

Month No : 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Policy & Resources					
200	<u>Salaries - Policy & Resources</u>				
4000	Salaries	27,221	80,085	52,864	52,864
4020	PAYE & NI	10,079	34,000	23,921	23,921
4030	Superannuation	8,782	32,500	23,718	23,718
4050	Training & Conferences	1,322	1,350	28	28
4055	Travelling Expenses	655	2,225	1,570	1,570
	Salaries - Policy & Resources :- Expenditure	48,059	150,160	102,101	0
	Net Expenditure over Income	48,059	150,160	102,101	
210	<u>General Administration</u>				
4000	Salaries	1,558	0	-1,558	-1,558
4020	PAYE & NI	2,887	0	-2,887	-2,887
4030	Superannuation	2,651	0	-2,651	-2,651
4100	Website	293	1,200	908	908
4105	Photocopying	654	3,800	3,146	3,146
4110	Postage	496	1,340	844	844
4115	Stationery & Office Equipment	300	1,600	1,300	1,300
4120	Subscriptions & Donations	2,083	2,500	417	417
4125	Office Cleaning	250	500	250	250
4130	Office Maintenance	939	1,725	786	786
4135	Computer	4,670	4,500	-170	-170
4140	Village Day	2,501	2,500	-1	-1
4145	Christmas Lights	0	3,000	3,000	3,000
4150	Purchase of Caddy Sacks	82	200	118	118
4155	Chorleywood in Bloom	992	3,000	2,008	2,008
4160	Mapping System	0	2,725	2,725	2,725
4900	Misc Expenditure	292	1,000	708	708
	General Administration :- Expenditure	20,647	29,590	8,943	0
1200	Chorleywood in Bloom	-470	1,500	-1,970	0
1210	Village Day Income	5,579	5,000	579	0
1220	Sale of Parish Map	0	50	-50	0
1230	Caddy Sacks	0	250	-250	0
1250	Contribution from VMH	1,437	1,340	97	0
1900	Miscellaneous Income	330	750	-420	0
	General Administration :- Income	6,875	8,890	-2,015	
	Net Expenditure over Income	13,772	20,700	6,928	

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<u>220</u> Services - General					
4200 Rates	1,783	4,545	2,762		2,762
4201 Recycling Office	79	0	-79		-79
4205 Gas	254	4,050	3,796		3,796
4210 Electric	388	0	-388		-388
4215 Water	23	0	-23		-23
4220 Telephone	1,295	4,550	3,255		3,255
Services - General :- Expenditure	3,823	13,145	9,322	0	9,322
Net Expenditure over Income	3,823	13,145	9,322		
<u>230</u> Community Engagement					
4250 Chorleywood Matters	1,200	5,150	3,950		3,950
4255 PCSOs	13,063	28,500	15,438		15,438
Community Engagement :- Expenditure	14,263	33,650	19,388	0	19,388
Net Expenditure over Income	14,263	33,650	19,388		
<u>250</u> Grants & S137 Payments					
4300 Grants Given	0	500	500		500
4305 S137 Payments	0	0	0		0
4310 War Memorial Hall Grant	20,000	20,000	0		0
Grants & S137 Payments :- Expenditure	20,000	20,500	500	0	500
Net Expenditure over Income	20,000	20,500	500		
<u>260</u> Professional Fees - P&R					
4350 Audit	369	3,000	2,631		2,631
4355 Legal & Professional Fees	0	1,500	1,500		1,500
4360 HR Service Contract	0	4,500	4,500		4,500
4365 Insurance	9,729	10,500	771		771
4370 Health & Safety	0	1,000	1,000		1,000
Professional Fees - P&R :- Expenditure	10,098	20,500	10,402	0	10,402
Net Expenditure over Income	10,098	20,500	10,402		
<u>270</u> Civic					
4400 Chairman's Allowance	90	450	360		360
4405 Chairman's Charity	0	400	400		400
Civic :- Expenditure	90	850	760	0	760

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1270 Chairman's Charity Income	280	400	-120		0
Civic :- Income	<u>280</u>	<u>400</u>	<u>-120</u>		
Net Expenditure over Income	<u>-190</u>	<u>450</u>	<u>640</u>		
Policy & Resources :- Expenditure	116,980	268,395	151,415	0	151,415
Income	7,155	9,290	-2,135		
Net Expenditure over Income	<u>109,824</u>	<u>259,105</u>	<u>149,281</u>		

Detailed Balance Sheet (Excluding Stock Movement)

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<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	4,821	0	4,821
101	Reserve Debtors 2015/16	1,759	0	1,759
105	VAT Control Account	5,119	0	5,119
200	Current Account	-1,416	0	-1,416
210	Bank Instant Access Account	247,004	0	247,004
220	Natwest Account	71,508	0	71,508
240	Scottish Widows 60 Day Account	81,817	0	81,817
280	Petty Cash	421	0	421
Total Current Assets		411,033	0	411,033
<u>Current Liabilities</u>				
500	Creditors	6,007	0	6,007
501	Reserve Creditors	8,229	0	8,229
505	Receipts in Advance	53	0	53
540	Chorleywood Library Volunteers	-600	0	-600
Total Current Liabilities		13,688	0	13,688
Net Current Assets		397,344	0	397,344
Total Assets less Current Liabilities		397,344	0	
<u>Represented By :-</u>				
300	Current Year Fund	57,049	0	57,049
310	General Reserve	340,295	0	340,295
Total Equity		397,344	0	397,344

Date: TUESDAY 13th SEPTEMBER 2016

Subject: BANKING

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk, Deputy Clerk

1. RECOMMENDATIONS

1.1 The Committee are asked to consider whether to increase the credit limits on the Credit cards for the Parish and the War Memorial Hall to allow greater flexibility.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

4.1 The credit cards are only used for purchases where accounts with suppliers either cannot be set up or it is inefficient to do so for one off purchases.

4.2 The credit cards are kept securely in the office

4.3 All spend on the card comes through on statements to the office, there can therefore be no unauthorised spend.

4.4 All purchases are identified on the quarterly transactions lists that are presented to Full Council.

4.4 The Clerk, or in her absence the Deputy Clerk, authorises all spend on the cards.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Purchases made are generally as a result of committee resolutions, required for the day to day running of the office and equipment, Health and Safety reasons or the Financial Regulations 1.35 state that:

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 The Parish Office currently has two credit cards, one used for purchases for the Parish, one for purchases for the Halls. The credit limits are currently £250 for the Halls and £500 for the Parish. This is a monthly limit not a transaction basis.

7.2 It is becoming increasingly common that purchases have to be held back until the following month as the expenditure would take the card over the limit. For urgent items personal credit cards are sometimes used with the expenditure then being re-imbursed through either Petty cash or cheque.

7.3 A recent example was the purchase of the replacement Fridge for the Bullsland Hall which cost just over the credit limit. As the Fridge was urgently required, a personal credit card for the Clerk was used and re-imburement made through cheque.

7.4 To increase the credit limits a resolution is required from the Council. An application form will then need to be completed and signed as per the current bank mandate and submitted to the Bank.

Date: TUESDAY 13th SEPTEMBER 2016

Subject: Office Refurbishment

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the refurbishment of the Council offices
- 1.2 That the Committee consider the suggestion of a flag pole for outside the office with the Union Flag and a Parish Council logo flag.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 This refurbishment has been discussed under the four year vision for a number of years

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 None Specific

4. RISK MANAGEMENT ISSUES

- 4.1 The Council has been made aware that the office space is no longer fit for purpose and

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The Council have an obligation to provide adequate office space for its employees
- 5.2 The Council have set aside £20,000 in the budget for this work to be carried out.
- 5.3 As the building is leasehold it will be necessary to obtain permission from TRDC for the internal works to be carried out.

6. LEGAL ISSUES

- 6.1 Investigation indicates that permission would be required from TRDC as land owners but planning permission would not be required for the building works to take place.
- 6.2 Planning permission would also not be required for the flag pole, and whilst the lease agreement included the land to the front of the building it may be necessary to obtain the land owners permission.

7. BACKGROUND INFORMATION

7.1 Members will be aware that the Parish Office has been deemed to be unfit for purpose. An estimate for the necessary works has been obtained which will include the following

- Work to the Council chamber including a new door, window to the rear, lighting, new flooring, double doors into the current office and decoration throughout.
- Removal of the kitchen wall to create more space, new kitchen, flooring and decoration
- Toilets - Removal of existing urinal in gents, removal of wash hand basin, demolition of wall to ladies WC to create unisex toilets with new flooring and decoration throughout.
- Create store in the new area which was once the ladies WC area.
- New flooring and decoration to the current office and clerk's office which will become the meeting room.
- The estimates costs are £19880 with a PC sum of £1500 for the new office window and £5000 for the kitchen (which includes moving the boiler) There will also need to be a 20% contingency.

7.2 It is estimated that the work will take four weeks to complete and therefore it would be necessary for the staff to move temporarily to the Common Room at the War Memorial Hall.

7.3 Now that the Common room is finished it would be possible to hold Council meetings there.

7.4 As part of the refurbishment the Chair has specifically asked that the Council consider a flag pole outside the office. Estimated costs for this are unlikely to exceed £300 which would include the Union flag and the Parish Council logo flag.

Government legislation states that

- Flying one or two flags within the grounds of a building You can now fly up to two flags (before the changes only one flag was allowed) within the grounds (the regulations refer to "curtilage") of a building subject to the conditions listed below:
 - There are no restrictions on the size of the flag, but any flagpole may not exceed 4.6 metres above ground level
 - Consent is required if the flag is to be flown in a controlled area
 - Up to two flags can be flown without consent in the grounds of a building, but only one flag can be flown within the grounds of a building if another flag is either being flown from the roof, or is projecting from the building

1. Policy & Resources

Item	Detail	Other Committees affected	Prioritisation rank 1-5, 1 is the highest priority	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion	Progress
Grants & Funding	A cross Panel to be set up to look at grants and funding to try and get more funding for projects	All		2-3 Councillors and an officer to sit on G&F Panel- to access and apply for G & F MJ to link up with Dacorum, working with LS and WB to work through EU and local opportunities	Staff time	?	Update and review progress at each P&R meeting	Ongoing. Halted – is this still required?
Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward	All		Office to commence work on the directory working through leases and other relevant documentation to establish a database that allows the Council to understand when renewals, maintenance etc. are required	Staff time Database software?	September 2016	Review in September 2017 at P&R	Commenced with working party set up Cllrs White, Khiroya, Wood & Clerk
Website	To Look at the website for all committees and update details with easy to understand direction.	All		Committee set up of Cllrs Wood and White with the Admin Assistant and Deputy Clerk	None Specific	September 2016		Working party of Cllr White & Wood, Admin Assistant & Deputy Clerk
South Lodge refurbishments	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.	All		A sub Committee be setup to look at all the council owned and leased buildings with a view of creating a proper maintenance schedule.				
Asset Register	To create an online digital asset register	All		Staff		October 2016		

Date: TUESDAY 13th SEPTEMBER 2016

Subject: Electrical Testing

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk, Deputy Clerk

1. RECOMMENDATIONS

1.1 To consider any actions necessary as a result of the recommendations brought to the attention of the Council by the electrician completing the Electrical Testing and Emergency Lighting annual checks this year at the Parish Office

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

Emergency Lighting:

4.1 BS5266-1:2011 Emergency Lighting requires the electrician undertaking the annual tests to look at the use of the building for the purposes of the requirements of an emergency lighting system. As a response to the requirements they feel that because of the following reasons the recommended time of light can be reduced

- The Building only has 4 members of permanent staff
- The building has no corridors over 3m in total length
- The building has no rooms of 60m² that requires the need for emergency lighting
- The building is only used by persons who are familiar with its layout
- The offices are rarely used outside of working hours
- The building does have four functioning emergency exit legends showing the change of direction and escape route
- Both rooms lead directly on to an emergency exit.

However the Council building does not meet all the requirements for the emergency lighting regulations. It has no external exit lights and no lobby light within the front porch. They have recommended that these be

installed. They have further recommended that the batteries for the emergency exit lights to give the full 3 hour duration, the luminance of 1 lux throughout was met only for 60 mins.

Electrical Inspection:

The Electrician has stated that 'the Council Offices are now the most electrically antiquated installation still in service belonging to the Parish Council'. The Distribution board is of a type that has no RCD protection and older style MCB's. This however was installed to the current regulations at the time and was seen as compliant. As the regulations have changed over the past 25 years this installation has not been modernised and is falling behind with a lot of departures against the current version of BS7671. He advises that the lack of RDC protection to sockets should now be thought about on an upgrade and also with the current fire regulations it would be seen as a good investment to update just the consumer unit to the main offices. It has been passed as satisfactory this year but in their opinion it should be upgraded for overall safety reasons.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 The electrician is required to raise any issues or observations from the annual emergency lighting and Electrical testing checks that need to be brought to the attention of the employer ie the Parish Council.

7.2 The reports and observations within this report are for the Parish Office only. Observations for the Halls will be reported to the next Village Halls Committee.

7.3 It is hoped that during the next year works will be carried out to re-arrange the Parish Office accommodation and consideration could therefore be given to any necessary electrical works being carried out at this time.