community closer together*

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## INTRODUCTION

Welcome to the strategic plan devised by London Colney Parish Council which will be delivered over four years from 2019-2023.

The four-Year Strategic Plan is a statement of London Colney Parish Council's vision for the area, its purpose, values, objectives, and key priorities. The Plan is a document that sets out what the parish council hopes to achieve during the lifetime of the Council, either directly or by working with partners, such as St Albans District Council, influencing them to enhance services and facilities for the residents. The aim of the Plan is to give London Colney's residents an understanding of what the parish council is working on and how it is going to achieve and deliver it. It is intended to become a 'live' document which the Parish Council will update regularly, enabling it to track and monitor its progress against the key priorities.

London Colney is one of the biggest villages in Britain with a population of nearly 10,000 residents. It has a lively and cosmopolitan community, with many groups and activities adding to the richness of village life.

At one time the High Street was one of the main routes to London and its abundance of inns were a popular stopover with coach travellers to and from the Capital. It has an interesting history, especially as it was within the London Colney area that the Romans captured Alban, before taking him to Verulamium (St Albans) for execution.

In its current form, London Colney first appeared on a Hertfordshire map of 1645. The village grew when the coaching route from London to Holyhead was in its heyday. At which time there were 26 Inns and Pubs to accommodate the travellers, coachmen, and their teams of horses. At the beginning of the 20th century the population figure was 3568 (including Colney Heath), today it is approximately 9500 (2011 census).

Up until the Second World War London Colney remained a trunk route for heavy freight lorries, having numerous transport cafes. Industry, hospitals, and farming provided many jobs for young school leavers and the village shops were thriving businesses. Since World War II, large housing estates have taken over land which once yielded crops and included meadows where cattle grazed.

Further development occurred after the closure of Napsbury Hospital in 1998. The former Middlesex County Asylum was opened in 1905 and during its lifetime was used as a World War One military hospital, returning to its original purpose as a centre for the treatment of the mentally ill until its closure in 1998. The Grade II Historic Park and Garden was developed into private accommodation with recreation facilities.



## THE COUNCIL'S VISION, CORE VALUES AND MISSION STATEMENT

### Vision Statement

London Colney Parish Council will work in partnership with the local community to make London Colney a great place to live, work, visit and enjoy.

### Core Values

- Listening and responding to the view and needs of residents 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 the Parish Council's decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

### Mission Statement

The Parish Council is committed to promoting community values, economic well-being, and pride in London Colney.

## OUR AREAS OF RESPONSIBILITIES

London Colney Parish Council came into being in 1947 following the abolition of St Peter Rural. It is responsible for most of the leisure facilities and open spaces within the village:

### Morris Recreation Ground, White Horse Lane

- Football pitches
- Tennis Courts
- Sports pavilion
- Splash pad
- Play Area

### Napsbury Park, Pegrum Drive

- Rugby & football pitches
- Tennis Courts with netball, basketball, and 5-a-side
- Sports pavilion
- Cricket

### Shenley Lane Recreation Ground, Shenley Lane

- Football pitches
- Sports pavilion
- Children's play area
- Trim trail

### Walsingham Way

- Open Space
- Children's play area

### Riverside

- River Colne with Village Green
- Lowbell Lane Lake with fishing rights leased to Barnet & District Angling Club

### Allotments

- Glebe Allotments
- Shenley Lane Allotments

### Caledon Community Centre

- Children's play area
- Open space
- Community facility with licensed bar facilities and venue for hire
- Community library

### Chester Gibbons Green

- Open space
- Millennium Clock



## Community Activities

- Larks in the Parks – summer music event
- Picnic in the Park – summer physical activity event for families
- Firework event with funds raised for local organisations.
- Christmas lights switch on.
- Lunch Club – Twice weekly lunch club open to all residents and frequent special lunches
- Seated exercise class – Mondays & Thursdays for over 60's.
- Monthly subsidised chiropody clinic
- Children's Halloween Party
- Community Awards recognising individuals and businesses in the village.
- Annual litter pick
- Carol signing for charity

## Community Engagement

- Quarterly newsletter
- Website
- Active social media



## YOUR PARISH COUNCILLORS

The parish council is comprised of three wards: North West, South West and East. Each ward has three councillors, making a total of 9 parish councillors.

North West Ward		
Dreda Gordon	07968 224901	<a href="mailto:cllr.d.gordon@gmail.com">cllr.d.gordon@gmail.com</a>
Tony Lillico	07956 116330 or 01727 822815	<a href="mailto:cllr.tony.lillico@londoncolney-pc.gov.uk">cllr.tony.lillico@londoncolney-pc.gov.uk</a>
Stephen Pearl	07740 775804	<a href="mailto:cllr.stephen.pearl@londoncolney-pc.gov.uk">cllr.stephen.pearl@londoncolney-pc.gov.uk</a>
South West Ward		
Norman Mahony	01727 767348	<a href="mailto:ncmahony@ntlworld.com">ncmahony@ntlworld.com</a>
Helen Pakenham	01727 821469	<a href="mailto:cllr.helen.pakenham@londoncolney-pc.gov.uk">cllr.helen.pakenham@londoncolney-pc.gov.uk</a>
Liz Winstone	07564 441104	<a href="mailto:cllr.liz.winstone@londoncolney-pc.gov.uk">cllr.liz.winstone@londoncolney-pc.gov.uk</a>
East Ward		
Katherine Gardner	07765 137453	<a href="mailto:auxin@hotmail.co.uk">auxin@hotmail.co.uk</a>
Malcolm MacMillan	01727 769567 or 07788 418497	<a href="mailto:malmacm@gmail.com">malmacm@gmail.com</a>
Mohammed Mortuza	07493 629981	<a href="mailto:cllr.mohammed.mortuza@londoncolney-pc.gov.uk">cllr.mohammed.mortuza@londoncolney-pc.gov.uk</a>

## Committee Structure and Membership

### Committee Membership

<b>Chairman of the Council</b>	Cllr Malcolm MacMillan
<b>Vice Chairman of the Council</b>	Cllr Helen Pakenham
<b>Finance &amp; General Purposes Committee</b>	Cllr Dreda Gordon Cllr Helen Pakenham Cllr Malcolm MacMillan Cllr Tony Lillico
<b>Human Resources Committee</b>	Cllr Helen Pakenham Cllr Norman Mahony Cllr Malcolm MacMillan Cllr Liz Winstone
<b>Environment &amp; Neighbourhood Committee</b>	Cllr Helen Pakenham Cllr Mohammed Mortuza Cllr Norman Mahony Cllr Liz Winstone Two co-opted members
<b>Events &amp; Community Committee</b>	Cllr Malcolm MacMillan Cllr Helen Pakenham Cllr Katherine Gardner Cllr Liz Winstone Cllr Stephen Pearl
<b>Planning Committee</b>	All Councillors
<b>Complaints Committee</b>	Chairman of All Committees
<b>Lowbell Lake Working Party</b>	Cllr Helen Pakenham Cllr Liz Winstone Barnet & District Angling Club
<b>Neighbourhood Plan Working Party</b>	Cllr Helen Pakenham Cllr Dreda Gordon Cllr Tony Lillico
<b>Rights of Way Working Party</b>	Cllr Tony Lillico Cllr Liz Winstone Members of Public
<u>Representatives on Outside Bodies</u>	
The Base	Cllr Dreda Gordon
St Albans District Association of Local Councils	Cllr Helen Pakenham

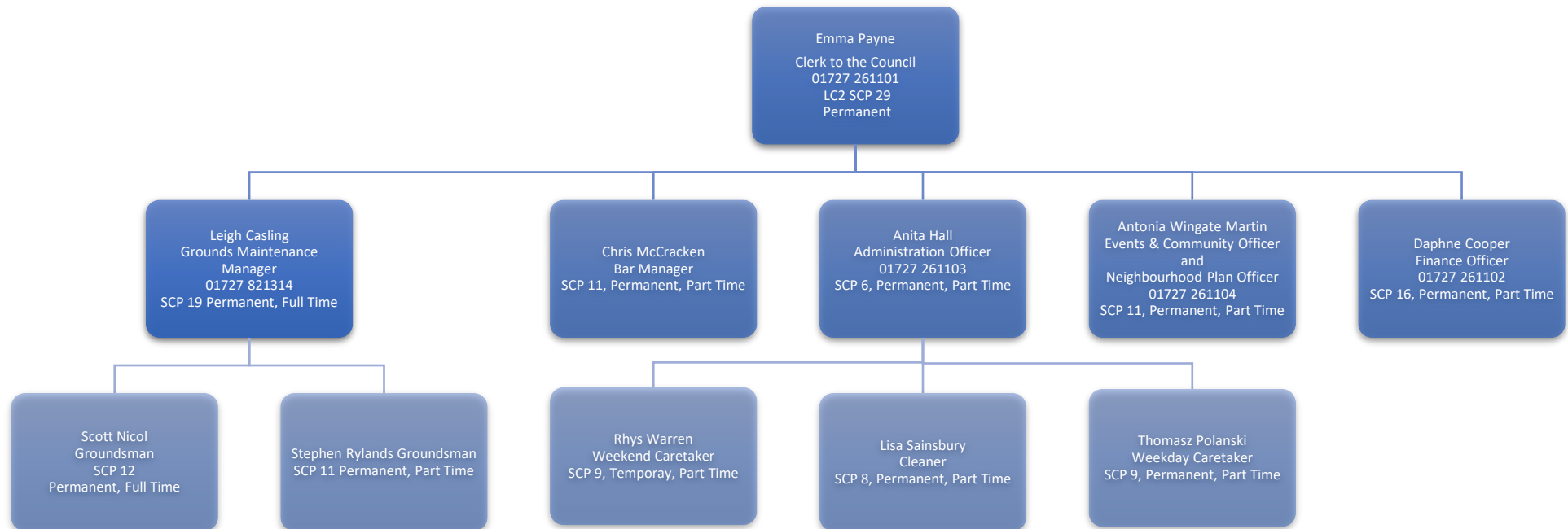
## Committee Structure

The Council operates on a committee system, with each committee having delegated powers to undertake decisions on items within its control.

<b>Finance &amp; General Purposes Committee</b>	Annual budget and precept setting Review of income and expenditure Grant awards Risk management and internal audit Management of council's building assets
<b>Human Resources Committee</b>	Health and safety Training and development Salaries and conditions of employment
<b>Environment &amp; Neighbourhood Committee</b>	Management of the council's land assets including play areas. Allotments Environmental projects
<b>Events &amp; Community Committee</b>	Implement and manage council events. Christmas lights Parish newsletter Website and social media

## The Council as an Employer

London Colney Parish Council employs a team of staff, lead by the Clerk, to run all the facilities that are managed and maintained by the parish council.



## OBJECTIVES OF THE STRATEGIC PLAN

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### *Objective One*

*Provide facilities and services which support and develop a well-connected place for residents to live and work, which promotes health and wellbeing.*

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- Invest and improve our community facilities.
  - Ensure that all our open spaces and parks are open to all.
  - Secure external funding where possible to develop our existing facilities with regards to sports and recreation.
  - Ensure that we maximise the potential of the River Colne.
  - Ensure that all our play areas are safe, well maintained and updated.
  - Offer well-maintained allotments to residents.
  - Work with partners and stake holders to encourage health and wellbeing.
  - Offer a grant-based donation scheme that promotes, health, wellbeing, and cultural development within the community.
  - Work with community police partners to ensure that London Colney is a safe place to live and work.
- 

### *Objective Two*

*An active role in the development of London Colney through collaboration with partners and stakeholders*

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- Develop a neighbourhood plan.
  - Seek to ensure that London Colney is involved in future planning decisions affecting the village.
  - Play an active part in the development of the village in areas that are within our control.
  - Pursue new partnerships opportunities to enhance services and assets, supporting the development of the village and the community.
  - Encourage and influence sustainable development within the village.
  - Develop a strategy to allocate future developer contributions to ensure infrastructure is developed and targeted appropriately.
- 

### *Objective Three*

*Maintain and enhance opportunities to create a clean, green, and safe environment.*

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- Achieve local and national recognition through recognised award schemes.
- Work with partners and stakeholders to consider possibilities for additional trees and future planting.
- Develop interpretation panels for our public spaces and improve signage.
- Implement the Council's adopted Climate Change and Biodiversity Plan
- Seek to improve our green space and floral displays.
- Investigate renewable energy for our estate and vehicles.
- Work with partners to ensure that London Colney remains a safe place to live.

- Ensure the cleanliness of the village by working with St Albans District Council's waste contractor and investing in additional resources.
- Reduce waste and increase recycling within our own operations.

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#### *Objective Four*

*Make London Colney a vibrant place for residents and visitors.*

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- Encourage a range of events for the benefit of the community.
  - Secure external funding where possible to develop our existing offer regarding our amenities, leisure, and cultural facilities.
  - Commission or directly deliver a comprehensive community event programme.
  - Engage with residents to undertake volunteering opportunities with the parish council.
- 

#### *Objective Five*

*An efficient and effective use of resources*

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- Provide strong, consistent, and clear leadership at Councillor and officer level.
- Ensure that we operate within legislation, regulation, ethical guidelines, and best practice.
- Remain financially stable to deliver the Council's priorities.
- Manage our finances in line with agreed and legislative requirements.
- Invest in our staff and Councillors, providing training opportunities where appropriate.
- Take a Council wide holistic approach to managing and mitigating risk.
- Develop a multi-channel communication strategy.
- Deliver efficiencies in line with agreed targets.
- Achieve Foundation Status in Local Council Award Scheme or another accreditation scheme.

#### *How will we monitor progress?*

This Strategic Plan will help drive the Council's aims and objectives over the course of the council's lifetime. The actions contained within this Strategic Plan will be regularly monitored to ensure progress on delivery the Council's objectives. Progress will be reported to the Council on a quarterly basis with officers reporting to Councillors to help monitor performance.

Officers will produce detailed plans for each individual action which will be fed into appraisal targets and performance management processes.

Annual monitoring reports will be produced for the public and Councillors and presented to the Annual Council Meeting in May of each year.

The Council will update residents on this progress in the newsletter, website, and social media.

## ACTION PLAN

Environment and Planning				
	Objective	Timescale	Funding	Responsible Committee
Allotments	Encourage plot holders to collect rainwater and using water conserving techniques e.g., mulch  Investigate organic allotment tenancies when letting new plots	March 2022	N/A	Environment & Neighbourhood Committee
Allotments	Ditch at Shenley Lane Perimeter needs digging out to improve drainage from Shenley Lane recreation ground	March 2022	Allotment budget	Environment & Neighbourhood Committee
Play Areas	Continued investment and improvement in our play areas with regular upgrading depending on funding available.	Annual review and investment following annual play inspections	S106 Funds and new budget items	Environment & Neighbourhood Committee
Open Spaces	Review open spaces alongside criteria for Green Flag Award and consider making an application for judging of open spaces.	Consider feasibility in Summer 2020/2021 to prepare management plan and identify costs for implementation in 2021/22 2022/23	New budget item 2021/22 New budget item 2022/23	Environment & Neighbourhood Committee
Wildflower meadows	Consider additional sites for wildflower meadows in the village and identify funding sources	2020/21	HCC Locality Budget S106 Funding New budget item	Environment & Neighbourhood Committee



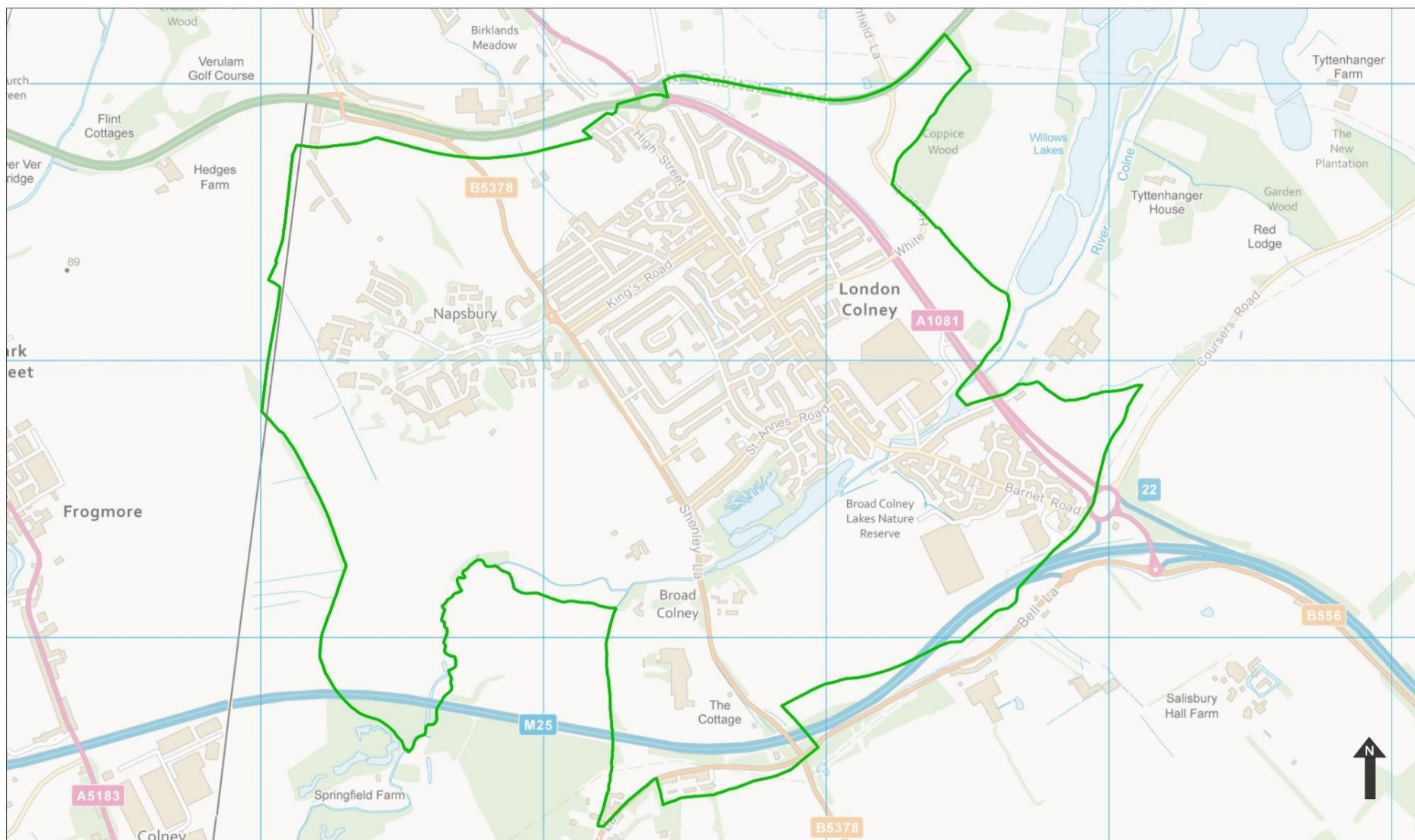
River Colne	Work with partners to improve the areas around Lowbell Lane Lake and the Village Green to make this an attractive area to walk, visit and fish including new information boards on village green	November 2021	Grant funding application made with Barnet & District Angling Club S106 Funding Parish council funding	Environment & Neighbourhood Committee
Neighbourhood Plan	Implement a Neighbourhood Plan for London Colney	February 2022	Cost centre in annual expenditure budget Apply for funding from Locality	Neighbourhood Plan Working Party
Open Spaces – Pathways	Undertake programme of repairs to pathways across open spaces to ensure safe and easy access for all users	March 2023	New budget item annually from 2020/21-2023	Environment & Neighbourhood Committee
Rights of Way – Footpaths around London Colney	Promote accessible Rights of Way across the Parish with refresh of printed materials, working with Healthy Walks to survey the ROWs.	March 2023	New budget item 2022/23 Funding from Parish Paths Partnership	Environment & Neighbourhood Committee and Rights of Way Working Party
Bus Shelters	To provide residents with well-maintained bus shelters including lighting with an annual inspection, cleaning and upgrading when necessary.	March 2023	New budget item when expenditure identified.	Environment & Neighbourhood Committee

Community Engagement				
	Objective	Timescale	Funding	Responsible Committee
Community Events	Engage with young people through specific events.	Summer 2023	New budget item 2022/23	Events & Community
Community Events	Liaise with the Asian Community about holding a Mela Festival, an event celebrating the culture, music, and food of the Asian Community within London Colney	September 2021 – seek agreement in principle from community groups that they are interested in holding an event on this nature. Summer 2022 – Hold an event if applicable	New budget item for 2022/23 Budget	Events & Community
Community Events	London Colney Food Festival – hold an event to celebrate the different cultures living in London Colney through food	September 2022	New budget item for 2022/23	Events & Community
Community Projects	Install a sensory garden at the sports pavilion, Morris Recreation Ground	To be completed Summer 2022	New budget items to be identified in budget 2021/22 and earmarked reserve built	Events & Community

## ACHIEVED OBJECTIVES

	Objective	Outcome	Responsible Committee
<b>Tree survey</b>	Tree survey including mapping of all trees on parish council land undertaken in November 2019	All trees surveyed and mapped. Ongoing schedule of tree maintenance drawn up for implementation within 3–5-year window.  Further tree survey required in Winter 2022/23.	Environment & Neighbourhood Committee
<b>Tree Planting</b>	Tree planting undertaken at Walsingham Way	450 native British trees sourced from carbon offsetting company and planted at Walsingham Way.  Further sites to be identified for trees/wildflower meadows.	Environment & Neighbourhood Committee
<b>Surgery Development</b>	Support the development of a new doctor's surgery and pharmacy on land at the Caledon Community Centre.	New doctors' surgery opening July 2021.	Finance & General Purposes Committee
<b>Development of Splash Pad</b>	Replace outdated and unsafe paddling pool at Morris Recreation Ground	Splash pad opening May 2022.	Finance & General Purposes Committee
<b>Membership of NALC/HAPTC</b>	Investigate the benefits of membership of NALC/HAPTC and cost implications	Membership from 2020 with benefits of access to up-to-date governance documentation, training for Councillors and staff and locum clerk service for business continuity purposes.	Finance & General Purposes Committee
<b>Review of Governance Documents</b>	Include a bi-annual review of standing orders and financial regulations.	Robust scheme in place to ensure governance documents are updated regularly	Finance & General Purposes Committee

<b>Health and Safety</b>	Undertake a full review of health and safety procedures on all areas of the parish council on an annual basis. Consider the employment of a consultant to undertake the initial review.	Comprehensive review of the council's health and safety policy and a more H&S focused staff operation.	Human Resources Committee
<b>Staff Review</b>	Appoint an external contractor to undertake a review of staffing resources and implement recommendations	The review has provided a comprehensive document to be considered for implementation by the relevant committees over a period of 12-18 months.	Human Resources Committee



## London Colney Parish

 Parish Boundary

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## **ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS**

Minutes of the meeting held on Monday 4 April 2022, remotely by Zoom

### **Present:**

Harpenden Rural	Cllr Peter Barrett
London Colney	Cllr Helen Pakenham
Redbourn	Cllr David Mitchell
	Chris Kenny (Clerk)
Sandridge	Simon Thwaites (Clerk)
St Michael	Cllr Liz Rose
	Cllr Liz Rolfe
	Cllr Sue Lopes-Dias
	Julia Reading (Clerk)
St Stephen	Cllr David Parry
Wheathampstead	Cllr Steve Haynes
	Julia Warren (Clerk)
St Albans District Council	Liz Marcy (Community Engagement Team)
Clerk to the Association	Sue Campbell

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

Colney Heath: Cllr Peter Cook, Lisa Chaplin (Clerk)  
Harpenden Rural: Andrew Reading (Clerk)  
Harpenden Town: Cllr Rosemary Farmer, Carl Cheevers (Clerk)  
London Colney: Emma Payne (Clerk)  
Sandridge: Cllr John Newton-Davies  
St Stephen: Sue Hake (Clerk)

### **2. To approve the minutes of the meeting held on 10<sup>th</sup> January 2022**

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

### **3. To receive notification of AOB, to be discussed at item 7**

None.

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

#### **a) Health and Wellbeing Partnership**

Cllr Pakenham:

Reports about recent meetings were circulated in advance and filed with the minutes.

#### **b) Housing and Inclusion Committee**

Cllr Pakenham:

It has become apparent that SADALC is no longer allocated a place on the Committee following a change of the structure of SADC (from Cabinet to Committee) as the Constitution does not allow for formal representation from outside bodies.

#### **c) Standards Committee**

Cllr Newton-Davies:

No report in Cllr Newton-Davies' absence.

d) St Albans Visitor Partnership

Cllr Newton-Davies:

No report in Cllr Newton-Davies' absence.

e) Climate Crisis Advisory Group

Cllr Mitchell:

Nothing to report since the last SADALC meeting as the agenda is being progressed so fewer meetings are necessary. The question of how SADC ensures that new developments meet carbon neutral requirements was raised (request to Liz Marcy that this is covered in the Parish Conference). The Planning Referrals Committee agreed a response on climate change grounds to the Luton Airport Consultation on its proposed expansion.

## **5. To receive a report from St Albans District Council**

It had been hoped that an officer from the Planning Team would be available to talk to this meeting about the changes to the Planning Committee structure (being reduced to one) and details of making representation/calling-in of plans to the Committee by the Parish Councils going forward.

The Queen's Jubilee: Parish Councils running events to which members of the public are invited can publicise them on [Enjoy St Albans.com/jubilee](http://EnjoyStAlbans.com/jubilee). Thursday 2<sup>nd</sup> June Platinum Party 3-10pm ending in beacon lighting at 9:15pm.

It was requested that firm details of the staffing changes and re-structuring/organisational chart is provided to the Parishes once confirmed and that representatives attend and present at future SADALC meetings.

## **6. To receive reports from Parishes**

Harpenden Rural: concerned about the proposed expansion of Luton Airport. Starting to consider Queen's Jubilee celebrations. Fly-tipping continues. Concerned about SADC Local Plan Call for Sites impact on existing Neighbourhood Plan. Other Councils should be aware of possible issues.

London Colney: Report circulated in advance of the meeting and filed with the minutes.

Redbourn: Jubilee event on the Sunday, picnic on the common including live music, bands, sack races, food stalls, informal, starting with fancy dress parade (Royalty/50s theme); aimed at local people. The future of the museum in an old listed building on the common is being considered due to costs in maintaining good condition. Included in the "Zone Of Interest", an 8-mile radius from Ashridge including the whole of Redbourn, Dacorum and parts of Luton, halting any net increase in housing to protect Beechwood trees and habitats.

Sandridge: successfully secured right of way and designated footpath. Planted tree in February for Queen's Green Canopy; jubilee celebrations on the Saturday including live music, aimed at local people. Proceeding with BMX pump track. Appointing new auditor for 2022-2023. Large very substantial round-table needing to be re-located; expressions of interest to Simon.

St Michael: No Jubilee events possible as no premises or land to stage any community event. Progress in securing signage restricting access to Potters Crouch area. Tree planting in Townsend School being pursued. Lobbying against Luton Airport expansion.

St Stephen: Jubilee events: Greenwood Park aiming 1,000+ attendees including live music, Park Street and Bricket Wood from Thursday 2<sup>nd</sup> June and across the weekend, ending with fireworks and beacon lighting. Allotments to be moved to an

area with better soil to enable the Parish Centre at Bricket Wood to be redeveloped. Neighbourhood Plan to referendum in May. Challenges with SADC regarding transfer of land. Advice taken from SADC solicitors regarding purdah rules in the run-up to the May SADC elections following complaints about meetings held on Parish Council premises.

Wheathampstead: Planted tree for Queen's Jubilee. Jubilee event on the Saturday, "Hobby Horse Derby", low-key. Hall redevelopment underway, improving the offices and adding meeting rooms.

**7. Any Other Business**

None.

**8. Dates of future meetings**

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

The meeting closed at 8.50pm.

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

Date \_\_\_\_\_