



Managers' Report – February 2024

Re: CiL grant application of £20,000 received from Aldenhams War Memorial Hall towards windows replacement

*That if the project goes ahead up to £20,000 CiL grant be made available to the Aldenhams War Memorial Hall on production of invoices. – **Aldenhams War Memorial Hall Trustees advised, planning application made by the trust – Feb24.***

To receive an update regarding the Phillimore Rec Cafe Project (Sept23 Ag item 14 & Nov23 – Ag item14)

- a) That the CM asks Debenhams Ottaway provide a fee proposal to draw up a 10 year lease for the whole café area. – **HoT discussions on-going 6/2.**
- a) That the working party meet on Monday 22 January 2023 to open the paper version of the tenders and using the scoring methodology provided by the project manager, score the tenders with a view to having a list of contractors for interview. – **Completed.**

To receive a report on the installation of the play equipment at Phillimore Rec tenders and decide the next steps (July23 – Agenda item 17)

*That the design is circulated on social media and noticeboards at Phillimore Rec. – **Completed, Grand opening 22 February 2024..***

The Full Council is asked to receive the minutes, approve the recommendations and then adopt the minutes and approve publication on the Council website of the Finance & General Purposes Committee meeting held on 11 January 2024 (Jan24 – Agenda item 7).

Re --Small Community Grant from Friends of Scrubbitts Wood for the amount of £157 to cover their insurance

That a Small Community Grant of £157 be made to Friends of Scrubbitts Wood.

Re- CIL Grant application from Radlett Museum for the amount of £1,604.59 towards digitising 'Radlett Reminiscences'

That a CiL Grant of £1,604.59 be made to Radlett Museum.

Re- Grant to The Radlett Centre Trust

That a grant of £120,000 be paid to the Radlett Centre Trust in two instalments in April and October 2024.

Re -- Grant to HBC to subsidise the first hour of parking in Newberries Car Park



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*That APC informs HBC that it is not able to accept £60,000 as being the subsidy required by HBC so will no longer be providing any grant to HBC towards reducing the car parking charges for the first hour in Newberries Car Park. – **completed.***

Re -- Grant to Citizens Advice Bureau to provide outreach service in Radlett Centre

- a) To continue to fund hiring meeting room 1 every week for use by Citizens Advice at the cost of up to £4,000 per annum.
- b) To pay a grant of £5,000 in 2024/25 to Citizens Advice to support their work in the parish.
- c) To delegate the power to the CM to increase the grant by £500 if the service hours are extended.

Re -- Budget proposals for 2024/25 and recommendation to the Council for a total precept demand for 2024/25 to Hertsmere Borough Council

- a) That the committee ask the full council to confirm a budget requirement by APC for 2024 of £740,437 net.*
 - b) That the committee ask the full council to confirm a precept requirement to HBC of £740,437 being a suggested band D homes figure of £136.74 an increase of 7.98% (equivalent of £10.11 annual increase for an average band D property).*
- both completed.**

To agree the budget for 2024/25 and set and inform Hertsmere Borough Council of the Council's precept demand for 2024/25 (Jan24 – Minute 8)

- a) That the Council confirm a budget requirement for APC of £740,437 net for the financial year 2024/25.*
- b) That the council will not allocate any reserves to off-set the budget requirements for APC for 2024/25.*
- c) That the CM informs HBC (the Council tax collector) that the APC precept demand for 2024/25 will be £740,437. – **all completed.***

To consider a grant application from Letchmore Heath Village Trust of £750 towards a defibrillator for the village (Jan24 – Minute 9b)

That a Small Community Grant of £750 be made to Letchmore Heath Village Trust.

Website Analysis

The website over the period, November 2023 - January 2024, has received over 2404 views (1400 last quarter) and 832 in the same period last year. The majority of users accessing this from desktops. The main views have been for the Winter Fair, Café Build project and the vacancy on the Open Spaces Team.

On Facebook, APC have two pages one business and one personal. Both have seen an increase in followers over the last year with now 198 on the business page and 413 on the personal page.



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Staffing information -- There has been 10 day's sickness since the last meeting.

Delegated actions by APC Management

Under the transparency code Councils are encouraged to show the actions undertaken by the CM & DCM under delegated authority. Here are the orders made since the last meeting for your information.

Purchase Orders

<u>Date</u>	<u>Order number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Authorised by</u>
05/01/2024	113/23	JRB	dog waste bags	£60.00	M.Duong
09/01/2024	114/23	My Local News	OST vacancy advert	£60.00	M.Duong
20/01/2024	115/23	Lamps & Tubes	Repairs to High Street Xmas lights	£450.00	P Evans
23/01/2024	116/23	Hire One	hire of rotavator for allotments	£57.20	M.Duong
23/01/2024	117/23	HBC	caddy bags x4	£152.00	M.Duong
23/01/2024	118/23	Debenhams Ottaway	Solar Farm reviewed NPPF review by Counsel	£2,000.00	P Evans
24/01/2024	119/23	Keep Britain Tidy	Green Flag application	£369.00	M.Duong
24/01/2024	120/23	Viking	office supplies	£49.62	M.Duong
29/01/2024	121/23	Hertscom	new photocopier for OST	£226.00	M.Duong
01/02/2024	122/23	Caprin	Green Flag report binding	£40.00	M.Duong
01/02/2024	123/23	Rigby Taylor	Seeds and preparation material for wild flower meadow	£1,465.00	P Evans
02/02/2023	124/23	Metro Cairns	Replacement skip for depot	£290.00	P Evans
06/02/2023	125/23	DCK Auditing Solutions	payroll	£50.00	M.Duong
06/02/2023	126/23	Arco	protective gloves for OST	£13.75	M.Duong
06/02/2024	127/23	Borras Construction	To move entrance gate to the allotments	£1,725.00	P Evans
09/02/2024	128/23	SLCC	communication plan webinar	£35.00	M.Duong
09/02/2024	129/23	Avid Designs	To prepare plans for new footpath in childrens play area	£750.00	P Evans
12/02/2024	130/23	SLCC	Allotments webinar	£35.00	M.Duong
12/02/2024	131/23	SLCC	Planning webinar	£35.00	M.Duong
12/02/2024	132/23	SLCC	NPPF webinar	£35.00	M.Duong
12/02/2024	133/23	SLCC	Canva webinar	£35.00	M.Duong

Credit Card

23/01/2023	cc/94/23	RSPB	bat boxes for Scrubbitts Wood	£110.00	M.Duong
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25/01/2023	cc/95/23	Key replacement	office cabinet keys for OST & DCM	£16.15	M.Duong
30/01/2024	cc/96/23	DVLA	road tax - AK55YNB	£322.50	M.Duong
30/01/2024	cc/97/23	DVLA	road tax - KE07KYW	£322.50	M.Duong
08/02/2024	CC/98/23	BP Connect	Fuel for AK55 YNB	£49.44	P Evans
08/02/2024	CC/99/23	Wickes	Post mix and woodstain	£59.90	P Evans
08/02/2024	CC/100/23	Costco	Coffee, paper and biscuits	£57.95	P Evans