



Managers' Report – November 2023

To discuss the next steps on the allotment drive project (Agenda item 13 – Oct23)

- a) That the budget will be set at £75,000 from capital reserves.
- b) That the working party have delegated authority to interview the two preferred contractors to scrutinise their proposals, ensure that they meet the budget and planning criteria and then appoint one, and report back to the next council meeting on their decision. – **Completed work to start 8 January 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.**

To consider forming a working party/residents association for Patchetts Green – (Oct23 – Agenda item 9)

- a) That a working party is formed called 'Patchetts Green Working Party'. – **First meeting carried out on 31/10 and a residents assoc has been set up.**

To receive an update regarding the Phillimore Rec Cafe Project and approve recommendations regarding the team for the design element of the project (Sept23 Agenda item 14)

- a) That the CM asks Debenhams Ottaway provide a fee proposal to draw up a 10 year lease for the whole café area.
- b) That Cllrs J Graham, H Jones and T Butwick join the working party as Cllr representatives.
- c) That the CiL funding of £66,917.19 received in October is split with £10,000 allocated to the CiL Community Grant fund and £56,917.19 to the Phillimore Rec Improvements -- Phase 1 Cafe Project.
- d) That £119,287 is temporarily transferred from capital reserve – Phillimore Rec Improvements Phase 2 car park to Phase 1 car park which will be reviewed in April 2024. **All 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)

- c) That the design is circulated on social media and noticeboards at Phillimore Rec. – **completed. – Works started.**



ALDENHAM PARISH COUNCIL

Website Analysis

The website over the period, August - October, has received over 1400 views, with the majority of users accessing this from desktops. The main views have been for the Fun Fair in September (188), Your Cllr (171) and Winter Fair (54).

Facebook?

Staffing information -- There has been 2 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>
14/09/2023	72/23	Action Handling	Annual service of lifting machinery	£550.00	P Evans
20/09/2023	73/23	Proludic Ltd	New Set of Monkey Bars plus surface	£3,016.06	P Evans
21/09/2023	74/23	Metro Skip	skip for allotments	£298.00	P Evans
21/09/2023	75/23	Longacre	Felling of 2 trees in Fir Spring Wood	£780.00	M.Duong
21/09/2023	76/23	Watermatic	Annual service of water at allotments	£654.00	M.Duong
22/09/2023	77/23	Woods Farm	Xmas Tree	£1,230.00	M.Duong
22/09/2023	78/23	Proludic Ltd	New swing replacement with matting due to safety	£4,576.50	P Evans
22/09/2023	79/23	Metro	skip for allotments	£288.00	M.Duong
25/09/2023	80/23	Aim On	Wasp Nest Removal (emergency call out)	£95.00	M.Duong
04/10/2023	81/23	Caprin	2 bound copies of LH Management Plan	£80.00	M.Duong
05/10/2023	82/23	St John Ambulance	First Aid Winter Fair	£105.60	M.Duong
06/10/2023	84/23	Dor-2Dor	AR delivery	£600.00	M.Duong
12/10/2023	84/23	Caprin	winter fair banners	£240.00	M.Duong
10/10/2023	85/23	Herts Building Control	Building Control Services for café project	£1,800.00	P Evans
18/10/2023	86/23	Spalding's	Tools for depot	£540.00	P Evans
25/10/2023	87/23	Ashridge Surveyors	Conditions survey for 19 Gills Hill Lane	£300.00	P Evans
25/10/2023	88/23	RT Machinery	Service parts for shredder	£150.00	P Evans
27/10/2023	89/23	Metro	skip	£290.00	M.Duong



ALDENHAM PARISH COUNCIL

31/10/2023	90/23	Caprin	Around Radlett	£2,478.00	M.Duong
01/11/2023	91/23	PACE Consultancy	Acoustic survey on café	£2,000.00	P Evans
01/11/2023	92/23	Simon Pryce Arboricultural	Tree survey for café project	£288.00	P Evans
01/11/2023	93/23	Kettering Playsafe	Repairs to zip wire	£1,840.80	P Evans
05/11/2023	94/23	KenClean	CCTV of sewage pump & pipe P Rec for café	£425.00	P Evans
08/11/2023	95/23	Volamary	plants for Hight Street	£830.55	M.Duong
13/11/2023	96/23	Caprin	extra copies of Around Radlett	£140.00	M.Duong

Credit Card

24/10/2023	CC/60/23	BP Connect	Fuel for AK55 and cans	£99.84	P Evans
25/10/2023	CC/61/23	Ashridge Trees	Hedging plants for various open space	£186.24	P Evans
25/10/2023	CC/62/23	Costco	Fuel for YX59ORP	£73.77	P Evans
25/10/2023	CC/63/23	Palmer's Motor Co	New rear lights for YX59ORP	£63.05	P Evans
27/10/2023	CC/64/23	National Rail	3 delegates travel to NEC for Saltex	£253.80	P Evans
30/10/2023	cc/65/23	Amazon	staples for OST	£4.70	M.Duong
30/10/2023	CC/66/23	LSS Eng.	Filter and spark plug for mower	£11.95	P Evans
02/11/2023	CC/67/23	Starbucks	Refreshments at IOG Conference	£7.25	P Evans
02/11/2023	CC/68/23	NEC Birmingham	Refreshments at IOG Conference	£59.90	P Evans
02/11/2023	CC/69/23	NEC Birmingham	Car Parking at IOG Conference	£17.95	P Evans
03/11/2023	CC/70/23	Post Office	Letter to Close Bros	£7.35	P Evans
07/11/2023	CC/71/23	LSS Eng.	Parts for mowers	£50.00	P Evans
09/11/2023	cc/72/23	Amazon	Sasco plannerx2	£35.00	M.Duong
09/11/2023	cc/73/23	Amazon	winter fair supplies	£26.00	M.Duong
10/11/2023	cc/74/23	Amazon	winter fair decorations	£49.00	M.Duong
15/11/2023	CC/75/23	HertsmereBC	Planning fee to discharge condition 8 -- Allotment track	£58.00	P Evans
19/11/2023	CC/76/23	Costco	Refreshments for meeting	£49.97	P Evans
19/11/2023	CC/76/23	Costco	Staff lunch for winter fair	£72.54	P Evans