



## LONDON COLNEY PARISH COUNCIL

To: Cllrs Needham (Chairman), Hopcroft, Loud and Thoree

1 September 2023

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 14 SEPTEMBER 2023**, to be held at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU, 7PM**

**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**  
To approve the minutes of the meetings of the Finance & General Purposes Committee held on 20<sup>th</sup> June, 11 July and 24 August 2023
- 5. REPORTS TO COMMITTEE**
  - 5.1 Parish Council Insurance**  
To consider quotations for the renewal of the Parish Council's insurance.
  - 5.2 Anti-Social Behaviour at The Watersplash**  
To receive an update on this item
  - 5.3 Cleaning Contract**  
To receive quotations for the cleaning of the Parish Council's buildings
  - 5.4 Bar at the Community Centre**
    - a) To receive the bar audit
    - b) To consider the bar operation at the Community Centre
  - 5.5 Reserves Policy**  
To review this policy
  - 5.6 Email Disclaimer and Privacy Notice**  
To receive a report on updating the email disclaimer and privacy notice.

- 5.7 Staff Contingency Earmarked Reserve**  
To receive a report on the proposal to accumulate an Earmarked Reserve to cover staff contingencies
- 5.8 The Base Service Level Agreement**  
To review this Service Level Agreement
- 5.9 Access Road to Shenley Lane Allotments**  
To receive a report about access to Shenley Lane Allotments via SADC land
- 5.10 Grant Application**  
To consider a grant application
- 5.11 Budget Working Party**  
To agree dates for the Budget Working Party to meet.
- 5.12 Bank Reconciliations** -  
To note the agreed bank reconciliations
- 6. WORK PROGRAMME**  
To receive the work programme for this committee and receive any new items for consideration
- 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** Container Café Operator
- 8. DATE OF NEXT MEETING**  
12 December 2023

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
TUESDAY 20 JUNE 2023, AT 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors L Needham, Loud and Thoree

**EX OFFICIO:** Cllr Lillico and Prowse

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

**1. APOLOGIES**

Apologies were received from Cllr Hopcroft.

**2. NOTIFICATION OF SUBSTITUTES**

There were no substitutes.

**3. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**4. MINUTES**

The minutes of the meeting held on 14 March 2023 were received as a true record of the meeting.

**5. REPORTS TO COMMITTEE**

**5.1 Policy Review**

**a) Asset Management Policy**

Members received this policy for review, and it was **RESOLVED** to recommend to Council that:

***The Asset Management Policy is adopted.***

**b) Investment Policy**

Members received this policy for review. Members were advised about the nature of the investment accounts and that some of the accounts were ethically based. It was **RESOLVED** to recommend to Council that:

***The Investment Policy is adopted***

**c) Member/Officer Protocol**

Members received this policy for review, and it was **RESOLVED** to recommend to Council that:

***The Member/Officer Protocol is adopted.***

## 5.2 Policy for Adoption

Members received a proposed procedure for the granting of dispensations for adoption. Members considered the proposal, and it was agreed that the Committee or Council meeting where the dispensation was being sought would be responsible for granting the dispensation. This is outlined in the policy. It was **RESOLVED** to recommend to Council that:

***The Dispensation Procedure is adopted.***

## 5.3 Standing Orders and Financial Regulations

Members received the NALC model standing orders for adoption. Members noted the advice from NALC on the Chairman and Vice Chairman being ex-officio members of all committees, with voting rights and this was included under item 27.

Other items were updated including the length of debate; the number of councillors required to revisit a resolution of the Council and the number of days before the agenda was issued for items to be included on the agenda. The standing orders were updated to reflect the discussion of the meeting.

Members were advised that the Financial Regulations were due to be reviewed in the Autumn and this item was deferred. It was **RESOLVED** to recommend to Council that:

- a) ***Standing Orders as amended are adopted.***
- b) ***Standing Orders are reviewed in May 2024 when the committee structure is reviewed.***

## 5.4 Parish Council Insurance

Members received a report regarding the parish council's insurance policy and the revaluation of assets. Members carefully considered the valuation of the assets which would have serious implications on the Council's insurance premium. They noted that the insurance policy didn't only include the buildings; it contained cover for libel/slander, fidelity and public liability insurance amongst other items. They felt that it would not be prudent to ignore this advice.

Members asked where the quotations would be sought from, and it was explained that there were specialist parish council insurers and that quotations would be considered at this committee meeting in September. It was **RESOLVED** to:

- a) ***Approve the revaluation costings.***
- b) ***Seek quotations for the parish council insurance with the new valuations to be considered at the next meeting.***

## 5.5 Anti-Social Behaviour at The Watersplash

Members received a report on the incidents of anti-social behaviour at the splash park. They were given an update with the police apprehending three youths at the site and that the incidents seemed to have quietened down.

Members considered ways to mitigate this behaviour including the installation of CCTV. Members were advised that the lighting at the splash park was disconnected during the building of the splash park. It was **RESOLVED**:

- a) ***To approve the repairs to the lights at the splash park to be met from General Reserves.***

- b) That the Clerk will investigate further CCTV options, circulate these options by email and that the Chairman and Clerk will have delegated powers on the final decision, to be reported to the next meeting.***

## **5.6 Council Vehicles**

Members received a report regarding the current situation with the Council's vehicles. Members queried the cost of replacing the clutch on this vehicle and were advised that it was not just the cost of replacing the clutch, but the age and condition of the vehicle. Members were advised that whatever vehicle is purchased, it needs to be able to tow other equipment and be able to store equipment securely. Members were advised that it was not an option to make the Grounds Maintenance Manager an essential car user.

Members considered the nature of the vehicle including electric or hybrid vehicles. It was **RESOLVED** to:

***Instruct the Grounds Maintenance Manager to present to an emergency meeting of this committee with proposals to replace the vehicle with the purchase of a second hand vehicle vs leasing including electric/hybrid and petrol.***

## **5.7 Cleaning of Facilities**

Members received a report on the current cleaning regime for the parish council buildings. Members were advised that the current situation has a contract cleaner visiting once a week with office staff cleaning in between if necessary.

Previously a cleaning contractor had been considered, but it had been deemed to be too expensive. Members were advised that the toilets at Morris Recreation Ground are used as public toilets during the summer months but were currently closed as they were not cleaned every day. The previous idea had been to recruit two facilities officers who would cover each other but recruitment to these roles had not been successful.

It was **RESOLVED** to:

- a) Seek quotations for cleaning contractors to service the community centre and sports pavilions.***
- b) Retain the Caretaker to/open facilities and meet and greet hirers.***
- c) Consider quotations at the next meeting of this committee.***

## **5.8 Bar the Community Centre**

### **a) Operation of the Bar**

Members received a report on the management of the licensed premises at the Community Centre, including the appointment of a designation premises supervisor following the resignation of the Bar Manager. Members were advised that the casual bar staff do not want the responsibility of closing the community centre and the Clerk contracted a security company to close the venue after any hire finishing at midnight. Members noted the costs relating to this service.

Members were asked to consider at a future meeting, the proposal to charge for additional bar staff, depending on the number of attendees at the hire. Currently, irrespective of the number of attendees, there is no charge for bar staff, with all staff costs coming from the bar profit.

It was **RESOLVED** that:

- a) *Any hire exceeding the 30-minute window to vacate the premises will have the additional charge levied by the security company deducted from the hirers security deposit.*
- b) *A temporary Designated Premises Supervisor is sought for the Community Centre*

**b) Bar Prices**

Members noted the delegated decision of the Clerk, with the Chairman and Vice Chairman regarding the bar price list. It was **RESOLVED** to:

*Ratify the bar price increase as outlined in the report.*

**5.9 S106 Funding for Community Centre**

Members received a report regarding Section 106 earmarked for the community centre. Members were advised that provided it could be demonstrated that any works undertaken would improve the hirers experience then the release of the funds would be sought from SADC. Members discussed the condition of the building, and a condition survey would be added as a new budget item for 2024-25.

Members considered that feedback should be sought from the public about what improvements they would like to see. Members considered that the use of this funding would enhance the facilities, and could lead to an increase in hire income, especially with additional advertising and promotion. It could also mean that additional events could be held which would also increase income generation.

It was **RESOLVED** to:

- a) *Seek feedback from the public on potential improvements to the community centre.*
- b) *Prepare a proposal to release S106 funds for the refurbishment of the Community Centre based on this feedback.*

**5.10 Community Ownership Fund**

Members received a report on this government funding, along with further information from a seminar which the Clerk had attended on the subject. Members welcomed the initiative and it was **RESOLVED** to:

- a) *Appoint a working party with membership to be determined by Council on 28 June 2023.*
- b) *To investigate completing an Expression of Interest on behalf of the parish council.*

**5.11 Free Use of Council Assets**

Members received a report on a request for a free hire on Sunday 11 May 2023. It was **RESOLVED** to:

*Approve the free hire on 11 May 2023.*

**5.12 Asset Transfers**

Members received a report on a previous decision of this Committee to seek the transfer of Walsingham Way from St Albans DC to London Colney PC. Members noted the report where it had been considered to investigate taking over the ownership of the track leading to the site, through adverse possession. This would mean that the entrance to the site could be

repaired, the trees cleared, and the dumped rubbish removed. Members considered that this would be worth investigating.

A further proposal was received to seek the transfer of Five Acres Open Space from the District Council. It was **RESOLVED** to:

- a) *Continue with the asset transfer of Walsingham Way from SADC to the parish council.***
- b) *Investigate the adverse possession of the track leading to the site.***
- c) *Seek the transfer of Five Acres Open Space from SADC to the parish council.***

#### **5.13 Picnic in the Park – 13 August 2023**

Members received a report regarding the ticket price for this event. Officers asked if the recommendation of the Events Committee could be reconsidered, with a single ticket price offered. Members were advised that Officers would not proceed with the proposal to run a BBQ in house which could be income generating as there was no margins for profit on this service. It was **RESOLVED** that:

***Tickets for Picnic in the Park will go on sale at £7.00 inc VAT.***

#### **5.14 Bank Reconciliations**

Members noted the bank reconciliations for December 2022, January, February, and March 2023 had been duly authorised.

### **6. WORK PROGRAMME**

Members received the Committee's work programme. Members noted there was an item for a Budget Working Party to agree meeting dates. Members discussed that perhaps the budget discussions should be held as a confidential item, but it was pointed that that working parties were not open to the public which served the same purpose.

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

Emergency meeting regarding vehicle purchase - to be confirmed.

Tuesday 10 September 2023.

The meeting closed at 2110 hours.

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

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE EXTRA FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
TUESDAY 11 JULY 2023, AT 7.00PM  
SPORTS PAVILION MORIS RECREATION GROUND, WHITE HORSE LANE,  
LONDON COLNEY AL2 1JW**

**PRESENT:** Councillors L Needham and Hopcroft

**EX OFFICIO:** Cllr Lillico

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

**1. APOLOGIES**

Apologies were received from Cllr Loud and Thoree.

**2. NOTIFICATION OF SUBSTITUTES**

There were no substitutes.

**3. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**4. COUNCIL VEHICLES**

Following the last meeting, Members received a report on replacing the Ford Connect with a similar vehicle with buying vs leasing as the options.

Members considered that leasing would be too expensive and tie the parish council into a lengthy agreement. Purchasing a petrol or diesel vehicle would not be environmentally beneficial, however, an electric vehicle would be too expensive at this time. It was **RESOLVED** that:

***A new vehicle to the value of £8,000 will be purchased under delegated powers to the Grounds Maintenance Manager/Clerk.***

**5. DATE OF NEXT MEETING**

Tuesday 19 September 2023.

The meeting closed at 1916 hours.

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



**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE EXTRA FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
THURSDAY 24 AUGUST 2023, AT 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors Needham, Lillico, Mugele and Prowse

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

**1. APOLOGIES**

Apologies were received from Cllr Hopcroft. Cllrs Loud and Thoree were absent.

**2. NOTIFICATION OF SUBSTITUTES**

Cllr Prowse substituted for Cllr Hopcroft, Cllr Lillico substituted for Cllr Thoree and Cllr Mugele substituted for Cllr Hopcroft.

**3. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**4. PARISH COUNCIL BUILDING SURVEYS**

Members received a report with quotations for an asbestos survey and condition survey for the community centre. Members considered the quotations and noted that the Clerk had been unable to obtain more than one quote for the building condition survey.

It was **RESOLVED** that:

- a) Blue A is awarded the contract to undertake an asbestos survey at a cost of £600 plus VAT.***
- b) Ashridge Surveyors are awarded the contract to undertake the building condition survey at a cost of £1100 plus VAT.***

**5. DATE OF NEXT MEETING**

Thursday 14 September 2023.

The meeting closed at 1910 hours.

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

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PARISH COUNCIL INSURANCE**

### **1. SUMMARY**

- 1.1 The Parish Council's insurance is due for renewal from 1 October 2023 and this report outlines the quotations received.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the quotations received and advise the Clerk which insurance provider they wish to choose.

### **3. BACKGROUND**

- 3.1 The Parish Council, as an employer, is required by law to hold Employer's Liability Insurance, and motor vehicle insurance. Public Liability Insurance is held to protect the public in the event of the Parish Council not ensuring that they have taken all reasonable steps to protect the public from harm.
- 3.2 The insurance policy should also cover built assets and their contents, play areas, street furniture, gates and fences, the splash park, war memorial, safety surfacing, mowers and machinery and sports equipment. Other areas covered include loss of money, hirers liability, libel and slander, fidelity (protects the parish council's investments from fraud by staff), personal accident and legal expenses.
- 3.3 The Clerk compiled a schedule of insurance cover and sought quotations from:
- Gallaghers (brokers)
  - Zurich
  - BHIB (brokers)
  - James Hallam (brokers)

Two quotations have been received.

### **4. QUOTATIONS RECEIVED**

- 4.1 All quotations received are for a 3-year deal:

Contractor A	£8,732.71 per annum inc of IPT and/or VAT
Contractor B	Parish Council Insurance £9,383.73 per annum inc IPT and/or VAT
Contractor B	Motor Vehicle Insurance TBC

- 4.2 Contractor B includes Parish Online mapping service and is the Council's existing insurance provider.

**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	Adequate insurance is required as part of the Council's risk management strategy

## Insurance Quotations

## PROVIDER A

## PROVIDER B

Public Liability	£12m	£10m
Employers Liability	£10m	£10m
Fidelity Guarantee	£1m	£750K
Officials Indemnity	£12m	£500K
Libel & Slander	£250K	£250K
Legal expenses	£200K	£250K
Hirers Liability	£2m	£2.5m
Money	£250K	£250K
Motor insurance x 3 vehicles	Included	Not included separate policy
Personal Accident	£100K/£500pw	Not covered
Personal Accident-key worker	£100K/£500- 100pw	£10K/£500pw
Material Damage	Various levels	Various levels
Business Interruption	All premises	All premises
	£10K additional expenditure	£10K additional expenditure
	£28K loss of gross revenue	£28K loss of gross revenue

	Building	Contents	Building	Contents
Caledon Comm Centre	£3,180,000	£53,385		
Napsbury	£815,000	£16,973		
Morris Pavilion	£707,000	£11,635		
Workshop	£773,000	£50,195		
Garage 1	£65,100		£6,983,728	£108,000
Garage 2	£45,400			
Pump room, toilets at splash park	£134,283			
Napsbury Pavilion	£73,700	£2,712		
	£5,793,483	£134,900		

Street furniture	£120K	£120K
Gates and Fences	£60K	£72K
Play Areas incl splash park	£444,222	£533K
Containers x 2	£25,232	inc in play area
War Memorial	£90K	£90K
Ground surfaces	£68K	£75K
Mowers and machinery	£84K	£94K
Sports equipment	£36K	£36K

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSE**

**DATE: 14<sup>TH</sup> SEPTEMBER 2023**

**REPORT BY: ANITA HALL, ADMIN OFFICER**

**SUBJECT: CLEANING CONTRACT**

### **1. SUMMARY**

- 1.1 This committee is asked to consider the provision of cleaning at parish council sites.

### **2. RECOMMENDATION**

- 2.1 Members are asked to review the quotations received and advise the Clerk of their preferred contractor.

### **3. BACKGROUND**

- 3.1 The Parish Council previously employed an in-house cleaner for 12hrs per week, however when they were on holiday/sick, there was no one to cover them. The cleaner was requested to increase the number of hours worked as they were unable to keep up a good standard of cleaning with the number of hirers using the Community Centre. They were unwilling to increase their hours and the position was made redundant with the idea of employing two Facilities Officers who would work half a week each, and cover for sickness and annual leave.
- 3.2 We were not able to recruit Facilities Officers and in the short term have been using a cleaning company to come into the buildings once a week to clean, with office staff cleaning if necessary.
- 3.3 The attached specification was given to three companies, to provide quotations.

### **4. FINANCE**

- 4.1 The following quotations have been received:

<b>Contractor</b>	<b>Price Per Week Excluding VAT</b>	<b>Price Per Annum</b>	
Company A	£480.00 per week	£24,960.00	
Company B	£376.00 per week	£19,574.88	
Company C	£696.92 per week	£36,240.00	This includes a deep clean of the kitchen once a year

- 4.2 There is a budget for cleaning/caretaking of £18,484. This includes the Caretaker's salary, and the cleaning contractors are being paid from this budget line. Their monthly bill is £500 per month.
- 4.3 At the end of the first quarter, there is £13,417 in this budget.

- 4.4 Any overspend on this budget will need to be met from General Reserves. At the EOY, the general reserves stood at £126,304.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Overspend to be met from General Reserves
Resources (including workforce)	N/A
Risk Management	N/A

**LONDON COLNEY PARISH COUNCIL  
COMMUNITY CENTRE & SPORTS CLEANING**

**CALEDON COMMUNITY CENTRE**

<b>Full Clean</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Library – Empty all bins, dust all hard surfaces, polish all tables/computer tables, Hoover floors		✓ X 2 Sun & Wed	
Kitchen – Empty all bins, sweep and mop floor, wipe surfaces		✓ X 3 Sun, Wed, Fri	
Entrance hall and corridors – Sweep / Hoover and mop		✓ X 3 Sun, Wed, Fri	
Large Hall – Sweep floor and mop, empty bins		✓ X 3 Sun, Wed, Fri	
Small Hall – Hoover, mop wood flooring, polish tables, empty bins		✓ X 3 Sun, Wed, Fri	
Toilets – Sweep floor, mop, clean toilets and sinks and mirrors. Replenish toilet paper if necessary, replenish soap dispensers		✓ X 3 Sun, Wed, Fri	
As needed – dust skirting boards and higher surfaces, e.g., ceilings			✓
Office – Empty all bins, dust hard surfaces, polish all tables. Hoover floors		✓ X 3 Sun, Wed, Fri	

**MORRIS RECREATION GROUND PAVILION**

<b>Full Clean</b>	<b>Daily</b>	<b>Weekly</b>
Kitchen – empty bin, wipe over surfaces and cupboard doors, put away cups etc, sweep, mop floor		✓ Sun PM
Hall – dust ledges, empty bin, Hoover floor,		✓ Sun PM
Toilets – clean toilets & sinks and ledges, empty bin, refill soap, sweep/mop floor, clean urinals	✓ During Summer May – Mid Sept	
Changing rooms, corridor & showers – clean walls, benches remove mud from showers etc, empty bins, sweep all floors, mop all floors		✓ Sunday Mid-August to End April only. Sun PM



## MORRIS RECREATION GROUND – SPLASH PARK

Full Clean	Daily	Weekly
Toilets – clean toilets & sinks and ledges, empty bin, refill soap, sweep/mop floor	✓ During Summer May – Mid Sept	

## NAPSBURY SPORTS PAVILION

Full Clean	Daily	Weekly
Kitchen – empty bin, wipe over surfaces and cupboard doors, put away cups etc, sweep, mop floor		✓ X 2 Sun PM & Wed
Hall – dust ledges, empty bin, Hoover floor,		✓ X 2 Sun PM & Wed
Toilets – clean toilets & sinks and ledges, empty bin, refill soap, sweep/mop floor, clean urinals		✓ X 2 Sun PM & Wed
Corridor to changing rooms – clean walls, wiping off mud, sweep and mop		✓ Or as necessary
Changing rooms & Shower – sweep floors, empty bins, wipe over benches and clean shower cubicles, clean toilets, sinks, replenish toilet paper, wipe over walls, empty bin, check soap, mop all floors		✓ X 2 Sun PM & Wed

Parish Council will provide: Toilet paper  
Bin Bags

Company will provide: Cleaning products  
Public Liability insurance  
Risk Assessment - COSHE

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: BAR AT THE COMMUNITY CENTRE**

### **1. SUMMARY**

- 1.1 The bar at the community centre is audited twice a year to review its operation and levels of profitability. This report is based on this audit.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Note the audit.
  - b) Consider the future staffing of the bar.

### **3. BACKGROUND**

- 3.1 As part of the Council's internal control, the bar auditor visits the community centre to audit the bar. This includes a stock check and takes into account wastage and consumption at parish council events (if any).
- 3.2 The % of profitability is shown in the attached report.
- 3.3 The Bar Manager resigned from their position at the end of March 2023. They are the designated premises supervisor. The Parish Council holds the licence in their own right but requires a DPS supervising when the sale of alcohol is taking place. The Bar Manager came back to help on a short-term basis, supported by casual bar staff. Both the casual bar staff and Bar Manager have indicated that they wish to cease working at the end of October.
- 3.4 Previously the parish council has looked at outsourcing the bar operation without success. The bar does encourage hall hire and is used for parish council functions.

### **4. IMPACT ASSESSMENT**

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	There needs to be a DPS for the sale of alcohol to be undertaken.
Financial	N/A
Resources (including workforce)	Recruitment of casual bar staff/DPS required
Risk Management	A breach in the Council's premises licence is a reputational risk

	<b>Audit 26</b>	<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>Start Date 26-10-22</b>	<b>Start Date 13-4-22</b>	<b>Start Date 18-08-21</b>	<b>Start Date 02-04-19</b>	<b>Start Date 23-10-18</b>	<b>Start Date 4-4-18</b>	<b>Start Date 25-9-17</b>
	<b>End Date 30-7-23</b>	<b>End Date 25-10-22</b>	<b>End Date 12-4-22</b>	<b>End Date 12-11-10</b>	<b>End Date 01-04-19</b>	<b>End Date 22-10-18</b>	<b>End Date 03-04-18</b>
<b>Estimated Result (ex VAT)</b>							
Consumed @ retail	£18,713.24	£12,756.05	£8,557.88	£11,481.35	£9,276.59	£11,665.69	£11,066.38
Less consumed at Cost	£8,670.02	£5,443.35	£3,859.61	£5,332.35	£4,298.47	£5320.17	£5,331.94
Estimated Gross Profit	£10,013.32	£7,312.70	£4,697.27	£6,149.00	£4,978.12	£6345.52	£5,734.44
Estimated Gross Profit	53.67%	57.33%	54.89%	53.56%	53.66%	54.39%	51.82%
<b>Actual Result (ex VAT)</b>							
<b>Income</b>	£16,157.33	£10,258.28	£8,201.37	£9403.42	£7,620.13	£9632.83	£10,103.20
Less consumed @ cost	£8,670.02	£5,443.35	£3,859.61	£5332.35	£4,298.47	£5320.17	£5,331.93
Actual Gross profit	£7,487.31	£4,814.93	£4,161.77	£4071.07	£3,321.66	£4312.66	£4,771.26
Actual Gross profit	46.34%	46.97%	51.88%	43.29%	43.59%	44.77%	47.23%
<b>Surplus/Deficit</b>							
Consumed @ retail	£23,115.35	£15,578.61	£10,3494.33	£16,203.12	£12,963.49	£16644.63	£16,166.60
Less allowances	£1,387.24	£727.86	418.49	£2425.50	£1,831.58	£2645.80	£2,886.95
	<b>£21,728.11</b>	<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>
Income	£19,388.79	£12,309.93	£9,625.65	£11,284.10	£9,144.16	£11,559.40	£12,123.84
Deficit	-£2,339.32	-2,540.82	-£350.49	-£2,493.52	-£1,987.75	-£2,439.43	-£1,155.81
Deficit %	12.07	20.64	-3.64	-22.10	-21.74	-21.10	9.53
Deficit per day	-8.41	-12.96	-1.47	-11.08	-12.35	-12.08	-£6.05
Deficit at cost	-£10,46.07	-£1,123.53	-£140.54	-£1,178.72	-£934.40	£11,22.74	-£508.31
Yield %	83.88	79.02	92.6	69.64	70.54	69.45	74.99
Barrellage	5.5	3.97	3.06	4.28	3.97	4.80	5.19
Allowances/Income %	7.15	5.91	4.35	21.49	20.03	22.89	23.81
Variance to budget %	£7,487.31	£4,814.93	£4,161.77	£4,071.07	£3,321.66	£4,312.66	£4,771.33

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE**

**SUBJECT: REVIEW OF RESERVES AND RESERVES POLICY**

### **1. SUMMARY**

- 1.1 This report reviews the Council's adopted Reserve's Policy (attached).

### **2. RECOMMENDATION**

- 2.1 Members are asked to:

- a) Note the current position regarding General and Earmarked Reserves
- b) Recommend to Council that the updated Reserves Policy is updated.

### **3. BACKGROUND**

- 3.1 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events, and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- 3.2 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
- 3.3 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Authorities with significant self-generated income (other than the precept or levy) should consider situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

### **4. FINANCE**

- 4.1 There is likely to be some drawn down on the General Reserves in 2023-24 which needs to be considered when forecasting the EOY reserves. These include paying for unexpected expenses such as the locum clerk (£500 per day x 2 days per week x 12 weeks). This is in addition to other unbudgeted expenses (Walsingham Way, repairs to St Peter's Car Park etc.).

### **5. RESERVES POLICY**

5.1 The JPAG guidance as stated above is for the authority to hold 3 months operating costs in General Reserves. With monthly expenditure of £30,000, this equates to £90,000.

5.2 Members should consider item 3.1 when setting the Reserve level.

*General revenue reserves will be reviewed at each year end in conjunction with the year's surplus or deficit being added or subtracted. The Council must always keep a minimum balance sufficient to pay two months' salary to staff and associated expenses e.g., National Insurance, tax and pensions. With the current staff structure, that would equate to £15,000 per month or £30,000 for two month's expenditure.*

5.4 The Clerk would draw Member's attention to item 4.4:

*Balancing the budget by drawing on General Reserves (i.e., planning a budget deficit) must be viewed as a legitimate short-term option only. Such reserves must not be deployed to finance recurrent expenditure*

## 5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Using General Reserves to offset budget expenditure should be viewed as a short-term option
Resources (including workforce)	N/A
Risk Management	Sufficient General Reserves should be held to offset unexpected expenditure.

REVIEW OF RESERVES  
2023-24

APPROVED RESERVES 2022-23				
CATEGORY	CODE	01/04/2022	Movement	EOY Balance 31/3/23
GENERAL RESERVE	310	125,892.00	412.00	126,304.00
EMR - CAPITAL	340	1,849.29		1,849.29
EMR - BEQUEST	370	4,831.62	-4,500.00	331.62
EMR - HGV Legal	380	5,000.00		5,000.00
EMR - COMMUNITY PROJECTS	390	4,000.00		4,000.00
EMR - NEIGHBOURHOOD PLAN	395	3,000.00	-3,000.00	-
EMR - SENSORY GARDEN	400	1,240.21	-	1,420.21
EMR - DRS SURGERY	405	175,871.03	- 72,436.04	103,434.99
EMR - ELECTION	415	6,000.00		6,000.00
TOTAL GENERAL & EMR		327,684.15	- 79,524.04	137,484.91
OTHER - NAPSBUY FUND	580	10,613.90		10,613.96
TOTAL ALL GENERAL & EMR		338,298.05	-79,524.04	148,098.87

FORECAST RESERVES EOY 2023/24					
CATEGORY	CODE	01/04/2023	EXPENDITURE	EOY BALANCE 31/3/24	
GENERAL RESERVE	310	126,304.00	12,000.00	114,304.00	Locum Clerk 12 weeks @ £1000 pw
EMR - CAPITAL	340	1,849.29		1,849.29	
EMR - BEQUEST	370	331.62		331.62	
EMR - HGV Legal	380	5,000.00		5,000.00	
EMR - COMMUNITY PROJECTS	390	4,000.00	756.51	3,243.49	Coronation Celebrations
EMR - NEIGHBOURHOOD PLAN	395				
EMR - SENSORY GARDEN	400	1,420.21		1,420.21	
EMR - DRS SURGERY	405	103,434.99		103,434.99	
EMR - ELECTION	415	6,000.00	6,000.00	-	Elections May 2023
EMR - NAPS BURY	580	- 10,613.96		-10,613.96	
<b>TOTAL GENERAL &amp; EMR</b>		<b>237,726.15</b>	<b>18,756.51</b>	<b>218,969.64</b>	



## LONDON COLNEY PARISH COUNCIL

### RESERVES POLICY

#### 1. Purpose

- 1.1 London Colney Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Sections 32 & 42 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. The level of reserves required will vary according to local circumstances and will be informed by their longer-term spending plans. There is no specified minimum or maximum level of reserves that an authority should hold. It is the responsibility of the Responsible Financial Officer (RFO) and Councillors to determine the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.3 The Good Councillors Guide to Finance and Transparency 2017 suggests that a council should typically hold between 3 to 12 months expenditure as a general reserve. If the reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if it is too high then local electors have paid tax which is not being used for the benefit of the local community.

#### 2. Types of Reserves

- 2.1 **General Reserves** can be categorised as reserves held to cushion the impact of uneven cash flows or unexpected events. In view of the Council expenditure exceeding £350K and a precept of £280K per annum, three month's expenditure would be £90,000. However, due to the financial constraints the Parish Council are currently operating under, General Reserves of £60,000 will be held<sup>i</sup>
- 2.2 **Earmarked Reserves** can be held for several reasons. As the name suggests, the Reserves comprises of amounts which are 'earmarked' for specific items of expenditure to meet known or predicted liabilities or projects. Specific reserves can be used to 'smooth' the effects of certain expenditure commitments over a period thereby reducing the impact of significant expenditure in any one year. 'Earmarked' reserves are typically held for four main reasons:
  - a) Renewals – to plan and finance an effective programme of equipment replacement, planned property maintenance or grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets. Earmarked reserves currently include, for instance, vehicle replacement and equipment maintenance.
  - b) To carry forward an under-spend – some projects have ring fenced budgets that may be underspent in a specific year such as election expenses. Earmarked reserves are used as a mechanism to carry forward these resources.
  - c) To indicate commitment to capital projects, such as improvements to the Council's recreational facilities including its play areas, community centre etc.
  - d) Other earmarked reserves – may be sent up from time to time to meet known or predicted liabilities.



- 2.3 **Capital Receipt Reserves** – represents capital receipts available to finance capital expenditure in future years. The Council faces possible significant expenditure on projects such as the refurbishment/replacement of the community centre

### **3. Monitoring and Reviewing Reserves**

- 3.1 General revenue reserves will be reviewed at each year end in conjunction with the year's surplus or deficit being added or subtracted. The Council must always keep a minimum balance sufficient to pay two months' salary to staff and associated expenses e.g., National Insurance, tax and pensions. With the current staff structure, that would equate to £15,000 per month or £30,000 for two month's expenditure.
- 3.2 As part of the review Councillors will be asked to consider a transfer of all or part of the value of net gains on the annual budget to General or Earmarked reserves.
- 3.3 Earmarked Reserves are established on a 'needs' basis in line with anticipated requirements. Councillors review the levels and are asked to approve any additions and carry forward balances at the end of year financial year.
- 3.4 Capital Receipt Reserves will also be reviewed at each year end for justification and reasonableness. Capital reserves cannot be transferred to Revenue Reserves.
- 3.5 Expenditure from Reserves is subject to compliance with the Council's Financial Regulations in the normal way.
- 3.6 Revenue reserves should not be held to fund ongoing expenditure.
- 3.7 Reviewing the Council's Financial Risk Assessment is part of the annual budgeting by Committees and the year-end accounting procedures. Part of this process may identify planned and unplanned expenditure items and thereby indicate additional reserves may be to be added to Earmarked Reserves.

### **4. Principles to Assess the Adequacy of Balances and Reserves**

- 4.1 Setting the budgets is the responsibility of the individual Committees in collaboration with the RFO, reviewed by the Finance Committee and a recommendation is then made to Full Council for ratification and formal approval. This forms the foundation of setting the precept.
- 4.2 In order to assess the adequacy of Reserves when setting the budget, both the RFO and the Committees should take account of the strategic, operational, and financial risks facing the Committees/ Council. The financial risks should be assessed in the context of the Council's overall approach to risk management. The RFO should ensure that the Council has put in place effective arrangements for internal audit and internal control.
- 4.3 Setting the level of Reserves is just one of several related decisions in the formulation of the long- and medium-term financial strategy as well as the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget alongside a consideration of the Council's financial management arrangements. In addition to the cash flow requirements of the Council the following factors should be considered:
- Inflation and interest rates – considering borrowing/debits and inflationary pressures on rental incomes, salaries, utilities and other contracts and purchase requirements.
  - Estimate of the level and timing for future capital receipts.

- The Council's capacity to manage in-year budget pressures, particularly where demand can lead to pressure.
- Planning efficiency savings/productivity gains
- The financial risks inherent to any new funding partnership, major outsourcing arrangements or major capital developments.
- The adequacy of the insurance arrangements to cover major unforeseen risks.
- Availability of other funding sources i.e., Section 106 or grants for projects.

4.4 Balancing the budget by drawing on General Reserves (i.e., planning a budget deficit) must be viewed as a legitimate short-term option only. Such reserves must not be deployed to finance recurrent expenditure.

## **5. Governance concerning Financial Reserves**

5.1 The policy on Reserves will be reviewed annually following the Council's year end.

5.2 This will include a report from the RFO on the adequacy of the Reserves (Revenue, Earmarked and Capital) considering the forthcoming financial year and the Council's medium- and long-term financial plans or projects.

5.3 The RFO, in collaboration with the Finance Committee, should review the levels of Earmarked Reserves held and make recommendations to Full Council on creation of additional Reserves as well as the extinction of redundant Earmarked Reserves as part of the approval of the year-end Financial Statements.

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<sup>i</sup> Agreed at Finance & General Purposes Committee 9 November 2022

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: EMAIL DISCLAIMER AND PRIVACY NOTICE**

### **1. SUMMARY**

- 1.1 Members are asked to review the email disclaimer generated when an email is sent from a Parish Council email address.

### **2. RECOMMENDATION**

2. Members are asked to:
- a) Consider adopting a new disclaimer for emails as outlined in 3.2 below
  - b) Consider reviewing the Privacy Notice as outlined in 3.3 below.

### **3. BACKGROUND**

- 3.1 Currently, the following disclaimer is automatically added to the bottom of all parish council generated emails.

#### *Disclaimer*

*The information in this message should be regarded as confidential and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted, and the sender notified. The views expressed in this message are personal and not necessarily those of London Colney Parish Council unless explicitly stated. Please be aware that emails sent to or received from London Colney Parish Council may be intercepted and read by the council. Interception will only occur to ensure compliance with council policies or procedures or regulatory obligations, to prevent or deter crime, or for the purposes of essential maintenance or support of the email system.*

- 3.2 It has been suggested that the Parish Council may consider adopting the disclaimer used by the District Council:

*The information in this message should be regarded as Private and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted, and the sender notified.*

*The views expressed in this message are personal and not necessarily those of London Colney Parish Council unless explicitly stated. Please be aware that emails sent to or received from London Colney Parish Council may be intercepted and read by the council. Interception will only occur to ensure compliance with council policies or procedures or regulatory obligations, to prevent or deter crime, or for the purposes of essential maintenance or support of the email system.*

*The personal information you provide will be held in accordance with the General Data Protection Regulation (GDPR) and the Council's Data Protection Policy. You can find more information about how we will handle your personal information in our privacy notice: [Privacy Notice](#)*

- 3.3 In addition, Members may want to review the Council's adopted Privacy Notice (see attached) in line with the District Council's [Privacy Notice](#).

#### **4. FINANCE**

- 4.1 There are no financial implications.

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

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	The proper handling of data is a requirement of GDPR regulations, and the misuse of data may be subject to a fine from ICO.

# **LONDON COLNEY PARISH COUNCIL**

## **PRIVACY NOTICE**

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

London Colney Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by London Colney Parish Council at any time.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer Parish Clerk, 01727 821314, [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Parish Clerk, 01727 821314, [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)

### **Information Deletion**

If you wish London Colney Parish Council to delete the information about you please contact: Parish Clerk, 01727 821314, [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)

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### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Parish Clerk, 01727 821314, [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)

### **Rights Related to Automated Decision Making and Profiling**

London Colney Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Parish Clerk, 01727 821314, [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)

and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

### **Summary**

In accordance with the law, London Colney Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We will make sure your data is stored securely. We will delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data and you can request a copy of our policies at any time or view on our website.

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** FINANCE & GENERAL PURPOSES

**DATE:** 14 SEPTEMBER 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** STAFF CONTINGENCY EARMARKED RESERVE

### 1. SUMMARY

- 1.1 It was a recommendation from a previous meeting of this committee that an earmarked reserve (EMR) be set up for staff contingencies.

### 2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider the formation of an Earmarked Reserve for Staff Contingencies
  - b) If in agreement, identify a sum to be allocated to this EMR and where this will be allocated from e.g., General Reserves.
  - c) Consider allocating a regular sum to this fund when setting the budget.

### 3. BACKGROUND

- 3.1 A staff contingency fund is a reserved pool of funds set aside by an organization to address unforeseen and unexpected events that could impact its operations, particularly as they relate to its workforce. The primary purpose of a staff contingency fund is to ensure that the organization can quickly respond to unexpected situations that may affect its employees, thereby maintaining business continuity, employee well-being, and overall organizational stability.
- 3.2 Some reasons why having a contingency fund can be seen as beneficial are:
- a) **Emergency Situations:** Unforeseen events such as natural disasters, global health crises (like the COVID-19 pandemic) or sudden health issues with staff which impact an organization's ability to operate smoothly. Having a contingency fund allows the organization to provide support to its staff during times of crisis.
  - b) **Business Continuity:** If a significant disruption occurs that affects the organization's ability to operate normally, the contingency fund can be used to cover essential expenses and salaries. This helps prevent layoffs or significant disruptions to employee income.
  - c) **Retaining Talent:** During challenging times, some organizations might need to implement cost-cutting measures, including redundancies. Having a contingency fund might allow the organization to retain valuable employees who would otherwise be let go or be used to pay for redundancy payments.
  - d) **Planning for the Unpredictable:** While it's impossible to predict every potential crisis, having a staff contingency fund demonstrates prudent financial management and an acknowledgment of the uncertainties that organizations may face.
  - e) **Temporary Cover:** It could be used to employ temporary staff or staff with short term contracts in the event of maternity leave or to cover long term absence.

#### **4. FINANCE**

- 4.1 The Council's HR budget, including pensions and NI contributions is £234K. This includes all admin staff, Grounds Maintenance, Bar Staff, Cleaning and Caretaking staff.
- 4.2 For example, paying an additional member of the grounds staff 37 hours a week to cover for staff on sick leave would cost the Parish Council £446 per week plus oncosts.
- 4.3 Previous examples of when a staff contingency would have been beneficial is when a previous Clerk was on long term sick leave. They were entitled to contractual sick pay at 6-months on full pay and 6 months on half pay. In addition to that the Council had to employ a locum Clerk.
- 4.4 In seeking the opinion of other parish/town councils, it has been suggested that anything from 5-15% of the total HR budget is allocated to the EMR. This would equate to £11K-£35K depending on the percentage agreed.
- 4.5 Key Personnel Insurance is included in the Parish Council's insurance, which is a maximum sum of £10,000.

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

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Planning for emergency staff cover is a prudent use of resources
Resources (including workforce)	N/A
Risk Management	Having an EMR would mean that General Reserves could be maintained at the level set out in the Reserves Policy.



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: SERVICE LEVEL AGREEMENT – THE BASE**

### **1. SUMMARY**

- 1.1 This committee is asked to review the service level agreement currently in place for The Base, which operates a youth group from the community centre.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the attached service level agreement and advise the Clerk how they wish to proceed.

### **3. BACKGROUND**

- 3.1 The Base is a registered charity offering sports, crafts, health information and trips out for children in London Colney. The project provides a range of information sessions including fire safety, road safety and healthy lifestyles. The children are provided with refreshments during the sessions and often use the kitchen at the community centre for cooking activities.
- 3.2 The Base Youth Project has had various homes during its 20 years including a shop on the High Street and Cotlandswick until it relocated to the community centre in 2018. When they first operated at the community centre, they paid rent which received the usual discount for not for profit organisations. Funds were tight and Cllr Dreda Gordon, who is a director for the charity, and was the Parish Council's representative to The Base, asked the Parish Council if a free hire would be possible.
- 3.3 The project is open every Monday, during term time from 4.30pm – 6pm for children in years 5 and 6 at Primary School. There is a charge of 50p per week, first visit free. Trips are charged slightly higher.
- 3.4 The Base has flourished since it moved to the community centre, with over 20 children dropping in. Have access to the kitchen is a bonus, with cooking as an activity.
- 3.5 The Base are required to provide the parish council with their child protection policy and up to date insurance details.

### **4. FINANCE**

- 4.1 Regular hire rates are £18 per hour. There is a 25% for not for profit group. A normal session of 1.5 hours would cost £20.25 with the discount. Over 40 weeks (term time only) the cost to the parish council is £810.
- 4.2 Regular hirers are not charge a damage deposit and there has been once incident where a light fitting was broken, and The Base contributed towards the replacement.

**5. IMPACT ASSESSMENT**

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



## SERVICE LEVEL AGREEMENT

**This agreement is between:**

**London Colney Parish Council** (*the Council*)

Caledon Community Centre, Caledon Road, London Colney AL2 1PU

and **The Base Youth Project Ltd** (*the Charity*)

Caledon Community Centre, Caledon Road, London Colney AL2 1PU

Commencement date: 1 September 2022

Expiry date: 31 August 2023

Review period: 6 months prior to expiry both parties will meet to discuss renewing and amending the agreement.

Agreement: For the free use of community facilities located at The Caledon Community Centre, Caledon Road, London Colney AL2 1PU for the provision of a youth club for children of London Colney between the ages 9-12 on Monday afternoons, term time only.

The service will be provided by the Charity with reasonable skill and care and in accordance with all applicable laws. This includes the implementation of all legislation and guidance relating to Covid 19 and all current Health and Safety legislation.

For the duration of this agreement, the Charity will:

- Maintain professional indemnity insurance with an indemnity limit of £5m.
- Provide proof of Public Liability Insurance with a limit of not less than £5m and appropriate for the type of service being delivered.
- Provide the Council with a copy of their child protection policy and ensure that all members of staff hold the relevant DBS checks to operate a service with children.
- Be liable for any damage that occurs during the hire period

Signed: \_\_\_\_\_  
On behalf of London Colney Parish Council

Date:

Signed: \_\_\_\_\_  
On behalf of The Base Youth Project Ltd

Date:

London Colney Parish Council, Caledon Community Centre, Caledon Road, London Colney,  
St Albans, Herts AL2 1PU

☎ 01727 821314 🌐 [www.londoncolney-pc.gov.uk](http://www.londoncolney-pc.gov.uk)

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: FINANCE & GENERAL PURPOSES**

**DATE: 14 SEPTEMBER 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: ACCESS ROAD TO SHENLEY LANE ALLOTMENS**

### **1. SUMMARY**

- 1.1 SADC have informed the Parish Council that repairs to the road leading to Shenley Lane allotments are to be undertaken w/c 4 September 2023 and they are expecting the Parish Council to contribute towards the cost of repairs.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider:
- a) If they wish to enter into a formal agreement to use this access to Shenley Lane Allotment
  - b) If so, to agree to release General Reserves to cover the Council's contribution.

### **3. BACKGROUND**

- 3.1 There is a road that runs from the A414 to access the Irish Club, Verulamium RFC, and London Colney FC. It has, in the past, been used by Shenley Lane Allotment holders to gain vehicular access to the allotments, where is a small car park. There are two other entrances to the allotments: Aubrey Avenue with some car parking spaces and a pedestrian gate via Shenley Lane Recreation Ground. Allotment holders can use the car park at Shenley Lane Recreation Ground but it is a long walk from the car park to the allotment site if carrying heavy loads. The grounds maintenance staff use a vehicle gate from Shenley Lane recreation ground to gain access to the site.



- 3.2 Approximately 2 years ago, the Clerk was approached by SADC about possible repairs to the access road and seeking a contribution towards the cost of repairs. At the time, the Parish Council did not want to contribute, and allotment holders were advised to stop using this access route. They were also advised that the parish council did not have permission from the landowner (SADC and HCC) to use this access point and if allotment holders were to damage their cars, then the Parish Council could not be held liable. This was reiterated at the Allotment Holders meeting held in March 2023 (the first since Covid) where the situation on liability was explained.
- 3.3 There is no agreement in place between SADC and the parish council for allotment holders to use this access point.

#### **4. CURRENT SITUATION**

- 4.1 The Clerk was contacted by SADC on 15 August 2023, to advise that the access road is going to be repaired w/c 4<sup>th</sup> September 2023. SADC have acknowledged that there is no agreement to formalise access to the allotments over SADC's land, however, they are expecting the parish council to contribute towards the cost of the repairs.
- 4.2 The total repair cost is envisaged to be £21,353, with the Parish Council's share to be in the region of £4,620.
- 4.3 SADC have confirmed in writing that they are willing to enter into an agreement with the Parish Council to formalise access to the allotments.

#### **5. FINANCE**

- 5.1 There is an allotment maintenance budget (4320/210) of £1,250. Any expenditure exceeding this sum would need to be met from General Reserves.
- 5.2 At the EOY, General Reserves stood at £126,304. There is no Earmarked Reserve for capital expenditure on allotments.
- 5.3 SADC have calculated the % of contribution based on the land area for each tenant and the fact that the Parish Council use the track for access only. The sum equates to 15% of the total cost with the tenants with the greater land area paying a higher amount.

#### **6. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	To be met from General Reserves
Resources (including workforce)	N/A
Risk Management	Failure to agree to contribute towards the costs could mean access being denied to the site by means of a physical structure.

## London Colney Parish Council



### Grant Application Form

London Colney Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Parish: This includes, but is not limited to:

- Capital grants for equipment
- Funding for particular events
- Funding for particular projects

In deciding on the allocation of grants, the Parish Council will consider the financial status of the organisation/group; who in the community will benefit from the grant; and how the application addresses one or more of the Council's priorities:

- Listening and responding to the views and needs of residents in order to be a strong and recognisable voice for the village
- Providing the public with exceptional service and high quality, value for money services accessible to all
- Protecting the vulnerable, working in partnership with the community and the voluntary sector
- Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
- Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

There is a maximum grant award of £500.

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application. Please refer to the Grant Policy which can be found on our [website](#)

**Applications for Grants should be submitted at least 21 days before a meeting of the Finance & General Purposes Committee to be placed on the agenda for consideration. Any applications received after this deadline will be carried forward to the next meeting.**

**If you are successful in being awarded a grant, you will be required to complete a grant evaluation form. Failure to do so, may jeopardise future grant awards. Any unspent grant should be returned to the parish council.**

## About your organisation

Contact details			
Name	DOODLEBUGS ART + CRAFTS - CLUB.		
Position held in the organisation	CO - OWNER. MANDI WEBSTER 122 HIGHST L/C AL2 1QJ		
Address	c/o BAPTIST CHURCH HALL KINGS ROAD LONDON COLNEY AL2 1EN		
Telephone	Home /	Business	Mobile
Email	info@doodlebugsartsandcraft.co.uk		
Data Protection Act	All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998. This information will be used by London Colney Parish Council for analysing and recording grants. Your personal data will not be made public, but the name of your organisation will be displayed on our website, along with the details of the grant awarded.		
Organisation/group Details			
Name of the organisation/group	DOODLEBUGS ARTS + CRAFTS		
Where does the organisation meet?	BAPTIST CHURCH HALL KINGS ROAD L/C AL2 1EN		
What are the aims of the organisation?	TO OFFER LOCAL CHILDREN, CAREERS EVALDIANS + THE COMMUNITY ARTIST CRAFT TO AID WELL-BEING		
Please confirm that your organisation agrees with the parish council's Equality & Diversity Policy or have their own policy	WE AGREE		
If you are a youth organisation, please confirm you have a youth policy and vulnerable person's policy adopted.	WE HAVE CHILD PROTECTION SAFEGUARDING POLICIES. AMONGST OTHERS		



Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.	
How much are you applying for?	£500.00.
How much is the total cost of the project?	£500.00.
How the money will be spent?	MATERIALS, ART SUPPLIES - MARKETING, FOOD FOR DAILY CLUB.
Please provide copies of quotes or other relevant documentation	✓
Please provide a copy of your latest accounts	WE CAN PROVIDE INCOME FOR THE FIRST MONTH.
What is the organisation's estimated income and expenditure for the year?	WE HAVE ONLY BEEN GOING FOR 1 MONTH. £5-6K a year. estimate if holiday club + daily club take off £11K RENT + £5-6K FOR SUPPLIES
Have you applied for any other grants in this financial year? Please provide details.	✓ + PROMOTING + MARKETING
Have you received or intend to apply for funding from any other source for this project?	YES/NO Please give details about the funding applied for WE ARENT AWARE OF ANY OTHER FUNDING AVAILABLE.
How much of the total cost do your group/organisation intend to raise yourself and how?	WE HOPE TO RAISE MONEY BY SELLING CRAFTS (HIDEET BRACELETS) AND HOLDING JUMBLE SALES TO RAISE FUNDS.



<p>How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?</p>	<p>WELL BEING OF RESIDENTS INCLUDING CHILDREN, PARENTS, CARERS + GUARDIANS. THROUGH ART GROUPS, CLUBS, SOCIAL EVENINGS + HOLIDAY CLUBS.</p>	
<p>Approximately how many and what type of London Colney Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)</p>	<p>INITIALLY THE YOUNGER GENERATION THROUGH CLUBS AND GROUPS. THEN MOTHERS, TODDLERS, ELDERLY PEOPLE + GRAND PARENTS ETC.</p>	
<p>Are there any restrictions placed on who can use/access your services?</p>	<p>NONE</p>	
<p>Is it a registered charity?</p>	<p>Yes / <input checked="" type="radio"/> No</p>	<p>Registered charity number</p>

Please tick to confirm you have included the following documentation with your application (please enter N/A if not applicable).

	✓
Full and complete copies of your signed, certified, and audited accounts for the last year years (if your organisation has been in existence for that period)	N/A
Bank statements for the last 3 months, signed by a member of your organisation, indicating their position.	N/A
Detailed budget plan and supporting evidence	N/A
Copy of your organisation's constitution, Terms of References or Rules	N/A
Evidence of other awards towards the project e.g., National Lottery, other bodies	N/A
For grant requests for projects, evidence of tendering procedures followed.	N/A

WE ARE  
IN OUR  
INFANCY

Please sign the following declaration and return this form, together with all supporting documentation required to:

Clerk to the Council  
London Colney Parish Council  
Caledon Community Centre  
Caledon Road  
London Colney AL2 1PU

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

'I CONFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE THAT ANY MONEY AWARDED BY LONDON COLNEY PARISH COUNCIL AS A RESULT OF THIS APPLICATION WILL ONLY BE USED FOR THE PURPOSES STATED IN THE SAID APPLICATION, AND IN ACCORDANCE WITH THE GRANT CONDITIONS DETAILED IN THE PARISH COUNCIL'S GRANT POLICY.

IN CONFIRM THAT THE PROPOSED PROJECT IS LAWFUL AND CONFORMS TO ANY RULES GOVERNING OUR GROUP/ORGANISATION. I FURTHER AGREE TO COMPLETE A GRANT EVALUATION FORM AND PROVIDE COPIES OF RECEIPTS AND INVOICES ETC TO LONDON COLNEY PARISH COUNCIL TO CONFIRM TO THEM EXACTY HOW THE MONEY HAS BEEN SPENT IF THE APPLICATION IS SUCESSFUL.

I UNDERSTAND THAT ALL MONEY AWARDED MUST BE REPAYED TO LONDON COLNEY PARISH COUNCIL AND MY ORGANISATION WILL NOT BE ABLE TO APPLY FOR FUTURE GRANT APPLICATIONS IN THE FOLLOWING CIRCUMSTANCES:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated.
- If the proposed project does not proceed/is abandoned for any reason or if the organisation disbands during the period of the grant.
- If the organisation does not complete the necessary grant evaluation form confirming how the money has been spent or does not comply with any other conditions stipulated in this award.

Signed	
Print Name	MANOI WEBSTER.
Position in the Organisation	CO-OWNER.
Date	21/8/23.

Date	Version	Revision
13/1/12	1.0	
14/6/13	2.0	Update to Council Priorities
12.01.18	3.0	Review of Council Priorities and amended date for receipt of grant application
25.8.20	4	Maximum grant award amount set at £500
March 2022	5	Reference to newly adopted Grant Policy
July 2022	6	Updated supporting documentation required



Good morning parents,

I hope you're all doing well. Today, I want to introduce you to an exciting opportunity for your children that goes beyond the ordinary. Our new club, Doodlebugs Arts and Crafts, is all about creating a positive impact on your child's well-being while having a ton of creative fun!

In today's fast-paced world, where influences come from every direction, it's crucial to provide our children with a space that nurtures their self-belief and positivity. At Doodlebugs, we're here to do just that. Through gestures of encouragement, promoting positive self-talk, and fostering a reflective mindset, we aim to build a strong foundation of self-confidence in your child.

One of the ways we achieve this is through engaging and diverse art and craft activities. Not only do these activities serve as a focal point for positive statements, but they also provide a therapeutic escape from the demands of school and the pressures of modern life. In a world that often feels overwhelming, Doodlebugs offers a return to simplicity – a chance for your child to unplug, connect with their creativity, and experience the joy of crafting with their own hands.

Our club is more than just a creative outlet; it's a community that promotes empowerment and connectivity. We bring young minds together in an environment free from the weight of expectations and competition. By ditching screens and embracing the timeless joy of arts and crafts, we create a positive, nurturing, and calming space where your child can be themselves without fear of judgment or the need to perform.

Our 'Doodlebug Daily A&C sessions' are designed with your child's needs in mind. Whether they've had a challenging day at school or are homeschooling and seeking like-minded companions, these sessions offer a chance to unwind, destress, and authentically express themselves. It's a breath of fresh air, a moment of respite from the demands of a demanding system.

But that's not all. We're just getting started on this exciting journey. Our future plans include an outdoor space where nature becomes an integral part of the Doodlebug experience. Imagine your child exploring and creating art inspired by the natural world, even growing their own vegetables in a dedicated veg patch. The possibilities are endless, and we can't wait to make it a reality.

And for all the wonderful caregivers out there, we've got something special in store for you too. Our upcoming mother & toddler, grandparent, and carers club will provide a chance for you to unwind, socialize, and let your little ones unleash their creativity through arts and crafts. We're also planning activities for older individuals, offering them a space to socialize, stimulate their minds, and embrace their artistic side.

So, parents, why choose Doodlebugs Arts and Crafts? Because we're more than just a club – we're a positive influence, a creative sanctuary, and a nurturing community all rolled into one. Join us in shaping a brighter, more confident future for your child. Together, let's empower their creativity, foster their self-belief, and create lasting memories through the joy of arts and crafts.

Thank you.



### **Welcome to Doodlebugs Arts and Crafts Club!**

At Doodlebugs, we're passionate about nurturing creativity and imagination in young minds. Our club offers a wide range of engaging and fun-filled art and craft activities that inspire children to explore their artistic talents. We believe that art is not only about creating beautiful pieces but also about fostering self-expression, teamwork, and a love for learning. As you explore this handout, you'll discover the diverse and exciting activities we offer at Doodlebugs Arts and Crafts Club, all designed to spark your child's creativity and leave them with unforgettable experiences. Here are just a few of the wonderful activities your child can enjoy:

#### **Art Activities:**

##### **1. Design and Drawing:**

- Create intricate bookmarks with personalized designs.
- Craft a picturesque seaside border on A4 paper.
- Experience colour coding with a numbered palette for unique artwork.
- Design captivating 2D and 3D logos using different mediums.
- Craft eye-catching posters and cards that reflect your child's imagination.
- Experiment with fabric design to create vibrant and expressive pieces.
- Design around positive affirmation statements to inspire young minds.
- Bring self-portraits to life using various artistic techniques.
- Personalize and stylize your child's name or initials with artistic flair.

##### **2. Painting and Techniques:**

- Explore the fascinating technique of blow painting using a straw.
- Transform pine cones into adorable creatures using leaf-inspired designs.
- Create captivating images through pointillism using cotton buds and colors.
- Engage in a unique process of using drawing gum for outlines before painting.
- Dive into the mesmerizing world of acrylic pouring, producing stunning effects.

- Foster creativity through surrealism-inspired paintings that ignite imagination.

### **3. Mixed Media and Collage:**

- Combine photography and painting by enhancing images with artistic touches.
- Craft Aboriginal art pieces using cotton buds, connecting to cultural heritage.
- Embrace mixed media by blending coloured card and magazine cutouts in artworks.
- Gain perspective drawing skills through polar graph paper exploration.
- Develop artistic stencils to create silhouettes against vibrant rainbow backgrounds.
- Create mesmerizing seascapes, capturing the beauty of marine life.
- Encourage self-expression by designing an introduction page reflecting personal identity.
- Craft stylish keyring bracelets adorned with unique charms.

### **4. Sculpture and 3D Art:**

- Construct charming pine cone creatures, connecting art with nature.
- Mold and shape air-dry clay into imaginative sculptures that come to life.
- Craft dream catchers with delicate white feathers, celebrating cultural traditions.

### **5. Mindfulness and Expression:**

- Provide children with a calming space for coloring, promoting mindfulness.
- Foster awareness of environmental issues through thought-provoking drawings.
- Encourage imaginative thinking through surrealism-inspired art pieces.
- Create beautiful dream catchers, symbolizing dreams and aspirations.

### **Craft Activities:**

#### **1. Creative Crafts:**

- Craft delightful insects like bees and ladybirds from repurposed egg cartons.
- Explore the world of buttons, crafting unique artworks full of texture and colour.
- Engage in the fun and creativity of crafting adorable pom-pom creatures.
- Create vibrant mosaics using colourful squares, bringing images to life.
- Design captivating vision boards, fostering goal-setting and creativity.
- Transform simple paper plates into charming creations, from animals to masks.

## **2. Collaborative and Interactive Crafts:**

- Experience the joy of crafting during our special craft afternoons, with a variety of engaging activities.
- Use everyday materials like pasta and rice to craft intricate images, later painting them.
- Personalize keyring bracelets with a selection of charming charms.
- Craft diverse animals, from dinosaurs to giraffes, using various materials.

## **3. Craft Tutorials and Techniques:**

- Participate in engaging tutorials that explore various art techniques and mediums.
- Develop observational drawing skills through carefully guided exercises.
- Learn to use grids to create symmetrical and visually striking designs.
- Craft unique CD book packaging covers, infusing creativity into everyday items.
- Craft vibrant mosaics using cutouts from coloured cardstock and magazines.
- Enhance creativity through crafting vision boards, inspiring children's aspirations.

## **4. Nature-Inspired Crafts:**

- Create captivating art by combining pine cones and leaves in imaginative designs.
- Explore the natural world by crafting intricate images from pasta, rice, and other materials.
- Craft dream catchers adorned with graceful white feathers, symbolizing dreams and aspirations.

We're excited to have your child join us at Doodlebugs Arts and Crafts Club, where creativity knows no bounds. Our goal is to inspire, encourage, and celebrate the unique artistic journey of each child. We look forward to helping your child discover the joy of self-expression and creativity through these wonderful activities.