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Clerk Report December 2022/ January 23

Verges Phase 2

No update Dec 22

Email sent. Aug 2022 B/C Cllr has chased. Awaiting update. Verge hardening by DBC currently on hold.

Lease

Solicitor has now gone on maternity leave (we were not advised in advance) and we are waiting for new solicitor to be assigned to the case then a meeting with the school will be booked.

CCTV Visit

Still outstanding. Chased 31/10/2022. Chased 28/11/2022. Head of dept has agreed to visits for remaining Cllrs and Clerk-waiting for them to confirm available dates.

Green Grant

Rewilding of the East Green section: the green has been re seeded with wildflower seed mix and the works are completed here. Notices to be provided by DBC (clerk asked for these Nov 2022)

Clerk collected bulbs from DBC

Thanks, extended to Cllr Briggs & Cllr Berkeley as they joined the clerk to plant bulbs on Saturday 26th Nov after the school were delayed due to Ofsted arriving.

School planting remaining bulbs with Clerk and Cllr Lester Thursday 1st December.

Warm Hubs

Clerk been liaising with Chair NMVHA (Nash Mills Village Hall Association) who are investigating 'warm hubs' and discussing how NMPC may be able to consider supporting this initiative -this will come to the agenda once NMVHA have made a decision on the practicalities of delivering this service. Update: NMVHA have decided this may be a consideration for 2023

Play Park

Improvements on hold until after the lease has been negotiated. Our Solicitor is now on maternity leave so a replacement is being appointed (see above). January agenda item

The Denes Works

DBC team have started planting the wildflower turf..

Bench has been delivered to Cllr Cobb

Planter at depot.

DBC team aiming to complete works asap. Planter chosen by council requires assembly. DBC team to arrange this.

Clerk has received new magnetic headings for the new noticeboard, and these are now being used.

Old noticeboard removed.

Christmas lights

Lights on but Ringway have caused some issues with late communication with the supplier this year. Supplier to speak to clerk after Christmas period. Additional costs likely for next season.

Quality Council Award

No further update since submission.

Elections 2023

No further actions at present but all Cllrs should be aware that the pre-election period (previously known as purdah) starts Wednesday 21st March. Clerk waiting for magazine working group meeting to start drawing up commemorative issue for NMPC half centenary.

Coronation 2023

Bunting Licence to be applied for

GRPR review

5 Councillors responses outstanding

Advertisers completed except for 1 but I have let them advertise for this edition as they had paid for the year.

Councillor Emails

Budget figures updated

Budgets

Draft figures from DBC received 5/12/2022 – budget updated and separate agenda point.

Precept demand received 16/12/2022

Action List Updates

- Debit card applied for Aug 22-bank lost form; new form emailed Nov 2022; new information requested received 5/12/2022. Emailed 18/12/2022
- Lloyds account now in progress
- All events added to events tab on website
- ACV questionnaire created by clerk and added to website
- Art Competition entry created by clerk added to website
- Hold the date emails sent out to all potential participants in Expo '23
- PCSO has now left to continue police training. Crime figures will no be longer available.

Warden Updates

Winter PPE received from clerk.

Training Attended/Attending

Nov 2022

- Clerk attended HAPTC Elections training
- Clerk attended Dacorum Clerks coffee morning.

Clerk to speak to Cllr Tout re COSHH training.

Correspondence received (please note that this may not include all items)

- Resident from Chipperfield has been communicating with the clerk regarding Bunkers Park and the Sites of Alternative Green Space (SANGS). Clerk introduced this person to the Dacorum Environmental Forum.

- Clerk has asked for a copy of the Bunkers Park Management Plan from the woodlands officer at DBC
- Clerk has queried lack of consultation with NMPC in Bunkers Park Management Plan from 2020- a response has been received.
- Previous Internal Auditor has confirmed end of contract
- New Internal Auditor has made contact to arrange first stage of internal audit and IA visit booked 17/01/2023

Nikki Bugden 05/12/2022 updated 18/12/2022

Chiltern Beechwoods Special Area of Conservation (Ashridge)_letter received by NMPC November 2022 and shared with Councillors.

Following receipt and circulation of this letter the proposal was agreed by DBC without going to full committee

At a meeting held on 15 November 2022, Cabinet approved the [Chilterns Beechwoods Special Area of Conservation Mitigation Strategy](#). It also approved two Suitable Alternative Natural Greenspace (SANG) Management Plans for [Bunkers Park](#) and [Chipperfield Common](#).

Links to DBC reports and agenda papers

P194 ONWARDS MENTIONS Bunkers Park

Please see the attached –

<https://democracy.dacorum.gov.uk/ieListDocuments.aspx?CId=157&MId=3338>

Go to Agenda Reports Pack, then pages 110 – 277.

“I am surprised and alarmed by the Report that is to be considered by your Cabinet on Tuesday, 15th. It is significantly FLAWED – imprecision, inadequately researched, insufficient consultation – and does not provide a basis for a decision which has permanent and far-reaching implications for a large section of the community. Please circulate this letter to all Cabinet attendees; you will also see below that I have copied a number of others to whom I believe this matter will be of interest.

My focus is on the intentions as they affect Chipperfield Common and surrounds, but many of my comments will be of equal relevance to Bunkers Park and Gadebridge.

The following numbers refer to paragraphs in the report.

2.4 From a survey your consultants estimate 2m annual visitors to Ashridge; the report author thinks it likely this is an underestimate.

If an underestimate is believed, then that casts a shadow over the efficacy of the consultants work and all proposals drawn from it.

What is the target reduction in annual visitors? 100,000, 500,000, 1m, more?

What is the target transfer number of annual visitors to Chipperfield, Bunkers Park and Gadebridge respectively? The report contains no mention.

What measures are intended to discourage/prevent visitors to Ashridge and encourage a transfer to Chipperfield, Bunkers Park and Gadebridge. The report does not say and has no financial provision.

2.5 Damage. The report lists the widespread issues at Ashridge.

There is no equivalent assessment for the current status at Chipperfield or elsewhere.

There is no assessment of the damage/issues that may result at Chipperfield consequent on the increase in visitor numbers.

3.7 New residential development must contribute to SANGs (Suitable Alternative Natural Greenspace). 3.10 Dacorum has completed visitor surveys at Chipperfield and Bunkers Park and assesses they have the capacity to support 3,780 new homes. 3.11 The cost per new home is £4,251. 3.11 Demand is likely to outstrip supply. 5.5 SANG contributions to be secured.

NB. The phrase 'capacity to support' is used a number of times in the report. Does it mean that the 'improvements' to the SANG areas can accept the demand from new home residents in addition to the thousands transferred from Ashridge?

Where are the new homes? The Dacorum Local Plan does not exist, even in draft form. Is the report author privy to information not in the public domain?

What evidence is there that the cost per new home is a sustainable charge on developers? Bear in mind that new residential development is already subject to the Community Infrastructure Levy, S.106 and S.278 Agreements, including for Herts. County Council services.

What is the anticipated cash flow of Developer payments(?); the housing industry is currently tipping into recession yet this is intended as the primary source of funding.

What is meant by 'demand likely to outstrip supply'? If this means that the new homes will by themselves oversubscribe the visitor capacity at the SANGS then what chance of Ashridge visitors transferring? NB. The phrase 'capacity to support' appears a number of times in the report. What does it mean? It is not clarified in the Glossary (page 174).

4.1 Only developments in Hemel Hempstead, Bovingdon and Chipperfield will benefit from the SANGS.

This is an outright contradiction of the aim in 2.4 to reduce the 2m annual visitors to Ashridge and defeats the *raison d'être* for SANGS (3.6).

The statement ignores the close proximity of Kings Langley to Chipperfield.

Page 117 Those consulted are all Dacorum officers.

Why have no Authorities – Parishes and Districts - in or adjacent to the SANGs been consulted? Tens of thousand, maybe hundreds, of visitors redirected to or through: Chipperfield, Kings Langley, Bovingdon, Nash Mills, Three Rivers, etc.

And why no public information and consultation in these areas?

3.5.26 SANG should target car visitors, 3.4.43 SANGS Management Plans.

The Management Plans contain no reference to, or consideration of, how the impact on adjacent communities will be mitigated and managed. The High Streets of Bovingdon and Kings Langley are daily and frequently congested. In the latter the junctions with Vicarage Lane and Langley Hill – the primary roads off which lead to/from Chipperfield – are hazardous, with sight lines often obscured. Both roads are also severely hampered by parked vehicles.

Although thankfully not frequent, the road through Whippendell Bottom and the approaches to it on either side is the location of accidents, usually serious, some fatal.

The effect of thousands of additional car movements is beyond comprehension. Yet the report studiously ignores such issues.

Page 173 Appendix B. Planned housing growth within the 12.6km Zone of Influence is 10,308 homes.

I return to the fact that the Dacorum Local Plan is extant. So on what basis is this figure calculated and where are these homes located?

Page 181 Appendix A. Total Cost of SAMMS (Strategic Access Management & Monitoring Strategy)

I repeat, what measures are intended to discourage/prevent visitors to Ashridge and encourage a transfer to Chipperfield, Bunkers Park and Gadebridge. There is no mention here, nor financial provision.

Page 230 Chipperfield Common.

Page 235, 2.3 Total existing car park capacity; 100 cars.

Page 243, 2.15 Car parks partly used for village uses.

The car parks do indeed serve village businesses and facilities, as well as walkers, and the aggregate result throughout the year is that they are frequently close to full. If the car Parks are dominated by walker's cars what consequence does that hold for patrons of, and businesses and organisations such as the Windmill PH, St Paul's School, Blackwells, St John's Church and Hall, the Village Hall and The Two Brewers?

No additional spaces are proposed, just improved surfacing. Keeping in mind the purpose of a SANG is to attract car visitors (3.5.26 above), just how is it intended to accommodate the thousands diverted here from Ashridge? The report doesn't even attempt to acknowledge the issue let alone attempt an answer.

Page 245, 3.5 Funding is to come from new residential development in Dacorum that is likely to have an adverse effect on the Ashridge Chiltern Beechwoods.

This is the same issue and questions as set out in 3.7 above. Where are the new homes? The Dacorum Local Plan does not exist, even in draft form. Is the report author privy to information not in the public domain?

What evidence is there that the cost per new home is a sustainable charge on developers? Bear in mind that new residential development is already subject to the Community Infrastructure Levy, S.106 and S.278 Agreements for Herts. County Council services.

What is the anticipated cash flow of Developer payments(?); the housing industry is currently tipping into recession! How will this affect the funding and implementation of the SANG 'improvements'?

Plus, is it right that developers of homes yet to be built should bear the entire cost for resolving a pre-existing problem to which they are only marginally adding?

Page 268, Community Impact Assessment (CIA).

The public (community) – Bovington, Chipperfield, Kings Langley and areas between and around, has not been consulted and deserves better. Neither have the respective Parish Councils nor Hertfordshire County Council as Highways and Strategic Planning Authority. All this is a major omission.

The CIA focusses solely on Chipperfield Common. There is no assessment of social and infrastructure impacts, nor Environmental and Traffic Impact Assessments which, not least, should consider the consequences of added traffic pollution throughout the area and whether the ensuing damage transferred to Chipperfield Common, and the surrounding communities is properly justified by the claimed benefits to Ashridge.

Conclusion.

Whilst I recognise the Council's desire to remove the moratorium on the grant of Planning Approvals this must not be an excuse to justify ill-informed and permanent decisions on other matters. The issues set out in this letter must be answered and a full exposition of the proposals provided for public and Parish understanding and response."

Nash Mills Parish Council

Dec-22

FINANCIAL SCHEDULE

Dec-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	DEC Salaries, HMRC,Pension	Various	£ 3,811.82	£	3,811.82		
Vodaphone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		544758560
NMVHA	SO	Hall Hire	4165	£ 30.00	£	30.00		
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm1222
BROXAP	ONLINE	New planter	4301/EMR 330	£ 1,689.00	£ 337.80	£ 2,026.80	22/124/FPC	295550
Diverse	ONLINE	Magnetic signs for noticeboard	4075	£ 40.00	£ 8.00	£ 48.00		20534
Clerk expenses	ONLINE	Warden PPE	4170	£ 36.95	£	36.95		358538431
HCC	ONLINE	bollards and noticeboard install	4301/EMR 330	£ 2,694.00	£	2,694.00	22/184/FPC	1803777107
SLCC	ONLINE	Annual Renewal	4080	£ 242.00	£ -	£ 242.00	22/16/ACM	mem242367-1
clerk expenses	ONLINE	Renewal PO Box	4055	£ 315.00	£ 63.00	£ 378.00		1802576239
Lamps & Tubes	ONLINE	Instal & removal lights	4305	£ 385.00	£ 77.00	£ 462.00		70939
Clerk expenses	ONLINE	Magnets for noticeboard	4075	£ 12.73	£ 2.55	£ 15.28		web542245
				£ 9,343.76	£ 505.80	£ 9,849.56		

Nash Mills Parish Council
FINANCIAL SCHEDULE

Jan-23

Jan-23									
Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No	
SALARIES/HMRC/PENSION	SO	Jan Salaries, HMRC,Pension	Various	£ 2,468.98		£ 2,468.98			
Vodaphone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		5501111931	
NMVHA	SO	Hall Hire	4165	£ 30.00		£ 30.00			
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12			
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm0123	
Diverse	ONLINE	Magazine print	4065	£ 945.00		£ 945.00		20619	
hh district scouts	ONLINE	Magazine delivery	4070	£ 120.00		£ 120.00		Feb-22	
				£ 3,651.24	£ 17.45	£ 3,668.69			

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30112022

Last Year Ended 31st March 2021		Current Year Ended 30112022
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Operating Income

41,629.14	Income	45,457.39
348.89	Parish Magazine	732.00
4,413.38	VAT Data	1,321.38
46,391.41	Total Receipts	47,510.77

Running Costs

35,176.45	Administration	27,270.12
2,666.91	Parish Magazine	995.00
19,145.05	Projects	2,602.02
4,567.07	VAT Data	1,334.49
61,555.48	Total Payments	32,201.63

Receipts and Payments Summary

124,114.71	Opening Balance	108,950.64
46,391.41	Add Total Receipts(As Above)	47,510.77
170,506.12		156,461.41
61,555.48	Less Total Payments(As Above)	32,201.63
108,950.64	Closing Balance	124,259.78

These cumulative funds are represented by:

19,528.66	LLoyds Current A/C	33,559.35
0.00	Lloyds Holding TF Account	0.00
60,848.75	NatWest BR	60,904.51
6,519.75	NatWest Current A/C	7,694.73
22,053.48	Lloyds 32 Day	22,101.19
0.00	DNU - Lloyds 32 Day	0.00
108,950.64		124,259.78

Reserve Balances are represented by:

-15,164.07	Current Year Fund	15,309.14
39,200.49	General Reserves	23,201.01
17,000.00	EMR - Business Expenses	16,585.00
5,500.00	EMR - Playpark	5,500.00
2,500.00	EMR - Bench and plaque	0.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
9,700.00	EMR - Community Support	9,160.00
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00
767.75	EMR - Community Events	131.72
7,086.53	EMR - Projects, Denes Defib Jub	11,329.07
20,717.44	EMR - CIL (Conditional spend)	23,001.34

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30112022

Last Year Ended 31st March 2021		Current Year Ended 30112022
1,600.00	EMR - Groundworks/ DBC Grant R	0.00
1,020.90	EMR - The Denes CCTV	20.90
0.00	EMR - Rewilding grant	1,000.00
<u>108,950.64</u>		<u>124,259.78</u>

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2022	Lloyds Current A/C	33,559.35
31/10/2022	';	60,904.51
01/11/2022	NatWest Current A/C	7,694.73
31/10/2022	Lloyds 32 Day	22,101.19
25/11/2021	Lloyds Holding Account	0.00

124,259.78

Other Cash & Bank Balances

0.00

Closing Balance

124,259.78

All Cash & Bank Accounts

1	LLoyds Current A/C	33,559.35
2	NatWest BR	60,904.51
3	NatWest Current A/C	7,694.73
4	Lloyds 32 Day	22,101.19
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	124,259.78

Draft 2023/24 V4 & V5 (final)

2023/24

Option 1 10% increase

Income

Inflation 9.9% 18/10/2022

Precept to be requested	£	37,759.15
Bank Interest	£	100.00
Grants Received/CIL	£	10,571.48
Advertising Income	£	660.00
Total Budgetted Income 2023/24 (inc new precept)	£	49,090.63
CIL	£	-
proposed Use of reserves	£	4,854.80
Income including precept and reserves	£	53,945.43

Expenditure

Staff Costs HMRC Pension	£	34,524.00
WFH Allowance & Mileage	£	475.20
Payroll charges	£	237.60
PO Box	£	330.00
Mobile	£	264.00
Office Supplies	£	330.00
Subscriptions (HAPTC SLCC ICO)	£	1,270.50
Insurance	£	967.58
Audit Fees	£	1,009.80
Website Maintenance	£	165.00
Domain Hosting	£	90.64
ICT Licences & Support	£	1,050.00
Resident Association Initiative	£	734.80
Training/Conferences	£	742.50
Misc (park inspections and misc)	£	440.00
*New heading * Park Repairs	£	440.00
New heading Sundry Expenditure	£	110.00
*New heading *Defib Sundries	£	221.00
*New heading * The Denes Project/Maintenance	£	1,300.00
*New heading * Rewilding Projects	£	-
2023 *New Heading* Coronation	£	350.00
2023 *New Heading* Half Centenary Mag & Delivery	£	770.00
2023 *New Heading* Community Expo		
s137	£	-
Adobe Licence	£	-
Election costs	£	3,000.00
Hire Costs (Hall or Zoom)	£	475.20
Tools/Covid Exp	£	220.00
Garage Rent	£	645.81
Parish Magazine	£	2,145.00
Delivery of Magazine	£	396.00
Repairs/Signs/Park/Xmas lights	£	1,240.80
Total Budgetted Expenditure 2023/24	£	53,945.43

Budgeted overspend	-£	4,854.80
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Budget 2023/24 v5 confirmed DBC grants and our income less CIL

General Income	-£	760.00
Use of Reserves	-£	4,854.80
Wardens Grant	-£	9,103.09
Concurrent Services Grant	-£	1,468.39
Council Tax Support Grant	£	-
Total Income (without new precept)	-£	16,186.28

Expenditure	£	53,945.43
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Income, grants and use of reserves	-£	16,186.28
Actual precept required 2023/24	£	37,759.15
previous year	£	29,690.00
increase	£	8,069.15
Total on all bank accounts 30112022	£	124,257.78
Current Year Fund	£	15,309.14
General Reserves	£	23,201.01
Earmarked Reserves	£	85,747.63
Band D 23/24 using new tax base 1241.70	£	30.41



NASH MILLS

PARISH COUNCIL

RFO Budget Setting Report for 2023/24 (Report 3)

January 2023

*Please note that this report should be read in conjunction with the supporting excel budget sheet (Budget Setting 2023/2024 Version 5 for Council January 2023 circulated).

Council received the first report (Report 1) in November.

This is a short, updated report as the clerk has only just received the confirmed grant figures and tax base figures from Dacorum Borough Council, however I have left the previous report and supporting appendices attached for clarity and context.

RFO/Clerk Recommendation.

- That council confirm that the annual budget for 2023/24 be agreed as per the figures below.
- As part of the approval above, that council agree to the use of reserves for 'one-off' and 'extraordinary' expenditure this year to minimise the impact of any precept increases to our residents during the current cost of living crisis
- That council confirm the precept required for 2023/24 and that the precept demand be formally approved and signed.

Headline Figures

Expenditure (budget not actual)	53,945.43
Council Income (budget not actual, CIL not included)	760.00
Income from DBC Grants	10571.48
Proposed use of NMPC Reserves (one off expenditure)	4854.80
Precept required	37,759.15
Tax Base for 2023/24	1327.10
Amount per band D property	30.41
Price per week per band D	58 pence per week per band D property
Precept received 2022/23	29690.00
Grants received 2022/23	10380.00
Amount per band D Property 2022/23	23.55
Increase per band D Property	6.86

Nikki Bugden

Clerk/RFO

20/12/2022

Report December 2022

Introduction

Financial Regulations

3.2 The RFO must each year, by no later than end of November prepares detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

RFO/Clerk Recommendation.

- **That council confirm that the annual budget for 2023/24 be agreed as per the attached appendix**
- **As part of the approval above, that council agree to the use of reserves for 'one-off' and 'extraordinary' expenditure this year to minimise the impact of any precept increases to our residents during the current cost of living crisis**
- **That council note the 'proposed' precept required for 2023/24**

*We are waiting for Dacorum Borough Council (DBC) to approve the parish funding arrangements for 2023/24 and therefore cannot agree the formal precept demand until our January meeting)

As previously reported in November Council are having to approve a budget with inflation at around 11% and with some of our existing suppliers unable to confirm prices for next year due to the volatility of the economy.

At the time of writing this report the rate of inflation was showing at 11.1 %, Retail Price Index (RPI) 14.2%

Due to the rises that we are aware of and working on an assumption that an increase of approx. 10% will be due on all expenditure as a minimum, it will be necessary to increase the precept demand to Dacorum Borough Council for 2023/24.

Council currently has funds held in reserves, the majority of which are earmarked for specific items or projects. Whilst it is unwise to rely on the use of reserves for any day-to-day expenditure council have asked that the budget be prepared with the smallest possible impact to our residents.

On that basis I am proposing to council that they use reserves for any 'extraordinary' expenditure. Those known at this time are listed in the appendix attached and total the sum of £4854.80, however at the time of writing this report DBC have only sent draft grant figures and the tax base is still unconfirmed therefore this sum could vary.

As the use of reserves is unsustainable in the long run, If Council do not make any provision to commence increments in the precept contribution, then the actual impact of an increase when it does arrive could be extremely challenging.

Overall Position.

Expenditure

It is likely that expenditure next year will rise to £53945.43. It is anticipated that approx £4854.80 of this is one off expenditure that could be funded by reserves.

Income

NMPC are fortunate that it does not currently hold any income generating premises that could have been adversely affected the cost-of-living rises. It does also mean however that there are limited sources of funding outside of the precept. It is likely that with rising interest rates the funds which are currently held on interest bearing accounts will benefit.

NMPC have now received the draft funding figures from DBC (see section below). With these figures in mind income is currently showing as approx £11330.00 including interest and advertising income. Credit interest rates have been assumed at last year's returns.

Reserves

Earmarked Reserves remain healthy at approx. £85749.63 (30/11/2022) of which approx. £23000 is ringfenced as Community Infrastructure Levy (CIL). The reserves are earmarked in line with statutory guidance and permitted levels for general expenditure contingency.

General reserves fluctuate but are currently at approx. £23201 with the current year fund at approx. £15309 but are expected to be considerably lower at year end once the remaining four months annual expenditure has been debited. These are taken from the figures as at the end Nov 2022.

Grants Received

The final CIL sum for this financial year has now been awarded and the report was included in November. It should be noted that this is a 'conditional' award with specific expenditure parameters and reporting guidelines. NMPC has received draft details of grant funding from DBC (noted below)

2023/24 DBC Grant allocation Proposals.

- The Warden Grant – increasing the 22/23 allocation by 5.92% to match the DBC average pay award. (Increase approx £509)
- Concurrent Services: keep the funding at 2022/23 levels.
- CTS Grant: zero as proposed last year. Dacorum ceased receiving any Government council tax support grant many years ago and the policy set in place last year was to correct that historic anomaly. (This was £317.24 last year)

NMPC continues to work with other agencies and higher government authorities to source funding or grants.

a) Verges Funding

Part of the verges' project has been funded by HCC and the County Councillor's locality fund and by the Dacorum Borough Council verge hardening scheme. We are hoping that phase 2 will also benefit from some external funding.

b) Road Safety Funding

NMPC has been successful in receiving a grant from the Police & Crime Commissioner's Office which funded a new speed indicator device on Barnacres Road.

c) Environmental Funding

NMPC has been successful in obtaining a grant from HCC to fund the purchase, installation and maintenance of a new commemorative tree at the Denes for the Platinum Jubilee.

d) Green Initiative

NMPC received a grant for its rewilding project.

Considerations for Council

At the current known levels of income and expenditure there will be a requirement for the following actions

- Use of reserves to cover all one-off expenditure (current estimate approx £4854.80)
- A request for a precept of £37760.63
- An increase to the precept of approx £6.41 per band D property. (Using current figures at 30/11/2022).

Areas to be included for future budgeting in subsequent years.

- a) Defib hardware costs/replacement of unit (include from 2026 for main unit)
- b) Laptop Upgrade Y7 (include from 2027)
- c) Future Christmas lights provision and funding
- d) Future earmarking for Election costs (post 2030)
- e) Any other matters for consideration under future budgets

It should be noted that at the time of writing this report that NMPC had only received proposed figures in relation to tax bases or grant funding for 2023/24. The tax base for calculations is 1260.5

Nikki Bugden (RFO & Clerk) December 2022

Appendix 1 Budget in accessible format (excel sheet and supporting tabs with calculations circulated)

***Assuming a tax base of 1260.5 and draft figures supplied by DBC**

Precept request 2023/24 if grants and tax base unchanged
Reserves held exc current year fund(see separate tab)
Total on all bank accounts 30112022

£ 42,615.43

Appendix2 Budget detail in accessible format (excel sheet and supporting tabs with calculations circulated)

***Assuming a tax base of 1260.5 and draft figures supplied by DBC**

Draft 2023/24 V4	2023/24	Comments/Notes
	Option 1 10% increase	
Income	Inflation 9.9% 18/10/2022	
Precept	£ 29,690.00	Assuming all grants precept and income stay at current levels.

Bank Interest	£	100.00	this could increase as rates are increasing rapidly.
Grants Received/CIL	£	10,570.00	see tab from DBC
Advertising Income	£	660.00	lost 1 advertiser and 1 was only a one-off advertiser
Total Budgeted Income 2023/24	£	41,020.00	Total Budgeted Income 2023/24 (less increase to precept and use of reserves)
CIL	£	-	can't include CIL as this is not a guaranteed income figure and can only be used for certain projects
Expenditure			
Staff Costs HMRC Pension	£	34,524.00	assumed 10%
WFH Allowance & Mileage	£	475.20	45p per mile and £26 pm HWA - both tax free but paid through payroll.
Payroll charges	£	237.60	
PO Box	£	330.00	
Mobile	£	264.00	
Office Supplies	£	330.00	
Subscriptions (HAPTC SLCC ICO)	£	1,270.50	HAPTC & NALC 890.41 (UPDATED PRICES) SLCC 241 ICO 35
Insurance	£	967.58	this might vary considerably but this is a 'best guess'. Business expenses reserves could cover any shortfall
Audit Fees	£	1,009.80	
Website Maintenance	£	165.00	
Domain Hosting	£	90.64	
ICT Licences & Support	£	1,050.00	Query new email addresses -see separate tab but costs likely to be £1050 for both domain and licences etc
Resident Association Initiative	£	734.80	Use EMR Community Support
Training/Conferences	£	742.50	to retain CPD
Misc. (park inspections and misc.)	£	440.00	3 quarterly inspections and 1 annual inspection
*New heading * Park Repairs	£	440.00	
New heading Sundry Expenditure	£	110.00	Poppies etc.
*New heading *Defib Sundries	£	221.00	adult and child pads expire 2023 batteries were replaced 2022
*New heading * The Denes Project/Maintenance	£	1,300.00	grass cutting £100 per visit every 2 weeks over summer may-end oct- we may need to add more for plants when seasons change?

*New heading * Rewilding Projects	£ -	unsure of any ongoing maintenance costs. Earmarked funds cover initial street furniture
2023 *New Heading* Coronation	£ 350.00	Bunting £350 approx supply and fit
2023 *New Heading* Half Centenary Mag & Delivery	£ 770.00	£120 delivery £650 edition (suggest this can be reduced)
2023 *New Heading* Community Expo		should be paid in 2022/23
s137	£ -	Council have General Power Competence
Adobe Licence	£ -	relies on Cllr being re-elected if not £168 will need to be found-suggest EMR Business Contingency.
Election costs	£ 3,000.00	2023 elections due-using costs from previous elections so only a benchmark-money on reserves
Hire Costs (Hall or Zoom)	£ 475.20	
Tools/Covid Exp	£ 220.00	
Garage Rent	£ 645.81	
Parish Magazine	£ 2,145.00	Pinter has been unable to supply estimates for next year as prices of paper and ink are rising considerably and remain volatile
Delivery of Magazine	£ 396.00	3 editions
Repairs/Signs/Park/Xmas lights	£ 1,240.80	new quote obtained for lights £1032 x 3 years but margin allowed for volatile pricing at the moment.
Total Budgeted Expenditure 2023/24	£ 53,945.43	Total Budgeted Expenditure 2023/24
Budgeted overspend	£ 12,925.43	Budgeted overspend without increase to precept or use of reserves
New precept required 2023/24	£ 42,615.43	(Last year's precept figure plus this year's shortfall)
	-£ 3,000.00	Elections use reserves as we have saved for these costs
	-£ 350.00	Coronation use reserves one off exp
	-£ 770.00	Coronation magazine- use reserves one off exp
	-£ 734.80	Community Grants-Use EMR Community Support
	-£ 4,854.80	Total potential use of reserves
	£ 37,760.63	New precept 2023/24 if we use £4854.80 reserves

		<i>for one off/extraordinary expenditure</i>
figures for council 2023/24 (v4)		
Income (without precept)	£ 11,330.00	
Expenditure	£ 53,945.43	
Precept required	-£ 42,615.43	
Proposed Use of reserves (one-off items only)	-£ 4,854.80	
Precept request 2023/24 if grants and tax base unchanged	£ 37,760.63	remaining shortfall/required precept
Reserves held excl current year fund (see separate tab)	£ 108,950.64	
Total on all bank accounts 30112022	£ 124,259.78	
	£ 23.55	Band D sum 2022/23
	£ 29.96	Proposed band D for 2023/24 assuming tax base remains at 1260.5
	-£ 33.81	Impact on band D if we did not use reserves
Assuming tax base unchanged	£ 6.41	increase on last year (per band D property)
Assuming tax base unchanged	£ 0.12	12 pence per week

Local Government Finance Act 1992 - Precept Form

Parish of (please select from the dropdown list)

Nash Mills

Please complete and return to financial.accounting@dacorum.gov.uk by 23rd January 2023

To Dacorum Borough Council, being the Billing Authority for the Borough. The Town/Parish Council as stated above under Section 41 of the Local Government Finance Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2022, the sum outlined in the table below is required to meet the expenses of the Council ascertained as shown on this form. We hereby require the levy of the said sum as an additional item of Council Tax for the Town/Parish.

Please make payment by the 28th April 2023 to:

Sort Code 309921

Account Number 63289260

Signed at the meeting of the Town/Parish Council on the date shown below by the Chairman and two members of the Town/Parish Council:

Date 20/12/2022

Chairman Lisa Bayley

Chairman's telephone number:

Member 1 Jan Maddern

Member 1's telephone number:

Member 2 Michele Berkeley

Member 2's telephone number:

Estimate of expenses of the Town/Parish Council for the financial year 2023/24:

Estimate 2023/24

Ongoing Expenditure (General Admin). Please ensure this includes all expenditure in relation to concurrent services and wardens.
Please specify below:

Item 1:		
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Item 6:		
Total Ongoing Expenditure	£	49,090.63

One Off Costs (Eq Parish Plan, Office Refurbishment etc)

Item 1:	coronation	
Item 2:	elections	
Item 3:	Community grants	
Total One Off Expenditure		4,854.80

Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)

General Income	(760.00)
Use of Reserves	(4,854.80)
Wardens Grant	(9,103.09)
Concurrent Services Grant	(1,468.39)
Council Tax Support Grant	0.00
Total Income	(16,186.28)
Net Expenditure to be met from Precept	37,759.15

Key Information for 2023/24**2023/24 Tax Base Calculation**

November Tax Base	1,327.10
Manual Adjustments	0.00
Starting Tax Base	1,327.10
Council Tax Support Adjustment	(77.90)
Non Collection Allowance	(7.50)
Tax Base for 2023/24	1,241.70

Parish Precept Calculation and Information

Precept Demand	37,759.15
Tax Base	1,241.70
2023/24 Band D Tax	30.41
2022/23 Band D Tax	23.55
Band D Tax Increase / (Decrease)	6.86
Band D Tax Change (%)	29.13%

Meeting held via Microsoft Teams. Participants: Cllrs BAYLEY, BERKELEY, BRIGGS, COBB

Children's Art Competition

So that judging could be undertaken before the deadline, the meeting was called to discuss the allocation of prizes considering the number of entries.

There were only 5 entries, these have been put on display in the café window. There is suspicion that the weather-related late delivery of magazines meant that the competition did not receive sufficient publicity in advance of the entry deadline.

- Prizes available kindly donated by The Denes shops:
 - Tesco (Chocolates: 3 tubs of Heroes, 3 boxes of Celebrations)
 - Nash Mills Café - £20 voucher
 - Fish & Chips - £20 voucher
- Full Council had approved an additional prize budget, but considering the low number of entries, the Working Group recommends that this not need be used.
- Prize groups recommended by the Working Group:
 - Categorising entries by age range
 - 3 entries from under 10s
 - Prize: Café voucher + box Celebrations
 - 2 runners up : tub of Heroes
 - 2 from 10+.
 - Prize: Fish & Chips voucher + box Celebrations
 - 1 runner up : tub of Heroes
- Judging:
 - Councillor Tout to be reminded to organise the judging on or before 6th January so that the results can announced immediately prior to the 9th January Council meeting.
 - The Working Group suggests a quorum of at least 3 shopkeepers for the judging.

Report to Nash Mills Parish Council

Working Group Name	NMPC Annual Forum 2022
Meeting Held (Date)	13 December 2022 (by MS Teams)
Present at Meeting	Mandy Lester Nicola Cobb Alan Briggs Steve Roberts (Chair and Reporting)
Apologies	Michele Berkeley
Agenda Items for Resolution/Decisions Needed <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>	<ul style="list-style-type: none"> To receive the report
Spending Level Requiring Authorisation	
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	329 EMR – Community Events
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Yes - new
Notes / Other Items Supporting Above	

Summary of Meeting

The key agenda items of the meeting were:

- Action log
- Production of NMPC content
- Publicity
- Date of next meeting

Updates to the action log

The action log contains details of necessary steps to implement decisions already taken by Council about the event, it's content and format.

Special thanks to Emily for agreeing for two therapists from De Beautique to provide head and neck massages. This will be covered by Emily's business insurance, and there will be no costs charged to NMPC.

All open actions were discussed individually, and the log updated following the meeting.

NMPC Content

- Reiterated again that we would want all Councillors to contribute to the development of materials for displays
- All working group leads should start now to consider what they might want to include.
- Each display to include a banner-type heading and c.4 x A3 sheets with text or photos on.
- Text to be able to be read from 3 feet away e.g. Calibri font size 48.
- Content to be finalised by end-January.
- Template frame to be provided. NMPC teal in colour, with logo in bottom RH corner.
- Nicola to look at previous magazines for content that could be reused on displays.
- Michele to liaise with each WG lead on their content.
- PowerPoint show to be produced, including WG content, which will be on continuous loop throughout the event using built-in projector and screen.

Further discussion at next meeting

Publicity

Further to the discussion at the last meeting about communication channels and materials, it was agreed that we should start to promote the 'Save the Date' message using the design produced for the magazine. Nicola to post this on Facebook and Steve to speak with Nikki about the web site and noticeboards (including RA noticeboards).

Next Meeting

Wednesday 11 January, 7.30pm at Steve's house.



NASH MILLS
PARISH COUNCIL

The Denes Group – Saturdays 2023

Month	Date	Attendees
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Dates to note

Purdah 21st March

Easter 2023 7th April 10th April

Elections 4th May

May Bank Holidays 1st May 8th May 29th May

August Bank Holiday 28th August



Clerk Report – Information Boards Dec 2022

Agenda Point

NMPC to determine whether they wish DBC to install a 'nature' lectern style information board opposite The Denes (Georgewood section).

NB please note that council have already determined the installation of a board and the earmarked funding, but it is the design that is now being considered.

Clerk Recommendation

That council instruct the Dacorum Borough Council team to install the 'Nature' noticeboard at the Georgewood Road/Barnacres rewilded green space.

Background

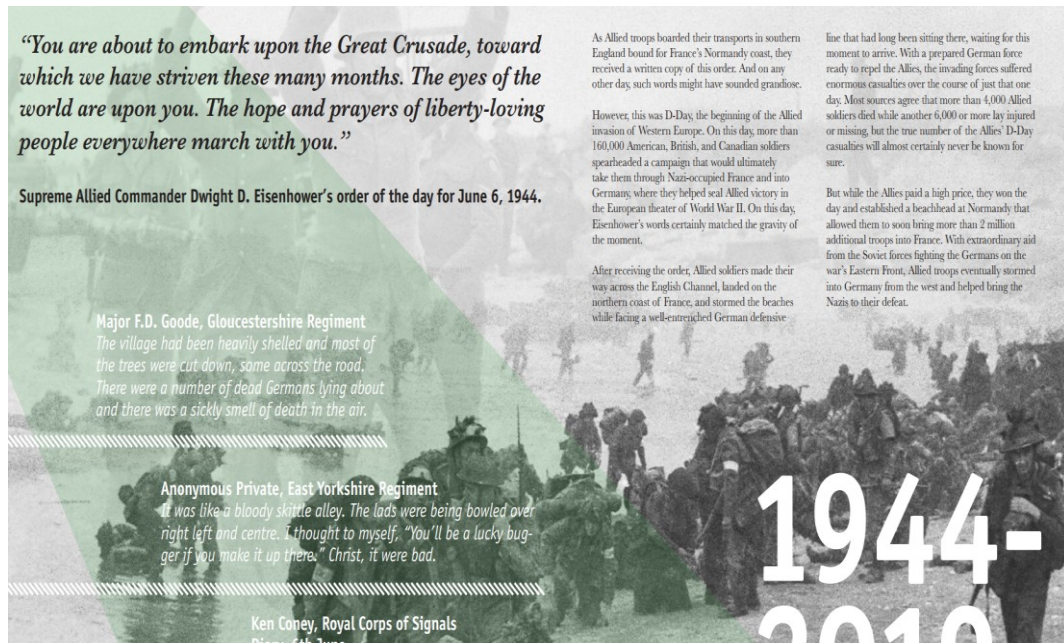
NMPC wanted to include information boards as part of their rewilding project. The DBC team have provided specimens but if we wanted to commission our own board relevant to the parish the timescales involved would hinder the completion of the project before the growing season starts.

The DBC team have a hard wood, lectern style, nature board in stock (image below) and its content would apply to the nature we hope to see on site. Approx cost from DBC is £500 plus installation.



The clerk recommendation is based on the nature board being installed more quickly at less cost with a view to NMPC considering additional boards at both the Jubilee Garden (at The Denes) and at the Bunkers Lane Play Park at a later date as timescales are not so pertinent.

Other options available from DBC in the future but requiring council preparing and supplying the information are below



Council could investigate commissioning its own artist, but this would mean that NMPC may have to source its own lectern style board and installer and obtain any necessary Highways or DBC permissions itself if the DBC cannot assist. This will not be completed during this term of office.

Approx costs

Artist £400 (approx)

Board £500-£1000 (approx)-Lectern style

Installation £300 (approx)

Potential Suppliers for future consideration

- » [Greenbarnes Noticeboards, Signage and Street Furniture Products](#)
- [Lectern Frames, Steel, Oak & Wooden - Shelley Signs Ltd](#)
- [Lecterns, Interpretation and Signage category page Whitehilldirect](#)
- [WW1 Lectern Cabinet · David Ogilvie Engineering · Street, Park & Memorial Furniture](#)

Nikki Bugden December 2022

Working Groups & Committees Updated November 2022

Working Groups

No delegated decision making or financial responsibilities. All decisions to be made by Full Council.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Assets of Community Value	<ul style="list-style-type: none"> Investigate the Three Tuns ACV and other sites within parish. Create a contingency plan should the ACV be activated. 	Jan, Alan, Nicola, Darren (landlord) Michele	Jan	
Heritage	<ul style="list-style-type: none"> War memorial Local listing 	Alan, Jan, Michele, Nicola	Alan	
Grass verges	<ul style="list-style-type: none"> Establish ownership, options for verge protection and parking issues. Work with County Councillor to prioritise options 	Michele, Alan, Mandy + Jan	Michele	
Play Park/Open spaces	<ul style="list-style-type: none"> Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Mandy	
The Denes makeover	<ul style="list-style-type: none"> Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021) 	As existing (currently all)	Nicola	
IT	<ul style="list-style-type: none"> Review calendar options Documents library for useful information (for councillors?) Other visual improvements? Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) Nicola, Steve, Mandy		
Vision	<ul style="list-style-type: none"> To revisit original aims/objectives Create parish 'Vision' and outline objectives & strategy for remaining term Work with the clerk to aid the creation of the parish business plan ready for budget setting. 		Nicola	Clerk to be involved in business planning detail
Annual Forum	<ul style="list-style-type: none"> Plan the content, format and delivery of the council achievements over the last 3 years. 	Steve, Lisa, Michele, Nicola	Steve	
Celebrations (formerly Jubilee)	<ul style="list-style-type: none"> To investigate and plan the Coronation commemorations and any Christmas activities to bring back to council for decision making. 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	

Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input Looking at 'remote' options during pandemic restrictions (updated Aug 2021) 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Nikki (All to contribute)	Nicola/Jan Clerk to sign off
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Mandy, Jan, Nicola, Nikki (admins)	Nicola/Jan Clerk Admin
Defibrillator	<ul style="list-style-type: none"> Investigate locations, equipment suitability, implementation, ongoing budgetary matters and inspections. 	Alan, Lisa, Jan, Steve Guest (resident)	Alan

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, Jan, Alan

Working Groups now disbanded

- Planning Consultations for KL Local Plan



MEETING DATES FOR 2023

Date of Meeting	Agenda Up	Agenda Requests by 9am
Monday 9 th January 2023	Monday 19 th Dec	Thursday 15 th December
Monday 13 th February 2023	Monday 6 th Feb	Thursday 2 nd February
Monday 13 th March 2023	Monday 6 th March	Thursday 2 nd March
Monday 17 th April 2023 ??	Tuesday 11 th April	Thursday 6 th April
Monday 15 th May 2023*	Monday 8 th May	Thursday 4 th May
Monday 12 th June 2023	Monday 5 th June	Thursday 1 st June
Monday 10 th July 2023	Monday 3 rd July	Thursday 29 th June
Monday 14 th August 2023*	Monday 7 th Aug	Thursday 3 rd August
Monday 11 th Sept 2023	Monday 4 th Sept	Thursday 31 st August
Monday 9 th October 2023	Monday 2 nd Oct	Thursday 28 th September
Monday 13 th November 2023	Monday 6 th November	Thursday 2 nd November
Monday 11 th December 2023	Monday 4 th December	Thursday 30 th November

Please note that late items will not be accepted unless prior approval has been granted by the clerk.

Audit Plan Jan 2022

Please note this forms part of our internal controls process

Action	Proposed Month
Council to approve terms of reference for Internal Auditor.	January
Council to Appoint internal auditor.	January
Council to review financial and management risk assessment.	January*/May or June *Moved to Feb due to agenda constraints
Council to complete annual return.	April/May
Internal Auditor to receive all accounts for the year end.	April/May
Council to review any issues raised by auditor.	May-July
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity).	May-July
Council to send annual return to external auditor.	May-June
Electors able to exercise their rights.	June/July
Council to obtain quotes from alternative suppliers	April/May 2022
Council to review effectiveness of internal control.	May/Dec
Councillors to receive report from external auditors.	Sept
Council to review financial systems and control.	December/May
Council to review audit plan.	December *Deferred to Feb 2022 due to agenda constraints)
Council to review effectiveness of Internal auditor and audit. /Internal controls	Dec/May
Council to review Financial Regulations.	June 2022

Please note that due to the Covid-19 crisis some of these timescales may be extended

Financial Regulations	3	Jul-21	y	annually	Jun-22
Asset Register	5	Oct-21	y	6 monthly	Apr-21
Review of the Effectiveness of the Internal Auditor & Audit	5	Nov-21	y	6 Monthly Dec/May	May-22
Audit Plan	2	Jan-21		Annually	Jan-22
Reserves Policy	3	Jul-21	y	Annually	Jun-22
Earmarked Reserves (appendix to above policy)	3	Oct-21		October and May	May-21
Internal Control Review	5	Nov-21	y	6 monthly Dec/May	May-22
Investment Strategy	2	Mar-21	Y	Annually	Mar-22
Budget Setting Process					

Risk Management (& Financial) Scheme	5	Jul-21	y	6 mnthly Jan & June	Jan-22
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