



LONDON COLNEY PARISH COUNCIL

To: All Councillors

11 January 2023

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 18 JANUARY 2023** 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

AGENDA

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1. **APOLOGIES**
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have
3. **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.
4. **COUNCILLORS ON OTHER AUTHORITIES**
To receive a written or verbal report from Councillors on other authorities
5. **COMMUNITY SAFETY REPORT**
To receive a report on community safety.
6. **MINUTES**
To approve the minutes of the meeting held 2 November 2022 and Extraordinary Meeting held on 29 November 2022. 3
7. **MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY**
8. **CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**
Resignation of M Mortuza



9. COMMITTEE MEETINGS	
To receive the minutes of the following committee meetings and to ratify any recommendations	
9.1 Finance & General Purposes Committee – 9 November 2022	7
5.3 Review of Reserves	
It was RESOLVED to recommend to Council that:	
<i>Reserves Policy 2022 is adopted</i>	
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9.6 Finance & General Purposes Committee – 14 December 2022	19
5.5 Freedom of Information Procedure	
It was RESOLVED to recommend to Council that:	
<i>The Freedom of Information Procedure is adopted.</i>	
9.7 Events & Community Committee – 3 January 2023	24
10. FINANCE & RISK MANAGEMENT	
10.1 To receive the Income and Expenditure report for period ending 31/12/22	26
10.2 To ratify payments made from 1/10/2022-31/12/2022	34
10.3 To receive the interim internal audit 2022-23 and note recommendations	37
10.3 Precept and Budget 2023-24	47
a) To approve the fees and charges for 2023-24	
b) To approve the budget for 2023-24	
c) To agree the Precept for 2023-24	
11. MEMBER'S ITEMS	
11.1 Haseldine Road Car Park (Cllr Gordon)	-
11.2 Proposed Rail Freight Terminal on Radlett Aerodrome Site (Cllr Lillico)	65
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13. WORK PROGRAMME	71
To receive the work programme for Council	
14. 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.	
14.1 The Village Club	
15. DATE OF NEXT MEETING	
Wednesday 8 March 2023	
Annual Parish Meeting – 22 March 2023	

LONDON COLNEY PARISH COUNCIL

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

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

IN ATTENDANCE: E Payne, Clerk
2 Members of the Public
2 Officers from Herts Police
Cllr Nuala Webb, District Councillor for Park Street
Cllr Simon Calder, District Councillor for London Colney

124/22. APOLOGIES

Apologies were received from Cllr Abidi (SADC). Cllr Mortuza was absent.

125/22. DECLARATIONS OF INTEREST

There were no declarations of interest declared on items on this agenda.

126/22. QUESTION TIME

It was **RESOLVED** to:

Suspend Standing Orders for purposes of public participation.

There were no questions from members of the public.

127/22. COUNCILLORS ON OTHER AUTHORITIES

- 127/22.1 Cllr Tallon had submitted a written report which had been circulated separately to all Members. Cllr Pakenham had previously raised a question about library opening hours and wondered if this had been included in Cllr Tallon's report.
- 127/22.2 Cllr Calder gave a verbal report including an update on the Telford Court development, the majority of which is confidential.
- 127/22.3 Cllr Lillico is still making enquiries regarding the Veolia grant. Cllr Pakenham asked if there was any updates regarding the District Council's budget. There had been no proposals at the time of the meeting.
- 127/22.4 Cllr Gordon asked if there was any funding for Warm Hubs and asked if District Councillors could investigate.
- 127/22.5 Cllr Gordon enquired if Cllr Tallon had responded to the County Council's Mineral and Waste consultation and if so, could a copy of her response be made available to the Parish Council.
- 127/22.6 Cllr MacMillan reported on a letter received from a resident regarding flooding. Cllr Gordon said that she had responded to the resident, advising them that it was a County issue and had given them Cllr Tallon's details.

128/22. COMMUNITY SAFETY REPORT

PC Katie McLoughlin and PCSO Elliot Moran introduced themselves to the meeting, gave a brief resume of crime in the area and answered questions from Members.

Standing Orders were reinstated.

129/22. MINUTES

The minutes of the meeting held on 14 September 2022 were received. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

130/22. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

130/22.1 The Clerk reported that the youth project, which had been planned to be run at the community centre on Thursday and Friday evenings, had been deferred until January 2023. Cllr Gordon asked if an article could be put in the magazine asking for volunteers to support the project.

130/22.1 Item 117/22.6 Cllr Gordon had submitted a response to the HCC consultation on the Waste and Mineral consultation.

131/22. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Chairman had no matters to report.

132/22. COMMITTEE MEETINGS

132/22.1 Environment & Neighbourhood Committee – 27 September 2022

The minutes of this committee were received. Members were asked to adopt the Memorial Policy. It was **RESOLVED** to:

Adopt the Memorial Policy

132/22.2 Planning Committee – 27 September 2022

The minutes of this committee were received. There were no recommendations. Cllr Gard raised an item matter regarding the Planning Committee of the District Council. She had attended a recent meeting where the planning application for flats at The White Horse Public House was being considered.

132/22.3 Human Resources Committee – 28 September 2022

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

132/22.4 Finance & General Purposes Committee – 28 September 2022

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

132/22.5 Human Resources Committee – 4 October 2022

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

132/22.6 Events & Community Committee – 4 October 2022

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

133.22 FINANCE AND RISK MANAGEMENT

133/22.1 Payments made 1/8/2022-30/09/22

Members received a schedule of payments, and it was **RESOLVED** to:

Approve the schedule of payments

133/22.2 Income and Expenditure Report for Q2

Members received the income and expenditure report for the second quarter. It was **RESOLVED** to:

Note the income and expenditure for the second quarter

133/22.3 EXTERNAL AUDIT REPORT FOR 2021/22

Members received the external auditor's report for year end 2021/22. Members noted that the External Auditor had commented in their report that they had not been able to complete their review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once they have their review, a final report will be provided with the certificate of completion detailing any qualification and 'other' matters. It was **RESOLVED** to:

Note the response of the External Auditor

134.22 EXTERNAL MEETINGS

134/22.1 St Albans District Association of Local Councils

Members received the minutes of this meeting held on 3 October 2022.

135.22 WORK PROGRAMME

Members noted the Council's work programme. Cllr Gordon asked if the item to review the youth activity at the Community Centre included The Base. The Clerk clarified it related to the original agreement to allow the youth group who catered for older children, to use the community centre. This would be deferred now as they would not be starting until January 2023.

Cllr Gordon declared an interest as a Trustee of The Base.

135/22. CONFIDENTIAL ITEMS

It was **RESOLVED** to:

Exclude the Press and Public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

135/22.1 The Village Club

Members were advised that the Parish Council's solicitor had recommended a course of action. Members considered this course of action and asked the Clerk to convey the

Parish Council's instructions to the Solicitor. There would be a further report to the next meeting.

123/22. DATE OF NEXT MEETING

Wednesday 18 January 2023

The meeting closed at 1955.

Signed

Date

LONDON COLNEY PARISH COUNCIL

**MINUTES OF COUNCIL MEETING HELD ON
TUESDAY 29 NOVEMBER 2022, 7PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

IN ATTENDANCE: E Payne, Clerk
1 Member of the Public
Cllr Nuala Webb, District Councillor for Park Street

ATTENDING VIRTUALLY:
Cllr S Tallon, County Councillor
Cllr S Calder, District Councillor
Cllr S Abidi, District Councillor
Cllr J Parry, District Council
1 Member of Public

137/22. APOLOGIES

Apologies were received from Cllr Pakenham and Cllr Pearl. Cllr Mortuza and Mahony were absent.

138/22. DECLARATIONS OF INTEREST

There were no declarations of interest declared on items on this agenda.

139/22. QUESTION TIME

It was **RESOLVED** to:

Suspend Standing Orders for purposes of public participation.

There were no questions from members of the public.

Standing Orders were reinstated.

140/22. HCC SALE OF RAIL FREIGHT TERMINAL SITE

Members received a proposed statement to be submitted to Herts County Council regarding the sale of the HCC land at the site for the Strategic Rail Freight Interchange. Members heard from County and District Councillors regarding the proposals.

The proposed statement was reviewed and agreed. It will be submitted to the County Council for the Resources Panel Meeting on 1 December 2022. The statement will be available on the Parish Council's website for residents to view.

141/22. DATE OF NEXT MEETING

Wednesday 18 January 2023

The meeting closed at 2020.

Signed

Date

LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 9 NOVEMBER 2022, AT 2.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

All members were present.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATIONS OF INTERESTS

There were no declarations of interest for any item on the agenda.

4. MINUTES

The minutes of the meeting held on 28 September 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Aged Debtors

Members received a report with a list of aged debts to be written off. The Clerk explained that these were the oldest debts and that they were reasonably small compared with others that needed more investigation. It was **RESOLVED** to:

Recommend to Council that the following aged debts listed in the report are written off.

5.2 Review of Policies

Members received policies to be reviewed and recommended for adoption by Council. It was noted that the Social Media and Electronic Communication Policy has been replaced by a Social Media Policy which was adopted in March 2021. It was **RESOLVED** to:

Recommend to Council that the following policies are adopted:

- a) CCTV Code of Practice***
- b) Complaints Procedure***
- c) Document Retention and Disposal Policy***
- d) Scheme of Publication***
- e) Information and Data Protection Policy***
- f) Removal Media Data Policy***
- g) Safeguarding Policy***

5.3 Review of Reserves

Members received an update on the position of the General and Earmarked Reserves as part of the internal control process and budget setting. Members noted the current position and queried the use of the capital receipt from the Doctors Surgery lease. Members then reviewed the Reserves Policy where the minimum amount of General Reserves to be held was reduced to £60,000. It was **RESOLVED** to:

- a) *Note the report*
- b) *Recommend to Council that the Reserves Policy 2022 is adopted*
- c) *Inquire with the Internal Auditor if the Earmarked Reserve for Doctors Surgery Lease can be used to undertake improvements to the community centre*

Post Meeting Note: The internal auditor has clarified that the earmarked reserve from the capital receipt can be used for the improvement of Parish Council assets but not revenue expenditure. They will review this at their end of year audit.

5.4 Rent of Margaret Hopkins Suite

Members received a report on the delegated decision made by the Chairman and the Clerk to offset the cost of installing a new boiler at Morris Recreation Ground Pavilion by not charging rent on the Margaret Hopkins Suite for a period to cover the cost of the installation. Members noted that the cost of installing the new boiler was £2,900 plus VAT. The monthly rent for the Margaret Hopkins Suite is £650 plus VAT and therefore the tenant would have a 4-month rent free period, with a balance of £360 to be paid separately. The reason for the delegated decision being taken, was due to the time sensitivity of the project which needed to be completed before the football season started. It was **RESOLVED** to:

Ratify the delegated decision of the Chairman and Clerk to offset the costs of installing a new boiler at Morris Recreation Ground pavilion against the rent for the Margaret Hopkins Suite.

5.5 Parish Council Land Assets

Members received a letter from the Neighbourhood Plan Officer advising that land assets that the Parish Council owns, or leases have been designated as Open Spaces in the Neighbourhood Plan. It was **RESOLVED** that:

There were no objections to registering the following sites as Green Spaces as part of the Neighbourhood Plan:

- ***Morris Recreation Ground***
- ***Halsey Park Play Area***
- ***Caledon Road Play Area***
- ***Morris Way Play Area***
- ***The Village Greens (VG17 and VG111)***
- ***Chester Gibbons Green***
- ***Dudley Wood***
- ***Coopers Wood***

5.6 Grounds Maintenance Specification

Members were asked to defer this report to December's meeting.

5.7 Internal Audit

Members received the Interim Internal Auditor's Report for 2022-23. Members noted the recommendations regarding all parish councillors having dedicated Council email addresses and agreed that this should be implemented after the Parish Council in elections in 2023.

Members also noted that the Aged Debtors had been mentioned and were satisfied that this was in progress. It was **RESOLVED** to:

- a) **Receive the Interim Internal Audit Report for 2022-23**
- b) **Note the recommendation regarding email addresses and that they would be implemented from May 2023 and that the reduction in Aged Debtors is in hand.**
- c) **Recommend that the report and any actions agreed by this Committee are adopted by Council.**

5.8 Assets of Community Value

Members received a verbal update on this item. The Clerk advised Members that she had received an email from St Albans District Council with an update. The applications are in the process of being considered against the criteria to register ACVs as laid out in the Localism Act 2011. Most, if not all of the sites have been visited. The applications have to be discussed the relevant Portfolio Holder at the District Council.

Members considered that there had been too long a delay in the handling of these applications and a letter would be drafted by the Clerk, signed off by the Chairman and sent to the Chief Executive of SADC outlining the Parish Council's disappointment with the process and the under resourcing of the department who handle these applications. It was **RESOLVED** to:

Write to St Albans District Council's Chief Executive regarding the ACV application process.

5.9 Bank Reconciliations

Members noted the bank reconciliations for July, August and September had been duly authorised.

6. WORK PROGRAMME

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

7. CONFIDENTIAL ITEMS

To resolve to exclude the Press and Public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

7.1 Land at Caledon Community Centre

Members were advised that the Clerk had not received a response to the letter sent to the Chief Executive of HCC. The Clerk was asked to seek the opinion of the Parish Council's insurers regarding the liability of using land at the community centre without any agreement in place. The Clerk will also speak with the Head of Bowmansgreen School regarding safety issues with children crossing the car park, instead of using the pedestrian areas around the perimeter of the site.

7. DATE OF NEXT MEETING

Wednesday 7 December 2022.

The meeting closed at 1445 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 15th NOVEMBER 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllr McMillan (Chair), T Lillico, H Pakenham, and S Pearl

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

Cllr Mortuza was absent

2. NOTIFICATIONS OF SUBSTITUES

There were no substitutions.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. REPORTS TO COMMITTEE

4.1 Budget 2023/24

This committee had been asked by the Finance & General Purposes Committee to review its budget in light of the pressures on the Parish Council's finances for 2023/24. The Budget Working Party had already recommended increasing the cost of lunch club by 50p for a two or three course lunch to £5.50/£6.50 respectively.

Members considered other ways to increase revenue/decrease costs. Increasing the charge for firework tickets, charging for seated exercises classes, and reducing the number of magazine editions were all considered. Members felt that the magazine was such a useful tool to engage with residents that it should not be reduced to three editions, in addition to the loss of revenue from advertisers. It was **RESOLVED** to recommend to the Budget Working Party that:

- a) The ticket price for Fireworks is increased from £1 per head to £2, with 50% of all proceeds going to offset the event costs.*
- b) Attendees at Seated Exercise classes will be charged £1 per day to attend sessions IF funding is not forthcoming.*

4.2 Lunch Club

Members received an update on attendance and income received from lunch club. It was **RESOLVED** to:

Note the report.

4.3 Her Majesty Queen Elizabeth II

Members were advised that St Peter's Church had not been able to accommodate a service to commemorate the passing of Queen Elizabeth II. Members considered that it was too long after the event for an appropriate event to be organised.

4.4 Finance Workshop for the Elderly

Members received a verbal update on this matter. Citizen's Advice and St Albans Old People's Trust are going to run a series of workshops on a variety of subjects, to help older people manage their income and expenditure.

4.5 King Charles III Coronation – 6 May 2023

Members considered that residents should be involved in the organising the Coronation commemoration activity. Members were advised that the Budget Working Party had reduced the sum available for the events to £2,500. Members considered that community organisations should be contacted with an article in the newsletter. It was **RESOLVED** to:

Set up a Coronation Working Party and seek volunteers to take part in the planning for Coronation events.

4.6 Computer Friendly

Members received a request from Computer Friendly to use the community centre, free of charge, to run a drop-in advice session and training courses, to enable residents to gain digital skills. It was **RESOLVED** to recommend to Finance & General Purposes that:

Computer Friendly are given free use of the community centre to run drop-in advice sessions and training courses.

6. FORTHCOMING EVENTS

Members noted the following forthcoming events:

a) **Christmas Lights Switch On – Sunday 4 December 2022**

There were no updates on this item.

b) **Special Lunches – St Andrews Day (29 November 2022) and Christmas Lunches (13 and 15 December).**

Tickets are on sale for these events.

c) **Tribute Night**

Members considered the ticket price for this event. The entertainment is £550 and at £7.50 per person, 74 tickets would need to be sold to cover this cost. Bar sales would then be additional income. It was **RESOLVED** that:

Ticket price for Elvis Tribute on 24th February 2023 will be £7.50 per person.

d) **Larks in the Parks – Sunday 18 June 2023**

Members considered the location for this event, in light of the development of the doctor's surgery at the community centre, since the last Larks in the Park. Members were keen to offer a similar event to those held previously at the community centre including the provision of a bar. Officers were asked to present an event plan to the next meeting, holding the event at Morris Recreation Ground.

7. UPDATE ON PREVIOUS EVENTS

a) **Halloween Party – Sunday 30 October 2022**

Income and expenditure for this event was not available and would be presented to the next meeting.

b) Firework Display – Sunday 6 November 2022

Members were advised that the event had raised £5,210 for charity, through tickets and bucket collections, plus Gift Aid and donations of £375.80. Members considered the previous distribution of funds from the event. Some of the ticket sales would be withheld to pay for the traffic management. It was **RESOLVED** that:

Firework charity funds will be distributed as follows:

<i>London Colney Scouts</i>	<i>£2,000</i>
<i>Peace Hospice</i>	<i>£950</i>
<i>St Peter's Church</i>	<i>£950</i>
<i>Hedgehog Rescue</i>	<i>£125 plus £375.80 Gift Aid totalling £500.80</i>

8. WORK PROGRAMME

Members received an updated work programme for this Committee and its contents were noted.

9. DATE OF NEXT MEETING

3 January 2023

The meeting closed at 2005.

Signed

Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 22 NOVEMBER 2022, 5.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors Gardner (Chairman), H Pakenham, L Winstone
Mrs J Barker

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

No apologies were received. Cllr Mahony was absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 27 September 2022 were approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Grounds Maintenance Manager's Report

In the Grounds Maintenance Manager's absence, the Clerk presented this report. Cllr Pakenham reported that she had raised an issue with the Clerk regarding some trees on Lowbell Lane and the Clerk reported that a site visit had been arranged to inspect the trees. A verbal update on the planting of the Christmas tree at Chester Gibbons Green was given.

5.2 Green Flag Award

Members received a proposed timetable for the application to apply for a Green Flag Award for Morris Recreation Ground. The timetable was observed, and it was **RESOLVED** to:

Note the report.

5.3 Repairs to Perimeter at Napsbury

Members received a report regarding anti-social behaviour at Napsbury. Some of this is due to the ingress/egress onto the site, which could be improved. Members noted the recommendations in the report that the fence adjacent to the cricket pitch was repaired and that a kissing gate was installed on the farm track nearest to the MUGA. It was noted that none of these routes are official Rights of Way. Members noted the installation of a kissing gate, and additional hedge planting and were advised that HCC have free hedge plants available. It was **RESOLVED** to:

a) Agree the proposed works to the perimeter at Napsbury

b) Approve the virement outlined in the report.

6. WORK PROGRAMME

Members noted the forward work programme.

9. DATE OF NEXT MEETING

24 January 2023.

The meeting closed at 1720.

Signed

Date

LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE PLANNING COMMITTEE MEETING
HELD ON THURSDAY 24 NOVEMBER 2022, 6.00pm
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors K Gardner (Chair), H Pakenham, T Lillico

IN ATTENDANCE: E Payne, Clerk
1 Member of Public

1. APOLOGIES

Apologies were received from Cllr Gordon and Winstone

2. DECLARATION OF INTEREST

Cllr Lillico declared a non-pecuniary interest as a District Councillor.

3. PUBLIC PARTICIPATION

A member of the public spoke against item 4.1

4. PLANING APPLICATIONS

**4.1 5/2022/0598 - The White Horse Ph 182 High Street London Colney AL2 1JY
Retention of existing public house and garden. Provision of four flats with access
from Morris Way, associated parking and landscaping. Reconfiguration of public
house car park and replacement storage shed**

Members considered the application and referred to the previous application in April 2022. They considered that whilst there had been some changes to the design of the proposed properties in relation to the ridge height, fundamentally they still considered that it was over development of the site. Furthermore, the concerns regarding the development adjacent to the public house, the reduction in open space for the business and the lack of parking provision had not been address.

Members recommended that SADC Planning Officers visited the site and ensure that the dimensions for the development met the minimum requirements as laid out in the NPPF and Local Plan. They also considered that business parking provision (Policy 47) would not be met as since the previous application, there had been more parking restrictions put in the place around the site and there had been a loss of on street parking due to dropped kerbs being applied for at properties in the High Street. Members did not consider that the provision of Haseldine Road car park was sufficient to mitigate the loss of parking on site.

Members also asked that the Planning Authority consider the application to register the site as an Asset of Community Value as part of their consideration. It was **RESOLVED** to:

Object to the planning application on the following grounds:

Policy 39 – Parking Standards

Policy 47 – Parking Standards in Food and Drink Establishments

Policy 69 – General Design and Layout

Policy 70 – Design and Layout of New Housing

5.2 **5/2022/2250 Land Adjacent to 3 Kings Road, London Colney**
Demolition of existing structures and construction of two dwellings with associated parking and landscaping works

Members considered the application and noted that off street parking would be available which was a concern due to the proximity of a bus stop. It was **RESOLVED** that:

There were no objections.

5.3 **5/2022/2625 – 48 Collyer Road, London Colney AL2 1PD**
Construction of single storey detached dwelling with associated parking and landscaping following demolition of existing outbuildings

Members considered the application and raised concerns about access to the property via Dawson Close for refuse and emergency vehicles. There were no objections, provided that these concerns could be overcome. It was **RESOLVED** that:

There were no objections

9. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1915.

Signed

Date

**LONDON COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
WEDNESDAY 30 NOVEMBER 2022, 6.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors H Pakenham, K Gardner, M MacMillan & L Winstone

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

All present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest on items on this agenda.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 27 September and 4 October 2022 were adopted as a true record of the meeting.

4. REPORTS TO COMMITTEES

4.1 Review of Staff Contracts

Members received a report on the new contracts of employment and the appointment of staff on a sliding pay scale, and not the current practice of a single salary scale point. Members noted that this was a recommendation from the staff evaluation. Members considered the request and the financial implications on the budget. Members considered that implementing this recommendation would help with staff morale and recruitment. Members noted that the staff contracts could not be issued until this matter is agreed, as it is an essential part of the staff contract.

Members also noted that the implementation of summer/winter hours for the grounds maintenance staff would be deferred until January 2023 to accommodate the timetable of events. It was **RESOLVED** to:

- a) Note the progress to date on the implementation of new contracts of employment
- b) Note the implementation of the new terms and conditions for the ground's maintenance staff.
- c) Implement a sliding pay scale with effect from April 2023.

4.2 Update on Recruitment

Members received a verbal update on recruitment and noted that the deadline for applications had been extended for all positions. Members were advised that the Clerk would give this more attention after the current round of meetings and events had been completed. The Clerk will provide another update at the next meeting.

4.3 National Pay Award 2022/23

Members received a report outlining the confirmed National Pay Award for 2022/23 and noted its contents. The pay award included an additional day's holiday for all staff. Members noted the financial implications of the pay award. It was **RESOLVED** to:

Note the report.

5.4 Performance Management and Training Development

Members received a report on the training needs identified from performance management. It was **RESOLVED** to:

Note the report.

5.5 Parish Council Christmas Opening

Members received a report outlining the operating days of the office during the Christmas period. The Chairman of the Parish Council offered £100 from the Chairman's allowance towards refreshments for the staff at a Christmas meal. Members noted that the grounds maintenance team would work a skeleton programme of maintenance as there was no sport during the holiday season. It was **RESOLVED** to:

Note the report

5. WORK PROGRAMME

Members noted the work programme for this committee.

6. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

6.1 Grounds Maintenance Staff

Members received a verbal report regarding a health condition affecting a member of staff and how this will affect the delivery of the grounds maintenance function. The Clerk would update the next meeting.

7. DATE OF NEXT MEETING

10 January 2023.

The meeting closed at 1835.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 14 DECEMBER 2022, AT 11.00AM
MORRIS RECREATION GROUND PAVILION, WHITE HORSE LANE, LONDON COLNEY**

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

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

All members were present.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutes.

3. DECLARATIONS OF INTERESTS

There were no declarations of interest for any item on the agenda.

4. MINUTES

The minutes of the meeting held on 28 September 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Budget 2023-24

Members received a report with a proposed budget and precept for 2023-24. It was **RESOLVED** to recommend to Council that:

- a) The fees and charges for 2023-24 as set out in the report are approved*
- b) The budget for 2023-24 as set out in the report is approved*
- c) The precept for 2023-24 is set at £315,000.*

5.2 Aged Debtors

Members received a verbal report and noted there hadn't been any progress since the last meeting. The Clerk is having a monthly meeting with the Finance Officer to ensure that progress is being made and overtime will be provided to the Finance Officer to undertake the work required to solve the matter.

5.3 VAT Return Q2

Members received a report with the VAT return for quarter two. It was **RESOLVED** to

Note the report

5.4 Grounds Maintenance

This item was deferred to the next meeting.

5.5 Freedom of Information Procedure

Members received a report with a procedure to deal with Freedom of Information requests. It was **RESOLVED** to recommend to Council that:

The Freedom of Information Procedure is adopted.

5.6 Bar Audit and Bar Price List

Members received a report following the most recent bar audit. Members noted the current levels of profitability for the bar. Members were advised of a 17% increase on the price of draft beers which would come into effect from January 2023 and were advised on some recommended price increases on the sale price of a pint of draft beer. It was **RESOLVED** to:

- a) ***Note the bar audit***
- b) ***Increase the price of Fosters and Amstel as outlined in the report.***

5.7 Terms and Conditions for Hirers

Members received a report regarding a proposal to change the terms and conditions for hirers who bring in their own soft drinks, when the bar is in operation. The Chairman suggested that it was the hirer's responsibility to ensure that their guests did not consume their own drinks. This would be included in the Terms & Conditions.

Members then discussed the adoption of a Responsible Venue Hire Policy. This had been raised following concerns of Members regarding the hire of Napsbury sports pavilion by a climate action group for a public meeting. Members considered that hiring a facility for a meeting of members of the organisation was appropriate but not a meeting which would be attended by Members of the Public. Members were concerned that damage might occur to the Parish Council's property. It was **RESOLVED** to:

- a) ***Update the Terms and Conditions so hirers forfeit their deposit if any beverages are consumed at the event which have not been brought from the bar.***
- b) ***Consider a Responsible Venue Hire Policy at the next meeting.***

5.8 Reorganisation of Committee Structure and Calendar of Meetings 2023-24

Members received a report with a proposal to amalgamate the Events & Community with the Environment & Neighbourhood committees into a Community Services Committee. Members considered that the remit of these committees was very distinct and could not endorse this recommendation. Members also considered that this restructuring was for Officer's convenience and would not enhance the operation of the Council. The Clerk will redraft the Calendar of Meetings to include separate meetings for these two committees and present to the next meeting.

5.9 Assets of Community Value

Members had been provided with a copy of a letter from the District Council from the Assistant Director for the Built Environment, in response to the Parish Council's letter to the Chief Executive on the handling of the applications. an officer The District Council had provided the Clerk with an update on the applications and the Clerk will report any developments to the next meeting.

5.10 Free Hires of Parish Council Facilities

Members received a report with two requests for free use of the facilities run by the Parish Council. Members consider the request from Computer Friendly and Communities 1st for free hires. Computer Friendly run free to attend courses and drop-in sessions to enable residents to engage with the digital world. Communities 1st would like to run COPD and Diabetes meetings for patients from the Summerfield Health Centre and Maltings Health Centre. It was **RESOLVED** to:

- a) Approve the free hire for Computer Friendly and Communities 1st.**
- b) Report to the next meeting on free hires for the community facilities.**

5.11 Bank Reconciliations

Members noted the bank reconciliations for July, August and September had been duly authorised.

6. WORK PROGRAMME

Members received this committee’s work programme. Members asked for an update on the Strategic Plan at the next meeting. Members noted the rest of the items for the work programme.

7. CONFIDENTIAL ITEMS

To resolve to exclude the Press and Public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

7.1 Land at Caledon Community Centre

Members received a verbal report and noted the lack of progress to date and no response from the Chief Executive of HCC.

8. DATE OF NEXT MEETING

Wednesday 15 March 2023.

The meeting closed at 1140 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE

TUESDAY 3 JANUARY 2023, 7.00PM

CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllr McMillan (Chair), T Lillico, and S Pearl

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Pakenham (health)

2. NOTIFICATIONS OF SUBSTITUES

There were no substitutions.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 November 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Lunch Club

Members received an update on attendance and income received from lunch club. It was **RESOLVED** to:

Note the report.

5.2 Coronation Working Party

Members received a proposed Terms of Reference for a Coronation Working Party. Members were advised that once these had been adopted, the Clerk will start to promote the working party to recruit residents to organise an event to commemorate the Coronation. It was **RESOLVED** to:

Ratify the Terms of Reference for the Coronation Working Party

5.3 Review of Magazine Budget

Members received a report on the expenditure to date on the production and distribution of the Parish Council Magazine. Members noted that at the end of the year, it is predicted that the printing budget would be overspent by £1,218 and the distribution budget would be exceeded by £280. Members were advised that the budget for 2023/24 had been increased to take this into consideration. It was **RESOLVED** to:

Note the report.

5.4 Calendar of Events 2022

Members received a proposed calendar of events for 2023. Members noted that there wasn't a specific Burns Lunch on 26 January 2023, however, there will be haggis served as a main course and a Scottish themed dessert. It was **RESOLVED** to:

Ratify the Calendar of Events for 2023.

5.5 Warm Spaces

Members received a report on the implementation of the Warm Spaces initiative. Members noted the attached risk assessment in relation to the handling of food and for anyone preparing food to have a Level 2 Food Hygiene Qualification. Members were advised that as the weather had not been excessively cold, apart from a brief spell in December, the warm spaces had not been used for those it was intended for. Attendees of the exercise classes on a Monday and Thursdays were using the free and tea coffee and there was an honesty box. The Clerk will promote the project via social media and invest in a banner to go on the railings at the community centre. It was **RESOLVED** to:

Note the risk assessment.

6. FORTHCOMING EVENTS

Members received a report on forthcoming events, and it was **RESOLVED** to:

Note the report.

7. UPDATE ON PREVIOUS EVENTS

Members received a report on past events, and it was **RESOLVED** to:

Note the report

8. WORK PROGRAMME

Members received an updated work programme for this Committee and its contents were noted.

9. DATE OF NEXT MEETING

21 March 2023

The meeting closed at 1922.

Signed

Date

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Central Operations</u>								
1076 Precept	286,350	300,668	300,688	20			100.0%	
1085 S106 Income	27,904	0	0	0			0.0%	
1090 Interest Received	235	1,278	600	(678)			213.0%	
1100 Parish News Letter Income	1,989	828	2,000	1,172			41.4%	
1120 Fishing Rights	1,100	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	2,167	1,000	4,000	3,000			25.0%	
1410 M Hopkins Bequest	0	(4,500)	0	4,500			0.0%	
1900 Miscellaneous Income	1,261	14,178	250	(13,928)			5671.2%	
1970 Good Neighbour Scheme Income	94	0	0	0			0.0%	
Central Operations :- Income	321,101	314,552	308,638	(5,914)			101.9%	0
4630 Bowmans Cross	1,486	0	0	0		0	0.0%	
Central Operations :- Direct Expenditure	1,486	0	0	0	0	0		0
4000 Salaries	67,315	50,006	69,960	19,954		19,954	71.5%	
4005 National Insurance Costs	10,453	9,022	18,070	9,048		9,048	49.9%	
4010 Employer Pension Costs	25,018	14,554	23,795	9,241		9,241	61.2%	
4030 Staff Training	692	701	1,000	299		299	70.1%	
4035 Payroll Charges	616	0	600	600		600	0.0%	
4045 Councillor Training/Courses	62	16	500	484		484	3.2%	
4050 Health and Safety	724	1,045	1,500	455		455	69.7%	
4055 Chairmans Allowance	218	225	300	75		75	75.0%	
4060 Meeting Expenses	44	4	125	121		121	3.3%	
4140 Salaries Cleaning/Caretaking	18,915	10,722	15,065	4,343		4,343	71.2%	
4145 Cleaning Supplies	1,618	1,178	1,750	572		572	67.3%	
4150 Insurance	3,856	4,882	4,100	(782)		(782)	119.1%	
4155 Licences	193	0	0	0		0	0.0%	
4200 Maintenance	172	133	0	(133)		(133)	0.0%	
4220 Playing Field Maintenance	13	0	0	0		0	0.0%	
4325 Trade Refuse	5,322	3,236	4,200	964		964	77.1%	
4500 Office Supplies	922	189	750	561		561	25.2%	
4505 Postage	66	68	250	182		182	27.2%	
4510 Office Machine Leasing & Costs	1,568	1,002	1,650	648		648	60.7%	
4515 Parish Magazine - Printing	5,243	4,718	5,000	282		282	94.4%	
4520 Parish Magazine - Distribution	1,560	1,170	1,300	130		130	90.0%	
4523 Neighbourhood Plan	8,997	3,570	0	(3,570)		(3,570)	0.0%	
4525 Advertising & Promotion	0	52	500	448		448	10.4%	
4530 Telephone/Fax/Internet	860	361	1,400	1,039		1,039	25.8%	
4535 Allotment Leases	682	0	0	0		0	0.0%	
4540 Subscriptions	1,702	1,956	1,900	(56)		(56)	102.9%	
4546 Charity Collection Pay Over	3,457	5,125	0	(5,125)		(5,125)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4550 Computing Costs	13,894	6,877	7,000	123		123	98.2%	
4555 Website Maintenance	234	149	250	101		101	59.6%	
4560 Bank Charges	75	38	75	37		37	51.2%	
4561 Bad Debt write off	0	0	100	100		100	0.0%	
4565 Legal & Professional Fees	4,191	8,245	3,000	(5,245)		(5,245)	274.8%	
4575 Internal & External Audit	4,615	2,640	2,500	(140)		(140)	105.6%	
4580 Professional Costs	1,288	170	3,000	2,830		2,830	5.7%	
4585 Christmas Biscuits	398	540	600	60		60	90.0%	
4620 War Memorial	0	0	200	200		200	0.0%	
4900 Miscellaneous Expenditure	299	68	75	7		7	90.6%	
Central Operations :- Indirect Expenditure	185,282	132,663	170,515	37,852	0	37,852	77.8%	0
Net Income over Expenditure	134,333	181,889	138,123	(43,766)				
<u>110 Civic and Democratic</u>								
	0	0	0	0		0	0.0%	
Net Expenditure	0	0	0	0				
6001 less Transfer to EMR	6,000	0						
Movement to/(from) Gen Reserve	(6,000)	0						
<u>120 Grants</u>								
1080 Other Grants Received	44,830	0	0	0			0.0%	
Grants :- Income	44,830	0	0	0				0
4800 Grants - Other	636	740	2,500	1,760		1,760	29.6%	
4810 Grants to Local Orgs/Projects	0	(2,037)	0	2,037		2,037	0.0%	
Grants :- Indirect Expenditure	636	(1,297)	2,500	3,797	0	3,797	(51.9%)	0
Net Income over Expenditure	44,195	1,297	(2,500)	(3,797)				
<u>200 Morris Way Pavilion/Fields</u>								
1200 Hire of Pavilions	1,746	2,099	2,000	(99)			105.0%	
1210 Hire of Sports Pitch	5,560	7,294	5,000	(2,294)			145.9%	
Morris Way Pavilion/Fields :- Income	7,306	9,393	7,000	(2,393)			134.2%	0
4105 Utilities - Electricity	5,520	2,358	4,580	2,222		2,222	51.5%	
4110 Utilities - Water	351	238	1,500	1,262		1,262	15.9%	
4155 Licences	0	0	180	180		180	0.0%	
4200 Maintenance	8,834	4,622	500	(4,122)		(4,122)	924.4%	183
4220 Playing Field Maintenance	4,773	119	300	181		181	39.8%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Playground Maintenance	48	0	0	0		0	0.0%	
4275 Splash Pad	185,762	65,575	0	(65,575)		(65,575)	0.0%	65,425
5010 Food Costs	0	38	0	(38)		(38)	0.0%	38
Morris Way Pavilion/Fields :- Indirect Expenditure	205,287	72,950	7,060	(65,890)	0	(65,890)	1033.3%	65,646
Net Income over Expenditure	(197,981)	(63,557)	(60)	63,497				
6000 plus Transfer from EMR	185,762	65,646						
Movement to/(from) Gen Reserve	(12,219)	2,089						
<u>210 Grounds and Maintenance Dept</u>								
1110 Allotment Income	0	4,182	2,000	(2,182)			209.1%	
1400 Napsbury Support Fund	0	0	7,500	7,500			0.0%	
1995 Memorial Benches Income	1,816	0	0	0			0.0%	
Grounds and Maintenance Dept :- Income	1,816	4,182	9,500	5,319			44.0%	0
4000 Salaries	66,066	56,008	74,039	18,032		18,032	75.6%	
4105 Utilities - Electricity	42	0	2,500	2,500		2,500	0.0%	
4111 Utilities - Water - Allotments	995	0	750	750		750	0.0%	
4200 Maintenance	572	3,775	1,000	(2,775)		(2,775)	377.5%	
4220 Playing Field Maintenance	876	960	500	(460)		(460)	191.9%	
4230 Playground Maintenance	713	0	2,150	2,150		2,150	0.0%	
4270 Clock Maintenance	810	27	200	173		173	13.7%	
4300 Xmas Lights Maintenance/Rent	9,146	3,889	9,000	5,111		5,111	43.2%	
4305 Vehicle Maintenance & Costs	1,632	1,435	2,000	565		565	71.8%	
4310 Machine Maintenance & Costs	1,352	2,621	1,750	(871)		(871)	149.8%	
4311 Vehicle Purchases	17,990	0	0	0		0	0.0%	
4315 Fuel inc Red Diesel	3,497	4,531	2,500	(2,031)		(2,031)	181.2%	
4320 Vehicle Insurance	1,204	1,618	1,100	(518)		(518)	147.1%	
4330 Signs, Boards & Seats	132	456	1,000	544		544	45.6%	
4331 Memorial Benches	2,573	0	0	0		0	0.0%	
4335 Lowbell Ln River Edge & Green	82	0	400	400		400	0.0%	
4340 Plants & Flowers	3,134	4,539	4,500	(39)		(39)	100.9%	
4345 Tree Maintenance	337	50	4,000	3,950		3,950	1.3%	
4355 Litter Bins	191	0	500	500		500	0.0%	
4360 Allotments Repairs & Maint,	445	3,603	1,750	(1,853)		(1,853)	205.9%	
4385 Equipment - Grounds & Maintena	349	214	750	536		536	28.5%	
4535 Allotment Leases	0	0	650	650		650	0.0%	
4580 Professional Costs	0	0	500	500		500	0.0%	
Grounds and Maintenance Dept :- Indirect Expenditure	112,137	83,725	111,539	27,814	0	27,814	75.1%	0
Net Income over Expenditure	(110,322)	(79,543)	(102,039)	(22,496)				
6000 plus Transfer from EMR	18,000	0						
Movement to/(from) Gen Reserve	(92,322)	(79,543)						

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Shenley Lane								
1210 Hire of Sports Pitch	624	(100)	1,500	1,600			(6.7%)	
Shenley Lane :- Income	624	(100)	1,500	1,600			(6.7%)	0
4105 Utilities - Electricity	120	83	330	247		247	25.2%	
4110 Utilities - Water	0	0	350	350		350	0.0%	
4200 Maintenance	44	397	150	(247)		(247)	265.0%	
4220 Playing Field Maintenance	1,829	119	1,500	1,381		1,381	8.0%	
4230 Playground Maintenance	0	5	200	195		195	2.3%	
Shenley Lane :- Indirect Expenditure	1,992	604	2,530	1,926	0	1,926	23.9%	0
Net Income over Expenditure	(1,368)	(704)	(1,030)	(326)				
230 London Colney Community Centre								
1250 Bar Takings	6,123	11,040	10,000	(1,040)			110.4%	
1260 Hall Hire & Rent - Ad Hoc Hire	6,087	11,358	8,000	(3,358)			142.0%	
1265 Hall Hire & Rent - Regular Hir	10,709	9,417	17,000	7,583			55.4%	
1900 Miscellaneous Income	0	265	0	(265)			0.0%	
London Colney Community Centre :- Income	22,919	32,080	35,000	2,920			91.7%	0
4205 DO NOT USE	0	0	1,200	1,200		1,200	0.0%	
London Colney Community Centre :- Direct Expenditure	0	0	1,200	1,200	0	1,200	0.0%	0
4000 Salaries	14,030	4,795	7,336	2,541		2,541	65.4%	
4015 Casual Staff	455	931	3,121	2,190		2,190	29.8%	
4100 Utilities - Gas	2,530	1,312	2,800	1,488		1,488	46.9%	
4105 Utilities - Electricity	3,092	3,418	9,900	6,482		6,482	34.5%	
4110 Utilities - Water	0	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,306	1,350	44		44	96.7%	
4145 Cleaning Supplies	0	133	0	(133)		(133)	0.0%	
4155 Licences	644	1,487	1,500	13		13	99.1%	
4170 Bar Supplies	5,083	7,694	5,000	(2,694)		(2,694)	153.9%	
4175 Bar Facilities	0	0	450	450		450	0.0%	
4180 Bar Repairs & Servicing	437	343	350	7		7	98.1%	
4185 Kitchen & Caretaking Supplies	1,146	525	770	245		245	68.2%	
4200 Maintenance	2,390	8,364	5,000	(3,364)		(3,364)	167.3%	
4206 Fire & Security Alarms	1,975	1,138	0	(1,138)		(1,138)	0.0%	
4220 Playing Field Maintenance	227	355	0	(355)		(355)	0.0%	
4230 Playground Maintenance	32	0	0	0		0	0.0%	
5020 Other Event Costs	1	0	0	0		0	0.0%	
London Colney Community Centre :- Indirect Expenditure	33,349	31,800	39,777	7,977	0	7,977	79.9%	0
Net Income over Expenditure	(10,430)	279	(5,977)	(6,256)				

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Napsbury Park Pavilion/Fields								
1200 Hire of Pavilions	3,481	1,503	3,500	1,997			42.9%	
1210 Hire of Sports Pitch	1,209	1,181	1,500	319			78.8%	
1212 Hire of Cricket Pitch	2,222	3,376	2,500	(876)			135.0%	
1214 School Pitch Hire	2,420	0	1,600	1,600			0.0%	
Napsbury Park Pavilion/Fields :- Income	9,332	6,060	9,100	3,040			66.6%	0
4100 Utilities - Gas	1,024	337	1,400	1,063		1,063	24.0%	
4105 Utilities - Electricity	575	398	1,200	802		802	33.2%	
4110 Utilities - Water	0	0	850	850		850	0.0%	
4200 Maintenance	4,020	8,397	3,000	(5,397)		(5,397)	279.9%	
4220 Playing Field Maintenance	1,136	471	1,250	779		779	37.7%	
5020 Other Event Costs	0	21	0	(21)		(21)	0.0%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	6,755	9,624	7,700	(1,924)	0	(1,924)	125.0%	0
Net Income over Expenditure	2,576	(3,563)	1,400	4,963				
250 Walsingham Way								
4230 Playground Maintenance	8	0	0	0		0	0.0%	
Walsingham Way :- Indirect Expenditure	8	0	0	0	0	0		0
Net Expenditure	(8)	0	0	0				
300 Larks in the Park								
1250 Bar Takings	0	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	0	600	600			0.0%	
1301 Event - Sponsorship	0	(17)	0	17			0.0%	
Larks in the Park :- Income	0	(17)	2,100	2,117			(0.8%)	0
4170 Bar Supplies	0	0	750	750		750	0.0%	
5000 General Event Costs	0	0	2,140	2,140		2,140	0.0%	
5010 Food Costs	0	0	300	300		300	0.0%	
5015 Entertainment Costs	0	0	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	0	152	152		152	0.0%	
Larks in the Park :- Indirect Expenditure	0	0	5,842	5,842	0	5,842	0.0%	0
Net Income over Expenditure	0	(17)	(3,742)	(3,725)				
320 Fireworks								
1250 Bar Takings	681	0	600	600			0.0%	
1300 Event Income - Concessions	370	130	250	120			52.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1320 Events - Fireworks Income	0	0	500	500			0.0%	
Fireworks :- Income	1,051	130	1,350	1,220			9.6%	0
4155 Licences	21	0	21	21		21	0.0%	
4170 Bar Supplies	454	151	300	149		149	50.3%	
5000 General Event Costs	359	610	842	232		232	72.5%	
5010 Food Costs	12	22	100	78		78	22.3%	
5015 Entertainment Costs	4,250	4,350	5,500	1,150		1,150	79.1%	
5020 Other Event Costs	257	9	447	438		438	2.0%	
5035 Road Closures	860	860	2,340	1,480		1,480	36.8%	
Fireworks :- Indirect Expenditure	6,213	6,002	9,550	3,548	0	3,548	62.8%	0
Net Income over Expenditure	(5,162)	(5,872)	(8,200)	(2,328)				
340 Remembrance Sunday								
4200 Maintenance	0	16	0	(16)		(16)	0.0%	
5000 General Event Costs	102	115	201	86		86	57.0%	
5015 Entertainment Costs	260	325	500	175		175	65.0%	
5020 Other Event Costs	226	193	400	208		208	48.1%	
5035 Road Closures	860	860	970	110		110	88.7%	
Remembrance Sunday :- Indirect Expenditure	1,448	1,509	2,071	562	0	562	72.8%	0
Net Expenditure	(1,448)	(1,509)	(2,071)	(562)				
370 Lunch Club								
1350 Lunch Club Income - Tuesday	2,924	3,035	7,200	4,165			42.2%	
1355 Lunch Club Income - Thursday	2,539	2,730	7,200	4,470			37.9%	
Lunch Club :- Income	5,462	5,765	14,400	8,635			40.0%	0
5020 Other Event Costs	0	7,500	18,000	10,500		10,500	41.7%	
5050 Lunch Club Food Costs	9,055	3,009	0	(3,009)		(3,009)	0.0%	
Lunch Club :- Indirect Expenditure	9,055	10,509	18,000	7,491	0	7,491	58.4%	0
Net Income over Expenditure	(3,593)	(4,744)	(3,600)	1,144				
400 General Council Events								
1310 Event Income - Ticket Sales	0	(10)	0	10			0.0%	
1370 Seated Exercise Income	68	0	0	0			0.0%	
1401 Charity Collections	4,086	0	0	0			0.0%	
General Council Events :- Income	4,154	(10)	0	10				0
5000 General Event Costs	880	516	566	50		50	91.2%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5010 Food Costs	30	17	70	53		53	23.7%	
5015 Entertainment Costs	250	0	2,940	2,940		2,940	0.0%	
5020 Other Event Costs	380	84	80	(4)		(4)	104.4%	
5070 Seated Exercise Costs	4,358	3,920	3,700	(220)		(220)	105.9%	
General Council Events :- Indirect Expenditure	5,898	4,537	7,356	2,819	0	2,819	61.7%	0
Net Income over Expenditure	(1,744)	(4,547)	(7,356)	(2,809)				
420 Halloween Disco								
1250 Bar Takings	435	0	100	100			0.0%	
1310 Event Income - Ticket Sales	286	0	300	300			0.0%	
Halloween Disco :- Income	721	0	400	400			0.0%	0
5000 General Event Costs	0	117	44	(73)		(73)	266.2%	
5010 Food Costs	106	78	150	72		72	51.8%	
5015 Entertainment Costs	150	0	250	250		250	0.0%	
5020 Other Event Costs	0	13	50	37		37	26.0%	
Halloween Disco :- Indirect Expenditure	256	208	494	286	0	286	42.1%	0
Net Income over Expenditure	465	(208)	(94)	114				
430 Christmas Light Switch On								
1250 Bar Takings	677	0	600	600			0.0%	
1300 Event Income - Concessions	420	235	480	245			49.0%	
Christmas Light Switch On :- Income	1,097	235	1,080	845			21.8%	0
4105 Utilities - Electricity	0	97	0	(97)		(97)	0.0%	
4170 Bar Supplies	119	524	300	(224)		(224)	174.8%	
5000 General Event Costs	665	0	688	688		688	0.0%	
5015 Entertainment Costs	0	100	400	300		300	25.0%	
5020 Other Event Costs	284	3,429	525	(2,904)		(2,904)	653.2%	
5035 Road Closures	1,480	0	1,850	1,850		1,850	0.0%	
Christmas Light Switch On :- Indirect Expenditure	2,549	4,150	3,763	(387)	0	(387)	110.3%	0
Net Income over Expenditure	(1,452)	(3,915)	(2,683)	1,232				
460 Picnic in the Park								
1300 Event Income - Concessions	440	385	350	(35)			110.0%	
1310 Event Income - Ticket Sales	837	64	2,625	2,561			2.4%	
Picnic in the Park :- Income	1,277	449	2,975	2,526			15.1%	0
5000 General Event Costs	229	388	231	(157)		(157)	168.1%	

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5010 Food Costs	49	57	60	3		3	94.6%	
5015 Entertainment Costs	0	0	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	0	277	277		277	0.0%	
Picnic in the Park :- Indirect Expenditure	278	445	3,068	2,623	0	2,623	14.5%	0
Net Income over Expenditure	999	4	(93)	(97)				
Grand Totals:- Income	421,689	372,719	393,043	20,324			94.8%	
Expenditure	572,630	357,429	392,965	35,536	0	35,536	91.0%	
Net Income over Expenditure	(150,941)	15,290	78	(15,212)				
plus Transfer from EMR	203,762	65,646						
less Transfer to EMR	6,000	0						
Movement to/(from) Gen Reserve	46,821	80,936						

London Colney Parish Council

List of Payments made between 01/10/2022 and 30/11/2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/10/2022	St Albans District Council	31022	131.00	LCCC RATES 010422-310323
03/10/2022	Hertscom IT Ltd	31022	178.80	ANN WEBSITE 011122-311023
03/10/2022	TV LICENCE	TV LICENCE	13.37	TV LICENCE
04/10/2022	LAND REGISTRY	DC	45.00	GRENN SPACES OWNERS X 15
05/10/2022	Allstar Business Solutions Lim	51022	86.39	h149 jkx diesel
05/10/2022	Hertscom IT Ltd	101022	36.71	CALL CHGES/SERV CHGES S
05/10/2022	Castle Water Ltd	51022	5.00	Purchase Ledger DDR Payment
05/10/2022	HCC	HCC	1,735.67	HCC PENS SEPT 2022
05/10/2022	HMRC	HMRC	2,911.08	HMRC PAYE SEPT 2022
07/10/2022	DIAS TSAKA	BP	154.00	HALL HIRE REF 011022
10/10/2022	Pro medicus Ltd	inv-1081	162.50	MEDIC COVER PIP 140822
10/10/2022	Homebase	HOMEBASE	29.50	WORKSHOP SUPPLIES
10/10/2022	BEELUX	BEELUX	51.56	EXT LIGHTS NAPS
10/10/2022	Homebase	HOMEBASE	109.60	LCCC REPAIRS
10/10/2022	Screwfix	SCREWFIX	152.33	LIGHTS UNITS X 5 & CONNECTORS
10/10/2022	Dream Clean	150922	120.00	CLEANING 3 SITES X 2
10/10/2022	Dream Clean	21022	120.00	cleaning 3 sites
10/10/2022	Dream Clean	280922	240.00	CLEANING 6 SITES X 2
10/10/2022	Southern Electric / SSE Gas	CR 101022	788.53	Purchase Ledger DDR Payment
10/10/2022	Southern Electric / SSE Gas	101022 CR	788.53	Purchase Ledger DDR Payment
11/10/2022	TAYLORS TOOLS	TAYLORS TO	62.26	MOWER BLADE - PLAYGROUND
12/10/2022	Print Shop St Albans	IN00016743	468.00	DELIVERY OF SEPT 2022 LC NEWS
12/10/2022	Hertfordshire Catering Ltd	2700120182	1,800.00	AUG 2022CATERING COSTS
12/10/2022	NM HEWITT	HEWITT	100.00	NM HEWITT HALL DEP REF 021022
12/10/2022	DL RUNA	RUNA	100.00	DL RUNA HALL DEP REF 021022
12/10/2022	BL HAMPSON	HAMPSON	100.00	BL HAMPSON HALL DEP REF 011022
12/10/2022	B&Q	B&Q	26.31	WHL - BUILDING REPAIRS
12/10/2022	Allstar Business Solutions Lim	121022	208.63	MAINT FUEL
13/10/2022	Barnet Welding Supplies	22543	235.59	MASK SERVICE/OTHER PARTS
13/10/2022	BEELUX	BEELUX	32.87	VILLAGE CLOCK BULB/ADAPTOR
13/10/2022	Screwfix	SCREWFIX	127.96	BOOTS/ TROUSERS
14/10/2022	TIMPSONS	TIMPSONS	50.00	K PEAKE TREE MEM PLAQUE
14/10/2022	AMAZON	DC	29.88	TOILET CLEANER/DESCALER
14/10/2022	FLAVIN	BP	100.00	FLAIN HALL DEP REF 081022
17/10/2022	TAYLOR	BP	100.00	TAYLOR HALL DEP REF 091022
17/10/2022	Hertscom IT Ltd	171022	858.49	MONTHLY IT COSTS
17/10/2022	Corona Energy - Electricity	171022	10.83	SHENLEY LANE ELEC 0109-300922
19/10/2022	WORLDPAY	191022	85.15	SEPT 2022 TRANS CHGES
19/10/2022	Allstar Business Solutions Lim	191022	106.88	KE03 OBP DIESEL 061022
19/10/2022	MAJESTIC TREE	191022	2,130.48	P/Ledger Electronic Payment
19/10/2022	HERTS COOLING LTD	191022	411.96	SUPPLY/INSTALL FAN MOTOR CELLA
20/10/2022	Base 52	SEPT 2022	52.14	P/Ledger Electronic Payment
20/10/2022	Dayla & James Pettit	201022	784.85	BAR STOCK
20/10/2022	ARCIAGA	BP	100.00	ARCIAGA HALL DEP REF 161022
21/10/2022	Base 52	JUL 2022	52.14	P/Ledger Electronic Payment
21/10/2022	Base 52	AUG2022	52.14	P/Ledger Electronic Payment
21/10/2022	Serebus Holistic Therapies	AMCH516	560.00	SEPT 2022 SEATED EXERCISE/YOGA
21/10/2022	Direct 365 Ltd	1445819	201.34	fem hyg units 100822-090823
21/10/2022	AWM	BP	6.25	VOLUNTEER/SPONSOR COFFEE
21/10/2022	AMAZON/WITTIC PRINT	DC	4.40	FIRE EXIT SIGN - KITCHEN X 2
21/10/2022	David S Sales Ltd	201022	227.71	santa gotto gifts
21/10/2022	Base 52	211022	52.14	P/Ledger Electronic Payment
24/10/2022	Corona Energy - Electricity	241022	897.74	NAPS PAV ELEC 0109-300922
24/10/2022	CASUAL LABOUR	CASUAL LAB	53.07	CASUAL LABOUR W/E 301022
24/10/2022	THE RANGE	THE RANGE	17.98	THE RANGE ITEMS FOR HALLOWEEN
25/10/2022	THE POPPY APPEAL	CQ 301930	100.00	WREATH - CHARITY DONATION
25/10/2022	KENDALLS FLORIST	DC	50.00	BOUQUET - TONI
25/10/2022	Sainsburys	SAINSBURYS	199.50	Sainsburys MULLED WINE

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
26/10/2022	Allstar Business Solutions Lim	261022	116.09	MAINT FUEL
28/10/2022	K BAILEY	BAILEY	100.00	K BAILEY HALL DEP REF 151022
28/10/2022	MA HAYAT	HAYAT	100.00	MA HAYAT HALL DEP REF 221022
28/10/2022	DEA	DEA OCT 22	177.40	DEA OCT 2022
28/10/2022	SALARIES OCT 2022	SALS OCT22	11,604.35	SALARIES OCT 2022
28/10/2022	Screwfix	DC	118.98	LED FESTOON LIGHTS
28/10/2022	Hertscom IT Ltd	281022	33.06	CALL CHARGES
28/10/2022	L A Turner	23583	360.00	P/Ledger Electronic Payment
28/10/2022	Morrisons	281022	136.98	VARIOUS SUPPLIES EVENTS X 4
28/10/2022	Castle Water Ltd	281022	59.13	Purchase Ledger DDR Payment
28/10/2022	Castle Water Ltd	281022	18.67	Purchase Ledger DDR Payment
28/10/2022	Castle Water Ltd	281022	5.00	Purchase Ledger DDR Payment
29/10/2022	Veolia ES (UK) Ltd	291022	732.76	Purchase Ledger DDR Payment
31/10/2022	TOOLSTATION	TOOLSTATIO	5.23	LED BULB
31/10/2022	Onecom Services Ltd	311022	23.94	P/Ledger Electronic Payment
31/10/2022	Sainsburys	SAINSBURYS	150.75	Sainsburys MULLED WINE F/WORKS
01/11/2022	St Albans District Council	11122	131.00	LCCC RATES 010422-310323
01/11/2022	Nelson Dish & Glasswashing Ltd	D/CARD	80.40	GLASS WASHER DETERGENT
01/11/2022	TV LICENCE	TV LIC	13.37	TV LICENCE
02/11/2022	Allstar Business Solutions Lim	DD 021122	345.62	MAINT VEH FUEL
03/11/2022	Screwfix	SCREWFIX	10.65	Screwfix 110V ELECT PLUGS
04/11/2022	Homebase	HOMEBASE	3.25	TOILET DOOR BRACKETS
04/11/2022	TOOLSTATION	TOOLSTATIO	20.92	LED BULBS
04/11/2022	Fleet Line Markers Ltd	SI221029	429.38	AEROSOLS - PLAYING FILEDS
04/11/2022	Slam Signs Ltd	13243	547.20	HEDGEHOG SIGNS X 12
04/11/2022	Debenhams Ottaway Solicitors	D049103	1,272.40	FEES RE LC VILLAGE CLUB
04/11/2022	Linzie Barr	41122	150.00	P/Ledger Electronic Payment
07/11/2022	Southern Electric / SSE Gas	71122	54.24	Purchase Ledger DDR Payment
07/11/2022	Castle Water Ltd	71122	5.00	Purchase Ledger DDR Payment
07/11/2022	MOTOR SERV	MOTOR SERV	93.98	BN07 WSY BATTERY
07/11/2022	MOTOR SERV	MOTOR SERV	85.10	VAN OIL
07/11/2022	Sainsburys	SAINSBURYS	199.00	Sainsburys MULLED WINE
07/11/2022	Alliance Automotive	71122	93.98	bn07wsy - battery
08/11/2022	H LAW RODRIGUES	BP	100.00	HALL DEP REFUND 261022
08/11/2022	AMAZON	AMAZON	23.99	AMAZON PO BOOKS
09/11/2022	STEPHEN RYLANDS	BP	83.59	DIESEL FOR LCPC VAN
09/11/2022	Allstar Business Solutions Lim	DD 091122	226.81	H149 JXK DIESEL 2810 & 011122
09/11/2022	EMMA PAYNE	EP PARKING	5.00	PARKING RE MEETING
09/11/2022	EMMA PAYNE	EP MILK	1.80	MILK VOLUNTEERS
10/11/2022	TOOLSTATION	TOOLSTATIO	10.90	CAR PARK LINE PAINT
10/11/2022	M ARCIAGA	BP	100.00	HALL DEP REF 161022 ARCIAGA
10/11/2022	Sainsburys	SAINSBURYS	104.75	Sainsburys MULLED WINE XMAS LI
11/11/2022	HCC - Herts Fullstop	111122	130.96	CLEANING SUPPLIES
11/11/2022	Mr Fizz - Oak Farm Gas	195570	34.99	CO2 - BAR
11/11/2022	Mr Fizz - Oak Farm Gas	193848	17.50	BAR - CO2
11/11/2022	HTC Fastenings Limited	727068	5.42	WASHERS/BOLTS
11/11/2022	Enterprise Events UK L:td	4193	5,100.00	FIREWORKS 061122
11/11/2022	PKF LITTLEJOHN LLP	SB20223628	1,560.00	LIMITED ASSURANCE REVIEW
11/11/2022	Dream Clean	21530	530.00	3 SITES X 4 VISITS/SHENLEY CAB
11/11/2022	Avanti Gas ON Ltd	400411678	479.15	lccc gas oct 22
11/11/2022	Avanti Gas ON Ltd	400411679	75.52	naps pav gas oct 2022
11/11/2022	Mulbery & Co	20157	386.64	half year audit 2022/2023
11/11/2022	Troy Hayes Planning Limited	2270	330.00	ONGOING LIAISON WITH SEA/HRA
11/11/2022	J Rochford Ltd	153748	325.32	ACER CAM/BEDDING PLANTS ETC
11/11/2022	RSM Phoenix	17216	216.00	BAR AUDIT 261022
11/11/2022	Mark Bilsby	6-11-FW-22	100.00	MC FIREWORKS 061122
11/11/2022	Base 52	OCT 2022	52.14	P/Ledger Electronic Payment
11/11/2022	HTC Fastenings Limited	725032	29.19	VARIOUS TAPE
14/11/2022	N HUSSAIN	BP	100.00	HALL DEP REF 231022 HUSSAIN
14/11/2022	KURRIMCACCAS	BP	100.00	HALL DEP REF 041122 KARRINBACC
14/11/2022	V V CHAVDA	HASELDINE	40.00	V V CHAVDA ELEC SUPP XMAS LIGH
15/11/2022	TURNER	BP	100.00	HALL DEP REF 121122 TURNER

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/11/2022	TESSEMA CREATIONS	BP	15.00	XMAS LIGHTS REF TESSEMA CREAT
15/11/2022	Hertscom IT Ltd	151122	858.49	MONTHLY IT COSTS
15/11/2022	BULDERS MARKET	BUILDERS	128.20	BULDERS MARKET 3 WHEELIE BINS
16/11/2022	Allstar Business Solutions Lim	DD 161122	45.84	VE66 BCV UNLEADED 061122
16/11/2022	The Pipeing Experience	131122	325.00	PIPER REMBEMBRANCE 131122
17/11/2022	Screwfix	SCREWFIX	59.80	LIGHT BULBS
17/11/2022	Screwfix	SCREWFIX	19.78	LIGHT CONNECTORS WAR MEMORIAL
17/11/2022	RAMNAUTH	BP	100.00	HALL DEP REF 240922 RAMNAUTH
17/11/2022	RICHES	BP	100.00	HALL DEP REF 210822 RICHES
17/11/2022	Southern Electric / SSE Gas	DD 171122	133.61	P/Ledger Electronic Payment
18/11/2022	HCC	HCC	1,691.26	PENS OCT 2022
18/11/2022	HMRC	HMRC	3,484.03	HMRC PAYE OCT 2022
18/11/2022	PCSOFTWARE	PCSOFTWARE	66.95	ADOBE
21/11/2022	TOOLSTATION	TOOLSTATIO	50.98	REF ROOM LIGHT
21/11/2022	MOTOR SERV	MOTOR SERV	86.98	BN07 WSY STARTER MOTOR
21/11/2022	Dayla & James Pettit	DD 211122	384.92	BAR STOCK
21/11/2022	Screwfix	SCREWFIX	38.38	Screwfix XMAS TREE WIRING BOX
21/11/2022	WORLDPAY	211122	76.18	TRANS CHGES 0110-311022
21/11/2022	Hertscom IT Ltd	211122	29.58	CALL/SERVICE CHGES
22/11/2022	BLAINS TRAILERS	BLAINS TRA	278.40	BLAINS TRARS TYRES LITTLE VAN
23/11/2022	Allstar Business Solutions Lim	DD 231122	245.43	MAINT FUEL
23/11/2022	ERNEST DOE	ERNEST DOE	132.04	CRICKET MOWER BLADE
24/11/2022	BHUDIA	BP	100.00	HALL DEP REF 201122 BHUDIA
24/11/2022	RBS Rialtas Business Solutions	SM26501	679.99	ANNUAL SUPPORT / MAINT
24/11/2022	L A Turner	23583	410.00	P/Ledger Electronic Payment
24/11/2022	Pro medicus Ltd	INV-1248	225.00	MEDICAL COVER FIREWORKS 061122
24/11/2022	Pro medicus Ltd	INV-1268	100.00	MEDICAL COVER REMEMBRANCE 1311
24/11/2022	Communic8 Hire Ltd	1576	111.00	HANDHELD RADIOS - REMBRANCE
24/11/2022	CASUAL LABOUR	CASUAL LAB	43.43	CASUAL LABOUR W/E 201122
24/11/2022	Morrisons	MORRISONS	83.50	Morrisons XMAS CRACKERS/NAPKIN
25/11/2022	ROBERTS	BP	121.00	HALL REFUNDS 201122
25/11/2022	HCC	HCC	2,590.59	HCC PENS NOV2022
25/11/2022	HMRC	HMRC	5,903.82	HMRC PAYE NOV 2022
25/11/2022	LAWSONS	LAWSONS	56.40	WOOD FOR VAN RAMPS
28/11/2022	PEACE HOSPICE	BP	950.00	DONATION - F/WORKS
28/11/2022	KEARS	BP	35.00	BLACK CACTUS XMAS MKT REFUND
28/11/2022	LC SCOUTS	BP	2,000.00	DONATION LC SCOUTS F/WORKS
28/11/2022	KHAN	BP	100.00	HALL DEP REF 111222 KHAN
28/11/2022	Castle Water Ltd	DD 281122	59.13	P/Ledger Electronic Payment
28/11/2022	Castle Water Ltd	DD 281122	18.67	P/Ledger Electronic Payment
28/11/2022	Castle Water Ltd	DD 2811	5.00	P/Ledger Electronic Payment
28/11/2022	Veolia ES (UK) Ltd	DD 28112	573.43	P/Ledger Electronic Payment
28/11/2022	Wickes	WICKES	152.00	Wickes XMAS TREE FENCE
28/11/2022	Corona Energy - Electricity	281122	11.37	SHENLEY LANE ELEC 0110-311022
28/11/2022	SALARIES NOV 2022	NOV22 SALS	14,760.27	SALARIES NOV 2022
29/11/2022	NISBETS	DC	28.78	NISBETS MUGS FOR KITCHEN
30/11/2022	LC HEDGEHOG RESCUE	BP	175.00	CHARITABLE DONATION F/WORKS
30/11/2022	M JAVED	BP	15.00	TOY TOWN XMAS LIGHTS CANC
30/11/2022	Allstar Business Solutions Lim	DD 301122	90.29	ke14obp diesel 171122
30/11/2022	Onecom Services Ltd	DD 301122	23.94	P/Ledger Electronic Payment
30/11/2022	CASH FROM COOP A/C	CASH COOP	100.00	CASH RE EXTRA FLOAT REQUIRED

83,937.22



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& Chartered Tax Advisors

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Our Ref: MARK/LON001

Mrs E Payne
London Colney Parish Council
Parish Council Offices
London Colney Community Centre
Caledon Road
London Colney
Hertfordshire AL2 1PU

2 November 2022

Dear Emma

Re: London Colney Parish Council
Internal Audit Year Ended 31 March 2023 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 25 August 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at London Colney Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.londoncolney-pc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. A review of accounting records shows that sufficient narrative detail is provided to clearly identify the source of transactions, and amounts appear to be allocated to the most appropriate nominal codes.

I have no doubt that Members are provided with sufficient information to make informed financial decisions.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

At the time of the interim audit, the External Auditor had issued an interim certificate stating 'The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2022; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters. Our fee note for the limited assurance review will be issued when we certify completion'.

This has been published on the council website along with the Notice of Conclusion of Audit, and this will be reported to council at the meeting held on 2 November 2022.

I note reference within the minutes of both Finance & General Purposes Committee meetings and Council meetings of reviews of Internal Audit reports received, demonstrating that the council takes the internal audit process seriously and considers and acts upon recommendations where appropriate.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of each councillor and includes their individual Register of Members' Interest Forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. The council has a Transparency Documents tab on the website, and from reviewing this and information elsewhere on the website I am satisfied that the council is following the Transparency Code requirements.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors, although the website shows only 5 councillors having these as their published email contact. **It is recommended to use common email addresses in the format cllr.smith@londoncolney-pc.gov.uk because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.**

The council has a Privacy Notice and Accessibility Statement on the website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure and working parties in place. Terms of Reference are published on the council website, and details of future meeting dates are prominently displayed on the home page of the council website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. I note that non-confidential supporting papers are included within the agenda pack available on the website, in accordance with the requirements of the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the council's website.

Minutes are routinely published on the council website.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 2 March 2022 (minute ref 90/22.5). The Standing Orders include a history of document revisions making it clear what changes were applied and when.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial Regulations are based on the NALC model and were last reviewed and adopted by council on 2 March 2022 (minute ref 90/22.5). The Regulations include a history of document revisions making it clear what changes were applied and when. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

To support the Financial Regulations, the council has also adopted a Scheme of Delegation which is published on the council website.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 3.1. Expenditure on revenue items may be authorised up to the amounts for that class of expenditure in the approved budget. This authority is to be determined by

- *the council for all items over £5,000*
- *a duly delegated committee of the council for items over £500.*
- *The Clerk, following the scheme of delegation agreed by Council for items under £500 and reported to the Chairman of the Council or Chairman of the appropriate committee.*

Such authority shall be evidenced by a minute of the relevant committee.

Contracts shall not be disaggregated to avoid controls imposed by these regulations.

FR 3.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be

done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Clerk shall report the action to the Council as soon as practicable thereafter.

I discussed with the Clerk and Finance Officer the process for receiving and paying invoices. This is robust and includes the use of Purchase Orders, with these signed and coded to the correct nominal ledger account. Payments are made via online banking, with single user status as this is the only provision available from the current bank.

Dual access online payments are recommended as they provide an additional layer of security, but I am confident that all reasonable steps are currently taken by the council within the confines of the single user system offered by their bank.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector. The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT returns on a quarterly basis. There have been some technical issues with the most recent returns, but I was able to check the return submitted for the period ended 31 March 2022 which showed a refund amount due of £22,606.53. I was able to confirm receipt of this amount to the council's bank account on 10 May 2022. This is higher than normal refund amounts due to works completed on the Splash Pad during the period of the return.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk assessment process in place which was most recently reviewed and approved by council in March 2022 (minute ref 90/22.4).

I reviewed the risk assessment, which is published on the council website. This assesses each risk identified by activity, provides a description of the risk/hazard, defines who is at risk, calculates an overall risk score based on an impact and probability assessment, lists existing mitigation controls in place, details any further action (where applicable), identifies the risk owned and confirms previous and next review dates.

The risk assessment is comprehensive, and from my review I am confident that all reasonable risks associated with a council of this size have been considered. There are details of playground risk assessments published on the council website, which are completed regularly by a qualified staff member, with an annual RoSPA inspection also completed. It is clear that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with BHIB which expires on 30 September 2023. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fidelity Guarantee level of £750,000 which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £300,668 for 2022/23. With a tax base of 3,459.9, this equates to a band D equivalent of £86.90 (compared to the average in England of £74.81).

The Clerk confirmed that the 2023/24 budget setting process is underway and provided me with the timetable for approval. This shows that an initial working party meeting was held on 26 October, with a further meeting scheduled for 16 November. The Finance & General Purposes Committee will review the budget at the meeting scheduled for 7 December and make a recommendation to council for the final budget and precept demand to be agreed at the council meeting scheduled for 18 January 2023. A further reserve date for an additional meeting (if needed) has been set aside for 25 January 2023.

There is evidence within the minutes of the Finance & General Purposes Committee meetings of regular reviews of financial information, including but not limited to, reviews of aged debtor reports and reporting of bank reconciliations.

The council has a range of clearly annotated earmarked reserves reported within the accounting system, totalling circa £136,000, and also holds circa £126,000 in the general reserve.

The council has adopted a Reserves Policy which includes an objective to maintain the general reserve at a minimum of £90,000.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance exceeds the minimum figure contained within the councils' adopted Reserves policy and within the recommended range outlined in the JPAG documents.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income hall hire, sports bookings, allotment rents, bar income, newsletter advertising and sponsorship. Fees and charges are normally reviewed as part of the budget setting process, and efforts have been made to align regular and occasional hall hire fees, adjusted for an agreed 15% discount for regular hirers.

Most income is received either through BACS payments direct to the council's bank account or the use of a Point of Sale (POS) card machine.

The council handles a small amount of cash from its Lunch Club and bar takings. In each instance, there are receipts and/or till rolls to verify amounts against and the cash is held in a locked safe until such time as it is banked – normally weekly.

A review of the accounting records shows that sufficient narrative detail is provided to clearly identify the source of income received.

I reviewed the aged debtor report from the accounting records. This shows circa £25,000 outstanding, with circa £32,000 outstanding for more than 60 days. This is offset by on account payments totalling circa £14,500. The Clerk confirmed that the aged debtor report is a work in progress, and some historic issues exist due to previous changes in staffing. It has also been identified that some of the outstanding amounts due have actually been paid, but not processed through the ledger system.

The aged debtor report should be used by the council as a tool to manage its outstanding amount sowed, and as such needs to be reliable and accurate to use for this purpose and I recommend that the council ensures sufficient resourcing is made available to make significant progress on this before the end of the financial year.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains floats for the office, the bar and the lunch club, but the Clerk confirmed these are for change rather than petty cash, and no further checks are needed in this area.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has the equivalent of 6.5 full-time equivalent staff, and a staff structure is published on the council website under the transparency information. All staff members have a signed contract of employment, and these are in the process of being reviewed and updated by the council's HR consultant.

Staff members are paid in accordance with a fixed salary point on the NJC salary scale and the council is registered with the Local Government Pension Scheme (LGPS). The re-declaration is due this year, and the Clerk has this matter in hand.

The payroll function is outsourced to a third-party company who complete the PAYE, NI and Pension deduction calculations. Amounts are then advised to the council who make the salary, HMRC and pension payments in the same way as all others.

I reviewed the payroll report for month 6 and confirmed the payroll deductions amounts appear correct.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register which is maintained in Excel format. The Clerk shared with me the working document for the current financial year, which includes a summary page and then detailed pages for the various sections of the council's business.

The detailed sections include a description of the asset and the date of acquisition and disposal (where appropriate) along with location information. Asset values are correctly based on original cost or where transferred/donated/bequeathed, listed at a nominal £1 value.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing nor long-term investments. I note the council has adopted an Investment Policy which is published on the council website

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial regulation 4.2 states *'On a regular basis, at least once a quarter, and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions to, and noted by the Council (Finance Committee).'*

Bank reconciliations are completed monthly and presented to council for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the reconciliation and bank statement have been signed in accordance with the Financial Regulations, and this activity is recorded in the minutes of meetings.

The council currently benefits from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) due to its annual budget being less than €500,000 (approx. £430,000). I note that the council holds a figure higher than this with the £85,000 limit with Unity Trust. The council also holds a large balance with the CCLA, which is not protected by the FSCS.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Audit findings

Testing to be conducted at final audit.

L: TRANSPARENCY

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	29 June 2022
Date inspection notice issued	30 June 2022
Inspection period begins	1 July 2022
Inspection period ends	11 August 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and Interim External Auditor Report and Certificate and the publication requirements for 2021/22 have been met. The Clerk is aware of the requirement to publish the final External Auditor's Report and Certificate once received.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	It is recommended to use common email addresses in the format cllr.smith@londoncolney-pc.gov.uk because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.	
INCOME	The aged debtor report should be used by the council as a tool to manage its outstanding amount sowed, and as such needs to be reliable and accurate to use for this purpose and I recommend that the council ensures sufficient resourcing is made available to make significant progress on this before the ned of the financial year.	

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 18 JANUARY 2023

REPORT BY: EMMA PAYNE

SUBJECT: BUDGET 2023-24

1. SUMMARY

1.1 This budget has been reviewed by the Budget Working Party at their meetings on 26 October and 30 November 2022 and has been recommended to be adopted by Council by the Finance & General Purposes Committee meeting held on 14 December 2022.

2. RECOMMENDATION

2.1 Members are asked to approve:

- a) The fees and charges for 2023-24 as set out below.
- b) The budget for 2023-24 as set out in this report
- c) The precept for 2023-24 is set at £315,000.

2.2 Members are asked to note that SADC will be paying the precept in two payments, (see item 4.3) below.

3. BACKGROUND

3.1 The budget has been assessed by individual committees, who made recommendations for new budget items. It was then reviewed by the Budget Working Party. This review included an assessment of the predicted end of year for 2022-23; a review of the general and earmarked reserves and a proposed budget for 2023-24 considering the new budget items recommended by Committees and other inflationary increases.

3.2 The Events Committee was asked to re-consider their budget and identify where savings could be achieved, and this new budget has been reviewed by the Budget WP at their meeting on 30 November.

3.3 This process has included a review of all income streams and charges. It was recommended by the Budget WP that some fees and charges were increased, namely:

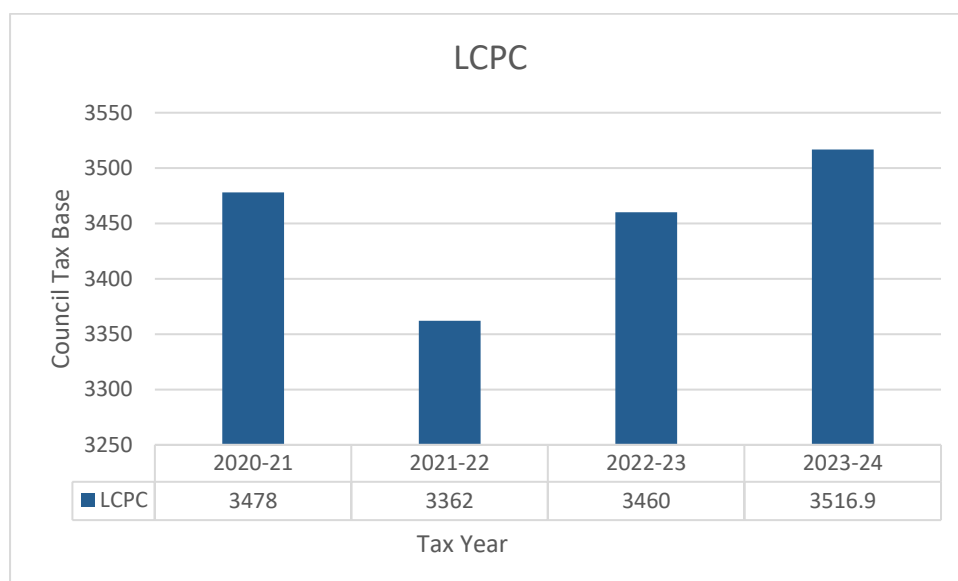
- Ad hoc hire charges
- Sponsorship
- Newsletter advertising
- Lunch Club
- Firework Tickets

Allotment rent, sports fees and hire charges for regular hirers were not increased.

3.4 New budget items were included in the budget for 2023-24 (see below)

4. FINANCE

4.1 SADC have provided the Clerk with the Council Tax base for 2023-24, which has been set at 3516.9. This is an increase of 56.9 properties on 2022/23.



4.2 Setting the precept at £315,000 equates to the following increase in the precept and the parish council's proportion on a Band D property.

2023-24		Increase	%
Precept	£315,000	£14,060	4.67%
Band D	£89.57	£2.59	2.98%

4.3 In accordance with Part 2 of schedule 1 of the Local Authorities Funds Regulations 1992 SADC will be paying the precept for the Financial Year 2023/24 on 21st April 2023, unless the precept requirement exceeds £300,000. Where this is the case, the precept will be paid in two instalments on 21st April 2023 and on 29th September 2023. Please note this is a change to previous arrangements. For the financial year 2024/25 and onwards, it is proposed to pay the precept to all parishes in two equal instalments, regardless of the requirement.

4.4 This will have an impact on the amount of income generated from the investment of the precept, which has previously been the case. Income generation from investments is dependent on the interest rate on the account where the money is invested. Following the the increase in the Bank of England's interest rate, the parish council's income from investments has increased. This has also been due to having the capital receipt from the Doctors Surgery lease to investment, the capital of which is predicted to be £87,554 at the end of the financial year.

4.5 Previous levels of investment income are:

2022/23 (Year to Date)	2021/22	2020/21	2019/20
£1268	£235	£96	£423

4.6 The Parish Council has adopted an [Investment Policy](#). It currently has funds invested in the following accounts:

- CCLA
- Triodos
- Unity Trust

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	This report presents a balance budget with new budget items included and conservative income generation forecast.
Resources (including workforce)	N/A
Risk Management	A thorough review of all financial concerns has been undertaken as part of this budget including General Reserve levels.

**LONDON COLNEY PARISH COUNCIL - BUDGET 2023-24
NEW BUDGET ITEMS**

Budget Code	New budget item	Committee	Date of Meeting	Amount	Description of new budget item
Professional fees	Revaluation of parish council buildings	F&GP	19/05/2022	£2,000	Revaluation of assets prior to renewal of insurance in October 2023
Grants Other	School trip funding	F&GP	19/05/2022	£600	£200 per school to be given as a grant for school trips
Tree	Triennial Tree Survey	E&N		£3,000	To undertake the triennial H&S tree survey on high-risk areas only
Newsletter printing	Honorium for designer	E&C	24/05/2022	£1,000	Increase honorium from £750 to £1,000
Signs & seats	Play area signs	E&N		£1,000	Increase this budget to have a rolling programme of sign updating for all sites
Napsbury	Fence at MUGA	E&N		£2,000	Replace fence at MUGA with remainder from EMR Napsbury (£3133)
EMR Equipment	Equipment Renewal	E&N		£2,500	To build up an earmarked reserve for equipment replacement
H&S-Community Centre	Asbestos Report	HR	13/09/2022	£2,000	To undertake an asbestos survey which is a recommendation from H&S report
Events	Kings Charles Coronation	E&C	04/10/2022	£1,000	Event or commemoration of Coronation with £1500 from EMR Community Projects

HALL HIRE FEES & CHARGES FROM 1/4/2023

Code	Summary	Description	Selling Price	Quantity	Unit
ADDAY	Community Centre Day Rate	Community Centre Day Rate Monday - Friday 0900-1800	£19.00	Hours	
ADEVE	Community Centre Evening Rate	Community Centre Evening Rate Monday-Thursday 1800-2400	£20.00	Hours	
ADWKD	Community Centre Weekend Rate	Community Centre Weekend Rate Friday evening, all day Saturday & Sunday	£23.00	Hours	
KIT1	Caledon Community Centre - Kitchen Hire Prep	Caledon Community Centre - Kitchen Hire Prep	£12.00	Hours	
KIT2	Caledon Community Centre - Kitchen Hire Cook	Caledon Community Centre - Kitchen Hire Cook Hire Rate	£18.00	Hours	
KIT3	Caledon Community Centre - Kitchen 4 hours	Caledon Community Centre - Kitchen 4 hours	£96.00	Sessions	
LCC5	Caledon Community Centre - Commercial Hire	Hire of London Colney CC - Commercial Hire Rate	£31.50	Hours	
REGDAY	Community Centre Regular Hire Day Rate	Community Centre Regular Day Rate Monday to Friday 0900-1800	£17.00	Hours	
REGEVE	Community Centre Regular Hire Evening Rate	Community Centre Regular Hire Evening Rate Monday - Thursday 1800-2400	£18.00	Hours	
REGWKD	Community Centre Regular Hire Weekend Rate	Community Centre Regular Hire Weekend Rate Friday 1800, Saturday & Sunday all day	£21.00	Hours	
MW1	Morris Way hire of Pavilion - Weekday	Morris Way hire of Pavilion - Weekday	£13.00	Hours	
MW2	Morris Way hire of Pavilion - Weekend Day	Morris Way hire of Pavilion - Weekend Day	£16.00	Hours	
MW3	Morris Way hire of Pavilion - Weekends Night	Morris Way hire of Pavilion - Weekends Night	£18.00	Hours	
NAP1	Napsbury hire of Pavilion - Week day	Napsbury hire of Pavilion - Week day	£20.00	Hours	
NAP2	Napsbury hire of Pavilion - Weekends	Napsbury hire of Pavilion - Weekends	£25.00	Hours	

Miscellaneous Income from 01/04/2023

		VAT	VAT Rate
Annual Fishing Rights Lowbell Lane	£1,100.00	S	20%
Memorial Bench Donations	£950.00	E	
Memorial Tree Donations	£150.00	E	

Allotment Rent from 1/4/2023

	Standard rate	Discounted rate*
Full size allotment	£37.00	£25.00
Half allotment	£25.00	£15.00
Quarter allotment	£15.00	£10.00

Newsletter Advertising from 1/4/2023

		1 Edition	4 Editions VAT
Full page back cover	width 210mm x height 297mm	£148.50	£535.00 S
Full page inside back or front cover	width 210mm x height 297mm	£139.00	£500.00 S
Full page inside	width 210mm x height 297mm	£134.00	£482.00 S
Half Page	width 200mm x height 140mm	£71.00	£256.00 S
Quarter Page	width 98mm x 145mm	£39.00	£140.00 S
Classified Ad	width 98mm x 70mm	£39.00	£140.00 S

Sponsorship Rates from 1/4/2023

Platinum Package £2,200 plus VAT

Sponsorship of 4 parish events: Larks in the Parks, Fireworks, Picnic in the Park, Christmas Lights Switch On – logo on all marketing and announcements at events

Social media promotions and listed website as a major sponsor/community partner

Half page ad in all editions of the parish magazine for the year (artwork to be provided for advert)

Option to specifically sponsor an element e.g., the Christmas Tree, Christmas Biscuits or Santa's Grotto

Gold Package £1,100 plus VAT

Sponsorship of 2 parish cour

Social media sites and listed website as a gold sponsor/community partner

Quarter page ad in all editions of the magazine for the year (artwork to be provided for advert)

Silver Package £550 plus VAT

Sponsorship of 1 event

Social media support and website as a sponsor

1 x quarter page ad in 2 editions of parish magazines (artwork to be provided for advert)

Bronze Package £300 plus VAT

Quarter page advert in 2 editions of magazine

Social media support and website as sponsors

Event Charges from 1/4/2023

Stall Hire

Events: Larks in the Park, Picnic in the Park, Christmas Lights Switch On

Regular Stall	£10.00
Food Vendors	£40.00
Funfair	£50.00 Per ride

Firework Display

Donation per person	£2.00
Glo stick vendors	£75.00
Food vendors	£65.00
Funfair	£50.00 Per ride

Lunch Club

Regular Lunch	3 courses	£7.00
	2 courses	£6.00
Special lunches		£7.00
Christmas lunches		£8.50

Sports Hire from 1/4/2023

All fees exclude VAT. Bookings over 10 units are VAT free
(VAT Notice 701/45)

Football Pitch Hire	One Off		£44.00
	WHL Multi Booking	Multi use 30 week	£656.00
	Small Pitch	Multi use 30 week	£400.00
	Youth pitch	Multi use 30 week	£525.00
	Training	Light evenings	£110.00
	Half Term Daytime		£110.00

(*) reason we have to put up and
take down goalposts and nets.

St Columbas*	
1 Pitch - football	£60.00
1 pitch - rugby	£65.00
2 Pitches	£84.00
3 Pitches	£110.00
4 Pitches	£130.00

Cricket Pitch Hire	One off hire	£100.00
	Harpenden Dolphins CC	£88.00
	Bamville CC	£88.00
	Paras Borkhartia CC	£90.00
	St Colomba's Prep School 2 wickets (1 pr	£84.00
	Prep Field Only	£125.00
	Main School	£74.00

LONDON COLNEY PARISH COUNCIL BUDGET 2023-24 V3

		2022-23			2023-24		
		BUDGET			BUDGET		
		Predicted Income	Predicted Expenditure	Variance	Income	Expenditure	Variance
100	Central Operations	£308,268	£192,152	£116,116	£321,450	£193,860	£127,590
110	Civic and Democratic		£0	£0		£0	£0
120	Grants	£0	£2,500	-£2,500	£0	£4,100	-£4,100
200	Morris Way Pavilion/Recreation Ground	£6,800	£21,234	-£14,434	£7,000	£7,480	-£480
210	Grounds Maintenance Department	£11,569	£119,978	-£108,409	£5,613	£132,122	-£126,509
220	Shenley Lane	£1,500	£2,530	-£1,030	£1,500	£1,330	£170
230	Caledon Community Centre	£45,000	£47,257	-£2,257	£55,000	£49,435	£5,565
240	Napsbury Park Pavilion/Recreation Ground	£8,600	£7,700	£900	£8,400	£9,700	-£1,300
300	Larks in the Parks	£0	£0	£0	£2,600	£7,441	-£4,841
320	Fireworks	£1,450	£9,550	-£8,100	£5,500	£7,146	-£1,646
340	Remembrance Sunday		£2,071	-£2,071		£2,154	-£2,154
370	Lunch Club	£6,870	£18,000	-£11,130	£9,600	£18,000	-£8,400
400	General Events Costs	£0	£6,856	-£6,856	£2,400	£4,156	-£1,756
420	Halloween Disco	£400	£494	-£94	£400	£544	-£144
430	Christmas Lights Switch On	£1,080	£3,663	-£2,583	£1,080	£3,420	-£2,340
460	Picnic in the Park	£3,063	£2,577	£486	£3,278	£3,068	£210
		£394,600	£436,563	-£41,963	£423,821	£443,956	-£20,135

Draw on reserves

£20,000 **-£135**

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
100	Central Operations				
1076	Precept	£300,668	£300,688	£313,500	4.17% increase in precept, 2.98% Band D
1085	S106 Income	£0	£0	£0	
1090	Interest Received	£1,500	£600	£1,500	
1100	Parish News Letter Income	£2,000	£2,000	£2,000	
1110	Allotment Income				Moved to cost centre 210
1120	Fishing Rights	£1,100	£1,100	£1,200	
1130	Corporate Sponsorship	£3,000	£4,000	£3,000	
1900	Miscellaneous Income	£0	£250	250	
1970	Good Neighbour Scheme				
	Total Income	£308,268	£308,638	£321,450	
4000	Salaries	£83,616	£69,960	£76,113	
4005	National Insurance Costs	£19,678	£18,070	£19,332	
4010	Employer Pension Costs	£27,087	£23,795	£28,096	
4030	Staff Training	£1,000	£1,000	£1,500	2 x Filca @ £120 each, first aid at work x 1, emergency first aid x 1, Spraying Course x 1
4035	Payroll Charges	£600	£600	£600	
4045	Councillor Training/Courses	£500	£500	£500	
4050	Health and Safety	£1,500	£1,500	£3,500	Increase by £2K for asbestos survey of community centre
4055	Chairmans Allowance	£300	£300	£300	
4060	Meeting Expenses	£125	£125	£125	
4140	Salaries Cleaning/Caretaking	£15,045	£15,065	£18,484	
4145	Cleaning Supplies	£1,750	£1,750	£2,000	
4150	Insurance	£4,781	£4,100	£5,000	
4325	Trade Refuse	£7,500	£4,200	£7,500	
4500	Office Supplies	£750	£750	£800	
4505	Postage	£100	£250	£200	
4510	Office Machine Leasing & Costs	£1,650	£1,650	£1,700	
4515	Parish Magazine - Printing	£5,466	£5,000	£6,500	Based on 20 pages x 4 editions plus £1K honorium
4520	Parish Magazine - Distribution	£1,300	£1,300	£1,500	
4523	Neighbourhood Plan	£0	£0	£0	
4525	Advertising & Promotion	£500	£500	£500	
4530	Telephone/Fax/Internet	£1,400	£1,400	£1,400	
4535	Allotment leases				
4540	Subscriptions	£1,900	£1,900	£1,900	
4546	Charity Collection Pay Over	£0	£0	£0	
4550	Computing Costs	£5,800	£7,000	£6,500	
4555	Website Maintenance	£250	£250	£250	
4560	Bank Charges	£80	£75	£85	
4561	Bad Debt write off	£100	£100	£100	
4565	Legal & Professional Fees	£3,000	£3,000	£1,000	Use £2 from EMR
4575	Internal & External Audit	£2,500	£2,500	£2,500	
4580	Professional Costs	£3,000	£3,000	£5,000	Increase by £2K for revaluation of buildings for insurance purposes
4585	Christmas Biscuits	£600	£600	£600	
4610	Traffic Enforcement	£0	£0	£0	
4620	War Memorial	£200	£200	£200	
4900	Miscellaneous Expenditure	£75	£75	£75	
	Overhead Expenditure	£192,152	£170,514	£193,860	
110	Civic and Democratic				
4705	Election Expenses	£0	£0	£0	
	Overhead Expenditure	£0	£0	£0	

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
120	Grants				
1080	Other Grants Received	£0	£0	£0	
	Total Income	£0	£0	£0	
4800	Grants - Other	£1,500	£2,500	£3,100	Increase by £600 to grant each school £200 for school trips
	Grants - CASTAD	£1,000	£0	£1,000	
	Overhead Expenditure	£2,500	£2,500	£4,100	
200	Morris Way Pavilion/Fields				
1200	Hire of Pavilions	£1,800	£2,000	£2,000	
1210	Hire of Sports Pitch	£5,000	£5,000	£5,000	
	Total Income	£6,800	£7,000	£7,000	
4105	Utilities - Electricity	£5,000	£4,580	£5,000	
4110	Utilities - Water	£1,500	£1,500	£1,500	
4155	Licences	£180	£180	£180	
4200	Maintenance	£500	£500	£500	
4220	Playing Field Maintenance	£300	£300	£300	
4230	Playground Maintenance				
4275	Splash Pad	£13,754	£0	£4,000	
	Overhead Expenditure	£21,234	£7,060	£7,480	
210	Grounds and Maintenance Dept				
1100	Allotment Income	£4,069	£2,000	£2,500	
1400	Napsbury Support Fund	£7,500	£7,500	£3,113	
1995	Memorial Bench Donations	£0	£0	£0	
	Total Income	£11,569	£9,500	£5,613	

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
210	Grounds and Maintenance Dept				
4000	Salaries	£78,433	£74,039	£81,422	
4001	Napsbury Support Fund				
4105	Utilities - Electricity	£2,500	£2,500	£2,000	
4111	Utilities - Water - Allotments	£750	£750	£750	
4200	Maintenance	£1,000	£1,000	£1,000	
4220	Playing Field Maintenance	£500	£500	£500	
4230	Playground Maintenance (all sites)	£2,150	£2,150	£2,350	
4270	Clock Maintenance	£200	£200	£200	
					Additional costs for enhanced structural testing and electrical isolators. This is a requirement of Herts Highways
4300	Xmas Lights Maintenance/Rent	£9,999	£9,000	£13,500	
4305	Vehicle Maintenance & Costs	£2,000	£2,000	£2,000	
4310	Machine Maintenance & Costs	£1,750	£1,750	£1,750	
4311	Vehicle Purchase				
4315	Fuel	£5,055	£2,500	£6,000	
4320	Vehicle Insurance	£1,591	£1,100	£1,600	Increased due to higher vehicle value Increase by £1K to instigate a rolling programme of play ground signs replacements
4330	Signs, Boards & Seats	£1,000	£1,000	£2,000	
4331	Memorial benches	£0	£0	£0	
4335	Lowbell Ln River Edge & Green	£400	£400	£400	
4340	Plants & Flowers	£4,500	£4,500	£3,500	
					Increase by £3K to include tree survey of high risk areas
4345	Tree Maintenance	£4,000	£4,000	£7,000	
4355	Litter Bins	£500	£500	£500	
4360	Allotments Repairs & Maint,	£1,750	£1,750	£1,250	
					Increase by £2.5K to build up EMR for replacement GM equipment
4385	Equipment - Grounds & Maintean	£750	£750	£3,250	
4400	Environmental Projects	£0	£0	£0	
4535	Allotment Leases	£650	£650	£650	
4580	Professional Costs	£500	£500	£500	
	Overhead Expenditure	£119,978	£111,539	£132,122	
220	Shenley Lane				
1210	Hire of Sports Pitch	£1,500	£1,500	£1,500	
	Total Income	£1,500	£1,500	£1,500	
4105	Utilities - Electricity	£330	£330	£330	
4110	Utilities - Water	£350	£350	£350	
4200	Maintenance	£150	£150	£150	
4220	Playing Field Maintenance	£1,500	£1,500	£500	
4230	Playground Maintenance	£200	£200		centralised playground budget
	Overhead Expenditure	£2,530	£2,530	£1,330	

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
230	London Colney Community Centre				
1250	Bar takings	£15,000	£10,000	£15,000	
1260	Hall Hire & Rent-casual	£14,000	£8,000	£20,000	
1265	Hall Hire & Rent -Regular Hire	£16,000	£17,000	£20,000	
	Total Income	£45,000	£35,000	£55,000	
4000	Salaries	£7,801	£7,336	£8,035	
4015	Casual Staff	£3,000	£3,121	£3,000	
4100	Utilities - Gas	£2,800	£2,800	£2,800	
4105	Utilities - Electricity	£9,900	£9,900	£9,900	
4110	Utilities - Water	£2,200	£2,200	£2,200	
4115	Utilities - Rates	£1,306	£1,350	£1,350	
4155	Licences	£1,500	£1,500	£1,500	
4170	Bar Supplies	£10,000	£5,000	£12,000	
4175	Bar facilities	£450	£450	£450	
4180	Bar repairs and maintenance	£350	£350	£350	
4185	Kitchen & Caretaking Supplies	£700	£770	£850	
4200	Maintenance	£5,000	£5,000	£5,000	
4205	Fire & Security Alarms	£2,000	£0	£2,000	
4220	Playing Field Maintenance	£250	£0		
	Overhead Expenditure	£47,257	£39,777	£49,435	
240	Napsbury Park Pavilion/Fields				
1200	Hire of Pavilions	£2,700	£3,500	£2,700	
1210	Hire of Sports Pitch	£1,500	£1,500	£1,500	
1212	Hire of Cricket Pitch	£2,200	£2,500	£2,200	
1214	School Pitch Hire	£2,200	£1,600	£2,000	
	Total Income	£8,600	£9,100	£8,400	
4100	Utilities - Gas	£1,400	£1,400	£1,400	
4105	Utilities - Electricity	£1,200	£1,200	£1,200	
4110	Utilities - Water	£850	£850	£850	
4200	Maintenance	£3,000	£3,000	£5,000	Increase by £2k plus EMR for Napsbury
4220	Playing Field Maintenance	£1,250	£1,250	£1,250	
	Overhead Expenditure	£7,700	£7,700	£9,700	

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
300	Larks in the Park				
1250	Bar Takings	£0	£1,500	£2,000	
1300	Event Income - Concessions	£0	£600	£600	
	Total Income	£0	£2,100	£2,600	
4170	Bar Supplies	£0	£750	£1,000	
5000	General Event Costs	£0	£2,140	£2,990	
5010	Food Costs	£0	£300	£300	
5015	Entertainment Costs	£0	£2,500	£2,000	
5020	Other Event Costs	£0	£152	£1,151	
	Overhead Expenditure	£0	£5,842	£7,441	
320	Fireworks				
1250	Bar Takings	£600	£600	£600	
1300	Event Income - Concessions	£350	£250	£400	
1320	Events - Fireworks Income	£500	£500	£4,500	50% of admission to charity
	Total Income	£1,450	£1,350	£5,500	
4155	Licences	£21	£21	£21	
4170	Bar supplies	£300	£300	£300	
5000	General Event Costs	£842	£842	£665	
5010	Food Costs	£100	£100	£50	
5015	Entertainment Costs	£5,500	£5,500	£4,700	
5020	Other Event Costs	£447	£447	£531	
5035	Road Closures	£2,340	£2,340	£900	
	Overhead Expenditure	£9,550	£9,529	£7,146	
340	Remembrance Sunday				
5000	General Event Costs	£201	£201	£201	
5015	Entertainment Costs	£500	£500	£500	
5020	Other Event Costs	£400	£400	£483	
5035	Road Closures	£970	£970	970	
	Overhead Expenditure	£2,071	£2,071	£2,154	
370	Lunch Club				
1350	Lunch club - Tuesday	£3,670	£7,200	£5,000	
1355	Lunch Club - Thursday	£3,200	£7,200	£4,600	
	Total Income	£6,870	£14,400	£9,600	
5500	Lunch club costs	£18,000	£18,000	£18,000	
	Overhead Expenditure	£18,000	£18,000	£18,000	
400	General Council Events				
1250	Bar Takings	£0	£0	£0	
1300	Event Income - Concessions	£0	£0	£0	
1310	Event Income - Ticket Sales	£0	£0	£0	
1370	Seated exercise income	£0	£0	£2,400	
1401	Charity Collections	£0	£0	£0	
	Total Income	£0	£0	£2,400	
5000	General Event Costs	£66	£566	£1,066	
5010	Food Costs	£70	£70	£70	
5015	Entertainment Costs	£2,940	£2,940	£0	
5020	Other Event Costs	£80	£80	£80	
5070	Seated exercise costs	£3,700	£3,700	£2,940	
	Overhead Expenditure	£6,856	£7,356	£4,156	

		2022-23 Predicted	2022-23 Budget	2023-24 Budget	Notes
420	Halloween Disco				
1250	Bar Takings	£100	£100	£100	
1310	Event Income - Ticket Sales	£300	£300	£300	
	Total Income	£400	£400	£400	
5000	General Event Costs	£44	£44	£44	
5010	Food Costs	£150	£150	£150	
5015	Entertainment Costs	£250	£250	£200	
5020	Other Event Costs	£50	£50	£100	
	Overhead Expenditure	£494	£494	£544	
430	Christmas Light Switch On				
1250	Bar Takings	£600	£600	£600	
1300	Event Income - Concessions	£480	£480	£480	
	Total Income	£1,080	£1,080	£1,080	
1250	Bar Supplies	£300	£300	£150	
5000	General Event Costs	£588	£688	£718	
5015	Entertainment Costs	£400	£400	£400	
5020	Other Event Costs	£525	£525	£302	
5035	Road Closures	£1,850	£1,850	£1,850	
	Overhead Expenditure	£3,663	£3,240	£3,420	
460	Picnic in the Park				
1300	Event Income - Concessions	£270	£350	£350	
1310	Event Income - Ticket Sales	£2,793	£2,625	£2,928	
	Total Income	£3,063	£2,975	£3,278	
5000	General Event Costs	£224	£231	£231	
5010	Food Costs	£58	£60	£60	
5015	Entertainment Costs	£2,175	£2,500	£2,500	
5020	Other event costs	£120	£277	£277	
	Expenditure	£2,577	£3,068	£3,068	
	Net income over expenditure				
	Grand Total Income	£394,600	£393,043	£423,821	
	Expenditure	£436,563	£392,965	£443,956	
	Net Income over Expenditure	-£41,963	£78	-£20,135	
	Movement to/(from) General Reserve	-£41,963	£78	-£20,135	
	Transfer from General Reserves			-£20,000	
				-£135	

Proposed Freight Terminal on the Radlett Aerodrome site

This council notes

1. The company currently known as Segro (formerly Helios) obtained planning permission in 2016 to build a freight terminal on the former Radlett airfield which borders the parish.
2. Whilst the development has been marketed as a “Strategic Rail Freight Terminal” the development does not have a Development Consent Order, so does not meet the criteria for being considered as an infrastructure development of strategic importance.
3. The rail component of the terminal is likely to be very limited due to capacity constraints on the Midland Mainline and the need to use specialised container cars due to the limited clearances in the tunnels between Elstree and West Hampstead which all trains will need to traverse. So, the terminal will be mainly lorry based with several thousand lorries accessing per day via a roundabout at hedges Farm on the A414. Many of which will traverse the London Colney and Bell roundabouts to access the M25 or A1.
4. The limited rail access to the site will be via a tight U-curve adjacent to Napsbury Park, leading to loud metal on metal screeching that will be audible across London Colney for long periods as the curve is traversed by 750m long trains. Because of capacity constraints most freight trains will be at times when passenger rail traffic is low (ie overnight).
5. Whilst the original planning permission required improvements to Park Street, London Colney and Bell roundabouts and M25 junctions 22 and 23 the developer is backtracking on commitments. St. Albans District council is unlikely to have the resources to enforce the conditions or fight an order to have them removed.
6. The land on which the terminal is proposed to be built is mainly owned by Hertfordshire County Council. Gorehambury Estate and Tarmac own some parts. The only barrier to the construction of the terminal is the sale of the land to Segro by the 3 landowners.
7. Hertfordshire County Council have indicated they had advice that they are legally compelled to sell the land to Segro, despite the lack of a Development Consent Order. They assert that to do otherwise would “thwart the intention of the secretary of state”. Many local people do not believe them and have asked them to publish their advice. Not least because the current government has confirmed stated the decision to sell is a local one to be made by Hertfordshire County Council.
8. Hertfordshire County Council are currently refusing to publish legal advice they have received regarding the sale of the land. Despite having set a precedent by publishing legal advice they have received on other matters.

This council believes

1. The construction of the terminal will be a disaster for the village, especially for residents of Napsbury Park, Shenley Lane and the western side of the village who will be subjected to continual noise and light pollution.

2. That even with improvements the road network set out in planning conditions the expected lorry traffic from the terminal will cause significant traffic congestion curtailing access to the village and impacting the viability of other local businesses.
3. The pollution from lorry traffic will have a significant impact on local quality of life.
4. The proposed site on green belt land close to residential areas is totally inappropriate for this type of development.
5. The county council has a duty to protect local residents, the local environment and the character of the historic Napsbury Park.

This council calls upon Hertfordshire County Council

1. To publish any legal advice regarding the sale of land on the site and operate in a transparent manner in the interests of the county and its people.
2. Not to sell the land to the developer without a Development Consent Order being obtained.

And requests the Clerk to write to the leader of Hertfordshire County Council with a formal request.

Furthermore, the council calls on residents of London Colney parish to express their concerns about the lands sale by writing individually to the leader of the county council and authorises the Clerk to work with their counterpart at St. Stephens Parish council to exert further pressure on Hertfordshire County Council on this matter.

ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 9 January 2023, remotely by Zoom

Present:

Colney Heath	Lisa Peters (Clerk)
Harpenden Rural	Cllr Peter Barrett
London Colney	Cllr Helen Pakenham
	Emma Payne (Clerk)
Redbourn	Cllr David Mitchell
	Chris Kenny (Clerk)
Sandridge	Cllr John Newton-Davies
St Michael	Julia Reading (Clerk)
St Stephen	Cllr David Parry
Wheathampstead	Cllr Steve Haynes
	Julia Warren (Clerk)
St Albans District Council	Peggy Sharp, Maria Cutler
Clerk to the Association	Sue Campbell

1. To receive apologies for absence

Harpenden Rural Andrew Reading
Harpenden Town Carl Cheevers
Sandridge Simon Thwaites
St Stephen Sue Hake

2. To approve the minutes of the meeting held on 3rd October 2022

The minutes of the meeting were approved and will be signed as a true record of the meeting. Proposed Cllr Barrett, seconded Cllr Pakenham, unanimous.

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

- Boundary changes.
- Precept payments from next year.
- Administration for the forthcoming elections.

4. To receive reports from Association representatives on outside committees

a) Health and Wellbeing Partnership

December meeting cancelled therefore no report. The Partnership has been decommissioned, therefore there will be no further meetings. It was felt the meetings duplicated work already undertaken by other bodies. The Committee recorded its disappointment, particularly regarding members of the Committee not having been consulted. Updates will be included in future information emails to Clerks.

b) Standards Committee

Cllr Parry reported that SADC is not meeting targets regarding complaints. Peggy Sharp to look into this and report back to the next meeting.

c) Visitor Advisory Board

Cllr Newton-Davies said there was nothing to report; the next meeting is in February.

d) Climate Crisis Advisory Group

Cllr Mitchell reported that the Local Plan now has climate change policies at the top of the agenda. Climate Champions and transport were also discussed.

5. To discuss the Civility & Respect Pledge (Emma Payne/London Colney)

Emma Payne asked whether St Albans Councils have signed up to the pledge? Redbourn has signed; Wheathampstead to discuss at the next Full Council meeting; Colney Heath have signed it.

6. To receive a report from St Albans District Council

Peggy Sharp gave an update on the Community Engagement Team which deals with grants, equalities and Parish liaison. There is a new Equality, diversity and inclusion strategy and partnership group to which SADALC can allocate reps. Census 2021 data and ward maps are now available.

Community Project Fund – grants to help local organisations support residents with the cost of living crisis. Closes end of January. Grants £500 to £5,000. Details on the SADC website.

7. To receive reports from Parishes

Colney Heath: Parish Council to be greatly reduced by boundary changes which also affects Neighbourhood Plan which will need to be reviewed. Currently the remainder of the area is looking to form a new separate PC. Project to reintroduce “ghost ponds” identified underneath the common.

Harpenden Rural: Road improvements very successful. Tenancy on small area of land on the common, trees now in need of expensive works.

London Colney: written report circulated in advance of the meeting.

Redbourn: Neighbourhood Plan to referendum in May. Budget setting; no increase to precept. Supported establishment of community food club. Have Grade II listed building in conservation area leased by museum trustees; RPC maintain fabric of building; they are seeking advice from other councils/recommendations of contractors/consultants.

Sandridge: Household flooding in the village. 357 bus service to be axed, no replacement. Day nursery closed so looking for new tenants. School headmaster looking for 20mph speed restrictions and dangerous parking. Planning application numbers not reducing.

St Michael: Will be greatly affected by boundary changes.

St Stephen: Precept likely to increase. Re-siting the administration office to Greenwood Park which will be redeveloped and providing new community facilities at Bricket Wood. Continuing to fight the Rail Freight Depot.

Wheathampstead: Awaiting confirmation of Neighbourhood Plan referendum. Hall refurbishment almost complete.

8. Any Other Business

- St Albans District Council boundary changes to Parish/Town Councils following Community Governance Review:

Colney Heath is losing over 50% of its residents which therefore impacts greatly on their precept; however, actual services being reduced are minimal, plus assets within the soon to become unparished area will become property of SADC.

The Chairman will make strong representation to SADC in support of Colney Heath on behalf of SADALC, highlighting the impact and challenges of managing such a rapid reduction in size and income and that no assistance/guidance/advise has been offered/available.

- Precept to be split into 2 payments from next year.
- Jo Bateman has emailed all Clerks offering a meeting regarding changes to administration for the forthcoming elections.

9. Dates of future meetings

3rd April (St Michael PC hosting: The School Room, rear of St Mary's Church, Childwick Green, St Albans, AL3 6JJ.)

3rd July (Sandridge)

The meeting closed at **9.21pm**.

Signed _____
Chairman

Date _____

Council Work Programme 2022-23

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
18/01/2023	Budget 2022-23	Clerk	To approve the budget and set the precept	
	Calendar of Meetings	Clerk	To approve the calendar of meetings	
	Interim Internal Audit 2022-23	Clerk	To receive the Interim Internal Audit for 2022-23 and note actions on the recommendations from this audit as agreed by Finance & General Purposes Committee on 9 November 2022	
	Village Club	Clerk	Update on Village Club	
25/01/2023 (Reserve)				
08/03/2023	Risk Management	Clerk	To review the parish council's adopted risk management strategy and risk assessment	Internal control
22/03/2023				
Annual Parish Meeting				
17/05/2023 Annual Parish Council Meeting	Election of Chairman & Vice Chairman	Clerk	To elect a Chairman and Vice Chairman of the parish council for	Standing Order
	General Power of Competence	Clerk	To adopt to use the General Power of Competence (Localism Act 2011)	Standing Order
	Appointment of Committees	Clerk	To agree Membership of Committees	Internal Control
	Youth activity at Community Centre	Clerk	To review the operation of the youth activity at the community centre after trial period	Update from previous resolution
	Bank Mandate	Clerk	To ratify the bank mandate post elections	Internal Control