

REPORT OF THE POLICY & RESOURCES COMMITTEE EXTRA ORDINARY MEETING 15TH NOVEMBER 2016

MEMBERSHIP & ATTENDANCE

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

*Denotes members present

- Officers Present:** * Yvonne Merritt – Clerk
* Claire James – Deputy Clerk

There were no members of the public present

16/27 APOLOGIES FOR ABSENCE

There was one apology for absence from Cllr Alison Preedy .

16/28 DECLARATIONS OF INTEREST

There were no Declarations of Interest

16/29 REVISED BUDGET 2016/17

The Chair explained that the costs associated with the Community Plan were made up purely of printing and delivery costs. £1000 sponsorship had been obtained towards the costs, but it was a source of disappointment that Government funding had stopped towards the scheme.

Mapping System: The Chair questioned the underspend on the mapping system. The Clerk advised that this was due to a misunderstanding on the makeup of the initial costs. It had been understood that there was an annual rental for the system whereas in fact the system was purchased and there was a smaller maintenance charge each year plus ad hoc assistance with specific map requests. A budget in the order of £750 - £1000 was therefore more realistic.

The Committee

RESOLVED

To agree the revised budgets.

16/30 BUDGET STRATEGY 2017/18

The Chair clarified the wording in the budget strategy paper para 7.4 and asked if all Members were happy that they understood what a revenue budget was which the Clerk then explained. It was noted that there would be no revenue grant from the District this year. The District had given notice to Parishes three years

previously and had reduced it down proportionally over the period. This therefore meant that there was a £7K reduction in income. The Chair then asked for each Members views on the strategy that should be put in place for 2017/18. Specific questions were asked with respect to whether Members wanted to replenish reserves in line with auditors recommendations, run with the existing deficit or go further into deficit noting the audit requirement that reserves held at a level equal to 50% of the precept. It was noted that nothing was formally agreed yet at District level with respect to the Tax Base. It was suggested that the Community Plan had been completed which parishioners would now expect to see some action on. The Clerk advised that she had received notice that the Government had charge capped 12 parishes and although this was out of 9,000 it was understood that they would be looking at the possibility of charging capping all parishes within the next two years. She suggested that Members might like to be mindful of this when agreeing the strategy. Several expressed the view that the Council needed to be accountable to the Community. There was a general consensus that a rise in line with inflation was justifiable and reducing the Reserves deficit to zero over two years to be in line with Auditors recommendations made sense. At the same time ways of cutting costs or increasing income should be looked at. The Clerk advised a couple of positive effects on the budget in the form of the Hollybush letting which increased revenue on the halls by about 35% and would negate the need for the Parish to subsidise the Halls. Additionally all the halls except the War Memorial are now below the threshold for paying business rates. It was noted that the additional Ranger costs would be offset by some of these gains.

The Committee

RESOLVED

That the budget strategy for 2017/8 would be a 2% increase in line with RPI and that the shortfall in the reserves be replenished over a two year period.

This was proposed from the Chair and carried unanimously.

With respect to the allocated Capital Reserves it was noted that the amount being put away for elections was likely to fall short of the amount required based on the costs of the last by election. It was also noted that if another by election took place in the next 18 months, the reserved amount would be wiped out. Although costs may be shared for the council elections in 2018 with either County or District, this could not be quantified at this stage. It was therefore noted that P&R would put a bid in for Elections reserves to be increased.

16/31 CHORLEYWOOD IN BLOOM – MAIN AND NEW PARADE

It was noted that the Chorleywood in Bloom project had been such a success that residents were now asking when the group would be taking on the improvement of Main and New Parade flower beds in the Village. It had reached the stage where the working group needed guidance from the Council on how they wished to move forward and number of options were presented to Members and discussed. It was noted that not only were there set up costs but any solution needed to be future proof in terms of impact on the resources of the Council. It was also complicated by the ownership of the land in question resting with Herts County, maintenance being carried out by TRDC and many utilities running under the land in question limiting what could be done with the area.

The Committee

RESOLVED

That the Council was not in a position to commit further time and resources at this time but would actively encourage and support the Residents Association or any other organisation wish to take on the project

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

16/32 CLOSURE

The meeting having started at 7.30 pm, finished at 8.40 pm

These minutes have been checked by the Chairman.

Signatureagreed via email..... Date.....22nd November 2016.....

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

Signature Date

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 8 31/10/2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
100	Debtors	6,425	0	6,425
101	Reserve Debtors 2015/16	1,759	0	1,759
105	VAT Control Account	10,541	0	10,541
200	Current Account	51,189	0	51,189
210	Bank Instant Access Account	277,921	0	277,921
220	Natwest Account	71,508	0	71,508
240	Scottish Widows 60 Day Account	81,817	0	81,817
280	Petty Cash	448	0	448
Total Current Assets		501,607	0	501,607
<i>Current Liabilities</i>				
500	Creditors	-2,093	0	-2,093
501	Reserve Creditors	7,722	0	7,722
505	Receipts in Advance	53	0	53
520	Easement Income	1,338	0	1,338
540	Chorleywood Library Volunteers	-600	0	-600
Total Current Liabilities		6,419	0	6,419
Net Current Assets		495,188	0	495,188
Total Assets less Current Liabilities		495,188	0	
<i>Represented By :-</i>				
300	Current Year Fund	154,898	0	154,898
310	General Reserve	340,295	0	340,295
Total Equity		495,192	0	495,192

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 7

Date: TUESDAY 6TH DECEMBER 2016

Subject: WEBSITE

Committee Member:

Officer Contributors: Deputy Clerk, Work experience student

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – Observations of French student on work experience in the Parish Office

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 That the Committee review the observations and suggestions made and decide how to move the Parish Council website forward.

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 08.09.15 Minute 15/22 Four Year Vision

Communication – It was noted that technology had moved on and members felt that generally the Council was getting much better at PR, with the use of branding and social media, but felt that as there was still some way to go, to include a review of the website and therefore this should stay on the four year vision with a revision that the topic be called Communication and PR

The Committee

RESOLVED

That the following items would be incorporated in the Four Year Vision for P&R

- Communication and PR,
- Performance Development Reviews,
- Office Accommodation
- Maintenance Plans for Parish Council Assets.

2.2 P&R 26.01.16 Minute 15/56 WEBSITE

Cllr Trevett stated that the information provided about the website was out of date. The Clerk acknowledged this advising this was why it had been brought to committee. Cllr Dickens asked once the website had been updated would the officers take control of data input. The Clerk responded stating that the webmaster was quick and efficient and he could update the website probably quicker that officers would be able to do. He also added value

by keeping the scroller and photos up to date. It was acknowledged however that the entire website needs to be reviewed. Cllr White had already agreed to look at the Open Spaces pages, and Cllr Green advised that she also wanted to become involved. Cllr White advised that she had been looking at other parish websites and would prepare a mock up with headings and a layout for the next meeting. Cllr Green advised that she would look at the content and make suggestions regarding headings and organisation of materials.

2.3 P&R 26.01.16 Minute 15/58 Four Year Vision

The Committee

RESOLVED

That the four items to be included in the four year vision from the Policy and Resources Committee would be

- South Lodge refurbishment
- Property Register and Maintenance schedule
- Website Update
- Property Acquisition.

This was proposed by the Chairman and unanimously agreed.

2.4 P&R 05.04.16 WEBSITE Recommendation 1 Minute 15/69

Cllr Barbara Green was not present at the meeting to present her recommendations. It was noted however that Cllrs Jane White and Jenny Wood had come up with some good ideas that could be taken forward. Cllr Martin Trevett stated that it was important to raise the profile of the Parish Council. There was confusion over which Council i.e. Parish, District of County, is responsible for what, particularly at Parish level and perhaps this could be made clearer. The Clerk suggested that a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James.

The Committee

Resolved to Recommend to Full Council

That a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James to take the ideas forward.

2.5 Full Council Minute 15/82 Committee Minutes P&R 5th April 2016

The Council

RESOLVED

That a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James to take the ideas for the website forward.

This was proposed from the Chair and carried unanimously.

2.6 P&R 12.07.16 Minute 16/12 Four Year Vision

It was agreed that the Website needed to take priority and members felt that the addition of FAQ would benefit everyone. The Clerk advised that officers had already been allocated the task and would have the initial meeting once everyone had returned from their summer holidays.

2.7 Village Halls 24.05.16 Minute 16/09 Website

Cllr Jenny Wood had looked at the website and put forward suggestions on what should be included. The current focus was on the history of the halls but the main reason people would want to view the pages would be for information about hiring etc. The history was important but should not be the first thing people see.

She suggested that the following should be included

- Photo Gallery – with an emphasis on private function especially weddings and children's parties
- Full address and contact details with a map including walking/driving/public transport directions. Stressing the proximity of the M25 and also to include taxi links
- Parking arrangement
- Plan of the halls to include layout, dimensions including height etc and explain how the WMH and Common Room can be used separately or together.
- Capacity – parties, theatre style
- Free use of tables, chairs, (numbers) crockery and cutlery. (also that we do not have glasses)
- Times for hire and arrangements regarding set up and clearing away
- Details of alcohol licence and cost

Also to be included should be

- Full size sound system
- Large stage and lighting
- Hearing loop
- Free WiFi
- Large commercial kitchen and dishwasher
- Disabled facilities
- Glitter ball

To give examples of the type of hire to include

- Weddings
- Childrens parties
- Youth Activities
- Dance and theatre
- Fairs – craft, Antique, carboot
- Indoor bowls
- Horticultural shows etc

The site should include how to book, terms and conditions and hire fees.

Members were asked to look at other websites to see what they liked and didn't like and forward these comments to the Cllrs on the working group.

The Council had agreed a working party consisting of Cllrs White and Wood, the Admin Officer and Deputy Clerk would hold a meeting with the web designer to look at ways of moving this forward.

2.8 Village Halls 27.09.15

16/29 FOUR YEAR VISION

It was noted that the website team would be meeting in the very near future to discuss the what should go on the webpages. It was noted that this committee would like availability to be put on the website and perhaps arrange for virtual tours of the halls as well as frequently asked questions. It was also suggested that officers look at an online booking system which could then be linked to the website.

2.9 Open Spaces 12.01.16 Minute 15/76 Website

The Clerk explained the reason for bringing the website to the committee's attention and advised that this was being done for all committees. The website content had been established a number of years ago and whilst specific content was updated as appropriate, the majority of it was as originally set up. It was agreed that there were items that needed to be added in a positive manner with more up to date information required. The idea of a Ranger's page or 'Blog' was raised which could provide details of what to look out for in the next couple of months on a rolling basis and links provided to other websites which explained the reasons for some of the actions being taken on the Common.

The addition of a 'Frequently asked Questions' page was suggested. All Members, and members of the public present, were invited to come up with questions to be answered on such a page. Cllr Jane White offered to produce a first cut of ideas for the Open Spaces elements of the Website for Members to consider.

The Committee

RESOLVED

To note the report and the offer of Cllr Jane White to produce a first cut of ideas for the Open Spaces elements of the website.

2.10 Open Spaces 08.03.16 Minute 15/92 Website

Cllr Jane White gave a presentation on her findings and ideas for the Parish Council Website. She expressed the view that it was acceptable but a little dated but that there were a number of improvements that could be made to aid navigation and make information more accessible. A lot of the pages were very wordy and required perseverance to get to required information eg costs which were often at the bottom of a page. The Common was not promoted sufficiently and all the awards that the Common has were not obvious. It was suggested that the appropriate logos be displayed on the front page.

The Clerk advised Members that it had become clear that a lot of people did not know how to use the Common. This was based on the experience of the Common Ranger taking children out on walks on the Common. The Council needed to promote the common advising what is available on the Common and the suggestion of a Children's page on the website with access to quizzes etc or a format similar to the old 'I SPY' books may be a way forward. The idea of a Common Rangers 'blog' was also raised. The fixed point photography undertaken by a volunteer from Friends of Chorleywood Common was also discussed

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None

4. RISK MANAGEMENT ISSUES

4.1 None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 If the website updates were to be taken on by the office it would require the training of at least two members of staff to allow for cover and time to become familiar with the software. With the current workloads in the office there is no scope for this additional activity to be taken on. Additionally if a trained officer was to leave then another officer would potentially need to go through the training process. There would therefore be cost, time and resource implications

5.2 The current budget for the Website of £1200 is rarely fully spent.

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 Improvements to the Parish Council Website have been suggested at all committees with ideas being documented in the minutes which can be seen in section 2 of this report.

7.2 The Working Group set up to take the ideas forward met and considered the best way forward. A number of other parish and town council websites were reviewed with the best points of each being noted to take forward.

7.3 When the French student joined the Parish Council on work experience, one of the first activities she undertook was to look at the website from the point of view of a young person and someone who was new to Chorleywood and therefore knew little about the area or the Parish Council. She presented her observations back to the Working Group and these are reproduced in Appendix 1 of this report.

7.4 The working group feel that there are a number of ideas that can be progressed in the short term and that the focus should be on the Halls. A longer term option would be to totally rework the website to be able to take on board many of the ideas.

7.5 The Parish Council website is currently managed and updated by a locally based Webmaster. Updates are made within 24 hours, often in less than hour and the annual budget of £1000 is rarely reached. He regularly takes photos and updates the top of the pages of the website with these, keeping the website looking fresh and up to date and reflecting the beauty of the Village and area. He is familiar with the work of the parish Council and the needs of the website. It is suggested that he be approached in the first instance to discuss the changes and estimate costs and practicality of the changes being suggested.

7.6 There are companies that deal specifically with website design and development but are unlikely to offer the turnround of update that the current arrangements allow, if they even offer management services.

7.7 Officers could be trained in website design but there are time and cost implications and there is little scope with the current workloads of the office to allow this to be taken on.

7.8 Ideas for updates are included in Section 2 under the minutes of the various committee meetings and also include the following :

- Grouping several of the current menu tabs into one with a drop down menu eg all the Council related tabs under one heading
- Getting rid of the left hand side menu
- Calendar – use this not just for Council meetings but to include events in the parish as well
- Provide quick links to regularly used items or new headline items
- Move contact details for the Parish Office to the Home page
- Add the days date to the home page
- Change the current dated typeface of the text on the website to give it a more ‘modern’ feel
- Make better use of photographs to aid navigation and draw attention to items
- Adding an Enquiry form to the Halls Page
- Re-order the Halls, Cemetery, Allotment pages so that the items that people will be most interested in ie charges are at the top of the page

The above is not an exhaustive list but gives the flavour of the changes being proposed.

OBSERVATIONS OF FRENCH STUDENT ON WORK EXPERIENCE IN THE PARISH OFFICE OCTOBER – DECEMBER 2016

In my two first days of internship at the Parish Council, I was asked to look at the website and advise what I would change to make it better, as a younger and neutral person. I did it and came up with some points that would improve and make the website more attractive and practical.

- Amount of text
 - Too long to read, too detailed,
 - Too much information (we are rapidly lost),
 - Some repetitions on the same page,
 - Impossible to find something particular quickly, we are always losing time by reading everything.
- Social networks
 - Link to the Facebook page not working,
 - Both Twitter and Facebook are not really updated,
 - Youngsters are usually more interested by social media than by the website itself. Social media is a really great way to attract more people (by talking) in Chorleywood and eventually to events like village day, etc., show modernity and dynamism in the Parish Office,
 - Really useful for immediate things too (someone to hire, selling a machine, looking for a local company to buy something from).
- Look of the website
 - Maps and ways to come to Chorleywood not especially shown (attract people with the fact that it's a really quiet town with a lot of paths and the common to walk on only 30 minutes away from London),
 - Put the search bar at the top right of the page for it to be more visible,
 - Put contacts on footer to be easier for the visitor to find,
 - Put the name of the contact person in articles,
 - Delete the left menu (it's too complicated to have to look on the left and the top to find something specific) ,
 - Allow visitors to find some information faster without losing themselves in all the tabs.
- PDFs
 - Ensure document files are up to date,
 - Put some thumb nails instead of links to make it more visual.
- Photos
 - Update the photo gallery,
 - Put photos of events and of Chorleywood's life.

Website of Chorleywood Parish Council

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Open Spaces Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion
Security Improvements on the Common	To look at ways to protect the Common from encroachment	N/A	3	Officers, Rangers, legal position, Christchurch School and Church			
Parking Area improvements	Look at products that can improve the permissive parking area surfaced		2	Officers and Rangers, Cllrs Look at what happens at other Commons, site visits may be required			
Establish a 10 year calendar of surveys	Surveys to be undertaken on the Common	NA	Ongoing	Consultation required with CMS – type and frequency of surveys needed (Clerk to action) A number of surveys have taken place, grassland, birds, reptiles and annual flower surveys by the Rangers. All catalogued.			Ongoing
Investigation of a Nature trail	An informal leisure trail on the Common – feasible and/or in demand	NA	1	WB to research other nature/leisure trails on other commons/similar sites Insurance & DEFRA structure check (Clerk to action) Awaiting outcome of application to the Heritage Lottery Fund. Finance secured for two information boards from Chiltern Conservation Board.	Rangers' time and research Possible use of CIL Monies		
Copmans Wick Allotment Improvements	Look at dumping/access and security of site		2	Prices for fencing, signs, letters to residents, ways to stop illegal dumping, clearance of the site. Possible creation of compost site			
Signage on the Common	Look at the improvements to all signage on the Common		Combine With Nature Trail	Signage for all aspects on the Common. To include 'positive signage' and interpretation boards			

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
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	3	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	2	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	1	A sub Committee be setup to look at all the council owned and leased buildings with a view of creating a proper maintenance schedule.	£20,000	September 2016	Spring 2017	See attached report
Asset Register	To create an online digital asset register	All	4	Staff	Temporary staff time	October 2016		Work to be carried out by French student.

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 8.

Date: TUESDAY 6TH DECEMBER 2016

Subject: WEBSITE

Committee Member: Cllr Jane White

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Cllr Jane White or the Clerk

1. RECOMMENDATIONS

1.1 That the Committee discusses the contents of this report and adopts the PDR procedure for the Parish staff.

2. RELEVANT PREVIOUS DECISIONS

2.1 The review of staff performance had been traditionally carried out on an informal, ad-hoc basis.

2.2 In more recent years, the format and timing of performance appraisals were agreed by the HR team of Councillors, and carried out by the Chair and Vice Chair of the Parish for the Clerk and then disseminated down through the staff..

2.3 In 2014 the Council decided to outsource HR matters to the HR department at TRDC

13/77 HR & H&S CONTRACT

It was agreed that recent experience dealing with the current HR Company had proved difficult as the company was so far away, although the contract was marginally more expensive it was important to have a good working relationship with the provider. Members who had recently dealt with Watford & Three Rivers HR had been extremely impressed.

The Council

RESOLVED

To agree the Contract for HR & H&S from Watford and Three Rivers HR department.

This was proposed by Cllr Morris, seconded by Cllr Mrs Worrall and unanimously approved.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 To introduce a structured, timetabled opportunity to allow staff to raise concerns; to encourage professional development; to monitor workloads and to ensure best management practices.

3.2 To provide a formal, on-going record of staff development.

4. RISK MANAGEMENT ISSUES

4.1 None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Staff will be permitted to use reasonable Parish time to complete their PDR form if they so wish.

5.2 It is expected that each PDR meeting will last between 1-2 hours for each member of Staff

6. LEGAL ISSUES

6.1 The PDR forms will form part of the employee's record.

7. BACKGROUND INFORMATION

7.1 In consultation with the HR officer at TRDC, the PDR procedure has been overhauled to bring it up to date with current best practice, whilst still tailored to the needs of the Parish.

7.2 Parish staff will have a PDR, including the Rangers (exceptions being the caretakers & cleaners).

7.3 The PDR forms have been reviewed and updated/alterd in places. Copies are available on request.

7.4 A PDR form will be issued to staff members 14 days prior to their review date so that sufficient thought may be given to discussion points. During the PDR meeting, these points will be discussed and the second part of the PDR form completed. Both parties will be invited to sign the form.

7.5 Completed PDRs will return to the HR officer at TRDC and kept on file.

7.6 The Chair & Vice Chair will carry the Clerk's PDR.

7.7 The Clerk will carry out the PDR's of the Deputy Clerk and all Rangers.

7.8 The Deputy Clerk will carry out the PDRs of the office staff .

7.9 A timetable has been set in place to achieve all reviews by the P&R meeting on 24th January 2017, where it is proposed that the P&R committee consider the results thereof and resolve to take actions as appropriate.

Date: TUESDAY 6th DECEMBER 2016

Subject: DRAFT CAPITAL AND REVENUE BUDGET 2017-18

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget, Appendix 2 Capital budget

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the draft budget for 2017 – 2018
- 1.2 That the Committee consider items from the Four Year Vision for Capital projects.

2. RELEVANT PREVIOUS DECISIONS

2.1 16/30 BUDGET STRATEGY 2017/18

The Committee

RESOLVED

That the budget strategy for 2017/8 would be a 2% increase in line with RPI and that the shortfall in the reserves be replenished over a two year period.

This was proposed from the Chair and carried unanimously.

With respect to the allocated Capital Reserves it was noted that the amount being put away for elections was likely to fall short of the amount required based on the costs of the last by election. It was also noted that if another by election took place in the next 18 months, the reserved amount would be wiped out. Although costs may be shared for the council elections in 2018 with either County or District, this could not be quantified at this stage. It was therefore noted that P&R would put a bid in for Elections reserves to be increased.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 None Specific

4. RISK MANAGEMENT ISSUES

- 4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The budgets have where necessary been raised by 2%
- 5.2 The salary increase for 2017/18 has not yet been considered, therefore for budget purposes and increase of 2% has been used.

6. LEGAL ISSUES

- 6.1 None Specific

7 BACKGROUND INFORMATION

- 7.1 200 4000 Salary increase includes spinal point increase for staff.
- 7.2 200 4030 Superannuation has been increased accordingly
- 7.3 210 4100 Website has been increased to take into account the refurbishment.
- 7.4 210 4140 Village Day expenditure increased to take into account hiring of woodland crafts
- 7.5 210 4145 Christmas Lights increased for one year to take into account electrical testing of lamp columns
- 7.6 210 1200 Chorleywood in Bloom – income likely to be reduced as there is less sponsorship
- 7.7 All other items have been increased by 1% or in fact stayed the same.
- 7.8 It must be remembered there will be savings from the following
 - 220 4200 Business Rates will no longer be payable
 - 250 4310 WMH grant will no longer be required due to the lease of the Hollybush Hall
- 7.9 The Revenue budget will therefore decrease from the original 2016/17 revenue budget by £17945
- 7.10 Attached in Appendix 2 of this report is the current capital budget allocation, again this has been increased by 2%
- 7.11 Members will also need to consider any capital projects for the next financial year, taken from the agreed four year vision.
- 7.12 Members will also have to decide how much to set aside to replace the budget for elections. For budget purposes it is proposed that £10,000 is set aside for the next two years.
- 7.13 Members should be mindful that the £50,000 capital allocated for the War Memorial Hall refurbishment works is now completed therefore money from this can be used for capital projects for other committees.
- 7.14 Once this Committee has agreed the budget a full report will be issued to Full Council to decide on the precept for 2017/18

Budget Detail - By Committee

Note : P&R Draft Budget 2017/18

		-		-	
		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<u>Policy & Resources</u>					
<u>200</u>	<u>Salaries - Policy & Resources</u>				
4000	Salaries	82,200	56,462	82,200	84,500
4020	PAYE & NI	35,600	24,993	35,600	36,320
4030	Superannuation	32,500	22,276	32,500	33,500
4050	Training & Conferences	1,350	1,898	2,000	2,000
4055	Travelling Expenses	2,225	1,360	2,225	2,270
	OverHead Expenditure	<u>153,875</u>	<u>106,990</u>	<u>154,525</u>	<u>158,590</u>
	200 Net Expenditure	153,875	106,990	154,525	158,590
<u>210</u>	<u>General Administration</u>				
4100	Website	1,200	651	1,200	2,000
4105	Photocopying	3,800	2,154	3,800	3,800
4110	Postage	1,340	821	1,340	1,370
4115	Stationery & Office Equipment	1,600	591	1,600	1,635
4120	Subscriptions & Donations	2,500	2,083	2,500	2,550
4125	Office Cleaning	500	280	500	500
4130	Office Maintenance	1,725	1,414	1,725	1,760
4135	Computer	4,500	2,560	4,500	4,600
4140	Village Day	2,500	5,257	5,260	3,500

Continued on Page 2

Note : P&R Draft Budget 2017/18

	-		-
	Agreed Budget	Actual YTD	Projected Actual
			Next Year Budget
4145 Christmas Lights	3,000	0	3,000
4150 Purchase of Caddy Sacks	200	162	200
4155 Chorleywood in Bloom	3,000	3,030	3,000
4160 Mapping System	2,725	200	725
4900 Misc Expenditure	1,000	4,515	4,950
OverHead Expenditure	29,590	23,717	34,300
1200 Chorleywood in Bloom	1,500	290	1,500
1210 Village Day Income	5,000	5,471	5,900
1220 Sale of Parish Map	50	0	50
1230 Caddy Sacks	250	0	250
1250 Contribution from WMH	1,340	2,874	1,340
1255 Contribution from RBL	380	-479	380
1260 Community/NHP Income	0	1,000	0
1900 Miscellaneous Income	750	13,599	12,750
Total Income	9,270	22,755	22,170
210 Net Expenditure	20,320	963	21,600
<u>220 Services - General</u>			
4200 Rates	4,545	2,754	4,545
4201 Recycling Office	0	79	158

Budget Detail - By Committee

Note : P&R Draft Budget 2017/18

	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
		-		-
4205 Gas	4,050	315	4,050	4,130
4210 Electric	0	614	0	0
4215 Water	0	49	0	0
4220 Telephone	4,550	2,949	4,550	4,650
OverHead Expenditure	13,145	6,759	13,303	8,945
220 Net Expenditure	13,145	6,759	13,303	8,945
<u>230 Community Engagement</u>				
4250 Chorleywood Matters	5,150	1,695	5,150	5,250
4255 PCSOs	28,500	20,188	28,500	28,500
4256 Community/Neighbourhood Plan	0	4,341	4,341	0
OverHead Expenditure	33,650	26,224	37,991	33,750
230 Net Expenditure	33,650	26,224	37,991	33,750
<u>250 Grants & S137 Payments</u>				
4300 Grants Given	1,000	0	1,000	1,000
4305 S137 Payments	0	75	0	0
4310 War Memorial Hall Grant	20,000	20,000	20,000	0
OverHead Expenditure	21,000	20,075	21,000	1,000
250 Net Expenditure	21,000	20,075	21,000	1,000

Note : P&R Draft Budget 2017/18

	-			-
	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
260 Professional Fees - P&R				
4350 Audit	3,000	2,047	3,000	3,060
4355 Legal & Professional Fees	1,500	0	1,500	1,500
4360 HR Service Contract	4,500	0	4,500	4,600
4365 Insurance	10,500	9,729	10,500	10,500
4370 Health & Safety	1,000	107	1,000	1,000
OverHead Expenditure	20,500	11,884	20,500	20,660
260 Net Expenditure	20,500	11,884	20,500	20,660
270 Civic				
4400 Chairman's Allowance	450	90	450	450
4405 Chairman's Charity	400	0	400	400
OverHead Expenditure	850	90	850	850
1270 Chairman's Charity Income	400	309	400	400
Total Income	400	309	400	400
270 Net Expenditure	450	-219	450	450
Policy & Resources - Expenditure	272,610	195,739	282,469	253,955
Income	9,670	23,064	22,570	8,960
Net Expenditure	262,940	172,675	259,899	244,995

Note : P&R Draft Budget 2017/18

	-			-
	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
Total Budget Expenditure	272,610	195,739	282,469	253,955
Income	9,670	23,064	22,570	8,960
Net Expenditure	<u>262,940</u>	<u>172,675</u>	<u>259,899</u>	<u>244,995</u>

P&R 6.12.16 Agenda item 9 Appendix 2

POLICY & RESOURCES

	Replacement Cost	YEAR 09/10	YEAR 10/11	YEAR 11/12	YEAR 12/13	YEAR 13/14	YEAR 14/15	YEAR 15/16	YEAR 16/17	YEAR 17/18
Election Expenses	£3,500	£1600	Election £1600	£1600	£1600	£1670	£1720	£1755	£1775	£10,000
Replacement Boiler		£155	£155	£155	£155	£160	£165	£170	£175	£180
Replacement I.T.	£1,000	£1660	£1660	£1660	£1660	£1730	£1785	£1820	£1840	£1880
Office Painting										
Total		£3415	£3415	£3415	£3415	£3560	£3670	£3745	£3790	£12060

Budget Detail - By Committee

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<u>Policy & Resources</u>				
<u>200</u>	<u>Salaries - Policy & Resources</u>			
4000	Salaries	82,200	49,576	82,200
4020	PAYE & NI	35,600	21,986	35,600
4030	Superannuation	32,500	19,587	32,500
4050	Training & Conferences	1,350	1,863	2,000
4055	Travelling Expenses	2,225	1,192	2,225
	OverHead Expenditure	153,875	94,203	154,525
	200 Net Expenditure	153,875	94,203	154,525
<u>210</u>	<u>General Administration</u>			
4100	Website	1,200	495	1,200
4105	Photocopying	3,800	2,154	3,800
4110	Postage	1,340	671	1,340
4115	Stationery & Office Equipment	1,600	591	1,600
4120	Subscriptions & Donations	2,500	2,083	2,500
4125	Office Cleaning	500	280	500
4130	Office Maintenance	1,725	1,141	1,725
4135	Computer	4,500	1,865	4,500
4140	Village Day	2,500	5,257	5,260

Continued on Page 2

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4145	Christmas Lights	3,000	0	3,000
4150	Purchase of Caddy Sacks	200	162	200
4155	Chorleywood in Bloom	3,000	3,030	3,000
4160	Mapping System	2,725	200	725
4900	Misc Expenditure	1,000	4,515	4,950
OverHead Expenditure		29,590	22,444	34,300
1200	Chorleywood in Bloom	1,500	290	1,500
1210	Village Day Income	5,000	5,579	5,900
1220	Sale of Parish Map	50	0	50
1230	Caddy Sacks	250	0	250
1250	Contribution from WMH	1,340	2,874	1,340
1255	Contribution from RBL	380	379	380
1900	Miscellaneous Income	750	12,591	12,750
Total Income		9,270	21,713	22,170
210	Net Expenditure	20,320	731	12,130
<u>220 Services - General</u>				
4200	Rates	4,545	2,754	4,545
4201	Recycling Office	0	79	158
4205	Gas	4,050	315	4,050

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4210	Electric	0	614	0
4215	Water	0	49	0
4220	Telephone	4,550	2,784	4,550
OverHead Expenditure		13,145	6,595	13,303
220	Net Expenditure	13,145	6,595	13,303
<u>230 Community Engagement</u>				
4250	Chorleywood Matters	5,150	1,695	5,150
4255	PCSOs	28,500	13,063	28,500
4256	Community/Neighbourhood Plan	0	4,341	4,341
OverHead Expenditure		33,650	19,099	37,991
230	Net Expenditure	33,650	19,099	37,991
<u>250 Grants & S137 Payments</u>				
4300	Grants Given	1,000	0	1,000
4305	S137 Payments	0	0	0
4310	War Memorial Hall Grant	20,000	20,000	20,000
OverHead Expenditure		21,000	20,000	21,000
250	Net Expenditure	21,000	20,000	21,000

Note : Revised Budget 2016/17

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
260	<u>Professional Fees - P&R</u>			
4350	Audit	3,000	2,047	3,000
4355	Legal & Professional Fees	1,500	0	1,500
4360	HR Service Contract	4,500	0	4,500
4365	Insurance	10,500	9,729	10,500
4370	Health & Safety	1,000	107	1,000
	OverHead Expenditure	<u>20,500</u>	<u>11,884</u>	<u>20,500</u>
	260 Net Expenditure	20,500	11,884	20,500
270	<u>Civic</u>			
4400	Chairman's Allowance	450	90	450
4405	Chairman's Charity	400	0	400
	OverHead Expenditure	<u>850</u>	<u>90</u>	<u>850</u>
1270	Chairman's Charity Income	400	309	400
	Total Income	<u>400</u>	<u>309</u>	<u>400</u>
	270 Net Expenditure	450	-219	450
Policy & Resources - Expenditure		<u>272,610</u>	<u>174,314</u>	<u>282,469</u>
Income		<u>9,670</u>	<u>22,022</u>	<u>22,570</u>
Net Expenditure		<u>262,940</u>	<u>152,292</u>	<u>259,899</u>

Note : Revised Budget 2016/17

	<u>Current Year</u>		
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
Total Budget Expenditure	272,610	174,314	282,469
Income	9,670	22,022	22,570
Net Expenditure	<u>262,940</u>	<u>152,292</u>	<u>259,899</u>

VILLAGE HALLS FOUR YEAR VISION 2016/17

Agenda item 8.

Item	Detail	Other Committee affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External) and next steps	Anticipated Cost	Date work is due to commence	Target date for completion
Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls		1	<p>Councillors & Office – advertising refresh of publications, local leaflets/Chorleywood Matters, followed by My Chorleywood News Marketing Panel –AP, HD, RKh, JWh.(does this need updating?)</p> <ul style="list-style-type: none"> - research local competition - the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc <p>rates packages – eg: rate for a wedding rather than per hour</p> <p>Digital Marketing including a Facebook page and updated information on website</p>	Advertising costs	July 2015	To be reviewed by Committee
Maintenance Refurbishment programme	To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient ie are they given enough time to carry out the tasks/cleaning required.		1	<p>Clr input to enable independent quarterly checks,</p> <p>Feedback from front line staff</p> <p>Possible feedback forms from hirers which can be reported back to Committee</p>			
Parking at WMH	Parking may not suitable for all visitors, establish what can be done to improve things	Open Spaces		To look at what can be done to improve the parking surfaces, lighting and available space			