



LONDON COLNEY PARISH COUNCIL

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

21 September 2022

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **WEDNESDAY 28 SEPTEMBER 2022**, to be held at **6.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
To receive and approve apologies
2. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
3. **DECLARATION OF INTERESTS**
Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.
4. **MINUTES** 3
To approve the minutes of the meeting of the Finance & General Purposes Committee held on 14 July 2022
5. **REPORTS TO COMMITTEE**
 - 5.1 **Aged Debtors**
To receive an update on this item
 - 5.2 **Lunch Club** 8
To receive a report on the operation of the lunch club
 - 5.3 **VAT** 10
To receive an update on the VAT reclaimed for Q1
 - 5.4 **Newsletter Printing** 12
To receive a report on the variation to budget for newsletter printing
 - 5.5 **External Audit Provision** 15
To receive a report on the provision of external audit services
 - 5.6 **Parish Council Insurance** 17
To receive a report on the increase in insurance premiums

- 5.7 104 High Street, London Colney** 19
To receive a request about installation of heat source pumps on parish council land
- 5.8 Assets of Community Value**
To receive a verbal update on this item
- 5.9 Budget 2023-24**
To consider the follow dates for budget working parties:
- Wednesday 26 October
 - Wednesday 17 November
- 5.10 Bank Reconciliations**
To note the agreed bank reconciliations
- 6. WORK PROGRAMME** 21
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
7.2 Theft from Allotments
7.3 The Village Club
- 8. DATE OF NEXT MEETING**
9 November 2022

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 14 JULY 2022, AT 6.30PM 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 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 7 April, 11 May and 19 May 2022 were amended by hand to reflect those attending and received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Aged Debtors

Members received a verbal report regarding the process to handle the aged debtor's situation. This will include dealing with the oldest and largest debts first. The Clerk reiterated that this is not necessarily a bad debt situation but arose from when the Council was without a Finance Officer and payments were received that had not been allocated against the correct invoice. Debtors will be written to, asking for their help in reconciling payments made against invoices. Members will be kept up to date as a standing item, including any overtime costs relating to the Finance Officer. It may be that Members decide that it is not economic to chase some of the monies outstanding, but this is covered under item 5.9, Debt Policy.

5.2 Standing Orders

Members received a report on the update of the Council's standing orders. Members were advised that once the standing orders have been updated, they are available on the Council's website. It was **RESOLVED** to:

- a) *Note the amendments to sections 17, c) and f) and deletion of section g) in the Council's adopted standing order.*
- b) *Recommend their adoption by Council*

5.3 Appointment of Internal Auditor

Members received a report with quotations to act as the Council's internal auditor. Members were advised that the quotations had been received from auditors who had been recommended from other Councils.

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

Mulberry & Co Chartered Accountants are appointed as the Council's internal auditors, with effect from 1 September 2022.

5.4 Repairs to Parish Council Buildings

Members received a report regarding several areas where work needs to be undertaken on parish council assets: electrical infrastructure, roof at the community centre, door and windows at Napsbury and windows at the community centre.

Members noted that the Clerk is still waiting for another quotation for repairs to the roof. Members were advised that this area of the roof has a large water tank on the roof, above the bar. The water tank feeds the toilets. An investigation had been undertaken to see if the tank was leaking, which was not the case. The waterlogged timbers are as a result of leaking roof felt.

Members felt that it was important that the windows in the office should open, but that it was not necessary for the toilet windows. The office windows included a quotation to open with a handle.

Members were advised that there is a budget for maintenance at both sites, but the repairs would exceed the budget with the shortfall having to be met from General Reserves. There is an amount from the Napsbury support fund to cover this work.

It was **RESOLVED** to:

- a) Appoint Green Electrical to undertake the repairs to the electrical infrastructure at a cost of £3,790 to be met from General Reserves***
- b) Appoint N&P Windows to undertake the window replacement at the community centre and Napsbury at a cost of £3,000 to be met from General Reserves.***
- c) Give delegated powers to the Chairman of the Committee and the Clerk to a maximum of £7,000 for repairs to the roof, to be reported to the next meeting.***

5.5 Community Governance Review

Members received a report regarding the result of the first consultation on the Community Governance Review. Members noted that the District Council had agreed with the parish council's proposal to divide the proposed London Colney ward into two smaller wards; however, the parish council's suggestion of east/west was not agreed, that it would be a north south split.

Members noted that only those properties who would be affected by the boundary change would be consulted with, Suffolk Close and North Cottages. The ward changes will not be consulted upon.

It was **RESOLVED** to:

- a) Note the report.***
- b) Reiterate to the District Council that the parish council preferred a east/west split rather than the proposed north/south division.***

5.6 Grant Application – Citizen's Advice St Albans District

Members received a grant application from Citizen's Advice St Albans District (CASTAD) for a grant to support their services. Members noted that the face-to-face advice drop-in service which had been operated from the library on a fortnightly basis had stopped during the pandemic and had not restarted. The Chairman of the Committee and the Clerk had met

with the Chief Executive who had advised that they were struggling to recruit advisors, regardless of whether they were volunteers or employees. The message from the chief executive is that face to face advice is a last resort when someone seeking advice cannot use any other access point. Members were disappointed with the lack of face-to-face sessions but acknowledged that the demographic for advice has changed, post pandemic.

CASTAD had obtained funding from The Trussell Trust to support a light touch, non-confidential advice service which would operate in the foodbanks, including London Colney on Friday mornings. It was **RESOLVED** to:

Award Citizens Advice St Albans District a grant of £1,000 under the General Power of Competence

5.7 Grant Application Form

Members received an updated grant application, following a request from a previous meeting where a grant application had been received, without the required supporting documentation. Members were advised that the grant application had been updated with sections regarding the applicant's further funding requests and whether they would be undertaking their own fund raising. A further suggestion included 'what was the total cost of the project?' which would be included. Members noted that there was a check list to ensure that all information is provided prior to the application being submitted.

It was **RESOLVED** to:

Approve the updated Grant Application Form.

5.8 Investment Policy and Parish Council Bank Accounts

Members received a report to review the Investment Policy and to outline where the parish council's funds are invested.

Members noted the interest rates for the various accounts where funds are located. Members were advised that the CCLA and Triodos accounts had been set up to accept the funds from the surgery lease. The CCLA account had been easier to set up and it had been relatively simple to invest the funds. The Triodos account had been harder to set up and there had been no investment made as yet. Members asked for the funds to be moved from the Unity Trust account.

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

- a) The Investment Policy is adopted***
- b) £10,000 is invested in Triodos***

5.9 Debt Policy

Members received a report with a proposed debt policy, in light of the situation with the aged debtors. Members considered the proposed policy including the de minimus amount to be written off. Members asked that the policy be updated to remove the debt collection agency and replace this with small claims court. Members were advised that this committee does not have delegated power to write off debts, with this function the responsibility of Council.

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

The Debt Policy is adopted.

5.10 Hall Hire Agreement and Terms & Conditions

Members received a report with suggested amendments to the hall hire agreement and terms and conditions. This proposed amendment had arisen from a hall hire for an 18th birthday which is precluded in the premises licence. Members were advised that the premises licence prevents any hire for birthday parties between the ages of 13-25. It is clearly stated by staff that the Council does not accept bookings for these parties. Members asked for this to be highlighted on the booking form.

Members noted that there had been issues with hirers who had brought in their own alcohol, hiding bottles from the bar manager to avoid paying the corkage charge.

It was **RESOLVED** that:

- 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***

5.11 Sport Booking Hire Agreement

Members received a report with a proposed sports booking hire agreement, which was a recommendation of the internal auditor. The Clerk had been liaising with the Sports Booking Secretary, had held a meeting with them and some adjustments had been made. The secretary was not prepared to use a parish council email address and was happy for the sports hirers to have their personal mobile number. The Clerk does not agree with the personal email address as there are GDPR issues with the use of a personal email address and she will address this with the secretary. It was **RESOLVED** to:

- a) Note the proposed agreement***
- b) Note the actions of the Clerk relating to the handling of sports bookings.***

5.12 The Watersplash

Members received a verbal update on the project and noted the up-to-date budget.

Members were advised that it was necessary to review the agreement with the container café contractor in light of the late opening of the splash park. Because the water park did not open at the end of May, as planned, the contractor was not able to hire staff on his usual basis and had not been having the turnover that they had originally planned for. The Clerk was therefore suggesting that there was a reduction in the monthly rent for year 1 only to accommodate the reduction in the season of the splash park operation. It was agreed that the Clerk could liaise with the contractor for a reduced rate for the winter season (October – April) of £250pm.

The Clerk will update the next meeting.

5.13 Bank Reconciliations

Members were advised that bank reconciliations had been signed up to March 2022.

6. WORK PROGRAMME

Members received this committee's work programme. Members asked for the following items be included in the programme:

November Review of reserves

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. The Clerk will contact Cllr Tallon regarding the matter and the chief executive of the County Council.

7.2 London Colney Village Club

Members noted the decision of the Council meeting on 29 June

7. DATE OF NEXT MEETING

Thursday 22 September 2022.

The meeting closed at 1945 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: LUNCH CLUB OPERATION

1. SUMMARY

1.1 The lunch club has been in operation for a year since it's relaunch using Hertfordshire Catering Ltd (HCL). This report outlines the performance of lunch club during its first year of operation and the implications to the Council's budget.

2. RECOMMENDATION

Members are asked to note the report.

3. BACKGROUND

3.1 HCL charges the parish council for a minimum of 25 covers at £6.50 excluding VAT per person or £1500 per month.

3.2 The parish council charges £6.50 including VAT which means that it keeps £5.20, leaving a shortfall of £1.30 per person. The parish council can claim back the VAT from the HCL.

3.3 When the parish council ran the service in house, the staffing costs were circa £18,500 as there were two cooks (24 hours per week) plus a kitchen porter (10 hours per week) in addition to the cost of purchasing ingredients, which were covered by the income from the lunch club.

3.4 The Events Committee has tried to increase attendance, offering a promotional £1.50 voucher to encourage new attendees. Special lunches are popular, with nearly full attendance at 35-40 people. There are approximately 7 special lunches every year including two Christmas lunches. These are charged at an enhanced rate of £7.50. Tuesday lunches tend to more popular as attendees then go to bingo afterwards.

4. FINANCE

4.1 Monthly figures since September 2021 are outlined below. There is a cost to the parish council of £8,389 per annum. This is a £10,000 saving on the previous operation.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Regular reporting of turnover to be monitored by Events & Community Committee
Resources (including workforce)	N/A
Risk Management	

Lunch Club Income & Expenditure 2022			
Date	Income excluding VAT	Expenditure excluding VAT	Balance
Sep-21	760.41	1,500.00	-739.59
Oct-21	717.50	1,500.00	-782.50
Nov-21	825.95	1,500.00	-674.05
Dec-21	620.43	1,500.00	-879.57
Jan-22	609.57	1,500.00	-890.43
Feb-22	993.86	1,500.00	-506.14
Mar-22	1,001.18	1,500.00	-498.82
Apr-22	769.04	1,500.00	-730.96
May-22	891.65	1,500.00	-608.35
June-22	802.44	1,500.00	-697.56
July-22	731.41	1,500.00	-768.59
August-22	886.84	1,500.00	-613.16
	£9,610.28	£18,000.00	-£8,389.72

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: VAT QUARTER 1

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 first 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 claim for Q1 was:

VAT due on sales	£3425.29
VAT to reclaim on purchase	£7405.71
Net VAT to reclaim	<u>£3980.42</u>

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: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: NEWSLETTER PRINTING

1. SUMMARY

- 1.1 The parish council publishes a quarterly newsletter, which is distributed to every household in the parish (4,000 copies). Recent price increases in the cost of printing will mean that the newsletter printing budget will be exceeded this year.
- 1.2 The Events & Community Committee, who is responsible for the newsletter, has asked for the Finance & General Purposes Committee to be advised of the increase in costs and to consider the advertising rates when reviewing fees and charges for the budget 2023/24.

2. RECOMMENDATION

Members are asked to:

- a) Note the report
- b) Identify if there is a budget where the overspend can be vired
- c) Review the advertising rates when setting the budget for 2023/24
- d) Consider the recommendation from the E&C committee to increase the honorium for the designer from £750 to £1,000 as a new budget item in 2023/24.

3. BACKGROUND

- 3.1 Editorial for the newsletter is predominantly from the parish council, with other regular contributions from the Summerfield Health Centre, London Colney School and St Peter's Church.
- 3.2 It is also used to advertise what's on at the community centre, and to promote parish council events, as well as listing all the parish, district, and county councillors.
- 3.3 It used to be the situation that if applying for a local council award (Quality Award), then a minimum of 4 newsletter editions were required to qualify. The latest version of the Local Council Award Scheme does not specify a minimum number, just that regular communication with residents is held.
- 3.4 It is a useful communication channel, especially for residents who are not internet enabled.
- 3.5 The Events & Community Committee, when they considered the matter at their meeting on 24 May 2022, expressed concerns that if the number of editions were reduced from 4 to 3, then this would affect advertising revenue.

4. NEWSLETTER PRINTING

- 4.1 The annual budget for newsletter printing is £5,000 (100/4515) with a further £1,300 for distribution costs. The budget also includes £750 for the newsletter designer's honorium of £750.00
- 4.2 The impact of the increase of utility costs as well as the cost of paper has meant that the parish council's regular printers advised Officers that the costs of printing the newsletter would be increased.

4.3 Forecast costs:

20-page newsletter @ £1179 per edition x 4 editions =	£4716.00
Honorium	£750.00
Total	£5466.00

- 4.4 The current printer can only guarantee that price as they have a stock of paper. Should they need to purchase paper, then the price is likely to rise. Equally, if the size of the newsletter was to be increased from 20 pages to 24 pages, then there will be a further increase.

5. ADVERTISING

- 5.1 The parish council takes advertising for the newsletter, as they have the General Power of Competence. This is a business activity and is vatable. There is a discount for block bookings, and most advertisers take a block booking for 4 editions.
- 5.2 The size and cost of advertisements is below:

Advert Type	Advert Size	Cost	Block Booking Cost
Full Page - Back Cover	(w) 210mm X (h) 297mm	£135 +VAT	£486 +VAT
Full Page - Inside Back/Front Cover	(w) 210mm X (h) 297mm	£126 +VAT	£453.60 +VAT
Full Page - Inside	(w) 210mm X (h) 297mm	£121.80 +VAT	£438.48 +VAT
Half Page	(w) 200mm X (h) 140mm	£64.68 +VAT	£232.85 +VAT
Quarter Page	(w) 98mm X (h) 145mm	£35.28 +VAT	£127 +VAT
Classified Advert	(w) 98mm X (h) 70mm	£35.28 +VAT	£127 +VAT

- 5.3 Artwork for advertising can be provided by the newsletter designer at an additional cost.

- 5.4 The total income from advertising in 2021/22 was £1989. There would be a reduction in advertising revenue if the number of editions were reduced of approximately £450.
- 5.5 This advertising income figure does reflect the true number of advertisers, as corporate sponsors have advertising included in their sponsorship package.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	Paper based communication reaches those members of the community who are not internet enabled
Environmental/Sustainability	Printed newsletters are not environmentally friendly as the production of paper is a heavy water user.
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: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: EXTERNAL AUDIT PROVISION

1. SUMMARY

- 1.1 Under the Local Audit (Smaller Authorities) Regulations 2015, the Smaller Audit Appointments Authority (SAAA) is responsible for appointing external auditors to all opted-in smaller authorities. The current external auditor for Hertfordshire is PKF Littlejohn.
- 1.2 The SAAA set the terms of appointment for limited assurance reviews and for managing contacts with appointed audit firm. Smaller authorities whose annual gross income or expenditure is less than £6.5m

2. RECOMMENDATION

Members are asked to:

- a) Note the report
- b) Advise the Clerk if they wish to opt out of the SAAA scheme and appoint their own external auditor.

3. BACKGROUND

- 3.1 The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.
- 3.2. All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors.
- 3.3 During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.
- 3.4 However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.
- 3.5 Any authority who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out no later than **28 October 2022**.

3.6 Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk. An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

3.7 Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

4. FINANCE

4.1 There is a budget for the internal and external audit function which is £2,500.

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	Appointing an external auditor may be a risk to the authority if due diligence is not undertaken in the appointment process

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PARISH COUNCIL INSURANCE

1. SUMMARY

1.1 The parish council's insurance is due for renewal on 1 October 2022 and the Clerk has been advised that there is an increase in the insurance premium. This report advises Members of the reasons behind this increase.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BACKGROUND

3.1 The parish council has a three-year deal with BHIB insurance brokers, who facilitate the parish council's insurance cover with Aviva for the two insurance policies held by the parish council:

- General parish council insurance – public liability insurance, building cover, fidelity, libel
- Mini fleet insurance – grounds maintenance equipment and vehicles

3.2 BHIB have advised the Clerk that the index linking of the general parish council insurance policy is higher than normal at 10.4%. This is an automatic increase in the sums to cover the rebuilding/replacement of buildings/contents. Normally, the policy is index linked with an annual automatic increase. Recent reports shows that prices are rising to a 40 year high, mainly due to increase in construction costs.

3.3 It was agreed by this committee to undertake a building revaluation programme prior to the end of the 3-year insurance deal, and this has been added as a new budget item for 2023/24. The insurance broker recommends having this undertaken every 3 years to ensure that the buildings are not underinsured. There are professional valuation service providers who can provide desk top valuations without having needing to visit the properties.

3.4 General insurance premiums have been rising during 2021 and into 2022. Many insurance companies are now experiencing something which has not happened very often, if at all, in almost 20 years. A combination of poor long-term provisioning by insurance companies, coupled with sustained low interest rates, low investment returns, and of course the recent impact of the global pandemic and Brexit, means that there simply isn't enough premium in the UK pot, to pay all the claims. Insurance premiums have not kept pace with the rising costs of medical care, motor repairs and property construction.

3.5 The insurance premium will also have increased due to completion of the splash park which is valued at £257,000 plus the container café at £10,000.

- 3.6 The current three-year deal, through brokers BHIB finishes in 2023 and the Clerk will seek quotations for a similar level of cover, subject to the revaluation of assets.
- 3.7 The motor vehicle insurance has increased due to a higher value vehicle being purchased during the year.

4. FINANCE

- 4.1 There is a budget for both insurance policies:

Budget Code	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	Overspend
100/4150 – Parish Council Insurance	£3,740.00	£3,865.00	£4,100.00	£4,781.36 Increase of £916.36	-£671.36
210/4320 – Vehicle Insurance	£1,043.00	£1,204.00	£1,100.00	£1,591.08 Increase of £387.08	-£491.08

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Exceeds budget
Resources (including workforce)	N/A
Risk Management	Inadequate insurance provision is a risk to the parish council's assets.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES

DATE: 28 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: 104 HIGH STREET, LONDON COLNEY

1. SUMMARY

- 1.1 The owners of 104 High Street, London Colney have contacted the parish council with a request to buy a piece of land in Morris Recreation Ground to install a heat source pump.

2. RECOMMENDATION

Members are asked to consider the request and advise the Clerk how they wish to proceed.

3. BACKGROUND

- 3.1 F J Pistol Ltd, based at 104 High Street, London Colney have approached the parish council regarding installing a heat source pump on a piece of land directly behind their site between the tennis courts on Morris Recreation and the existing boundary.
- 3.2 They have indicated that they would be prepared to buy the land in question but have not yet confirm where exactly on a plan below the land they wish to purchase is located.

4. FINANCE

- 4.1 The land in question may be subject to a Morris Recreation Ground charity.

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	The request may not be within the grant of the parish council due to the charitable status of the site.

104 High Street LC

London Colney

Author: L. Administrator

Date: 16/09/2022



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Finance & General Purposes Committee Work Programme 2022-23

Date of Meeting	Matters for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
28/09/2022	Aged debtors including debt write off	Finance Officer	To receive an update on aged debtors	Standing Item
	Budget Working Party	Clerk	To agree meeting dates for Budget Working Party	Internal control
	Lunch Club	Clerk	To receive a report on the operation of the lunch club	Referral from E&C
	VAT	Finance Officer	To receive a report on VAT claimed during Q1	Internal control
	Newsletter Printing	Clerk	To receive a request from E&C Committee for a virement from the Larks in the Park Budget to offset rising costs of newsletter printing.	Referral from Committee
	Theft of Water from Allotments	Clerk	To report on the theft of water from Glebe Allotment Site	Referral from E&N committee
	External Audit Provision	Clerk	To consider the external audit provision	Consultation
	Insurance Premium	Clerk	To be notified of an increase in the insurance premium	Internal control
	Licence	Clerk	Update on licence to use car park	Update from previous minutes

10/11/2022	Aged debtors including debt write off	Finance Officer	To receive an update on aged debtors	Standing Item
	First draft of budget 2023-24	Clerk	To receive a draft budget from Budget WP	Internal control
	Review of Reserves	Clerk	To receive an update on the reserve situation	Internal control
	CCTV Code of Practice	Clerk	To review the policy	Policy Review
	Complaints Procedure	Clerk	To review the policy	Policy Review
	Document Retention & Disposal Policy	Clerk	To review the policy	Policy Review
	Freedom of Information Policy	Clerk	To review the policy	Policy Review
	Information & Data Protection Policy	Clerk	To review the policy	Policy Review
	Removable Media Data Policy	Clerk	To review the policy	Policy Review
	Safeguarding Policy	Clerk	To review the policy	Policy Review
	Social Media & Electronic Communication Policy	Clerk	To review the policy	Policy Review
	IT Provision	Clerk	To consider the Council's IT provision	Internal control
08/12/2023	Second draft of budget	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
05/01/2023 (Reserve date)				
16/03/2023	Business Continuity Plan	Clerk	To review the plan	Internal control
	Scheme of Publication	Clerk	To review the scheme of publication	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

Future Projects

2024

Analogue Phone Lines

Clerk

To investigate replacing the analogue phone line at Morris Recreation Ground which is being phased out in 2025.