

## Detailed Income &amp; Expenditure by Budget Heading 27/09/2021

Month No: 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Policy &amp; Resources</b>						
<u>200 Salaries - Policy &amp; Resources</u>						
4000 Salaries	45,873	99,500	53,627		53,627	46.1%
4020 PAYE & NI	15,848	40,200	24,352		24,352	39.4%
4030 Superannuation	10,906	34,830	23,924		23,924	31.3%
4040 Pension Insurance	1,369	3,350	1,981		1,981	40.9%
4050 Training & Conferences	50	2,000	1,950		1,950	2.5%
4055 Travelling Expenses	125	2,460	2,335		2,335	5.1%
4520 Mobile Telephone	90	230	140		140	39.1%
Salaries - Policy & Resources :- Indirect Expenditure	<b>74,261</b>	<b>182,570</b>	<b>108,309</b>	<b>0</b>	<b>108,309</b>	<b>40.7%</b>
<b>Net Expenditure</b>						
	<b>(74,261)</b>	<b>(182,570)</b>	<b>(108,309)</b>			
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	150	850	700			17.6%
1210 Village Day Income	0	6,500	6,500			0.0%
1230 Council Events Income	1,658	5,000	3,342			33.2%
1250 Contribution from WMH	0	3,200	3,200			0.0%
1255 Contribution from RBL	(100)	575	675			(17.4%)
1900 Miscellaneous Income	770	1,000	230			77.0%
General Administration :- Income	<b>2,478</b>	<b>17,125</b>	<b>14,647</b>			<b>14.5%</b>
4040 Pension Insurance	(0)	0	0		0	0.0%
4100 Website	455	2,250	1,796		1,796	20.2%
4105 Photocopying	407	3,000	2,593		2,593	13.6%
4110 Postage	488	1,450	962		962	33.7%
4115 Stationery & Office Equipment	1,622	1,820	198		198	89.1%
4120 Subscriptions & Donations	2,419	4,130	1,711		1,711	58.6%
4125 Office Cleaning	292	800	508		508	36.5%
4130 Office Maintenance	749	5,000	4,251		4,251	15.0%
4135 Computer	6,848	5,200	(1,648)		(1,648)	131.7%
4140 Village Day	1,087	5,000	3,913		3,913	21.7%
4145 Christmas Lights	756	5,000	4,244		4,244	15.1%
4150 Council Events	1,763	3,000	1,237		1,237	58.8%
4155 Chorleywood in Bloom	255	2,350	2,095		2,095	10.8%
4160 Mapping System	0	725	725		725	0.0%
4170 Swillett Hall	0	5,000	5,000		5,000	0.0%
4900 Misc Expenditure	610	1,000	390		390	61.0%
General Administration :- Indirect Expenditure	<b>17,751</b>	<b>45,725</b>	<b>27,974</b>	<b>0</b>	<b>27,974</b>	<b>38.8%</b>
<b>Net Income over Expenditure</b>						
	<b>(15,273)</b>	<b>(28,600)</b>	<b>(13,327)</b>			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4040 Pension Insurance	(0)	0	0		0	0.0%
4200 Rates	2,519	5,000	2,481		2,481	50.4%
4205 Gas	754	1,800	1,046		1,046	41.9%
4210 Electric	480	2,500	2,020		2,020	19.2%
4215 Water	16	345	329		329	4.6%
4220 Telephone	3,569	5,250	1,681		1,681	68.0%
Services - General :- Indirect Expenditure	<b>7,337</b>	<b>14,895</b>	<b>7,558</b>	<b>0</b>	<b>7,558</b>	<b>49.3%</b>
<b>Net Expenditure</b>	<b>(7,337)</b>	<b>(14,895)</b>	<b>(7,558)</b>			
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	3,058	5,820	2,762		2,762	52.5%
4255 PCSOs	23,768	32,000	8,233		8,233	74.3%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	<b>26,825</b>	<b>38,820</b>	<b>11,995</b>	<b>0</b>	<b>11,995</b>	<b>69.1%</b>
<b>Net Expenditure</b>	<b>(26,825)</b>	<b>(38,820)</b>	<b>(11,995)</b>			
<u>250 Grants &amp; S137 Payments</u>						
4300 Community Grants	3,500	5,000	1,500		1,500	70.0%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
4310 War Memorial Hall Grant	10,000	10,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	<b>13,500</b>	<b>16,000</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>84.4%</b>
<b>Net Expenditure</b>	<b>(13,500)</b>	<b>(16,000)</b>	<b>(2,500)</b>			
<u>260 Professional Fees - P&amp;R</u>						
4040 Pension Insurance	(0)	0	0		0	0.0%
4350 Audit	(1,300)	3,470	4,770		4,770	(37.5%)
4351 Accounting Support	152	1,375	1,223		1,223	11.1%
4355 Legal & Professional Fees	190	4,000	3,810		3,810	4.8%
4360 HR Service Contract	5,080	5,200	120		120	97.7%
4365 Insurance	10,772	11,200	428		428	96.2%
4370 Health & Safety	306	2,000	1,694		1,694	15.3%
4375 GDPR	2,631	6,000	3,369		3,369	43.8%
Professional Fees - P&R :- Indirect Expenditure	<b>17,830</b>	<b>33,245</b>	<b>15,415</b>	<b>0</b>	<b>15,415</b>	<b>53.6%</b>
<b>Net Expenditure</b>	<b>(17,830)</b>	<b>(33,245)</b>	<b>(15,415)</b>			

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Detailed Income & Expenditure by Budget Heading 27/09/2021

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>270 Civic</u>						
1270 Chairman's Charity Income	1,076	500	(576)			215.2%
Civic :- Income	<b>1,076</b>	<b>500</b>	<b>(576)</b>			<b>215.2%</b>
4400 Chairman's Allowance	5	500	495		495	1.0%
4405 Chairman's Charity	0	500	500		500	0.0%
Civic :- Indirect Expenditure	<b>5</b>	<b>1,000</b>	<b>995</b>	<b>0</b>	<b>995</b>	<b>0.5%</b>
<b>Net Income over Expenditure</b>	<b>1,071</b>	<b>(500)</b>	<b>(1,571)</b>			
Policy & Resources :- Income	<b>3,554</b>	<b>17,625</b>	<b>14,071</b>			<b>20.2%</b>
Expenditure	<b>157,509</b>	<b>332,255</b>	<b>174,746</b>	<b>0</b>	<b>174,746</b>	<b>47.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(153,956)</b>					
Grand Totals:- Income	<b>3,554</b>	<b>17,625</b>	<b>14,071</b>			<b>20.2%</b>
Expenditure	<b>157,509</b>	<b>332,255</b>	<b>174,746</b>	<b>0</b>	<b>174,746</b>	<b>47.4%</b>
<b>Net Income over Expenditure</b>	<b>(153,956)</b>	<b>(314,630)</b>	<b>(160,674)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(153,956)</b>					

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Elections	21,011.08		21,011.08
325 EMR Replacement IT	0.00		0.00
330 EMR Office Painting	0.00		0.00
335 EMR Replacement Boiler	2,060.00		2,060.00
340 EMR Office Refurbishment	54,000.00		54,000.00
341 EMR Defibrillators	1,460.00		1,460.00
342 EMR Cemetery Planting	1,000.00		1,000.00
345 EMR CIL Receipts	0.00		0.00
350 EMR WMH Capital	20,675.00		20,675.00
355 EMR Bullisland Capital	7,632.00		7,632.00
356 EMR Swillett Hall	10,000.00		10,000.00
360 EMR not in use	0.00		0.00
361 EMR CIL 2018/19	4,045.16		4,045.16
362 EMR CIL 2019/20	14,920.65		14,920.65
363 EMR CIL 2020/21	29,657.00		29,657.00
370 EMR Replacement Equipment	95,565.00		95,565.00
375 EMR Refurb of Parking Areas	14,775.00		14,775.00
380 EMR Common Easements	7,503.00		7,503.00
381 EMR Common Signage	6,162.00		6,162.00
390 EMR Gateway Signs	5,000.00		5,000.00
	<b>295,465.89</b>	<b>0.00</b>	<b>295,465.89</b>

Detailed Income & Expenditure by Projected Budget Heading 28/09/2021

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Policy &amp; Resources</b>						
<u>200 Salaries - Policy &amp; Resources</u>						
4000 Salaries	45,873	99,500	53,627		53,627	46.1%
4020 PAYE & NI	15,848	40,200	24,352		24,352	39.4%
4030 Superannuation	10,907	34,830	23,923		23,923	31.3%
4040 Pension Insurance	1,369	3,350	1,981		1,981	40.9%
4050 Training & Conferences	50	2,000	1,950		1,950	2.5%
4055 Travelling Expenses	125	2,460	2,335		2,335	5.1%
4520 Mobile Telephone	90	230	140		140	39.1%
Salaries - Policy & Resources :- Indirect Expenditure	<b>74,262</b>	<b>182,570</b>	<b>108,308</b>	<b>0</b>	<b>108,308</b>	<b>40.7%</b>
<b>Net Expenditure</b>	<b>(74,262)</b>	<b>(182,570)</b>	<b>(108,308)</b>			
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	150	850	700			17.6%
1230 Council Events Income	2,111	5,000	2,889			42.2%
1250 Contribution from WMH	0	3,200	3,200			0.0%
1255 Contribution from RBL	(100)	575	675			(17.4%)
1900 Miscellaneous Income	770	1,000	230			77.0%
General Administration :- Income	<b>2,930</b>	<b>10,625</b>	<b>7,695</b>			<b>27.6%</b>
4040 Pension Insurance	(0)	0	0		0	0.0%
4100 Website	455	2,250	1,796		1,796	20.2%
4105 Photocopying	407	3,000	2,593		2,593	13.6%
4110 Postage	488	1,450	962		962	33.7%
4115 Stationery & Office Equipment	1,622	2,250	628		628	72.1%
4120 Subscriptions & Donations	2,419	4,130	1,711		1,711	58.6%
4125 Office Cleaning	292	800	508		508	36.5%
4130 Office Maintenance	749	5,000	4,251		4,251	15.0%
4135 Computer	6,848	12,000	5,152		5,152	57.1%
4140 Village Day	1,087	1,087	0		0	100.0%
4145 Christmas Lights	756	5,000	4,244		4,244	15.1%
4150 Council Events	1,763	3,000	1,237		1,237	58.8%
4155 Chorleywood in Bloom	255	2,350	2,095		2,095	10.8%
4160 Mapping System	0	725	725		725	0.0%
4170 Swillett Hall	0	5,000	5,000		5,000	0.0%
4900 Misc Expenditure	618	1,000	382		382	61.8%
General Administration :- Indirect Expenditure	<b>17,758</b>	<b>49,042</b>	<b>31,284</b>	<b>0</b>	<b>31,284</b>	<b>36.2%</b>
<b>Net Income over Expenditure</b>	<b>(14,828)</b>	<b>(38,417)</b>	<b>(23,589)</b>			

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4040 Pension Insurance	(0)	0	0		0	0.0%
4200 Rates	2,993	5,000	2,007		2,007	59.9%
4205 Gas	780	1,800	1,020		1,020	43.3%
4210 Electric	480	2,500	2,020		2,020	19.2%
4215 Water	16	345	329		329	4.6%
4220 Telephone	3,569	8,500	4,931		4,931	42.0%
Services - General :- Indirect Expenditure	<b>7,837</b>	<b>18,145</b>	<b>10,308</b>	<b>0</b>	<b>10,308</b>	<b>43.2%</b>
<b>Net Expenditure</b>	<b>(7,837)</b>	<b>(18,145)</b>	<b>(10,308)</b>			
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	3,058	5,820	2,762		2,762	52.5%
4255 PCSOs	23,768	32,000	8,233		8,233	74.3%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	<b>26,825</b>	<b>38,820</b>	<b>11,995</b>	<b>0</b>	<b>11,995</b>	<b>69.1%</b>
<b>Net Expenditure</b>	<b>(26,825)</b>	<b>(38,820)</b>	<b>(11,995)</b>			
<u>250 Grants &amp; S137 Payments</u>						
4300 Community Grants	3,500	5,000	1,500		1,500	70.0%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
4310 War Memorial Hall Grant	10,000	10,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	<b>13,500</b>	<b>16,000</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>84.4%</b>
<b>Net Expenditure</b>	<b>(13,500)</b>	<b>(16,000)</b>	<b>(2,500)</b>			
<u>260 Professional Fees - P&amp;R</u>						
4040 Pension Insurance	(0)	0	0		0	0.0%
4350 Audit	(1,300)	3,470	4,770		4,770	(37.5%)
4351 Accounting Support	152	1,375	1,223		1,223	11.1%
4355 Legal & Professional Fees	190	4,000	3,810		3,810	4.8%
4360 HR Service Contract	5,080	5,080	0		0	100.0%
4365 Insurance	10,772	11,200	428		428	96.2%
4370 Health & Safety	306	2,000	1,694		1,694	15.3%
4375 GDPR	2,631	6,000	3,369		3,369	43.8%
Professional Fees - P&R :- Indirect Expenditure	<b>17,830</b>	<b>33,125</b>	<b>15,295</b>	<b>0</b>	<b>15,295</b>	<b>53.8%</b>
<b>Net Expenditure</b>	<b>(17,830)</b>	<b>(33,125)</b>	<b>(15,295)</b>			

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Detailed Income & Expenditure by Projected Budget Heading 28/09/2021

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>270 Civic</u>						
1270 Chairman's Charity Income	1,076	1,500	424			71.7%
Civic :- Income	<b>1,076</b>	<b>1,500</b>	<b>424</b>			<b>71.7%</b>
4400 Chairman's Allowance	5	500	495		495	1.0%
4405 Chairman's Charity	0	1,500	1,500		1,500	0.0%
Civic :- Indirect Expenditure	<b>5</b>	<b>2,000</b>	<b>1,995</b>	<b>0</b>	<b>1,995</b>	<b>0.2%</b>
<b>Net Income over Expenditure</b>						
	<b>1,071</b>	<b>(500)</b>	<b>(1,571)</b>			
Policy & Resources :- Income						
	<b>4,006</b>	<b>12,125</b>	<b>8,119</b>			<b>33.0%</b>
Expenditure						
	<b>158,018</b>	<b>339,702</b>	<b>181,684</b>	<b>0</b>	<b>181,684</b>	<b>46.5%</b>
<b>Movement to/(from) Gen Reserve</b>						
	<b>(154,011)</b>					

Open Spaces

<u>300 Salaries - Open Spaces</u>						
4000 Salaries	27,940	92,800	64,860		64,860	30.1%
4020 PAYE & NI	12,958	35,500	22,542		22,542	36.5%
4030 Superannuation	10,514	33,900	23,386		23,386	31.0%
4055 Travelling Expenses	153	1,665	1,512		1,512	9.2%
4520 Mobile Telephone	200	500	300		300	40.0%
Salaries - Open Spaces :- Indirect Expenditure	<b>51,766</b>	<b>164,365</b>	<b>112,599</b>	<b>0</b>	<b>112,599</b>	<b>31.5%</b>
<b>Net Expenditure</b>						
	<b>(51,766)</b>	<b>(164,365)</b>	<b>(112,599)</b>			
<u>310 General Open Spaces</u>						
1300 Grants Received	0	5,800	5,800			0.0%
1310 Parish Paths Grant Received	0	2,000	2,000			0.0%
1390 Admin Fees	0	250	250			0.0%
1900 Miscellaneous Income	2,007	2,250	243			89.2%
General Open Spaces :- Income	<b>2,007</b>	<b>10,300</b>	<b>8,293</b>			<b>19.5%</b>
4355 Legal & Professional Fees	3,572	0	(3,572)		(3,572)	0.0%
4500 Equipment & Tools	845	1,530	685		685	55.3%
4501 Equipment Fuel	1,137	2,050	913		913	55.5%
4502 Vehicle Maintenance	892	4,080	3,188		3,188	21.9%
4510 Skip Hire	950	1,870	920		920	50.8%
4515 Refuse Collection	746	1,480	734		734	50.4%
4540 Parish Paths Expenditure	0	500	500		500	0.0%
4545 Parking Meters	0	3,225	3,225		3,225	0.0%
4550 Tree Works Misc	0	5,000	5,000		5,000	0.0%

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4900 Misc Expenditure	12	1,200	1,188		1,188	1.0%
General Open Spaces :- Indirect Expenditure	<b>8,155</b>	<b>20,935</b>	<b>12,780</b>	<b>0</b>	<b>12,780</b>	<b>39.0%</b>
<b>Net Income over Expenditure</b>	<b>(6,148)</b>	<b>(10,635)</b>	<b>(4,487)</b>			
<u>320 Allotments</u>						
1400 Allotment Rents	(19)	1,400	1,419			(1.3%)
1410 Allotment Keys	20	100	80			20.0%
Allotments :- Income	<b>2</b>	<b>1,500</b>	<b>1,499</b>			<b>0.1%</b>
4600 Allotment Services	62	1,680	1,618		1,618	3.7%
4605 Allotment Maintenance	106	1,400	1,294		1,294	7.6%
4610 Allotment Competition	109	350	241		241	31.2%
Allotments :- Indirect Expenditure	<b>277</b>	<b>3,430</b>	<b>3,153</b>	<b>0</b>	<b>3,153</b>	<b>8.1%</b>
<b>Net Income over Expenditure</b>	<b>(275)</b>	<b>(1,930)</b>	<b>(1,655)</b>			
<u>330 Lawn Cemetery &amp; Churchyard</u>						
1450 Interment Charges	40,843	57,800	16,957			70.7%
1460 Memorial Plaques Income	15,453	37,300	21,847			41.4%
1475 Lawn Cemetery Pot Holders	104	130	26			80.0%
Lawn Cemetery & Churchyard :- Income	<b>56,400</b>	<b>95,230</b>	<b>38,830</b>			<b>59.2%</b>
4660 Cemetery Rates	725	1,000	275		275	72.5%
4665 Cemetery Services	4	100	96		96	4.0%
4670 Cemetery Maintenance	740	1,525	785		785	48.5%
4675 Christchurch Cemetery	1,224	7,090	5,866		5,866	17.3%
4680 Memorial Plaques Costs	9,851	24,700	14,849		14,849	39.9%
Lawn Cemetery & Churchyard :- Indirect Expenditure	<b>12,544</b>	<b>34,415</b>	<b>21,871</b>	<b>0</b>	<b>21,871</b>	<b>36.4%</b>
<b>Net Income over Expenditure</b>	<b>43,856</b>	<b>60,815</b>	<b>16,959</b>			
<u>340 Common</u>						
1500 Common Lettings	810	2,450	1,640			33.1%
1515 Common Concessions	200	200	0			100.0%
Common :- Income	<b>1,010</b>	<b>2,650</b>	<b>1,640</b>			<b>38.1%</b>
4700 Tree Surgery & Inspections	2,900	5,325	2,425		2,425	54.5%
4705 Grounds Maintenance	670	5,325	4,655		4,655	12.6%
4710 Grass Cutting/Grazing	0	7,115	7,115		7,115	0.0%
4720 Litter Bins	0	1,000	1,000		1,000	0.0%
4725 Maintenance of Horse Track	0	500	500		500	0.0%

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4730 Dog Bin Maintenance	3,694	6,200	2,506		2,506	59.6%
Common :- Indirect Expenditure	<b>7,264</b>	<b>25,465</b>	<b>18,201</b>	<b>0</b>	<b>18,201</b>	<b>28.5%</b>
<b>Net Income over Expenditure</b>	<b>(6,254)</b>	<b>(22,815)</b>	<b>(16,562)</b>			
<u>350 Professional Fees - OS</u>						
4355 Legal & Professional Fees	11,516	15,000	3,484		3,484	76.8%
4370 Health & Safety	1,237	2,000	763		763	61.9%
4700 Tree Surgery & Inspections	0	5,000	5,000		5,000	0.0%
4760 Grovewood & Tree Inspection	41	1,750	1,709		1,709	2.4%
4765 Surveys	0	500	500		500	0.0%
4770 Chilterns AONB & CMS	1,262	2,000	738		738	63.1%
Professional Fees - OS :- Indirect Expenditure	<b>14,057</b>	<b>26,250</b>	<b>12,193</b>	<b>0</b>	<b>12,193</b>	<b>53.5%</b>
<b>Net Expenditure</b>	<b>(14,057)</b>	<b>(26,250)</b>	<b>(12,193)</b>			
Open Spaces :- Income	<b>59,419</b>	<b>109,680</b>	<b>50,261</b>			<b>54.2%</b>
Expenditure	<b>94,062</b>	<b>274,860</b>	<b>180,798</b>	<b>0</b>	<b>180,798</b>	<b>34.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,643)</b>					
Grand Totals:- Income	<b>63,425</b>	<b>121,805</b>	<b>58,380</b>			<b>52.1%</b>
Expenditure	<b>252,079</b>	<b>614,562</b>	<b>362,483</b>	<b>0</b>	<b>362,483</b>	<b>41.0%</b>
<b>Net Income over Expenditure</b>	<b>(188,655)</b>	<b>(492,757)</b>	<b>(304,102)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(188,655)</b>					

**CHORLEYWOOD PARISH COUNCIL**

**FULL COUNCIL**

**Agenda Item 6.**

**Date: TUESDAY 5<sup>th</sup> OCTOBER 2021**

**Subject: REVISED/PROJECTED BUDGET 2021/22**

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**Committee Member:**

**Officer Contributors: Clerk**

**Status (public or exempt): Public**

**Wards affected: All**

**Enclosures: Revised Budget calculation**

**Contact for further information: Clerk**

**1. RECOMMENDATIONS**

1.1 That the Committee approve the Revised Budget for the Council Accounts for 2021/22 with an overall £22,703 net loss

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Council needs to accept that during these unprecedented times that the Council finances are going to suffer. Whilst things are beginning to open up again, at least six months' worth of income generating activities have been lost. Members will need to consider how to deal with the projected losses when looking at the budget strategy for the next financial year. Officers have been instructed to be prudent with expenditure, trying to keep it to a minimum to claw back losses in income.

**4. RISK MANAGEMENT ISSUES**

4.1 Non Specific

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The revised budget reflects the current situation with regard to the COVID 19 pandemic.

**Chorleywood Village Halls Charity Account**

The Charity income has been reduced to zero for the first four months with activities increasing over the past two. The Charity was awarded a grant of £8,000 from government and the Parish Council has made a donation of an additional £10,000 to keep the charity afloat. The income budget will need to be revised down to reflect the early closure however should the current booking levels remain the same or increase, it should not be necessary to make any additional donations to the charity for this financial year.

**Open Spaces** The increase in the Open Spaces budget is due to the additional legal fees attributed to the Cricket Pavilion Project.

**P&R** Computer costs have increased considerably with the monthly fees for the Councillors tablets. The budget has been increased to reflect this. Telecom costs have also risen higher than inflation which is represented in the revised and budget costs. There is also the loss of income from the cancellation of Village Day

## 6. LEGAL ISSUES

6.1 Non-Specific.

## 7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation which show that changes to the overall budgets per committee

Policy and Resources	£12,947	net loss
Open Spaces	£7,580	net loss
Village Halls Charity Account	£2,176	net loss

Projected net loss for the Year £22,703 of Income over Expenditure

Detailed Income & Expenditure by Projected Budget Heading 01/04/2021

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Village Hall Trust</u></b>						
<b><u>100 General Administration</u></b>						
1020 Grants & Donations Received	18,000	18,000	0			100.0%
1500 RBL Recharge	0	305	305			0.0%
General Administration :- Income	<b>18,000</b>	<b>18,305</b>	<b>305</b>			<b>98.3%</b>
4000 Salaries	8,852	30,467	21,615		21,615	29.1%
4020 Inc Tax & NI	1,338	6,750	5,412		5,412	19.8%
4030 Superannuation	2,397	10,450	8,053		8,053	22.9%
4055 Travelling Expenses	100	870	770		770	11.5%
4056 Mobile Phones	35	360	325		325	9.7%
4060 Consumables	551	1,200	649		649	45.9%
4065 Hand Drier & Sanitary Costs	1,650	1,990	340		340	82.9%
4080 Insurance	0	2,295	2,295		2,295	0.0%
4085 Licence Costs	0	1,625	1,625		1,625	0.0%
4090 Trade Refuse Costs	963	2,040	1,077		1,077	47.2%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	23	50	27		27	46.8%
4115 Audit Fees	0	425	425		425	0.0%
4120 Post & Stationery	0	425	425		425	0.0%
4125 Computer Services	0	1,495	1,495		1,495	0.0%
4130 Health & Safety	0	1,000	1,000		1,000	0.0%
4135 Advertising	0	500	500		500	0.0%
4155 Hall Cleaning	0	200	200		200	0.0%
4500 RBL Charges	0	155	155		155	0.0%
4900 Miscellaneous Expenditure	0	200	200		200	0.0%
General Administration :- Indirect Expenditure	<b>15,909</b>	<b>62,657</b>	<b>46,748</b>	<b>0</b>	<b>46,748</b>	<b>25.4%</b>
<b>Net Income over Expenditure</b>	<b>2,091</b>	<b>(44,352)</b>	<b>(46,443)</b>			
<b><u>200 War Memorial Hall</u></b>						
1200 WMH Lettings	11,203	32,000	20,797			35.0%
1210 Common Room Lettings	355	7,500	7,145			4.7%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	<b>11,558</b>	<b>40,500</b>	<b>28,942</b>			<b>28.5%</b>
4150 Rates	89	1,570	1,481		1,481	5.6%
4155 Hall Cleaning	70	575	505		505	12.2%
4160 Hall Maintenance	414	4,440	4,026		4,026	9.3%
4165 Minor Improvements	0	1,000	1,000		1,000	0.0%

Continued over page

## Detailed Income &amp; Expenditure by Projected Budget Heading 01/04/2021

Month No: 6

## Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	1,616	3,675	2,059		2,059	44.0%
4202 War Memorial Electricity	882	2,200	1,318		1,318	40.1%
4203 War Memorial Water	0	1,520	1,520		1,520	0.0%
4204 War Memorial Telecoms	429	1,410	981		981	30.4%
4900 Miscellaneous Expenditure	0	350	350		350	0.0%
War Memorial Hall :- Indirect Expenditure	<b>3,499</b>	<b>16,740</b>	<b>13,241</b>	<b>0</b>	<b>13,241</b>	<b>20.9%</b>
<b>Net Income over Expenditure</b>	<b>8,060</b>	<b>23,760</b>	<b>15,700</b>			
<u>300 Bullsland</u>						
1300 Bullsland Lettings	2,388	6,000	3,612			39.8%
Bullsland :- Income	<b>2,388</b>	<b>6,000</b>	<b>3,612</b>			<b>39.8%</b>
4150 Rates	10	190	180		180	5.1%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4165 Minor Improvements	0	250	250		250	0.0%
4301 Bullsland Gas	151	500	349		349	30.3%
4302 Bullsland Electricity	89	400	311		311	22.2%
4303 Bullsland Water	0	250	250		250	0.0%
4304 Bullsland Telecoms	0	475	475		475	0.0%
Bullsland :- Indirect Expenditure	<b>250</b>	<b>3,265</b>	<b>3,015</b>	<b>0</b>	<b>3,015</b>	<b>7.7%</b>
<b>Net Income over Expenditure</b>	<b>2,138</b>	<b>2,735</b>	<b>597</b>			
<u>400 Hollybush</u>						
1400 Hollybush Lettings	12,500	20,000	7,500			62.5%
Hollybush :- Income	<b>12,500</b>	<b>20,000</b>	<b>7,500</b>			<b>62.5%</b>
4150 Rates	10	255	245		245	4.0%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4402 Hollybush Electricity	240	1,550	1,310		1,310	15.5%
4403 Hollybush Water	0	200	200		200	0.0%
Hollybush :- Indirect Expenditure	<b>250</b>	<b>3,005</b>	<b>2,755</b>	<b>0</b>	<b>2,755</b>	<b>8.3%</b>
<b>Net Income over Expenditure</b>	<b>12,250</b>	<b>16,995</b>	<b>4,745</b>			
Village Hall Trust :- Income	<b>44,447</b>	<b>84,805</b>	<b>40,358</b>			<b>52.4%</b>
Expenditure	<b>19,908</b>	<b>85,667</b>	<b>65,759</b>	<b>0</b>	<b>65,759</b>	<b>23.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>24,539</b>					

Continued over page

## Detailed Income &amp; Expenditure by Projected Budget Heading 01/04/2021

Month No: 6

## Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	<b>44,447</b>	<b>84,805</b>	<b>40,358</b>			<b>52.4%</b>
Expenditure	<b>19,908</b>	<b>85,667</b>	<b>65,759</b>	<b>0</b>	<b>65,759</b>	<b>23.2%</b>
<b>Net Income over Expenditure</b>	<b>24,539</b>	<b>(862)</b>	<b>(25,401)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>24,539</b>					

**Date: TUESDAY 5<sup>th</sup> OCTOBER 2021**

**Subject: BUDGET STRATEGY 2022/23**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt - Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Earmarked Reserves Appendix 1

**Contact for further information:** Yvonne Merritt - Clerk

## **1. RECOMMENDATIONS**

- 1.1 That the Committee agree the budget strategy for income and expenditure for the forthcoming financial year.
- 1.2 That the Council considers its investment strategy once the precept is set and the costs for the Capital works are known.

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 Members should be mindful of the details within the report and the current financial situation with regard to the proposed expenditure for the forthcoming months that will deplete the current reserves when considering the Budget Strategy.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 The Auditors have recommended that the Council should ensure that current and future revenue spending plans together with the impact on reserves are fully considered in setting the budget and precept requirements.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 These are the following amounts currently in the Council's Investment Accounts

CCLA Investment Fund	£97,557
CCLA Deposit Fund	£50,000
Instant Access @ 0.25%	£573,443
Current Account	£71,809
Precept still to pay	£262,650
<b>Total</b>	<b>£1,055,459</b>

**Earmarked Reserves** **£295,465**

**Total estimated reserves at year end** **£455,054**

## **6. LEGAL ISSUES**

6.1 Nil

## **7. BACKGROUND INFORMATION**

- 7.1 This Committee is tasked to set the guidelines which will form the basis for the construction of the Revenue Budget for 2022/23 for the spending committees of the Council
- 7.2 The tax base is as yet unknown and is unlikely to be known until December 2021.
- 7.3 The Council calculate budgets using the RPI index which is currently at the highest rate for a number of years of 4.8% but taking the annual average for this year equates to 3.1% therefore if the Council wish the budget to remain static for 2022/23 this would equate to an overall increase of approximately £15,275
- 7.4 Members should also be aware that it is a requirement to have at least 6 months precept in reserves. The current precept of £525,300 means that £262,650 needs to be set aside together with the current allocated reserves of £295,465 gives an estimated balance of £192,404 unallocated reserves which is in the Auditors recommendation.
- 7.5 It should be remembered that both the Mess Room and South Lodge projects are due for completion which will reduce the funds.
- 7.6 Each Committee will consider its budget including the revised budget in the next cycle of meetings and these in turn will be considered by this Committee at its next meeting on 30<sup>th</sup> November 2021. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council on 25<sup>th</sup> January 2022.
- 7.7 The Revenue Budget does not include any one-off expenditure for capital items in considering its programme each Committee should bring forward special major items for bids of capital funds. In setting the precept the Council will have to consider each bid and decide whether or not these items can be met from reserves or whether these items should be budgeted for from next year's precept.
- 7.8 The Council also need to consider its investment strategy however with the present uncertainties and costs currently unknown for the development work it may be wise to consider this in more detail once the precept is set and the costs for the capital works are known.

## **8. BACKGROUND PAPERS**

- 8.1 Office of National Statistics
- 8.2 RPI Index
- 8.3 Financial Earmarked Reserves



## **CHORLEYWOOD PARISH COUNCIL**

### **P&R COMMITTEE MEETING**

**Agenda Item 8**

**Date: 5<sup>th</sup> October 2021**

**Subject: JOB DESCRIPTION AND RECRUITMENT PACK**

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**Committee Member: Cllr Jackie Worrall**

**Officer Contributors: Clerk**

**Status (public or exempt): Public**

**Wards affected: All**

**Enclosures: None**

**Contact for further information: Clerk**

#### **1. BACKGROUND INFORMATION**

1.1 The Clerk made the Parish Council aware that she intends to take her entitlement to retire in June 2022. As a result, the Council needs undertake a recruitment program for a new Clerk. As a period of handover is strongly recommended, it would be sensible to advertise the vacancy in January 2022. To meet this timescale, various HR procedures need to be instigated. As this work has to be undertaken in addition to 'Normal Processes' it is suggested the Council should begin now.

#### **2. RELEVANT PREVIOUS DECISIONS**

2.1 None

#### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 As this Committee is comprised of the Chairman and Deputy Chairman of all the Main Committees its members have an understanding of the issues and priorities that the Parish faces in the future. Therefore, it should be possible to specify what the main objectives for the Council should be for over the next five to ten years.

3.2 The Clerk's current responsibilities are clearly defined in her job description. Some of these are specified in law and cannot be altered, but the remainder are specific to Chorleywood and its Parish Council and have been set by the Council to meet previous priorities and issues.

3.3 Having agreed on the objectives, this Committee needs to consider what expertise and experience the Parish will be looking for in any candidates for the Clerk's role. A Job Description can then be prepared and assessed against the pay scales for local government employees.

#### **4. RISK MANAGEMENT ISSUES**

4.1 The successful candidate is likely to have to work three months' notice so it is important that the recruitment process starts in January.

4.2 Chorleywood Parish Council is a complicated institution with a long list of responsibilities both local and national which the current Clerk understands. A reasonable length period of handover will benefit the successful candidate.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The handover period when two Clerks' salaries will need to be paid will be an increase to the budget.

5.2 The salary for a Clerk is a reflection on the points allocated to the Job Description and the successful candidates experience. It is possible that the salary could be less but it is also possible that there could be an increase.

## **6 LEGAL ISSUES**

6.1 None Specific

## **7. SUSTAINABILITY**

7.1 None Specific

## **8. RECOMMENDATIONS**

8.1 This Committee sets objectives for the Council for the next 5 to 10 years

8.2. Having set objectives, the Committee specifies the attributes and qualifications they would like to find in candidates

8.3. The HR Committee carries out a review of the Clerk's Job Description to ensure the role and responsibilities meets the set objectives

**Date: Tuesday 5<sup>th</sup> October 2021**

**Subject: Health & Safety**

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**Committee Member:**

**Officer Contributors:** Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 - Health & Safety Register

**Contact for further information:** Deputy Clerk

## **1. BACKGROUND INFORMATION**

### **1.1 Progress since the last meeting:**

- **Risk Assessments (RAs)** for the Office, Rangers and the Halls specific to COVID-19 were reviewed and updated following easing of the restrictions of the latest lockdown. Copies are still held on the Website. The office is back to full staffing of 4 officers with opening core hours of 9am-1pm and the Halls are fully open. Airing of the office and sanitising of both the office and the Halls continues to take place. Regular lateral flow tests are undertaken as part of the RAs by Officers and Rangers
- **Chub Fire inspections, PAT, Emergency Lighting and Electrical Installation testing** have taken place at all premises except the Hollybush Hall for the Fire Inspections as it was closed when the engineer visited, this is being re-arranged. Any issues arising from the Electrical Installation testing will be presented to the appropriate committee when the final reports have been received. The updated PAT certificates have been displayed in all premises and updated Chubb Certificates for display at all premises have been chased.
- **Training** – two Rangers are attending a First Aid Training Course on the 1<sup>st</sup> October. The Rangers and vehicle First Aid kits/boxes will be reviewed following this training.
- **The H&S Calendar** has been updated to include RoSPA training, Chainsaw and cross cutting certificate and COSHH cabinet review due dates.
- **DSE Assessments and Driving Licence checks** have been separated from PDRs and are scheduled for October.
- **Ladders:** There are now no ladders in use by the Rangers. The ladder in the War Memorial Hall is padlocked to prevent use by Members of the Public. Caretakers are to be advised to make a visual inspection of the ladder before use and have an additional person present when in use. It is suggested that this item therefore be removed from the calendar.

## 1.2 **AMBER Issues (at risk)**

- **Flag Pole Inspections** are undertaken visually each time the flag is lowered and raised. A monthly inspection sheet will be set up to formalise the inspections.
- **Working at Heights, Manual Handling and Asbestos awareness training** was programmed to take place before the pandemic began and due to COVID has not yet taken place. As there is now a degree of return to normality, dates for this training will be progressed with the Herts County Council Safety Officer.
- **Boiler Maintenance South Lodge** has been booked and cancelled (by British Gas) twice and is now re-booked for November.
- **Noise & HAVS** – Tool for calculating and assessing noise and Vibration levels of equipment used by the Rangers provided but still be to used for calculations.
- **Water Risk assessments** suitable company still to be approached by the Deputy Clerk. With the building works due in the next 6 – 12 months at both the Office and Rangers Mess Room, these will be undertaken and a process for regular checks set up following completion of the works.

## 2. **RELEVANT PREVIOUS DECISIONS**

2.1 None since the last P&R meeting

## 3. **CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None at this time

## 4. **RISK MANAGEMENT ISSUES**

4.1 The existing Risk assessments continue to be reviewed and rewritten into the new adopted format as batches. Event specific risk assessments are always made prior to an event taking place or obtained by the organiser of an event if not a Parish Council organised event. Evidence of Public Liability Insurance is also obtained for any licenced users of the Common.

## 5. **FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None

## 6. **LEGAL ISSUES**

6.1 None specific at this stage.

## 7. **RECOMMENDATIONS**

7.1 That the Committee considers the details in the report and notes the continuing attention to this area.

CHORLEYWOOD PARISH COUNCIL HEALTH & SAFETY REGISTER

	RAG	MARCH 2021	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2022	FEB	MARCH
<b>PEOPLE</b>														
Chain Saw certificates												DDG Due 2024		BM Due 2022
Cross Cutting certificates														MT & LJ 2025
PDRS				✓										
DSE									✓					
Driving Licences									✓					
Personal Protective Equipment (PPE)				Clerk, Rangers DDG & BM				Ranger MT	New Ranger - LJ					
First Aid Boxes			Halls before re-opening after lockdown						Office, Rangers mess room & RTVs					
Training								First Aid On-line pre course work completed 24.09.21 DDG & BM	First Aid DDG & BM 01.10.21		RoSPA DDG & BM Due 2021			
Working at Heights, Manual Handling, Asbestos Awareness New Nov 19										✓				
NOISE & HAVs New Nov 19								✓						
<b>EQUIPMENT</b>														
Portable Appliance Testing (PAT)							All sites 31.08.21							
Ladder Testing								✓						
COSHH Cabinets and Safety Data Sheets Review		Completed Halls								Due Equipment Sheds				
<b>BUILDINGS</b>														
<b>FIRE:</b>														
Fire Risk Assessments												✓		
Fire Extinguishers Annual Check (CHUBB)							Completed 18.08.21							
Emergency Lights Tests - South Lodge						CJ	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Emergency Lights Tests - WMH						JR	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Emergency Lights Tests - Bullsland						LS	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Electrical testing - South Lodge							Electrician Completed							
Electrical testing - WMH							Electrician Completed							
Electrical testing - Bullsland Hall							Electrician Completed							
Boiler Maintenance - South Lodge										Due 22.11.21 Contract				✓
Boiler Maintenance - WMH						14.07.21 Contract								
ALARM - South Lodge						01.07.21 Contract						✓		
Flag Pole Inspection												✓	✓	
Water Risk Assessments New Nov 19											✓			
<b>POLICIES</b>														
Health & Safety Policy Agreed P&R 15.09.20														
Stress														
<b>Risk Assessments</b> (See separate register for list)												✓		
<b>KEY:</b>														