

Bundle Finance and General Purpose Committee 17 January 2022

Agenda attachments

Front sheet for F&GP Committee 17th Jan 22.doc

- 1 To receive apologies for absence
- 2 Declarations of interest on any item on the Agenda
- 2.a Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting.
- 2.b Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.
- 3 To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).
- 4 To approve and adopt the minutes of the meeting held 29th November 2021. (in accordance with standing order 12c)
F&GP_Committee Minutes_29_Nov21.docx
- 5 Managers Report.
Managers Report F&GP --Jan22.docx
- 6 Chairman's Announcements.
- 7 To consider the grant funding for the following – The Radlett Centre, Newberries Car Park, Citizens Advice, Healthy Hubs & Tabard RFC
Grant funding -- Ag item 7 -- Jan22.docx
- 8 To consider budget proposals for 2022/23 and make a recommendation to the Council for a total precept demand for 2022/23 to Hertsmere Borough Council.
Setting the precept 2022-23 -- Ag item 8 -- Jan22.pdf
- 9 To consider options for purchase of an electric vehicle to replace the current small truck
Purchase of electric truck -- Ag item 9 -- Jan22.docx
- 10 To review the latest financial statements
All Committees report --Ag item 10 Jan 2022.pdf
- 11 Risk
- 11.a To receive the risk report
Risk Report and confirm all risks checked -- Ag items 11a & b -- Jan22.docx
- 11.b To confirm that a full risk assessment has been carried out for the year
Risk Report and confirm all risks checked -- Ag items 11a & b -- Jan22.docx
- 12 To receive the Council Manager report.
- 13 Date of next meeting March 14th 2022.

Aldenhams Parish Council



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Date: 10th January 2022

To: All members of the Finance & General Purposes Committee

Dear Councillor

A Meeting of the Finance & General Purposes Committee will be held on Monday 17th January 2022 at The Radlett Centre, 1 Aldenhams Avenue, Radlett, WD78HL at 7.30pm.

Due to current Covid19 restrictions members of the public are asked to view the meeting on Zoom/us please follow the link below

<https://us02web.zoom.us/j/86333440036?pwd=K1dqNkNxcEJmNUswRW huTETjUDV1UT09>

Meeting ID: 863 3344 0036 Passcode: 944742

The Agenda is attached, please note that after Agenda item 11b has been concluded that the Chairman will make the following announcement which will relate to agenda item 12.

**The Chairman will then move the following resolution;
That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.**

All members of the Public & Press are welcomed to attend. There is a session titled, *To adjourn the meeting for members of the public to address the Council*. During this session, you may address the Council regarding any items on the agenda. This agenda item has a time limit of 10 minutes. Each person can speak for a maximum of three minutes.

Yours sincerely,

Peter Evans
Council Manager

Members of the Finance and General Purposes Committee

Councillors: M Cherry, S Khawaja , J Lefton, E Samuelson, D Wickham, S Wilson, C Kilhams, D Lambert, J Graham.



DRAFT Minutes Finance and General-Purpose Committee

Date 29/11/2021
Time 19:30 - 22:00
Location Douglas Hicks Meeting Room
Chair Cllr M Cherry
Attendees Cllrs E Samuelson, S Wilson, J Lefton & C Kilhams.
Officers P Evans (Council Manager) & M Duong (Assistant Manager)

1 To receive apologies for absence

Minutes:

Apologies were received from Cllrs D Wickham, D Lambert, S Khawaja & J Graham.

2 Declarations of interest on any item on the Agenda

Minutes:

None.

3 To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).

Minutes:

There were no members of the public present.

4 To approve and adopt the minutes of the meeting held 13th September 2021. (in accordance with standing order 12c)

Minutes:

These minutes were signed by the Cllr Mark Cherry as true record of that meeting and adopted by the committee.

5 Managers Report

Minutes:

This report had been circulated prior to the meeting and was noted.

6 Chairman's Announcements

Minutes:

None.

7 To adopt the Bio-Diversity policy

Minutes:

This had been circulated prior to the meeting. Members asked if timescales and a cost could be added to the various actions.

Resolved that this policy is adopted with the alterations suggested made.

8 To receive risk report

Minutes:

This report had been circulated prior to the meeting and was noted. Members asked if the 'Risk Register' could be reviewed at the next meeting.

9 Audit

9.a To receive internal auditors report

Minutes:

The report and proposed actions were circulated prior to the meeting. There was some discussion before it was

Resolved

a) on point 1 -- Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations) – Action -- That in future the BACS list has an extra signature for the RFO to sign to show that the invoices have been checked and can be paid before presenting at the Full Council meeting.

b) On Point E1 -- A register is kept of regular amounts of income due, the Council receives income under a number of lease agreements. – Action: The CM will collate the list and will present it to the council by 31st January 2022, and then at the Annual Meeting each year.

c) On Point E2 -- Cash income is promptly banked It was noted that cash income received has not been promptly banked. – Action: There is a diary note to balance and bank the cash in the till monthly. This will be carried out by two people.

d) On Point O1 -- Minutes of Trustees Meetings for War Memorial Trust are available for audit review? – Action: These will be recorded within the Minutes of the Council meeting as Trustee of the King Georges Field, rather than requiring an additional meeting. This will be part of the December Full Council meeting.

e) On Point O2 -- The Council should review and confirm the income and expenditure arrangements in respect of the King Georges Field. In particular the Council should ensure that income arising on the land is properly accounted for as income of the Charity (unless the Charity agrees that this income may

be retained by the Council to defray the cost of maintenance).
– **Action: The CM will draw up a lease arrangement between APC & King Georges Trust – income from Tabard and RadlettCC will be kept by APC as this is in whose name the lease is. When these leases are renewed then these will be in the name of King Georges Trust.**

9.b To review the effectiveness of the internal auditor

Minutes:

A report had been circulated prior to the meeting. There was some discussion before it was

Resolved

a) Appoint the chairman of the committee to carry out the random checks.

b) Approve the appointment of IAC as internal auditors for 2022/23.

10 Finance

10.a To review the latest financial statements and allocate the CIL funds received in October 2021

Minutes:

This had been circulated prior to the meeting. The financial statements as at month six were noted. Members wanted to ensure that the community capital grants were advertised to increase awareness. As the cafe in Phillimore Rec has now passed its pre-consultation stage it was ;

Resolved that the CIL funds of £99,362 received in October 2021 are allocated to the Phillimore Rec Café build project budget.

10.b To agree and sign the bank statements as at 31st October 2021

Minutes:

This report was circulated prior to the meeting. There was some discussion before it was

Resolved that the cash books and balances are agreed and that Cllr M Cherry signs the report accordingly.

10.c To consider the initial budget for the Council for 2022/23 including fee charges

Minutes:

This report had been circulated prior to the meeting. There was some discussion regarding the level of summer activities planned for 2022, and whether these could be staged in KGV rather than Phillimore Rec, using possibly one of the clubs if there was inclement weather. Also, the CM was asked to revise the costs to include increased weeks of activity. It was noted that there was a predicted underspend at the year-end, the CM explained that this was mainly due to the fact that APC includes in its budget an allocation of funds towards future projects such as replacement Christmas lights and vehicles. The budget was then noted.

There was a discussion regarding fees charged by the council and it was

Resolved not to increase any fees, but to charge for advertising in Around Radlett at the rate charged pre-Covid.

10.d To receive the recommendations from Rathbones for investing with them

Minutes:

A report showing the recommendations and justifications from Rathbones had been circulated prior to the meeting. The cost illustration was also noted. It was then

Resolved that APC invests £100,000 at risk level 4 using a discretionary management service with Rathbones Investment Management.

The Chairman then moved the following resolution;

That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst matters pertaining to employees of the council or tenders are discussed.

11 To receive the Council Manager report.

The report had been circulated prior to the meeting. There was some discussion about the report and items where they affect individual staff were agreed but not named in the minutes. It was then;

- a) Item (i) in the report is agreed.**
- b) That as from 13th December 2021 the public opening hours are Monday to Thursday 10am to 1pm.**
- c) That item (iii) in the Council Managers report is agreed.**
- d) That in January 2022 recruitment takes place to appoint a new member of staff for 30hrs per week – scale pt 8.**
- e) That item (v) in the Council Managers report is agreed plus a further £250.**

- f) That item (vi) in the Council Managers report is agreed.**
- g) That the small truck is replaced with an electric vehicle and that the CM shows the costs of all types of leasing over a six-year period before purchase.**
- h) That the replacement ride-on mower is equipped to pick up the grass and box it for use at the allotments.**

Next meeting 17th January 2022 – 7.30pm.

There being no further business the meeting closed at 9.50pm

Chairman Date

DRAFT



Managers' Report – January 2022

To consider long term investments for APC (Sept21 minute 9 & Nov21 10d)

a) *That £100,000 is invested with Rathbone Bros PLC with the investment manager asked that this is invested in no higher than their strategy level 4. – Rathbones recommend strategy level 4 more forms required and ID. 8/12*

b) *To invest £100,000 in a two year fixed bond with Cambridge & Counties Bank with signatories being any two of three and they are Cllrs M Cherry, S Wilson & E Samuelson. – Completed.*

To adopt the Bio-Diversity policy (Nov21 Minute 7)

Resolved that this policy is adopted with the alterations suggested made.

To receive internal auditors report (Nov21 Minute 9a)

a) on point 1 -- Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations) – Action -- That in future the BACS list has an extra signature for the RFO to sign to show that the invoices have been checked and can be paid before presenting at the Full Council meeting. – **Completed.**

b) On Point E1 -- A register is kept of regular amounts of income due, the Council receives income under a number of lease agreements. – Action: The CM will collate the list and will present it to the council by 31st January 2022, and then at the Annual Meeting each year.

c) On Point E2 -- Cash income is promptly banked It was noted that cash income received has not been promptly banked. – Action: There is a diary note to balance and bank the cash in the till monthly. This will be carried out by two people.

d) On Point O1 -- Minutes of Trustees Meetings for War Memorial Trust are available for audit review? – Action: These will be recorded within the Minutes of the Council meeting as Trustee of the King Georges Field, rather than requiring an additional meeting. This will be part of the December Full Council meeting. – **will do in January as Dec meeting was curtailed by Covid 19 restrictions.**

e) On Point O2 -- The Council should review and confirm the income and expenditure arrangements in respect of the King Georges Field. In particular the Council should ensure that income arising on the land is properly accounted for as income of the Charity (unless the Charity agrees that this income may be retained by the Council to defray the cost of maintenance). – Action: The CM will draw up a lease arrangement between APC & King Georges Trust – income from Tabard and RadlettCC will be kept by APC as this is in whose name the lease is. When these leases are renewed then these will be in the name of King Georges Trust.

To review the effectiveness of the internal auditor (Nov21 Minute 9b)



ALDENHAM PARISH COUNCIL

- a) Appoint the chairman of the committee to carry out the random checks.
- b) Approve the appointment of IAC as internal auditors for 2022/23.

To review the latest financial statements and allocate the CIL funds received in October 2021 (Nov21 minute 10a)

Resolved that the CIL funds of £99,362 received in October 2021 are allocated to the Phillimore Rec Café build project budget. – **Completed.**

To agree and sign the bank statements as at 31st October 2021 (Nov21 minute 10b)

Resolved that the cash books and balances are agreed and that Cllr M Cherry signs the report accordingly. – **Completed.**

To consider the initial budget for the Council for 2022/23 including fee charges (Nov21 Minute 10c)

Resolved not to increase any fees, but to charge for advertising in Around Radlett at the rate charged pre-Covid.

To receive the Council Manager report. (Nov21 Minute 11)

- a) That as from 13th December 2021 the public opening hours are Monday to Thursday 10am to 1pm.
- b) That in January 2022 recruitment takes place to appoint a new member of staff for 30hrs per week – scale pt 8.
- c) That the small truck is replaced with an electric vehicle and that the CM shows the costs of all types of leasing over a six-year period before purchase.
- d) That the replacement ride-on mower is equipped to pick up the grass and box it for use at the allotments.

ALDENHAM PARISH COUNCIL

Council Document To consider the grant funding for the following - The Radlett Centre, Newberries Car Park, Citizens Advice, Healthy Hubs & TabardRFC	AGENDA item 7 Finance & General Purposes Committee Meeting 17th January 2022
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Background

Aldenhams Parish Council (APC) fund several organisations that provide services and events to the residents of the parish and beyond. These include The Radlett Centre, Hertsmere Borough Council (HBC) for Newberries Car Park, Citizens Advice, Healthy Hubs & TabardRFC. These are broken down as follows:

The Radlett Centre - APC changed the way this organisation was funded in 2021. As APC have offices in the building and use it for meeting etc, it was suggested that the cumbersome way of each organisation charging the other for 'common costs' that APC would provide a lump sum for everything, with only the utility invoices shared. This way the Radlett Centre (RCT) were aware of the funding it would receive from APC and APC would be able to budget easier. APC would also encourage the RCT to apply for CiL funding for capital projects from APC and HBC. In 2021/22 this funding was £137,000.

HBC - Newberries Car Park - Over twenty years ago, APC decided to pay HBC towards the approximate loss of income for them as APC wished for the first hour of parking in Newberries Car Park to be free. The second hour then increases to £2. This was to encourage residents to spend more time in the shops in the High Street, as well as not parking in the slip road.

Car Parking costs in the rest of the borough are as follows;

- Borehamwood, it costs £1 for the first hour and then this rises to £2 for the next hour.
- Bushey (The Rutts & St Peters) £1 for the first hour and then this rises to £2 for the next hour, but The County Club and Kemp Place are free for two hours.
- Potters Bar, at all 5 car parks the charges are £1 for the first hour and then this rises to £2 for the next hour.

The cost of the subsidy for APC was set at £8,512 per annum, and has not altered in this time. HBC have recently reviewed this and have proposed to double this fee from April 2022.

Citizens Advice - Citizens Advice provide a weekly outreach clinic in the Radlett Centre every Tuesday morning from 10.00am until 1pm. This has proved very popular with residents who like the face to face interaction, but do not wish to travel to the main centre in Borehamwood. However, since the reopening of the Radlett Centre in May 2021, the appointments have reduced dramatically.

APC pay two grants here £4,000 to the Radlett Centre for the hire for the year of meeting room 1 every Tuesday for use by Citizens Advice and Healthy Hubs. They also pay £5,000 to Citizens Advice for the person to be present in the office.

The Healthy Hubs is a new initiative from HertsCC and HBC. A Healthy Hub is a one stop shop providing information, advice, and support to improve the health and wellbeing of the community. The hubs provide free lifestyle support for individuals and their families covering mental health, physical activity, weight management, smoking cessation, health MOTs, nutritional advice, lateral flow testing kits and sexual health testing kits. They provide a weekly clinic in the Radlett Centre every Tuesday afternoon from 1 -- 4pm. It is very early days to decide if they have made an impact, although they were responsible for providing lateral flow

tests that could be picked up from the Radlett Centre at any time it was open. The only grant that APC cover for Healthy Hubs is the £4,000 for hire of meeting room 1.

TabardRFC - Annually TabardRFC host a firework display at KGV Playing Fields. This is carried out in conjunction with Newberries School PTA. The profits are split between the two entities and the charity 'School of Hard Knocks' which operates in the TabardRFC clubhouse. APC grant fund the event £500.

Recommendations

- a) Review whether this should continue at £137,000 or increase.
- b) Review whether to continue to hire meeting room 1 for every week (maybe move to every other week)
- c) Pay Citizens Advice a grant of £5,000 for hire of a person to support the outreach centre - depending on the frequency agreed.
- d) To negotiate with HBC re the grant for Newberries Car Park or consider other alternatives.
- e) To continue to support the 'Healthy Hubs' initiative for 2022/23 as this is a new project, and then review in 2023.
- f) To pay a grant of £500 to TabardRFC for the 2022 firework display.

Reasons for recommendation

- a) The 2021/22 funding arrangements was the first time that this amount had been suggested. The RCT trustees need to convince APC that this is insufficient?
- b) Perhaps more people are making use of the on-line ways in which they can now contact Citizens Advice rather than face to face. However, this could be early days and should APC change the frequency of the hire of this room, it may affect the Healthy Hubs who use the room in the afternoon.
- c) This depends on the decision on point b above, it can be argued that if you halve the frequency that you need the advisor you only need to pay half of this grant.
- d) To double this grant will have an impact on the budget.
- e) This is a new project as detailed above.
- f) This is a well-supported event.

Alternative options

- a) To not fund the RCT which could eventually lead to the Radlett centre being unable to operate.
- b) To not fund the Citizens Advice outreach programme, and encourage residents to either use the on-line/telephone support system or travel to Borehamwood. Or ask Citizens Advice to fund this themselves.
- c) To not pay any grant for Newberries Car park funding so users pay from the point of entry as they do in Potters Bar and Borehamwood.
- d) To decide that as the TabardRFC firework display is now well established and makes a profit that it does not need any funding from APC. However, this is a well-supported local event.

Financial Implications

£140,000 has been included in the budget for RCT. £9,000 for Citizens Advice, only £8,193 for Newberries Car Park and £500 for TabardRFC.

Risk Management Implications

There is a financial risk of not including consideration of these grants when setting the budget.

Members are asked to consider this report.

Peter Evans (Council Manager)

ALDENHAM PARISH COUNCIL

Council Document

To consider budget proposal for 2022/23 and make a recommendation to the Council for a total precept demand for 2022/23 to Hertsmere Borough Council.

AGENDA item 8

**Finance & General Purposes Committee meeting
17th January 2020**

I attach the budget, following discussion of this committee at the previous meeting on 29th November 2021. (appendix a-b).

Appendix c is a budget summary. This shows a net budget requirement of £663,007 (shown as (A) on appendix c), an increase of £26,073 (shown as (B) on appendix e) on the 2022/23 budget of £686,613.

Hertsmere Borough Council has informed APC that as there have been some new buildings in the parish, the tax base figure has increased from 5236 to 5322 (shown as (C) on appendix c). This has the effect of spreading the amount required by APC over more council tax properties in the parish. Please note the final tax base figure(C) is yet to be approved by Hertsmere Borough Council on 26 January 2022.

So, if you divide the budget required figure of £686,613 by the new tax base of 5322, the amount paid at Band 'D' level by the council tax payers of Aldenham Parish is £124.58 (shown as (D) on appendix c).

The 2021/22 figure was £121.65.29 (shown as (E) on appendix c), this leads to an increase of £2.93 (shown as (F) on appendix c), a percentage increase of 2.41% (shown as (G) on appendix c , which is well below the current UK inflation rate of 5.1% and only slightly higher than the Government guidelines of 2%.

Members are asked to consider this budget, and agree the recommended precept requirement to Full Council.

Monika Duong
Assistant Manager

Annual Budget - By Centre (Actual YTD Month 9)

Appendix A

Note: F&GP meeting January 2022

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101</u>	<u>Administration</u>									
1010	Compost Bags Income	1,800	639	500	0	500	0	1,800	0	0
1020	Miscellaneous Income	500	5,291	500	0	0	0	500	0	0
1025	Bank Interest Received	3,000	4,320	3,000	3,211	4,700	0	1,200	0	0
1035	Walks booklet income	0	2	0	0	0	0	0	0	0
1037	Footpath Maps Income	0	18	0	0	0	0	0	0	0
1076	Precept	686,612	686,613	636,934	636,934	0	0	0	0	0
1080	Agency Scs income - RCT	4,851	0	0	0	0	0	0	0	0
	Total Income	696,763	696,883	640,934	640,145	5,200	0	3,500	0	0
4000	Salaries	101,898	103,085	102,647	77,235	102,647	0	124,890	0	0
4005	Overtime	600	175	500	1,485	1,200	0	800	0	0
4015	ERS NIC&Pension	35,664	35,057	35,664	27,272	36,000	0	45,600	0	0
4030	Travel & other staff expenses	700	71	700	123	100	0	700	0	0
4100	Utilities - Gas,elec & water	11,000	3,153	10,000	4,349	6,000	0	10,000	0	0
4110	Insurance	11,539	9,086	13,500	13,808	11,000	0	12,000	0	0
4120	Telephone	1,200	1,203	1,500	636	1,200	0	2,000	0	0
4135	Office Rental	6,547	6,547	0	0	0	0	0	0	0
4140	Professional Fees	3,000	3,098	4,000	851	1,200	0	2,500	0	0
4150	Audit & Accountancy	2,600	2,395	2,652	385	2,600	0	2,705	0	0
4200	Office Cost	5,224	3,411	5,224	3,440	4,500	0	5,329	0	0
4225	IT	13,000	15,187	16,000	10,520	16,000	0	16,320	0	0
4240	Training	2,000	1,224	2,000	648	2,000	0	2,000	0	0
4300	Agency Services	7,500	6,530	8,200	6,719	7,800	0	8,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: F&GP meeting January 2022

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405	Asset Purchase	1,000	1,300	17,500	176	17,500	0	18,000	0	0
4410	R&M Premises	9,000	8,824	0	495	495	0	1,000	0	0
4415	RCT Cleaning & Maintenance	10,916	9,892	0	0	0	0	0	0	0
4437	Neighbourhood Plan Expenditure	0	1,050	1,000	1,825	1,825	0	0	0	0
4490	Miscellaneous Expenditure	500	213	500	276	100	0	500	0	0
4495	Compost Bags Costs	1,800	0	500	385	500	0	1,800	0	0
4497	Footpath Maps costs	100	0	0	0	0	0	0	0	0
4510	Subscriptions	2,500	2,416	2,500	2,373	2,500	0	2,600	0	0
4530	Radlett Centre Trust Grant	120,000	120,000	137,000	90,000	120,000	0	140,000	0	0
4531	RCT life cycle grant	16,000	16,000	0	0	0	0	0	0	0
4532	KGV Trust Grant	0	0	0	0	0	0	10,000	0	0
4600	Election Costs	2,000	0	5,000	0	5,000	0	5,000	0	0
4610	Contingency	17,450	0	11,773	0	6,773	0	1,000	0	0
4612	Newberries Car Park Grant	8,512	8,511	8,512	6,383	8,512	0	8,512	0	0
4613	Chairman's Allowance	1,600	422	1,600	143	650	0	1,800	0	0
Overhead Expenditure		393,850	358,848	388,472	249,526	356,102	0	423,556	0	0
Movement to/(from) Gen Reserve		302,913	338,034	252,462	390,619	(350,902)		(420,056)		
<u>201</u>	<u>Open Spaces</u>									
1020	Miscellaneous Income	100	261	100	50	100	0	100	0	0
1070	Grants R'ved - Other	0	841	0	0	0	0	0	0	0
1150	Allotments Income	2,200	2,506	2,200	2,830	2,830	0	2,800	0	0
1160	Site Rental	6,500	4,394	6,000	5,202	5,500	0	5,500	0	0
Total Income		8,800	8,002	8,300	8,082	8,430	0	8,400	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: F&GP meeting January 2022

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	105,814	91,029	82,834	60,140	75,961	0	99,614	0	0
4005	Overtime	3,000	625	3,000	3,615	3,500	0	4,000	0	0
4015	ERS NIC&Pension	31,283	14,020	32,256	10,533	17,000	0	21,300	0	0
4030	Travel & other staff expenses	600	106	600	149	250	0	600	0	0
4100	Utilities - Gas,elec & water	4,750	3,889	5,814	3,834	4,500	0	5,500	0	0
4225	IT	0	0	0	584	0	0	0	0	0
4240	Training	1,000	726	2,500	250	350	0	2,000	0	0
4401	Open spaces	9,500	12,931	12,000	8,903	12,000	0	15,000	0	0
4405	Asset Purchase	10,000	5,960	8,000	5,105	8,000	0	9,500	0	0
4411	Depot	9,400	11,881	9,800	8,906	10,500	0	10,500	0	0
4417	Fleet management	7,163	5,383	7,306	4,304	7,300	0	7,452	0	0
4441	High street	3,000	2,587	4,500	730	3,500	0	4,500	0	0
4451	Tree Management	16,048	7,512	20,288	11,186	20,000	0	12,485	0	0
4460	Protective Clothing	1,600	679	1,500	290	1,000	0	1,500	0	0
4490	Miscellaneous Expenditure	500	0	500	500	0	0	500	0	0
4492	Security	8,500	5,281	6,500	4,264	6,500	0	6,800	0	0
Overhead Expenditure		212,158	162,606	197,398	123,291	170,361	0	201,251	0	0
Movement to/(from) Gen Reserve		(203,358)	(154,604)	(189,098)	(115,208)	(161,931)		(192,851)		
<u>301</u>	<u>Community Development</u>									
1020	Miscellaneous Income	500	0	500	0	0	0	500	0	0
1021	Winter Fair Income	1,000	0	1,000	367	600	0	600	0	0
1070	Grants R'ved - Other	0	1,560	0	9,218	9,218	0	0	0	0
1240	Newsletter Advertising Income	1,500	0	0	83	82	0	1,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: F&GP meeting January 2022

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		3,000	1,560	1,500	9,668	9,900	0	2,100	0	0
4000	Salaries	36,810	36,884	19,002	14,951	19,007	0	0	0	0
4005	Overtime	185	153	500	844	500	0	0	0	0
4015	ERS NIC&Pension	8,098	8,987	4,705	3,744	4,896	0	0	0	0
4030	Travel & other staff expenses	360	90	360	30	100	0	0	0	0
4040	External Staffing	1,500	750	0	0	0	0	0	0	0
4226	Webiste Design & Maintenance	1,315	1,521	900	440	700	0	900	0	0
4405	Asset Purchase	4,000	2,250	5,000	0	0	0	6,000	0	0
4420	Christmas Lights	2,600	4,454	5,500	6,381	5,500	0	6,500	0	0
4433	Event - Summer	3,000	0	4,000	3,510	3,510	0	6,000	0	0
4434	Event - Winter Fair	4,000	783	5,000	5,353	6,000	0	6,000	0	0
4435	Event - varies	3,000	600	4,000	10,387	11,000	0	5,000	0	0
4438	Youth Council Expenditure	250	0	255	106	250	0	260	0	0
4470	Newsletter Delivery	1,000	750	1,020	850	1,000	0	1,040	0	0
4475	Newsletter Printing	8,000	4,271	8,670	5,132	5,500	0	6,500	0	0
4490	Miscellaneous Expenditure	500	0	500	29	0	0	500	0	0
4519	Grants	13,500	4,632	13,500	9,500	10,100	0	13,500	0	0
Overhead Expenditure		88,118	66,124	72,912	61,256	68,063	0	52,200	0	0
Movement to/(from) Gen Reserve		(85,118)	(64,564)	(71,412)	(51,588)	(58,163)		(50,100)		
<u>901</u>	<u>Projects</u>									
4904	Asset Purchase EMR	0	5,750	0	2,950	0	0	0	0	0
4912	Tree Works	0	10,420	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: F&GP meeting January 2022

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4926	Capital reserves	0	14,945	0	605	0	0	0	0	0
4927	Christmas Lights	0	2,375	0	0	0	0	0	0	0
4928	IT upgrade	0	560	0	395	0	0	0	0	0
	Overhead Expenditure	0	34,050	0	3,950	0	0	0	0	0
6000	plus Transfer from EMR	0	33,225	0	3,950	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(825)	0	0	0		0		
<u>902</u>	<u>S106 /CIL Special Reserve</u>									
1911	CIL income	0	97,978	0	170,601	0	0	0	0	0
1912	Deposit	0	0	0	5,700	0	0	0	0	0
	Total Income	0	97,978	0	176,301	0	0	0	0	0
4923	CIL expenditures	0	20,739	0	25,195	0	0	0	0	0
	Overhead Expenditure	0	20,739	0	25,195	0	0	0	0	0
	902 Net Income over Expenditure	0	77,240	0	151,106	0	0	0	0	0
6000	plus Transfer from EMR	0	20,739	0	25,195	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	170,601	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	97,978	0	5,700	0		0		
	Total Budget Income	708,563	804,423	650,734	834,196	23,530	0	14,000	0	0
	Expenditure	694,126	642,367	658,782	463,218	594,526	0	677,007	0	0
	Net Income over Expenditure	14,437	162,056	-8,048	370,978	-570,996	0	-663,007	0	0
	plus Transfer from EMR	0	53,964	0	29,145	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: F&GP meeting January 2022

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	0	0	170,601	0	0	0	0	0
Movement to/(from) Gen Reserve	14,437	216,019	(8,048)	229,522	(570,996)		(663,007)		
							recommended precept requirement		

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1010	Compost Bags Income	101	Administration	assuming that APC office open full time and pre Covid19 take up
1025	Bank Interest Received	101	Administration	income from CCLA and Close Bros -- Reduction in balance held assuming cafe is built Long term inves
1037	Footpath Maps Income	101	Administration	sales are very few
4000	Salaries	101	Administration	Now includes CM, Asst Man & Planning Officer (previously included in Comm Dev)
4015	ERS NIC&Pension	101	Administration	NI increase by 1.25% included in the budget
4100	Utilities - Gas,elec & water	101	Administration	contract for electricity & Gas from Oct 21 for 2 years.
4120	Telephone	101	Administration	provision to purchase extra mobile phones due to staff working more hours from home
4135	Office Rental	101	Administration	from 2021/22 included in the grant
4150	Audit & Accountancy	101	Administration	2% increase anticipated
4225	IT	101	Administration	prov for 1 new laptop also includes contracts with Herts Com, Microshade and IBABS
4300	Agency Services	101	Administration	payroll possible icrease by 1.75% plus HR Contract
4405	Asset Purchase	101	Administration	To include provision of buildings fund for future large replacement costs
4410	R&M Premises	101	Administration	RC external repairs (car park ect)
4495	Compost Bags Costs	101	Administration	see note re compost bags sale
4510	Subscriptions	101	Administration	NALC/HAPTC, SLCC x2 Parks Management, Zoom, ICO, Costco
4530	Radlett Centre Trust Grant	101	Administration	From 2021/22 the Radlett Centre a lump sum allocated which includes all costs of running ag item7
4531	RCT life cycle grant	101	Administration	This transferred to asset purchase as a future cost as is the same with other committees
4532	KGV Trust Grant	101	Administration	new grant to KGV charity
4600	Election Costs	101	Administration	Towards elections in May 2023
4610	Contingency	101	Administration	reduced to £1000 to keep the precept increase as little as possible
4612	Newberries Car Park Grant	101	Administration	possible increase but not yet see ag item 7
1160	Site Rental	201	Open Spaces	includes EE Mast at Radlett Gardens & RCT mast
4000	Salaries	201	Open Spaces	provision for a new member of staff
4005	Overtime	201	Open Spaces	To include weekend working Apr -- Oct plus APC events including Queens Jubilee
4015	ERS NIC&Pension	201	Open Spaces	only one staff on LPGS plus ill health , NEST , NI increase by 1.25%
4030	Travel & other staff expenses	201	Open Spaces	Courses for OST & weekend working
4100	Utilities - Gas,elec & water	201	Open Spaces	2 year contract from Oct 2021
4120	Telephone	201	Open Spaces	central contract now under admin.

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4240	Training	201	Open Spaces	H&S Courses and First Aid
4401	Open spaces	201	Open Spaces	to include bio diversity areas in Open Spaces (the making of)
4405	Asset Purchase	201	Open Spaces	new ride on mower reqd for OST ,
4417	Fleet management	201	Open Spaces	depends on decision re electric vehicle ag item 9
4451	Tree Management	201	Open Spaces	LMH & Aldenham Green in 2022
1021	Winter Fair Income	301	Community Development	Less stalls in auditorium
4015	ERS NIC&Pension	301	Community Development	NEST pension plus NI
4226	Webiste Design & Maintenance	301	Community Development	hosting, maintenance plus any widgets
4405	Asset Purchase	301	Community Development	To build up funds fro replacement Xmas lights and website updates
4420	Christmas Lights	301	Community Development	to include ongoing cost on istallation and removal of xmas lights , annual colum test ,& xmas tree
4433	Event - Summer	301	Community Development	Possible cinema event and summertime activities - awaiting full costs
4434	Event - Winter Fair	301	Community Development	Due to reduction in income -- less stalls for safety reasons
4435	Event - varies	301	Community Development	provision for Queens Jubilee 2022 plus possible new event - easter egg hunt in April
4438	Youth Council Expenditure	301	Community Development	only for meetings
4475	Newsletter Printing	301	Community Development	2 X AR plus Annual Reports
4519	Grants	301	Community Development	annual grants for Remembrance Day sound Annual Fireworks display and room for CAB/Healthy Hubs

Appendix C

Precept calculation 2022-23

Income

Admin	£ 3,500
Parks & Open Spaces	£ 8,400
Comm Development	£ 2,100
Total	£ 14,000

Expenditure

Admin	£ 423,556
Open Spaces	£ 201,251
Comm Development	£ 52,200
Total	£ 677,007

Net Precept requirement	£ 663,007	A)
Tax Base (Band D)	5322	C)
Divide Net Precept by Tax Base	£ 124.58	D)

B)		
£ 636,934	£ 26,073	4.09%
Previous year	difference	percentage
£ 121.65	£ 2.93	2.41%
E)	F)	G)

ALDENHAM PARISH COUNCIL

Council Document	AGENDA item 9
To consider options for purchase of an electric vehicle to replace the current small truck.	Finance & General Purposes Committee Meeting 17th January 2022

Background

In November 2021, the F&GP committee considered the options for replacing the small Suzuki truck purchased by the council in 2006. It was resolved that, in line with the council's policy of moving towards electrically powered equipment that APC purchase an electric vehicle.

The Open Spaces Team have trialled two vehicles that meet the requirements suggested above with particular emphasis on it having;

- Tow hitch
- Tipper
- Pressure washer/water bowser for watering hanging baskets
- Option of cage attachment to body to increase capacity of load

The vehicle preferred is the Goupil model G4-N1-07-D. This is supplied by a company based in Peterborough.

Recommendations

Purchase a Goupil model G4-N1-07-D within a budget of £35,618.39

Reasons for recommendation

This meets the requirements as set out above.

Alternative options

There is an option to have a lead acid battery instead of lithium which is £5,000 cheaper. The difference between the two types of battery are:

- Weight - The lead acid battery is much heavier as it holds water for the charge etc, this could affect the ground when using the vehicle on the open spaces, i.e. damage to the grass etc. Lithium is much lighter.
- Charging - A lead acid battery takes up to 10 hours to charge whereas lithium is approximately 3 hours. This is not crucial if the Open Spaces Team put the vehicle on charge overnight, but is a consideration.
- Size - Lithium batteries take up less space leaving more room to use the vehicle.
- Energy - Lead Acid batteries lose some of their charge whereas lithium batteries give out whatever they get in (like the mobile phones).
- Lifespan - A lithium battery is likely to last over five years. APC have found with the lead acid batteries that they have on the existing vehicles last approximately three years because they are not used every day and only undertake short journeys which do not give batteries a chance to recharge.

Financial Implications

- a) The council could purchase the vehicle outright. There is £18,710 in the OS Earmarked Reserve account plus £2,895 remaining from the 2021/22 Asset Purchase (OS) budget. This is a total of £21,605 so £14,013.39 will need to be vired from General Reserves in order to make this purchase.

- b) The alternative is to enter into a contract hire for the vehicle, which may be worth investigating as technology in this area is changing rapidly. A five-year contract for the above vehicle is £780.44 per month and at the end of the period the vehicle is returned to the manufacturer. There is an option where you can purchase the vehicle at the end of the term, but as the hire cost is over £46,000 this is not really an economic option as it would be cheaper to purchase the vehicle upfront.

Risk Management Implications

The risk of not changing the vehicle is that the current truck may not pass the mot. There is also a policy risk as APC is committed to reducing its reliance on fossil fuels.

Members are asked to consider this report.

Peter Evans
Council Manager

ALDENHAM PARISH COUNCIL

Council Document

To review the latest financial statements.

AGENDA item 10

**Finance & General Purposes Committee Meeting
17th January 2022**

Background

Please find attached the summary figures for all committees' year to date, this is up to the end of December 2021, the ninth month of the financial year 2021/22, so we would expect expenditure to be about 75%. Any anomalies to report are covered in the individual specific comments.

Earmarked/Capital Reserves

There has been some expenditure from Earmarked and Capital Reserves this year as follows;

- £2950 Mezzanine floor at Depot (Asset Purchase EMR)
- £395 iBabs training (IT upgrade EMR)
- £605 Allotment project revised application (Capital reserves)
- there has been expenditure from events EMR allocated last year towards 100-year anniversary of Phillimore Recreation Ground due to the level of grants and sponsorship received, therefore suggestion is for the funds to be now released for the Queens Jubilee celebrations in June 2022.

Community Infrastructure Levy (CIL)

In this financial year 2021/22 Aldenham Parish Council (APC) received £170,601 in CIL funds, which has been allocated to the Phillimore Rec Improvements project. The funds are divided into two priorities:

- Phillimore Rec Improvement Phase 1 - allocated budget of £495,705.43. There has been some expenditure on this project in regards planning, architect and public consultation.
- Community CIL Capital Grants - allocated budget of £58,856. There has been some grants paid so far totalling £22,812.85. This leaves the remaining balance in this cost centre of £36,043.15. No further grants applications have been received so far but two organisations have expressed some interest.

Recommendations

- a) That the committee notes this report.
- b) That the committee allocates the current events EMR of £7,000 towards the Queen Jubilee celebrations planned to take place in June 2022.

Monika Duong
Assistant Manager

F&GP	Figures at end of December						Month 9 should be 75%
<u>Code</u>	<u>INCOME</u>						
<u>Code</u>	<u>Description</u>	<u>Received</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Received YTD 2020/21</u>	<u>Reasons</u>
1020	Misc Income	-00	378	-378	U	284	nothing so far in this category
1025	Bank Interest	3,211	2,250	961	F	3,112	HertmereBC 1year bond matured in July plus Close Brothers interest received
	<u>Expenditure</u>						
<u>Code</u>	<u>Description</u>	<u>Spend</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>F/U</u>	<u>Spend YTD 2020/21</u>	<u>Reasons</u>
4005	Overtime	1,485	378	-1,107	U	81	Staff overtime for 100 year celebration event in P Rec
4015	ERS NIC & Pensions	27,272	26,698	-574	U	26,356	Due to above extra pension contributions on overtime.
4030	Travel & Other expenses	123	522	399	F	71	As staff not travelling to conferences etc very little spent so far, only evening meetings and events
4100	Utilities	4,349	7,200	2,851	F	2,453	Radlett Centre not open until May, but costs are increasing in April was £260 per month for electricity now £450.
4110	Insurance	13,808	13,500	-308	U	11,676	Radlett Centre buildings insurance £1900 now paid by APC. Also general insurance - 4 months prepaid for 2022/23
4120	Telephone	636	900	264	F	832	New telephone for staff not purchased yet.
4225	IT	11,104	10,501	-603	U	11,909	IBABS rental for first quarter not accounted for in budget
4240	Training	648	1,500	852	F	1,189	Due to Covid19 less face to face training which is more expensive most training is carried out on zoom.
4300	Agency Services	6,895	7,500	605	F	6,530	no increase in price of payroll services
4437	Neighbourhood Plan Expenditure	1,825	1,000	-825	U	1,050	Consultant charge for getting RNP ready for the election in May and Caprin charge for producing bound copies of final plan.

4600	Election cost	-00	5,000	5,000	F	0	Have received invoice for May election, but have queried this as it is £10,000. Awaiting for the revised invoice .
4613	Chairman Allowance	178	800	622	F	262	only small expenditure in this category so far
F = Favourable Variance							
U = Unfavourable Variance							

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1010 Compost Bags Income	250	0	(250)	500			50.0%	
1020 Miscellaneous Income	0	378	378	500			0.0%	
1025 Bank Interest Received	3,211	2,250	(961)	3,000			107.0%	
1076 Precept	636,934	636,934	0	636,934			100.0%	
Administration :- Income	640,395	639,562	(833)	640,934			99.9%	0
4000 Salaries	77,235	76,986	(249)	102,647		25,412	75.2%	
4005 Overtime	1,485	378	(1,107)	500		(985)	297.0%	
4015 ERS NIC&Pension	27,272	26,698	(574)	35,664		8,392	76.5%	
4030 Travel & other staff expenses	123	522	399	700		577	17.6%	
4100 Utilities - Gas,elec & water	4,349	7,200	2,851	10,000		5,651	43.5%	
4110 Insurance	13,808	13,500	(308)	13,500		(308)	102.3%	
4120 Telephone	636	900	264	1,500		864	42.4%	
4140 Professional Fees	851	891	41	4,000		3,150	21.3%	
4150 Audit & Accountancy	385	615	230	2,652		2,267	14.5%	
4200 Office Cost	3,440	3,918	478	5,224		1,784	65.8%	
4225 IT	11,104	10,501	(603)	16,000		4,896	69.4%	
4240 Training	648	1,500	852	2,000		1,352	32.4%	
4300 Agency Services	6,895	7,500	605	8,200		1,305	84.1%	
4405 Asset Purchase	176	0	(176)	17,500		17,324	1.0%	
4410 R&M Premises	(40)	0	40	0		40	0.0%	
4437 Neighbourhood Plan Expenditure	1,825	1,000	(825)	1,000		(825)	182.5%	
4490 Miscellaneous Expenditure	286	378	92	500		214	57.2%	

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4495 Compost Bags Costs	385	376	(9)	500		115	77.0%	
4510 Subscriptions	2,373	2,500	127	2,500		127	94.9%	
4530 Radlett Centre Trust Grant	90,000	90,000	0	137,000		47,000	65.7%	
4600 Election Costs	0	5,000	5,000	5,000		5,000	0.0%	
4610 Contingency	0	0	0	11,773		11,773	0.0%	
4612 Newberries Car Park Grant	6,383	6,384	1	8,512		2,129	75.0%	
4613 Chairman's Allowance	178	800	622	1,600		1,422	11.1%	
Administration :- Indirect Expenditure	<u>249,795</u>	<u>257,547</u>	<u>7,752</u>	<u>388,472</u>	<u>0</u>	<u>138,677</u>	<u>64.3%</u>	<u>0</u>
Net Income over Expenditure	<u>390,599</u>	<u>382,015</u>	<u>(8,584)</u>	<u>252,462</u>				
Grand Totals:- Income	640,395	639,562	(833)	640,934			99.9%	
Expenditure	249,795	257,547	7,752	388,472	0	138,677	64.3%	
Net Income over Expenditure	<u>390,599</u>	<u>382,015</u>	<u>(8,584)</u>	<u>252,462</u>				
Movement to/(from) Gen Reserve	<u>390,599</u>							

Figures at:	end of December	Month 9					Should be 75%
<u>Code</u>	<u>INCOME</u>						
	<u>Description</u>	<u>Received</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Received YTD 2020/21</u>	<u>Reasons</u>
1150	Allotments Income	2,930	2,200	730	F	2,471	Budget was set based on last year's charges - there was a small increase in fee this year
1160	Site Rental	10,228	5,000	5,228	F	4,139	Film hire at L Heath & rental from mast at Radlett Gardens of £4000 plus rental from mast at RC of £5000- the lease is still under review.
<u>Code</u>	<u>EXPENDITURE</u>						
	<u>Description</u>	<u>Spend</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Spend YTD 2020/21</u>	<u>Reasons</u>
4000	Salaries	60,140	65,288	5,148	F	61,150	OS Officer retired end of Sept -- not yet replaced until middle of December plus one member of OST requested unpaid leave from end of October .
4005	Overtime	3,094	2,400	-694	U	520	O/T for 100 year celebration at P Rec
4030	Travel & other staff expenses	149	450	301	F	86	very little this year due to Covid
4100	Utilities	3,716	4,410	694	F	1,696	electricity charges up to end of Nov .
4240	Training	250	1,940	1,690	F	726	Only play inspection course so far.
4405	Asset Purchase	5,105	4,200	-905	U	5,980	Scrubbitts Wood Information Board, Green Flag flag and flagpole purchased and installed, plus new play surface at P Rec and pumps for polytunnel.

4411	Depot	9,164	6,750	-2,414	U	4,679	Plumbing works £1575 s, new electric blower and batteries (£800) , repairs to ride on mower . Also some orders for equipment from previous financial year invoiced in April 21.
4417	Fleet Management	4,304	5,163	859	F	3,934	No major expenditure so far this year other than maintenance and fuel.
4441	High Street	765	250	-515	U	132	Plants for High St baskets normally invoiced in March but due to mix up company did not supply until May
4451	Tree Management	11,186	15,698	4,512	F	5,012	2020/21 tree works at Tykeside & KGV carried over, plus unexpected work in Phillimore Rec Car Park -- removal of a tree. 2021 tree surveys at Scrubbitts Wood now completed, expected works for 2021 not yet been put out to tender.
4460	Protective Clothing	290	700	410	F	653	only some small orders placed so far
4492	Security	4,484	5,050	566	F	3,284	Refund received for CCTV contract from 2020/21 as over charged.

F = Favourable Variance

U = Unfavourable Variance

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Open Spaces</u>								
1020 Miscellaneous Income	50	75	25	100			50.0%	
1150 Allotments Income	2,930	2,200	(730)	2,200			133.2%	
1160 Site Rental	10,228	5,000	(5,228)	6,000			170.5%	
Open Spaces :- Income	<u>13,208</u>	<u>7,275</u>	<u>(5,933)</u>	<u>8,300</u>			<u>159.1%</u>	<u>0</u>
4000 Salaries	60,140	65,288	5,148	82,834		22,694	72.6%	
4005 Overtime	3,615	2,700	(915)	3,000		(615)	120.5%	
4015 ERS NIC&Pension	10,598	11,000	402	32,256		21,658	32.9%	
4030 Travel & other staff expenses	149	450	302	600		452	24.8%	
4100 Utilities - Gas,elec & water	3,716	4,410	694	5,814		2,098	63.9%	
4240 Training	250	1,940	1,690	2,500		2,250	10.0%	
4401 Open spaces	8,963	8,800	(163)	12,000		3,037	74.7%	
4405 Asset Purchase	5,105	4,200	(905)	8,000		2,895	63.8%	
4411 Depot	9,164	6,750	(2,414)	9,800		636	93.5%	
4417 Fleet management	4,304	5,163	859	7,306		3,002	58.9%	
4441 High street	765	250	(515)	4,500		3,735	17.0%	
4451 Tree Management	11,186	15,698	4,512	20,288		9,102	55.1%	
4460 Protective Clothing	290	1,050	760	1,500		1,210	19.3%	
4490 Miscellaneous Expenditure	500	375	(125)	500		0	100.0%	
4492 Security	4,484	5,050	566	6,500		2,016	69.0%	
Open Spaces :- Indirect Expenditure	<u>123,227</u>	<u>133,124</u>	<u>9,897</u>	<u>197,398</u>	<u>0</u>	<u>74,171</u>	<u>62.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(110,019)</u>	<u>(125,849)</u>	<u>(15,830)</u>	<u>(189,098)</u>				

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	13,208	7,275	(5,933)	8,300			159.1%	
Expenditure	123,227	133,124	9,897	197,398	0	74,171	62.4%	
Net Income over Expenditure	<u>(110,019)</u>	<u>(125,849)</u>	<u>(15,830)</u>	<u>(189,098)</u>				
Movement to/(from) Gen Reserve	<u>(110,019)</u>							

Figures as at:	end of Dec	Month 9					should be 75%
	<u>INCOME</u>						
<u>Code</u>	<u>Description</u>	<u>Received</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Received YTD 2020/21</u>	<u>Reasons</u>
1021	Winter Fair income	1,427	1001	426	U	-00	Income from rides and Santa's grotto exceeded our expectation due to popularity of this event
1070	Grant R'ved - other	9,218	0	9,218	F	6,978	Grants recd for 100 year celebration at P Rec plus sponsorship from Debenhams Ottaway
<u>Code</u>	<u>EXPENDITURE</u>						
<u>Code</u>	<u>Description</u>	<u>Spend</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>F/U</u>	<u>Spend YTD 2020/21</u>	<u>Reasons</u>
4005	Overtime	844	425	-419	U	61	100 year celebration preps, off set against overpayments on Admin & Open Spaces plus Winter Fair
4420	Christmas Lights	6,381	5,500	-881	U	4,657	Xmas tree , Xmas lights installation and maintenance plus lamp post stress test
4433	Event -- Summer	3,510	4,000	490	F	0	As reduced programme for Summer due to fears of Covid 19 restrictions returning.
4434	Event -- Winter Fair	5,430	5,000	-430	U	283	this is offset by income received from stall and rides of £1,427

4434	Event -- Various	10,387	4,000	-6,387	U	2,481	100 yr celebration event at P Rec expenditure off set by Grants recd -- other
4475	Newsletter Printing	5,132	7,586	2,454	F	3,436	Only both editions of AR, updated Cllr photos poster and Green Flag brochure paid this year. No Annual Reports.
4519	Grants	10,165	12,625	2,460	F	4,632	CAB support grant, hire of the meeting room 1 for CAB & Healthy Hubs and grant for Tabard RFC Firework display so far this year and Remembrance Sunday.

F = Favourable Variance

U = Unfavourable Variance

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Community Development</u>								
1020 Miscellaneous Income	0	0	0	500			0.0%	
1021 Winter Fair Income	1,427	1,001	(426)	1,000			142.7%	
1070 Grants R'ved - Other	9,218	0	(9,218)	0			0.0%	
1240 Newsletter Advertising Income	83	0	(83)	0			0.0%	
	<u>10,728</u>	<u>1,001</u>	<u>(9,727)</u>	<u>1,500</u>			<u>715.2%</u>	<u>0</u>
Community Development :- Income								
4000 Salaries	14,951	14,946	(5)	19,002		4,051	78.7%	
4005 Overtime	844	425	(419)	500		(344)	168.8%	
4015 ERS NIC&Pension	3,744	3,528	(216)	4,705		961	79.6%	
4030 Travel & other staff expenses	30	270	240	360		330	8.3%	
4226 Webiste Design & Maintenance	440	675	236	900		461	48.8%	
4405 Asset Purchase	0	0	0	5,000		5,000	0.0%	
4420 Christmas Lights	6,381	5,500	(881)	5,500		(881)	116.0%	
4433 Event - Summer	3,510	4,000	490	4,000		490	87.7%	
4434 Event - Winter Fair	5,430	5,000	(430)	5,000		(430)	108.6%	
4435 Event - varies	10,387	4,000	(6,387)	4,000		(6,387)	259.7%	
4438 Youth Council Expenditure	164	189	25	255		91	64.3%	
4470 Newsletter Delivery	850	816	(34)	1,020		170	83.3%	
4475 Newsletter Printing	5,132	7,586	2,454	8,670		3,538	59.2%	
4490 Miscellaneous Expenditure	29	378	349	500		471	5.8%	
4519 Grants	10,165	12,625	2,460	13,500		3,335	75.3%	
	<u>62,056</u>	<u>59,938</u>	<u>(2,118)</u>	<u>72,912</u>	<u>0</u>	<u>10,856</u>	<u>85.1%</u>	<u>0</u>
Community Development :- Indirect Expenditure								
Net Income over Expenditure	<u>(51,328)</u>	<u>(58,937)</u>	<u>(7,609)</u>	<u>(71,412)</u>				

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Aldenhams Parish Council

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	10,728	1,001	(9,727)	1,500			715.2%	
Expenditure	62,056	59,938	(2,118)	72,912	0	10,856	85.1%	
Net Income over Expenditure	<u>(51,328)</u>	<u>(58,937)</u>	<u>(7,609)</u>	<u>(71,412)</u>				
Movement to/(from) Gen Reserve	<u>(51,328)</u>							

ALDENHAM PARISH COUNCIL

Council Document To receive the risk report and confirm that a full risk assessment has been carried out for the year.	AGENDA items 11a & b Finance & General Purposes Committee Meeting 17th January 2022
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Background

Legislation and good business practice require that risk assessments be carried out to identify all possible sources of danger within a work place and progressively reduce the risk to people, and property. Where significant risks are identified they must be controlled, and recorded. Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc. used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record.

Aldenhams Parish Council (APC) has a system for carrying out these risks called LCRS. This report will show what risks have been checked so far this year and where there are actions required to bring these up to date these will be highlighted with an action plan. So far this year all of the 176 risk questions have been checked.

There were two areas where an action plan is/was required;

- Data Protection - There was a minor breach by a member of staff during the year, training was undertaken and processes put in place to reduce the risk of this happening.
- Open Spaces Income generation - The risk report showed that there needs to be a list of income due to the council. This list has not been formalised yet so still outstanding.

To comply with the annual governance, return completed in April/May each year and sent to the external auditors, Aldenhams Parish Council (APC) have to state the following.

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Recommendation

1. That the committee has agreed the contents of the risk assessment on websites and the proposed action plans.
2. That this committee recommends to Full Council, that in its opinion APC have met the criteria as set out in the annual return part 2.

Members are asked to consider this report. Peter Evans (Council Manager).

ALDENHAM PARISH COUNCIL

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