

Appendix 2 Crime Report V2	2
Appendix 3 Clerks report March 2020	4
Appendix 4 DBC Cllr Report to NMPC March 2020	6
Appendix 5i March 2020 redacted	7
Appendix 5ii Budget and Exp Feb 2020	8
Appendix 5iii Feb 2020 cashbook and bank rec (redacted)-DESKTOP-735L7GG	9
Appendix 5v Pension return	10
Appendix 5vii IHLI Pension report (without brochure	12
Appendix 6 Report to Nash Mills Parish Council (playpark inspections Jan 2020)	18
Appendix 7 Comm & Social Working Grp report	20
Appendix 8 VE Day 75	21
Appendix 9 Projector-Cllr Briggs	25
Appendix 10a 20067FPC 2020 March Agenda Request - Inter parish liaison	28
Appendix 10 WG restructure Cllr Cobb	29
Appendix 11 Action List January 2020 (post meeting)	32

## Nash Mills Crime Figures 2020

[illegible]

Nash Mills Crime Figures 2020

<b>DWELLING BURGLARY</b>	<ul style="list-style-type: none"> <li>- BITTERN CLOSE – Property broken into and items taken from the address.</li> <li>- BELSWAINS LANE – Attempted Burglary. No entry gained.</li> <li>- BARNACRES ROAD – Property broken into and untidy search completed.</li> </ul>
<b>BURGLARY OTHER</b>	
<b>THEFT FROM MOTOR VEHICLE</b>	<ul style="list-style-type: none"> <li>- BELSWAINS LANE – Vehicle broken into and mobile phone stolen.</li> </ul>
<b>THEFT OF MOTOR VEHICLE</b>	<ul style="list-style-type: none"> <li>- EMBANKMENT – Vehicle stolen overnight.</li> <li>- EMABNKMENT – Van broken into</li> </ul>
<b>DAMAGE OR DESTROY</b>	<ul style="list-style-type: none"> <li>- Damage done to tires – BARNACRES ROAD – Vehicle tyres slashed.</li> <li>- Vehicle Interference – MILL CLOSE – Van lock interfered with. No entry gained.</li> <li>- CHAMBERSBURY LANE – Arson committed unknown means of setting on fire.</li> </ul>
<b>THEFT FROM SHOP</b>	
<b>THEFT OTHER</b>	<ul style="list-style-type: none"> <li>- EMBANKMENT – Bicycle parts stolen from pedal cycle.</li> <li>- EMBANKMENT – Bicycle parts stolen from pedal cycle</li> </ul>
<b>DRUG RELATED</b>	
<b>OTHER CRIMES</b>	<ul style="list-style-type: none"> <li>- BUNKERS LANE – Assault which has happened. Offender has been arrested and charged.</li> </ul>

## **Clerks Report March**

### **2020**

#### **Items for information only**

##### **Tree reports**

Quotes in, I am arranging a meeting with the facilities manager at Abbots Hill to clarify the terms of the lease as the liability is unclear (the lease and licence terms differ). I am hoping that the liability will not be the responsibility of NMPC, contrary to my earlier enquiry and will update NMPC once I know the outcome.

##### **Website Accessibility**

Cllr Roberts and our website provider have both checked the website and confirmed that it complies with the requirements for Website Content Accessibility Guidelines. (compliance required from Sept 2020)

I am currently drafting the accessibility statement for the website

##### **Pension III Health Insurance**

Detailed report circulated to all Cllrs for consideration. Separate agenda point.

##### **Election Costs**

I have chased electoral services at DBC again as we are still awaiting our bill. Awaiting response.

##### **PCSO**

No further information re incident at The Denes (in February minutes). PCSO Sweeting confirmed that the information contained in the crime reports was restricted to protect any potential prosecutions and that no further information other than that contained in the report could be provided for any ongoing investigation.

##### **Fly-tipping**

Warden to discuss, there has been a rise in large incidents. These have been reported to enforcement.

##### **Planning**

Philip Stanley has received the email from NMPC regarding the proposed mosque site and is dealing with the enforcement concerns raised.

##### **VE Day 75**

The email to gather interest has been sent to all five residents associations within Nash Mills.

I have advised the working group of the points required for compliance with our insurance cover, the 'power to spend' and the statutory limitations to expenditure.

**New Laptop**

Received and will be given to Cllr Briggs to set up.

**One Drive/Sharepoint**

Clerk currently investigating and will update in due course.

**Communications**

- Incident at Long Deans (missing drain cover) – Handed over to Herts & Middx Wildlife Trust
- Query from a resident at Bittern Way re overgrown vegetation. Following further investigation, it was found that the area was a private estate and therefore not maintained by DBC or Parish therefore assisted resident with signposting to relevant authority to assist them.

**Further sources of information available for future projects**

**Website options-** I have a full report regarding options/providers/costs

**Inter Parish working** – I have sourced information from fellow clerks on best practises/statutory requirements/case studies.

**Training Courses**

- DBC briefing Event attended 2/3/2020 SW Herts Joint Strategic Plan (2036-2050)  
Slides available from clerk on request. Cllr Berkeley and Cllr Maddern also attended.
- Friday 20<sup>th</sup> March attending HAPTC Health, Wellbeing and The Environment Conference.

**Leave**

Clerk leave 16-20 March    23-27 March

Warden leave 14-16 April

**Notes**

As year-end is imminent non-urgent emails may not be answered as promptly during the first week of April as this will need to take priority.

The same prioritisation of workflow will take place once the audit visits are booked in (notice will be given)

Thank you

Nikki Bugden

Clerk to Nash Mills Parish Council.

3<sup>rd</sup> March 2020

## **Report from Dacorum Borough Councillor, March 2020**

Several issues I am working on have nothing further to report at present, but I would like to update on the following:

### **Ann-Marie Barling**

I attended Ann-Marie's funeral and was pleased to see a huge turnout from across Dacorum, with many current and retired councillors in attendance. It was suggested to me that it would be fitting to honour three Nash Mills residents who have recently passed away. They were all hugely important to local people, not just in Nash Mills but across Dacorum:

- **Ann-Marie Barling** (Dacorum Councillor 1976-1991; Chairman of Dacorum District Council 1982/83; instrumental in the council gaining Borough status in 1984; led the project to twin Dacorum with Neu-Isenburg; Parish Councillor for many years until 2011), passed away 2020
- **Peter Ward** (local historian; President of Nash Mills Village Hall; President of Hemel Hempstead Local History & Museum Society (for 34 years); employee of John Dickinson; clerk to the governors, Nash Mills School; author of several books about Nash Mills, Apsley and Dacorum) Passed away 2019
- **Charles Barling** (Dacorum Councillor 1973-1987; last Chairman of Dacorum District and first Mayor of Dacorum as he was in office during the transition) Passed away 2017

I would like to suggest that Nash Mills Parish Council could perhaps come up with an idea of how to remember these three local residents who devoted many years to our community.

### **The Denes**

I am waiting for DBC to come back to me regarding parking, and I have also requested a second CCTV camera to be installed at the opposite end to the current one. This would pick up issues with fly tipping at the bins, the alley, the ramp and gate into the flats, the Methodist site etc. I will report back as soon as I have news on these.

### **Crematorium and Bunkers Park Access Road**

I will be presenting the pre-application materials for the proposed crematorium to parish council on 9<sup>th</sup> March, in advance of the public consultation on 17<sup>th</sup>. Meanwhile, I have once again raised the issue of the road into Bunkers Park car park and the parking area itself with Dacorum Borough Council. DBC have tarmacked the road as far as the entrance to the cemetery, and have covered the remaining length to the car park (but not the car park itself) with a loose stone surface dressing. This is against my requests and recommendations (I asked for them to tarmac it), and it appears to be failing already. I have reported this – again – and will be meeting the manager on site in the next week to discuss the issues. We have a green flag park, owned and cared for by DBC (with the help of Friends of Bunkers Park) and people are refusing to use it due to the appalling state of the road and car park surface. This is the jewel in the crown of Nash Mills and it is currently under used simply because people are worried about damage to vehicles. I am told that the issue is cost. After my meeting on site I will report back to parish council next month.

### **Grit Bin – Bunkers Lane**

I have been looking into placing a grit bin in Bunkers Lane, opposite the slip road that services numbers 15-23. This is a steep slope and I believe the residents have a strong case. Unfortunately, I have concluded that neither HCC nor DBC can do this. As the parish owns several grit bins already I would like to ask the parish council to consider one at this junction.

**Jan Maddern**

**Dacorum Borough Councillor, Nash Mills**

Nash Mills Parish Council  
FINANCIAL SCHEDULE

Mar-20

/ Payment Summary

Payee	Method	Description	Charged to	Amount	Vat	Amount	Minutes ref	Inv No
NET STAFF SALARIES/HMRC	SO							
Vodafone	DD	Clerk's Mobile MARCH	Mobile	£ 23.26	£ 3.45	£ 26.71		b2-352822924
NMVHA	SO	Hall Hire Mar	Hire Costs	£ 36.00	£ -	£ 36.00		
INTUIT	DD	Quickbooks	Sundries	£ 30.00	£ 6.00	£ 36.00		
DBC	DD	Garage Rental	Warden	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly wages Fee	Payroll Charges	£ 18.00	£ 3.60	£ 21.60		NM0320
JRB	Online	dog bags	dog bags	£ 65.89	£ 13.18	£ 79.07		20961
DBC	Online	id badges	Office	£ 10.00	£ 2.00	£ 12.00		1525816
Warden Expenses	Online		repairs					
Clerk Expenses	Online	mileage to end March 2020	Office	£ 11.88				
Clerk Expenses	Online	lanyards	Office	£ 3.32	£ 0.67	£ 3.99		
clerk expenses	online	extension cable	Office	£ 10.41	£ 2.08	£ 12.49		
Clerk Expenses	Online	new laptop	Office	£ 728.09	£ 145.61	£ 873.70	20/056/FPC	2416244276
Clerk Pension	Online							
				<b>£ 3,307.45</b>	<b>£ 187.11</b>	<b>£ 3,120.15</b>		

not using reserves as sufficient funds surplus in budget

NIKKI NOTES

PAY HMRC

PAY PENSION

VAT RECEIPT GARAGE

Change Dave DD

Change NW DD

Date	Chairman	
10/02/2020	Second signatory	
	RFO	

\_\_\_\_\_

End Feb 2020

Working Budget 2019/2020		Annual Budget			*mnth	CUMUL		CUMUL		END FEB 2020	
Precept Awarded	£					BUDGET	YTD	EXP	YTD	Surplus	
		Mnthly	Mnthly	Monthly							
		BUDGET	EXP	difference							
				inc/exp							
Clerk's Sal/NI/Tax/OT/Backpay	£ 16,700.00									88.5%	
Sundries: Office/Energy/Travel	£ 750.00	£ 62.50	£ 47.79	£ 14.71	£ 687.50	£ 576.70	£ 110.80	76.9%	£ 173.30		
Clerk's mobile	£ 360.00	£ 30.00	£ 22.80	£ 7.20	£ 330.00	£ 271.32	£ 58.68	75.4%	£ 88.68		
Clerk's pension	£ 4,500.00							86.3%			
Printer Parish Magazine	£ 1,095.00	£ 91.25		£ 91.25	£ 1,003.75	£ 1,460.00	£ 456.25	133.3% end	-£ 365.00	-£ 365.00	
Clerk PO Box	£ 300.00	£ 25.00		£ 25.00	£ 275.00	£ 285.00	£ 10.00	95.0% end	£ 15.00	£ 15.00	
Delivery of magazine	£ 300.00	£ 25.00		£ 25.00	£ 275.00	£ 240.00	£ 35.00	80.0% end	£ 60.00	£ 60.00	
Print/copy/supplies	£ 250.00	£ 20.83		£ 20.83	£ 229.17	£ 247.39	£ 18.22	99.0%	£ 2.61		
Subscriptions (HAPTC/SLCC/ICO)	£ 1,200.00	£ 100.00		£ 100.00	£ 1,100.00	£ 956.83	£ 143.17	79.7%	£ 243.17		
Parish Insurance came and co	£ 856.48	£ 71.37		£ 71.37	£ 785.11	£ 813.56	£ 28.45	95.0% end	£ 42.92	£ 42.92	
Election Costs	£ 500.00	£ 41.67		£ 41.67	£ 458.33	£ -	£ 458.33	0.0%	£ 500.00		
Equipment Replacement	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
Press advertising	£ 45.00	£ 3.75		£ 3.75	£ 41.25	£ -	£ 41.25	0.0% end	£ 45.00	£ 45.00	
Petty Cash	£ 50.00	£ 4.17		£ 4.17	£ 45.83	£ -	£ 45.83	0.0% end	£ 50.00	£ 50.00	
Internal Audit Fee	£ 378.00	£ 31.50		£ 31.50	£ 346.50	£ 360.00	£ 13.50	95.2% end	£ 18.00	£ 18.00	
External Audit Fee	£ 240.00	£ 20.00		£ 20.00	£ 220.00	£ 200.00	£ 20.00	83.3% end	£ 40.00	£ 40.00	
Competition winners (Magazine)	£ 30.00	£ 2.50		£ 2.50	£ 27.50	£ 20.00	£ 7.50	66.7% end	£ 10.00	£ 10.00	
Website Maintenance	£ 100.00	£ 8.33		£ 8.33	£ 91.67	£ 13.50	£ 78.17	13.5%	£ 86.50		
Website hosting	£ 50.00	£ 4.17		£ 4.17	£ 45.83	£ -	£ 45.83	0.0%	£ 50.00		
Chess ICT -hosted emails/software	£ 723.72	£ 60.31	£ 29.99	£ 30.32	£ 663.41	£ 479.80	£ 183.61	66.3%	£ 243.92		
RAI	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
SUB TOTAL	£ 28,428.20	£ 2,369.02	£ 1,704.61	£ 664.41	£ 26,059.18	£ 24,593.95	£ 1,465.23	86.5%	£ 3,834.25		
Total Grants Awarded	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
Grants/Misc	£ 20.20	£ 1.68		£ 1.68	£ 18.52	£ 1,147.77	£ 1,129.25	5682.0%	-£ 1,127.57		
Conferences/Training Courses	£ 500.00	£ 41.67		£ 41.67	£ 458.33	£ 571.50	£ 113.17	114.3%	-£ 71.50		
Miscellaneous	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
Dog Bags	£ 200.00	£ 16.67		£ 16.67	£ 183.33	£ 197.22	£ 13.89	98.6%	£ 2.78		
AED/Defib	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
Contingencies	£ 300.00	£ 25.00		£ 25.00	£ 275.00	£ 200.00	£ 75.00	66.7%	£ 100.00		
Grit	£ -	£ -		£ -	£ -	£ -	£ -		£ -		
Payroll Charges	£ 260.00	£ 21.67	£ 18.00	£ 3.67	£ 238.33	£ 198.00	£ 40.33	76.2%	£ 62.00		
SUB TOTAL GRANTS/MISC	£ 1,280.20	£ 106.68	£ 18.00	£ 88.68	£ 1,173.52	£ 2,314.49	£ 1,140.97	180.8%	-£ 1,034.29		
Sub Total Precept	£ 29,708.40	£ 2,475.70	£ 1,722.61	£ 753.09	£ 27,232.70	£ 26,908.44	£ 324.26	90.6%			
use of reserves	£ 2,800.00	£ 233.33	£ -	£ 233.33	£ 2,566.67	£ -	£ 2,566.67	0.0%	£ -		
Expenditure sub total	£ 32,508.40	£ 2,709.03	£ 1,722.61	£ 986.42	£ 29,799.37	£ 26,908.44	£ 2,890.93	82.8%	£ 2,799.96		
CONCURRENT SERVICE FUND											
Street Furniture Maint	£ 650.00	£ 54.17		£ 54.17	£ 595.83	£ 232.00	£ 363.83	35.7%	£ 418.00		
Repairs/Signs/Fencing	£ 900.00	£ 75.00	£ 39.99	£ 35.01	£ 825.00	£ 282.24	£ 542.76	31.4%	£ 617.76		
Misc	£ 95.00	£ 7.92		£ 7.92	£ 87.08	£ 76.40	£ 10.68	80.4%	£ 18.60	£ 18.60	
VILLAGE HALL/VENUE	£ -	£ -		£ -	£ -	£ -	£ -				
Hire Costs	£ 396.00	£ 33.00	£ 36.00	£ 3.00	£ 363.00	£ 360.00	£ 3.00	90.9%	£ 36.00		
WARDEN'S SCHEME											
Salary								95.6%			
Tools and replacement equipment	£ 72.60	£ 6.05		£ 6.05	£ 66.55	£ 24.95	£ 41.60	34.4%	£ 47.65		
Garage Rent	£ 757.44	£ 63.12	£ 52.60	£ 10.52	£ 694.32	£ 578.59	£ 115.73	76.4%	£ 178.85		
Total Concurrent services	£ 9,468.52	£ 789.04	£ 687.33	£ 101.71	£ 8,679.48	£ 7,860.38	£ 819.10	83.0%	£ 1,608.14		
Total Annual Expenditure	£ 41,976.92	£ 3,498.08	£ 2,409.94	£ 1,088.14	£ 38,478.84	£ 34,768.82	£ 3,710.02	82.8%			
Use of Reserves	£ -	£ -	£ -	£ -	£ -	£ -	£ -				

28.88 VAT  
£ 2,438.82 AGREES TO SCHEDULE

-£ 65.48

### Month 11 Summary

#### Spending is as anticipated for Month 11

-Overspends are where previously discussed. (training/grants).

-Funds are available in general reserves to cover if necessary.

-Additional expenditure for residents assoc grants not yet factored in (£600 to be added to year end expenditure total).

- Election costs have been chased again but funds on reserves to cover this if not received by year end.

overspend on parish mag to be covered by income

- income from advertisers has not yet been factored in. (approx £440 net)

-income from interest not yet factored in (approx £360 per annum)

-Savings on Clerk salary and pension will cover anticipated Warden salary overspend and will enable some excess hours to be paid rather than taken as TOIL. (up to end Jan 18 meeting hours owed)  
(less than £250 additional cost to NMPC)



### BANK RECONCILIATION AND CASH BOOK UP TO 29th February 2020

01/02/2020

**B/FWD 31st January 2020**

**£140,753.43**

Date	Trans	Transaction Description	Debit Amount	Vat	Credit Amount	Vat
26/02/2020	DD	INTUIT LIMITED		30	6	
19/02/2020	DD	VODAFONE LTD		22.8	3.36	
17/02/2020	SO	NMVHA		36		
17/02/2020	SO	PAYBUREAU		18	3.6	
14/02/2020	BP	NICOLA GREENAWAY	50.78		6	
14/02/2020	BP	LPFA	362.53			
14/02/2020	BP	HMRC - ACCOUNTS OF	263.48			
14/02/2020	BP	DAVID DREW	39.99	0		
10/02/2020	DD	DACORUM BC 106561108	52.6	10.52		
				29.48		
28/02/2020		TRO INTEREST				712
28/02/2020	Interest (Natwest Reserve Account)				£	0.01
28/02/2020	Interest (Lloyds 32 Day Account)				£	28.88
28/02/2020	TRO	TRO SETTLEMENT TO NWB AC				80000

Debits	£	2,413.14	£	29.48	£	-
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Credits	£	740.89
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Closing Balances		29th February 2020	
	Lloyds	£	7,295.50
	Natwest BR	£	80,793.80
	Natwest Ca	£	609.77
	TRO	£	-
	Lloyds 32 Day	£	50,352.63
		£	139,051.70

## OPENING BALANCES

Lloyds	£	9,738.12	
Natwest BR	£	81.79	
Natwest Ca	£	609.77	
TRO	£	80,000.00	
Lloyds 32 Day	£	50,323.75	
	<b>£</b>	<b>140,753.43</b>	31st January 2020

## Cashbook

**B/FWD      £   140,753.43**

2409.94 debits on schedule (net)  
28.88 (vat) this should be 29.48  
(vat repay)

£ 740.89 credits

£ 139,055.50 subtotal

diff to bank	3.80 agrees to bank account
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Amendment to dd( intuit claimed as £30.00 but schedule shows original cost £27.00, plus vat amends)

-0.2 wages overpaid

-3 dd to intuit increase from £27 to £30

-0.6 vat (28.88-29.8)

-3.8

Closing Cashbook Balance	£	139,051.70	29/02/2020
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[home](#) [online forms](#) [end of year](#) [automatic enrolment](#) [monthly return](#) **LG221** [view stats](#) [general](#)

## LG221 - Payment Details

To authorise the payment, fill in your details, check the information and press "Authorise".

### LG221 Details

Payment Period Feb 2020

Employer 00226

Please enter a brief description for this payment

Feb 2020 contributions, employer 00226

Employer contribution % \* 23.80

Employer contribution to use %\* 23.80

Employer cash payments due in year  
(please pay 1/12th unless otherwise agreed) £ 0.00

### Contribution Details

Full Scheme pensionable remuneration against which contribution calculated \* £

50/50 Scheme pensionable remuneration against which contribution calculated \* £ 0.00

Total pensionable remuneration against which contribution calculated \* £

Employees Full Scheme contributions \* £

Employers Full Scheme contributions \* £

Employees 50/50 Scheme contributions \* £ 0.00

Employers 50/50 Scheme contributions \* £ 0.00

Employee's Additional contributions Pre 2014 £ 0.00

Employee's Additional contributions Post 2014\* £ 0.00

Employers contribution in respect of cash payments due £ 0.00

Employers shared Additional pension contribution £ 0.00

Adjustment amount £ 0.00

Please specify type of adjustment

**Total Payment\*** £

Remittance amount paid £

### Reason for Discrepancy

Reason for Discrepancy

### Payment Details

Payment method BACS

Payment date 14 Feb 2020

Payment submitted by Nikki Bugden

User Designation/Grade RFO/CLERK

User Email address CLERK@NASHMILLSPARISHCOUNCIL.GOV

User Telephone number

### LG221

LG221

Submit new LG221

Cash only LG221

Authorise required

Rejected forms

Payment authorised by	<div>██████████</div>
Authoriser Designation/Grade	Nikki Bugden
Authoriser Email address	<div>RFO</div>
Telephone number	<div>clerk@nashmillsparishcouncil.gov.uk</div>
	<div>██████████</div>

Clerk Report III Heath Insurance (Pension)	2
IHLI FundQuotation	5

## **Clerk Report**

### **HCC Local Government Pension Scheme Ill Health Retirement Cover**

#### **Overview**

The potential costs to the Parish Council if an employee has to retire early on health grounds is significant.

It is now possible to mitigate these costs via insurance cover.

I have attached the brochure from Legal and General and the quotation for your consideration.

#### **Considerations**

Discussions about Insurance cover boil down to risk and the potential downsides they eliminate.

The potential costs of a staff member retiring early due to ill health, particularly if this was a younger member of staff could be catastrophic. The capital (strain) costs could wipe out reserves and some. (See the examples in the enclosed email.)

I have obtained a quote and the annual premium would be £247.50 @ 1.65% risk based on total payroll, this would increase annually as salaries are adjusted.

Our contributions to the LGPS would reduce by the same percentage, so the cost effect would be nil.

#### **Risks**

The policy would eliminate the risk of the council having to foot a significant "one off" cost for employee ill health retirement.

The reduction of 1.65% into the fund may in future years mean there is a deficit to make up, but fund growth and the generally good funding level of the scheme mean this risk is probably not significant.

#### **Budget Impact 2020-2021**

None due to the offset arrangement with LGPS. The only difference would be a one off annual fee taken from the insurance line and an virement would be made from the pension contribution line.

#### **Clerk Recommendation for Councillors.**

NMPC should take the insurance cover at the next earliest opportunity (1<sup>st</sup> April 2020). I have spoken to LGPS and Hymans to confirm that this date is achievable.

Nikki Bugden  
Clerk to the Council  
3<sup>rd</sup> March 2020

**Email from LGPS****Subject: FW: LGPS Ill Health Liability Insurance**

Dear employer

As an employer in Hertfordshire Pension Fund (the “Fund”) you should be aware that membership of the Local Government Pension Scheme (the “LGPS”) provides many valuable benefits for your employees including retirement benefits that apply in the event of ill health. You may not, however, fully appreciate the potentially large and volatile additional costs that you are exposed to in paying for any ill-health early retirement benefits.

The purpose of this correspondence is to highlight the current risks to you and to alert you to the availability of an insurance policy which may help to mitigate these additional ill health costs. If such a situation arose, with one or more of your employees being granted early retirement due to ill health, you would need to meet these costs via an additional payment alongside your employer contribution rate at the next valuation of the Fund.

The Fund would like all employers to make a decision as to how they wish to meet these costs in the future.

**Do you wish to mitigate these costs via an insurance policy, provided by Legal and General, or would you prefer to continue with the status quo and meet these costs yourselves?**

Any insurance premium payable (as a percentage) will be deducted from your pension related contribution rate to the Fund meaning that your overall aggregate payments (pensions plus insurance) will be unchanged.

This deduction is logical as your current LGPS contribution rate already includes an element to cover ill health benefits and strains. Employers who choose to take out the insurance are considered to be covering most of the risks associated with ill health strains via the insurance policy and so it is appropriate that they are allowed to reduce their contributions to the Fund to avoid reserving for ill health strains twice. The reduction in contributions should be broadly comparable with the portion of your employer contribution rate that was for reserving for ill health strain costs and so, on average, your reduced contributions should remain appropriate to fund your remaining LGPS benefits i.e. the non ill health ones.

If an employer was to take out the insurance, adopt the reduction in rate but never had any ill health retirements, then, all else being equal, they would have slightly less assets in the Fund at the next valuation than otherwise would have been the case had they not reduced their contribution rate. Conversely, if an insured employer was to have an ill health retirement, then there would be an increase in the employer’s liabilities but this increase would be broadly matched off by a corresponding increase in assets (assuming a valid claim was made against the insurance). This is the nature of protection from insurance.

**What is the impact of an employee retiring early due to ill health?**

When one of your employees can no longer work and retires due to ill health, there is an increase in the pension liability for you as the employer. This results from:

- Early payment of the pension; and
- An increase in the benefits payable to the member based on either full prospective service to normal retirement age for a Tier 1 early retirement or 25% of prospective service for a Tier 2 early retirement.

This has been illustrated below. The figures shown represent an immediate increase to the liabilities (and hence deficit) of you as an employer.

Age	Salary	Accrued Service	Tier 1 Strain Cost
45	£11,000	5 years	£185,000
44	£25,000	2 years	£322,000
31	£32,000	11 years	£503,000
53	£88,000	23 years	£714,000

### LGPS Ill Health Liability Insurance

Employers in the Fund are now able to take out an insurance policy to help mitigate against these potential strain costs. In the event of the Tier 1 or Tier 2 ill health early retirement of one of your employees, the insurance policy will pay the amount of the Fund calculated strain cost. This money should subsequently be paid to the Fund where it will be added to your assets to cover the cost.

### Summary of benefits

There are a number of advantages of having Ill Health Liability Insurance in place:

1. The insurance premium will be offset from your contribution rate, meaning that **your total pension costs will not be affected.**
2. **Removes potentially catastrophic ill health early retirements costs.**
3. **More stable contribution rates and balance sheet.** Because the costs will be covered by the insurance, the impact of significant ill health costs are removed - helping to maintain a stable contribution rate and balance sheet.
4. **Multiple claims cover.** The insurance covers the cost of multiple claims.
5. **Employee Assistance Program.** You'll be given access to L&G's 24-hour employee assistance service for all of your employees (i.e. including employees who are not in the LGPS).

### What will it cost?

The insurance premium rate is 1.65% of LGPS pensionable pay. The premium payable (in pounds and pence) would be derived by multiplying the premium rate by your LGPS pensionable pay. Employers using the insurance will have their current contribution rate reduced by the insurance premium rate (1.65% of pay) meaning that your total pension costs will not be affected.

Hymans Robertson LLP are remunerated by Legal & General for their services on an introductory/administration fee – currently 10% of the annual premiums paid for IHLI.

### What should employers do now?

The Fund requires each employer to make a formal decision with regards to their approach to managing the ill health strain costs. Please respond directly to the Fund actuary, Hymans Robertson,

# III Health Liability Insurance Plan for Local Government Pension Schemes - Quotation



Plan name: Hertfordshire Pension Fund  
Quotation reference: GRP/K/GPE0395623  
Date of quotation: 30<sup>th</sup> September 2019

## Costing details

Unit Rate	:	Employer Choice ( <b>G52931</b> )	£1.65 per £100 of the employer's salary roll (Plan Earnings)
Plan Start Date	:		1 <sup>st</sup> October 2019
Commission	:		10% of premium
Annual Renewal Date	:		1 <sup>st</sup> April
Guarantee Expiry Date	:		31 <sup>st</sup> March 2021
Quotation guaranteed?	:		YES until 30 <sup>th</sup> December 2019

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## Scheme details

Employer eligibility:	All employers who are members of the <b>administering authority's</b> pension fund within the Local Government Pension Scheme (LGPS)
Employee eligibility ages:	Not less than 16 years but less than later of 65 and their <b>state pension age</b>
Qualifying service:	Nil
Benefit Termination Date:	When the <b>member</b> reaches later of 65 or their <b>state pension age</b>
Benefit:	An amount equal to the tier one or tier two strain on the pension scheme (see question 1.3 of the technical guide)
Entry Date:	Daily
Benefit Alteration Date:	Daily

### At the Plan Start Date

We will not pay benefit in respect of any employee who has already been considered for III Health Early Retirement by their employer's occupation health advisers prior to the Inception Date. For avoidance of doubt, this will be a definite date that can be established from any relevant case notes, files or correspondence.

### Employer Choice

The following terms will apply to employers joining the plan:

- Employers can join the **plan** within six months of the **plan start date** (or within six months of the **annual renewal date** in the second and subsequent years) or within six months of them becoming a member of the LGPS.



# III Health Liability Insurance Plan for Local Government Pension Schemes - Quotation



Plan name: Hertfordshire Pension Fund  
Quotation reference: GRP/K/GPE0395623  
Date of quotation: 30<sup>th</sup> September 2019

Cover in respect of individual employees is subject to them being **actively at work** before cover starts.

- For employers joining the **plan** at any other time, individual cover will be subject to a **pre-existing condition exclusion**. This means we will not pay benefit in respect of an employee who, in our opinion, already qualified for benefit at the date his or her employer's cover starts under the **plan**.

## The contract

- All payments made to or by us under the **policy** will be in sterling, in the United Kingdom.

We can change the policy terms at the **annual renewal date** immediately following a Guarantee Expiry Date as long as we give (except in the case of a rate review) two months advance notice.

## Setting up the policy

If you decide to join the **plan**, please advise us before cover is needed so that we can agree a date from which cover is to start. The cover will be on the basis set out in the quotation.

You must then send us:

- a) The completed Proposal Form for the **whole of fund** or **partial fund**, otherwise for **employer choice** one for each employer to be included
- b) A cheque for the first years premiums or, if premiums are to be paid monthly, a Direct Debit Instruction in respect of subsequent premiums and
- c) Any other items specified in this quotation.

We must receive the completed Proposal Form and first premium within 14 days of the date we agree to provide cover.

## Quotation guarantee

This quotation is guaranteed subject to the following:

- The **plan start date** is no later than 1<sup>st</sup> April 2020
- There are no changes to the plan eligibility or benefit structure or to any other details or information used to prepare the quotation
- Any other items specified in this quotation.

We've based our quotation on the specification and member data supplied to us. Our premium has been worked out using membership data at 31<sup>st</sup> March 2019 and claims data as at 28<sup>th</sup> June 2019.

This quotation forms part of the contract of insurance. The other terms of the contract are in the plan document and policy document, which we will issue after we have gone on risk. The plan document and policy document contain provisions relating to the calculation of premiums, the payment of benefits, termination of cover, notification of eligible members, the provision of data, limitations on the payment of benefits and amendments to the policy. If you would like to see a copy of the plan document and policy document, please ask us.

This quotation should be read with the III Health Liability Insurance Plan for Local Government Pension Schemes Technical Guide 02/10, which explains in more detail the general features of the product and the options available. The Technical Guide does not form part of the contract although this quotation may refer to it for a fuller explanation of certain terms used in the quotation.

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## **Report to Nash Mills Parish Council**

<b>Subject</b>	Play inspection reports and recommendations
<b>Author</b>	Nikki Bugden (clerk)
<b>Sources</b>	<p>Wickstead Play Inspection May 2019 <a href="https://wickstead.co.uk/what-we-do/playground-inspection/">https://wickstead.co.uk/what-we-do/playground-inspection/</a> detailed report (<i>appendix1</i>)</p> <p>RoSPA Play Inspection Nov 2019 <a href="http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=84AEAB8D-D2D3-48A6-A2FA-39DE6E1E7384">http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=84AEAB8D-D2D3-48A6-A2FA-39DE6E1E7384</a> Detailed report (<i>appendix 2</i>) or by using the above link.</p> <p>BS EN 1176:2017 <a href="https://www.rospa.com/Play-Safety/Advice/EN1176-Equipment-Standard">https://www.rospa.com/Play-Safety/Advice/EN1176-Equipment-Standard</a></p>
<b>Schedule of inspections</b>	Quarterly and annually by external provider Weekly visual inspection by warden.
<b>Next Inspection</b>	May 2019 (by RoSPA)
<b>Report Date</b>	<b>28/1/2020</b>

### **Purpose and scope of report**

*The Management of Health and Safety at Work Act 1992* requires a regular risk assessment of play areas. It is also a requirement of NMPC annual insurance.

NMPC resolved to obtain a second opinion following the Wickstead report in May 2019.

*BS EN 1176:2017* covers the general safety requirements of playground equipment.

This report will outline the recommendations for actions and request decisions to be made by full council.

### **Summary of reports**

- There are no items listed in the reports as high risk.
- Both reports indicate similar areas for concern/remedial action.
- Wickstead report that the floor surface is under recommended depths, RoSPA note that the grass surface meets all required standards.
- The most severe (medium risk level) notices relate to:  
The gate  
Loose fixings on the play equipment (swing)

Missing chain on swing  
Sharp point on rocker foot  
Loose tops on 'mushrooms'

All other items are low risk and do not pose immediate threat of harm.

	Options	Implications for Council
A	Instruct outside provider to repair all risk items highlighted in both reports	<ul style="list-style-type: none"><li>• Indicative cost is £1444.99 (Wickstead figures)</li></ul>
B	Request that the warden carries out all repairs that he can, and the clerk then instructs outside provider to quote to bring back to council for approval. Once approval is obtained clerk to instruct provider to carry out all actions outstanding on the reports. It is suggested that the quote includes a breakdown separating 'medium risk' works and 'low risk' works to enable NMPC to decide which ones to progress.	<ul style="list-style-type: none"><li>• Cost TBA</li><li>• Carrying out all works may impact on any W/G projects investigating replacement or upgrading of existing play equipment.</li></ul>
C	Clerk & Warden meet with working group to prioritise actions to be taken	<ul style="list-style-type: none"><li>• Unnecessary delays</li><li>• W/G can make decisions informed by their future plans for the park.</li></ul>

### Recommendations

As neither reports have any 'high risk' repairs I would recommend that the NMPC working Group selects option 'B' above. This will enable the warden to make as many straightforward repairs as possible (it should be noted that he has not got the necessary service repair kit to carry out some repairs). The warden has suggested that the footrest on the 'rocker' apparatus is removed to prevent any injury by the 'sharp' end.

All other actions that the warden cannot complete would then be completed by a trained provider once quotes have been obtained by the clerk.

It appears that several the items highlighted in both reports have been outstanding since the play equipment was first installed and it is likely that they will continue to be noted as risks unless remedial actions are taken.

### For Information

The warden has finished some of the initial repairs, but it has been reported that the gate remedial works are complex due to the original installation of the gate making alterations more difficult. This has been reported today (28/1/2020) as now being severe.

# Report to Nash Mills Parish Council

*All reports to be circulated in advance of NMPC Meeting.*

<b>Working Group Name</b>	Communications and Social Engagement
<b>Meeting Held (Date)</b>	Tues 18 <sup>th</sup> February
<b>Present at Meeting</b>	Michele Berkeley, Steve Roberts, Nicola Cobb, Alan Briggs, Jan Maddern
<b>Apologies</b>	Emily Tout, Mandy Lester, Lisa Bayley
<b>Agenda Items for Resolution/Decisions Needed</b> <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<b>Annual Parish meeting</b> Proposal for working group leads to work together to create a presentation on what we're working on, completed tasks, priorities for the upcoming year.
<b>Spending Level Requiring Authorisation</b>	None
<b>Quotes Circulated (if required)</b>	N/A
<b>Relevant Powers to Spend (if spending approval needed)</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Policies Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Risk Assessment Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Notes / Other Items Supporting Above</b>	

## ACTIONS from meeting

- Nicola - send email with timelines and requesting content/volunteers for magazine
- Michele - 'Meet the Team'
- Steve - article on the Denes sessions
- Nicola / Jan - discuss delivery proposal with Mandy
- Working group leads (if agreed) - create a presentation on progress so far

## Summary of Meeting

- **Magazine** - A short discussion was held on the next Parish magazine. It was agreed that this task is ongoing and can be managed via email to request content. Michele and Steve both agreed to contribute. Alan has also spoken to a contact at Outstanding Chilterns magazine and gained agreement to share relevant content from an existing article. Jan and Nicola to agree creation and proof-reading of magazine. It was also discussed to speak with Mandy regarding the next delivery.
- **Annual Parish Meeting** - Suggestion to create a presentation on our progress, what we're working on, priorities for the coming year and perhaps to tie back into the 3 year plan. Alan suggested that for this, VE Day and other events, it would be useful to have a larger projector screen. Alan will request an individual agenda item for this task.

*\* An informal discussion about working groups vs ongoing tasks and number of working group members was also held during this meeting. As the content was not related to a specific working group, a proposal will be requested for the March agenda to consider and discuss a new structure for working groups going forward.*

# Report to Nash Mills Parish Council

*All reports to be circulated in advance of NMPC Meeting.*

<b>Working Group Name</b>	VE Day
<b>Meeting Held (Date)</b>	Wednesday 26 <sup>th</sup> February, 10.30
<b>Present at Meeting</b>	Michele Berkeley, Steve Roberts, Nicola Cobb, Jan Maddern
<b>Apologies</b>	None
<b>Agenda Items for Resolution/Decisions Needed</b> <i>Please list each point requiring a decision separately for inclusion on the agenda.</i>  <i>Please note items not included on the agenda cannot be approved.</i>	<b>Spend for VE Day event</b> Proposal for a maximum spend of £1000 to fund catering and decorations for a VE Day event to be held on 8 <sup>th</sup> May, to allow working group to book catering if plans are agreed. Exact spend figures to be shared in April meeting.  <b>Plans for VE Day event</b> To agree the draft plan and timings for the event, including entry for 'Dance for VE Day' competition run by English Heritage.
<b>Spending Level Requiring Authorisation</b>	Maximum £2000
<b>Quotes Circulated (if required)</b>	Exact figures to be shared in April meeting
<b>Relevant Powers to Spend (if spending approval needed)</b> <i>Please liaise with Clerk if guidance required.</i>	45 Provision of Entertainments
<b>Policies Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Risk Assessment Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	Will be required and completed as part of working group.
<b>Notes / Other Items Supporting Above</b>	

## ACTIONS from meeting

- Jan to speak to...
  - Photographer to check availability
  - Gill at Abbots Hill school to ask about catering, crockery, making decorations, any other involvement
  - Lockers Park – young bugler
  - Check with piper re availability
  - Gavin (Buggsy's) about cake stands
  - Geoff – speakers
  - DBC – license requirements for anything?
- Steve - look into table top quiz
- Michele – talk to Watermill House to find out if they are also planning an event
- Nicola – draft answers for competition, draft email for RAs, talk to Razzle Dazzle once Jan has spoken to Abbots Hill

## **Summary of Meeting**

- **Confirmation of hall booking** – Nicola has emailed Keith to confirm the booking. This had already been discussed and pencilled in but just awaiting confirmation.
- **Timing of the day** - If we want to follow the official VE day schedule, the start time will need to be a little before 2.55 and finish at 7pm. Proposed plan and timings to be shared as a separate document.
- **Bugler / Piper** – Steve mentioned that the official VE Day website mentioned young buglers being involved in the day. Jan mentioned that Lockers Park have an amazing music department and could ask there for a volunteer. Jan also mentioned that she knows someone who plays the pipe and could ask her whether she's available.
- **TV availability** – Although no TV aerial connection at the village hall, we could use 4G to stream events of the day if needed.
- **English Heritage 'Learn to Jive like 1945'** – English Heritage are running a 'Dance for VE Day' competition for 1.5 hours of dance lessons. The working group thought that this was a nice idea (and we could also approach other dance teachers if not successful in the competition) and would work well with a Tea Dance theme for the afternoon.
- **Catering** – It was thought that a buffet afternoon tea to be served late afternoon would be the most appropriate catering for the day. Jan has a couple of contacts who she will speak to about catering options.
- **Decorations** – Jan suggested asking residents or schools to help make decorations for the event to keep costs down and to work toward an inclusive, community led event.
- **Crockery** – we discussed hiring vintage crockery but thought it may be expensive. Other options are catering suppliers who can also provide crockery, or vintage style disposable plates, cups, etc. For example: <https://www.partydecorationsuk.com/Vintage-Party/Truly-Vintage/o7-t87>
- **Other activities**
  - **Sharing stories:** Steve mentioned that his father may be interested in sharing some memories about being evacuated during the war and that, perhaps, other residents would be willing to speak or share memories during the event.
  - **Table top quiz:** There was an idea of a quiz that groups of attendees could complete throughout the afternoon for a prize at the end. Steve will investigate
- **Attendance** – We discussed ways to advertise and encourage people to attend. Nicola will draft an email to residents associations for the clerk to send out, asking if they would like to work together on this event. We can advertise at the Denes, have an article in the magazine and share on social media.
- **Transport** – We discussed providing transport for those who are not able to get there themselves.
- **School** – We discussed whether local schools would be interested in being involved. It's unlikely that anyone would attend as it's a bank holiday. However, we could ask whether the children would like to help with decorations or draw pictures for display. Jan will talk to Abbots school about what they may like to be involved in and whether they can help in any way.
- **Photographs** – Do we need to ask a photographer to come along and take photos. Jan knows one who may be able to help
- **License** – Steve raised the question of whether we need a license for any part of the event on the day. Jan will check with DBC, specifically around serving alcohol on the premises (not selling).
- **Music / speakers** – Jan has equipment that can be used but will check with Geoff about the use of the larger speakers at the village hall.
- **Tickets** – we discussed whether to provide tickets for the event. It was suggested that we ask people to book their place so that we can be clear on numbers attending.

- **Watermill House care home** – Michele will contact to find out what, if anything, is being planned
- **Razzle Dazzle** – Nicola to contact (after Jan has spoken to Abbots Hill) to find out if they can advise or help out with the event in any way.

*Proposed Timings and costs for VE Day event*

<b>Time</b>	<b>Plan</b>	<b>Costs associated</b>	<b>Cost est.</b>
10.30 to 1.00	Set up, decorating, etc.	Volunteers	
1.00 to 2.00	Time for volunteers to grab lunch!		
From 2.00	Arrival, welcome and drinks	Welcome drink – TBC?	£100
2.55	Bugler – last post and reveille	Volunteer from school?	
3.00	Piper and toast to the nation	Piper	£150
3.15 to 4.15	Dancing lesson (TBC)	Competition – cost would be nothing Allow budget for teachers if required	£200
4.15	Speaker (volunteer)	n/a	
4.30 to 5.00	Afternoon tea served	Catering cost – TBC (depends on numbers) Vintage disposable plates, cups, etc £100 Tea pots, cake stands – source cheap or borrow	£750 £100 £50
5.00	Speaker (volunteer)	n/a	
5.15 to 6.15	Dancing continues	n/a	
6.30 to 6.45	Quiz answers and prize giving*	Cost for prizes (VE day medals, commemorative coins, etc)	£50
6.55	Town crier (Volunteer)	n/a	
7.00	Bells at St Mary's** / end of event	n/a	
7.00 – 8.00	Remove decorations and tidy	n/a	
	Adhoc costs	Printing if required Professional photographer – TBC Prizes for best 40s dress?	£100 £250 £50
		Buffer	£200
	<b>TOTAL BUDGET REQUEST</b>		<b>£2000</b>

\* Table top quiz provided for attendees to do during the event

\*\* Nicola to check whether St Mary's are planning to ring bells

**Notes:**

*Timings may be adjusted depending on availability of volunteers*





**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED A MINIMUM OF FIVE WORKING DAYS BEFORE THE DATE OF THE MEETING.**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<u>Alan Briggs</u>	<b>DATE:</b>	<u>25/02/2020</u>
--------------	--------------------	--------------	-------------------

**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

"To consider..." "To note..." "To review..." "To agree...."

To consider and if decide whether to purchase a large pull down projector screen for use in the Village Hall.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

A wide screen would facilitate:

- a) The presentation of information at monthly Parish Meetings
- b) The Annual Parish Meeting
- c) Photos / videos for the VE Day event

Exact size to be decided once measurements of the stage have been gathered.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

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nice build quality, good service :)

>> Projector screen manual 16:9 106 235x132 cm



- Aspect ratio: 16:9 Widescreen
- Diagonal (inches): 106
- Height (cm): 132
- Width (cm): 235
- Type of mount: Wall/Ceiling

£139,90  
Inc. 20% VAT

Delivery in  
4-6 weeks

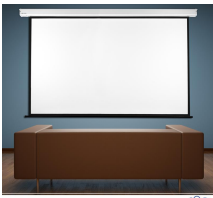


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Manual operated projector screen in a size of 235x132 cm, 16:9 aspect ratio. Diagonal size 106 inch.

Our manual operated projector screens are of professional quality, perfectly suited for intensive use at home, at the office or in the educational environment. The screen material consists of a durable mesh fiber, optimizing gain, brightness and contrast of the projected image. This allows for an optimal image quality, making it possible to view projected images from multiple angles. Because of the black 25 mm wide canvas on the sides of the screen, the projected image stands out and is easy to position when calibrating your beamer.

When rolled up, the screen is protected by a stylish white metal case that can easily be fixed on the wall or ceiling. It is equipped with an easy to use auto-locking mechanism, which allows you to easily fixate the screen on the desired height.

- Stylish white finishing
- Solid metal casing
- Easy to use & install
- High quality mesh fiber screen
- Auto locking mechanism
- Available in multiple sizes
- Can be mounted on wall or ceiling
- Wall-/ceiling fixings included

Specifications

Aspect ratio:	16:9 Widescreen
Fabrick thickness:	0,4 mm
Fabric Weight:	370 g/m2
Inflammability rating:	M1
Total Weight:	9,07 Kg
Black Border Top:	6 cm
Black Border Left:	2,5 cm
Black Border Right:	2,5 cm
Black Border Bottom:	4 cm
Diagonal (inches):	106
Height (cm):	132
Width (cm):	235
Acoustically transparent:	No
Gain:	1,0
Type of mount:	Wall/Ceiling
Case length (cm):	253
Case width (cm):	8
Case height (cm):	8
Warranty:	2 Year

Important: the size as mentioned in the product description is the size of the projection area of the screen (the white projection area, excluding the black area around). The exact size of the total screen is about 5 cm larger. Please also take into account that the white casing itself is also wider then the total width of the projector screen.

Do you have a question about this product, or would you like to have advice? Feel free to contact our customer service.

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The web site was problematic to use , it kept crash in when I tried to set up my account. I did keep trying and one

>> Projector screen manual 16:9 119 263x148 cm



- Aspect ratio: 16:9 Widescreen
- Diagonal (inches): 119
- Height (cm): 148
- Width (cm): 263
- Type of mount: Wall/Ceiling

£219,90  
Inc. 20% VAT

Fast delivery in 1-2 working days

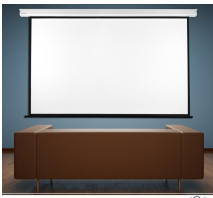


Product-SKU: PSHMY263148

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Manual operated projector screen in a size of 263x148 cm, 16:9 aspect ratio. Diagonal size 119 inch.

Our manual operated projector screens are of professional quality, perfectly suited for intensive use at home, at the office or in the educational environment. The screen material consists of a durable mesh fiber, optimizing gain, brightness and contrast of the projected image. This allows for an optimal image quality, making it possible to view projected images from multiple angles. Because of the black 25 mm wide canvas on the sides of the screen, the projected image stands out and is easy to position when calibrating your beamer.

When rolled up, the screen is protected by a stylish white metal case that can easily be fixed on the wall or ceiling. It is equipped with an easy to use auto-locking mechanism, which allows you to easily fixate the screen on the desired height.

- Stylish white finishing
- Solid metal casing
- Easy to use & install
- High quality mesh fiber screen
- Auto locking mechanism
- Available in multiple sizes
- Can be mounted on wall or ceiling
- Wall-/ceiling fixings included

Specifications

- Aspect ratio: 16:9 Widescreen
- Fabrick thickness: 0,4 mm
- Fabric Weight: 370 g/m2
- Inflammability rating: M1
- Total Weight: 10,94 Kg
- Black Border Top: 6 cm
- Black Border Left: 2,5 cm
- Black Border Right: 2,5 cm
- Black Border Bottom: 4 cm
- Diagonal (inches): 119
- Height (cm): 148
- Width (cm): 263
- Acoustically transparent: No
- Gain: 1,0
- Type of mount: Wall/Ceiling
- Case length (cm): 281
- Case width (cm): 8
- Case height (cm): 8
- Warranty: 2 Year

Important: the size as mentioned in the product description is the size of the projection area of the screen (the white projection area, excluding the black area around). The exact size of the total screen is about 5 cm larger. Please also take into account that the white casing itself is also wider then the total width of the projector screen.

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**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED A MINIMUM OF FIVE WORKING DAYS BEFORE THE DATE OF THE MEETING.**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<u>Alan Briggs</u>	<b>DATE:</b>	<u>24/02/2020</u>
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To consider and agree whether a formal working relationship (a Working Group?) should be proposed to Kings Langley Parish Council, and if agreed then what format that should take and how frequently meetings should be held.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Given that our parishes are adjacent and decisions that we take make affect each other’s residents, it could be worthwhile to interact more formally and more regularly.

Examples are:

- whether to add yellow line parking restrictions to Nash Mills Lane / Red Lion Lane.
- VE DAY event – invite Kings Langley residents if no formal event is organised by their Parish

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

None

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

None



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b><u>Nicola Cobb</u></b>	<b>DATE:</b>	<b><u>25 Feb 20</u></b>
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To consider a restructure of the working groups to provide specific scope for each group, assign appropriate membership for that scope and confirm ongoing tasks and, if necessary, leads.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Currently some working groups cover a number of topics. Some of those topics have now become ongoing tasks (e.g. social media, magazine) and can be removed from working groups. Others would benefit from having their own specific working group with smaller number of members in order to complete actions and report back to council.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

Working groups proposed restructure - March agenda.pdf

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a

## Proposed working groups restructure

Group	Responsibilities / investigations	Members	Lead
Heritage	<ul style="list-style-type: none"> <li>War memorial</li> <li>Local listing (question – do we keep this group on the back burner for this purpose?)</li> </ul>	Alan, Jan plus 2 - TBC	Alan
Policies & Procedures	<ul style="list-style-type: none"> <li>Reviewing existing policies</li> <li>Creating missing policies (based on existing templates)</li> </ul>	Nikki, Nicola, Michele, Steve Note: Councillor quorum = 2	Nikki
VE Day	<ul style="list-style-type: none"> <li>RA involvement, What to do on the day, Funding required</li> </ul>	Michele, Nicola, Jan, Steve	TBC
Grass verges	<ul style="list-style-type: none"> <li>Establish ownership, options for verge protection and parking issues</li> <li>Work with County Councillor to prioritise options</li> </ul>	Michele, Alan, Mandy + 1? TBC	Michele
Play park	<ul style="list-style-type: none"> <li>Crossing options, lease, grass cutting, tree surgery, equipment repairs</li> </ul>	Michele, Alan, Mandy + 1? TBC	Michele
Denes makeover	<ul style="list-style-type: none"> <li>Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins</li> </ul>	TBC	Nicola
Christmas lights	<ul style="list-style-type: none"> <li>Contact suppliers, establish power source, license required – link to Events to switching on, carol singing options?</li> </ul>	Emily, Nicola, Jan TBC	Emily?
Communications	<ul style="list-style-type: none"> <li>Keep group temporarily to complete outstanding short term tasks Annual Parish Meeting (ideas for the Annual Parish meeting in May)</li> </ul>	All	Nicola
Website enhancements	<ul style="list-style-type: none"> <li>Review calendar options</li> <li>Documents library for useful information (for councillors?)</li> <li>Other visual improvements?</li> <li>Councillor working documents area (could be Google Drive, OneDrive or similar)</li> </ul>	Nikki, Alan (technical) + 2? - TBC All to input Councillor quorum = 2?	TBC

## Established / Ongoing tasks and responsible parties

Task	Responsibilities	Involvement	Lead
Denes Saturdays	<ul style="list-style-type: none"> <li>Attendance rota, purchase promotional material, ideas for discussion / input</li> </ul>	All, subject to availability	TBC
Parish Magazine	<ul style="list-style-type: none"> <li>Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions</li> </ul>	Nicola, Jan, Nikki (All to contribute)	TBC
Social media	<ul style="list-style-type: none"> <li>Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options</li> </ul>	Mandy, Jan, Nicola, Nikki (admins)	TBC

## Old structure with proposed changes (for reference)

Group	Subgroups	Responsibilities / investigations	Members	Lead
Heritage	n/a	<ul style="list-style-type: none"> <li>War memorial</li> <li>Local listing</li> </ul>	All	Alan
Policies & Procedures	n/a	<ul style="list-style-type: none"> <li>Reviewing existing policies</li> <li>Creating missing policies (based on existing templates)</li> </ul>	Nikki, Nicola, Michele, Steve	Nikki
Open Spaces		<ul style="list-style-type: none"> <li>Grass verges (ownership, options for verge protection and parking issues)</li> <li>Play park (crossing, lease, grass cutting)</li> </ul> <p>Separate into two groups, consider most appropriate membership for Verges</p>	Michele, Alan, Mandy	Michele
Denes	n/a	<ul style="list-style-type: none"> <li>Denes makeover (Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins)</li> <li>Christmas lights (contact suppliers, establish power source, license required) – link to Events to switching on, carol singing options?</li> </ul> <p>Separate into two groups, consider most appropriate membership for both</p>	All	Nicola
<p>Communications &amp; Social Engagement</p> <p>Retain temporarily for Annual Parish Meeting</p>	Annual parish meeting	<ul style="list-style-type: none"> <li>Topics, ideas for the Annual Parish meeting in May</li> </ul> <p>Keep as Communications discussion for now – short term resolution required</p>	All	Nicola
	Denes Saturdays	<ul style="list-style-type: none"> <li>Checking attendance</li> <li>Purchase promotional material</li> <li>Ideas for discussion (if needed)</li> </ul> <p>Ongoing task – working group no longer required</p>	All	
	Parish Magazine	<ul style="list-style-type: none"> <li>Collect ideas for content</li> <li>Request volunteers for content for each edition</li> <li>Create magazine, arrange printing and distributions</li> </ul> <p>Ongoing task – working group no longer required</p>	Nicola, Jan, Nikki All to input	
	Social media	<ul style="list-style-type: none"> <li>Collect ideas, schedule posts</li> <li>Respond to messenger messages</li> <li>Instagram, twitter options</li> </ul> <p>Ongoing task – working group no longer required</p>	Mandy, Jan, Nicola, Nikki (admins)	
	Website enhancements	<ul style="list-style-type: none"> <li>Review calendar</li> <li>Documents library for useful information (for councillors?)</li> <li>Other improvements?</li> </ul> <p>Propose new working group with appropriate membership</p>	Nikki, Alan All to input	
	Events	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Items dependent on event</li> </ul> <p>Remove from working group and set up for one-off or repeated events (like VE day example)</p>	TBC per event	
VE Day	n/a	<ul style="list-style-type: none"> <li>RA involvement</li> <li>What to do on the day</li> <li>Funding required</li> </ul>	Michele, Jan, Steve, Nicola	TBC



# Full Council Action List

January 2019

<b>Actions from Most Recent Meeting (To Be Discussed)</b>	<b>Comment</b>
Verges – DBC/HCC ownership to be advised to working group	JM
CCTV Upgrade costings	JM (Borough)
The Denes Signage (CCTV /Fly Tipping etc)	JM (Borough)
Enforcement issues relating to the Former Methodist Church site (tidiness. Security)	JM (Borough)
Costed plan from Sunnyside to be obtained	SR
Facebook page to be set up	ML/JM
<b>Awaiting Further Updates (ONGOING to Be Discussed)</b>	
Defibrillator	JM (Denes working Grp
Noticeboard	(Denes W/G & Clerk)
Liaise with DBC re CCTV at The Denes	JM
Letter to Chamonix re parking	ML to draft/Clerk to send
Photo Authorisation form required (to accompany RA)	LB
<b>Clerk Actions from Most Recent Meeting in addition to standard post meeting duties (Information Only)</b>	
Updated questions to C/Cllr Howard re Chambersbury Lane (price per m/area)	Awaiting response
Refer to C/Cllr Howard re yellow lines @ Red Lion Lane (by traffic island only)	Awaiting response
Noticeboard, arrange safe removal	Warden to action
Arrange signing of Warden contract and RA	Update RA, contract signed
Meeting schedule for 2020-book hall	Clerk to check availability of The Forum for April 20 <sup>th</sup> (due to Easter)
Report abandoned car at The Denes	
Investigate if BT can offer a electricity 'power share' with defib and phonebox	
Investigate Investment options	
Send APM/ACM details	
Investigate warden phone	
Clerk to request informal advice from highways re parking against a fence (Red Lion Lane example)	
Ask PCSO re incident and car chase Bunkers Lane on Sunday	
Add W/G meeting to next Agenda to add Cllr Cobb to social media group	
Submit planning comments	
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	
JM to contact Steve Barnes re: ticket meter. (ongoing, waiting until mosque planning application is complete)	JM
Traffic calming Bunkers Lane –NMPC taking forward	Clerk to instruct speed survey.
LB contacted Luke Johnson, re: tree survey in Highbarns. (JM requested – Luke Johnson added to next local circuit, DBC to cut back ivy so they can see the trees better to survey).	JM/LB LB chasing LJ who has been on leave.
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees – Monitor report from Luke Johnson	JM/AB (check Spring growth)
DD/NB Dog bag dispenser-NB to investigate.	Clerk
Garage Clear out/archiving	CLERK/JM/LB (Spring 2020)-March 2020