

Detailed Income & Expenditure by Projected Budget Heading 10/01/2022

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Policy & Resources						
<u>200 Salaries - Policy & Resources</u>						
4000 Salaries	60,815	99,500	38,685		38,685	61.1%
4020 PAYE & NI	21,946	40,200	18,254		18,254	54.6%
4030 Superannuation	18,847	34,830	15,983		15,983	54.1%
4040 Pension Insurance	2,859	3,350	491		491	85.3%
4050 Training & Conferences	50	2,000	1,950		1,950	2.5%
4055 Travelling Expenses	728	2,460	1,732		1,732	29.6%
4520 Mobile Telephone	144	230	86		86	62.6%
Salaries - Policy & Resources :- Indirect Expenditure	105,389	182,570	77,181	0	77,181	57.7%
Net Expenditure	(105,389)	(182,570)	(77,181)			
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	150	850	700			17.6%
1230 Council Events Income	8,028	5,000	(3,028)			160.6%
1250 Contribution from WMH	0	3,200	3,200			0.0%
1255 Contribution from RBL	(100)	575	675			(17.4%)
1900 Miscellaneous Income	1,863	1,000	(863)			186.3%
General Administration :- Income	9,940	10,625	685			93.6%
4040 Pension Insurance	(0)	0	0		0	0.0%
4100 Website	657	2,250	1,593		1,593	29.2%
4105 Photocopying	801	3,000	2,199		2,199	26.7%
4110 Postage	915	1,450	535		535	63.1%
4115 Stationery & Office Equipment	2,248	2,500	252		252	89.9%
4120 Subscriptions & Donations	2,475	4,130	1,655		1,655	59.9%
4125 Office Cleaning	423	800	377		377	52.9%
4130 Office Maintenance	1,872	5,000	3,128		3,128	37.4%
4135 Computer	14,368	12,000	(2,368)		(2,368)	119.7%
4140 Village Day	1,087	1,087	0		0	100.0%
4145 Christmas Lights	3,226	5,000	1,774		1,774	64.5%
4150 Council Events	2,529	3,000	471		471	84.3%
4155 Chorleywood in Bloom	255	2,350	2,095		2,095	10.8%
4160 Mapping System	225	725	500		500	31.0%
4170 Swillett Hall	0	5,000	5,000		5,000	0.0%
4900 Misc Expenditure	2,059	1,000	(1,059)		(1,059)	205.9%
General Administration :- Indirect Expenditure	33,140	49,292	16,152	0	16,152	67.2%
Net Income over Expenditure	(23,200)	(38,667)	(15,467)			

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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	4,086	5,000	914		914	81.7%
4205 Gas	883	1,800	917		917	49.0%
4210 Electric	797	2,500	1,703		1,703	31.9%
4215 Water	41	345	304		304	11.9%
4220 Telephone	5,056	8,500	3,444		3,444	59.5%
Services - General :- Indirect Expenditure	10,863	18,145	7,282	0	7,282	59.9%
Net Expenditure	(10,863)	(18,145)	(7,282)			
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	3,058	5,820	2,762		2,762	52.5%
4255 PCSOs	39,613	32,000	(7,613)		(7,613)	123.8%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	42,670	38,820	(3,850)	0	(3,850)	109.9%
Net Expenditure	(42,670)	(38,820)	3,850			
<u>250 Grants & 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	13,500	16,000	2,500	0	2,500	84.4%
Net Expenditure	(13,500)	(16,000)	(2,500)			
<u>260 Professional Fees - P&R</u>						
4040 Pension Insurance	(0)	0	0		0	0.0%
4350 Audit	0	3,470	3,470		3,470	0.0%
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	629	2,000	1,371		1,371	31.4%
4375 GDPR	2,631	6,000	3,369		3,369	43.8%
4380 Payroll Services	447	0	(447)		(447)	0.0%
Professional Fees - P&R :- Indirect Expenditure	19,900	33,125	13,225	0	13,225	60.1%
Net Expenditure	(19,900)	(33,125)	(13,225)			

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Detailed Income & Expenditure by Projected Budget Heading 10/01/2022

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>270 Civic</u>						
1270 Chairman's Charity Income	1,292	1,500	208			86.1%
Civic :- Income	1,292	1,500	208			86.1%
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	5	2,000	1,995	0	1,995	0.2%
Net Income over Expenditure	1,287	(500)	(1,787)			
Policy & Resources :- Income	11,232	12,125	893			92.6%
Expenditure	225,467	339,952	114,485	0	114,485	66.3%
Movement to/(from) Gen Reserve	(214,235)					
Grand Totals:- Income	11,232	12,125	893			92.6%
Expenditure	225,467	339,952	114,485	0	114,485	66.3%
Net Income over Expenditure	(214,235)	(327,827)	(113,592)			
Movement to/(from) Gen Reserve	(214,235)					

Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 22.23 Budget

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		<u>Actual 20.21</u>		<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy & Resources</u>										
<u>200 Salaries - Policy & Resources</u>										
1900	Miscellaneous Income	0	804	0	0	0	0	0	0	0
	Total Income	0	804	0	0	0	0	0	0	0
4000	Salaries	97,600	84,496	99,500	60,815	99,500	0	115,000	0	0
4020	PAYE & NI	39,400	36,623	40,200	21,946	40,200	0	42,000	0	0
4030	Superannuation	34,150	32,052	34,830	18,847	34,830	0	35,500	0	0
4040	Pension Insurance	0	2,069	3,350	2,859	3,350	0	4,000	0	0
4050	Training & Conferences	2,000	899	2,000	50	2,000	0	2,000	0	0
4055	Travelling Expenses	2,460	1,801	2,460	728	2,460	0	2,460	0	0
4520	Mobile Telephone	230	191	230	144	230	0	270	0	0
4900	Misc Expenditure	0	28	0	0	0	0	0	0	0
	Overhead Expenditure	175,840	158,157	182,570	105,389	182,570	0	201,230	0	0
	Movement to/(from) Gen Reserve	(175,840)	(157,353)	(182,570)	(105,389)	(182,570)		(201,230)		
<u>210 General Administration</u>										
1200	Chorleywood in Bloom	850	0	850	150	850	0	850	0	0
1210	Village Day Income	6,500	0	6,500	0	0	0	6,500	0	0
1230	Council Events Income	0	2,545	5,000	8,028	5,000	0	15,000	0	0
1250	Contribution from WMH	3,200	1,465	3,200	0	3,200	0	3,200	0	0
1255	Contribution from RBL	565	516	575	-100	575	0	575	0	0
1900	Miscellaneous Income	1,000	370	1,000	1,863	1,000	0	1,000	0	0
	Total Income	12,115	4,895	17,125	9,940	10,625	0	27,125	0	0

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Gas

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Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 22.23 Budget

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		<u>Actual 20.21</u>		<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	Pension Insurance	0	0	0	0	0	0	0	0	0
4350	Audit	3,400	2,702	3,470	0	3,470	0	3,600	0	0
4351	Accounting Support	1,375	844	1,375	152	1,375	0	1,375	0	0
4355	Legal & Professional Fees	3,890	10,661	4,000	190	4,000	0	4,000	0	0
4360	HR Service Contract	5,100	4,932	5,200	5,080	5,080	0	5,250	0	0
4365	Insurance	10,500	11,901	11,200	10,772	11,200	0	11,600	0	0
4370	Health & Safety	1,000	2,267	2,000	629	2,000	0	2,000	0	0
4375	GDPR	6,000	2,135	6,000	2,631	6,000	0	6,000	0	0
4380	Payroll Services	0	0	1,500	447	0	0	1,500	0	0
	Overhead Expenditure	31,265	35,443	34,745	19,900	33,125	0	35,325	0	0
	Movement to/(from) Gen Reserve	(31,265)	(35,443)	(34,745)	(19,900)	(33,125)		(35,325)		
270	Civic									
1270	Chairman's Charity Income	500	0	500	1,292	1,500	0	500	0	0
	Total Income	500	0	500	1,292	1,500	0	500	0	0
4400	Chairman's Allowance	500	240	500	5	500	0	500	0	0
4405	Chairman's Charity	500	0	500	0	1,500	0	500	0	0
	Overhead Expenditure	1,000	240	1,000	5	2,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	(500)	(240)	(500)	1,287	(500)		(500)		
	Policy & Resources - Income	12,615	30,700	17,625	11,232	12,125	0	27,625	0	0
	Expenditure	309,020	297,074	336,155	225,467	339,952	0	363,235	0	0
	Movement to/(from) Gen Reserve	(296,405)	(266,374)	(318,530)	(214,235)	(327,827)		(335,610)		

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Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 22.23 Budget

		<u>Actual 20.21</u>		<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Open Spaces</u>										
<u>300 Salaries - Open Spaces</u>										
4000	Salaries	95,600	85,805	92,800	56,397	92,800	0	92,800	0	0
4020	PAYE & NI	34,800	28,079	35,500	17,612	35,500	0	35,500	0	0
4030	Superannuation	36,250	29,811	33,900	17,644	33,900	0	33,900	0	0
4055	Travelling Expenses	1,665	530	1,665	411	1,665	0	1,665	0	0
4520	Mobile Telephone	500	378	500	280	500	0	500	0	0
Overhead Expenditure		168,815	144,602	164,365	92,344	164,365	0	164,365	0	0
Movement to/(from) Gen Reserve		(168,815)	(144,602)	(164,365)	(92,344)	(164,365)		(164,365)		
<u>310 General Open Spaces</u>										
1300	Grants Received	5,800	4,919	5,800	0	5,800	0	5,800	0	0
1310	Parish Paths Grant Received	2,000	1,463	2,000	-2,983	2,000	0	2,000	0	0
1390	Admin Fees	250	75	250	0	250	0	250	0	0
1900	Miscellaneous Income	700	3,425	500	2,007	2,250	0	500	0	0
Total Income		8,750	9,882	8,550	-976	10,300	0	8,550	0	0
4355	Legal & Professional Fees	0	0	0	4,310	0	0	0	0	0
4370	Health & Safety	0	46	0	445	0	0	0	0	0
4500	Equipment & Tools	1,500	2,751	1,530	2,353	1,530	0	1,640	0	0
4501	Equipment Fuel	2,000	1,171	2,050	1,276	2,050	0	2,150	0	0
4502	Vehicle Maintenance	4,000	2,191	4,080	892	4,080	0	4,365	0	0
4510	Skip Hire	1,870	630	1,870	1,240	1,870	0	2,000	0	0
4515	Refuse Collection	1,450	1,448	1,480	1,492	1,480	0	1,600	0	0

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Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 2022.23 Budget

		<u>Actual 20.21</u>		<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4540	Parish Paths Expenditure	500	0	500	0	500	0	500	0	0
4545	Parking Meters	3,160	264	3,225	806	3,225	0	3,450	0	0
4550	Tree Works Misc	5,000	2,800	5,000	0	5,000	0	5,000	0	0
4900	Misc Expenditure	1,200	900	1,200	12	1,200	0	1,200	0	0
	Overhead Expenditure	20,680	12,199	20,935	12,826	20,935	0	21,905	0	0
	Movement to/(from) Gen Reserve	(11,930)	(2,318)	(12,385)	(13,803)	(10,635)		(13,355)		
320	Allotments									
1400	Allotment Rents	3,435	3,833	3,500	1,003	1,400	0	3,600	0	0
1410	Allotment Keys	25	75	100	20	100	0	100	0	0
	Total Income	3,460	3,908	3,600	1,023	1,500	0	3,700	0	0
4600	Allotment Services	1,648	534	1,680	1,559	1,680	0	1,800	0	0
4605	Allotment Maintenance	1,400	125	1,400	106	1,400	0	1,400	0	0
4610	Allotment Competition	350	247	350	109	350	0	350	0	0
4850	Bad Debts	0	554	0	0	0	0	0	0	0
	Overhead Expenditure	3,398	1,459	3,430	1,774	3,430	0	3,550	0	0
	Movement to/(from) Gen Reserve	62	2,448	170	(751)	(1,930)		150		
330	Lawn Cemetery & Churchyard									
1450	Interment Charges	56,650	48,373	57,800	46,043	57,800	0	60,000	0	0
1460	Memorial Plaques Income	36,565	38,147	37,300	21,592	37,300	0	40,000	0	0
1470	Cemetery Benches & Memorials	0	370	0	0	0	0	0	0	0
1475	Lawn Cemetery Pot Holders	60	12	60	154	130	0	144	0	0
	Total Income	93,275	86,902	95,160	67,789	95,230	0	100,144	0	0

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Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 22.23 Budget

		<u>Actual 20.21</u>			<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4660	Cemetery Rates	980	1,264	1,000	870	1,000	0	1,300	0	0
4665	Cemetery Services	100	25	100	25	100	0	100	0	0
4670	Cemetery Maintenance	1,495	1,054	1,525	1,657	1,525	0	1,570	0	0
4675	Christchurch Cemetery	6,950	2,844	7,090	1,836	7,090	0	7,000	0	0
4680	Memorial Plaques Costs	24,200	20,227	24,700	13,477	24,700	0	26,500	0	0
4690	Cemetery Benches & Memorials	0	445	0	0	0	0	0	0	0
	Overhead Expenditure	33,725	25,859	34,415	17,864	34,415	0	36,470	0	0
	Movement to/(from) Gen Reserve	59,550	61,043	60,745	49,925	60,815		63,674		
340	Common									
1500	Common Lettings	2,450	392	2,450	808	2,450	0	2,450	0	0
1515	Common Concessions	0	0	0	200	200	0	200	0	0
1900	Miscellaneous Income	0	757	0	100	0	0	0	0	0
	Total Income	2,450	1,149	2,450	1,108	2,650	0	2,650	0	0
4355	Legal & Professional Fees	0	4,892	0	0	0	0	0	0	0
4700	Tree Surgery & Inspections	5,325	3,835	5,325	2,900	5,325	0	5,325	0	0
4705	Grounds Maintenance	5,325	749	5,325	919	5,325	0	5,325	0	0
4710	Grass Cutting/Grazing	6,975	8,555	7,115	0	7,115	0	7,600	0	0
4720	Litter Bins	1,000	946	1,000	0	1,000	0	1,000	0	0
4725	Maintenance of Horse Track	500	0	500	0	500	0	500	0	0
4730	Dog Bin Maintenance	6,200	6,436	6,200	5,391	6,200	0	6,600	0	0
	Overhead Expenditure	25,325	25,413	25,465	9,210	25,465	0	26,350	0	0
	Movement to/(from) Gen Reserve	(22,875)	(24,264)	(23,015)	(8,102)	(22,815)		(23,700)		

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Chorleywood Parish Council
Annual Budget - By Committee (Actual YTD Month 9)
Note: Proposed 22.23 Budget

	<u>Actual 20.21</u>		<u>Current Budget 2021.22</u>			<u>Proposed Budget 2022.23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
350 Professional Fees - OS									
4355									
Legal & Professional Fees	2,000	6,086	7,500	17,827	15,000	0	7,500	0	0
4370									
Health & Safety	2,000	1,835	2,000	1,314	2,000	0	2,000	0	0
4700									
Tree Surgery & Inspections	0	0	5,000	0	5,000	0	5,000	0	0
4760									
Groewood & Tree Inspection	1,750	1,200	1,750	940	1,750	0	1,750	0	0
4765									
Surveys	500	0	500	0	500	0	500	0	0
4770									
Chilterns AONB & CMS	2,000	0	2,000	1,262	2,000	0	2,000	0	0
Overhead Expenditure	8,250	9,121	18,750	21,343	26,250	0	18,750	0	0
Movement to/(from) Gen Reserve	(8,250)	(9,121)	(18,750)	(21,343)	(26,250)		(18,750)		
Open Spaces - Income	107,935	101,840	109,760	68,943	109,680	0	115,044	0	0
Expenditure	260,193	218,653	267,360	155,361	274,860	0	271,390	0	0
Movement to/(from) Gen Reserve	(152,258)	(116,813)	(157,600)	(86,418)	(165,180)		(156,346)		
Total Budget Income	120,550	132,540	127,385	80,176	121,805	0	142,669	0	0
Expenditure	569,213	515,727	603,515	380,829	614,812	0	634,625	0	0
Movement to/(from) Gen Reserve	(448,663)	(383,186)	(476,130)	(300,653)	(493,007)		(491,956)		

Chorleywood Village Hall Trust
Annual Budget - By Committee (Actual YTD Month 8)

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Note: Budget Report 2022/23

		<u>Last Year 2020/21</u>		<u>Current Year 2021/22</u>			<u>Next Year 2022/23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Village Hall Trust</u>										
<u>100 General Administration</u>										
1020	Grants & Donations Received	0	20,000	10,000	18,000	18,000	0	10,000	0	0
1030	Interest Received	35	0	0	0	0	0	0	0	0
1500	RBL Recharge	270	299	305	0	305	0	325	0	0
1900	Miscellaneous Income	0	49	0	0	0	0	0	0	0
	Total Income	305	20,348	10,305	18,000	18,305	0	10,325	0	0
4000	Salaries	29,870	22,704	30,467	13,248	30,467	0	31,000	0	0
4020	Inc Tax & NI	6,750	2,925	6,750	1,597	6,750	0	6,750	0	0
4030	Superannuation	10,450	7,057	10,450	4,240	10,450	0	10,450	0	0
4055	Travelling Expenses	870	644	870	165	870	0	900	0	0
4056	Mobile Phones	360	245	360	60	360	0	360	0	0
4060	Consumables	1,000	459	1,000	711	1,200	0	1,200	0	0
4065	Hand Drier & Sanitary Costs	1,950	1,925	1,990	1,804	1,990	0	2,130	0	0
4080	Insurance	2,250	0	2,295	0	2,295	0	2,295	0	0
4085	Licence Costs	1,625	250	1,625	0	1,625	0	1,625	0	0
4090	Trade Refuse Costs	2,000	1,870	2,040	1,926	2,040	0	2,175	0	0
4095	Affiliation Fee CDA	35	0	35	0	35	0	35	0	0
4100	Annual Safety Inspection	125	0	125	0	125	0	125	0	0
4105	Bank Charges	50	18	50	43	50	0	50	0	0
4115	Audit Fees	415	0	425	0	425	0	450	0	0
4120	Post & Stationery	425	0	425	0	425	0	425	0	0
4125	Computer Services	1,465	1,465	1,495	0	1,495	0	1,600	0	0

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Chorleywood Village Hall Trust
Annual Budget - By Committee (Actual YTD Month 8)
Note: Budget Report 2022/23

10:42

		<u>Last Year 2020/21</u>		<u>Current Year 2021/22</u>			<u>Next Year 2022/23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4130	Health & Safety	1,000	1,058	1,000	0	1,000	0	1,000	0	0
4135	Advertising	500	0	500	0	500	0	500	0	0
4155	Hall Cleaning	200	0	200	0	200	0	200	0	0
4500										
	RBL Charges	100	150	155	0	155	0	165	0	0
4900										
	Miscellaneous Expenditure	200	2	200	7	200	0	200	0	0
	Overhead Expenditure	61,640	40,772	62,457	23,801	62,657	0	63,635	0	0
	Movement to/(from) Gen Reserve	(61,335)	(20,424)	(52,152)	(5,801)	(44,352)		(53,310)		
200	<u>War Memorial Hall</u>									
1200	WMH Lettings	41,200	4,695	41,200	16,487	32,000	0	41,200	0	0
1210										
	Common Room Lettings	10,000	623	10,000	1,528	7,500	0	7,500	0	0
1900										
	Miscellaneous Income	1,000	0	1,000	0	1,000	0	1,000	0	0
	Total Income	52,200	5,318	52,200	18,015	40,500	0	49,700	0	0
4150	Rates	1,525	0	1,570	224	1,570	0	1,675	0	0
4155	Hall Cleaning	575	105	575	215	575	0	500	0	0
4160	Hall Maintenance	4,350	3,513	4,440	2,593	4,440	0	4,440	0	0
4165	Minor Improvements	1,000	0	1,000	0	1,000	0	1,000	0	0
4201										
	War Memorial Gas	3,500	6,558	3,675	1,661	3,675	0	4,000	0	0
4202										
	War Memorial Electricity	2,200	958	2,200	1,029	2,200	0	2,420	0	0
4203	War Memorial Water	520	1,549	1,520	0	1,520	0	1,520	0	0
4204	War Memorial Telecoms	1,380	1,071	1,410	631	1,410	0	1,450	0	0
4900										
	Miscellaneous Expenditure	350	50	350	424	350	0	350	0	0
	Overhead Expenditure	15,400	13,803	16,740	6,776	16,740	0	17,355	0	0
	Movement to/(from) Gen Reserve	36,800	(8,485)	35,460	11,239	23,760		32,345		

Continued on next page

Chorleywood Village Hall Trust
Annual Budget - By Committee (Actual YTD Month 8)

10:42

Note: Budget Report 2022/23

		<u>Last Year 2020/21</u>		<u>Current Year 2021/22</u>			<u>Next Year 2022/23</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
300	<u>Bullisland</u>									
1300										
	Bullisland Lettings	6,000	1,296	6,000	3,621	6,000	0	6,000	0	0
	Total Income	6,000	1,296	6,000	3,621	6,000	0	6,000	0	0
4150	Rates	185	16	190	27	190	0	195	0	0
4155	Hall Cleaning	200	0	200	0	200	0	200	0	0
4160	Hall Maintenance	1,000	190	1,000	444	1,000	0	1,000	0	0
4165	Minor Improvements	250	0	250	0	250	0	250	0	0
4300	Bullisland Services	0	45	0	0	0	0	0	0	0
4301										
	Bullisland Gas	500	187	500	191	500	0	550	0	0
4302										
	Bullisland Electricity	400	282	400	145	400	0	440	0	0
4303	Bullisland Water	250	178	250	0	250	0	250	0	0
4304	Bullisland Telecoms	465	0	475	0	475	0	475	0	0
	Overhead Expenditure	3,250	898	3,265	807	3,265	0	3,360	0	0
	Movement to/(from) Gen Reserve									
		2,750	398	2,735	2,815	2,735		2,640		
400	<u>Hollybush</u>									
1400										
	Hollybush Lettings	20,000	10,000	20,000	17,500	20,000	0	20,000	0	0
	Total Income	20,000	10,000	20,000	17,500	20,000	0	20,000	0	0
4150	Rates	250	33	255	26	255	0	265	0	0
4160	Hall Maintenance	1,000	304	1,000	150	1,000	0	1,000	0	0
4402	Hollybush Electricity	1,550	790	1,550	480	1,550	0	1,700	0	0
4403	Hollybush Water	200	118	200	0	200	0	200	0	0
	Overhead Expenditure	3,000	1,245	3,005	656	3,005	0	3,165	0	0

Continued on next page

Chorleywood Village Hall Trust
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report 2022/23

	<u>Last Year 2020/21</u>		<u>Current Year 2021/22</u>			<u>Next Year 2022/23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	17,000	8,755	16,995	16,844	16,995		16,835		
Village Hall Trust - Income	78,505	36,962	88,505	57,137	84,805	0	86,025	0	0
Expenditure	83,290	56,718	85,467	32,040	85,667	0	87,515	0	0
Movement to/(from) Gen Reserve	(4,785)	(19,755)	3,038	25,097	(862)		(1,490)		
Total Budget Income	78,505	36,962	88,505	57,137	84,805	0	86,025	0	0
Expenditure	83,290	56,718	85,467	32,040	85,667	0	87,515	0	0
Movement to/(from) Gen Reserve	(4,785)	(19,755)	3,038	25,097	(862)		(1,490)		

POLICY & RESOURCES CAPITAL REPLACEMENT FUND

	Replacement Cost	YEAR 13/14	YEAR 14/15	YEAR 15/16	YEAR 16/17	YEAR 17/18	YEAR 18/19	YEAR 19/20	YEAR 20/21	YEAR 21/22	YEAR 22/23
Election Expenses	£3,500	£1670	£1720	£1755	£1775	£10,000	ELECTION £10,400	£3000	£3100	£3160	£3250
Replacement Boiler		£160	£165	£170	£175	£180	£190	£200	£210	£215	£220
Replacement I.T.	£1,000	£1730	£1785	£1820	£1840	£1880	£1955	£2025	Replaced £2085	£3600	£3700
Office Refurb								£10,000	£12,000		
Swillett								£5,000	£5,000	£5000	£5000
Total		£3560	£3670	£3745	£3790	£12060	£12545	£20225	£22395	£11975	£12170

P& R CAPITAL ALLOCATION BUDGET

	2022/23				Remaining
	Budget	Balance B/F	Total	Spent	Balance
P&R					
Elections	£3250	£24171	£27421		£27421
Replacement IT	£3700	£ 3600	£7300		£ 7,300
Replacement boiler	£ 220	£2275	£2495		£ 2495
Office Refurbishment	£	£ 54,000	£54,000		£ 54,000
Swillett	£5000	£ 15,000	£20,000		£20,000

Total for P&R 22/23 £12,170

Date: TUESDAY 18th January 2022

Subject: P&R Draft Revenue and Capital Budget 2022/23

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget
P&R Capital allocation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider the draft Revenue and Capital Budget for 2022/23

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 30th November 2021

21/32

The Committee

RESOLVED

To confirm the recommendation from the Village Halls Committee

1. To increase the Fees and Charges for the Village halls by 7% for parties and functions, 3% for groups, classes.
2. That from April 2022, the cost of hiring the Village Halls should be included in the ticket price for event being held in the premises, and the fees charged accordingly.

This was proposed by the Chair and unanimously approved.

Members discussed the fees and charges for the Open Spaces and the Committee

RESOLVED the following

Open Spaces

1. Cremation rates for non-parishioners to stay the same – but this should be adjusted in the 23/24 financial year.
2. Cremation rates for Parishioners to raise by 5%
3. Full Burial costs to increase by 7%
4. Classes on the Common to raise by 3%
5. Allotments to raise by 5%

The overall budget to increase by 7% but saving to be made where possible.

This was proposed by the Chair and unanimously approved.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 The Parish Council has a duty to manage its finances in a correct fashion. However, this year due to ongoing issues resulting from the COVID 19 pandemic the Councils budgets are not as predicted the overall loss to the Council has been set out in 5.1.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Detailed below is details of the predicted shortfall for the committees at year end.

P&R

original budget	£318530	
Projected year end budget	£327827	
Loss over the year		£9297

This is mainly due to the cancellation of income generating event, and rental due for South Lodge

Open Spaces

Original Budget	£157600	
Projected year end budget	£165180	
Loss for the year		£7580

Village Halls

Original Budget	£3038	
Projected year end budget	£(862)	
Loss for the year		£2176

Overall loss to the Council this year £19053 - this is despite the £8,000K grants received.

Detailed in Appendix 1 of this report is the projected budget for 22/23

P&R

Increases in staff costs for the new Receptionist post, the recruitment and induction of the new Clerk, increase in employers NI contributions and office rent, however this is offset somewhat with the proposed income for Council events to include not only village day, but the open air cinema.

Proposed Budget			
Income	21/22	22/23	
	£12,125	£27,625	
Expenditure	£339,952	£363,235	
Total	£327,827	£335,610	Increase of £7,783

Open Spaces

Proposed Budget

	21/22	22/23	
Income	£109,680	£115,044	
Expenditure	£274,860	£271,390	
Total	£165,180	£156,346	Decrease of (£8,834)

Decrease in budget due to the legal fees payable in 2021/22

Village Halls

Proposed Budget

	21/22	22/23	
Income	£84,805	£86,025	
Expenditure	£85,667	£87,515	
Total	£862	£1,490	Increase of £628

Income is based on the pre-pandemic figures, increase in staffing costs at 2%, plus increase in employers NI contributions. The income includes a £10k grant from this committee for overall running costs of the hall. Depending on the potential changes due to the pandemic this may need to be reconsidered mid year.

The variations means the revenue budget will break even on this years figures.

The Capital Budget is attached in appendix 2 of this report

P&R

£5,000 has been included in the capital allocation for the Swillett, this will give an overall budget of £20k to cover the costs of professional fees, and potential demolition of the building.

Total costs £7,170

Open Spaces

Total costs £31,055

Village Halls

Total Costs £5,000

Total capital allocation for 2022/23 £43,22

6. LEGAL ISSUES

None Specific

7. BACKGROUND INFORMATION

7.1 All the budgets have either stayed the same or been increased by the suggested committee agreements

7.2 Staffing costs have been increased by 2% and there is a pay award pending for 21/22.

7.3 Employers National Insurance costs have increased by 1.25%

- 7.4 Budget allocation has been made for the new receptionist post and the induction of the new Clerk.
- 7.5 It has been assumed that the Grant to the Village Halls Trust will remain and £10k has been included in the calculation.
- 7.6 Members will also need to consider any capital projects for the next financial year, taken from the agreed four year vision. It has been considered that the capital budgets for the Swillet remain at £5,000 each to continue to increase the pot so that sufficient funds are available when required.
- 7.7 Once this Committee has agreed the budget, a further report will be issued to Full Council to set the precept for 22/23. At the time of writing the Clerk is still awaiting the tax base from TRDC , this is required to enable the Precept to be set.

CHORLEYWOOD PARISH COUNCIL

P&R Committee

Agenda Item 7.

Date: 18th January 2022

Subject: REMOTE MEETINGS

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 draft letter

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 With the potential for council meetings becoming spreader events, ministers are being urged to introduce emergency legislation. NALC are asking for support from councils:

- to highlight the support of remote council meetings to your MP and ministers; with examples of the impact from difficulties the Council is facing such as cancelled meetings, inquorate meetings or where staff or councillors are unwilling to attend meetings due to health risks.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Whilst the Council has adopted the **Temporary Scheme of Delegation 2021 S101 Delegation of Powers**

The scheme of Delegations (s101 of the LGA1972), provides for delegating authority to the Clerk for making decision on behalf of the Council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be in the Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

This scheme of delegations is a temporary measure to facilitate effective decision making whilst the COVID-19 restrictions are in place. It allows the Clerk to take on the executive role during this time.

4. RISK MANAGEMENT ISSUES

4.1 There are a number of functions that cannot be carried out under the delegated powers such as the setting of the precept and there is a risk that under current circumstances face to face meetings

may not be quorate and therefore the Council would fail to set the precept within the delegated time frames.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Whilst it is possible for staff members to attend meeting via Zoom or other such electronic systems, Councillors who attend meetings via electronic where decisions are being made will be excluded from voting.

5.2 NALC are suggesting that Councils should be permitted to decide how to transact their meetings as long as they are constituted in the legal way.

6 LEGAL ISSUES

6.1 Delegation of Power

Section 101 of the LGA 1972 provides

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A committee may delegate its powers to an officer
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Councils Standing Orders, and other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named officer to carry out any powers duties which have been delegate to that officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult with the Chair and Vice Chair of the Committee or Council, and must ensure that they obtain appropriate legal financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chair and Vice -Chair in May of each year
- To sign off the Governance Statement by 30th June Each Year
- To set the precept
- To appoint the head of paid service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

7. RECOMMENDATIONS

7.1. The Committee consider the details within the report and the draft letter and decide if they wish to appeal to the MP for a change in legislation relating to remote meetings

Appendix A – Model letter for councillor/council to local MP

This model letter is a template that councillors and/or councils may use to highlight their support for legislation enabling the use of virtual and hybrid council meetings to their local MP. Text in bold for personalisation.

Template:

Dear **(Local MP)**,

I am/We are writing to you to seek your help in promoting the case for councils to have the flexibility to decide how best to conduct their local meetings. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their peers, missing relevant discussions and being deprived of their democratic right to vote on, decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected

office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business. **[Support with evidence from the use of virtual meetings if you have such data]**

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** implore you to support our call for the Government to amend legislation to provide councils with the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

Appendix B – Model councillor/council to Kemi Badenoch, Minister for Levelling Up Communities

This model letter is a template that councillors and/or councils may use to highlight their support for legalising of virtual and hybrid council meetings to the relevant Government minister. Text in bold for personalisation.

Template:

Dear Minister,

I am/We are writing to you to ask you to consider the case for councils to have the flexibility to decide how best to conduct their local meetings, including virtual, hybrid and in-person meeting options. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their peers, missing relevant discussions and being deprived of their democratic right to vote on,

decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business. **[Support with evidence from the use of virtual meetings if you have such data]**

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** ask you to prioritise your Department's response to the Call for evidence: Remote meetings and bring forward legislation to allow councils the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

CHORLEYWOOD PARISH COUNCIL
P&R COMMITTEE 18th January 2022
Agenda item 8

Amendments to standing orders as per the auditors recommendations highlighted in red

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or P&R committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall ~~authorise~~ confirm payment by a resolution of the council [or finance committee]. ~~The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. Resolution from the Committee or Council shall be made and voted on and the minutes of the meeting will reflect confirmation of payment.~~ A detailed list of all payments shall be disclosed within or as an attachment to the minutes agenda report of the meeting at which payment was ~~authorised~~ confirmed. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 1.1. The council will make safe and efficient arrangements for the making of its payments.
- 1.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 1.3. All payments shall be effected by ~~cheque or~~ BACS or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 1.4. BACS payments ~~Cheques~~ or orders for payment drawn on the bank account in accordance with the schedule ~~as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, or Deputy Clerk~~ shall be authorised by the Clerk and one Councillor using the banks secure authorisation method. ~~in an emergency and~~ in accordance with a resolution instructing that payment the Clerk can make payment via the banks

secure payment system. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 1.5. To indicate agreement of the details shown on the BACS payments the authorising Councillor shall sign the bank payment schedule~~cheque or order for payment with the counterfoil~~ and the invoice or similar documentation, ~~the signatories shall each also initial the cheque counterfoil.~~
- 1.6. BACS payments~~Cheques~~ or orders for payment shall be authorised/signed by an authorised signatory and all such payments shall be reported to the Council at the next appropriate meeting.
- 1.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water), approved contracts and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 1.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, ~~or otherwise evidenced by two members~~ are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 1.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 1.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 1.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept in the council safe handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the

sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 1.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 1.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 1.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 1.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 1.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 1.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk [the RFO] and member. A programme of regular checks of standing data with suppliers will be followed.
- 1.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 1.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or P&R committee. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.
- 1.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to

automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 1.21. All cash received must be banked intact.
- 1.22. The Clerk or RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

CHORLEYWOOD PARISH COUNCIL

P&R Committee

Agenda Item 9.

Date: 18th January 2022

Subject: Investment Strategy

Committee Member: Cllr Jon Bishop

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk/Cllr Jon Bishop

1. BACKGROUND INFORMATION

1.1 Chorleywood Parish Council's Investment Strategy are conducted in accordance with:

- (i) The Local Government Act 2003 (the Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- (ii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.

1.2 The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £500,000 and no action is required below £10,000. Where the investment exceeds £500,000, the guidance is mandatory.

1.3 Security - Safety of the principal should be the foremost objective of any investment program. Investments should be undertaken in a manner that seeks to ensure the preservation of capital. The goal should be to mitigate credit risk and interest rate risk.

1.4 Liquidity - The Council will ensure it has adequate though not excessive cash resources, overdraft and standby facilities to enable it at all times to have the level of funds available

1.5 Yield - The generation of yield is distinct from the core prudential objectives (security and liquidity). Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.

1.6 All investments will be made in line with the Council's financial procedures and observations or advice from the Council's internal and external auditors, supported as necessary by advice from the Council's advisors.

1.7 It should be noted that the strategy is basically the same as for 21/22, as investments have remained static.

2. Investment Objectives

2.1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.

2.2. The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.

2.3. Where external investment managers are used, they will be contractually required to comply with this Strategy.

2.4. In balancing risk against return, this Council is more concerned to avoid risks than to maximise returns.

2.5. In line with the policy of prioritising the security of reserves, to avoid exposure to currency risk, all investments will be in sterling.

2.6. In line with the need to prioritise security or reserves and adequate liquidity, a minimum of 75% of investments will be held in Specified Investments.

3. Investment Types

3.1. Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year, either by virtue of the expiry term of the investment or through a non-conditional option.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Chorleywood Parish Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.

The choice of institution and length of deposit will be at the discretion of the Parish Clerk, in consultation with the Chairman of the Policy and Resources Committee.

3.2. Non Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. The Council will use the services of an appointed FSA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the

first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives.

Long term investments, defined as greater than 36 months, can be used to support longer term plans, including any longer-term capital programme. These will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

When using non specified investments the Council will invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. Decision making over investments will consider social, ethical and/or environmental factors or criteria when selecting, retaining, or disposing of assets.

3.3. Loans

The Parish Council may choose to make loans to local enterprises as part of its wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

The Parish Council can make such loans if they can demonstrate that:

- Total financial exposure to this type of loans is proportionate.
- It has used an expected loss model to assess the impact on their balanced budget requirements if the capital loaned is at risk.
- It has appropriate credit control arrangements to recover overdue repayments in place; and
- It has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Review and Amendment of Regulations

This Strategy will be reviewed annually by the Policy & Resources Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

4. RISK MANAGEMENT ISSUES

4.1 Risk management issues are considered within the report and also the annual Financial Risk assessment approved by Full Council on an annual basis.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 End of Year Investment Report

At the end of each financial year the Parish Clerk will present a report on the Investment activity to Full Council.

6 LEGAL ISSUES

6.1 The Council has a legal obligation to have an Investment Strategy as outlined in The Local Government Act 2003 (the Act) and supporting regulations.

7. RECOMMENDATIONS

7.1. The Council are asked to look at the content within the report and adopt the proposed Investment strategy.

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 10

Date: TUESDAY 18TH JANUARY 2022

Subject: SUSTAINABILITY SUB COMMITTEE REPORT

Committee Member: Cllr Jackie Worrall

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 - Sustainability Checklist V3

Contact for further information: Cllr Jackie Worrall, Deputy Clerk

1. BACKGROUND INFORMATION

The Chorleywood Parish Sustainability Sub Committee was established with the Terms of Reference approved at Full Council 21.09.21 with the stated vision:

To survey all areas of responsibility within the Parish Council and set a Sustainability Plan for Chorleywood Parish. To engage with the residents of Chorleywood, communicate the Action Plan and encourage the community to adopt similar practices.

And the following principles:

1. The Parish Council should work towards greater sustainability in all of what it does
2. The Sub-Committee will encourage those who reside in the five wards of Chorleywood Parish to engage with the Chorleywood Neighbourhood Plan (both existing and further development), new TRDC Local Plan, new applications for large developments affecting the Parish, the Hertfordshire County Council Sustainability Action Plan and relevant government consultations.
3. The Sub-Committee will make this a positive and constructive process, which is ultimately intended to improve the quality of life and strengthen the communities of Chorleywood.

The Sub Committee is made up of representatives from all committees of the Council together with the Deputy Clerk and Conservation Ranger and reports into the Policy and Resources Committee. Cllr Jackie Worrall and Cllr Steve Watkins are the nominated Chair and Vice Chair respectively of the Sub Committee

PROGRESS:

- The Sub Committee has met three times from its inception and is due to meet approximately monthly to ensure that actions are progressed, and momentum is maintained.
- **Environmental Audit:** A quote for providing the existing carbon footprint of the Council has been obtained but was thought to be too expensive and has been put on hold, an in-house

checklist has been produced instead. A second independent consultant has been contacted with a view to gaining access to some free advice available to Charities and Parish Councils before a possible further quote is supplied.

- **Sustainability Checklist:** A comprehensive Sustainability Checklist has been produced by the Chair of the Council and is a living document that will be used as the basis of review at each meeting to drive forward initiatives. It aims to prioritise the areas of activity and establish a baseline from which to measure changes and targets for making improvements by. It is currently at Version 3 (attached) but the most recent meeting of the Sub Committee (10.01.22) made a number of further changes to the document establishing the areas to focus on first i.e.:
 - Resource Efficiency
 - Biodiversity
 - Planning
- **Operational Issues vs Sustainability:** a two-way process between the Sustainability Sub Committee and the full committees of the Council is essential to ensure that operational issues continue to be dealt with by the committees, but any sustainability aspects are reported back to the Sustainability Sub Committee by the Cllr representatives and vice versa.
- **District & County Council Plans:** Links are being established with both District and County Councils to ensure a two-way flow of information to keep informed of their plans, initiatives and actions and advise of the Parish Councils actions.
- **Chorleywood Matters:** the edition issued just prior to Christmas 2021 contained an article on the Sustainability Subcommittee, its vision and aims.
- **2040 Documentary film:** Several Cllrs viewed this film shown at a 'Greener Together' workshop organised in the community. Enquiries are being made to determine the more general availability of the film with the aim of making it available to all Cllrs either collectively or individually. The Subcommittee has suggested that the screening of this film becomes part of the mandatory training sessions for Cllrs.
- It is apparent that there is much enthusiasm in the community to address sustainability issues and it is hoped that the Council will be able to work with Parishioners and provide support to the ideas that come forward.
- The next meeting of the Sub Committee is due to take place via Zoom on the 7th February 2022.

2. RELEVANT PREVIOUS DECISIONS

2.1 None at this time

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None at this time

4. RISK MANAGEMENT ISSUES

4.1 None at this time.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Job Descriptions (JDs): JDs needed to be updated to reflect sustainability responsibilities which is in hand with the HR committee.

5.2 It should be noted that sustainability is not necessarily about saving money in the short term. There will be some actions that save money, some that will be cost neutral and some that may cost money but that the focus should be on sustainability of processes and operations of the Council moving forward.

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 progress made and 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
PEOPLE														
Chain Saw certificates	Green									DDG Due 2024				BM Due 2022
Cross Cutting certificates	Green													MT & LJ 2025
PDRS	Green			✓										
DSE	Yellow										✓			
Driving Licences	Yellow										✓			
Personal Protective Equipment (PPE)	Green			Clerk, Rangers DDG & BM				Ranger MT	New Ranger - LJ					
First Aid Boxes	Green		Halls before re-opening after lockdown						Office, Rangers mess room & RTVs					
Training	Yellow							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 <i>New Nov 19</i>	Yellow									✓				
NOISE & HAVs <i>New Nov 19</i>	Yellow							✓						
EQUIPMENT														
Portable Appliance Testing (PAT)	Green						All sites 31.08.21							
Ladder Testing	Green							✓						
COSHH Cabinets and Safety Data Sheets Review	Green	Completed Halls								Due Equipment Sheds				
BUILDINGS														
FIRE:														
Fire Risk Assessments	Green											✓		
Fire Extinguishers Annual Check (CHUBB)	Green						Completed 18.08.21							
Emergency Lights Tests - South Lodge	Green					CJ	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Emergency Lights Tests - WMH	Green					JR	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Emergency Lights Tests - Bullisland	Green					LS	Electrician Completed	✓	✓	✓	✓	✓	✓	✓
Electrical testing - South Lodge	Green						Electrician Completed							
Electrical testing - WMH	Green						Electrician Completed							
Electrical testing - Bullisland Hall	Green						Electrician Completed							
Boiler Maintenance - South Lodge	Green									23.11.21 Contract				✓
Boiler Maintenance - WMH	Green					14.07.21 Contract								
ALARM - South Lodge	Green					01.07.21 Contract						✓		
Flag Pole Inspection	Yellow											✓	✓	
Water Risk Assessments <i>New Nov 19</i>	Yellow										✓			
POLICIES														
Health & Safety Policy Agreed P&R 15.09.20	Green													
Stress	Green													
Risk Assessments	Green											✓		
(See separate register for list)														
KEY:		Red indicates action due, amber activity at risk, black confirms action completed												