



## LONDON COLNEY PARISH COUNCIL

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

1 December 2022

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **WEDNESDAY 7 DECEMBER 2022**, to be held at **2.00PM, PAVILION, MORRIS RECREATION GROUND WHITE HORSE LANE, LONDON COLNEY AL2**

**Emma Payne**  
Clerk

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### 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 9 November 2022
- 5. REPORTS TO COMMITTEE**
  - 5.1 Budget 2023-24** 5  
To receive the recommendations of the Budget Working Party in relation to:
    - a) The Parish Council Precept 2023-24
    - b) The Parish Council Budget 2023-24 9
    - c) The fees and charges for 2023-24 10-17
  - 5.2 Aged Debtors**  
To receive a verbal update on this item
  - 5.3 VAT Return** 18  
To note the VAT return for Q2.
  - 5.4 Grounds Maintenance** To follow  
To receive a specification for Grounds Maintenance
  - 5.5 Freedom of Information Procedure** 20-25  
To receive and ratify a procedure for Freedom of Information requests
  - 5.6 Bar Audit** 26-28  
To receive the bar audit report and review the price list in light of supplier price increases

<b>5.7</b>	<b>Terms and Conditions for Hirers</b>	
a)	To review the current terms and conditions for hirers in relation to drinks consumed on the premises	29-36
b)	To consider adopting a Responsible Venue Hire Policy	
<b>5.8</b>	<b>Meeting Schedule 2023-24</b>	37-43
	To receive a proposed meeting schedule for 2023-24 and a proposal for committee restructure.	
<b>5.9</b>	<b>Assets of Community Value</b>	
	To receive a verbal update on the applications for Assets of Community Value	
<b>5.10</b>	<b>Computer Friendly in London Colney</b>	44
	To receive a recommendation from Events & Community Committee that a free hire is given to Computer Friendly to run a drop-in advice service and training sessions to enable digital engagement amongst residents.	
<b>5.11</b>	<b>Bank Reconciliations</b>	
	To note the agreed bank reconciliations	
<b>6.</b>	<b>WORK PROGRAMME</b>	
	To note the work programme for this committee	
<b>7.</b>	<b>CONFIDENTIAL ITEMS</b>	
	To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.	
<b>7.1</b>	Land at Caledon Community Centre	
<b>8.</b>	<b>DATE OF NEXT MEETING</b>	
	4 January 2023 (if required)	

## LONDON COLNEY PARISH COUNCIL

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

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

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

#### 1. APOLOGIES

All members were present.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

#### 3. DECLARATIONS OF INTERESTS

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

#### 4. MINUTES

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

#### 5. REPORTS TO COMMITTEE

##### 5.1 Aged Debtors

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

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

##### 5.2 Review of Policies

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

***Recommend to Council that the following policies are adopted:***

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

##### 5.3 Review of Reserves

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

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

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

#### **5.4 Rent of Margaret Hopkins Suite**

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

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

#### **5.5 Parish Council Land Assets**

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

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

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

#### **5.6 Grounds Maintenance Specification**

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

#### **5.7 Internal Audit**

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

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

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

## **5.8 Assets of Community Value**

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

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

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

## **5.9 Bank Reconciliations**

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

## **6. WORK PROGRAMME**

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

## **7. CONFIDENTIAL ITEMS**

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

### **7.1 Land at Caledon Community Centre**

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

## **7. DATE OF NEXT MEETING**

Wednesday 7 December 2022.

The meeting closed at 1445 hours.

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

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE**

**SUBJECT: BUDGET 2023-24**

### **1. SUMMARY**

- 1.1 This budget has been reviewed by the Budget Working Party at their meetings on 26 October and 30 November 2022.

### **2. RECOMMENDATION**

- 2.1 Members are asked to recommend to Council that:
- a) The fees and charges for 2023-24 as set out below are approved.
  - b) The precept for 2023-24 is set at £313,500.
  - c) The budget for 2023-24 as set out below is approved

### **3. BACKGROUND**

- 3.1 The budget has been assessed by individual committees, who made recommendations for new budget items. It was then reviewed by the Budget Working Party. This review included an assessment of the predicted end of year for 2022-23; a review of the general and earmarked reserves and a proposed budget for 2023-24 considering the new budget items recommended by Committees and other inflationary increases.
- 3.2 The Events Committee was asked to re-consider their budget and identify where savings could be achieved, and this new budget has been reviewed by the Budget WP at their meeting on 30 November.
- 3.3 This process has included a review of all income streams and charges. It was recommended by the Budget WP that some fees and charges were increased, namely:
- Ad hoc hire charges
  - Sponsorship
  - Newsletter advertising
  - Lunch Club
  - Firework Tickets
- Allotment rent, sports fees and hire charges for regular hirers were not increased.
- 3.4 New budget items were included in the budget for 2023-24 (see below)

#### 4. FINANCE

- 4.1 Setting the precept at £313,500 equates to the following increase in the precept and the parish council's proportion on a Band D property.

	2023-24	Change	%
Precept	£313,500	£12,560	4.17%
Tax Base	3500		
Band D	£89.57	£2.59	2.98%

- 4.2 SADC have yet to provide the Clerk with accurate Band D council tax base. The calculations are proving challenging following the parish boundary changes. It is estimated that the council tax base will increase by 40 properties from last year with the inclusion of the properties in Suffolk Close and North Cottages included in the parish from the boundary changes, plus the development of The Golden Lion and White Horse Mews.

#### 5. IMPACT ASSESSMENT

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

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

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



# **LONDON COLNEY PARISH COUNCIL BUDGET 2023-24 V3**

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

**Draw on reserves**

**£20,000** -£135

## HALL HIRE FEES & CHARGES FROM 1/4/2023

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

**Miscellaneous Income from 01/04/2023**

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

**Allotment Rent from 1/4/2023**

	<b>Standard rate</b>	<b>Discounted rate*</b>
Full size allotment	£37.00	£25.00
Half allotment	£25.00	£15.00
Quarter allotment	£15.00	£10.00

**Newsletter Advertising from 1/4/2023**

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

## **Sponsorship Rates from 1/4/2023**

### **Platinum Package   £2,200 plus VAT**

Sponsorship of 4 parish events: Larks in the Parks, Fireworks, Picnic in the Park, Christmas Lights Switch On – logo on all marketing and announcements at events  
Social media promotions and listed website as a major sponsor/community partner  
Half page ad in all editions of the parish magazine for the year (artwork to be provided for advert)  
Option to specifically sponsor an element e.g., the Christmas Tree, Christmas Biscuits or Santa's Grotto

### **Gold Package        £1,100 plus VAT**

Sponsorship of 2 parish cour  
Social media sites and listed website as a gold sponsor/community partner  
Quarter page ad in all editions of the magazine for the year (artwork to be provided for advert)

### **Silver Package       £550 plus VAT**

Sponsorship of 1 event  
Social media support and website as a sponsor  
1 x quarter page ad in 2 editions of parish magazines (artwork to be provided for advert)

### **Bronze Package     £300 plus VAT**

Quarter page advert in 2 editions of magazine  
Social media support and website as sponsors

**Allotment Rent from 1/4/2023**

	<b>Standard rate</b>	<b>Discounted rate*</b>
Full size allotment	£37.00	£25.00
Half allotment	£25.00	£15.00
Quarter allotment	£15.00	£10.00

## Event Charges from 1/4/2023

### Stall Hire

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

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

### Firework Display

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

### Lunch Club

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



## Sports Hire from 1/4/2023

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

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

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

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

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

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: VAT QUARTER 2**

### **1. SUMMARY**

- 1.1 The parish council can claim VAT on its purchases and levies it on the business activities of the parish council. This report outlines the VAT claimed for the second quarter of 2022-23.

### **2. RECOMMENDATION**

Members are asked to note the report.

### **3. BACKGROUND**

- 3.1 The parish council can claim VAT on its purchases, and levies VAT on its business activities which are:

- Newsletter advertising
- Fishing rights
- Corporate sponsorship
- Hire of sports pitches (dependent on number of bookings)
- Bar takings
- Lunch club
- Ticket sales for events

- 3.2 Some of the parish council's activities are exempt from VAT:

- Allotment rent
- Hire of pavilion or halls
- Hire of sports pitches (where they exceed 10 bookings made in a block)

- 3.3 The Government initiative of Making Tax Digital requires all VAT claims to be made online, and the accounts software is configured to facilitate this application on a quarterly basis once the end of month has been reconciled.

### **4. FINANCE**

- 4.1 The VAT claims to date are:

	<b>Q1</b>	<b>Q2</b>
VAT due on sales	£3,425.29	£1,071.05
VAT to reclaim on purchase	£7,405.71	£16,856.33
Net VAT to reclaim	<b>£3,980.42</b>	<b>£15,785.285</b>

## 5. IMPACT ASSESSMENT

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

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: FREEDOM OF INFORMATION PROCEDURE**

### **1. SUMMARY**

- 1.1 The Parish Council makes as much information as possible available on its website to comply with the Transparency Code, which the parish council is not covered by due to its turnover. This information is audited by the internal auditor, who has commented on the thoroughness of the information available to Members of the Public..
- 1.2 This policy deals with the handling of a FOI request from a member of the public.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
  - a) Consider the attached policy and FOI request form
  - b) Recommend its adoption by the Council

### **3. BACKGROUND**

- 3.1 As a public body, the public has a right to access certain information held by a local authority. Access to information helps the public make public authorities accountable for their actions and allows public debate to be better informed and more productive. Access to official information can also improve public confidence and trust if government and public sector bodies are seen as being open and transparent.
- 3.2 A Freedom of Information request does not relate to a person's personal data, and this is dealt with under a [Subject Access Request](#) which has its own procedure which was adopted by the parish council in March 2022.
- 3.3 There are restrictions on what information can be released and a request can be refused if it may cause a specific harm e.g., endangering health and safety; prejudice an ongoing legal matter; or a commercial interest. It does not cover matters relating to staff, which is personal information.
- 3.4 A request can be refused if it is seen to take too much time (although this can be charged for); the request is vexatious; the request repeats a previous request from the same person.
- 3.5 Members should be aware that in the event of an FOI request, the Clerk will need access to their email systems which received Parish Council emails. This is why it is highly recommended that Members have Parish Council email addresses and has been highlighted by the Internal Auditor.
- 3.6 Requests can also be made via the website [www.whatdotheyknow.com](http://www.whatdotheyknow.com)

**4. FINANCE**

- 4.1 The only financial implication is relating to officer time, which can be reimbursed by the requester.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Use of officer time
Resources (including workforce)	Use of staff resource
Risk Management	The Council ensures as much information as possible to reduce the risk of a FOI request.



## **LONDON COLNEY PARISH COUNCIL**

### **FREEDOM OF INFORMATION POLICY 2022**

The Parish Council adopted the Model Publication Scheme with effect from January 2018. This scheme will enable members of the public to view and access information held by the Parish Council.

#### **OBTAINING INFORMATION AND INFORMATION HELD**

There are three ways to obtain the information:

1. **Parish Council web site**  
The web site holds the type of information which the Council routinely publishes e.g., minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.
2. **Inspect Documents held by the Clerk**  
If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site, by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are Monday – Friday, 0900-1500.
3. **Individual Written Request**  
If the information is not included in the publication scheme or on the web site, you may send a written request to
  - The Clerk, London Colney Parish Council, Caledon Community Centre, Caledon Road, London Colney AL2 1PU
  - Please use the attached form

#### **COUNCIL'S RESPONSE TO A WRITTEN REQUEST**

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether it holds the information
- advise you if a fee will be charged provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

#### **FEES**

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.
- 

For most requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However,

where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate, then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.
- 

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

## EXEMPTIONS

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

## FURTHER HELP

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

## COMPLAINTS

If you are dissatisfied with the response from the Council, then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

Tel: 01625 545700

Revision History	
November 2022	Policy Adopted

## LONDON COLNEY PARISH COUNCIL

### FREEDOM OF INFORMATION REQUEST FORM

**To:** London Colney Parish Council  
Caledon Community Centre  
Caledon Road  
London Colney  
AL2 1PU

Please complete the form below providing as much detail as possible to enable the Parish Council to identify and locate the information requested. An \* indicates a required field.

Details of Applicant*	
Name	
Address	
Post Code	
Telephone Number	
Email address	
If the application is being made on behalf of an organisation, please provide details below	
Name of organisation	

DETAILS OF REQUEST
Please provide a <b>detailed description</b> of the information being sought to enable your request to be processed in a quick and efficient manner. Include, where appropriate, names, dates, file references, site location and description. Ambiguous requests will be returned for additional information to enable the Parish Council to identify and locate the information requested*



If you have already been liaising with an Officer at the Parish Council, please provide details

Please state your preferred method for receiving the information (mark whichever is appropriate)

To view original records by appointment ☐  
To receive copies by post ☐  
To receive by email ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES

Please note that, whilst any person can exercise their right to request information that they believe to be held by the Parish Council, there may be a legitimate reason to withhold the information requested and that, in some cases, providing the information may be subject to a Fee as set out in the Publication Scheme.

## FEES AND CHARGES

The Parish Council *may* seek payment before supplying the requested information if a charge is required by statute, policy or local agreements, or if the Parish Council will incur unreasonable costs. You will be advised if a charge is payable following the receipt of your application.

Applications may be submitted electronically to [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk).

**LCPC Use only:**      Date application for information received .....

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE**

**SUBJECT: BAR AUDIT AND BAR PRICE LIST**

### **1. SUMMARY**

- 1.1 Members are asked to receive the last bar audit figures for the last 6 months of operation. The bar continues to not achieve the gross percentage of profitability that the bar auditor has calculated.
- 1.2 Members are asked to increase the cost of keg beers to take into consideration the 17% increase on Fosters and Amstel from January 2023.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Note the bar audit
  - b) Increase the sale of Fosters and Amstel as outlined in 4.2 in the report.

### **3. BACKGROUND**

- 3.1 The bar auditor undertook his biannual bar audit on 26 October 2022. The figures are shown below with a comparison to previous audits.
- 3.2 The bar continues to not meet the levels of profitability that would be expected for the turnover. In this instance this was due to the Bar Manager not entering sales correctly into the till when a tab was run for a private party. The Bar Manager now understands the need to record all bar sales.
- 3.3 The bar supplies company, Dayla, has advised the Clerk that from January 2023, Heineken will be increasing the cost price of a keg of Fosters and Amstel by 17%.

### **4. FINANCE**

- 4.1 The current price of a keg of Amstel and Fosters excluding VAT is:

	<b>Current Price</b>		<b>January 2023</b>	
	<b>Keg</b>	<b>Pint</b>	<b>Keg</b>	<b>Pint</b>
Fosters	£125	£1.42	£146.25	£1.66
Amstel	£137	£1.55	£160.30	£1.82

4.2 The price per pint is:

	<b>Current Price inc VAT</b>	<b>January 2023</b>	<b>55% Profit Margin</b>
Fosters	£3.60 (£2.88 exc VAT)	£4.20 (£3.36 exc VAT)	£5.20 (£4.16 exc VAT)
Amstel	£3.80 (£3.04 exc VAT)	£4.45 (£3.70 exc VAT)	£5.75 (£4.60 exc VAT)

4.3 There are 88 pints in a keg which includes wastage.

## 5. **IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Regular review of price of bar price list is an internal control

	<b>Audit 25</b>	<b>Audit 24</b>	<b>Audit 22</b>	<b>Audit 21</b>	<b>Audit 20</b>	<b>Audit No 19</b>	<b>Audit No 18</b>	<b>Audit No 17</b>
	<b>Start Date</b> <b>13-4-22</b>	<b>Start Date</b> <b>18-08-21</b>	<b>Start Date</b> <b>02-04-19</b>	<b>Start Date</b> <b>23-10-18</b>	<b>Start Date</b> <b>4-4-18</b>	<b>Start Date</b> <b>25-9-17</b>	<b>Start Date</b> <b>07-4-17</b>	<b>Start Date</b> <b>14-10-16</b>
	<b>End Date</b> <b>25-10-22</b>	<b>End Date</b> <b>12-4-22</b>	<b>End Date</b> <b>12-11-10</b>	<b>End Date</b> <b>01-04-19</b>	<b>End Date</b> <b>22-10-18</b>	<b>End Date</b> <b>03-04-18</b>	<b>End Date</b> <b>24-09-17</b>	<b>End Date</b> <b>06-04-17</b>
<b>Estimated Result (ex VAT)</b>								
Consumed @ retail	£12,756.05	£8,557.88	£11,481.35	£9,276.59	£11,665.69	£11,066.38	£12,826.43	£11,172.05
Less consumed at Cost	£5,443.35	£3,859.61	£5,332.35	£4,298.47	£5,320.17	£5,331.94	£7,099.62	£5,585.06
Estimated Gross Profit	£7,312.74	£4,697.27	£6,149.00	£4,978.12	£6,345.52	£5,734.44	£5,726.81	£5,586.99
Estimated Gross Profit	57.33%	54.89%	53.56%	53.66%	54.39%	51.82%	44.65%	50.01%
<b>Actual Result (ex VAT)</b>								
<b>Income</b>	£10,258.28	£8,201.37	£9,403.42	£7,620.13	£9,632.83	£10,103.20	£11,621.05	£8,702.52
Less consumed @ cost	£5,443.35	£3,859.61	£5,332.35	£4,298.47	£5,320.17	£5,331.93	£7,099.62	£5,585.06
Actual Gross profit	£4,814.93	£4,161.77	£4,071.07	£3,321.66	£4,312.66	£4,771.26	£4,521.43	£3,117.46
Actual Gross profit	46.94%	51.88%	43.29%	43.59%	44.77%	47.23%	38.91%	35.82%
<b>Surplus/Deficit</b>								
Consumed @ retail	£15,578.61	£10,349.33	£16,203.12	£12,963.49	£16,644.63	£16,166.60	£20,305.36	£16,363.61
Less allowances	£727.86	418.49	£2,425.50	£1,831.58	£2,645.80	£2,886.95	£4,913.13	£2,957.15
	<b>£14,850.75</b>	<b>£9,976.14</b>	<b>£13,777.62</b>	<b>£11,131.91</b>	<b>£13,998.83</b>	<b>£13,279.65</b>	<b>£15,391.73</b>	<b>£13,406.46</b>
Income	£12,309.93	£9,625.65	£11,284.10	£9,144.16	£11,559.40	£12,123.84	£13,945.26	£10,443.02
Deficit	-£2,540.82	-£350.49	-£2,493.52	-£1,987.75	-£2,439.43	-£1,155.81	-£1,446.47	-£2,963.44
Deficit %	-20.64	-3.64	-22.10	-21.74	-21.10	9.53	-10.37	-28.38
Deficit per day	-12.96	-1.47	-11.08	-12.35	-12.08	-£6.05	-£8.46	-£16.96
Deficit at cost	-£112.53	-£140.54	-£1,178.72	-£934.40	£11,22.74	-£508.31	-£736.41	-£1,584.89
Yield %	79.02	92.6	69.64	70.54	69.45	74.99	68.68	63.82
Barrellage	3.97	3.06	4.28	3.97	4.80	5.19	9.67	6.11
Allowances/Income %	5.91	4.35	21.49	20.03	22.89	23.81	35.24	28.32
Variance to budget %	£4,814.93	£4,161.77	£4,071.07	£3,321.66	£4,312.66	£4,771.33	£4,521.43	£3,117.46

## LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 7 DECEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: HALL HIRE TERMS AND CONDITIONS

### 1. SUMMARY

- 1.1 The terms and conditions for hirers were reviewed at this Committee's meeting on 14 July 2022 after a breach of the premise licence (18<sup>th</sup> birthday party). At this meeting, it was resolved to update the terms and conditions with the following:

- a) The hall hire terms and conditions are updated to include a clause where the hirer's deposit will be forfeit for a breach of them.*
- b) Corkage fee is removed from the hall hire agreement*

- 1.2 The Clerk has been asked to review the terms and conditions further in light of incidents where hirers have brought in their own soft drinks and the suggestion is that the hirer's deposit should be forfeit in these instances.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the recommendation of the Budget Working Party, that hirers have their deposit forfeit in the event that they bring in their own soft drinks in addition to their own alcohol.

### 3. BACKGROUND

- 3.1 Previously the Council allowed hirers to bring their own alcohol on site, for which they would be charged £6 per bottle corkage. This was removed from the terms and conditions at this committee's meeting in July 2022.
- 3.2 Subsequently, there have been incidents where hirers have brought in their own soft drinks. Whilst negligible, this still affects the profitability of the bar and the terms and conditions could be amended to specify that in the event of this occurring, that the hirer would forfeit their part or all of their deposit. The deposit of £100 is paid at the time of booking and covers any damage of additional cleaning required after a hire.
- 3.3 If hirers require a bar, there is no additional hire charge in addition to the room charge, for the provision of the bar and bar staff. Previously, it has been recommended that additional bar staff are charged for, if the anticipated attendance at the party exceeds 50-70 people, but this has not been implemented.
- 3.4 For comparison purposes, Dunstable Town Council do not charge for bar staff. Chippenham Town Council charge an additional £17 per hour for bar staff if it deems it necessary to service a function. Glastonbury Town Council levies an additional charge on top of the hire charge to provide a bar which ranges from £65 to £136 depending on the day of the week and the time of the year.

#### **4. FINANCE**

4.1 The bar turnover for the last four years is:

2019/20	£10,535	
2020/21	Nil	(Covid)
2021/22	£6,123	(Partial Covid)
2022/23	£10,086	(year to date)

#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Bar Manager and casual staff are employed by Council
Risk Management	Premises licence in place.



## LONDON COLNEY PARISH COUNCIL

### HIRERS TERMS & CONDITIONS

These standard conditions apply to all hiring of the Parish Council facilities and a copy will be given to all Hirers. It is also available to download from our website. If the Hirer is in any doubt as to the meaning of the following, the Parish Council Booking Officer should immediately be consulted.

#### 1. Applications

All applications for the hiring of the facilities shall be made on the relevant booking forms obtained from the Booking Officer at the Parish Council, at the Community Centre, Caledon Road, London Colney, Herts AL2 1PU. If there are any changes with the booking, then contact must be made immediately by telephoning 01727 821314 or emailing [info@londoncolney-pc.gov.uk](mailto:info@londoncolney-pc.gov.uk).

All bookings must be confirmed by the return of the completed and signed booking form. The person signing the booking form shall be deemed to be the hirer.

A signed booking form must be received to facilitate the booking. Once received the booking will be made and a confirmation email will be sent to you. The Deposit will then be required to confirm your booking.

Hours required and booked must be strictly adhered too. Any overrun will result in extra charges being made. Enough time should be allowed for guests to drink up and vacate the venue by the end of the allocated hours with the hall being returned to its original condition as booked. Your allocated time booked, includes the cleaning up of the hall and returning it to the condition in which it was found on the commencement of hire. Any excessive cleaning required will be charged for. The disco or entertainment must be given enough time to pack up and leave prior to the end of the booking. Any overrun in packing away the equipment, or the caterers cleaning up and leaving, will be the responsibility of the Hirer and so attract the same penalties.

- Kitchen preparation areas, with exception of the fridges and freezers, can be used by request and attract an additional hiring cost. Any outside companies or self-catering arranged by the Hirer must be aware that the Council's Insurance Cover does not cover hirers own equipment, negligence or personal liability. Any cover required should be arranged directly by the hirer.
- It is the Hirers' responsibility to provide their own black bin bags, washing up liquid and tea towels.
- The Hirer must be the last patron to leave the premises, they are responsible for all the guests, caterers and entertainers leaving by the allocated time.

#### 2. Terms of payment

A deposit of £100 is required on all one-off bookings. This will be held by us and returned subject to the venue being vacated at the agreed time and in the condition, which is laid down in the Terms & Conditions. The balance of the hire to be paid no less than 28 days prior to the event. The deposit will be retained if the hire is cancelled after 28 days before the event, see clause 25 below.

**3. Right to Terminate**

The Parish Council reserves the right, by notice to the hirer, to terminate the Agreement and the hiring at any time, in which case the parish Council shall give to the hirer as much notice as possible of their intentions and shall return the deposit or the whole of the charge as the case may be, but shall not be liable for damages or otherwise in respect of their actions under this clause, nor be under any liability to the hirer for any loss or damage they may sustain by reason of such termination.

**4. Age**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**5. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric, and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Parish Council, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

**6. Use of premises**

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Persons must not trespass in parts of the building not hired.

Due to licencing conditions the Parish Council will not accept birthday party hires for ages 13 to 25 years.

***Any breach of this clause will mean the hirer's deposit will be forfeited.***

No persons under the age of 18 will purchase, solicit, or consume alcohol on any Council accommodation.

No alcohol sales are permitted at Napsbury Pavilion or Morris Way Pavilion (private consumption only)

The pavilions at both Morris Way and Napsbury must be cleared by 11.00pm

The Community Centre must be cleared by:

11.30pm Sunday – Thursday

Midnight Friday & Saturday

The Community Centre hall bar will normally be available:

7pm – 11.00pm Sunday – Thursday

7pm – 11.30pm Friday & Saturday



## **7. Insurance and indemnity**

### **(a) The Hirer shall be liable for:**

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages, and costs made against or incurred by the Parish Council, their employees, volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages, and costs made against or incurred by the Parish Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Parish Council and the Parish Council's employees, volunteers, agents and invitees against such liabilities.

### **(b) The Parish Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Parish Council shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Parish Council and the Parish Council's employees, volunteers, agents, and invitees against:**

- (i) any insurance excess incurred and
- (ii) the difference between the amount of the liability and the monies received under the insurance policy.
- (iii) Where the Parish Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Council Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Parish Council Bookings Officer to rehire the premises to another Hirer. The Parish Council is insured against any claims arising out of its own negligence.

## **8. Gaming, betting, and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **9. Inflatables & Smoke Machines**

No outdoor inflatables are allowed at any Parish Council venue, internal inflatables are allowed at the Community Centre provided the inflatable meets our height restriction and that we see all relevant certification and public liability insurance prior to the hire. No smoke machines are permitted at any Parish Council venue

## **10. Music Copyright licensing**

The Hirer shall ensure that the Parish Council holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence

## **11. Film**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**12. Childcare Act 2006**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Parish Council with a copy of their CRB check and Child Protection Policy on request.

**13. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Council's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy. The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Clerk of the Parish Council.

- (a) The Hirer acknowledges that they have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment (Include diagram of location)
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - Hirers are responsible for their own First Aid provision.
- (b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:
- That all fire exits are unlocked.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.
  - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

**14. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

**15. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

Abuse and aggression are treated seriously, and the Parish Council will take action to ensure the protection of other service users and staff where such behaviour occurs. Any violence, threat or harassment will be reported to the Police and where necessary, for the protection of other service users or staff, arrangements will be made to limit and control access to Parish Council facilities.

The Community Centre has CCTV installed and in the event of drunk and disorderly behaviour, suspected drug use, or violence, the Police will be provided with relevant footage.

**16. Health and hygiene**

The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations.

**17. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

**18. Stored equipment**

The Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Parish Council may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Parish Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**19. Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

**20. Accidents and dangerous occurrences**

Any failure of equipment belonging to the Parish Council or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Parish Council as soon as possible and complete the relevant section in the Parish Council's accident book. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Hirers are responsible for their own first aid provisions.

**21. Explosives and flammable substances**

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the Parish Council. No decorations are to be put up near light fittings or heaters.

**22. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Parish Council. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

**23. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Parish Council. No animals whatsoever are to enter the kitchen at any time.

**24. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Parish Council's accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority. Regular hirers can display a banner/poster, but this must be removed at the end of each hire.

**25. Right of Entry by the Parish Council**

Parish Council staff always have access to Parish Council buildings.

**26. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event, the deposit is non-returnable if the booking is cancelled within 28 days prior to the event. The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Parish Council reasonably considering that
  - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish

Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**27. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.

**28. No alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Parish Council. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Parish Council remain in the premises at the end of the hiring. It will become the property of the Parish Council unless removed by the Hirer who must make good to the satisfaction of the Parish Council any damage caused to the premises by such removal. No bolts, screws, nails, tacks, or Sellotape shall be driven or stuck on to any part of the premises

**29. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REORGANISATION OF COMMITTEE STRUCTURE  
CALENDAR OF MEETINGS 2023-24**

### **1. SUMMARY**

- 1.1 This report proposes a calendar of meetings for the municipal year 2023-24.
- 1.2 It also proposes the amalgamation of the Events & Community Committee with the Environment & Neighbourhood Committee, into a new committee 'Community Services.' This proposal will streamline the committee structure; reduce the burden on Councillors to attend Committee meetings; spread the workload around Councillors; and reduce the amount of time it takes to service committees by Officers, freeing up time to implement the Council's decisions.

### **2. RECOMMENDATION**

- 2.1 Members are asked to recommend to Council that:
- a) A new Community Services Committee is formed, replacing the Events & Community Committee and Environment & Neighbourhood Committees with effect from May 2023.
  - b) The Council meeting schedule for 2023-24 is adopted.

### **3. COMMITTEE STRUCTURE**

- 3.1 Currently, the Parish Council operates four committees in addition to Council meetings.
- Finance & General Purposes
  - Human Resources
  - Environment & Neighbourhood
  - Events & Community
  - Planning
- 3.2 During the year to date, the Clerk has totalled 463 hours servicing Committees and Council meetings, which is 30% of her working hours:
- |                             |           |       |
|-----------------------------|-----------|-------|
| Events & Community          | 50 hours  | 10.8% |
| Environment & Neighbourhood | 76 hours  | 16.5% |
| Finance & General Purposes  | 106 hours | 22.9% |
| Human Resources Committee   | 40 hours  | 8.6%  |
| Council                     | 57 hours  | 12.3% |
- 3.3 The Staff Review commented that there were too many Council and Committee meetings being held and that the number should be reduced. This was implemented

from May 2023. Prior to this the Clerk spent 520 hours per year servicing Council and committee meetings.

- 3.4 The Staff Review recommended the adoption of a Scheme of Delegation, which included delegating decision making to Committees and Officers, and this has streamlined the workload and decision-making process. In addition, the consultant went on to comment that the quantity of meetings and the officer time, (the Clerk), taken to prepare the meeting paperwork and reports as well as the minutes, the actual attendance at the meetings and implementing decisions, is excessive.

*The Council held approximately 47 meetings during the most recent municipal year. This was made up of 11 full Council meetings plus an AGM, 6 Events Committees, 6 environment and Neighbourhood Committees, 8 Finance and General Purpose meetings, 6 Human Resource Committees, and 9 planning Committees. Analysis of the agenda and minutes clearly shows the excessive number of meetings is due to the lack of empowerment of officers to get on and do their jobs. The quantity of meetings and the officer time taken to prepare the meeting paperwork and reports as well as the minutes and the actual attendance at the meetings is an excessive amount of time for officers to spend dealing with internal bureaucracy, this is of course also unnecessary expense for local taxpayers that could be spent on delivery of services or working more strategically in the interests of the Council and residents.*

*A streamlined system of meetings should be adopted to reduce wasted bureaucracy ideally this would be a Council meeting every two months, then a merger of the events and environment and neighbourhood meetings to meet 4 times per annum, the HR committee to meet twice per annum, the Finance and General Purposes Committees to also meet four times per annum. The Planning Committee to meet as and when required to respond to planning applications with a system put in place for the Clerk to respond with no objection if the Committee respond as such by internal email consultation.*

- 3.5 A proposed Terms of Reference for a Community Services Committee is attached to this report.
- 3.6 The Deputy Clerk will take over the clerking of the Community Services Committee.
- 3.7 Extra meetings can always be called, provided the required period notice (3 clear days) is adhered to.
- 3.8 The Council has a Planning Policy to determine whether a planning application needs to be considered by a Committee meeting. Lists of planning applications received are also circulated fortnightly, which allows Members to comment to their District Councillors about a planning application.

## **5. CALENDAR OF MEETINGS 2023-24**

- 5.1 The calendar of meetings has been drawn up to accommodate the above change to committee structure.
- 5.2 There will be the following number of meetings:

Council – 8, including a reserve date in January should an additional meeting be required to agree the budget, and a separate Annual Parish Meeting  
Community Services – 4 meetings

Finance & General Purposes – 4 meetings  
Human Resources – 2 meetings

There can be ad hoc Working Party meetings scheduled to work on the Neighbourhood Plan, Budget or manage a project, e.g., Lowbell Lake

- 5.3 The District Council's calendar of meetings has been consulted to avoid any clash of meetings in the event of a District Councillor also sitting as a Parish Councillor.
- 5.4 All committee meetings have been scheduled for Tuesdays. The time for each committee meeting will be determined with the Chair of the committee.
- 5.5 Each Committee would have a maximum of 4 nominated Members, agreed at the Annual Council Meeting. With 9 Councillors, this will spread the burden of sitting on Committees. In addition, there will be Non-Members on the Community Services Committee and relevant working parties.

## **6. FINANCE**

- 6.1 There are no financial implications to this report. There would be a resource saving, with the Clerk being able to concentrate on the delivery of projects and development of strategy for the Council or collaborating with stakeholders.

## **7. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	More efficient and productive use of resources
Risk Management	Streamlined committee structure is more effective, with a robust scheme of delegation to support internal controls.



## **PROPOSED COMMUNITY SERVICES COMMITTEE**

### **TERMS OF REFERENCE**

#### **Membership**

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

#### **How often meetings are held**

A minimum of four meetings in each full municipal year.

#### **Decision/Delegated Powers**

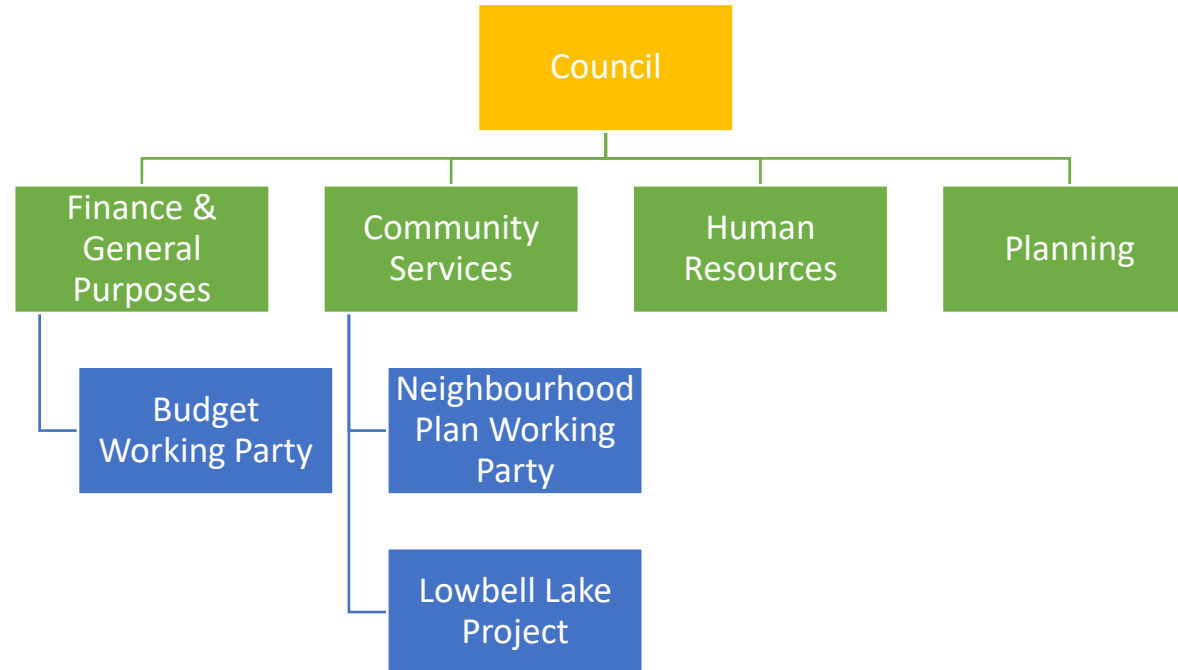
- Management of the parish council's land assets including sports and leisure facilities including the War Memorial and Millennium Clock,
- To consider matters relating to footpaths and consult with partners and stakeholders.
- A transfer of relevant environmental projects from Council or other committees
- Management of the Council's allotment sites including the review of allotment rents.
- Consideration of local impact on any environmental issues proposed by the statutory agencies or commercial organisations.
- The bi-annual review of the village flood strategy
- The management and refurbishment of all play areas including the use of S106 funding for improvements (to be approved by F&GP)
- The formulation of new Council policies relating to the activities of this committee and the review of any existing policies to be ratified by Council.
- The implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
- Consider applications from other organisations for events held on parish council property.
- The implementation of the Christmas Lights contract
- To provide oversight of the Council's communication with residents, including online presence (website and social media) and parish magazine.
- To oversee the implementation of the Communications Strategy and Community Engagement Policy
- To consider consultation documents as appropriate to the committee.
- To formulate a budget request for revenue expenditure/capital for the next fiscal year, including the charges for events
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance & General Purposes Committee.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Consultation documents as appropriate to the committee.

- To vire expenditure within its own budget and to recommend to the Finance & Policy Committee such other virements and carry overs as the Committee considers appropriate.

	May-23		Jun-23		Jul-23		Aug-23		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		
Tue							1																				Wed
Wed							2						1														Thu
Thu			1				3						2						1								Fri
Fri			2				4		1				3		1				2		1						Sat
Sat			3		1		5		2				4		2				3		2						Sun
Sun			4		2		6		3		1		5		3				4		3						Mon
Mon	1	BANK HOLIDAY	5		3		7		4		2		6		4		1	NEW YEAR'S DAY	5		4		1	EASTER MONDAY			Mon
Tue	2		6	COMMUNITY SERVICES	4		8		5		3		7		5		2		6		5	COMMUNITY SERVICES	2				Tue
Wed	3		7		5		9		6		4		8		6		3		7		6		3		1		Wed
Thu	4	PARISH COUNCIL ELECTIONS	8		6		10		7		5		9		7		4		8		7		4		2	DISTRICT COUNCIL ELECTIONS	Thu
Fri	5		9		7		11		8		6		10		8		5		9		8		5		3		Fri
Sat	6		10		8		12		9		7		11		9		6		10		9		6		4		Sat
Sun	7		11		9		13		10		8		12		10		7		11		10		7		5		Sun
Mon	8	BANK HOLIDAY	12		10		14		11		9		13		11		8		12		11		8		6	BANK HOLIDAY	Mon
Tue	9		13	HUMAN RESOURCES	11		15		12	COMMUNITY SERVICES	10		14	COMMUNITY SERVICES	12	FINANCE & GENERAL PURPOSES	9	COMMUNITY SERVICES	13		12	HUMAN RESOURCES	9		7		Tue
Wed	10		14		12		16		13		11		15		13		10		14		13		10		8		Wed
Thu	11		15		13		17		14		12		16		14		11		15		14		11		9		Thu
Fri	12		16		14		18		15		13		17		15		12		16		15		12		10		Fri
Sat	13		17		15		19		16		14		18		16		13		17		16		13		11		Sat
Sun	14		18		16		20		17		15		19		17		14		18		17		14		12		Sun
Mon	15		19		17		21		18		16		20		18		15		19		18		15		13		Mon
Tue	16		20	FINANCE & GENERAL PURPOSES	18		22		19	FINANCE & GENERAL PURPOSES	17		21		19		16		20		19		16		14		Tue
Wed	17	ANNUAL COUNCIL MEETING	21		19		23		20		18		22		20		17	COUNCIL	21		20	ANNUAL PARISH MEETING	17		15	ANNUAL COUNCIL MEETING	Wed
Thu	18		22		20		24		21		19		23		21		18		22		21		18		16		Thu
Fri	19		23		21		25		22		20		24		22		19		23		22		19		17		Fri
Sat	20		24		22		26		23		21		25		23		20		24		23		20		18		Sat
Sun	21		25		23		27		24		22		26		24		21		25		24		21		19		Sun
Mon	22		26		24		28	BANK HOLIDAY	25		23		27		25	CHRISTMAS DAY	22		26		25		22		20		Mon
Tue	23		27		25		29		26		24		28		26	BOXING DAY	23		27	FINANCE & GENERAL PURPOSES	26		23		21		Tue
Wed	24		28	COUNCIL	26		30		27	COUNCIL	25		29	COUNCIL	27		24	COUNCIL (RESERVE)	28		27	COUNCIL	24		22		Wed
Thu	25		29		27		31		28		26		30		28		25		29		28		25		23		Thu
Fri	26		30		28				29		27				29		26				29	GOOD FRIDAY	26		24		Fri
Sat	27				29				30		28				30		27				30		27		25		Sat
Sun	28				30						29				31	NEW YEAR'S EVE	28				31		28		26		Sun
Mon	29	BANK HOLIDAY			31						30						29						29		27	BANK HOLIDAY	Mon
Tue	30										31						30						30		28		Tue
Wed	31																31								29		Wed
																									30		Thu
																									31		Fri
	May-22		Jun-22		Jul-22		Aug-22		Sep-22		Oct-22		Nov-22		Dec-22		Jan-23		Feb-23		Mar-23		Apr-23		May-23		

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE STRUCTURE 2023-24**



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 7 DECEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: FREE HIRES OF PARISH COUNCIL FACILITIES**

### **1. SUMMARY**

- 1.1 The Events & Community Committee have recommended that Computer Friendly are awarded a free hire of the community centre to run digital engagement sessions.
- 1.2 The Clerk has also received a request from Communities 1<sup>st</sup> for a free hire, once a month, starting February to run peer to peer COPD and Diabetes meetings for patients at Summerfield Health Centre and the Maltings Health Centre.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the requests and advise the Clerk of their decision.

### **3. BACKGROUND**

- 3.1 Computer Friendly is a group of volunteers who run training to improve digital engagement. They provide help in getting to grips with tablets, smart phones, and computers. They would run drop-in sessions where residents can get help and advice. They would also hold dedicated training sessions for a 4-week period covering; Android Tablets, iPad, Starting Off with Windows. If Members approve the request, the drop-in sessions will run for 1½ hours on a Monday morning and the training sessions (2 hours) would be run on Wednesday afternoons.

- 3.2 They currently run drop-in sessions in:

- Healthy Hub in Civic Centre
- Marshalswick Baptist Church
- Islamic Centre, Hatfield Road
- The Queen's Head, Harpenden
- St Leonard's Church, Flamstead

They run training sessions at Harpenden (indoor bowls club) and Marshalswick Baptist Church.

- 3.3 Although the number of older people who are digitally connected continues to rise, there are still millions of people over the age of 55 who are not online. And while factors such as income and levels of education play a part, age is still the biggest indicator of who's digitally excluded.<sup>i</sup>
- 3.4 Communities 1<sup>st</sup> is looking for free hire of a meeting room on the first Thursday of every month to hold two back-to-back Peer to Peer health meetings for patients at the Summerfield Health Centre and The Maltings Surgery in St Albans. The first meeting, for COPD sufferers, would take place 10-11am. The second, for diabetes

patients, would be from 11:15-12:15. If approved, they would commence on Thursday 2<sup>nd</sup> February.

- 3.5 Diabetes is one of the fastest growing health challenges of the 21<sup>st</sup> century. It is predicted that over 5.5million people will suffer from diabetes in the UK by 2030<sup>ii</sup>
- 3.6 COPD is Chronic Obstructive Pulmonary Disease and is a preventable, chronic, and treatable disease of the lungs. It is the second largest disease lungs after asthma and affects 2% of the population<sup>iii</sup>.

#### **4. FINANCE**

- 4.1 Day time hall hire rates at the community centre are £17.00 per hour (increasing to £19 per hour from 1/4/23).
- 4.2 Day time hire rates for Morris Recreation Ground pavilion are £13 per hour (no increase in April 2023).

#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	Both requests support the Equalities Act
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Impact on possible future hires
Resources (including workforce)	N/A
Risk Management	N/A

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<sup>i</sup> Centre for Ageing Better

<sup>ii</sup> Diabetes UK

<sup>iii</sup> British Lung Foundation

## Finance & General Purposes Committee Work Programme 2022-23

Date of Meeting	Matters for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
08/12/2023	Budget 2022-23	Clerk	To receive an updated budget	Internal control
	VAT Return	Finance Officer	To receive a report on VAT claimed for Q2	Internal control
	Aged debtors including debt write off	Finance Officer	To receive an update on aged debtors	Standing Item
	Grounds Maintenance	Clerk	To receive a specification for the grounds maintenance provision	Action from HR Committee
	Freedom of Information Procedure	Clerk	To adopt a procedure for the handling of Freedom of Information Requests	Internal control
	Bar Audit	Clerk	To receive the bar audit	Internal control
	T&Cs for Hirers using Bar	Clerk	To consider introducing a deduction from the deposit for hirers bringing in their own drinks	Referred from Budget WP
	Meeting Schedule 2023-24	Clerk	To recommend the meeting schedule for 2022-23 including training sessions for adoption by Council	Internal control
	Computer Friendly	Clerk	To receive a recommendation from Events Committee to allow free hire of the community centre for drop in advice sessions and training courses to improve digital engagement	Referral from E&C
04/01/2023 (Reserve date)				
16/03/2023	Business Continuity Plan	Clerk	To review the plan	Internal control
	Parish Council Insurance	Clerk	To review the parish council's insurance schedule with a view to insurance renewal and revaluation of assets	Internal control
	IT Provision	Clerk	To consider the Council's IT provision	Internal control
<b>Future Projects</b>				
2024	Analogue Phone Lines	Clerk	To investigate replacing the analogue phone line at Morris Recreation Ground which is being phased out in 2025.	