

**CHORLEYWOOD PARISH COUNCIL**

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road,  
Chorleywood, on Tuesday 13<sup>th</sup> December 2016**

**MEMBERSHIP & ATTENDANCE**

**Chairman:**     \* Jane White

<b>Councillors:</b>	Jo Clarke	* David Raw
	* Tony Edwards	Martin Trevett
	* Raj Khuroya	* Steve Watkins
	* Rodney Kipps	Mike Westacott
	* Jill Leeming	* Jenny Wood
	Geoffrey Liley	Jackie Worrall
	* Ken Morris	* Sarah Wright
	* Alison Preedy	

\*Denotes Member present

**Officers Present:**   Claire James – Deputy Clerk  
Michelle Putman – Admin Officer  
Laura Hamilton – Admin Assistant

**16/42 PUBLIC FORUM**

There were two members of the public present, neither wished to address the Council.

**16/43 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no reports received from District and County Councillors.

**16/44 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Jo Clarke, Geoffrey Liley, Martin Trevett, Mike Westacott and Jackie Worrall.

**16/45 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**16/46 APPROVAL OF MINUTES**

It was noted that under Minute 16/30, the additional flags requested at the previous meeting had not been recorded in the minutes.

The Council

**RESOLVED**

To approve the minutes of the Full Council meeting of 18<sup>th</sup> October 2016 subject to the addition of the requirement of the additional flags of St Andrews, St Patricks and the Flag of Wales.

These were duly signed by the Chair

**16/47 MATTERS ARISING FROM THE PREVIOUS MEETING**

It was noted that Planning permission was not required for the flagpole outside the Parish Office. Members were updated on the status of the action points listed at the end of the minutes.

## **16/48 CHAIRMAN'S ANNOUNCEMENTS**

The Chair had represented the Council at two events, the installation of the new Reverend at St Andrews and at Remembrance Sunday.

The Chair had attended a training course covering a number of topics and wished to bring Members attention to a very useful NALC document on Pre-determination, copies were circulated to members.

Members were advised of the forthcoming by-election that had been called with two candidates standing.

The Chair had been involved in initial meetings driving changes to the Parish Council Website. She advised that she had also attended an informal meeting with Chorleywood Residents Association.

## **16/49 QUESTIONS UNDER STANDING ORDER 9**

There had been no questions received under Standing Order 9

## **16/50 CLERKS REPORT**

The Deputy Clerk highlighted items from the report which had been produced by the Clerk.

**Quiz Night:** It was noted that each charity attending Quiz night had received £390 with Watford Mencap being drawn out of the hat to receive £500. The Chair recorded her thanks to Bob and Diane Whitney and to the Officers for their work.

**By Election:** The Chair brought the cost of elections to Member's attention as the budget for Elections would now need to be raised given the money that had been spent on By elections this year.

The Council

**RESOLVED**

To note the report.

## **16/51 COMMITTEE MINUTES**

**Planning 1<sup>st</sup> November 2016:** Cllr Raj Khiroya presented the minutes and no issues were raised

**Village Halls 8<sup>th</sup> November 2016:** Cllr Rodney Kipps presented the minutes and no issues were raised

**P&R Extraordinary meeting 15<sup>th</sup> November 2016:** Cllr Jane White presented the minutes and no issues were raised.

**Open Spaces 22<sup>nd</sup> November 2016** Cllr Tony Edwards presented the minutes and gave the background to the recommendation that Full Council consider the revised plan for Village Day and seek commitment from other Councillors to the event and budget implications. He stated that in essence it was about bringing the best of both events of Village and Commons day into one. After a short discussion

The Council

**RESOLVED**

To accept the revised plan for Village Day, noting the budget implications and the required commitment from Councillors.

This was proposed by Cllr Tony Edwards, seconded by Cllr Ken Morris and carried unanimously.

It was agreed that 'Chorleywood Cake off ' and the Tug of War would continue as attractions. A separate meeting would be held to brainstorm ideas for further new attractions.

**Planning 29<sup>th</sup> November 2016:** Cllr Raj Khiroya presented the minutes. The locations for the Gateway signs were noted as the roads outside:

The Royal Masonic School  
Clements Danes School  
Arnett Hills and  
Shire Lane coming in from the Chalfonts.

The Recommendation to Full Council was presented:

That all Parish Councillors are asked to provide further suggestions and support re parking problems to assist the TRDC consultant in resolving the parking issues within Chorleywood.

It was noted that Parking Working Party Chairman District Cllr Angela Killick had written a report on findings so far which had been sent in to TRDC. The Planning Committee had agreed the report and were seeking support from Full Council to this good report to TRDC.

The Council  
RESOLVED

That all Parish Councillors are asked to provide further suggestions and support re parking problems to assist the TRDC consultant in resolving the parking issues within Chorleywood and that Full council support be given to the report to TRDC.

This was proposed by Cllr Raj Khiroya, Seconded by Cllr Alison Preedy and carried unanimously.

**Policy and Resources 6<sup>th</sup> December 2016:** Cllr Jane White presented the minutes. The Website ideas input from the French student on work experience was noted. Cllr Raj Khiroya asked whether Christchurch School had forwarded their insurance policy and was advised that nothing had yet been received.

#### **16/52 ACCOUNTS FOR PAYMENT**

In response to Member's questions the invoice for P Fleming was clarified to be the Webmaster and the reasonable annual cost of the website discussed. An update was given on the possible vandalism to the Hanging baskets in the Village.

The Council  
**RESOLVED**  
To note the report

#### **16/53 COMMUNITY/NEIGHBOURHOOD PLAN**

**Neighbourhood Plan:** Cllr Jane White advised Members that there was an update on the Community Plan in the latest issue of Chorleywood Matters. With respect to the Neighbourhood Plan it was noted that Cllr Steve Watkins was working with Cllr Jackie Worrall and Mrs Vivien Lantree. Very useful input had been made by TRDC at a meeting with them and Members were advised that this would involve considerably more work but would be more structured as a result. However it was noted that it would be a long process. Cllr Steve Watkins advised that help from either Councillors or Members of the Public on this increased workload would be gratefully received.

#### **16/54 EXCLUSION OF PRESS AND PUBLIC – Confidential Business**

The Council  
RESOLVED  
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for consideration of the Part two minutes of the Full Council minutes of the 18<sup>th</sup> October 2016 and they are instructed to withdraw.

The Two members of public left.

**Full Council 18<sup>th</sup> October 2016 Part Two Minutes**  
**16/40 Consideration of a new Assistant Rangers Post for the common**

Cllr David Raw sought clarification of the minutes which was given by a number of Members and the background to the subject discussed. The minutes were then agreed with no changes made.

**16/55 CLOSURE**

The meeting have started at 7.30pm, closed at 8.45pm

These minutes have been checked by the Chairman.

Signed ..... Agreed by email..... Dated .....24/01/17.....

These minutes have been agreed at Full Council and signed by the Chairman.

Signed .....Dated.....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29	ACTION	Any questions regarding Overtime, contractors and building costs to be brought up at Policy and Resources. <i>Ongoing</i>	Members
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Ongoing</i> <i>Cllr Raj Khiroya appointed as lead councillor for the project</i>	The Clerk
FC 16/29 Dates for Diaries	Action	List of the Charities benefiting from the Parish Council Quiz night in November and the amount received to be provided following the event <i>List had been published in the recent issue of Chorleywood Matters</i> <i>Completed</i>	The Clerk
FC16/30 P&R 13.09.16	Resolution	To purchase and install a flagpole and flags for outside the Parish Office. <i>Members advised that a second quote was being obtained</i> <i>Ongoing</i>	Officers

& FC 16/ 46 Approval of Minutes		Additional flags to include St Andrews, St Patricks and the Flag of Wales.	
FC16/30 OS 20.09.16	Resolution	To consider the best points of Commons Day and to combine these with Village Day – to put to the next Open Spaces committee <b>Completed</b>	The Clerk
FC16/30 P 04.10.16	Action	To put the result of the Business Rates recovery exercise in Chorleywood News <i>Members advised that this would be included in the next issue as part of the budget article.</i> <b>Ongoing</b>	Chorleywood Matters Committee
FC16/34	Resolution	To place £100 on deposit with the Solicitor <i>Members advised that this would be done after the next joint parish meeting when it would be confirmed whether all the other parishes had bought into the scheme.</i> <b>Ongoing</b>	The Clerk
FC16/36	Action	To invite Cllr Martin Trevett to give an update on the District parking initiative working party to planning every month. <i>Angela Killick attended Planning for this purpose.</i> <b>Completed</b>	Chair of Planning – Cllr Raj Khiroya
FC 16/36	Action	To ask Cllr Angela Killick to advise on the makeup of the District Parking Initiative working party. <b>Ongoing</b>	Cllr Geoffrey Liley
FC 16/51 Committee Minutes Open Spaces 22 <sup>nd</sup> November 2016	Action	A separate meeting would be held to brainstorm ideas for the New Village Day attractions.	All Councillors

FC 16/51 Committee Minutes Planning 29 <sup>th</sup> November	Action	Full Council support to be given to the report produced by District Cllr Angela Killick to TRDC.	The Clerk
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***Note: Completed actions will be removed one meeting after completion has been recorded.***

## CHORLEYWOOD PARISH COUNCIL

### FULL COUNCIL MEETING

### Agenda Item 8

Date: TUESDAY 31<sup>st</sup> JANUARY 2017

Subject: Clerks Report

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**Montessori School** – With the exception of some outside painting which has been delayed due to the weather, the work agreed by the Council has been completed. OFSTED inspections have taken place and the school is ready to open. The first stage of payments have been invoiced and the Council's solicitor is drawing up the formal lease agreement.

**CKTS** – The conversion of the Men's Changing Room into office space is completed. The fire door and emergency exit have been altered to also allow key entry. The Council have a set of keys. The first stage of payments have been invoiced and the Council's solicitor is drawing up the formal agreement.

**French Student** – Finished her time with the Council on the last week of December. This was a very positive experience with a lot of work achieved that would not probably have been done otherwise within this time scale. She has advised that she may be available for holiday work during the summer months. A report will follow if this is the case.

**Office Refurbishment** – Meetings have been held with the surveyor and architect. The P&R committee have considered their quotations the results of which can be shared at the meeting.

**Assistant Parish Ranger** – Following an interview process with three candidates the new Assistant Ranger started at the Parish Council on 23<sup>rd</sup> January 2017.

**Nature Trail** – The Council has now received communication from the Planning Inspector to advise that a S38 application under the Commons Act 2006 will not be required. There is a recommendation from Open Spaces Committee for consideration at this meeting.

**Copmans Wick Allotment Site** – The Parish Council met with TRDC before Christmas to look at the fencing issues on the boundary between the allotment site owned by the Parish and Warings Field owned by TRDC. It was agreed at this meeting that TRDC would be responsible for fencing the boundary. A subsequent meeting has taken place with the Parish, TRDC surveyor and the contractor who is currently putting in a price for the work. It is envisaged that this work will be carried out around year end. Once the boundary is secure the Parish Council will start to clear the fly tipping around the site.

**CiLCA** – The Clerk has finally completed the Certificate in Local Council's Administration which is currently being marked by the Society for Local Council Clerks. All nine elements need to receive at least a pass mark for the qualification to be granted. However if any element does not meet the grade the Clerk will have three months to retake this section. Once CiLCA has been awarded the Council will be able to declare The General Power of Competence, which allows the Council the power to carry out anything that is legal. More information on the GPC can be obtained from the Clerk. – To date there has been no response.

**Groveswood** – A working party has been arranged with the Parish Rangers and with residents in the area to remove some of the invasive Laurel. This will take place on Friday 27<sup>th</sup> January 2017. At the working party discussion will take place see if it would be suitable to hold an event at Easter at the wood to build bird and bat boxes not only for the wood but for neighbouring properties.

**By-Election** – The Bye Election took place on 12<sup>th</sup> January 2017. There were a total of 101 votes cast and Carol Kristian was duly elected. The Clerk has welcomed her to the Council and she has signed the declaration of acceptance. As there is only one more cycle of meetings until the Annual Meeting it has been decided not to reconstitute the current committees but wait until May.

**Performance Development Reviews** – PDR's have been carried out, written up and approved by the individuals concerned. The Job Descriptions will now be passed the HR for evaluation. The results of these and the outcomes of the review will be discussed at the next P&R meeting.

**Audit** – The Parish Council accounts have received their interim audit and a copy of the report is included in this agenda.

**Social Media Training** – The Clerk and Assistant Admin Officer have attended a training course on Social Media and how best to promote your business. One of the many things to come out of the course was the need for a Social Media and Marketing Strategy. This will enable the officers to work to the Councils aims and objectives and also legally protect Councillors/staff. A report will be issued to the next P&R meeting.

**Village Day** – the organisation of Village Day has commenced with a number of attractions already booked. There is a new logo and posters advertising the different elements of the event on social media. Booking forms have been issued together with Sponsorship forms. A detailed report will be issued to the next P&R meeting.

#### **Dates for your Diary**

**Annual Meeting 9<sup>th</sup> May 2017**

**Village Day – 8<sup>th</sup> July 2017**

**Quiz Night 2017 - 18th November 2017**



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**REPORT OF THE PLANNING COMMITTEE MEETING  
ON TUESDAY 3<sup>rd</sup> JANUARY 2017  
MEMBERSHIP AND ATTENDANCE**

Chairman: \*Cllr Raj Khiroya  
Councillors: Cllr Rodney Kipps  
\*Cllr Geoffrey Liley  
Cllr Alison Preedy  
Cllr David Raw  
\*Cllr Steve Watkins (ex officio)  
Cllr Mike Westacott  
Cllr Jane White (ex officio)  
Cllr Jackie Worrall

\*Denotes members present

Officers Attending: \* Michelle Putman - Admin Officer

There were no members of the public present.

**MINUTES**

**16/125 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Rodney Kipps, Cllr Alison Preedy, Cllr David Raw, Cllr Jane White and Cllr Jackie Worrall. Cllr Mike Westacott was absent.

**16/126 DECLARATIONS OF INTEREST**

There was one declaration of interest received:

Cllr Geoffrey Liley - 16/2426/FUL - Greenways, Burfield Road

**16/127 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting of the 29<sup>th</sup> November, 2016 be approved as a true and correct record.

**16/128 MATTERS ARISING FROM THE MINUTES**

The Committee were advised that Cllr Jackie Worrall was working on the Policy statements and will produce a list of policies that are relevant to Chorleywood, which will be distributed to all Councillors and Officers.

**16/129 LETTERS OF OBJECTION/EXPLANATION**

There were no letters received

**16/130 PLANNING APPLICATIONS**

The Committee

RESOLVED

That the attached comments be submitted to TRDC (Appendix 1).

**16/131 PLANNING APPEALS**

There were no planning appeals this month.

**16/132 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES**

The Committee

RESOLVED

To note the tree applications.

**16/133 PLANNING APPLICATIONS DECISIONS RECEIVED**

The Committee

RESOLVED

To note the planning decisions received for the period ending 19<sup>th</sup> December, 2016.

**16/134 URGENT ITEMS**

Consultation on Modifications to the site allocation document (Regulation 19 of the Town and Country Planning (Local Planning)).

The Committee noted the modification and stated that it was a good idea.

**16/135 COMMUNITY PLAN & NEIGHBOURHOOD PLAN**

**Neighbourhood Plan** - Cllr Steve Watkins advised that there were no updates on the Neighbourhood Plan at the current time.

**16/136 LICENCE APPLICATION**

None to report

**16/137 TRANSPORT**

The Hertfordshire (St Clement Danes School Service Road and Car Park Exit Road, Chenies Road, Chorleywood) (One Way Traffic) Order 2016.

The Committee noted the amendment.

**16/138 REPORTING OBJECTIONS TO TRDC.**

See matters arising.

**16/139 FOUR YEAR VISION**

**15/145 - Gateway Signs**

Three Rivers District Council have forwarded proofs of the proposed gateway signage and costs for producing and installing the signage in Chorleywood.

The Committee requested that the Officer speaks with Three Rivers District Council about the TRDC signage at the bottom of the proposed new signs for Chorleywood.

Photographs need to be taken of the designated areas that the signs will be located in, and forwarded to Three Rivers district Council.

**15/140 ATTENDANCE AT TRDC DEVELOPMENT MEETING**

Cllr Raj Khiroya will attend the Development Control Meeting on Thursday 19th January, 2017, at Three Rivers District Council.

**16/141 CLOSURE - The meeting having started at 7.38pm and finished at 9.07pm**

Signed .....Agreed via e-mail.....Date .....20/01/17.....

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed ..... Date .....

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 10<sup>th</sup> JANUARY 2017**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \* Cllr Rodney Kipps

Members: -

\*Cllr Raj Khiroya  
\*Cllr Jill Leeming  
\*Cllr Ken Morris  
\*Cllr Alison Preedy  
\*Cllr Martin Trevett  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jane White (ex officio)  
\*Cllr Jenny Wood

Also in attendance

\* Yvonne Merritt – Treasurer  
\* Michelle Putman – Secretary

**16/32 APOLOGIES FOR ABSENCE**

There were no apologies for absence

**16/33 DECLARATION OF INTEREST**

There were no declarations of interest

**16/34 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

The minutes of the meeting dated 8<sup>th</sup> November 2016 were approved as a true and correct record.

**16/35 MATTERS ARISING**

16/27 Hollybush Montessori School has been passed over to the tenant. There are still a few items outstanding – the fencing needs a repaint and the rails also need painting when the weather improves. Photos were shown to the Committee.

**16/36 SECRETARY'S REPORT**

**War Memorial Hall** – It was noted that the electrician would be at the hall the following Friday to install the screen and to look at the outside lighting.  
He would also be looking again and the internal lights of the War Memorial Hall.

The Clerk reported that there had been a complaint from one dance school about the CKTS offices doors being left open. It was agreed that the door to the fire exit, external door and doors to the CKTS offices should remain closed during bookings.

War Memorial Hall Conditions of Hire – copies of the new draft conditions of hire were circulated to all members . It was explained that this had been produced by the French Student and was a draft. All Members were asked to look at the document to note any changes or alterations for the next meeting.

It was noted that there was to be a website meeting in the near future and that the Secretary had been invited along to discuss changes /improvements needed this would be reported back to the next meeting.

**Common Room – Members** received a quotation for a new projector and sound system for the Common Room which was approved

The Committee  
RESOLVED

To accept the quotation for the projector and sound systems for the WMH and Common Room

It was anticipated that the quotation for the Sound Proof door would be available for the next meeting.

#### **Bullsland Hall**

The purchase of the fridge freezer was discussed. It was agreed that as the item had been purchased on a credit card that this should be pursued through the credit card company.

#### **16/37 TREASURERS REPORT**

The Committee  
RESOLVED  
To note the report

#### **16/38 2017 REVALUATION NOTIFICATION.**

The Committee agreed with the suggestion that the Council should ask for a revaluation of the area known as the War Memorial Hall to separate them into two buildings. This had the agreement of the Royal British Legion. It was envisaged that once this had been done neither party would be liable for Business Rates.

The Committee  
RESOLVED

To authorise the Clerk to appeal against the revaluation of the War Memorial Hall Premises, arguing that this was in fact two buildings.

This was proposed by the Chair and unanimously approved.

#### **16/39 FEES AND CHARGES 2017/18**

Members considered the fees and charges as detailed in the report and

The Committee  
RESOLVED

To adopt the fees and charges as detailed within the report.

**16/40**      **DRAFT BUDGET FOR 2017/18**

Members considered the report. They took the view that whilst it was likely that the halls could break even during the next financial year there could still be a cash flow problem. With this in mind it was agreed that the committee request a grant of £5,000 from the Parish Council to ensure that the bank accounts stayed in credit.

Members also agreed that £5,000 should be requested to build into the capital repairs programme.

The Committee  
RESOLVED

1. The draft budget be approved
2. That the Committee request a £5,000 revenue grant from the Parish Council
3. That the Committee request £5,000 towards the capital repairs and renewal fund.

**16/41**      **YEAR VISION - nothing to report**

**16/30**      **HEALTH AND SAFETY REPORT**

**16/31**      **CLOSE**

The meeting having commenced at 7.30 pm, closed at 8.36 pm

Signed .....      Date .....

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed .....      Date .....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Hollybush Hall rails need painting Completion of the painting of the fence also required.	Secretary to organise
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Email to CKTS to advise that the doors leading to the emergency exit, the CKTS Offices and the gents toilets should remain closed during bookings	Secretary
16/36	Action	Draft WMH Condition of Hire booklet circulated to all members to look at and to be discussed at the next meeting	Members Clerk Secretary
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/36	Resolution	The cost of the sound system and projector be	Secretary

		<b>approved – to be installed</b>	
<b>16/36</b>	<b>Action</b>	<b>The refund for the faulty fridge freezer be pursued through the credit card company.</b>	<b>Clerk</b>
<b>16/38</b>	<b>Resolution</b>	<b>That a revaluation of the WMH requested splitting the building into the two premises</b>	<b>Clerk</b>

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 17<sup>TH</sup> JANUARY 2017**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Tony Edwards

**Councillors**

- \* Jo Clark
- \* Raj Khiroya
- \* Jill Leeming
- \* Alison Preedy
- \* Steve Watkins (ex officio)
- \* Sarah Wright
- \* Jane White (ex officio)

\* Denotes members present

**Officers present**

Yvonne Merritt – Clerk  
Claire James – Deputy Clerk  
Andrew Goddard – Parish Ranger

There was one member of the public present.

**RECOMMENDATIONS:**

**1. CHORLEYWOOD COMMON NATURE TRAIL**

That the Council spend £45K on the Nature Trail at this stage to provide two Wildwood Dens, Notice Boards and carvings with funding from the Community Infrastructure Levy (CiL) monies.  
**See Minute 16/76**

**16/64 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**16/65 DECLARATIONS OF INTEREST**

None

**16/66 APPROVAL OF THE MINUTES**

The Committee  
**RESOLVED**

That the minutes of the Open Spaces Committee meeting held on 22<sup>nd</sup> November 2016 which had been taken at Full council and agreed be approved as a true and correct record.

**16/67 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes that would not be covered under the agenda.



The action points from previous meetings were updated. It was noted that the Chair of the Council would like a sponsor for the Village Day Cake off to provide the centre piece that would be raffled on the day.

#### **16/68 FINANCIAL COMPARISON STATEMENT 2016/17**

It was noted that the Personal Protective Equipment for the Rangers was currently being reviewed which would result in a spend under the Health and Safety Equipment budget.

The Committee

#### **RESOLVED**

To note the report.

#### **16/69 OFFICER'S REPORT**

**Introduction of PSPOs on the Common** – It was agreed that the PSPOs would be introduced with offenders initially receiving a warning. Notices had been prepared ready to hand out to facilitate this.

**Christchurch** – Members were given an update on the very positive meeting that had been held with Christchurch the previous week. Christchurch car park had been discussed with particular reference to the tarmac area that was confirmed to be the responsibility of the school. It was noted that the Clerk had made several attempts to open dialogue with the school but nothing had been forthcoming although emails had been read. A copy of the School's insurance document had been requested on more than one occasion but was yet to be received. It was agreed that a letter be sent to the Chair of the Governors raising the issues.

**Groveswood:** It was noted that the Rangers would be working at Groveswood with the residents on the 27<sup>th</sup> January. Groveswood had requested some bird and bat boxes and the Committee agreed that an event would be set up separately.

**Orchids**– The Common Ranger highlighted the reduction in Bee orchids this year.

**Cattle** – The Common Ranger had met with the grazing contractor and fencing engineer and although one break in the fence had been found and repaired, the fence was still not working and further investigation and consultation with the fence providers was required.

**Drainage:** It was noted that Herts Highways had advised that they wished to improve the drainage from the A404 which could impact on the Top Common and Christchurch Ponds. The filter systems being proposed were superior to what was in place and provided an ideal opportunity to improve the quality of the water entering the ponds. However Herts Highways would have to work within the Stewardship and it was unlikely that work could take place until December 2017/January 2018.

The Committee

#### **RESOLVED**

To note the report

#### **ALLOTMENTS**

#### **16/70 OCCUPATION**

It was noted that there was little change in plot occupation at the allotments. The issue of the fencing at Copmans Wick was reported to be moving forward with TRDC.

The Committee

**RESOLVED**

To note the occupation

**16/71 WAITING LISTS**

The Committee

**RESOLVED**

To note the details on the waiting list.

**LAWN CEMETERY**

**16/72 INTERMENTS**

The Committee

**RESOLVED**

To note the number of interments that had taken place.

**16/73 LAWN CEMETERY NOTICE BOARD**

Budget cover in the current year for a replacement notice board was confirmed.

The Committee

**RESOLVED**

To go ahead and purchase a new notice board for the Cemetery identical to the one outside the Parish Office and reposition it within the cemetery in consultation with the Rangers who would also install the Board.

This was proposed from the Chair and carried unanimously.

**COMMON AND GROVEWOOD**

**16/74 GROVEWOOD WILDLIFE SURVEY REPORT**

It was noted that the survey had not cost the Council anything but had been done through funding from Herts Groundwork. Any work now undertaken by the Parish Council or anything found will be reported to the appropriate body. It will be maintained as a wildlife site which may not match the expectations of all residents and some education may be necessary. It was agreed that the report should be put on the website.

The Committee

**RESOLVED**

To note the survey report.

**16/75 2016 BUTTERFLY AND MOTH LIST**

The Common Ranger advised that the list, compiled by Friends of Chorleywood Common and the Ranger, represented an average year and although no migrant butterflies had been seen, it was noted that it had been a poor year for butterflies. The Committee expressed their thanks to FoCC and the Ranger.

The Committee  
RESOLVED  
To note the list

#### **16/76 CHORLEYWOOD COMMON NATURE TRAIL**

The meeting was suspended at 8.28pm to allow Greg Hill Chairman of Friends of the Common to address the Committee on the Nature Trail. The meeting was reconvened at 8.33pm.

The Clerk briefed Members on the support received from Natural England and the Planning Inspectorate on the proposals for the Nature Trail. It was noted that the proposed dens and sculptures would not be placed on Stewardship land. The costs of the Chainsaw carvings were discussed and it was noted that the carver may take some of the wood from the Common in return. Funding would come from the Community Infrastructure (CiL) monies which were expected to be in the order of £23K this year with more from developments in progress expected next year. In the short term money would be borrowed from reserves to be replaced by the CiL monies when received. It was noted that whilst CiL money could not be guaranteed, the Planning Committee were seeing a never ending tide of Planning applications, some of which would result in CiL money being received. It was noted that the Nature trail would be both recreational as well as educational. Signage was also discussed and the points made by FoCC acknowledged. It was stressed that CiL money had to be used on Community projects which the Nature trail was an ideal example of. Parishioners needed to be made aware of where the money was coming from and the rules for the use of this money. It was agreed that Cllr Raj Khuroya would write an article explaining this for the next issue of Chorleywood Matters.

The Committee  
**RESOLVED to recommend**  
To Full Council

That the Council spend £45K on the Nature Trail at this stage to provide two Wildwood Dens, Notice Boards and carvings with funding from the CiL monies

This was proposed by Cllr Jane White, Seconded by Cllr Tony Edwards and carried unanimously.

#### **16/77 APPLICATION TO USE THE COMMON FROM CHRISTCHURCH YOUTH TEAM**

The Committee  
**RESOLVED**

To agree to the request for Christ Church Youth Team to use the Common on 19<sup>th</sup> March for an activity event subject to the usual caveats of provision of Public Liability Insurance and Risk Assessment documentation and ground conditions on the day.

This was proposed by Cllr Steve Watkins, seconded by Cllr Tony Edwards and carried unanimously.

#### **GENERAL**

#### **16/78 PARISH PATHS**

The Clerk advised Members that the current contract with Herts County Council was for strimming and cutting back of the Parish Paths. If the condition of a particular path beyond this was of concern, the Council did not have the resource or the responsibility to resolve, but the office could raise this for resolution with the HCC Rights of Way officer.

It was noted that the intention to produce a Parish Paths Leaflet had been on the work list for some time and although some work had been done it had not yet concluded. The Deputy Clerk advised that the Residents Association were interested in the initiative and that she also had a couple of contacts for U3A walking Groups. It was suggested that the website could be used in the first instance to document particular paths which might also encourage members of the public to provide details of paths walked ie points of interest, things to be seen etc. The key paths could then be pulled together to create a Parish Paths leaflet. Cllr Tony Edwards volunteered to be the lead Cllr for the project with the goal of creating the leaflet by September 2017.

**16/79 DRAFT BUDGET 2017/18**

It was noted that a new Assistant Parish Ranger had been appointed following interviews held the previous week. The individuals budget lines were reviewed with reasons given for the under and overspends. It was noted that the Parish had not cut any services and in fact had absorbed some District services

The Committee

RESOLVED

To accept the draft budget 2017/18 for Open Spaces

This was proposed from the chair and carried unanimously.

**16/80 FOUR YEAR VISION**

It was agreed that number of the items had been discussed as part of the meeting and were moving forward. It was agreed that the priority of the items Security of the Common and Parking Improvements would be switched.

**16/81 HEALTH AND SAFETY**

Members were advised that the French Student on work experience in the Parish Office had redone the Risk assessments documentation and that these were now being reviewed by the Rangers. Any necessary changes would then be made and actions identified ready for adoption.

Personal Protective Equipment was currently being reviewed and the new Ranger would be included in this review.

**16/82 CLOSURE**

The meeting having commenced at 7.30 pm closed at 9.50pm.

Signed ..... Date .....

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

Signed..... Date.....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary. <i>Likely to be done next Autumn</i> <b>Ongoing</b>	Parish Rangers
OS 16/52	ACTION	The maintenance contract for the churchyard to be re-negotiated with the Church and the results brought back to the next Open Spaces. <i>No increase for 2017/18</i> <b>Completed</b>	Officers
OS 16/58	Action	The agreed Winter Works programme 2016-17 to be put on the website. <b>Completed</b>	The Clerk
OS16/58	Action	To update the committee in the Spring with progress on the Winter Works 2016 – 17 programme of works. <b>Ongoing</b>	The Clerk
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day. <i>Parking company details had been provided and costs for Village Day would be sought.</i> <b>Ongoing</b>	The Clerk
OS 16/67	Action	To seek a sponsor for the Centre piece cake for the Village Day cake off	Officers
OS 16/69 Christchurch	Action	A letter to be sent to the Chair of the	The Clerk

		Governing Body of Christchurch School raising the issues so far raised unsuccessfully direct with the school.	
OS 16/69 Grovewood	Action	To set up a bird and bat box building event at Grovewood	The Clerk
OS16/74	Action	Grovewood Wildlife Survey report to be put on the parish Council Website	The Clerk
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail.	Cllr Raj Khiroya
OS 16/77	Resolution	To agree to the request for Christchurch Youth Team to use the Common on 19 <sup>th</sup> march for an activity event subject to the usual caveats of provision of Public Liability Insurance and Risk Assessment documentation and ground conditions on the day.	The clerk
OS 16/78	Action	Cllr Tony Edwards to be the lead Cllr for the Parish Paths project with the goal of creating the leaflet by September 2017.	Cllr Tony Edwards & the Deputy Clerk
OS 16/80	Action	It was agreed that the priority of the items Security of the Common and Parking Improvements would be switched.	The Clerk

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 24<sup>th</sup> JANUARY 2017**

**MEMBERSHIP & ATTENDANCE**

- Chair:** \* Jane White
- Councillors:** \* Tony Edwards  
\* Rodney Kipps  
\* Raj Khiroya  
Alison Preedy  
\* Steve Watkins

Also present

\*Denotes members present

**Officers Present:** \* Yvonne Merritt – Clerk

There were no members of the public present

**RECOMMENDATION 1**

**16/51 Financial Comparison – Christmas Lights**

The Committee

RESOLVED TO RECOMMEND

That the Council request that the solar powered Christmas tree lights are provided by the supplier free of charge for the next financial year.

That the Committee notes the report

**RECOMMENDATION 2**

**16/55 Draft Precept 2017/18**

That Committee

RESOLVED TO RECOMMEND

To Increase the precept to £450,000 adding £11630 into the reserves reducing the deficit by just over 23% = £72.76 per band D equivalent in increase of 4.8% which equates to £3.49 or 7p per week.

That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

This was proposed by Cllr Khiroya, seconded by Cllr Watkins and unanimously approved.

**16/47 APOLOGIES FOR ABSENCE**

There was one apology for absence from Cllr Alison Preedy .

**16/48 DECLARATIONS OF INTEREST**

Cllr Watkins declared a non-pecuniary interest in 16/63 as a Trustee of the Chiltern Open Air Museum

**16/49 APPROVAL OF MINUTES**

The Committee

**RESOLVED**

That the minutes of the meeting dated 6<sup>th</sup> December be approved as a true and correct record.

**16/50 MATTERS ARISING FROM THE MINUTES**

The Chair advised that there would be more focus on the Four Year Vision and she asked the Committee Chairs to consider the aims and objectives for each committee to be discussed at the next meeting, in order that proper direction can be given to staff.

**16/51 FINANCIAL COMPARISON STATEMENT 2016/17**

The Christmas lights were discussed. The Clerk advised that the company had offered compensation due to the failure of the lights but no financial offer had yet been made. Cllr Watkins suggested that when the lights worked the previous year they had been good and therefore he suggested that instead of financial compensation the Council request that the company provide the lights free of charge for this year. This suggestion was supported by the Committee as a recommendation to Full Council.

See Recommendation 1

**16/52 QUARTERLY CASHBOOK**

The Committee

**RESOLVED**

To note the report

**16/53 WEBSITE, SOCIAL MEDIA AND MARKETING**

The Chair discussed the work of the website working party but acknowledged that this was expanding to social media and marketing. She advised that the webmaster was invited who advised the group of different options that would enable the office staff to have more involvement with the website. The Clerk advised that she and the Assistant Admin Officer has attended a Social Media Training Course where it had become apparent that a Social Media and Marketing Strategy would be required to give parameters and to protect officers and Councillors. It was agreed that a full report would be issued to the next meeting. The Chair offered to be lead Councillor on this project.

In the meantime the Chair had volunteered to setup an Instagram account for the Council and was seeking approval.

The Committee

**RESOLVED**

That a full report be issued to the next meeting about the Website, Social Media and Marketing

That the Chair be authorised to set up an Instagram account on behalf of the Council for a trial period, which would be monitored and reported back at the next meeting.



## **16/53 APPLICATIONS FOR GRANT FUNDING**

There were three applications under consideration for grant funding.

### **Application from the Citizens Advice Bureau for an outreach centre at Chorleywood Library**

Members considered the additional details that had been supplied by the applicant. They felt that this would be a worthy service for the community and help with services for those who were unable to travel to Rickmansworth.

The Committee

RESOLVED

To grant fund the Rickmansworth Branch of the Citizens Advice Bureau £785 to set up an outreach service at Chorleywood Library for a trial period of one year. This would then be assessed this time next year.

That the CAB would acknowledge that the service was grant funded by the Parish Council on all their materials using the Parish Logo.

This grant was given under LGA 1972 s142(2A)

This was proposed by Cllr Watkins, seconded by Cllr Edwards and unanimously approved.

### **Chiltern Open Air Museum**

The Committee considered this application and agreed that the Museum offered a great experience and educational tool for the local community and surrounding areas.

The Committee

RESOLVED

To send a donation of £250 in support of the Chiltern Open Air Museum

This grant was given under the Section 206 of the LGA 1972 (as amended by the LGA 1985, s. 102(2), Schedule 17)

This was proposed by the Chair and unanimously agreed.

### **CHORLEYWOOD FILM FESTIVAL**

The Committee reviewed the application made by the Film Festival together with the additional information obtained. It was agreed that grants of this kind had been given before and the festival would be a benefit to the Community.

The Committee

RESOLVED

To grant fund the Film Festival £250 towards hall hire for the Film Festival

That the organisers agree to acknowledge the support given by the Parish Council on their publicity material with the use of the Councils logo.

This grant was awarded under the LGA 1972 s145

This was proposed by the Chair and unanimously approved.

#### **16/54 QUIZ NIGHT**

The Committee discussed the proposals within the report. The Chair wished to convey her thanks to Bob and Diane Whitney and the staff for the work carried out on this evening. Each of the recommendations were discussed and the

Committee

RESOLVED

1. That the event be kept to 18 tables
2. That, next year we increase the entrance money by £1 per person to £120 per (£15 per person) table and entry to the Top & Tail event is free.
3. That there should be two volunteers to take sole responsibility for the raffle, splitting the hall between them into 2 groups of 9 tables, and sell them at £5 per strip or £1 each.
4. That a minimum of eight people are required for the setting up of the hall and food preparation
5. Participants continue to make tables clear up at the end of the night.
6. To speed up the process it is suggested that a second empty envelope with a matching number to each Promise. When the Promise is claimed the cash or cheque relating to the promise can be put into the spare numbered envelope and sealed.
7. A team of 2-3 people is needed to deal with winning bidders at the end of the evening.

This was proposed from the Chair and unanimously approved.

#### **16/55 DRAFT PRECEPT 2017/18**

Members considered the details within the report. The Clerk had calculated three options, the Committee asked for calculations on a fourth which would be the revenue budget plus the repairs and renewals capital budget plus half the capital reserves shortfall. The four options are listed below

1. Total capital and revenue figures plus total capital projects would equate to a precept of £402125 + capital £36245 = £438,370 or £70.87 per Band D equivalent an increase of 2.25% which equates to £1.60 per annum or 0.03 pence per week

The reserves fund is £54181 below the amount recommended by the Auditor if this figure was to be added onto the precept the amounts would be as follows

2. Increase the precept to £450,000 adding £11630 into the reserves reducing the deficit by just over 23% = £72.76 per band D equivalent in increase of 4.8% which equates to £3.49 or 7p per week.
3. Increase the precept to £492,551 (Precept of £438,370+shortfall in reserves £54181) = £79.63 per Band D equivalent an increase of 13.01% which equates to £10.36 per annum or 20p per week.
4. Increase the precept to £438,370 plus £27,090 (50% of the capital reserve shortfall) £465,460 = £75.25 per Band D equivalent an increase of 8% which equates to £5.98 per annum or 11.5p per week.

Councillors discussed the details of all of the suggestions, it was noted that it would be unwise to not listen to the auditors and therefore it was felt that suggestion 1 was not an option.

It was noted that whilst the existing budget had been increased in line with RPI inflation of 2% the additional costs of an extra members of staff had been absorbed within this figure. In reality this represented a stand still budget. Whilst the threat of charge capping had not come to fruition this year the threat still remained and therefore for good financial management the council needed to ensure that it had sufficient in reserves to work the business and be in line with auditor recommendations.

Cllr Khiroya stated that having looked at the figures he was satisfied that the increase was justified, fair and reasonable. It was important however to impart information on what the parishioners were getting for their money and the improvements in service product or delivery. The Parish Council were not cutting services but improving them adding value to the community.

At the request of the Chairman the Clerk advised the Committee of the audit requirements with regard to allocated reserves and unallocated reserves. The Clerk confirmed that unlike business, Local Government organisation could not account for reserves in one pot.

After further discussion with every member making their point the Committee made their recommendation to Full Council (**Recommendation 2**)

- 16/56 **FOUR YEAR VISION** - Nothing to report
- 16/57 **HEALTH & SAFETY** - Nothing to report
- 16/58 **ACCIDENTS AND COMPLAINTS RECEIVED** – Noted
- 16/59 **EXCLUSION OF PRESS AND PUBLIC**

The Committee  
RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 15 – 17 and they are instructed to withdraw.

**16/63 CLOSURE**

The meeting having started at 7.36pm closed at 9.45 pm

These minutes have been checked by the Chairman.

Signature ..... Date.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature ..... Date .....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
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<b>PR 16/53</b>	Resolution	A full report to be issued to the next meeting of P&R about the website and the Social Media and marketing strategy. Cllr Jane White to be lead Councillor <b>Next meeting</b>	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
<b>PR 16/41</b>	ACTION	A structural surveyor to be engaged to assess the outside works required as part of the Office Refurbishment and the quote to be brought back to the next meeting. <b>Completed</b>	Clerk
<b>PR 16/41</b>	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting. <b>Ongoing</b>	Clerk
<b>PR 16/42</b>	ACTION	To produce a cut down summary of all the individual committee four year visions. <b>For next meeting</b>	Officers
<b>PR 16/42</b>	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk <b>For next committee cycle</b>	Committee Chairs
<b>PR 16/43</b>	ACTION	To obtain further information on the grant applications <b>Completed</b>	Clerk
<b>PR 16/45</b>	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park <b>Ongoing</b>	Clerk
<b>PR 16/41 &amp; 45</b>	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues. <b>Ongoing</b>	Cllr Raj Khiroya
<b>16/53</b>	Action	To notify applicants of successful grant applications with agreed terms and conditions	Clerk
<b>16/62</b>	Action	To obtain a second quote for Architectural Services	Decision delegated to Chair, Cllr Khiroya and Clerk



At : 16:42

## Parish Current Account

## List of Payments made between 18/11/2016 and 24/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2016	EON	DD	133.02		Elec - South Lodge
21/11/2016	Sundown Screens	409636	-1.00		Bank Error
29/11/2016	CASH	409720	176.13		Petty Cash
30/11/2016	BT	DD	30.60		Fax Line Rental
05/12/2016	British Gas	DD	25.42		Boiler Service Plan
06/12/2016	CW & District Hort Society	409731	100.00		Judging of Allotment Comp
06/12/2016	Society Of Local Council Clerk	409732	250.00		Subscription
06/12/2016	Maydencroft farm	409721	2,116.20		Common Grazing 2016
06/12/2016	Right Maintenance LTD	409722	2,115.58		Retention fee WMH
06/12/2016	Falon Nameplates LTD	409723	691.56		Mem Plaque Q193 Margot
06/12/2016	Falon Nameplates LTD	409724	334.56		Mem Plaque Q1021 Williams
06/12/2016	Falon Nameplates LTD	409725	691.56		Mem Plaque Thomas
06/12/2016	Falon Nameplates LTD	409726	334.56		Mem Plaque Q715 Grant
06/12/2016	Falon Nameplates LTD	409727	691.56		Mem Plaque White Q251B
06/12/2016	Falon Nameplates LTD	409728	691.56		mem Plaque Q771 Hodgson
06/12/2016	Havas people LTD	409729	372.29		Ass Parish Ranger Advert
06/12/2016	George Browns LTD	409730	68.58		Blower Repair
06/12/2016	Plantscape	409733	3,648.00		Christmas Lights
06/12/2016	Hertfordshire County Council	409734	32.05		Hand Gel, Bleach, Pocket Files
06/12/2016	Falon Nameplates LTD	409735	334.56		Mem Plaque Q700 Beasley
06/12/2016	J. Byne Haulage LTD	409736	240.00		Skip Cem
06/12/2016	George Browns LTD	409737	391.03		Tractor O Rings
06/12/2016	Peter Flemming	409738	103.50		Website Work
06/12/2016	Three Rivers District Council	409739	138.39		Fire Insurance Premium South L
08/12/2016	Co-op Bank	DD	2.00		Co-op Credit Card - Nov
13/12/2016	Falon Nameplates LTD	409756	725.94		Q1051 Day Mem Plaque
13/12/2016	Mrs L Watts	409744			Salary
13/12/2016	Mr A Goddard	409745			Salary
13/12/2016	Mr P Palmer	409746			Salary
13/12/2016	Mr C Watts	409747			Salary
13/12/2016	Mrs Y Merritt	409748	£12626.83	Total Salaries Dec	
13/12/2016	Miss L Hamilton	409749			Salary
13/12/2016	Mrs C James	409750			Salary
13/12/2016	Mrs M Putman	409752			Salary
13/12/2016	Inland Revenue	409753	5,279.96		Tax & NI
13/12/2016	Herts County Council	409754	5,059.48		Superannuation
13/12/2016	Mrs Y Merritt	409755	28.50		Biscuits for Lunch Club
13/12/2016	Mrs Y Merritt	409741	56.71		Staff Gifts
15/12/2016	Three Rivers District Council	DD	81.00		Cem Rates
16/12/2016	BT	DD	25.76		Broadband Line Parish
19/12/2016	Eon	DD	144.61		Elec Bill South Lodge
19/12/2016	BT	DD	110.20		Broadband Services line Rental
21/12/2016	Konica Minolta	409757	328.14		Photocopier Quarterly Lease
21/12/2016	Miriam Freehily	409758	80.00		Facebook/ Twitter Training
21/12/2016	TBs Hygiene LTD	409759	312.00		Dog Bin Emptying
21/12/2016	YODO CREATIVE LTD	409760	846.00		CW Matters Autumn 16
21/12/2016	Electrical testing LTD	409761	464.40		Inspection & testing

At : 16:42

## Current Account

## List of Payments made between 18/11/2016 and 24/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2016	Konica Minolta	409762	279.82		Copy 17/09/16- 16.12.16
21/12/2016	Mrs Y Merritt	409764	195.69		Refund of Petty Cash
21/12/2016	Mr R Whitney	409763	2,671.25		Quiz Night Expenses
30/12/2016	BT	DD	30.60		Mobile Broadband
10/01/2017	Teleshore Uk LTD	409771	-589.20		Missing Cheque - re Issue
10/01/2017	Teleshore	409771	589.20		inv no 14416 Grass mound cover
10/01/2017	War Memorial Hall	409772	141.85		Hire of hall Quiz Night
10/01/2017	Arnett Hills JMI School	409776	359.00		Quiz Night Proceeds
10/01/2017	Chiltern Open Air Museum	409777	359.00		Quiz Night Proceeds
10/01/2017	CADS	409778	359.00		Quiz Night Proceeds
10/01/2017	CW Choral Society	409779	359.00		Quiz Night Proceeds
10/01/2017	CW Community Arts Centre	409780	359.00		Quiz Night Proceeds
10/01/2017	CW Friends of Prostate Sufferer	409781	359.00		Quiz Night proceeds
10/01/2017	CW Lit Fest	409782	359.00		Quiz Night Proceeds
10/01/2017	CPADS	409783	359.00		Quiz Night Proceeds
10/01/2017	1st CW Scouts	409784	359.00		Quiz Night Proceeds
10/01/2017	CW Twinning	409785	359.00		Quiz Night Proceeds
10/01/2017	Christ Church School	409786	359.00		Quiz night Proceeds
10/01/2017	FOCWHE	409787	359.00		Quiz Night Proceeds
10/01/2017	CW Library Volunteers	409788	359.00		Quiz Night Proceeds
10/01/2017	Hurstleigh	409789	359.00		Quiz Night Proceeds
10/01/2017	Paul Strickland Scanner Centre	409790	359.00		Quiz Night Proceeds
10/01/2017	Russell School PTA	409791	359.00		Quix night Proceeds
10/01/2017	St Clement Danes School PA	409792	359.00		Quiz Night proceeds
10/01/2017	Watford Mencap	409793	500.00		Watford mencap
10/01/2017	CW Evening WI	409794	359.00		Quiz Night Proceeds
17/01/2017	Mr A Goddard	409795			Salary
17/01/2017	Miss L Hamilton	409796			Salary
17/01/2017	Mrs C James	409797			Salary
17/01/2017	Mrs Y Merritt	409798	£12096.16	Total Salaries Jan	Salary
17/01/2017	Mr P Palmer	409799			Salary
17/01/2017	Mr C Watts	409800			Salary
17/01/2017	Mrs L Watts	409801			Salary
17/01/2017	Mrs M Putman	409802			Salary

<b>Total Payments</b>	62,258.61
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At : 16:44

## Current Bank Account

## List of Payments made between 18/11/2016 and 24/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2016	EON	DD	13.20		Elec Hollybush
21/11/2016	EON	DD	22.50		Elec- Bullsland
21/11/2016	EON	DD	123.98		Elec WMH
21/11/2016	EON	DD	176.40		Gas WMH
21/11/2016	BT	DD	26.76		WMh WIFI
29/11/2016	Mr J Ruth	W403721			Salary
29/11/2016	Philec	W403713	0.02		Inout Mistake
30/12/2016	Thames Water	DD	17.91		DD C
01/12/2016	Thames Water	DD	17.91		Water
01/12/2016	Thames Water	DD	17.91		Water Memorial Hall
06/12/2016	Hertfordshire County Council	W403722	302.48		Blinds for Common room
06/12/2016	Three Rivers District Council	W403723	70.00		Prem Licence - Hollybush Hall
08/12/2016	Co-op Bank	DD	2.00		Credit Card
08/12/2016	Co-op Bank	DD	2.00		Credit Card Nov
13/12/2016	B Gardener Services	W403728	95.00		Repair to Hand Rail Hollybush
13/12/2016	Mrs M Putman	W403724			Salary
13/12/2016	Mr M Arnold	W403726			Salary
13/12/2016	Mr D Sears	W403727			Salary
13/12/2016	Hertfordshire County Council	W403729	780.65		Superannuation
13/12/2016	Inland Revenue	W403730	434.42		Tax & NI
13/12/2016	Mrs L watts	W403731			Salary
15/12/2016	TRDC	DD	17.00		Bullsland NNDR- Dec
15/12/2016	TRDC	DD	22.00		Hollybush NNDR Dec
15/12/2016	TRDC	DD	248.00		WMH NNDR Dec
19/12/2016	Elec Hollybush	DD	14.19		Elec Hollybush
19/12/2016	E.on	DD	25.01		Elec Bullsland
19/12/2016	E.on	DD	97.08		Elec WMH
19/12/2016	E.on	DD	235.52		Gas WMH
21/12/2016	Mr J Ruth	W403733			Salary
21/12/2016	Just Projectors	W403732	996.58		Screen For Projector
22/12/2016	BT	DD	26.76		Bullsland Hall WIFI
01/01/2017	Mrs M Putman	W403738	802.10		W403738
17/01/2017	Mr M Arnold	W403735	Total Salary £2068.29 Jan		Salary
17/01/2017	Mrs H Sears	W403736			Salary
17/01/2017	Mrs L Watts	W403737			Salary

<b>Total Payments</b>	<u>7,928.11</u>
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# **Chorleywood Parish Council**

*Internal Audit Report 2016-17: Interim update*

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*Adrian Shepherd-Roberts*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Chorleywood Parish Council.

This report sets out the work undertaken in relation to the 2016-17 financial year, which took place on 12<sup>th</sup> & 13<sup>th</sup> September 2016 and 17<sup>th</sup> January 2017. At our first visit we also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2015-16, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

## **Internal Audit Approach**

In undertaking our reviews for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are pleased to acknowledge that Council members and officers operate a sound, proactive approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council has commenced with RBS Omega software for this financial year to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structures are in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2015-16;
- Reviewed the current account bank reconciliations as at 30<sup>th</sup> April, 31<sup>st</sup> July 2016 and 30<sup>th</sup> November 2016 ensuring that no long-standing "out-of-date" cheques or other anomalous entries exist;
- Reviewed transactions on the Council's other accounts where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to November 2016 between the cashbook and Co-op bank statements, inter account transfers; and
- Checked and agreed each "sweep" transfer between the current and business premium account for the year to 30<sup>th</sup> September 2016.

### *Conclusions and recommendation*

*No significant issues arise in this area, however, further training has been discussed with the Clerk and arrangements are being made to effect a further days training with RBS Rialtas, the software provider.*

*At our first visit we also considered and recommended that it would be best practice to have the cashbook analysis, bank account reconciliations and purchase ledger for both the Parish Council and the War Memorial Hall managed by one member of staff with an independent check completed by another member of staff.*

*R1. For best practice the cashbook analysis, bank account reconciliations and purchase ledger should be managed by one member of staff with an independent check completed by another member of staff. We note that this is now being undertaken.*

## Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

- We have continued our review of the full Council and Standing Committee minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We noted at our previous audit that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and approved by Full Council in November 2015 to include the new Procurement Guidelines (Issued April 2015).

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment. We will undertake further work at our final visit.*

## **Review of Expenditure**

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

Council resources are released in accordance with the Council's approved procedures and budgets;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed;
- To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to November 2016 including all those individually in excess of £2,000 together with every 30<sup>th</sup> payment with 13 examined to July 16 totalling £119,874 equating to 48% of total non-pay related expenditure.

In relation to VAT, we note that quarterly, electronic return submissions (as required by extant legislation) continue to be made, at the first visit, we verified the June 2016 submission to the underlying control account and will review further VAT submissions at our final visit.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We will undertake further work at our final visit and ensure that VAT balance is accurately recorded in the year end debtors.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment, which approved by Policy & Resources Committee in April 2016; and
- At our first visit for 2016-17 we examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area which includes Public Liability and Employers Liability at £10million respectively and Fidelity Cover at £150,000.

### **Conclusions**

*No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place. We again take this opportunity to remind the Clerk and members of the now mandatory requirement for financial and associated risk registers to be the subject of at least annual review and formal adoption by the Full Council.*

## **Budgetary Control & Reserves**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority and that effective arrangements are in place to monitor budgetary performance throughout the financial year. We will also confirm that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We have been advised that the Council will complete this process in January 2017 and will consider the action taken and outcome, also ensuring the formal approval and adoption of the 2017-18 precept at our final visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### **Conclusions**

*There are no matters requiring formal comment or recommendation in this area of our review process currently. We will undertake further work at our final visit.*

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

In relation to burials, we have reviewed the Interment Register, Exclusive Rights of Burial and Memorials records examining a sample of entries, relating to each area, to ensure that each is supported by all the relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We will ensure that the income is correctly reported in the annual return at our final visit for this financial year.*

## **Petty Cash Account**

We are required, as part of the annual Internal Audit reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an Imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for both the Parish Council and the maximum of £50 held in respect War Memorial Hall at this visit to ensure that the systems continue to operate effectively, also verifying the receipts and the physical cash held against the control records maintained.

### *Conclusions*

*No matters arise warranting formal comment or recommendation.*

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in August 2016;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by duly authorised timesheets.

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area:*

## **Investments and Loans**

The Council “invests” surplus funds in a Co-op Instant Access account, National Westminster account and a Scottish Widows “60-day investment account”. We have reviewed and verified detail for the year to date , together with accumulated gross interest with no issues arising. The Council has no loans either repayable to or by it.

### ***Conclusions***

***There are no issues arising in this area to warrant formal recommendation. We will undertake further work at our final visit***

## Action Plan

Rec. No.	Recommendation	Response
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### Maintenance of Accounting Records & Bank Reconciliations

R1	For best practice the cashbook analysis, bank account reconciliations and purchase ledger should be managed by one member of staff with an independent check completed by another member of staff.	We note that this is now being undertaken.
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