



## ALDENHAM PARISH COUNCIL

Notice is hereby given that a meeting of the **Community Development Committee** is to be held on **Monday 8<sup>th</sup> March 2021 at 2.30pm** using zoom video conferencing –  
Meeting ID: [875 4765 5554](#) and Passcode: [314712](#)

Peter Evans  
Parish Council Manager  
3<sup>rd</sup> March 2021

### **AGENDA**

1. To receive apologies for absence.
2. Declarations of interest on any item on the Agenda.
  - a) Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting.
  - b) Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.
3. To adjourn the meeting for members of the public to address the Committee (in accordance with Standing Order 3e).
4. To approve and adopt the minutes of the meeting held 30<sup>th</sup> November 2020. (in accordance with standing order 12c).
5. Chairman's Announcements.
6. To receive the Assistant Manager's Report.
7. To review the Winter Lights for 2021/2022.
8. To receive an update from the following working parties:
  - a) 100 Year Celebration of Phillimore Recreation Ground working party
  - b) The Radlett Youth Council
9. To discuss the possible Council's events for 2021.
10. To receive the latest financial statements

**Next meeting – 14th June 2021 at 7.30pm**



## **ALDENHAM PARISH COUNCIL**

All members of the Public & Press are welcome to view the meeting via <https://zoom.us/> If you have any problems please contact the Parish Council Manager Peter Evans on [manager@aldenham-pc.gov.uk](mailto:manager@aldenham-pc.gov.uk) or on 07833 251115. If you wish to speak during the session titled, *To adjourn the meeting for members of the public to address the Committee*. Please again let the Parish Council Manager. You may address the Committee regarding any items on the agenda,. This agenda item has a time limit of 10 minutes. Each person can speak for a maximum of three minutes, there will not be a formal discussion, and the Committee will decide either to put the matter on a further agenda (of the Council or a Committee) or ask the Parish Council Manager to write to you.



## ALDENHAM PARISH COUNCIL

### Assistant Manager's Report – March 2021

To adopt a Safeguarding Policy (see minute 86)

*Resolved that APC adopt the safeguarding policy. -completed. Copy of the policy can be found on APC website.*

To receive the outcomes of the Around Radlett 'communication preference survey' and decide the next steps. (see minute 87)

- a) *Two hard copy editions of Around Radlett are produced and delivered prior to APC's Summertime Activities event and the Winter Fair in 2021*
- b) *The council gives 3 months' notice to the contractor to terminate the contract – completed.*

To receive an update from 100-year Celebration of Phillimore Recreation Ground working party (see minute 88).

*It was recommended to ask that the Finance and General Purpose Committee release £7,000 from the events earmarked reserves to be put towards the 100 year Phillimore Recreation Ground celebration event in September 2021. –This matter was discussed at F&GP Committee meeting on 17<sup>th</sup> February 2021. It was noted that since the Community Development Committee meeting in December, the working party had obtained further sponsorship. There was some discussion regarding the event and whether it will proceed. It was therefore agreed to consider this matter again if the budget is below the expenditure considered. Please refer to F&GP Committee minute no 107a.*

To agree the fees for advertising in Around Radlett (see minute 89b)

*Resolved that advertising fees for both editions of Around Radlett in 2021 be waived to help businesses through the difficult economic climate..- Advertisers have been informed.*

To set a provisional budget for 2021/2022(see minute 89c)

*Resolved to forward the amended budget, attached to the report, to the F&GP Committee for consideration in January 2021. – completed. Final budget was approved by FC on 22<sup>nd</sup> February 2021.*

### Other

- The Officer has been liaising with the SW Herts Samaritans to help promote their services.

Agenda item 9 - To discuss planned events for 2021

*In light of recent announcement on 22 February, the government hopes to be in a position to remove all legal limits on social contact no earlier than by 21 June 2021.*



## **ALDENHAM PARISH COUNCIL**

This will be subject to the results of a scientific Events Research Programme to test the outcome of certain pilot events through the spring and summer, where the government will trial the use of testing and other techniques to cut the risk of infection.

There is still quite a lot of uncertainty around the possibility of having events in 2021 and the safe way of organizing them.

There are 3 main possible events planned by APC for 2021:

- Summertime activities in August 2021
- 100 Years celebration of Phillimore Recreation Ground in September 2021
- Winter Fair in November 2021

**Members are asked to discuss these events and agree which APC wish to continue to support.**

## ALDENHAM PARISH COUNCIL

<b>Council Document</b> To review the Winter Lights for 2021/2022.	<b>AGENDA item 7</b> <b>Community Development</b> <b>Committee meeting 8th March 2021.</b>
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### **Background**

As agreed by the Community Development Community the additional ex rental winter lights and the Christmas Tree decorations were purchased in 2020, which means that all winter display lights are now owned by the Council and stored at the Depot.

The winter lights display 2020/21 received positive feedback from the local residents.

### **Recommendations**

- a) To service and display in 2021/22 season the Council's currently owned winter lights in Watling Parade.**
- b) To dress the Christmas Tree at the Radlett Centre using already purchased lights and baubles.**

### **Reasons for recommendation**

Following the advice received from the supplier the winter lights purchased have 5- year life cycle, which means they should last for another 3 years.

### **Financial Implications**

As per current quote received:

- Structural column inspections and reports for licence application –£375 (full cost £749.75 – 50% to be covered from Open Spaces Committee budget re hanging baskets)
- Maintenance of Mistletoe Stars – £895.00
- Installation/maintenance/removal costs of column decoration – £2,500
- Dress main Christmas tree – £475.00
- Purchase and installation of tree - £1,000
- Electricity - £150.00

**Total £5,395**

Provision has been made in the 2021/2022 budget for all the above ongoing costs. The Council is also building up some asset purchase funds for the future lights replacement in 2024, which currently is £ 3,252 plus further £4000 allocated into 2021/22 budget.

Members are asked to consider this report.

Monika Duong  
Assistant Manager

## **Phillimore Recreation Ground 100 year celebrations – report for CD Committee**

The working party met on Tuesday 23th February. The meeting had been delayed so we could hear the latest government announcement. Following the announcement P Windsor from Inspire All, was contacted to hear how he thought the event year would progress following the update.

Peter felt that although the date of June 21 2021 had been given for when all legal limits on social contact would be removed, that the date would inevitably slip. He said that new variants would probably occur as well as flu, which could all affect how events will run. He also said that no guidance had been given on social distancing in the future. He did also say that people had started booking with him for later in the year and he was planning to get the Open Air Cinema out from July.

Based on this information, the working party was asked how they wanted to proceed. Did they want to postpone the event until next year, and maybe marry it up with the opening of the café in the Recreation Ground or carry on with the current date of 11/12 September.

After much deliberation it was decided that if possible, they really wanted the event to occur this year, and that we would carry on investigating options for the event and that, at the next meeting, on 25 March, a definite decision would be made on when the event would be held.

In the meantime working party members are going to working towards the September date.

The schools are being approached to see if they wish to get involved in providing artwork for the time capsule and performing on the stage.

The local brownie, guides and scout groups have all been approached and have all expressed an interest in being involved.

Various societies have asked to have a presence the event – WI, RSPB, Radlett Museum. Other societies are going to be approached to ask them.

A firework company are to be approached about a display on the Saturday night. Local musical people are to be approached about performing on the stage.

Radlett Musical Theatre Company is to be asked if they would like to perform on the stage a medley of recent shows.

There is going to be about 8 vintage cars on display

The next working party meeting is on Thursday 25th March.

These are the figures at the end of January -- Month 10 (83.3%)

<u>Code</u>	<u>INCOME</u>						
<u>Code</u>	<u>Description</u>	<u>Received</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Received YTD 2019/20</u>	<u>Reasons</u>
1070	Grant R'ved - other	6,978	0	6,978	F	2,000	Grants recd for FOC will carried forward to 2021/22 towards 100 year celebrations event plus £1500 sponsorship received for Xmas Tree and decorations.
1021	Winter Fair Income	-00	1,000	-1,000	U	1,841	No Winter Fair this year due to Covid19
1240	Newsletter Advertising Income	-00	1,500	-1,500	U	100	CD Committee decided in December not to charge for 2021 to support businesses
<u>Code</u>	<u>EXPENDITURE</u>						
<u>Code</u>	<u>Description</u>	<u>Spend</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>F/U</u>	<u>Spend YTD 2019/20</u>	<u>Reasons</u>
4015	ERS NIC&Pensions	7,540	7,150	-390	U	2,503	APC have purchased ill health liability insurance not budgeted for, plus salary increase of 2.75% agreed whereas budget assumed 2%
4030	Travel	-00	300	300	U	110	No travel by officer as no events
4226	Website Design & Maintenance	1,667	1,215	-452	U	937	New website completed , hosting paid in advance for a year .

These are the figures at the end of January -- Month 10 (83.3%)

4420	Christmas Lights	4,254	2,600	-1,654	U	3,905	Stress test required and some unexpected repairs works. Extra tree decorations etc.. purchased this year should be off-set by sponsorship received.
4433	Event -- Summer	-00	3,000	3,000	F	5,738	Events cancelled due to Covid19
4434	Event -- Winter Fair	783	4,000	3,217	F	5,475	Winter Fair cancelled due to R Centre being closed . APC hosted a virtual switch on of the lights, 22nd Nov 20.
4475	Newsletter Printing	3,463	7,000	3,537	F	6,911	No Spring edition of AR produced , on-line newsletter production instead , Autumn/Winter Edition of AR produced and delivered.
4490	Miscellaneous Expenditure	-00	420	420	F	0	Nothing so far .
4519	Grants	4,632	12,625	7,993	F	2,624	CAB grant of £5000 in this category plus Remembrance Day wreath and on line service. Community 1st grant of £876 not paid yet but accounted for ( year end 19/20 accrual) .

F = Favourable Variance

U = Unfavourable Variance

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Community Development</u>								
1020 Miscellaneous Income	0	0	0	500			0.0%	
1021 Winter Fair Income	0	1,001	1,001	1,000			0.0%	
1070 Grants R'ved - Other	6,978	0	(6,978)	0			0.0%	
1240 Newsletter Advertising Income	0	1,500	1,500	1,500			0.0%	
	<u>6,978</u>	<u>2,501</u>	<u>(4,477)</u>	<u>3,000</u>			<u>232.6%</u>	<u>0</u>
Community Development :- Income								
4000 Salaries	30,859	30,675	(184)	36,810		5,951	83.8%	
4005 Overtime	61	135	74	185		124	32.8%	
4015 ERS NIC&Pension	7,540	7,150	(390)	8,098		558	93.1%	
4030 Travel	0	300	300	360		360	0.0%	
4040 External Staffing	750	750	0	1,500		750	50.0%	
4226 Webiste Design & Maintenance	1,667	1,215	(452)	1,315		(352)	126.8%	
4405 Asset Purchase	2,250	2,250	0	4,000		1,750	56.3%	
4420 Christmas Lights	4,254	2,600	(1,654)	2,600		(1,654)	163.6%	
4433 Event - Summer	0	3,000	3,000	3,000		3,000	0.0%	
4434 Event - Winter Fair	783	4,000	3,217	4,000		3,217	19.6%	
4435 Event - varies	2,481	2,364	(117)	3,000		519	82.7%	
4438 Youth Council Expenditure	0	210	210	250		250	0.0%	
4470 Newsletter Delivery	750	800	50	1,000		250	75.0%	
4475 Newsletter Printing	4,271	7,000	2,729	8,000		3,729	53.4%	
4490 Miscellaneous Expenditure	0	420	420	500		500	0.0%	
4519 Grants	4,632	12,625	7,993	13,500		8,868	34.3%	
	<u>60,297</u>	<u>75,494</u>	<u>15,197</u>	<u>88,118</u>	<u>0</u>	<u>27,821</u>	<u>68.4%</u>	<u>0</u>
Community Development :- Indirect Expenditure								
Net Income over Expenditure	<u>(53,319)</u>	<u>(72,993)</u>	<u>(19,674)</u>	<u>(85,118)</u>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,978	2,501	(4,477)	3,000			232.6%	
Expenditure	60,297	75,494	15,197	88,118	0	27,821	68.4%	
Net Income over Expenditure	<u>(53,319)</u>	<u>(72,993)</u>	<u>(19,674)</u>	<u>(85,118)</u>				
Movement to/(from) Gen Reserve	<u>(53,319)</u>							