



ALDENHAM PARISH COUNCIL

## **Managers' Report – February 2021**

To consider a CiL grant for Aldenham War Memorial Hall -- £8,750 towards creation of a centenary garden at the hall (see minute 65)

*That a CiL grant of £8,750 is paid to Aldenham War Memorial Hall management committee on production of invoices. – Trustees advised – one payment made so far. 25/11.*

To consider a CiL grant for 1<sup>st</sup> Radlett Scouts -- £12,000 for new front entrance to Scout Hut. (see minute 72b)

*That a CiL grant of £10,000 is paid to 1<sup>st</sup> Radlett Scouts subject to production of satisfactory invoices. – Planning permission applied for 15/1.*

To review the effectiveness of the internal auditor (see minute 73)

*That Cllr M Cherry will carry out quarterly random checks on financial procedures and report his findings to this committee.*

To consider budget proposals from all committees for 2021/22 and make a recommendation to the Council for a total precept demand for 2021/22 to Hertsmere Borough Council. (see minute 93)

- a) *That the PCM reduces the contingency amount in the proposed budget from £20,000 to £5,000. – completed.*
- b) *That the PCM produces an amended paper for the council meeting on 25<sup>th</sup> January 2021 which will reduce the budget by at least 5% from the 2020/21 band 'D' figure. – not completed as further meeting with other parties was required.*

To receive the internal auditor's interim report (see minute 94).

- a) *That the council note the report and endorse the actions taken so far.*
- b) *That the Asst Manager sends the bank reconciliation to Cllr M Cherry electronically in order that he may carry out the necessary checks. – completed.*

To update the Council projects priority list following receipt of the October CiL funds from HertsmereBC (see minute 96)

- a) *That the CiL funding currently allocated to the KGV Access Road project be moved to the Phillimore Rec Improvement Project. – completed.*
- b) *That the EMR funding currently allocated to the Phillimore Rec Improvement Project be moved to the KGV Access Road project. – completed.*



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- c) *That the £16,631.16 CiL receipts received in October 2020 be allocated to the Phillimore Rec Improvements project. – completed.*

To consider switching the Councils banking arrangements from Barclays PLC to Unity Trust Bank (see minute 97)

- a) *That APC open an account with Unity Bank PLC with the signatories being any two members of the F&GP Committee. – awaiting application forms to be completed.*
- b) *That the PCM and Assistant Manager are authorised to view the account on line as well as set up payments, but not to authorise them.*
- c) *That APC close the Barclays impress and savings accounts and transfer the funds into the Barclays Bank current account prior to switching to Unity Bank. – completed.*
- d) *That APC invest £100,000 in a one-year bond with United Trust Bank, signatures being any two of Cllrs M Cherry, J Lefton & E Samuelson, with the PCM (P Evans) being able to receive correspondence and view any documentation. – awaiting for all forms to be completed.*
- e) *That the petty cash account is closed and any cash held paid into the current account. – completed.*

### Agenda item 7 To consider the following requests from committees;

- a) Community Development Committee – To release £7,000 from the events earmarked reserves to be put towards the 100 year Phillimore Recreation Ground celebration event in September 2021.

At the Community Development Committee meeting in November 2020 the working party stated that the budget at the time was £2,000 short. It was agreed then to apply to F&GP to use the earmarked reserve held over from the previous year for events to meet the shortfall.

The current budget is attached, and as you can see, since the CD meeting Debenhams Ottaway have agreed to sponsor the event. The income side is now £12,000. Members need to consider whether they wish to increase this now to £19,000.

- b) Planning Committee – To employ a planning consultant to help with drafting a response to HertsmereBC regarding planning application number 21/0050/FULEI from the professional fees budget (admin).

At the planning meeting of 1<sup>st</sup> February 2021, the committee agreed that they needed professional help in order to be able to put an informed response to HertsmereBC planning department. As the timescale was tight executive action was taken by the PCM in conjunction with the Planning and Council Chairman to approach three companies to provide the report required. Two companies could not meet the timescales that APC had set, so David Lane Assoc were appointed within a budget of £3,500.

It is recommended that the committee endorse this action and allocate a budget from admin – professional fees.

**Budget for FOC**

<b>100 year celebration BUDGET</b>								
<b>Income</b>	<b>Proposed</b>	<b>Received</b>	<b>Expenditure</b>	<b>Estimated cost</b>	<b>Quote received</b>	<b>Purchase Order (PO) number</b>	<b>Deposit paid</b>	<b>Actual cost paid</b>
APC Budget 21/22	£3,000.00	£3,000.00	First aiders x 2 for 2 days	£400.00				
Possible income (stalls)	£680.00		Toilets x4 @ £80 each	£320.00				
Possible income (ice cream)	£100.00		Disabled toilet	£85.00				
Panel Grant received from HBC	£2,000.00	£2,000.00	PA/Projector	£400.00				
Debenhams Ottaway( movies in the park)	£3,800.00		Waterproof cabling	£100.00				
HCC Caroline Clapper	£440.00	£440.00	Cinema	£3,762.50	yes		£1,881.25	
HBC WIIS grant (movies in the park)	£1,000.00	£1,000.00	Silver Band 2 hours playi	£300.00				
HCC Locality Budget Scheme - Caroline	£1,978.00	£1,978.00	Hire of 10 tables & 20 benches	£247.20				
			Hay bales - 21 @£5/straw bale + delivery	£150.00				
			Fun fair	£500.00				
			Chairs for band from RBC - free	£0.00				
			Advertising flyer cost ?	£0.00				
			Banner £140 inc art and setting then £80/90 per additional banner normally 3 want 6	£1,000.00				
			Leaflets in shops A5 ?					
			Fireworks	£3,000.00	yes(email )			
<b>Total</b>	<b>£12,998.00</b>	<b>£8,418.00</b>	<b>Total</b>	<b>£10,264.70</b>			<b>£1,881.25</b>	<b>£0.00</b>