



LONDON COLNEY PARISH COUNCIL

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

7 March 2023

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **TUESDAY 14 MARCH 2023**, to be held at **3.30 PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

Emma Payne
Clerk

AGENDA

- 1. APOLOGIES**
To receive and approve apologies
- 2. NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
- 3. DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
- 4. MINUTES** 3
To approve the minutes of the meeting of the Finance & General Purposes Committee held on 14 December 2022
- 5. REPORTS TO COMMITTEE**
 - 5.1 Aged Debtors**
To receive a verbal update on this item
 - 5.2 Grounds Maintenance** 6
To receive a specification for Grounds Maintenance
 - 5.3 Business Continuity Plan** 14
To review the Council's Business Continuity Plan and recommend adoption by Council
 - 5.4 Assets of Community Value** 32
To receive an update on the applications for Assets of Community Value
 - 5.5 Community Use of Sports Facilities** 34
To receive a request for a free sports hire
 - 5.6 Review of Strategic Plan 2019-23** 35
To receive an update on the Parish Council's adopted Strategic Plan and progress to date

5.7	Responsible Venue Hire	44
	To receive a proposed policy for responsible venue hire	
5.8	Free Use of Council Assets	47
	To receive a report on free hires of community facilities	
5.9	Allotment Rents	49
	To receive a recommendation from Environment & Neighbourhood Committee regarding allotment rent increase	
5.10	Revaluation of Parish Assets	51
	To receive quotations for an insurance valuation of the Council's building assets.	
5.11	Napsbury Parking	52
	To receive a report about sports parking at Napsbury	
5.12	Bar Outsourcing	57
	To receive a report about outsourcing the bar operation at the community centre	
5.13	The Watersplash Café	64
	To receive a report about the installation of a sunshade on the container café	
5.14	Bank Reconciliations	
	To note the agreed bank reconciliations	
6.	WORK PROGRAMME	
	To note the work programme for this committee	
7.	CONFIDENTIAL ITEMS	
	To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.	
7.1	Land at Caledon Community Centre (verbal report)	
7.2	Grounds Maintenance Staff Cover	66
8.	DATE OF NEXT MEETING	
	20 June 2023 (to be confirmed)	

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

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GROUNDS MAINTENANCE SPECIFICATION

1. SUMMARY

- 1.1 It is recommended that all Council services are regularly reviewed, and considered against the standard of Best Value which were initially introduced in 2011. This is the provision that all tiers of local government should consider overall value – including social value – when considering service provision.
- 1.2 Whilst it was not a recommendation from the Staff Review, it was mentioned that consideration should be given to outsourcing part or whole of this service. In light of the pending long term sick leave of a member of the Grounds Maintenance team, this has focussed attention how to best deliver this part of the Council's operation. It would also support the Business Continuity Plan.

2. RECOMMENDATION

- 2.1 Members are asked to consider the attached grounds maintenance specification and advise the Clerk if they wish to proceed with investigating the outsourcing of this service area.

3. BACKGROUND

- 3.1 The Grounds Maintenance function of the Council is responsible for all the outside spaces that the Council operates and should have oversight of the maintenance of the buildings. The team is comprised of 3 members of staff, two full time and one at 30 hours per week.

4. FINANCE

- 4.1 The budget 2023/24 for the Grounds Maintenance department is attached.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 1 and 5
Equalities	N/A
Environmental/Sustainability	The GM area of operation is a larger proportion of the Council's carbon footprint.
Crime & Disorder	N/A
Financial	Implications on budget 2023/24
Resources (including workforce)	Implications on workforce
Risk Management	N/A

		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	

London Colney Parish Council

Grounds Maintenance Specification

Specification for London Colney Parish Council Grounds Maintenance Contract 2023

Summary

The contract is required to deliver:

- Grass cutting of public open space amenity areas and sports pitches for LCPC, a total of ?? hectares (?? acres)
- To maintain a cricket square and boundary with between 2-4 wickets per week including cutting and marking the boundary.
- Emptying of 71 litter/dog bins in the village.
- Litter picking at the mentioned recreation areas.
- Cutting of hedges at these sites, twice a year removing all debris from the site.

Areas to be cut are shown in table 1 below and in the maps including in appendix 1.

Period of work and frequency

LCPC require the cutting of amenity grass areas and sports pitches, **on a cut and drop basis**. This is generally carried out on a weekly, fortnightly or monthly basis depending on the use, soil and weather conditions.

Table 1 below shows the areas for cutting and the required sward heights to be achieved. Maps are included in appendix 1. In Table 1 there is an indication of the likely frequency of cuts, given past experience. In view of the unpredictable weather conditions, we cannot predict the frequency of cuts required and therefore the contract is based on the sward height. If conditions are dry, fewer cuts will be required and if wet and warm more cuts may be required.

Plant and Transport

The contractor is required to provide all transport, tools, plant and cutting machinery. We don't envisage that pedestrian operated mowers will be required. Guards and other protective devices must be fitted on all machines and remain fitted at all times (except when maintenance is being undertaken) and all Codes of Practice observed. Machines must be of an appropriate type, well maintained, correctly adjusted and set to the heights specified to give a clean even cut without causing damage. The Council will not be liable for any damage to contractor's equipment caused by carrying out these works.

Some gate widths are restricted (6ft in places) and the contractor shall familiarise themselves with access restrictions. Keys and codes to gates and height barriers shall be provided to the contractor. Access points are shown on maps in the appendix.

Standards

The basis of cutting and maintaining the grassed area is that all grass is cut cleanly and evenly to the same height without damaging the existing surfaces. The standard for all areas in terms of the maximum height the grass may be allowed to reach before cutting must take place is set out in Table 1 below. Clippings may be left on and evenly distributed over the area.

Maintenance of the grass directly around obstacles such as signs, trees, benches, play equipment and fences should be controlled by strimming to the height of the cut as required.

At the end of grass cutting operations, the contractor shall ensure that any grass cuttings or debris that have been distributed over roads, footpaths or other hard surfaces shall be swept up or blown on to grassed area.

The contractor shall be required to recut, within 24 hours, any area deemed to be unsatisfactorily mown, at the contractors expense.

Without prejudice to other remedials to the Council, if the Contractor fails to carry out sufficient cuts to maintain the standard throughout the season and has omitted one cut, the payment will be reduced by the proportion deemed appropriate by the Parish Clerk.

Areas included in Contract

Table 1 – Areas included in the Grass Cutting Contract

Name of Area	Description	Estimated frequency of cut (wet months)	Desired height of sward	Area square metres
Morris Recreation Ground	3 x Football Pitches	Every Two Weeks	20-40mm	33272
Morris Recreation Ground Play Area	Play Area	Monthly	20-40mm	530
Napsbury Recreation Ground	1 x football pitch	Every two weeks	20-40mm	58826
	1 x football pitch (Jan-Apr)			
	1 x junior football pitch	Weekly	15-20mm	
	Cricket Outfield	Every two weeks	20-40mm	
Shenley Lane Recreation Ground	2 x junior football pitch	Every two weeks	20-40mm	22145
Shenley Lane Play Area	Play Area	Monthly	20-40mm	519
Caledon Road Open Space	Amenity Grass	Every two weeks	20-40mm	2231
Caledon Road Play Area	Play Area	Monthly	20-40mm	
Walsingham Way Open Space and play area	Amenity Grass	Monthly	20-40mm	10989
Halsey Park Play Area	Play Area	Monthly	20-40mm	132
Village Green	Amenity Grass	Every two weeks	20-40mm	3729

The play areas are to be closed by the contractor whilst the grass is being cut.

Specification for Litter and Dog Waste Bin Servicing and Litter Picking

To empty 71 litter bins across LCPC sites in London Colney which includes general waste and dog bins as well as undertake any litter picking in these areas.

Bins to be emptied are shown in attached maps. Litter picking is to be carried out in the areas surrounding the bins.

What about litter picking in car park areas including: community centre, MW car park and St Peter's car park. There is no requirement to litter pick in the woodlands and open fields. Both play areas and all three car parks should be included in the areas to be litter picked.

The Contractor shall be required on each occasion to replace bin liners with fresh disposable liners, provided by the contractor. The collected litter shall be disposed of in the wheelie bins and dog waste skip provided by the Council, located at the community centre. The Contractor should notify the Council on the same day, if they find a bin to have suffered vandalism, damage or become unstable. The contractor should notify the Council on the same day if they find the wheelie bins or dog waste skip to be reaching full capacity.

Period of work and frequency

LCPC require the bins to be emptied and litter picked twice per week, including one of those days being a Monday (although when it's a bank holiday, this can be Tuesday). Ideally Fridays and Mondays. All the bins should be emptied on the Monday and only those shown on maps as twice weekly need to be emptied on Fridays. The days are to be agreed in advance of the contract being let. The time of day is flexible, but some of the sites get very busy and so early morning or late afternoon may be advantageous to avoid lots of people and potential for cars to be blocking access gates.

Plant and transport

The contractor is required to provide all transport, PPE, bin bags and tools. Vehicles must be of an appropriate type, well maintained and road legal. The Council will not be liable for any damage to contractor's equipment caused by carrying out these works.

The contractor shall familiarise themselves with access restrictions. Keys and codes to gates and height barriers shall be provided to the contractor.

Litter picking

The contractor shall allow in the price for the collection and removal of litter and all deleterious materials from the areas surrounding the litter and dog waste bins. The areas which are required to be litter picked at the same time as the twice weekly bin servicing are listed below:

- Play areas as listed in Appendix 1
- Amenity grass areas around play areas
- Grass and paved areas around the community centre
- Car parks (Community Centre, St Peter's Church, Napsbury and Morris Recreation Ground)
- Football and cricket pitches
- Hedges and fences near to litter bins

Waste disposal

This contract doesn't require the contractor to dispose of the waste themselves. Instead, they are to transport the waste from litter bins and litter picking to the large wheelie bins at the community centre.

The contractor will have a waste transfer licence to carry waste.

We welcome prices to dispose of the waste at your own facility.

General

Should the contractor cause damage to the surface of the ground or create ruts during operations whether or not the Council has agreed to such operations take place, the contractor shall reinstate such damage to the satisfaction of and within the time period stipulated by the Clerk. In failing to do so, the Clerk may instruct other persons to carry out such work with the cost of so doing being deducted from monies due to or becoming due to the contractor or recovered as a debt.

Relations with the public

In dealing with the public the Contractor's staff shall observe common courtesy and politeness and take all reasonable steps to ensure good relations between the public, the Council, and the contractor's staff. Any complaints from the public should be directed to the Clerk in the first instance.

Health and Safety

The Council requires that all contractors, their employees and (where applicable), sub-contractors shall, whilst working for the Council, comply with all requirements of the Health & Safety at Work Act 1974 and with all other Health & Safety legislation including COVID 19 restrictions in force at the time, that relate generally or specifically, to their trade, business and undertaking.

The Council requires the successful contractor to complete a pre-qualification questionnaire and provide their Health and Safety Policy (if employing over 5 people within the year), method statement and risk assessment.

Insurance and Subcontracting

Please enclose documentary evidence to show that you have the following types and amounts of insurance cover. This should be a copy of the relevant policy together with proof of payment of the current years' premium.

- (a) Employers Liability Cover – minimum cover £5 million
- (b) Public Liability Insurance Cover – minimum cover £2 million per claim
- (c) Professional Indemnity Insurance – minimum cover £2 million for claims arising from a single event or series of related events in a single calendar year

If services to the Council are to be subcontracted the Council must be given details of the subcontractor. Any subcontractors need to provide proof of insurance as above.

Performance and monitoring

The Council will monitor the performance of the contract on occasions throughout the contract following bin servicing. If performance is found to be inadequate the Clerk will meet with the contractor to agree a programme for improvement of performance on the specific

KPI within 14 days of notice issued by the Clerk. (if improvement is not achieved within timescales in the agreed programme, the contract may be terminated)

If services to the Council are to be subcontracted the Council must be given details of the subcontractor. Any subcontractors need to provide proof of insurance as above.

General

The contractor will notify the Council of when they will be cutting and what areas in advance and confirm when this has been completed. The contractor will provide a clean, tidy and well-maintained management area that reflects customer need and good horticultural and environmental practice. All work shall consequently be carried out and timed in such a way as to leave the whole of each site in a well maintained and tidy condition at all times.

Cutting shall be deferred whenever weather or ground conditions are such that it is not possible, in the opinion of the Council's Groundsman, to cut grass or gain access to it without damaging the grass, the ground surface or the contours or levels of the ground.

Should the contractor cause damage to the surface or levels of the ground or create divots during grass cutting operations whether or not the Council has agreed to such operations take place, the contractor shall reinstate such damage to the satisfaction of and within the time period stipulated by the Clerk. In failing to do so, the Clerk may instruct other persons to carry out such work with the cost of so doing being deducted from monies due to or becoming due to the contractor or recovered as a debt.

Relations with the public

In dealing with the public the Contractor's staff shall observe common courtesy and politeness and take all reasonable steps to ensure good relations between the public, the Council, and the contractor's staff. Any complaints from the public should be directed to the Clerk in the first instance.

The contractor's staff are permitted to ask members of the public to remove their belongings or vacate the play area to allow mowing to be carried out. Failure to get members of the public to do so will not be accepted as a reason for not cutting the grass. The contractor can notify the council of times when the play areas will be cut and the Council will arrange for notices to be put up in advance to warn the public but as it is likely that the work will only take a few minutes, the public are usually very accommodating.

If members of the public should refuse to move and/or remove their belongings, the contractor's staff shall return as soon as the site area is clear, and it is possible to complete the works. In dealing with the public the Contractor's staff shall observe common courtesy and politeness and take all reasonable steps to ensure good relations between the public, the Council and the contractor's staff. Any complaints from the public should be directed to the Council in the first instance.

References

Please supply two contacts for other clients using your services for similar contracts from which references can be obtained.

Appendix 1 – see attached maps showing areas to cut with required sward heights and access points

Appendix 2 – Pricing Schedule

1.0 Please provide a net price for the amenity and sports pitches cut and drop as per table 1 above.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVIEW OF BUSINESS CONTINUITY PLAN

1. SUMMARY

1.1 The Parish Council adopted a Business Continuity Plan in March 2021, which is due for review.

2. RECOMMENDATION

2. Members are asked to review the business continuity plan and recommend its adoption by Council

3. BACKGROUND

3.1 Organisations often find out too late the importance of a business continuity plan. Any unplanned interruption in business can create hurdles to business operation and incur costs.

3.2 In the past 5 years, the Council has dealt with the long-term sick leave of a key member of staff, other lengthy staff absences and the closure of the business during the pandemic.

3.3 The investment undertaken by the Parish Council in IT (cloud-based server, VOIP phones, remote access to office phones via app) means that the operation of the business can continue in the event of staff not being able to access the community centre, for whatever reason. It also enables staff to work remotely, which improves their work life balance. This contributes to staff less likely to have lengthy time off work due to stress.

3.4 Insurance does not cover all eventualities, which is why a business continuity plan, recognises areas where there needs to be improvements in the operation of the Council. It mitigates the risks identified and shows to the Internal Auditor that the Council can complete Assertion 5 in the Annual Governance and Accountability Return.

4. FINANCE

4.1 There are financial implications with the business continuity plan. There are expenses relating to the employment of additional staff to cover any absences and either these are met from General Reserves, or the Parish Council starts an Earmarked Reserves for Staff Contingencies.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Financial implications in the hiring of additional staff which need to be considered when Reserves are reviewed.
Resources (including workforce)	Implications on resources including workforce
Risk Management	Adoption of the Business Continuity Plan demonstrates to the Internal Auditor that the Council have taken appropriate steps to manage risks.



LONDON COLNEY PARISH COUNCIL

BUSINESS CONTINUITY PLAN 2023

Contents

Introduction.....	2
Objectives	2
Roles and Responsibilities	3
Incident Procedure	3
Communication.....	3
Business Impact Analysis (BIA).....	4
Review and Testing.....	4
Emergency Plans.....	5
Appendices.....	5
London Colney Parish Council – Business Impact Analysis.....	6

Introduction

London Colney Parish Council has recognised the importance of producing and maintaining a Business Continuity Plan (BCP) for implementation in the event of disruption to the day-to-day operation of the Council. This plan identifies the instances of disruption, the immediate responses, the procedure to follow to maintain continuity of service and the follow up procedures necessary to service delivery where such services are disrupted by factors within the control of the Council.

The Civil Contingencies Act 2004 places a duty on a local authority to ensure that it is prepared as far as reasonably practical to continue to provide important functions and services in the event of a disruption.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.

Objectives

The objectives of a BCP are:

- To provide guidance, establish actions to be taken and develop procedures that will allow the Council to manage any incident.
- To ensure the continued operation of key services.
- To keep the organisation working effectively.
- To inform the community and customers of the Council.

The BCP must cover all areas of the Council's business, including issues for the:

- Staff – operational issues; to ensure their ability to undertake their day-to-day duties.
- Council – statutory requirements, Councillors' business, service provider to customers (residents, visitors); to ensure they are undertaken with minimal disruption, stakeholders kept informed and details and updates are well communicated.

In doing so the BCP should cover the:

- Potential Causes – albeit difficult to predict:
 - the reasons and timing why they occur.
 - identify the cause to help prevent or reduce the risk of an incident.
 - to help save resources in the longer term.
- Impact – how do you:
 - reduce the impact of an incident.
 - plan for the prompt recovery of key services or systems.
- Assessment – if an incident occurs, considering:
 - low to high importance.
 - short to long term implications.
 - small scale or major incident.

Roles and Responsibilities

It is the responsibility of the Council, through the Clerk and Finance & General Purposes Committee (F&GP) to ensure the BCP is in place, reviewed, up-to-date and functional. The BCP should be presented to Council for approval and adoption. In all the event of an incident the Clerk or Grounds Maintenance Manager will ensure full details are recorded and where applicable photographed, as evidence in the event of a loss claim.

Incident Procedure

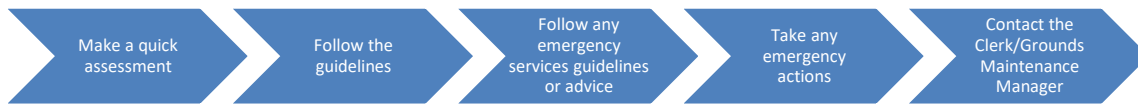
The responsibility for the co-ordination overall and ensuring recovery lies with the Clerk. To facilitate this, all incidents should be reported to the Clerk or in their absence, the Grounds Maintenance Manager. The Clerk will then contact the key contacts who will in turn contact the respective service responsible officer to implement the operational issues. This cascade approach must be adopted to assist the process and ensure prompt dissemination of information.

Communication

Communication is critical to a successful recovery of services or systems to ensure everyone is aware and to avoid duplication of effort. The cascade approach will assist in effectively communicating information in a timely manner.

The following information must therefore be carried out ensuring:

- Clear instructions are provided to all staff upon discovering an incident or receiving a malicious threat, including:
 - making a quick assessment or value judgement.
 - follow the guidelines.
 - follow any emergency service guidelines, i.e., fire (evacuate), smell gas (turn off).
 - take any emergency actions felt required, i.e., emergency services.
 - contact the Clerk or Grounds Maintenance Manager, in their absence, who will then take control of the situation unless the emergency services are involved.
 - under no circumstances should staff or others be put at risk



- All staff are briefed and made aware of what actions have or will be taken, preferably at one large group meeting so that any questions or issues are discussed collectively.
- All Councillors, in particular the Chairman and/or Vice Chairman, are briefed on the issues and what actions have or will be taken and any requirement to use their support.
- The service responsible officer is given support as required.
- Adequate resources are input to assist the recovery of the service.
- Constant reviews of the situation are undertaken, through regular updates and officers, Councillors and customers are kept updated and informed.
- Officers are utilised effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service.
- Adequate checks are carried out when the services and systems are recovered, when systems are restored from back-up records, so that they are fully restored and reinstated and operating correctly.
- All details, i.e., resources, additional costs etc, are recorded and where applicable photographed, and any loss claim submitted.
- Regular training sessions are undertaken for all officers on their roles and responsibilities, on emergency procedures and use of emergency equipment.

Business Impact Analysis (BIA)

To assess these issues and ensure the BCP covers them it should include a BIA which will:

- Review the services and systems.
- Analyse these into the critical components or issues that could arise.
- Assess the affect and importance on the service, i.e., high, medium, or low impact.
- Provide guidance/actions for their recovery.
- Identify measures to minimise the disruption/delay of providing these services. These will include recovery strategies such as restoring data, repairs, replacements, relocation, reciprocal arrangements, workarounds.
- Identify a responsible officer and support officer for the service or system in order to co-ordinate the retrieval.
- Identify recovery deadline periods for loss of respective service based on the impact assessment and importance of the service:
 - 1 - 1-4 Hours
 - 2 - 4-8 Hours
 - 3 - 1-3 Days
 - 4 - 1 Week
 - 5 - 1 Month
 - 6 - 2-3 Months

Review and Testing

It is good practice to test the contents of the BCP to assess its content, suggest alternative or additional procedures and raise any logistical issues, which can then be reflected in the updates.

The BCP should be reviewed at least annually by the Finance & General Purposes Committee as part of the Risk Management Strategy and where necessary measures put in place to safeguard the future operation of the key services and systems.

Part of this review would also ensure any supporting documentation, i.e., manual records, key contacts, are kept up-to-date and amended accordingly.

Emergency Plans

The BCP is intended as an internal document for use when there is an incident with a Council service or system. In the event of a serious emergency the Emergency 'Blue Light' Services will generally be involved, and they will take control of the incident. They will liaise with and inform the HCC Emergency Planning Team and/or the SADC out of hours services.

In the event of all other major emergencies affecting all or part of the parish, i.e., flooding, traffic, the co-ordination will fall within the County/District Councils Emergency Plans. These contact details are included in the Appendices. These authorities will take control of the incident and inform the Council who will be part of the support by contributing to and providing assistance.

Confidentiality

Due to the content required in the BCP it must always remain a Confidential document and only held in full or part by those requiring to do so.

Appendices

Appendix A - Business Impact Analysis – guidance/actions for the recovery of services or systems.

Appendix B – Emergency Contact details

Appendix C – Councillor Contact details

Appendix D - District / County Emergency Planning contact details.

Appendix E – Communication Flow

Appendix F – All Officer contact details.

Appendix G – Media & Stakeholder contacts

Appendix H – Bank & Insurance contacts

Appendix I – Utilities & Alarms contacts

London Colney Parish Council – Business Impact Analysis

Appendix A - Business Impact Analysis – guidance/actions for the recovery of services or systems.

Abbreviations used: C – Clerk, FO – Finance Officer, AO – Admin Officer, GMM – Grounds Maintenance Manager, Chair/VC-Chairman or Vice Chairman of Parish Council

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
Technology	Computers	High	1	Loss of access to network files	Contact IT provider		Files cloud based through Egnyte. These would also be inaccessible if there was a loss of internet connection	No issues to computer files	C
		High	1	Loss of email to communicate	Contact IT provider	Arrange for emails to be redirected to another email address. Create and public alternative email address	Access to emails through cloud-based system. Create a non-Microsoft 365 account	Inability to pick up and make key decisions	C
		High	2	Computer Virus	Contact IT provider		IT security and firewall in place	No access to computer files	C
		High	2	Inappropriate access – hacking /ransom demand	Contact IT provider. Contact Police	IT provider to help to check recovery status	Suspend all working on computers		C
		High	1	Theft of IT equipment	Contact Police Insurance Company IT provider	IT provider to prevent unauthorised access and arrange			C

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
						replacement equipment			
		High	1	Breakdown of IT equipment	Contact IT provider to arrangement replacements		Funds built up for rolling programme of IT upgrades	Financial Implications	C
	Website	Medium	3	Loss of website, unable to communicate information	Contact website provider to have system reinstated or restored	Contact alternative provider to install temporary website – for information purposes	New website provider may offer cloud-based system which reduces likelihood	Recovery timescale	C
		Medium	2	Inappropriate access	Contact website provider to check content and user's details				C
	Social Media	Medium	3	Inappropriate messages on Twitter, Facebook etc.	Suspend all postings	Respond to posting>			C
	Office Machinery	Medium	3	No printing of letters, documents, reports, statutory agendas	Contact provider to get service engineer visit. Contact District Council, schools, libraries, local businesses to	Arrange new lease equipment	Maintenance agreement in contract	Cost implications Copying larger volumes of documents – agendas etc	C

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					use their machinery				
	Alarms	Medium	3	Intruder – no security in buildings Fire – no warning to emergency services	Contact alarm company. Contact alarm company		Maintenance agreement and budget in place for call out charges. Maintenance agreement	No insurance cover	C
Paper Records	General	Low	4	Loss of comprehensive records of details held	Review master list of all files and records held	Recover from electronic versions		Accessibility of retrieval, software may be required on all PCs. Cost and resource implications	C
	Legal Documents	High	5	Loss of statutory records – requirement to retain records for certain period	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider electronic copy kept in cloud. Original documents kept with Council solicitors	Feasibility of storing in suitable safe - cost implications	C
		High	5	Loss of records for contracts, agreements, leases	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider electronic copy kept in cloud. Original documents kept with Council solicitors		C
		High	5	Loss of financial records – accounts, receipts, and payments	Contact third parties from register to obtain copies of documents	Recover from electronic versions	Consider cloud-based storage facility		FO

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		Medium	5	Loss of insurance records, risk records	Contact insurance provider to obtain copies of policies	Recover from electronic versions		Details of policy number will be required	C
	Unique Records	Medium	5	One off records (maps, historical data) unlikely to be replaced	Lodged with County Archive Service		Copy kept on cloud-based system		C
	Files	Medium	5	Copies of paperwork produced are generally electronic, but information received is not stored electronically	Retrieve files through reproducing electronic versions			No guarantee all paperwork can be reproduced	C/AO
	Archives	Medium	5	Older files kept for reference (see files)				Scan all archived files. Cost implications	C/AO
Staff	Resignations	High	6	Clerk – Loss of Proper Officer Need to ensure Council business continues	GMM delegates for Clerk Contact SLCC/HAPTC for locum clerk	Recruitment procedure through HR consultant	GMM or Locum Clerk delegates for Clerk	Provides immediate continuity. Time delay in making selection, appointment, and commencement date. Learning period from commencement. Cost implications	Chair/ Vice Chair

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		Medium	5	Officers – loss of knowledge and experience in business area	Assess in-house cover for key or priority areas. Contact staffing agencies for interim cover	Recruitment process – advertise position, selection, and interview process		Other duties/ responsibilities may be delayed. Obtaining experience required for cover available in the marketplace	C
	Illness or leave	Medium	5	Long term – serious illness, epidemics, maternity, or paternity	Assess in-house cover and/or change staff working practices to cover duties or priority areas. Buy in specialist cover from Accounting Software Company	Assess working practices and re-arrange duties/ Responsibilities	Procedure notes to be up to date. Knowledge from wider team	Other duties/ Responsibilities may be delayed. Time delay in making selection and appointment and commence date. Cost implications	C
		Low	5	Short term absences	Assess in-house cover for key or priority areas		Knowledge from wider teams		C
	Unforeseen Circumstances	Medium	3	Adverse weather conditions – staff unable to get into office, temporary or short-term loss or	Cascade arrangements informing staff and key holders. Allow home working on	Assess in-house cover for key or priority areas. Close office for a period e.g., day or week	Local staff are key holders	Length of time for cover will need to be assessed on a day-to-day basis. Access to office files, records to undertake work not available.	C

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
				disruption to business	temporary basis. Only local staff and/or councillors able to get to Community centre			Access to building – key/alarm codes, phone numbers and email addresses need to be available. Loss of service provision. Must ensure details fully published – media, answerphone	
		Medium	1	Access to buildings i.e., staff shortage, adverse weather conditions	Cascade arrangements informing staff and key holders	Key holders who are local staff and able to open the building	Local staff are key holders	Key holders who live local access building.	C
Governance	Council not quorate	High	5	Loss of Members due to multiple resignations (causing Council to be inquorate)	Clerk to inform remaining Members and staff. Clerk to inform SADC Electoral Services and follow by election regulations if required.	Adopt Co-Option Policy	SADC will appoint temporary Parish Councillors until elections/co-option held	Inability to process payments, made decisions	C
Buildings	Community Centre	High	1	Unable to access building	Contract alarm and	Contact locksmith to gain access			C/ GMM

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					security provider				
		Medium	2	Damage to buildings	Assess areas unusable and re-arrange building for temporary office area	Contact contractor to carry out remedial works		Power, access to tech, internet access,	C
		High	1	Damage to premises – all	Relocate to Morris Recreation Ground Pavilion or Napsbury Pavilion Contact alternative venue – library, halls, churches, SADC	Source temporary accommodation (portacabin) with equipment, locate in car park		No Wi-Fi or internet access at either site Advertise new location to customers, deliveries etc. (See technology)	C
		Medium	3	Unable to hold Council meetings or Committees	Relocate meeting location to Morris Recreation Ground Pavilion or Napsbury			Cost implications	C
		High	3	Loss of hire facility – hirers	Source alternative		Regular maintenance, conditions survey	Cancel bookings, loss of income, suitability of alternative venue.	C

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
					venues for hirers Contact hirers and advise alternative location or provide details of venues			Loss of income	
	Toilets	Medium	3	Loss of facility	Contact local businesses to use their facilities. Contact contractor		Regular maintenance, condition survey	Cancel bookings, loss of income, suitability of alternative venue. Loss of income	C
Utilities	Gas	High	1	Leak	Evacuate building. Contract gas provider		Regular maintenance Condition survey Maintenance agreement	Cancel bookings, loss of income, suitability of alternative venue. Loss of income	C
		Medium	3	No supply	Contact gas provider			Is loss of supply to building or wider area?	C
		Medium	3	No heating	Contract boiler engineer	Use temporary heating	Regular service		C
	Electricity	High	2	No power to building	Contact electricity provider			Is loss of supply to building or wider area	C

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
		High	1	No power for IT, alarm	See technology				C
	Water	Med	1	No toilet facilities (staff or hirers)	Contact water provider	Contact local business to use their facilities		Is loss of supply to building or wider area	C
		Low	1	No drinking facilities	Purchase hot drinks/ bottled water				C
		Med	2	No kitchen facilities	Contact water provider	Contact local businesses to use their facilities.		Is loss of supply to building or wider area? Cancel bookings, loss of income	C/AO
Assets	Money	High	2	Loss of money	Contact insurance company – claim for loss. Compile list of receipts from receipt books, card payments etc	Contact payees to check their records (not processed) and provide another payment	Regular banking of monies, bank reconciliation Internal control measures in place and reviewed regularly	Different issues with cash and card payments	FO
		High	3	Fraud/ Theft of money	Contact Police/ insurance company		Regular banking of monies, bank reconciliation Internal control measures in place		FO

Service Area	Loss of Service	Service Impact	Recovery Deadline	Impact	Level 1 Recovery	Level 2 Recovery	Mitigating Arrangements	Issues	Lead Officer
							and reviewed regularly		
	Vehicles	Med	4	Vehicle theft	Report to police, contact insurance company		Vehicles are locked and secured overnight at workshop		GMM
		Medium	4	Vehicle damage or breakdown	Contact garage to arrange transportation to garage for investigation	Hire a vehicle. Use personal vehicles and recoup fuel expense	Frequent service Driver checks and assessments	Cost implications Extent of damage may be uneconomical	GMM
	Play Equipment	Medium	1	Damage to equipment	Secure and/or repair equipment or area	Close play area	Regular inspection, health, and safety checks		GMM
	Land	Low	4	Unable to access areas				Different issues with sites	GMM
		Medium	5	Environmental contamination	Contact Environment Agency for advice	Contact specialist contractor to check	Undertake testing of sites	Different issues with site Cost implication	GMM

Recovery deadline

- 1 1-4 hours
- 2 4-8 hours
- 3 1-3 days
- 4 1 week
- 5 1 month

Appendix B – Emergency Contact details (confidential)
Appendix C – Councillor Contact details (confidential)
Appendix D - District / County Emergency Planning contact details (confidential)
Appendix E – Bank & Insurance contacts (confidential)
Appendix F – Utilities & Alarms contacts (confidential)

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: ASSETS OF COMMUNITY VALUE

1. SUMMARY

1.1 This report summarises the current situation regarding Assets of Community Value, registered by the Council.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 To date the Council has submitted applications to register the following village amenities as Assets of Community Value, which have been approved by the District Council.

Asset	Date of Listing	Listing Expiry Date
Broad Colney Lakes	09/01/2020	09/01/2025
The Village Club	09/01/2020	09/01/2025
Glebe Allotments	30/11/2021	30/11/2026
Shenley Lane Recreation Ground	30/11/2021	30/22/2026
The Colney Fox	14/12/2022	14/12/2027
The Bull	14/12/2022	14/12/2027
The Green Dragon	14/12/2022	14/12/2027
The White Horse	14/12/2022	14/12/2027

3.2 The application to register the Orchard at Napsbury as an ACV was rejected by SADC on the following grounds:

- The site is not accessible to the public as it is fenced off & bounded by hedgerow; it is overgrown.*
- There is clear signage that the area is private land & there is no public access or right of way and that entry will be trespassing.*
- There is no evidence that the area is used by the public/community e.g., no desire lines through the site. The nomination form did not provide any evidence of current community use. It provided details of the historical use of the area generally when it was the hospital in the 1800's & 1900's prior to the site being developed for housing, after the hospital closed.*

4. FINANCE

4.1 There are currently no financial implications.

4.2 Should one of these assets be put up for sale, then a 6-month moratorium will be triggered during which time, the Council will have the opportunity to raise the required funds to purchase the asset. However, Members should note that the vendor does not have to accept the Council's offer.

5. IMPACT ASSESSMENT

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: COMMUNITY USE OF SPORTS FACILITIES

1. SUMMARY

- 1.1 A request has been made through Communities 1st for St Albans Eagles to use Morris Recreation Ground for a sports activity for local children on Monday 1 May (Bank Holiday).

2. RECOMMENDATION

- 2.1 Members are asked to consider the request.

3. BACKGROUND

- 3.1 St Albans Eagles are working with Communities 1st to promote multi racial sports to boys and young men in the area. They are planning a sports activity morning during, but with funding scarce, they are looking for the free use of Morris Recreation Ground.
- 3.2 The event would run from 9-12 with football, informal cricket and one other sport. They would need access to the pavilion.
- 3.3 The team is registered with the Herts FA and are covered by their insurance. If the 'hire' is agreed the Clerk would insist on a relevant risk assessment and child protection policy.
- 3.4 The hire should be subject to pitch conditions. It is the end of the season, and the pitches will be at their poorest condition. If the weather conditions are not suitable, the pitches may be compromised for fee paying hirers.

4. FINANCE

- 4.1 A normal pitch hire (90 minutes) would be charged at £44 plus VAT.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	Open to all ethnicities
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Pitches are already marked out. The hirer would have to install goals and nets.
Risk Management	Insurance, risk assessments and child protection policy would have to be in place.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVIEW OF STRATEGIC PLAN 2019-2023

1. SUMMARY

- 1.1 The Parish Council adopted a [Strategic Plan](#) to facilitate forward planning for the Council when it came to resources and finances. It is also an opportunity to demonstrate to residents that the Council can plan for the future and deliver on the objectives outlined in the plan.

2. RECOMMENDATION

- 2.1 Members are asked to note the progress to date on the Strategic Plan

3. BACKGROUND

- 3.1 Members agreed that adopting a Strategic Plan would assist with resource allocation and forward planning. The first plan was adopted in 2019, with a subsequent version reviewed and adopted in May 2022.
- 3.2 Members will note the column added which outlines progress to date on the projects included in the Strategic Plan. On the whole, progress has been made on the majority of projects. However, lack of funding or staff resources has meant that some of the projects have not been achieved within the timescale. There is a lesson to be learnt here regarding unrealistic timescales.
- 3.3 There is one objective that is not listed in the Action Plan – the Local Council Award Scheme. This is an objective of the Clerk's performance review and is unlikely to be achieved before the Council retires in May 2023 due to a lack of staff resource.

4. FINANCE

- 4.1 Having a strategic plan has enabled new budget items to be identified which has progressed some projects.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Allows new budget items to be identified
Resources (including workforce)	Ensures adequate resources are available to support projects
Risk Management	Reduces risk of failure due to poor planning.

OBJECTIVES OF THE STRATEGIC PLAN

Objective One

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

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

Objective Two

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

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

Objective Three

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

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

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

Objective Four

Make London Colney a vibrant place for residents and visitors.

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

Objective Five

An efficient and effective use of resources

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

How will we monitor progress?

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

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

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

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

ACTION PLAN

Environment and Planning					
	Objective	Timescale	Funding	Responsible Committee	Update
Allotments	<p>Encourage plot holders to collect rainwater and using water conserving techniques e.g., mulch.</p> <p>Investigate organic allotment tenancies when letting new plots</p>	March 2022	N/A	Environment & Neighbourhood Committee	<p>Water butts on sites for watering plants, which are only operational from March – October. Staff inspect plots and any infringements e.g., use of hose pipes are dealt with.</p> <p>Water meters read regularly, to monitor water usage.</p> <p>Organic only tenancies introduced from 2021</p>
Allotments	Ditch at Shenley Lane Perimeter needs digging out to improve drainage from Shenley Lane recreation ground	March 2022	Allotment budget	Environment & Neighbourhood Committee	This is an agenda item for E&N March 2023. Funding needs to be identified

Play Areas	Continued investment and improvement in our play areas with regular upgrading depending on funding available.	Annual review and investment following annual play inspections	S106 Funds and new budget items	Environment & Neighbourhood Committee	S106 funding is requested for play area improvements including accessible play equipment in Morris Play Area and Telford Road Play Area
Open Spaces	Review open spaces alongside criteria for Green Flag Award and consider making an application for judging of open spaces.	Consider feasibility in Summer 2020 2021 to prepare management plan and identify costs for implementation in 2021/22 2022/23	New budget item 2021/22 New budget item 2022/23	Environment & Neighbourhood Committee	Green Flag application made January 2023, awaiting decision.
Wildflower meadows	Consider additional sites for wildflower meadows in the village and identify funding sources	2020/21	HCC Locality Budget S106 Funding New budget item	Environment & Neighbourhood Committee	Not progressed
River Colne	Work with partners to improve the areas around Lowbell Lane Lake and the Village Green to make this an attractive area to walk, visit and fish including new information boards on village green	November 2021	Grant funding application made with Barnet & District Angling Club S106 Funding Parish council funding	Environment & Neighbourhood Committee	Not progressed
Neighbourhood Plan	Implement a Neighbourhood Plan for London Colney	February 2022	Cost centre in annual expenditure budget Apply for funding from Locality	Neighbourhood Plan Working Party	Lack of staff resource and SADC has meant that the Neighbourhood Plan process has

					been temporarily stalled.
Open Spaces – Pathways	Undertake programme of repairs to pathways across open spaces to ensure safe and easy access for all users	March 2023	New budget item annually from 2020/21-2023	Environment & Neighbourhood Committee	Not progressed.
Rights of Way – Footpaths around London Colney	Promote accessible Rights of Way across the Parish with refresh of printed materials, working with Healthy Walks to survey the ROWs.	March 2023	New budget item 2022/23 Funding from Parish Paths Partnership	Environment & Neighbourhood Committee and Rights of Way Working Party	Cllrs are working on evidence gathering to support new rights of way.
Bus Shelters	To provide residents with well-maintained bus shelters including lighting with an annual inspection, cleaning and upgrading when necessary.	March 2023	New budget item when expenditure identified.	Environment & Neighbourhood Committee	Bus shelters cleaned in 2022 and new notice frames are on order to replace broken ones. Seat installed in Shenley Lane bus shelter

Community Engagement					
	Objective	Timescale	Funding	Responsible Committee	Comments
Community Events	Engage with young people through specific events.	Summer 2023	New budget item 2022/23	Events & Community	Not progressed.
Community Events	Consult with the Asian Community about holding a Mela Festival, an event celebrating the culture, music, and food of the Asian Community within London Colney	September 2021 – seek agreement in principle from community groups that they are interested in holding an event on this nature. Summer 2022 – Hold an event if applicable	New budget item for 2022/23 Budget	Events & Community	Not progressed
Community Events	London Colney Food Festival – hold an event to celebrate the diverse cultures living in London Colney through food	September 2022	New budget item for 2022/23	Events & Community	Not progressed
Community Projects	Install a sensory garden at the sports pavilion, Morris Recreation Ground	To be completed Summer 2022	New budget items to be identified in budget 2021/22 and earmarked reserve built	Events & Community	Not progressed

ACHIEVED OBJECTIVES

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

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE,

SUBJECT: RESPONSIBLE VENUE HIRE POLICY

1. SUMMARY

1.1 This report outlines a proposed venue hire policy, to ensure that the Council's assets are secure.

2. RECOMMENDATION

2.1 Members are asked to consider the proposed policy and recommend its adoption to Council.

3. BACKGROUND

1.1 At the meeting of this committee held on 14 December 2023, Members raised concerns that a venue of the Parish Council had been hired to a climate action group for a meeting. The meeting had been open to Members of the Public, and Members were concerned that there was the possibility that an incident could have incurred which may have led to damage occurring to the venue.

1.2 The Clerk was asked to devise a responsible venue hire policy to ensure that this situation did not occur again.

1.3 All irregular hirers are required to pay at £100 damage deposit at the time of booking. This deposit can be forfeit in the event of the hirer not clearing up after their event, or damage to the property occurring. There are not many occasions when the deposit is not returned. Deposits are not held for regular hirers.

4. FINANCE

4.1 The damage deposit is quite low, and in the event of additional cleaning or repairs to the fabric of the building, it would not cover the costs.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	Freedom of Speech
Environmental/Sustainability	N/A
Crime & Disorder	CCTV in situ at community centre as part of premises licence
Financial	Emergency repairs would reduce expenditure on planned maintenance, unless it's taken from General Reserves
Resources (including workforce)	Additional workload on an already workforce which is operating at capacity.
Risk Management	Council assess risks at assets.

RESPONSIBLE VENUE HIRE POLICY

Introduction

Visitors to London Colney Parish Council's venues have the right to enjoy services and facilities without fear of intimidation, harassment, extremist, or threatening behaviour. A robust policy would assist to reduce the risk of venues being vulnerable to hosting events which are not conducive to promoting cohesion, equality, diversity, or tolerance.

Local authorities have a responsibility to ensure their venues are not used by those with views that may draw people into extremist behaviour, by ensuring that rigorous booking systems are in place and staff responsible for them are trained to know what to do if they have suspicions.

For the same reasons that the Council has a premises licence, CCTV and a Sale of Alcohol Policy, this policy mitigates the risk and the processes involved in ensuring that defensible and informed decisions are made when hiring out community venues.

Background to the Policy

There are several important issues that should be considered when using community venues:

- Regulatory enforcement framework – As the Council has a premises licence it is aware of the range of regulations are relevant to events e.g., licensing, environmental health, noise.
- Reputational Risk – Local Authorities will need to be aware of there are concerns about hirers who have a history of expressing views that are not consistent with the Council's venues, using a private venue for an event in view of the potential reputational impact of an unsuitable booking. Consideration should be given to exposure from media coverage and social media
- Venues should pay due regard to preventing illegal activities.

Whilst Parish and Town Councils are not subject to the Counter Terrorism and Security Act 2015, this Council should have due regard to the '*need to prevent people from being drawn into terrorism*'.

As a local authority, the Council should have due regard to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is the responsibility of the Police and therefore when an event poses a risk to the general public, there are grounds to review and reconsider venue hire.

Some events can attract significant attendance with the potential for disorder outside a premises and health and safety implications for staff, visitors and residents. Risk assessments should be in place with appropriate measures to ensure the safety of visitors and staff.

The Equalities Act 2010 includes a Public Sector Duty which requires public bodies to have due regard to:

1. Eliminate unlawful discrimination, harassment, victimisation, and other conduct prohibited by the Act.
2. Advance equality of opportunity between people who shared protected characteristics and people who do not share it; and

3. Foster good relationships between people who share a protected characteristic and people who do not share it.

The Human Rights Act 1997 sets out fundamental rights and freedoms that everyone in the UK is entitled to. This includes the Freedom of Expression, the Freedom of Assembly and Association and the Prohibition of Discrimination.

Due Diligence

Reasonable steps will be undertaken by the Council to avoid committing an offence under either Civil or Criminal law. Checks will be conducted on individuals or groups seeking to host an event or hold a meeting at a venue owned by the Council. This will comply with the Public Sector Equality Duty which includes having due regard to the need to advance equality of opportunity and foster good relations between people sharing different 'protected characteristics'.

Managing Bookings

1. The hiring party will be requested to provide details of the event. This may involve if a speaker is to be present, an agenda for the meeting, names of speakers and copies of any promotional material or social media marketing.
2. If there are concerns about the nature of the potential hire, the Clerk will see the advice of the Emergency Planning and Principal Community Protection Officer at the District Council.
3. Dependent on their advice, the Clerk will advise the Chairman/Vice Chairman of the Council whether the event will proceed or not.
4. The Clerk/Admin Officer will respond to the hirer regarding whether their booking will proceed or not.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: FREE USE OF FACILITIES

1. SUMMARY

1.1 At the last meeting of this Committee, Members asked for details of the number of free hires that have been granted in the last year.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 Any request for a free hire has to be approved by this Committee. Currently the following organisations have free hires:

Venue	Organisation	Date/Time of Hire	Cost of Hire	Projected Cost 2022/23
Community Centre	The Base	Every Monday 1630-1830 term time	£34.00	£1,360.00
	Art Salad	Once a month, Wednesday 1030-1230	£34.00	£68.00
	History Society	Once a year, two days over weekend plus Friday evening	£588.00	£588.00
	St Albans Food Bank	Friday, 1000-1200	£34.00	£1,700.00
Morris Pavilion	Chiropody Service	First Monday of each month 0830-1630	£104.00	£1,248.00
	Diabetes Project	First Thursday of month 10-12	£26.00	£156.00

£5,120.00

3.2 In addition to these regular hirers, all parish council activities are held free of charge including lunch club, warm spaces, seated exercise classes, as well as all parish council meetings.

3.3 The Council has a policy to offer a 25% discount for not-for-profit groups.

4. FINANCE

4.1 Council has an income budget for regular hirers:

Venue	Budget Code	Budget Description	2022/23 Budget	Income YTD (As of 8/2/24)
Community Centre	230/1260	Ad Hoc Hire	£8,000	£11,358
Community Centre	230/1265	Regular hire	£17,000	£9,177
Morris Pavilion	200/1200	Hire of pavilion	£2,000	£2,099
Napsbury Pavilion	240/1200	Hire of pavilion	£3,500	£1,482

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Free hire has implications for revenue budget.
Resources (including workforce)	All hires have a staff resource
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: ALLOTMENT RENT 2024-25

1. SUMMARY

1.1 A recommendation has been received from the Environment & Neighbourhood Committee to increase allotment rents with effect from 1 April 2024.

2. RECOMMENDATION

2.1 Members are asked to consider this request and make a recommendation to Council that an increase in Allotment rent is effected from 1 April 2024.

3. BACKGROUND

3.1 Allotment tenancy agreements state that rent can only be increased by giving 12 months notification to allotment plot holders. Therefore, any increase in rent will only take effect from April 2024 if this committee approves the recommendation from Environment & Neighbourhood.

3.2 The Allotment Act 1950 provides that councils will let allotments at a rent that a tenant can reasonably be expected to pay.

3.3 The Council does not own the allotment sites, they are rented: Glebe from St Albans Diocese and Shenley Lane from HCC. Both sites attract rental costs:

Glebe	£485.90 per annum
Shenley Lane	£195.00 per annum

3.4 Allotment rents currently are:

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

3.5 For comparison purposes, the following are full plot allotment rents at other parish/town councils:

South Harpenden Allotment Group	£30.00
East Harpenden Garden Club	£48.10
Wheathampstead PC	£46.00
St Stephens (resident)	£24.00
St Stephens (non-resident)	£39.00
SADC (from 2023/24)	£54.00

3.6 The last allotment rent increase was in April 2022.

4. FINANCE

- 4.1 Other expenditure costs relate to the supply of water and general maintenance. The normal water budget for both sites is £750. The expenditure budget for the allotments is £1,750 for 2022/23. The expenditure to date is £3,603 which includes the work to repair the water main at Glebe Allotments.
- 4.2 The allotment income budget for 2022/23 is £2,000. Because of larger plots being divided into quarter plots, allotment income YTD is £4,182.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	Concessionary rent is available
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Part of Budget Setting Process
Resources (including workforce)	Administration of allotments is the responsibility of the Admin Officer. Grounds Maintenance is undertaken by Grounds Staff
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVALUATION OF PARISH ASSETS

1. SUMMARY

- 1.1 At the meeting of this committee held on 28 September 2022, it was resolved to add a new budget item for the purposes of having the Council's building assets revalued, for insurance purposes.

2. RECOMMENDATION

- 2.1 Members are asked to consider the quotations from this report and advise the Clerk on a preferred contractor.

3. BACKGROUND

- 3.1 The proposal to revalue the Council's assets was based on a report to this committee on 28 September 2022 when Councillors were advised on an increase in the insurance premium. The Council's insurance broker recommend that this revaluation is undertaken every 3 years.
- 3.2 Quotations have been sought for this exercise to be undertaken which are below:
- | | |
|--------------|--------------------|
| Contractor A | £1,950.00 plus VAT |
| Contractor B | £1,000 plus VAT |
- 3.3 The survey would not be undertaken until after the start of the new financial year. It can then be used to draft up a specification for the Council's insurance renewal which expires on 30 September 2023. This would be considered at the next meeting of this Committee scheduled for 20 June 2023.

4. FINANCE

- 4.1 A new item was included under Professional Fees (4565/100) was included in the budget for 2023/24 of £2,000 to this exercise to be undertaken.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	New budget item
Resources (including workforce)	N/A
Risk Management	Demonstrates adequate insurance provision

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: NAPSURY PARKING FOR SPORTS

1. SUMMARY

1.1. This report is to appraise Members of parking issues which have been experienced at Napsbury Sports Pavilion.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 Napsbury Recreation Ground is used at the weekends predominantly for football during the weekend and cricket during the summer. One of the regular hirers, who has been using the facility for a long time, is St Columba's College. They use the site for football/rugby in the winter at weekends and mid-week cricket during the summer.

3.2 When the school uses the site for rugby/football during the winter, their games are played on Saturday morning. There is often four games played, back to back on two pitches with home and away teams travelling to the site, often from long distances. This means that there are a lot of cars who are trying to park in the car park, including those who are not familiar with the area. There are only 37 car parking spaces, two of which are for disabled drivers.

3.3 The majority of the roads at the site are privately owned and managed. This is apart from Goldring Way and the first part of Pegrum Drive, which are the responsibility of the County Council. There are extensive parking restrictions on the private roads to prevent unauthorised parking, along with parking enforcement and this has been an issue in the past, with an away team's coach receiving a ticket.

3.4 There was an incident one weekend in February where the parking became unacceptable and the Grounds Maintenance Manager had to be on site to prevent parking on private roads. The NPRA commissioned their management company to cone off roads without double yellow lines, and temporary signage has subsequently been erected advising that there is no on street parking as they are private roads. It was agreed by Councillors and the Grounds Maintenance Manager that the Parish Council would pay 50% of the parking enforcement charge.

3.5 The Ground staff have managed to open up an overflow car park area on the perimeter of one of the football pitches which has permitted a temporary solution, provided that the ground conditions allow the area to be used.

3.6 Overnight parking of commercial vehicles owned by Napsbury residents has exacerbated the situation. However, it is not possible to enforce no overnight parking as the Council does not have the resources to undertake this.

4. FINANCE

4.1 Sports hire brings in an annual income of £5,600 (football, school hire and cricket)

5. IMPACT ASSESSMENT

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







LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BAR OUTSOURCING

1. SUMMARY

1.1 The Council's Bar Manager has tendered his resignation and will be leaving on 31 March 2023. He is the designated Premises Supervisor for the sale of alcohol at the Community Centre.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Note the bar outsourcing specification.
- b) Be advised that an extra meeting of this committee will need to be called to decide on the bar outsourcing, if any response are received.

3. BACKGROUND

3.1 The Bar Manager has been employed by London Colney Parish Council since April 2016. He is the designated Premises Supervisor. Every premises licence that allows the supply of alcohol is required to specify an individual as the designated premises supervisor (DPS). The DPS will usually be the person in day-to-day control of the premises and must hold a licence to sell alcohol.

3.2 The Community Centre currently has a licence which includes the performance of recorded and live music, as well as the sale of alcohol.

3.3 The bar performance is audited twice annually, and these audits are presented to this committee. Members have been advised that the bar does not meet the level of profitability that it is expected. At its last audit the % of profitability was 46.94%. The Bar Auditor recommends a % of profitability of 55%.

3.4 It was also a recommendation from the Staff Review to investigate outsourcing the bar operation at the community centre. This was prompted by the Bar Manager being employed on set weekly hours, irrespective of whether there was an event or not.

3.4 The bar does attract hirers who may not have otherwise hired the facilities if they had to bring their own alcohol. The income for 2022/23 YTD which was generated through hires with a bar is £5,239.50.

3.5 The attached bar outsourcing specification was drafted by the Clerk, approved by the Chair of this committee, and given a review by the HR consultant, who made the original recommendation that the bar operation should be outsourced. They have extensive experience of running licenced facilities within a Council operation

including a golf club as well as having personal experience of running licensed facilities through their family.

- 3.5 The specification has not been too prescriptive in its demands apart from interested parties holding a license so they can be the nominated DPS and have public liability insurance. Potential partners have been asked to submit a business proposal for this committee to consider by Friday 24 March 2023 so this committee can consider them at an extra meeting, possibly on Tuesday 28 March. It has also been advertised on the Council website and social media.
- 3.6 This document has been circulated to all the public houses in London Colney; Broad Lakes Club; the Irish Club and the Hatfield Road Club.
- 3.7 The Clerk has a written response from the Licensing Department at SADC to confirm that there would not need to be a change in the premises licence if it was decided to do away with the bar, and let hirers bring in their own alcohol.

4. FINANCE

- 4.1 The Bar Manager’s annual salary is: £7,174 plus on costs.
- 4.2 Expenditure on Casual Bar Staff YTD is £931.
- 4.3 This Committee has previously resolved not to levy an additional charge for bar staff.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Implications on hall hire income
Resources (including workforce)	Bar staff are budgeted in HR budget
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

BUSINESS OPPORTUNITY - BAR OUTSOURCING

London Colney Parish Council owns and operates two function rooms at the Caledon Community Centre, a popular venue for residents to hold parties. Due to the resignation of our DPS, we are looking for someone or an organisation to operate the bar function with effect from 1 April 2023.

The venue has two halls, which vary in size. The lounge caters for 50-60 people, is partially carpeted, and is furnished with tables, chairs, and sofas for a more intimate venue. The main hall caters between 120 seated to 150 standing, has a wooden floor with a small stage area. Both have access to a fully equipped bar and there is a large off streetcar park, with 67 parking spaces, as well as a small open space.

The venues are popular for family parties, funeral wakes, fund raising events and tribute nights. The venue is fully licensed for plays, films, indoor sporting events, live music, recorded music, dancing and the sale of alcohol. The license hours are Sunday-Thursday 1100-2330 and Friday-Saturday 1100-0000 with extended hours until 0030 at Christmas and 0130 at New Year's Eve. The venue is not licensed for parties for ages between 13-25, which is condition of the premises licence.

There is a CCTV system in place, in both rooms and the public areas.

Each bar is furnished with two pumps (currently Fosters and Amstel) and these can be changed with a new supplier as well as optics and a large number of glasses. There is a glass washer and ice maker. The cellar is adjacent to the bar which is jointly used as storage for the bar and the kitchen which operates in the community centre. There is a chiller in the cellar, and this is where the stock and gas is stored.

The majority of the capacity is taken up with regular hirers who operate children's activities or sports clubs so parties with bars are held on Friday – Sundays. In 2022/23 to date (from 1 April 2022), our bar income has been £11,358. Our current bar price list is attached. The bar is audited twice a year and you can have a copy of the latest audit if that would assist you.

We have currently the following bookings in 2023 which require a bar facility:

5/4/2023	Community organisation AGM	50 people
8/4/2023	Medium Evening	100 people
13/5/2023	Wedding Anniversary	100-120 people
20/5/2023	Family party	60 people
23/5/2023	Community organisations AGM	50 people

3/6/2023	Medium Evening	100 people
8/7/2023	60 th Birthday Party	100 people
2/12/23	Christmas Party	50 people

Currently we have a Bar Manager, who is the Designated Premises Supervisor and is employed by the Council (but is leaving on the 1st April 2023), plus two casual part time bar staff who work when required. We currently use Dayla for bar supplies and Mr Fizz for gas (but your own suppliers can be used). Currently the Bar Manager asks the office staff to order bar supplies. The Office Staff also organise the tills and float. It is envisaged that these elements will be operated independently.

The successful applicant **MUST** have a DPS qualification.

We are happy to meet anyone on site who wishes to have a tour. Please contact Emma if you would like to visit. We would welcome any proposal to take over this function including suggestions for increasing bookings (beer festival, tribute nights, live bands, comedy nights).

We would welcome plans that include shared profits with the Council or the option to pay a bar rental with all risk and profits going to the operator.

If you are interested, please submit your business plan by Friday 24 March to:

Emma Payne, Clerk
London Colney Parish Council
Caledon Community Centre
Caledon Road
London Colney AL2 1PU

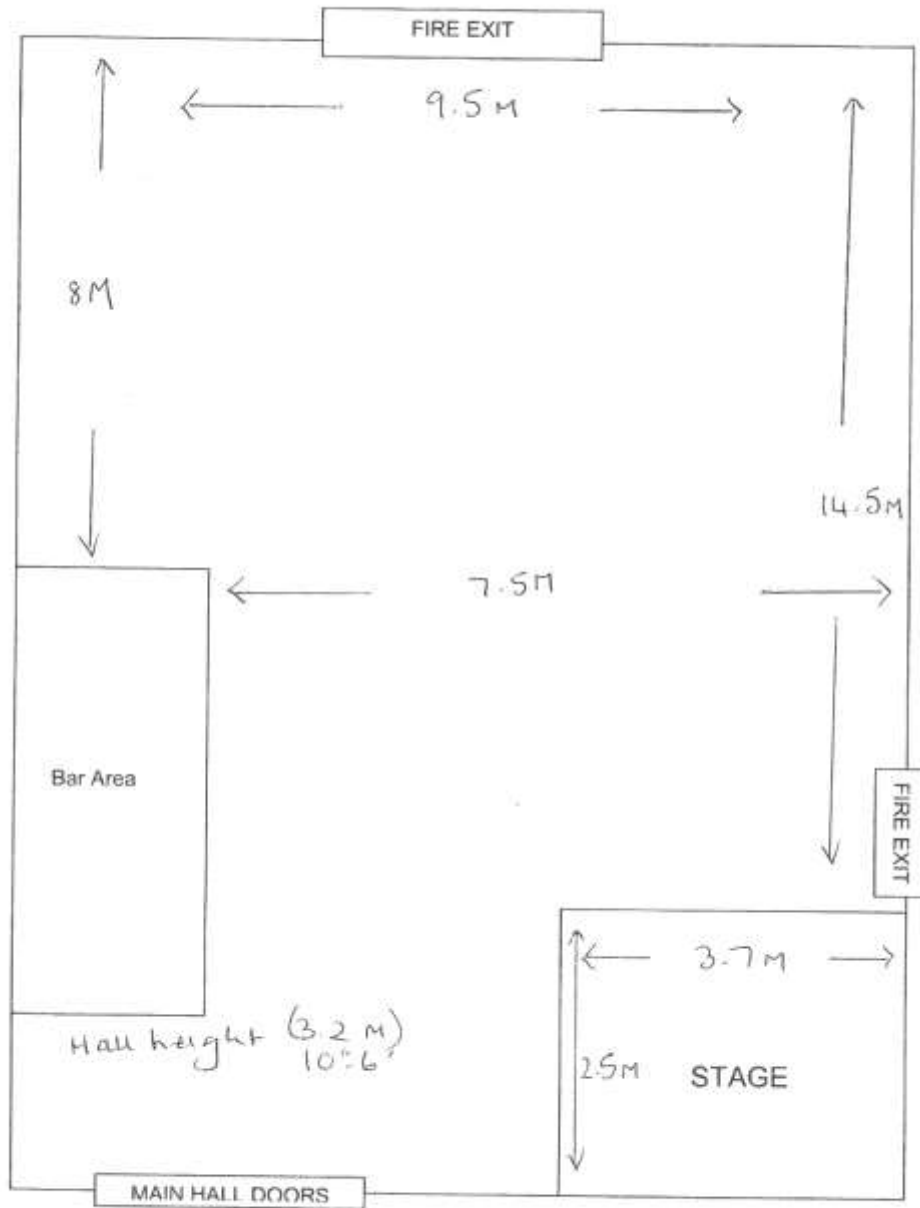
Tel: 01727 261101 (direct line)
parishclerk@londoncolney-pc.gov.uk

We're looking for our new business partner to start work as soon as possible

Main Hall



Caledon Community Centre Hall – Floor Plan



Please indicate your chair and table layout requirements above & return this plan with your booking form. Caretaker will do initial arranging to preserve floor condition.
Fire exits must be kept clear with unobstructed access at all times

Lounge



LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: THE WATERSPLASH CAFÉ

1. SUMMARY

1.1 This report outlines the retro fit of a sunshade on the container café at The Watersplash following a meeting with the café operator to discuss the new season.

2. RECOMMENDATION

2.1 Members are asked to agree the release of earmarked reserves for this work to be undertaken.

3. BACKGROUND

3.1 The Watersplash Container Café has been operational since August 2022 and was very successful during the operation of the splash park.

3.2 One of the observations during this meeting was that the safety surfacing, immediately in front of the container café, gets very hold as it is in direct sunlight. It has been suggested that a manually operated awning (see image below), is installed on the container café, which will provide additional shade for this area (see illustration below).

3.3 As a temporary measure, the operator has been putting towels on the safety surfacing, which then get damp and are a trip hazard.

3.4 Because of the bespoke nature of the container café, the Clerk has asked the provider of the container for a quotation to install an awning. They are responded with a price of **£2,795** plus VAT to fabricate and install.

4. FINANCE

4.1 The Earmarked Reserve for the Dr Surgery currently stands at £87,554.03. This is after the replacement windows and repairs to roof at the community centre.

5. IMPACT ASSESSMENT

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

Illustration of type of manual awning, operated with a handle.



Awning to be installed over serving hatch fronting onto the splash park.



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COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 14 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GROUNDS MAINTENANCE STAFF COVER

1. SUMMARY

1.1 One of the grounds staff is facing a lengthy absence from work, as they are due to have a back operation. The HR Committee has asked the Clerk to refer this item to Finance & General Purposes so that the financial implications of staff cover can be investigated.

2. RECOMMENDATION

2.1 Members are asked to authorise the release of funds from general reserves to cover long term sickness cover.

3. BACKGROUND

3.1 Whilst confirmation is still outstanding, it is envisaged that one of the Grounds Staff will be absent from work for 2-3 months following a back operation, which is scheduled before the end of April. They will then most likely return to work on light duties/reduced hours subject to an occupational health assessment.

3.2 This coincides with the beginning of the cricket season, and the end of the football season. There is cricket wicket preparation to be undertaken, as well as repairs to the football pitches at the end of the season, to ensure that they are in order for the start of the next season. Members will be aware that the good condition of our football and cricket pitches are the reason we attract as many sports hirers that we do.

3.3 In addition, play areas and open spaces need to have the grass cut as well as herbaceous borders need to be maintained; sites litter picked; bins emptied; hedges cut; minor tree works. This is not an exhaustive list.

3.4 The individual in question also is mainly responsible for machine maintenance.

3.5 The Grounds Maintenance Manager has proposed that a temporary Member of staff, who is known to the Council as they are the current caretaker, is hired for 30 hours per week. They have covered for short term absence in the past and can drive the tractor, cut grass with 4-2-4 mower and mark out pitches.

3.6 This individual would also need to perform his other duties at the weekends and sometime off during the week would be required. They also close the splash park during its months of operation.

3.7 The Clerk has taken advice from the HR consultant on the amount of hours proposed to work. It may be that it is not feasible for them to work 30 hours plus their normal contracted hours and allow them to take time off.

4. FINANCE

4.1 The weekly impact of employing this member of staff would be:

30 hours per week at £12.50ph £375 per week plus on costs

5. IMPACT ASSESSMENT

Strategic Plan	Objective One and Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Implications to general reserves
Resources (including workforce)	Implications on staff resource
Risk Management	N/A

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