LONDON COLNEY PARISH COUNCIL

To: Cllrs L Needham, V Hopcroft, K Loud, P Thoree, R Prowse and T Lillico

5th March 2025

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **TUESDAY 11th MARCH 2025, at 7 PM,** to be held at, **SPORTS PAVILION, WHITE HORSE LANE, LONDON COLNEY AL2 1JW**

Jane Johnstone
CEO/ RFO

AGENDA

		Page No.
1.	**APOLOGIES** To receive and approve apologies	1
2.	**NOTIFICATION OF SUBSTITUTIONS** To receive any notification of substitution made to the Clerk	1
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.	1
4.	**MINUTES OF PREVIOUS MEETING** To approve Part 1 and Part 2 of the circulated minutes of the previous meeting held on **5th January 2025.**	2-4
5.	**QUARTER 3 ACCOUNTS 2024/25**	
	• Management Accounts with predicted year end 2024/25	5-6
	• Balance Sheet – Q3 2024/05	7
	• Income and expenditure report by cost centre	8-16
	• Payments	17-19
6.	**INCOME BREAKDOWN OF LETTINGS FOR LCPC**	20
7.	**BAR REVIEW 2023/24, 2024/25 AND PROPOSAL FOR 2025/25** A review of the bar takings from 2023/24 & 2024/25 with a budget and proposal for 2025/26.	21-23
8.	**RISK REGISTER** Following the Risk Register Workshop on 8th February 2025, the risk register has been updated with reviewed risks for LCPC.	24-38
9.	**ANY OTHER BUSINESS**	
10.	**DATE OF/ NEXT MEETING** 29th April 2025 at 7pm in the Caledon Community Centre	

LONDON COLNEY PARISH COUNCIL

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING
TUESDAY 7th JANUARY 2025, 7.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllrs L Needham, V Hopcroft, K Loud and P Thoree

Cllr T Lillico and R Prowse (ex officio)

IN ATTENDANCE: Jane Johnstone, CEO

PART 1

1. **APOLOGIES**
No Apologies

2. **NOTIFICATION OF SUBSTITUTES**
No Substitutes

3. **DECLARATIONS OF INTEREST**
Cllr L Needham declared an interest from agenda item 5 as she is the accountant of the company applying for a grant, Doodlebugs.

4. **MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**
The minutes of the meeting held on 26th November 2024 were received as a true record of the meeting.

5. **GRANT APPLICATION FORM – Doodlebugs**
CONFIDENTIAL ITEMS PART 2
To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

6. **BUDGET PROPOSAL FOR 2025/26**
The Tax Base has been confirmed to increase by 57.2 to 3,538.3 for 2025/26. With a deficit of £15,950 the increase in Precept is 2.15% on a Band D council tax for 2025/26
It was **RESOLVED** to approve the 2025/26 Budget Proposal and forward to the full council for ratification.
It was also **RESOLVED** to have a finance report of all the long-term lettings and one off hirers income broken down for the last financial year, year to date and next financial year's budget at the next Finance & General Purposes Committee Meeting.

7. **FINANCIAL REGULATIONS**
It was **RESOLVED** to approve the Financial Regulations 2025 and forward to the full council for ratification.

8. **STANDING ORDERS**
It was **RESOLVED** to approve the Standing Orders 2025 and forward to the full council for ratification.

9. **RISK REGISTER**
There was a discussion around the size of the Risk Register.

It was **RESOLVED** to set up a Risk Register Workshop for the Cllrs to attend and go through and update the Risk Register

10. DATE OF NEXT MEETING

Tuesday11th March 2025 at 7.00 in the MORRIS WAY PAVILION.

The meeting closed at 19.17.

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

LONDON COLNEY PARISH COUNCIL

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING
TUESDAY 7th JANUARY 2025, 7.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllrs L Needham, V Hopcroft, K Loud and P Thoree

Cllr T Lillico and R Prowse (ex officio)

IN ATTENDANCE: Jane Johnstone, CEO

CONFIDENTIAL ITEMS PART 2

5. GRANT APPLICATION FORM – Doodlebugs

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

Following discussions at the previous finance and General Purposes Committee meeting, Doodle Bugs have changed the focus of the grant application to enable families on low incomes to access this specialised afterschool/Saturday art club.
The Cllrs agreed that this was appropriate use of parish council funds. However, the Cllrs would like to see evidence of how the funds have been spent a year after the grant is issued. It was **RESOLVED** to approve this grant application on with the understanding that Doodle Bugs can evidence how the grant was spent a year after the grant has been received by Doodle Bugs.

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

MANAGEMENT ACCOUNTS 2024/25 - Q3 April to September 2024 with Predicted Q4

Cost Centre		2023/24 Last years Actual	2024/25 Budget	Q3	YTD Actual	Varience	% Inc/Spent to date	Predicted Q4 2024/25	Varience	% Inc/Spent to date	Comments
Central Operations	**100**										
Total Income		330,125	434,178	428,147	428,147	6,031	98.6%	431,378	2,800	99.4%	100% of the precept has come in
											This includes £15k moved to EMR for building and staff contingency
Total Expenditure		199,432	236,668	272,521	272,521	-35,853	115.1%	366,626	-129,958	154.9%	The grounds staff are now in Central Costs
Net Central Operations		**130,693**	**197,510**	**155,626**	**155,626**	**41,884**	**78.8%**	**64,752**	**132,758**		£132k over budget (see Grounds and Maintenance cost centre 210 £130k under budget)
Civic Democratic	**110**										
Total Income		0	0		0	0		0	0		
Total Expenditure		4,402	3,000	3,027	3,027	-27	100.9%	3,027	-27	100.9%	EMR for future elections is moved
Net Civil Democratic		**-4,402**	**-3,000**	**-3,027**	**-3,027**	**27**	**100.9%**	**-3,027**	**27**		
Grants	**120**										
Total Income		6,531	0	1,500	1,500	-1,500		1,500	-1,500		Misc grants
Total Expenditure		-1,165	4,100	0	0	4,100	0.0%	500	3,600	12.2%	Doodlebugs grant
Net Grants		**7,696**	**-4,100**	**1,500**	**1,500**	**-5,600**	**-36.6%**	**1,000**	**-5,100**		
Morris Way Pavillion/Fields	**200**										
Total Income		6,080	11,500	9,655	9,655	1,845	84.0%	12,405	-905	107.9%	Ontarget for Q4
Total Expenditure		9,727	11,480	9,768	9,768	1,712	85.1%	13,540	-2,060	117.9%	
Net Morris Way Pav/Fields		**-3,647**	**20**	**-113**	**-113**	**133**	**-565.0%**	**-1,135**	**1,155**		
Grounds and Maintenance	**210**										
Total Income		4,095	7,113	15,406	15,406	-8,293	216.6%	19,906	-12,793	279.9%	The income for the new tractor is in the income
											The expenditure for the tractor is in this cost
Total Expenditure		151,188	186,691	51,764	51,764	134,927	27.7%	68,667	118,024	36.8%	The grounds staff are now in Central Costs
Net Grounds and Maint		**-147,093**	**-179,578**	**-36,358**	**-36,358**	**-143,220**	**20.2%**	**-48,761**	**-130,817**		£130k under budget (see Central Costs, cost centre 100 £132k over budget)
Shenley Lane	**220**										
Total Income		500	1,500	3,496	3,496	-1,996	233.1%	3,496	-1,996	233.1%	Above target for Shenley Lane Income
Total Expenditure		4,451	1,330	366	366	964	27.5%	1,286	44	96.7%	
Net Shenly Lane		**-3,951**	**170**	**3,130**	**3,130**	**-2,960**	**1841.2%**	**2,210**	**-2,040**		£2,040 under budget
Caledon Community Centre	**230**										
Total Income		45,893	63,600	45,631	45,631	17,969	71.7%	56,196	7,404	88.4%	One off lettings and regular lettings in this income
Total Expenditure		40,508	48,019	30,152	30,152	17,867	62.8%	38,323	9,696	79.8%	Below target on expenditure creating saving
Net Cal Com Centre		**5,385**	**15,581**	**15,479**	**15,479**	**102**	**99.3%**	**17,873**	**-2,292**		£2,292 under budget
Napsbury Park Pavillion/Fields	**240**										
Total Income		18,371	8,400	8,532	8,532	-132	101.6%	10,551	-2,151	125.6%	Above target for Napsbury Park Income
Total Expenditure		21,034	9,700	5,809	5,809	3,891	59.9%	7,346	2,354	75.7%	Below target on expenditure creating a saving
Net Nap Park Pav/Fields		**-2,663**	**-1,300**	**2,723**	**2,723**	**-4,023**	**-209.5%**	**3,205**	**-4,505**		£4,505 under budget
Summer Events	**300**										
Total Income		0	2,600	0	0	2,600	0.0%	0	2,600	0.0%	
Total Expenditure		0	6,441	0	0	6,441	0.0%	0	6,441	0.0%	
Net Summer Event		**0**	**-3,841**	**0**	**0**	**-3,841**	**0.0%**	**0**	**-3,841**		No financial activity this year, to be moved to next years Village Day event
Fireworks	**320**										

MANAGEMENT ACCOUNTS 2024/25 - Q3 April to September 2024 with Predicted Q4

Cost Centre		2023/24 Last years Actual	2024/25 Budget	Q3	YTD Actual	Varience	% Inc/Spent to date	Predicted Q4 2024/25	Varience	% Inc/Spent to date	Comments
Total Income		10,712	5,400	11,005	11,005	-5,605	203.8%	11,005	-5,605	203.8%	
Total Expenditure		5,754	9,198	8,561	8,561	637	93.1%	8,561	637	93.1%	
Net Fireworks		**4,958**	**-3,798**	**2,444**	**2,444**	**-6,242**	**-64.3%**	**2,444**	**-6,242**		£6,242 under budget
Remembrance Sunday	**340**										
Total Income		53	0	0	0	0	#DIV/0!	0	0	#DIV/0!	
Total Expenditure		996	1,684	1,892	1,892	-208	112.4%	1,892	-208	112.4%	
Net Rememberance Sunday		**-943**	**-1,684**	**-1,892**	**-1,892**	**208**	**112.4%**	**-1,892**	**208**		£208 over budget
Lunch Club	**370**										
Total Income		12,355	11,000	10,349	10,349	651	94.1%	13,799	-2,799	125.4%	More income than predicted in original budget
Total Expenditure		21,897	20,000	16,114	16,114	3,886	80.6%	21,289	-1,289	106.4%	Less than predicted expenditure
Net Lunch Club		**-9,542**	**-9,000**	**-5,765**	**-5,765**	**-3,235**	**64.1%**	**-7,490**	**-1,510**		£1,510 under budget
General Council Events	**400**										
Total Income		430	5,100	755	755	4,345	14.8%	1,055	4,045	20.7%	Only £300 towards seated exercise for 2024/25
Total Expenditure		7,653	9,656	5,720	5,720	3,936	59.2%	7,653	2,003	79.3%	Seated exercise is in this expenditure
Net General Council Events		**-7,223**	**-4,556**	**-4,965**	**-4,965**	**409**	**109.0%**	**-6,598**	**2,042**		£2,042 over budget
Halloween Event	**420**										
Total Income		407	500	404	404	96	80.8%	404	96	80.8%	
Total Expenditure		283	694	694	694	0	100.0%	694	0	100.0%	
Net Halloween Event		**124**	**-194**	**-290**	**-290**	**96**	**149.5%**	**-290**	**96**		£96 over budget
Christmas Light Switch On	**430**										
Total Income		685	480	580	580	-100	120.8%	580	-100	120.8%	
Total Expenditure		4,163	2,920	5,053	5,053	-2,133	173.0%	5,053	-2,133	173.0%	
Net Christmas Lights		**-3,478**	**-2,440**	**-4,473**	**-4,473**	**2,033**	**183.3%**	**-4,473**	**2,033**		£2,033 over budget
Picnic in the Park	**460**										
Total Income		1	3,278	0	0	3,278	0.0%	0	3,278	0.0%	No financial activity this year
Total Expenditure		172	3,068	0	0	3,068	0.0%	0	3,068	0.0%	
Net Picnic in the Park		**-171**	**210**	**0**	**0**	**210**	**0.0%**	**0**	**210**		
Total 2024/25 Income		436,238	554,649	535,460	535,460	19,189	96.5%	562,275	-7,626	101.4%	More income than 2024/25 budget
Total 2024/25 Expenditure		470,515	554,649	411,441	411,441	143,208	74.2%	544,457	10,192	98.2%	Less expenditure than 2024/25 budget
Net Income less Expenditure		**-34,277**	**0**	**124,019**	**124,019**			**17,818**			**£17,818 2024/25 predicted underspend**

London Colney Parish Council

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31 December 2024

A/c	Description	Actual		
	Current Assets			
100	Debtors	46,489		
101	Other Debtors	2,052		
105	VAT Control Account	18,162		
110	Prepayments	2,571		
200	Co-op Current Account	40,499		
210	Unity Trust Account 20328513	6,439		
220	Unity Trust Account 20328597	35,691		
230	CCLA Account 0138730001PC	192,700		
240	Triodos	10,468		
250	Caledon Bar Float	470		
255	EQUALS BANK	268		
	Total Current Assets		**355,810**	
	Current Liabilities			
500	Creditors	(10,284)		
510	Accruals	(0)		
515	Wages Control Account	(7,170)		
550	Allotment Deposits	2,305		
570	Other Deposits Held	1,750		
590	Hall Hire Damage Deposits	3,491		
595	Sports Bookings Deposits	150		
999	Suspense Account	171		
	Total Current Liabilities		**(9,588)**	
	Net Current Assets			**365,398**
	Total Assets less Current Liabilities			**365,398**
	Represented by :-			
300	Current Year Fund	147,019		
310	General Reserves	61,153		
340	Earmarked Reserves - Capital	1,849		
370	Earmarked Reserves - Bequest	332		
380	Earmarked Reserves- HGV Legal	5,000		
390	EMR- Community Projects	4,000		
400	EMR - The Sensory Garden Proje	1,420		
405	EMR - LC Drs Surgery	103,135		
415	EMR - Elections	3,000		
420	EMR - Napsbury Fund	10,614		
425	EMR - Staff Coningencies	12,876		
430	EMR - Contribution Building Pr	10,000		
435	EMR - Vehicle and Equipment Re	5,000		
	Total Equity			**365,398**

London Colney Parish Council

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Central Operations								
1076	Precept	315,000	417,728	417,728	0			100.0%	
1085	S106 Income	(10,000)	0	0	0			0.0%	
1090	Interest Received	11,370	4,891	10,000	5,109			48.9%	
1100	LC News Incom	2,843	1,015	2,000	985			50.8%	
1120	Fishing Rights	1,200	1,200	1,200	0			100.0%	
1130	Corporate Sponsorship	1,800	1,500	3,000	1,500			50.0%	
1210	Hire of Sports Pitch	5,673	0	0	0			0.0%	
1401	Charity Collections	0	866	0	(866)			0.0%	
1900	Miscellaneous Income	2,239	947	250	(697)			378.8%	
	Central Operations :- Income	**330,125**	**428,147**	**434,178**	**6,031**			**98.6%**	**0**
4402	Enviroment & Neighbourhood Pro	0	0	5,000	5,000		5,000	0.0%	
	Central Operations :- Direct Expenditure	**0**	**0**	**5,000**	**5,000**	**0**	**5,000**	**0.0%**	**0**
4000	Salaries	65,090	73,240	134,391	61,151		61,151	54.5%	
4005	DNU National Insurance Costs	13,887	10,995	0	(10,995)		(10,995)	0.0%	
4010	Employer Pension Costs	28,461	23,559	0	(23,559)		(23,559)	0.0%	
4016	External Staffing Support	14,461	3,750	0	(3,750)		(3,750)	0.0%	
4025	Overtime	0	0	3,542	3,542		3,542	0.0%	
4030	Staff Training	1,846	759	1,500	742		742	50.6%	
4035	Payroll Charges	0	880	600	(280)		(280)	146.7%	
4040	Recruitment	3,227	0	0	0		0	0.0%	
4045	Councillor Training/Courses	104	0	500	500		500	0.0%	
4050	Health and Safety	1,021	1,419	3,500	2,081		2,081	40.6%	
4055	Chairmans Allowance	25	28	300	272		272	9.3%	
4060	Meeting Expenses	207	326	125	(201)		(201)	261.0%	
4065	Contribution to Staff Continge	0	0	5,000	5,000		5,000	0.0%	(5,000)
4070	Contribition to Replacement/Ma	0	0	10,000	10,000		10,000	0.0%	(10,000)
4105	Utilities - Electricity	(20)	0	0	0		0	0.0%	
4140	Salaries Cleaning/Caretaking	18,807	18,205	20,500	2,295		2,295	88.8%	
4145	Cleaning Supplies	2,295	1,083	1,500	417		417	72.2%	
4150	Insurance	4,097	12,389	7,400	(4,989)		(4,989)	167.4%	
4155	Licences	0	11	0	(11)		(11)	0.0%	
4200	Maintenance	4	820	0	(820)		(820)	0.0%	
4325	Trade Refuse	8,794	7,912	7,500	(412)		(412)	105.5%	
4365	Equipment Hire	320	0	0	0		0	0.0%	
4401	Environmental Projects	0	110	0	(110)		(110)	0.0%	
4500	Office Supplies	609	394	800	406		406	49.3%	
4505	Postage	69	61	200	139		139	30.6%	
4510	Office Machine Leasing & Costs	860	618	1,700	1,082		1,082	36.3%	
4515	LC News - Printing	3,169	3,877	6,500	2,623		2,623	59.6%	

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Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 9 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520	LC News - Distribution	6,612	3,700	1,500	(2,200)		(2,200)	246.7%	
4525	Advertising & Promotion	140	209	500	291		291	41.8%	
4530	Telephone/Fax/Internet	701	563	1,400	837		837	40.2%	
4535	Allotment Leases	680	2	0	(2)		(2)	0.0%	
4540	Subscriptions	1,768	2,251	1,900	(351)		(351)	118.5%	
4545	Donations	0	(5)	0	5		5	0.0%	
4550	Computing Costs	10,773	9,509	10,000	491		491	95.1%	
4555	Website Maintenance	314	185	250	65		65	74.0%	
4560	Bank Charges	274	706	85	(621)		(621)	830.7%	
4561	Bad Debt write off	0	0	100	100		100	0.0%	
4565	Legal & Professional Fees	1,833	0	3,000	3,000		3,000	0.0%	
4575	Internal & External Audit	4,708	162	2,500	2,338		2,338	6.5%	
4580	Professional Costs	3,164	1,588	4,000	2,412		2,412	39.7%	
4585	Christmas Biscuits	650	35	600	565		565	5.8%	
4620	War Memorial	0	150	200	50		50	75.2%	
4900	Miscellaneous Expenditure	482	(55)	75	130		130	(72.7%)	
5000	General Event Costs	0	27	0	(27)		(27)	0.0%	
	Central Operations :- Indirect Expenditure	**199,432**	**179,462**	**231,668**	**52,206**	**0**	**52,206**	**77.5%**	**(15,000)**
	Net Income over Expenditure	**130,693**	**248,684**	**197,510**	**(51,174)**				
6000	plus Transfer from EMR	0	(15,000)	0	15,000				
	Movement to/(from) Gen Reserve	**130,693**	**233,684**	**197,510**	**(36,174)**				
110	Civic and Democratic								
4705	Election Expenses	10,402	0	3,000	3,000		3,000	0.0%	(3,000)
4710	Hospitality	0	27	0	(27)		(27)	0.0%	
	Civic and Democratic :- Indirect Expenditure	**10,402**	**27**	**3,000**	**2,973**	**0**	**2,973**	**0.9%**	**(3,000)**
	Net Expenditure	**(10,402)**	**(27)**	**(3,000)**	**(2,973)**				
6000	plus Transfer from EMR	6,000	(3,000)	0	3,000				
	Movement to/(from) Gen Reserve	**(4,402)**	**(3,027)**	**(3,000)**	**27**				
120	Grants								
1077	SADC Grant Received	0	2,000	0	(2,000)			0.0%	
1080	Other Grants Received	6,531	(500)	0	500			0.0%	
	Grants :- Income	**6,531**	**1,500**	**0**	**(1,500)**				**0**
4200	Maintenance	223	0	0	0		0	0.0%	
4800	Grants - Other	100	0	4,100	4,100		4,100	0.0%	
4810	Grants to Local Orgs/Projects	(1,488)	0	0	0		0	0.0%	
	Grants :- Indirect Expenditure	**(1,165)**	**0**	**4,100**	**4,100**	**0**	**4,100**		**0**
	Net Income over Expenditure	**7,696**	**1,500**	**(4,100)**	**(5,600)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200	Morris Way Pavilion/Fields								
1200	Hire of Pavilions	2,816	2,221	3,000	779			74.0%	
1210	Hire of Sports Pitch	1,646	5,942	7,500	1,558			79.2%	
1220	Container Cafe MW	1,618	1,493	1,000	(493)			149.3%	
	Morris Way Pavilion/Fields :- Income	**6,080**	**9,655**	**11,500**	**1,845**			**84.0%**	**0**
4100	Utilities - Gas	0	315	0	(315)		(315)	0.0%	
4105	Utilities - Electricity	3,958	1,904	5,000	3,096		3,096	38.1%	
4110	Utilities - Water	191	4,699	1,500	(3,199)		(3,199)	313.3%	
4140	Salaries Cleaning/Caretaking	0	246	0	(246)		(246)	0.0%	
4155	Licences	180	180	180	0		0	100.0%	
4200	Maintenance	1,306	1,213	500	(713)		(713)	242.6%	
4220	Playing Field Maintenance	686	229	300	71		71	76.3%	
4275	Splash Pad	3,706	981	4,000	3,019		3,019	24.5%	
	Morris Way Pavilion/Fields :- Indirect Expenditure	**10,027**	**9,768**	**11,480**	**1,712**	**0**	**1,712**	**85.1%**	**0**
	Net Income over Expenditure	**(3,947)**	**(112)**	**20**	**132**				
6000	plus Transfer from EMR	300	0	0	0				
	Movement to/(from) Gen Reserve	**(3,647)**	**(112)**	**20**	**132**				
210	Grounds and Maintenance Dept								
1110	Allotment Income	2,195	2,481	4,000	1,519			62.0%	
1400	Napsbury Support Fund	0	0	3,113	3,113			0.0%	
1900	Miscellaneous Income	0	11,975	0	(11,975)			0.0%	
1995	Memorial Benches Income	1,900	950	0	(950)			0.0%	
	Grounds and Maintenance Dept :- Income	**4,095**	**15,406**	**7,113**	**(8,293)**			**216.6%**	**0**
4000	Salaries	103,470	78,059	132,741	54,682		54,682	58.8%	
4105	Utilities - Electricity	0	0	1,000	1,000		1,000	0.0%	
4110	Utilities - Water	0	205	0	(205)		(205)	0.0%	
4150	Insurance	0	2,196	0	(2,196)		(2,196)	0.0%	
4200	Maintenance	2,677	3,053	1,000	(2,053)		(2,053)	305.3%	
4220	Playing Field Maintenance	510	100	500	400		400	20.0%	
4230	Playground Maintenance	542	1,135	2,350	1,215		1,215	48.3%	
4270	Clock Maintenance	0	38	200	162		162	19.0%	
4300	Xmas Lights Maintenance/Rent	10,654	7,118	13,500	6,382		6,382	52.7%	
4305	Vehicle Maintenance & Costs	2,842	3,775	3,000	(775)		(775)	125.8%	
4310	Machine Maintenance & Costs	2,579	3,693	1,750	(1,943)		(1,943)	211.0%	
4311	Vehicle Purchases	6,500	11,950	5,000	(6,950)		(6,950)	239.0%	(5,000)
4315	Fuel Maint	5,677	4,352	6,000	1,648		1,648	72.5%	
4320	Vehicle Insurance	531	0	1,600	1,600		1,600	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330	Signs, Boards & Seats	405	25	1,000	975		975	2.5%	
4331	Memorial Benches	1,944	1,917	0	(1,917)		(1,917)	0.0%	
4335	Lowbell Ln River Edge & Green	0	0	400	400		400	0.0%	
4340	Plants & Flowers	3,169	2,699	3,500	801		801	77.1%	
4345	Tree Maintenance	8,650	4,500	7,000	2,500		2,500	64.3%	
4355	Litter Bins	26	0	500	500		500	0.0%	
4360	Allotments Repairs & Maint,	0	0	1,250	1,250		1,250	0.0%	
4385	Equipment - Grounds & Maintena	488	7	3,250	3,243		3,243	0.2%	
4535	Allotment Leases	1	0	650	650		650	0.0%	
4580	Professional Costs	0	0	500	500		500	0.0%	
4595	Tree Planting	524	0	0	0		0	0.0%	
	Grounds and Maintenance Dept :- Indirect Expenditure	**151,188**	**124,823**	**186,691**	**61,868**	**0**	**61,868**	**66.9%**	**(5,000)**
	Net Income over Expenditure	**(147,093)**	**(109,417)**	**(179,578)**	**(70,161)**				
6000	plus Transfer from EMR	0	(5,000)	0	5,000				
	Movement to/(from) Gen Reserve	**(147,093)**	**(114,417)**	**(179,578)**	**(65,161)**				
220	Shenley Lane								
1210	Hire of Sports Pitch	0	3,496	1,500	(1,996)			233.1%	
1214	School Pitch Hire	500	0	0	0			0.0%	
	Shenley Lane :- Income	**500**	**3,496**	**1,500**	**(1,996)**			**233.1%**	**0**
4105	Utilities - Electricity	3,576	0	330	330		330	0.0%	
4110	Utilities - Water	211	118	350	232		232	33.7%	
4200	Maintenance	135	81	150	69		69	54.3%	
4220	Playing Field Maintenance	528	167	500	333		333	33.3%	
	Shenley Lane :- Indirect Expenditure	**4,451**	**366**	**1,330**	**964**	**0**	**964**	**27.5%**	**0**
	Net Income over Expenditure	**(3,951)**	**3,130**	**170**	**(2,960)**				
230	Caledon Community Centre								
1250	Bar Takings	14,311	13,937	23,600	9,663			59.1%	
1255	Rent Received wef April 2024	0	6,718	0	(6,718)			0.0%	
1260	Hall Hire & Rent - Ad Hoc Hire	12,728	11,638	20,000	8,362			58.2%	
1265	Hall Hire & Rent - Regular Hir	19,036	13,078	20,000	6,922			65.4%	
1900	Miscellaneous Income	(182)	260	0	(260)			0.0%	
	Caledon Community Centre :- Income	**45,893**	**45,631**	**63,600**	**17,969**			**71.7%**	**0**
4205	DO NOT USE	0	0	4,000	4,000		4,000	0.0%	
	Caledon Community Centre :- Direct Expenditure	**0**	**0**	**4,000**	**4,000**	**0**	**4,000**	**0.0%**	**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000	Salaries	309	0	0	0		0	0.0%	
4015	Casual Staff	3,922	3,907	7,169	3,262		3,262	54.5%	
4100	Utilities - Gas	5,211	3,668	2,800	(868)		(868)	131.0%	
4105	Utilities - Electricity	9,128	6,796	8,900	2,104		2,104	76.4%	
4110	Utilities - Water	0	0	2,200	2,200		2,200	0.0%	
4115	Utilities - Rates	1,152	1,123	1,350	227		227	83.2%	
4140	Salaries Cleaning/Caretaking	0	707	0	(707)		(707)	0.0%	
4155	Licences	1,864	1,876	1,500	(376)		(376)	125.1%	
4170	Bar Supplies	10,225	5,630	13,450	7,820		7,820	41.9%	
4175	Bar Facilities	49	0	450	450		450	0.0%	
4180	Bar Repairs & Servicing	31	145	350	205		205	41.4%	
4185	Kitchen & Caretaking Supplies	548	217	850	633		633	25.6%	
4200	Maintenance	4,431	4,007	5,000	993		993	80.1%	
4206	Fire & Security Alarms	2,754	1,001	0	(1,001)		(1,001)	0.0%	
4220	Playing Field Maintenance	88	0	0	0		0	0.0%	
4900	Miscellaneous Expenditure	556	770	0	(770)		(770)	0.0%	
5000	General Event Costs	144	305	0	(305)		(305)	0.0%	
5020	DNU Other Event Costs	96	0	0	0		0	0.0%	
	Caledon Community Centre :- Indirect Expenditure	**40,508**	**30,152**	**44,019**	**13,867**	**0**	**13,867**	**68.5%**	**0**
	Net Income over Expenditure	**5,385**	**15,479**	**15,581**	**102**				
240	Napsbury Park Pavilion/Fields								
1200	Hire of Pavilions	4,237	3,950	2,700	(1,250)			146.3%	
1210	Hire of Sports Pitch	0	706	1,500	794			47.1%	
1212	Hire of Cricket Pitch	1,408	3,576	2,200	(1,376)			162.5%	
1214	School Pitch Hire	2,113	300	2,000	1,700			15.0%	
1400	Napsbury Support Fund	10,614	0	0	0			0.0%	
	Napsbury Park Pavilion/Fields :- Income	**18,371**	**8,532**	**8,400**	**(132)**			**101.6%**	**0**
4100	Utilities - Gas	2,963	1,129	1,400	271		271	80.7%	
4105	Utilities - Electricity	1,103	718	1,200	482		482	59.9%	
4110	Utilities - Water	0	142	850	708		708	16.8%	
4140	Salaries Cleaning/Caretaking	0	492	0	(492)		(492)	0.0%	
4200	Maintenance	5,310	2,770	5,000	2,230		2,230	55.4%	
4220	Playing Field Maintenance	1,045	556	1,250	694		694	44.5%	
	Napsbury Park Pavilion/Fields :- Indirect Expenditure	**10,420**	**5,809**	**9,700**	**3,891**	**0**	**3,891**	**59.9%**	**0**
	Net Income over Expenditure	**7,951**	**2,723**	**(1,300)**	**(4,023)**				
6001	less Transfer to EMR	10,614	0	0	0				
	Movement to/(from) Gen Reserve	**(2,663)**	**2,723**	**(1,300)**	**(4,023)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250	Walsingham Way								
4595	Tree Planting	20	0	0	0		0	0.0%	
	Walsingham Way :- Indirect Expenditure	**20**	**0**	**0**	**0**	**0**	**0**		**0**
	Net Expenditure	**(20)**	**0**	**0**	**0**				
300	Summer Event								
1250	Bar Takings	0	0	2,000	2,000			0.0%	
1300	Event Income - Concessions	0	0	600	600			0.0%	
	Summer Event :- Income	**0**	**0**	**2,600**	**2,600**				**0**
5000	General Event Costs	0	0	4,141	4,141		4,141	0.0%	
5010	Food Costs	0	0	300	300		300	0.0%	
5015	Entertainment Costs	0	0	2,000	2,000		2,000	0.0%	
	Summer Event :- Indirect Expenditure	**0**	**0**	**6,441**	**6,441**	**0**	**6,441**		**0**
	Net Income over Expenditure	**0**	**0**	**(3,841)**	**(3,841)**				
320	Fireworks								
1300	Event Income - Concessions	519	645	400	(245)			161.3%	
1310	Event Income - Ticket Sales	190	10,360	0	(10,360)			0.0%	
1320	Events - Fireworks Income	10,003	0	5,000	5,000			0.0%	
	Fireworks :- Income	**10,712**	**11,005**	**5,400**	**(5,605)**			**203.8%**	**0**
4000	Salaries	0	1,362	0	(1,362)		(1,362)	0.0%	
4155	Licences	0	0	21	21		21	0.0%	
4525	Advertising & Promotion	0	106	0	(106)		(106)	0.0%	
5000	General Event Costs	(376)	5,956	2,027	(3,929)		(3,929)	293.8%	
5010	Food Costs	0	38	50	12		12	75.6%	
5015	Entertainment Costs	4,875	200	6,200	6,000		6,000	3.2%	
5020	DNU Other Event Costs	395	0	0	0		0	0.0%	
5035	Road Closures	860	900	900	0		0	100.0%	
	Fireworks :- Indirect Expenditure	**5,754**	**8,561**	**9,198**	**637**	**0**	**637**	**93.1%**	**0**
	Net Income over Expenditure	**4,958**	**2,444**	**(3,798)**	**(6,242)**				
340	Remembrance Sunday								
1900	Miscellaneous Income	53	0	0	0			0.0%	
	Remembrance Sunday :- Income	**53**	**0**	**0**	**0**				**0**
4000	Salaries	0	228	0	(228)		(228)	0.0%	
4900	Miscellaneous Expenditure	8	0	0	0		0	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 General Event Costs	228	187	684	497		497	27.3%	
5010 Food Costs	0	27	0	(27)		(27)	0.0%	
5015 Entertainment Costs	0	400	500	100		100	80.0%	
5020 DNU Other Event Costs	(100)	0	0	0		0	0.0%	
5035 Road Closures	860	1,050	500	(550)		(550)	210.0%	
Remembrance Sunday :- Indirect Expenditure	**996**	**1,892**	**1,684**	**(208)**	**0**	**(208)**	**112.3%**	**0**
Net Income over Expenditure	**(943)**	**(1,892)**	**(1,684)**	**208**				
370 Lunch Club								
1310 Event Income - Ticket Sales	152	0	0	0			0.0%	
1350 Lunch Club Income - Tuesday	6,987	5,642	11,000	5,358			51.3%	
1355 Lunch Club Income - Thursday	5,216	4,707	0	(4,707)			0.0%	
Lunch Club :- Income	**12,355**	**10,349**	**11,000**	**651**			**94.1%**	**0**
5000 General Event Costs	0	287	0	(287)		(287)	0.0%	
5015 Entertainment Costs	225	100	0	(100)		(100)	0.0%	
5020 DNU Other Event Costs	213	0	0	0		0	0.0%	
5050 Lunch Club Food Costs	21,459	15,728	20,000	4,273		4,273	78.6%	
Lunch Club :- Indirect Expenditure	**21,897**	**16,114**	**20,000**	**3,886**	**0**	**3,886**	**80.6%**	**0**
Net Income over Expenditure	**(9,542)**	**(5,766)**	**(9,000)**	**(3,234)**				
400 General Council Events								
1310 Event Income - Ticket Sales	430	755	0	(755)			0.0%	
1370 Seated Exercise Income	0	0	5,100	5,100			0.0%	
General Council Events :- Income	**430**	**755**	**5,100**	**4,345**			**14.8%**	**0**
4000 Salaries	0	228	0	(228)		(228)	0.0%	
5000 General Event Costs	578	142	1,146	1,004		1,004	12.4%	
5010 Food Costs	0	0	70	70		70	0.0%	
5015 Entertainment Costs	869	450	0	(450)		(450)	0.0%	
5020 DNU Other Event Costs	186	0	0	0		0	0.0%	
5070 Seated Exercise Costs	6,020	4,900	8,440	3,540		3,540	58.1%	
General Council Events :- Indirect Expenditure	**7,653**	**5,720**	**9,656**	**3,936**	**0**	**3,936**	**59.2%**	**0**
Net Income over Expenditure	**(7,223)**	**(4,965)**	**(4,556)**	**409**				
420 Halloween Event								
1310 Event Income - Ticket Sales	407	404	500	96			80.9%	
Halloween Event :- Income	**407**	**404**	**500**	**96**			**80.9%**	**0**

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Bar Supplies	(199)	0	0	0		0	0.0%	
5000 General Event Costs	273	443	344	(99)		(99)	128.8%	
5010 Food Costs	0	51	150	99		99	34.0%	
5015 Entertainment Costs	200	200	200	0		0	100.0%	
5020 DNU Other Event Costs	9	0	0	0		0	0.0%	
Halloween Event :- Indirect Expenditure	**283**	**694**	**694**	**(0)**	**0**	**(0)**	**100.0%**	**0**
Net Income over Expenditure	**124**	**(290)**	**(194)**	**96**				
430 Christmas Light Switch On								
1300 Event Income - Concessions	685	430	480	50			89.6%	
1301 Event - Sponsorship	0	150	0	(150)			0.0%	
Christmas Light Switch On :- Income	**685**	**580**	**480**	**(100)**			**120.8%**	**0**
4000 Salaries	0	629	0	(629)		(629)	0.0%	
4170 Bar Supplies	12	0	0	0		0	0.0%	
4525 Advertising & Promotion	0	106	0	(106)		(106)	0.0%	
4900 Miscellaneous Expenditure	20	40	0	(40)		(40)	0.0%	
5000 General Event Costs	264	2,738	1,020	(1,718)		(1,718)	268.5%	
5015 Entertainment Costs	875	0	400	400		400	0.0%	
5020 DNU Other Event Costs	1,513	0	0	0		0	0.0%	
5035 Road Closures	1,480	1,540	1,500	(40)		(40)	102.7%	
Christmas Light Switch On :- Indirect Expenditure	**4,163**	**5,053**	**2,920**	**(2,133)**	**0**	**(2,133)**	**173.1%**	**0**
Net Income over Expenditure	**(3,478)**	**(4,473)**	**(2,440)**	**2,033**				
460 Picnic in the Park								
1300 Event Income - Concessions	60	0	350	350			0.0%	
1310 Event Income - Ticket Sales	(59)	0	2,928	2,928			0.0%	
Picnic in the Park :- Income	**1**	**0**	**3,278**	**3,278**			**0.0%**	**0**
5000 General Event Costs	0	0	508	508		508	0.0%	
5010 Food Costs	0	0	60	60		60	0.0%	
5015 Entertainment Costs	0	0	2,500	2,500		2,500	0.0%	
5020 DNU Other Event Costs	172	0	0	0		0	0.0%	
Picnic in the Park :- Indirect Expenditure	**172**	**0**	**3,068**	**3,068**	**0**	**3,068**	**0.0%**	**0**
Net Income over Expenditure	**(171)**	**0**	**210**	**210**				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**436,237**	**535,459**	**554,649**	**19,190**			**96.5%**	
Expenditure	**466,199**	**388,440**	**554,649**	**166,209**	**0**	**166,209**	**70.0%**	
Net Income over Expenditure	**(29,961)**	**147,019**	**0**	**(147,019)**				
plus Transfer from EMR	**6,300**	**(23,000)**	0	23,000				
less Transfer to EMR	**10,614**	**0**	0	0				
Movement to/(from) Gen Reserve	**(34,275)**	**124,019**	**0**	**(124,019)**				

London Colney Parish Council

Co-op Current Account

List of Payments made between 01/10/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid
	Absolute Door Services Essex L Total		288.00
	Agrovista UK Ltd Total		300.00
	Alban Locksmiths Ltd Total		8.95
	ALDI Total		19.99
	Alliance Automotive Total		278.05
	Allstar Business Solutions Lim Total		291.61
	AMAZON Total		791.19
	AWM Total		1,000.00
	B&Q Total		195.93
	Base 52 T/A 3ES Accountants Total		168.00
	BISSELL Total		239.99
	BLAIN TRAILERS Total		115.20
	BLAINS TRAILERS Total		246.00
	Bookers Cash & Carry Total		2,009.54
	BP MOUNT Total		130.21
	British Gas Gas & Elec Total		2,673.21
	C GRAY Total		1.00
	CAMBRIDGE BAGPIPER Total		400.00
	Castle Water Ltd Total		294.07
	CASUAL LABOUR Total		0.20
	Chickenlicious Total		40.00
	Communic8 Hire Ltd Total		312.60
	COMPETITIVE CLEANING Total		3,674.88
	COOMBE ELECTRICAL Total		25.86
	COSTCO Total		16.77
	Council HR and Governance Supp Total		75.50
	Cryptex UK LLP Total		102.00
	D/CARD 7734 TEST CARD Total		1.00
	DAVID S SALES Total		356.71
	Direct 365 Ltd Total		215.40
	DUMELM Total		-10.00
	DUNELM Total		20.00
	EBAY Total		14.00
	ELSONS Total		96.69
	Emergency First Aid Total		250.00
	EQUALS MONEY Total		500.00
	ERLSONS Total		102.95
	ERNEST DOE & SONS LTD Total		14.09

Date Paid	Payee Name	Reference	Amount Paid
	FIRENDLANDER Total		9.60
	Fleet Line Markers Ltd Total		749.52
	FORD GATES Total		144.04
	FRANK G GATES Total		891.60
	FURNITUREATWORK LTD Total		813.60
	Gas Heating & Plumbing Solutio Total		1,540.03
	George Browns Ltd Total		96.47
	Glasdon UK Limited Total		1,095.41
	HALL REFUND Total		2,257.25
	HCC Total		12,628.70
	HCC - Herts Fullstop Total		257.01
	Hertfordshire Catering Ltd Total		8,280.00
	HERTFORDSHIRE COUNTY Total		201.00
	Hertscom IT Ltd Total		3,574.86
	High Elms Tree Surgery Total		4,440.00
	Hire Santa Ltd Total		300.00
	HMRC Total		11,835.18
	Homebase Total		189.50
	HTC Fastenings Limited Total		44.25
	INTELLIGENT AUTOS Total		54.85
	Konica Minolta Total		153.70
	Lamps & Tubes Illuminations Lt Total		5,423.28
	LAWSONS Total		434.26
	Leevis Entertainment Total		450.00
	Linzie Barr Total		200.00
	London Hearts Total		900.00
	M FISHER Total		5.00
	M&S Total		30.00
	Mark Bilsby Total		100.00
	Minymize Total		375.00
	Morrisons Total		105.23
	MULBERRY LOCAL AUTHORITY Total		377.10
	MVI Ltd Total		198.60
	Onecom Services Ltd Total		167.43
	PKF LITTLEJOHN LLP Total		1,260.00
	POST OFFICE Total		20.00
	PREMIUM FORCE Total		175.00
	PRINCIPAL SECIURITY Total		1,215.00
	Print Shop St Albans Total		756.60
	Printed Today Total		13.99
	Pro medicus Ltd Total		135.00
	R Higgins Home & Garden Mainte Total		730.00

Date Paid	Payee Name	Reference	Amount Paid
	RBL Total		51.98
	RENTEQ HIGHWAYS Ltd Total		2,340.00
	SADC Rates Total		336.00
	Sainsburys Total		1,554.16
	SALARIES NOV 24 Total		20,151.76
	SALARIES OCT 2024 Total		15,047.03
	SALS DEC 2024 Total		16,708.13
	Screwfix Total		42.99
	Serebus Holistic Therapies Total		1,820.00
	Southern Electric / SSE Gas Total		3,891.73
	Speedy Hire Total		241.32
	Splash Pad Enterprises Ltd Total		1,131.98
	St Albans District Council Total		180.00
	Staff reimbursment for bar stock Total		19.57
	Staff reimbursment for environment work Total		55.61
	Staff reimbursment for Halloween Total		103.83
	Staff reimbursment for Xmas lights Total		79.98
	Stovold Total		165.90
	The Manson Group Total		1,850.00
	THE RANGE Total		24.99
	TILL ROLL KING Total		28.78
	TRADE PRINT Total		30.73
	TRENEX Total		420.00
	TV LICENCE Total		39.75
	Veolia ES (UK) Ltd Total		3,038.91
	VER VALLEY SOCIETY Total		84.00
	W PHYPERS Total		260.00
	Zurich Town & Parish Total		9,950.43
	Grand Total		157,537.21

Total Payments **472,611.63**

London Colney Income Break Down 2024/25

Account Name	Centre Name	Detail	2024/25 Up to Q3	Predicted Q4	2024/25 Total
Hire of Pavilions	Morris Way Pavilion/Fields	Regular bookings in MW pavilion	2,221	750	2,971
Hire of Sports Pitch	Morris Way Pavilion/Fields	MW pitches only	5,942		5,942
Container Cafe MW	Morris Way Pavilion/Fields	Containner Café	1,493		1,493
Hire of Sports Pitch	Shenley Lane	SL pitches only	3,496		3,496
Hire of Sports Pitch	Napsbury Park Pavilion/Fields	Nap pavilion and pitches	4,956	2,018	6,974
Hire of Cricket Pitch	Napsbury Park Pavilion/Fields	Nap cricket only	3,576		3,576
Rent Received wef April 2024	Caledon Community Centre	Library	4,378		4,378
Rent Received wef April 2024	Caledon Community Centre	Rented offices	5,850	1,950	7,800
Hall Hire & Rent - Ad Hoc Hire	Caledon Community Centre	One off hires	11,638	2,892	14,530
Hall Hire & Rent - Regular Hir	Caledon Community Centre	Regular hirers	9,568	3,879	13,447
			£ 53,117	**£ 11,489**	**£ 64,606**

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES RESOURCES

DATE: MARCH 2025

REPORT BY: JANE JOHNSTONE

SUBJECT: LONDON COLNEY PARISH COUNCIL BAR REVIEW/PROPOSAL V1

1. SUMMARY

Since March 2024 the LCPC bar staff has had a complete change over. We have had a year of the new regime and can indicate income and expenditure including staff, stock and resources. The objective is to look at how much the bar costs us including staff, stock and resources vs the income from the bar. We will then need to look at how we would like to move the bar forward creating a contingency for equipment, i.e new tills, fridges etc.

2. 2023/24, 2024/25 OVERVIEW & 2025/26 Budget

	2023/24	2024/25	2025/26 Budget
	£	£	£
Staff Income (new 2025/26)			5,000
Bar Sales	14,311	18,583	23,000
Total Income	**14,311**	**18,583**	**28,000**
Staff Cost	4,231	6,152	8,800
Stock Cost	10,225	7,507	9,400
Bar repairs	80	295	350
Overheads	2,834	1,777	2,863
Total Expenditure	**17,370**	**15,731**	**21,413**
Net Profit	**-£3,059**	**£2,852**	**£6,587**
Mark up on products	**40%**	**147%**	**144%**

For financial year 2023/24 there were losses recorded for the LCPC bar. In 2024/25 there was a profit following tighter stock controls and new staff.

3. 2025/26 OPTIONS

2024/25 we made a small profit on the bar. This was just to continue the bar as it had been run in the past but with different staff and the introduction of tighter stock controls.

We offer community space with community valued drinks which makes the space appealing for the local people to hire and include the bar.

Venues across the country charge to open the bar as it must be staffed under the venue's licencing rules. Zero-hour staff costs come at the highest minimum wage due to the age of the staff and must include holiday pay at 12.07% of the hourly rate and potential employer NI contributions.

From April 2025 the average bar staff would cost the parish council between £13.68 and £15.62 an hour including employer oncosts.

From April 2025 we need to sell at least 9 drinks an hour to break even with 1 member of staff behind the bar. Some events are more profitable than others. I have a few options to move forward into 2025/26.

The options available are as follows:

- **Option 1** – We do not charge for staff and carry on as we have over the last year.
- **Option 2** – We start charging £10 per member of staff per hour. With last years hours worked this would increase LCPC budget by £5,000 a year (average 481 hours in 2024/25, see 2025/26 budget above). I.e. an average 4-hour evening with up to 50 people would increase the venue hire by £40 or £120 for 3 staff over 4 hours for an event with more than 100 people.
- **Option 3** – We charge the full price for staff which would increase our venue prices so much that the venues will become unattractive to potential and existing customers. I.e. an average 4-hour evening with up to 50 people would increase the venue hire by £62.48 or £171.92 for 3 staff over 4 hours for an event with more than 100 people. With the average 481 hours from last year, this would bring a revenue of £7,513 a year.

4. RECOMMENDATION

I would recommend **option 2**, that we start to charge a nominal price to staff the bar for events. We have 1 member of staff for up to 50 people, 2 staff 51 to 100 people and 3 staff for over 100 people. There maybe some room to start charging for staff at a slightly cheaper rate.

5. ADDITIONAL RECOMMENDATION

I would like to suggest the parish council adopts a marketing strategy starting with a marketing workshop to establish what we would like to do with the Community Centre and bar long term. The parish council has the facilities and a strong team of staff with marketing, event, and entertainment experience. Once the venue has been redecorated it would be useful to have a vision and strong calendar of events in the community centre. The weekends tend to be filled with evening parties in the lounge and hall and not a lot going on in the afternoons in the lounge. The main hall tends to have children's parties during weekend afternoons.

SOFT OPENINGS – Before we have a clear vision on how we would like to use the community centre moving forward, I would like to suggest that we start opening the lounge on a Saturday and/or Sunday afternoon. This will have to be marketed to the community as a family space. The current pubs in London Colney are not family friendly except the Colney Fox, but that is considered expensive.

I have produced a SWOT analysis for your information. There may be additional Strengths, Weaknesses, Opportunities, and Threats that can be added to this grid.

A SWOT analysis is a strategic planning tool used to evaluate the Strengths, Weaknesses, Opportunities, and Threats related to a business, project. It helps in decision-making by identifying internal and external factors that can impact success.

Why Use SWOT Analysis?

- Helps in strategic planning
- Identifies areas for growth and improvement
- Mitigates risks by preparing for threats

- Aligns strengths with opportunities for maximum success

SWOT analysis

Strengths	Weaknesses
• Community priced drinks. • Central in London Colney. • Established community building. • Opposite the play park for children.	• Poorly decorated. • Not been open for the public on a regular basis for many years. • Will need safeguarding procedures if children's parties are in the main hall at the same time.
Opportunities	**Threats**
• There is not a family friendly space in the village. • Would only need to sell 9 drinks an hour to break even. • Could expand entertainment offering.	• Other pubs offering sports on TV • Other venues with established customer base. • Unwanted customers may try to intimidate staff.

If this were to be successful, we could offer more family fun activities, i.e. pool table, replace the dart board and have packs of cards or dominos behind the bar for public use. We would have to sell a minimum of 9 drinks per hour to make it viable.

We can monitor the community engagement on a week-by-week basis.

6. IMPACT ASSESSMENT

Strategic Plan	This works inline with the strategic plan.
Equalities	Will need to consider vulnerable people and families with little income.
Environmental/Sustainability	N/A
Crime & Disorder	Will need to inform the PCSO's to ensure safety of staff and the building.
Financial	The bar has turned around with a change over of staff and starting tighter procedures.
Resources (including workforce)	Use of LCPC buildings we only must pay for overheads. Licences will need to be updated if we extend the entertainment.
Risk Management	Staff to get safeguard training to ensure vulnerable customers safety will in the CCC. Manage the risk of unwanted customers. Manage the risk of losing stock/income.

REF	Risk Area	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow/ Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council Compliance & Financial	4	1	4	Yellow	Councillor's handbook issued to all Councillors when they take office. Standing Orders, Code of Conduct, and scheme of delegated functions. Standing orders regularly reviewed. CEO/RFO attends professional conferences / seminars. Procedures in place for regular production, distribution, and publication of Agendas & Minutes	Standing Orders reviewed January 2025. Next review due in 2026. Internal CEO/RFO to refer to NALC Standing Orders when reviewing. CEO/RFO working towards CiLCA (start date May 2025, finish May 2026)	CEO/RFO	Feb 2025	Mar 2026
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council Compliance	2	1	2	Green	Procedures in place for regular production, distribution, and publication of Agendas & Minutes.	CEO/RFO working towards CiLCA qualified (start date May 2025, finish May 2026)	CEO/RFO	Feb 2025	Mar 2026
1.1.03	Democratic Representation & Management – Failure to inform Councillors	Poor decision, poor staff morale, misinformed public	Council, Councillors Compliance	3	1	6	Yellow	Council business widely publicised through newsletter (quarterly), notices, press releases, website etc. CEO/RFO holds regular meetings with Chairman to discuss Council Business. CEO/RFO hold regular meetings with staff to work on moral		CEO/RFO	Feb 2025	Mar 2026
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/HAPTC on changes in regulation. Policies are reviewed regularly and updated if necessary in light with best practice.	CEO/RFO to policies against other parish/town councils.	CEO/RFO	Feb 2025	Mar 2026
1.1.05	Democratic Representation & Management	Reputational damage – poor public understanding of the role of the council and its services	Council	3	1	3	Green	Well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Consider public consultation where appropriate Website to be updated	CEO/RFO	Feb 2025	Mar 2026
1.1.06	Democratic Representation & Management	Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery	Council	3	3	9	Yellow	Careful management of services Adopted strategic plan and review periodically and annually	Ongoing development of the Council's vision, objectives, and Strategic Plan	CEO/RFO	Feb 2025	Mar 2026

RISK REGISTER – LONDON COLNEY PARISH COUNCIL - CORPORATE & STRATEGIC – COUNCIL 08/02/2025

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Yellow	Council sets an Annual budget. Level of reserves agreed by Council during budget process. RFO checks precept received from SADC agrees with precept requested.	Reserves Policy to be updated and reviewed regularly after end of year to consider robustness of level of reserves	CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Green	Quarterly Income & Expenditure report provided to Council with accompanying report on variances. Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to CEO/RFO. Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end.	Accounts to be brought up to date and outstanding debtors addressed immediately.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.03	Financial Management	Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records.	Council Financial, Compliance & Operational	4	1	4	Yellow	Financial Records: Financial management system (RBS) in place together with office procedures. Payments (excluding payroll) are approved by two councillors, including debit card transactions. All bank payments made via system and authorised by CEO/RFO or Finance Officer. Income received kept securely and banked regularly. Official receipts issued for cash at reception. Till for bar sales. Payroll Records: payroll contract in place. Staff returns collated by CEO/RFO and draft payslips reviewed for consistency. Payments checked to pay slips by CEO/RFO. Standing Orders & Financial Regulations in place. Monthly bank reconciliations prepared by Finance Officer, reviewed by CEO/RFO, and signed off quarterly by two councillors, which is minuted at Finance & General Purposes Committee Income and expenditure reviewed against budget regularly and reported quarterly to Council. Internal Audit review procedures and sample check transactions. CEO/RFO FiLCA trained and experienced finance lead.	Written office financial procedures to be put in place. Investigate linking bank payments to the financial system to avoid duplication of input and remove risk of error between systems. (can not be done on RBS) Fidelity Insurance in place, reviewed by Internal Auditor Finance Officer to undertake FiLCA training. Bar income and stock procedures to be reviewed, documented and checked for accountability. Balance sheet codes to be reconciled monthly as part of the month end process.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Yellow	Cashflow monitored weekly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.		CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	1	2	Green	Standing Orders and Financial Regulations in place and subject to regular review. Expenditure under S137 restricted under legislation and maximum level calculated annually. Financial procedures in place. Payments require authorisation by CEO/RFO or Finance Officer. Internal Audits conducted.		CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Yellow	VAT – returns completed quarterly by Finance Officer online via RBS system. Finance system accounts for VAT on purchases and sales. PAYE / NIC calculated by Payroll service supplier. To be reviewed on a monthly basis and annually by CEO/RFO.	Monthly transactions and reconciliations to be monitored on a monthly check.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g., Community Hall	Council Financial & Compliance	4	1	4	Yellow	None	Annual partial exemption review to be undertaken on budget and at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.08	Financial Management	Items not insured or cover too low. Loss/damage to parish council assets or third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party	Council Public liability Financial	4	1	4	Yellow	Insurance held with Zurich and reviewed annually at Annual Parish Council Meeting. Insurance checked by Internal Auditor Asset register reviewed annually at Annual Parish Council Meeting. Deeds stored by Council Solicitor.	Review insurance property values and check asset records up to date.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.09	Financial Management	Financial risk to 3rd Party in connection with service provision e.g., through loss of information.	Council & Third Parties Financial	2	1	2	Green	Leases & licences kept by Council Solicitors Insurance in place		CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.10	Financial Management	Failure of payroll supplier – Contractor terminates agreement & provides insufficient staff and payroll records.	Council, Employees, Contractor, Financial & Compliance	2	1	2	Green	Annual contract in place. Copies of any instructions retained by Parish Council. Details of monthly and year end payment analysis provided by the supplier and stored securely locally.	Manual payroll to be operational in an emergency.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.11	Financial Management	Failure of payroll supplier - Incorrect payment made or incorrect information provided to Pension fund / HMRC.	Staff, Council, Contractor, Financial & Compliance	2	1	2	Green	Monthly monitoring of performance, all payments made by Parish Council. Internal Auditor undertakes relevant checks to ensure payroll processed accurately and staff paid to relevant salary scales.		CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.12	Financial Management	Bank failure causing significant loss of Council funds.	Council Financial & Compliance	4	1	4	Yellow	Council maintains accounts with separate banks to spread the potential loss.	Investment Policy to be reviewed annually.	CEO/RFO / Finance Officer	Feb 2025	Mar 2026
1.2.13	Financial Management - Banking	Conveyance of cash / cheques to bank. Injury / death / mugging / theft	Council, Employees Financial	3	1	3	Yellow	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to Post Office. If over £500 cash, a second member of staff is to accompany the Finance Officer. Staff advised not to resist if a theft is attempted and to take mobile phone with them.		CEO/RFO / Finance Officer	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.16	Financial Management – Business Continuity	Failure to undertake continuity planning, including business continuity. Delivery of services is compromised	Council Operational Staff	3	3	9	Yellow	Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage, mobile phone app for office phones	Consider Business Continuity Insurance	CEO/RFO	Feb 2025	Mar 2026
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council Operational	3	2	6	Yellow	Employment contracts with notice period. Ensure vacancies advertised and filled as soon as possible. Monitor sickness absence and perform regular staff appraisals.		CEO/RFO	Feb 2025	Mar 2026
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council Financial & Compliance	2	2	4	Yellow	Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		CEO/RFO	Feb 2025	Mar 2026
1.3.03	Staffing & Employment	Loss of key staff.	Council Operational	3	2	6	Yellow	All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or HAPTC.	Staff job descriptions to be reviewed and updated February 2025. Review staff development training alongside appraisals.	CEO/RFO	Feb 2025	Mar 2026
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees Financial & Operational	2	2	4	Yellow	All staff have job descriptions, recently revised as part of staff review. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or HAPTC.	Task sharing to broaden skills and knowledge across the staff team.	CEO/RFO	Feb 2025	Mar 2026
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees Financial & Operational	2	1	2	Green	Job descriptions for all officers and regular staff appraisal scheme. Staff meetings and wellbeing check-ins.		CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.3.07	Staffing & Employment	Inadequate training.	Council Financial, Compliance, Delivery & Operational	2	2	4	Yellow	Staff appraisal identifies training needs. Council sets annual training budget. Staff offered local and national courses and conferences according to job description.		CEO/RFO	Feb 2025	Mar 2026
1.3.08	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations.		CEO/RFO	Feb 2025	Mar 2026
1.3.09	Staffing & Employment	Personnel security / injury to staff	Council, Employees Financial & Compliance.	2	2	4	Yellow	Access to office / and bar area via secure system and open only to Staff only. Office and bar fitted with panic button direct to security firm. Staff handbook includes Lone Working Policy.		CEO/RFO	Feb 2025	Mar 2026
1.3.10	Staffing & Employment	Health & safety.	Council, Employees Financial & Compliance	2	2	4	Yellow	Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council September 2020. Grounds Staff undertaken IOSH Working Safely courses. Grounds Maintenance Manager has IOSH safety qualification.	Officers trained as first aider. Fire Warden appointed.	CEO/RFO	Feb 2025	Sep 2019
1.3.11	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process. References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.3.12	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the CEO/RFO and a written incident form completed. Staff handbook includes a driving policy which was updated in V12 of the staff handbook.	Remind staff that they cannot use a mobile phone whilst driving in line with Staff Handbook. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	CEO/RFO	Feb 2025	Mar 2026
1.3.13	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		CEO/RFO	Feb 2025	Mar 2026
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood, or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance	2	2	4	Yellow	Legal and important documents are stored safely. Insurance in place Server back-up and stored in in the cloud. Hardware upgrades carried out regularly. Computers and network managed by computer provider.		CEO/RFO	Feb 2025	Mar 2026
1.4.02	Information, Website & Social Media	IT – Loss of service, loss through loss of building/ability to do business, loss of IT	Council, service users Financial & operational	3	4	12	Red	Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage	Review of Business Continuity Plan	CEO/RFO	Feb 2025	Mar 20265
1.4.03	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council Financial & Compliance,	2	2	4	Yellow	Freedom of Information Policy, procedure, and information request log in place.		CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.4.04	Information, Website & Social Media	Loss of sensitive personal data from Payroll supplier	Council, Employees, Councillors Financial & Compliance	2	1	1	Green	Electronic sensitive data to be transferred between Council and payroll supplier with password protection. Payroll supplier selected based on experience.		CEO/RFO	Feb 2025	Mar 2026
1.4.05	Information, Website & Social Media	Major IT failure	Council, Employees, Councillors, Suppliers & Debtors, Public Financial, Compliance & Operational	2	2	4	Yellow	Server backed up in the cloud. Contract with IT provider for support. Password protection	Review hardware to ensure fit for purpose.	CEO/RFO	Feb 2025	Mar 2026
1.4.06	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public Compliance & Operational	2	2	4	Yellow	Web pages updated when required. Periodic review of website contents.	Website needs a full review of information to ensure its up to date.	CEO/RFO	Feb 2025	Mar 2026
1.4.07	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council. Annual contract held for hosting service with IT contractor.		CEO/RFO	Feb 2025	Mar 2026
1.4.08	Information, Website & Social Media	Failure of website or internet provider.	Council, Public Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council. Annual contract held for hosting service with IT contractor.		CEO/RFO	Feb 2025	Mar 2026
1.4.09	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name	Council, Public, Compliance	2	1	2	Green	The CEO/RFO approves all social media posts. Access password controlled.		CEO/RFO	Feb 2025	Mar 2026
1.4.10	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council, Financial	2	1	2	Green	The CEO/RFO approves all social media posts. Promotional material signed off by CEO/RFO and Chairman.		CEO/RFO	Feb 2025	Mar 2026
1.4.11	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council Compliance	2	2	4	Yellow	Parental consent forms collected prior to image capture.	If images are from other groups/schools etc, check that they have consent before publication	CEO/RFO	Feb 2025	Mar 2026
1.4.12	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance,	2	2	4	Yellow	Annual renewal of registration with ICO Firewall in place on network – managed by IT provider.		CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.4.13	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service. Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the CEO/RFO. No photos are used without relevant consent.		CEO/RFO	Feb 2025	Mar 2026
1.4.14	Disclosure of personal, financial, and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	2	4	Yellow	Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Community Centre. Data is also stored on password protected files, GDPR training given to employees. Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place	Ongoing review re. personal / sensitive data and retention of documents. Sensitive data to be deleted on a regular basis when no longer needed. Councillors and employees to be updated in accordance with any changes to GDPR guidelines.	CEO/RFO	Feb 2025	Mar 2026
1.4.15	Unauthorised access to Council computers, emails, and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider. Regular back-ups and updates are carried out. Council email address in use and each account is password protected Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.		CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council, Financial, Compliance & Operational	2	1	2	Green	Capital assets are recorded on the financial asset register, if appropriate. Buildings have regularly maintained intruder alarms. Insurance cover in place for larger assets.	All assets to be registered with Land Registry	CEO/RFO	Feb 2025	Mar 2026
1.5.02	Premises & Assets (general)	Injury or death to person Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public Financial, Compliance & Operational	2	2	4	Yellow	Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers. Fire risk assessments in place for Community Centre and Pavilions – subject to two yearly review. Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded doors. CCTV in public areas of Community Centre saved to hard drive. Insurance cover in place. Repairs and maintenance budgets in place.	Condition survey should be put in place on a regular basis. Asbestos register to be reviewed in line with current legislation. Review of risk assessments for each property to be undertaken. Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.	CEO/RFO	Feb 2025	Mar 2026
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	Council, Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored. Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.		CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored Contracts in place for long term arrangements.	Debts to be chased promptly.	CEO/RFO	Feb 2025	Mar 2026
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register *annually* and ensure insurance valuations reviewed periodically.	CEO/RFO	Feb 2025	Mar 2026
1.5.06	Premises & Assets (general)	Bar Stock – loss of stock due to theft / spoilage	Council, Financial & Operational	1	2	2	Green	Bi-annual Bar audit / monthly stock check. Wastage record maintained. Security code access to bar cellar.	The bar stock will be recorded showing purchases and sales after events to create an up to date stock list.	CEO/RFO	Feb 2025	Mar 2026
1.5.07	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	CEO/RFO	Feb 2025	Mar 2026
1.5.08	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained. Maintenance budget in place. Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage.	CEO/RFO	Feb 2025	Mar 2026
1.5.09	Premises & Assets – Asset Management	Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred.	Council, Service Users	2	2	4	Yellow	Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works Ear marked funds in place to future proof buildings and vehicles.	Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets	CEO/RFO	Feb 2025	Mar 20265

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public Financial & Compliance	3	2	6	Yellow	Health and safety policy in place. Events risk assessments undertaken and reviewed by CEO/RFO prior to event. Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.	*Review Health & Safety Policy annually* All activities / services should have up to date risk assessments in place. These need to be reviewed. Fire risk assessments to be reviewed. Review staff training.	CEO/RFO	Feb 2025	Mar 2026
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public Financial & Compliance	2	2	4	Yellow	Councillors made aware of risk management by adoption of risk management. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by CEO/RFO before publication.	Sign Up to Civility and Respect Project	CEO/RFO	Feb 2025	Mar 2026

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.6.03	Customer Satisfaction	Poor service to customer	Public, staff	2	1	3	Green	Staff training, equipment maintenance and purchase budgets in place, continued service review		CEO/RFO	Feb 2025	Mar 2026
1.7.01	Events & Lunch Club – General	Events organised by the Council – injury / property damage / adverse publicity / litigation	Public, Councillors Staff, Contractors Financial & Compliance	2	2	4	Yellow	A separate risk assessment is completed for each Council event. For large events, an Event Management Plan should be prepared. To include a range of documents: • staffing. • traffic management (if applicable). • event control. • incident plan. • risk assessment. • insurance cover. • third party participators as appropriate – DBS, risk assessments / food hygiene / insurance etc. • first aid facilities, in-line with HSA Purple Guide according to size of event. • licences, i.e., road closures, in place and managed by suitably qualified staff (minimum NRSWA National Street Work Unit 2). Where the Council uses contractors or has stallholders at events, risk assessments, method statements and public insurances are obtained.		CEO/RFO Events Officer	Feb 2025	Mar 2026
1.7.02	Events & Lunch Club – General	Provision of Bar at Council / Hall Hire Events – underage drinking	Public, Councillors Staff, Contractors, Event organiser & staff Financial & Compliance	1	2	2	Green	Hall hire not permitted for teenage parties (13 -25 birthday) Staff to check the ages of any person who looks younger than 21 to ensure over the age of 18 by taking ID.	Review staff training for bar staff. Review and update risk assessment for bar activities.	CEO/RFO	Feb 2025	Mar 2026
1.7.03	Events & Lunch Club – General	Provision of Bar at Council / Hall Hire Events – drunkenness / abuse / confrontation. Injury / stress	Public, Councillors Staff, Contractors, Event organiser & staff Financial & Compliance	1	2	2	Green	Staff to refuse to serve persons who are obviously drunk. Care to be taken to avoid a confrontation. Panic alarm in bar area connected to security company and police respond	Review staff training for bar staff. Review and update risk assessment for bar activities. Lone working policy to be reviewed.	CEO/RFO	Feb 2025	Mar 2026
REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	

				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors Compliance, Financial, Operational	4	1	4	Yellow	Council advise all contractors of any known hazards prior to contractors starting work. Asbestos inspection, plan and register in place.		CEO/RFO	Feb 2025	Mar 2026
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors Financial & Compliance	2	2	4	Yellow	All contractors are reviewed prior to being employed and references taken when appropriate. Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded. Contractors handing sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed. Work of all contractors is monitored and where appropriate records kept.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	CEO/RFO	Feb 2025	Mar 2026
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors Compliance	1	2	2	Green	Council to advise all contractors of fire procedures when they start work. All contractors and visitors sign in/out of community centre.		CEO/RFO	Feb 2025	Mar 2026
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors Compliance	1	2	2	Green	All parties are aware of the necessity to maintain a safe working environment.		CEO/RFO	Feb 2025	Mar 2026
1.9.01	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity Loss of council reputation, loss of public support	Council Public	1	2	2	Green	Council has adopted Climate Change and Biodiversity Plan which is reviewed regularly. All reports have an implications section which includes Biodiversity section. Environment & Neighbourhood Officer to monitor the Council's response to the Climate Emergency		CEO/RFO	Mar 2022	Mar 2026