



## Clerk Report February 2023

### Green Grant

Picnic benches and benches in place.

Lectern style sign also in place.

### Play Park

Quarterly Inspection report received. No high risk matters. Report to be circulated. Warden to undertake any minor works that he can and then to report back to clerk for council to determine.

### The Denes Works

Hardstanding at the Denes ready for planter due to commence shortly.

### Quality Council Award

Triage review received. Some further works undertaken by clerk and final version submitted. Results due 11<sup>th</sup> April.

### Elections 2023

Any Cllrs standing must ensure that their nomination papers are delivered to DBC within the published timescales.

### 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 and details of IT package quotes sent to Cllr Briggs for review.

### Budgets

Precept demand submitted and DBC confirmed receipt.

### 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.

Thank you to Cllr Berkeley who has reported all potholes in the parish to HCC which has boosted the report as whilst the warden does report them regularly with others also reporting it may help move things along more quickly.

### Lease

Separate agenda item

### 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.

### Action List Updates

- Debit card arrived and being used. (Financial risk assessment updated)
- Lloyds account still issues with adding SR, Lloyds online team investigating

### Warden Updates

Huge clear up with DBC @ Gade Tower again, by the following day rubbish/fly tipping starting to accrue again.

### Training Attended/Attending

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

- Resident complaint re fly tipping at The Three Tuns
- Election information sent out to all Cllrs
- Pre-Election period (Purdah) details sent to all Cllrs
- Resident complaint re paragliding at Bunkers Park-reported to police/DBC/and B/Cllr
- Resident Complaint re dangerous horse riding at Bunkers Park-B/Cllr taking forward
- Report that the 'Welcome to Nash Mills' sign on Bunkers Lane has been damaged. Clerk to investigate who is responsible/who installed the last one

***Nikki Bugden 9/2/2023***

**Nash Mills Parish Council**  
**FINANCIAL SCHEDULE**  
**Feb-23**

**Feb-23**

<b>Payee</b>	<b>Method</b>	<b>Description</b>	<b>code</b>	<b>Amount</b>		<b>Vat</b>		<b>Amount</b>
SALARIES/HMRC/PENSION	SO	Feb Salaries, HMRC,Pension	Various	£	2,656.62	£		2,656.62
Vodafone	DD	Clerk's Mobile	4060	£	16.06	£	3.21	19.27
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
Play Inspection Co	Online	quarterly inspection	4160	£	100.00	£	20.00	120.00
S Roberts	Online	Banner for Expo event	4162(329)	£	54.50	£	-	54.50
Viking	Online	Office Supplies ink paper	4075	£	79.53	£	15.91	95.44
Auditing Solutions	Online	Internal Audit Visit 1	4105	£	320.00	£	64.00	384.00
Nash Mills School	Online	Hall hire for Expo	4162 (329)	£	130.00	£	-	130.00
				£	3,457.91	£	117.36	3,575.27
<b>Payment made using Debit Card 18/1/23</b>	card	Netnerd Domain renewal	4175	£	49.99	£	10.00	59.99
<b>Payment made using Debit Card 7/2/23</b>	card	key tags	4075	£	1.47	£	-	1.47
<b>Sub total</b>				<b>£</b>	<b>3,509.37</b>	<b>£</b>	<b>127.36</b>	<b>£ 3,636.73</b>
<b>Payment not made from bank Dec</b>		<b>Magnets (exp to clerk)</b>	<b>4075</b>			<b>£</b>		<b>15.28</b>
<b>Payment not made from bank Jan</b>		<b>Pension</b>				<b>£</b>		<b>391.30</b>

**NIKKI NOTES**

PAY HMRC	<b>Date</b>	<b>Chairman</b>	
PAY PENSION		<b>Second signatory</b>	
VAT RECEIPT GARAGE		<b>RFO</b>	
Change Dave DD			
Change NW DD			

14:55

## Detailed Receipts &amp; Payments by Budget Heading 31012023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1076 Precept	29,690	29,690	(0)	29,690		200.0%	
1077 Council Tax Grant	10,380	10,379	(1)			100.0%	
1090 Bank Interest	271	100	(171)			271.1%	
1100 Grants Received	3,000	0	(3,000)			0.0%	3,000
1110 CIL	2,284	0	(2,284)			0.0%	2,284
<b><u>200 Administration</u></b>							
4000 Staff Costs (Inc HMRC & Pensio	(25,496)	(29,900)	4,404		4,404	85.3%	
4002 WFH allowance & mileage	(350)	(432)	82		82	81.0%	
4015 OT/Backpay	(76)	0	(76)		(76)	0.0%	
4050 Payroll Charges	(186)	(216)	30		30	86.1%	
4055 P.O.Box	(315)	(300)	(15)		(15)	105.0%	
4060 Communications/Mobile	(160)	(240)	80		80	66.6%	
4075 Office Supplies	(193)	(300)	107		107	64.3%	
4080 Subscriptions	(1,162)	(1,155)	(7)		(7)	100.6%	
4085 Insurance	(808)	(880)	72		72	91.8%	
4105 Audit Fees	(1,218)	(918)	(300)		(300)	132.7%	
4110 Website Maintenance	0	(150)	150		150	0.0%	
4115 Domain Hosting	(50)	(82)	32		32	61.0%	
4120 ICT/Licenses/IT Support	(129)	(532)	403		403	24.2%	
4130 Community Grants	(200)	(668)	468		468	29.9%	
4140 Conferences/Training Courses	(386)	(675)	289		289	57.2%	
4155 Section 137	(29)	0	(29)		(29)	0.0%	
4160 Misc (park inspect and misc)	(2,330)	(400)	(1,930)		(1,930)	582.5%	2,130
4161 Park Repairs	0	(400)	400		400	0.0%	
4162 Sundry Expenditure	(506)	(100)	(406)		(406)	505.8%	460
4165 Hire Costs (Hall or Zoom)	(270)	(432)	162		162	62.5%	
4170 Tools/Covid Exp	(98)	(200)	102		102	49.2%	
4175 Garage Rent	(526)	(587)	61		61	89.6%	
<b><u>250 Parish Magazine</u></b>							
1150 Advertising (Income)	732	573	(159)			127.7%	
4065 Parish Magazine	(1,820)	(1,950)	130		130	93.3%	
4070 Delivery of Magazine	(240)	(360)	120		120	66.7%	
<b><u>300 Projects</u></b>							
4301 The Denes Project/maintenance	(6,241)	0	(6,241)		(6,241)	0.0%	6,241
4305 Christmas Lights/Repairs/sign	(1,129)	(1,128)	(1)		(1)	100.1%	
<b><u>999 VAT Data</u></b>							
115 VAT on Receipts	2,054	0	(2,054)			0.0%	
515 VAT on Payments	(1,863)	0	(1,863)		(1,863)	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 31012023

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	48,411	40,742	(7,669)			118.8%	
Payments	45,780	42,005	(3,775)	0	(3,775)	109.0%	
<b>Net Receipts over Payments</b>	<u>2,632</u>	<u>(1,263)</u>	<u>(3,895)</u>				
plus Transfer from EMR	8,831						
less Transfer to EMR	5,284						
<b>Movement to/(from) Gen Reserve</b>	<u>6,179</u>						

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## Nash Mills Parish Council

### Bank - Cash and Investment Reconciliation as at 31 January 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/01/2023	Lloyds Current A/C	20,387.69
31/01/2023	';	61,022.39
31/01/2023	NatWest Current A/C	8,427.70
31/01/2023	Lloyds 32 Day	22,150.96
25/11/2021	Lloyds Holding Account	0.00

**111,988.74**

##### Other Cash & Bank Balances

**0.00**

**111,988.74**

##### Unpresented Payments

**406.58**

##### **Closing Balance**

**111,582.16**

##### All Cash & Bank Accounts

1	Lloyds Current A/C	19,981.11
2	NatWest BR	61,022.39
3	NatWest Current A/C	8,427.70
4	Lloyds 32 Day	22,150.96
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>111,582.16</b>



## **RFO Report Finance Q3 (January 2023) -reported Feb 2023 due to meeting cancellations.**

*Please note that the full financial figures are listed at the back of this document. These figures are missing the final NatWest bank interest payments which aren't expected to be more than £10. These are from a third-party software programme and therefore are not able to be made accessible in this document. Please contact the clerk should you require assistance.*

### **Summary**

Nash Mills Parish Council (NMPC) is now at the end of the third quarter of the new financial year. The budget for 2023/24 has been set and the precept demand for the new financial year has also been submitted.

**Total balances held on accounts (less NatWest final interest payment) on 30<sup>th</sup> Dec 2022 £114507.91**  
of which £81464.32 is currently earmarked, the ongoing projects are listed below.

#### The Denes Project

It is hoped that the project will continue in Spring 2023. The cycle racks and noticeboard have been installed and the works paid for.

The planter has been delivered and is waiting for construction and installation by DBC.

The new bench has been delivered and is waiting for installation by DBC.

#### The Verges Project

Council will be urged to re visit the CIL reserves that have accrued over the term, some of which will require spending by 2025. This was due to be considered during the June meeting, however the at the time of writing this report the updates from HCC and DBC in relation to the verges project are still outstanding. The County/Borough Cllr has been asked to assist with the chasing of these outstanding items. *This item remains outstanding.*

#### The Rewilding Project/Open Spaces Working Group

NMPC have been unsuccessful in re negotiating a longer term for the play park lease with Abbots Hill School. This will impact on the amount of works that will be able to be carried out at the playpark. Anything less than a 10-year period on the lease effectively means that major improvements are not a safe or effective way of using public funds.

The rewilding project is nearly completed. The wildflower seeds and bulbs have been planted at various sites within the parish. The picnic benches have also been installed. NMPC are waiting for standard benches to installed opposite the Denes and for signage and bee houses to be installed by DBC.

Council's third-party contractors (DBC/HCC) have been advised that NMPC would like to complete as much of these works as possible prior to the end of this council term in May 2023 but NMPC is unfortunately unable to control the scheduling.

#### CIL funding-other considerations

Council has received a funding request from HCC for towpath improvements and the sum of £5000 was approved as a donation to these works in the June meeting. This support could come from CIL monies; however, the Clerk has received a response from HCC to indicate that it is now revisiting the schedule of works and will come back to us in due course. *This point remains outstanding.*

Council to note that CIL is a conditional spend.

*1The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.*

#### Budget for 2023/2024

Council has submitted a precept request for **£37,759.15** supported by the published budget, however it should be noted that the financial situation in the UK remains extremely volatile and therefore final budget sums are subject to change throughout the year. Council fortunately has sufficient sums on reserves to act as a contingency should it be deemed necessary following regular scrutiny throughout the new financial year.

#### *Financial Headlines*

#### **Position January 2023 (income/expenditure)**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Notes</b>
<b>Income</b>	40742	47608	(6866)	Budget keyed on software originally did not include precept, grants, or CIL monies as these were unknown at the time of budget setting and previous year's figures were used to set the precept. Budget was adjusted to take into account precept and grants therefore difference is now caused by CIL receipts and £3000 grant received.
<b>Expenditure</b>	42005	45720	3715	Council is at 108.8% of budget at January 2023 with 2 months expenditure remaining. Overspends listed below.

#### **Budget Heading Overspends over £100 or 15% of budget (reported as required in our Financial Regulations)**

- 4160- Misc. (Park & Misc.) £1930 unbudgeted but covered by earmarked reserves  
*New bench cost/plaque and stake for tree/acrylic for noticeboard/Jubilee prizes, posters, art supplies. £100 park inspection (budgeted)*
- 4105 – Audit Fees £300 over budget due to error in c/f figures
- 4162- Sundry Exp- £406 unbudgeted but covered by earmarked reserves  
*Jubilee bunting, biscuits, and stickers*
- 4301- The Denes Project - £6241 unbudgeted but covered by earmarked reserves-

<sup>1</sup> [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



## **Budget Heading Underspends over £100 or 15% of budget (reported as per our Financial Regulations)**

Please see reports below. No underspends of any concern. It is anticipated that most budget headings will be spent by year end apart from community awards. Applications have decreased since NMPC introduced a grant policy and have been scrutinising balances held on accounts.

*Nikki Bugden*

Clerk to the Council 23<sup>rd</sup> January 2023

### **Attached**

Earmarked Reserves

Bank reconciliation -All Accounts

Receipts and Payments details

Please note that documents from this point onwards are from third party software and are therefore not accessible.

Please note that due to the delay in reporting on Q3 the dates of the reports are varied.

Please ask the clerk should you require additional formats.

### **Earmarked Reserves 23/01/2023**

23/01/2023		Nash Mills Parish Council		Page 1
19:15		Earmarked Reserves		
Account	Opening Balance	Net Transfers	Closing Balance	
320 EMR - Business Expenses	17,000.00	-415.00	16,585.00	
321 EMR - Playpark	5,500.00		5,500.00	
322 EMR - Bench and plaque	2,500.00	-2,500.00	0.00	
323 EMR - Election Costs 2023	3,000.00		3,000.00	
324 EMR - Election Costs 2027	3,000.00		3,000.00	
325 EMR - Election Costs 2030	3,000.00		3,000.00	
326 EMR - Community Support	9,700.00	-540.00	9,160.00	
327 EMR - Village Hall Support	21.60		21.60	
328 EMR - Verges	10,000.00		10,000.00	
329 EMR - Community Events	767.75	-636.03	131.72	
330 EMR - Projects, Denes Defib Jub	7,086.53	-140.46	6,946.07	
331 EMR - CIL (Conditional spend)	20,717.44	2,283.90	23,001.34	
332 EMR - Groundworks/ DBC Grant R	1,600.00	-1,600.00	0.00	
333 EMR - Elections 2019 owed	0.00		0.00	
334 EMR - CCTV	0.00	0.00	0.00	
336 EMR - The Denes CCTV	1,020.90	-1,000.00	20.90	
337 EMR - Rewilding grant	0.00	1,000.00	1,000.00	
	<b>84,914.22</b>	<b>-3,547.59</b>	<b>81,366.63</b>	

## **Bank reconciliation All Accounts – 31<sup>st</sup> December 2022**

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### **Nash Mills Parish Council**

#### **Bank - Cash and Investment Reconciliation as at 31 December 2022**

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##### **Confirmed Bank & Investment Balances**

###### Bank Statement Balances

31/12/2022	Lloyds Current A/C	23,725.07
30/12/2022	"	60,979.62
01/11/2022	NatWest Current A/C	7,694.73
31/10/2022	Lloyds 32 Day	22,123.77
25/11/2021	Lloyds Holding Account	0.00

**114,523.19**

###### Other Cash & Bank Balances

**0.00**

**114,523.19**

###### Unpresented Payments

**15.28**

###### **Closing Balance**

**114,507.91**

All Cash & Bank Accounts

## Budget Figures /Income Expenditure 19<sup>th</sup> January 2023

23/01/2023

Nash Mills Parish Council

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Detailed Receipts & Payments by Budget Heading 19/01/2023

### Cost Centre Report

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1090 Bank Interest	201	100	(101)			201.2%	
1100 Grants Received	3,000	0	(3,000)			0.0%	3,000
1110 CIL	2,284	0	(2,284)			0.0%	2,284
<u>200 Administration</u>							
4000 Staff Costs (Inc HMRC & Pensio	(25,496)	(29,900)	4,404		4,404	85.3%	
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4085 Insurance	(808)	(880)	72		72	91.8%	
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4115 Domain Hosting	0	(82)	82		82	0.0%	
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4070 Delivery of Magazine	(240)	(360)	120		120	66.7%	
<u>300 Projects</u>							
4301 The Denes Project	(6,241)	0	(6,241)		(6,241)	0.0%	6,241
4305 Christmas Lights	(1,129)	(1,128)	(1)		(1)	100.1%	
<u>999 VAT Data</u>							
115 VAT on Receipts	1,321	0	(1,321)			0.0%	
515 VAT on Payments	(1,853)	0	(1,853)		(1,853)	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	47,608	40,742	(6,866)			116.9%	
Payments	45,720	42,005	(3,715)	0	(3,715)	108.8%	
<b>Net Receipts over Payments</b>	<u>1,889</u>	<u>(1,263)</u>	<u>(3,152)</u>				
plus Transfer from EMR	8,831						
less Transfer to EMR	5,284						
<b>Movement to/(from) Gen Reserve</b>	<u>5,436</u>						

## **Nash Mills Parish Council**

***Internal Audit Report 2022-23 (Interim Report)***

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***Prepared by Susan Cook***

***For and on behalf of  
Auditing Solutions Ltd***

## **Background**

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2022-23 financial year, during our interim review visit for the year, which was undertaken on 17<sup>th</sup> January 2023. We wish to thank the Clerk for in assisting the process, providing all necessary documentation to facilitate the conduct of our review for the year. We note in particular

This report will be updated following our final review visit, the date of which has yet to be agreed, but will be timed to follow closedown of the year's Alpha accounts.

## **Internal Audit Approach**

In undertaking our review, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken to date this year, the officer and the Council maintain adequate and effective internal control arrangements, the information provided on the website being particularly informative regarding the processes and controls in place by the Council. We are pleased to record that we have identified no issues warranting formal comment or recommendation.

## **Review of Accounting Arrangements & Bank Reconciliations**

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. The Council operates Current accounts with Lloyds Bank and Nat West with the Lloyds Bank Current Account being used for its day-to-day transactions. Surplus funds are currently held in a Nat West savings account and a Lloyds Bank 32 day savings account. We have: -

- Ensured that an appropriate coding structure is in place in the RBS Rialtas Alpha accounting software;
- Ensured that the closing balances for 2021-22, as reported in the Statement of Accounts and AGAR for that year, have been correctly rolled forward as opening balances for 2022-23 in the Alpha software;
- Checked and verified a sample of two months' transactions in the Current account cashbook (June and October 2022) by reference to the supporting bank statements;
- Verified transactions on all other accounts for the year to 31<sup>st</sup> October 2022 by reference to supporting bank statements, etc;
- Noted that payments are made exclusively online or by Standing Order / Direct Debit, with the resultant removal of risk that cheques remain unpaid for any significant time; and
- Reviewed and agreed detail of bank reconciliations on the Current Account as at 30<sup>th</sup> June and 31<sup>st</sup> October 2022, to the cashbooks and bank statements, noting that they are checked, verified, and signed off by the Finance Lead.

### **Conclusions**

***We are pleased to record that no issues have been identified in this area at this stage of our review warranting formal comment or recommendation: we shall extend testing in this area at our final visit, also ensuring that the combined cash and bank balances are accurately disclosed in the year's AGAR Section 1, Box 8.***

## **Review of Corporate Governance**

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place, that Council meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have examined the minutes of the Full Council meetings that have taken place during the course of the year to date to ensure that no significant issues affecting the Council's financial stability either in the short, medium or long term exist.

We are pleased to note that the Council's Financial Regulations (FRs) were re-adopted at the meeting in June 2022, with the SOs also re-adopted at the April 2022 Meeting.

We note that the external audit report for 2021-22 has been signed off with no issues.

### **Conclusions**

***There are no issues arising in this area of our review warranting formal comment or recommendation currently: we will continue to monitor the Council's approach to governance at***

*future visits, also continuing to review minutes of meetings over the remainder of the current financial year.*

## **Review of Expenditure & VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Appropriate controls are in place over the release of funds and that they accord with the adopted FRs;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We selected a sample of processed invoices for the year to 31<sup>st</sup> October 2022 including all payments individually in excess of £200, together with a more random selection of every 15<sup>th</sup> cashbook transaction, irrespective of value: our test sample comprises 15 individual non-pay related payments totalling £8,607 and equating to 67% by value of all non-pay related payments to the above date.

We note that all invoices are stamped, initialled by the Clerk and two councillors providing clear evidence that members scrutinise invoices and other documentation supporting payments included on a "Payment List" also initialling these.

We discussed the online payment processing arrangements with the Clerk, confirming these from the information contained in the Councils Internal Controls Review of Adequate and Effective Systems Document, noting members direct involvement and consider the procedures in place appropriate for the Council's present requirements and which afford an appropriate level of financial control.

We note that a debit card has just been received by the Clerk, removing the requirement for small purchases to be made by the Clerk or Warden to be reimbursed as expenses. The Warden is to be encouraged to liaise with the Clerk regarding purchases for use around the parish in the course of his duties.

Finally, in this review area, we have checked and verified the first three quarterly VAT returns for 2022-23 ensuring agreement with the underlying detail in the Alpha nominal control account.

### **Conclusion**

*There are no issues arising in this area of our review warranting formal comment or recommendation: We shall extend our test sample of payments at the final review applying the same test criteria, also examining the year's remaining quarterly VAT reclaim, income for the year to date and will report our conclusions accordingly.*



## **Review of Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We are pleased to note that members had received, considered, and formally re-affirmed the Financial and Management Risk Register at the June 2022 meeting, noting also the Jubilee Risk Assessment approved at the April 2022 meeting. We have reviewed the Financial and Management Risk document and consider it appropriate for the Council's present requirements.

We have examined the year's insurance schedule with AXA running until 31<sup>st</sup> May 2023 noting that Public & Employer's Liability stand at £10 million respectively, together with Fidelity Guarantee cover at £500 thousand, each of which we consider appropriate for the Council's present requirements.

We note that the Council operates effective arrangements for the regular inspection of the playground: we understand these are inspected weekly by the RPI qualified warden with a further quarterly inspection undertaken by an external contractor, we will review their reports at our next visit.

### **Conclusion**

*There are no issues arising in this area of our review warranting formal comment or recommendation: We shall continue to monitor the Council's approach to risk management at future reviews.*

## **Review of Precept Determination and Budget Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Borough Council; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

This visit occurred during the Council's deliberations on the 2023-24 budget and precept requirement: consequently, we will check the outcome of those deliberations at our final visit ensuring that both are formally approved and adopted.

We reviewed the budget position (as at 30<sup>th</sup> September 2022), as set out in the detailed report generated by the Alpha accounting software, with no unanticipated or unexplained variances identified warranting further enquiry or investigation.

### **Conclusions**

*No matters of concern arise in this area at present. We shall undertake further work at our final review including examining the year-end budget outturn report and ensuring the ongoing appropriateness of the level of retained reserves to finance the Council's revenue spending requirements and future development aspirations.*

## Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from various sources, and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We note that, in addition to the Precept, the Council receives a grant from Dacorum Borough Council towards the cost of the Warden, investment interest, recovered VAT, and advertising in the Parish Magazine.

We note that the Council formally reviews advertising fees as part of the annual budget and precept setting exercise.

### *Conclusions*

***No significant issues have been identified in this area currently. We shall undertake further work in this area at our final visit.***

## Petty Cash Account

The Council does not operate a petty cash account.

## Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the LGPS.

The Council outsources production of its monthly payroll. We have examined the June 2022 payslip detail: -

- Ensuring that all staff gross pay for the month has been paid in accordance with the Clerk's record of individual's scale point and basic weekly working hours;
- Ensuring that tax and NI deductions / contributions have been calculated appropriately by reference to the relevant tax and NI tables;
- Ensuring that the correct percentage superannuation deductions have been applied where appropriate;
- Checking to ensure that, where overtime payments have been made, they are supported by appropriately certified time records and been paid at the appropriate enhanced hourly rate; and
- Verifying that the net salary payments for June 2022 have been made to staff appropriately and been recorded accurately in the accounting records.

### *Conclusion*

***We are pleased to record that no issues arise in this area warranting formal comment or recommendation.***

## Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain a record of all assets owned. We are pleased to note compliance with this requirement and have examined the Council's register in order to ensure that it has been updated to reflect any new additions and / or disposals in the year.

Where possible the registration/serial number should be recorded on the register. We note that these are recorded in some, but not all cases.

For clarity we also suggest that, when assets are disposed of the register value for those assets is adjusted to NIL with the disposal date recorded.

We would also like the Council to consider the potential benefits of developing a photographic register of the assets held, particularly of potentially at-risk assets (benches, play equipment etc), which a number of our clients have found of assistance when pursuing either an insurance claim or in assisting any police enquiry where theft or wilful / accidental damage has occurred.

## Conclusions

*No issues of concern arise in this area of our review process, although, as indicated above we suggest that the asset register should be expanded to record registration/serial numbers along with photographic evidence of the asset.*

## Review of Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

As indicated in the first section of this report, we have verified detail of the investments in the various accounts holding "surplus" funds to 31<sup>st</sup> October 2022.

We have checked and agreed the receipt and recording of interest and dividends arising on these deposits to the Alpha cashbooks in the Alpha software and supporting bank statements.

## Conclusions

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation. We shall continue to monitor the position regarding the placement of surplus funds at future visits.*



**NASH MILLS**  
PARISH COUNCIL

## Clerk Report – Pension Pooling Arrangements February 2023

### **Clerk Recommendation**

- **That council remain as part of the pooling arrangement.**

*If you wish to no longer be a part of the pool the actuary would then need to produce a new valuation for the Parish Council to establish an individual employer contribution rate. This could be higher, the same or lower than what you are already paying as part of the pool.*

*You can only leave the pool at the valuation and once a pool member leaves you will only be allowed to re-enter the pool under exceptional circumstances. This is to avoid volatility in the pool between valuations.*

### **Background**

#### **Aims**

The main aims of the pooling arrangement are to:

- manage volatility in employer contribution rates between Valuations.
- provide a means of grouping employers with similar characteristics to share membership experience and smooth out the effects of costly but relatively rare events such as deaths in service for the purpose of setting employer contribution rates.
- minimise the risk of cross subsidy between Pool Members

#### **Hertfordshire Pension Fund**

#### **Local Government Pension Scheme (LGPS)**

#### **Town and Parish Council Pooling Agreement**

The 2023 Triennial actuarial valuation is currently underway for the Hertfordshire Pension Fund.

You are part of a Pension Fund pooling arrangement for parish and town councils.

As outlined in the pooling policy, pooling arrangements provide mechanism for grouping together Scheme employers that have similar characteristics for the purposes of setting a common contribution rate. That contribution rate for the will be revised as part of the 2022 valuation.

We have revised the Pooling Policy to include guidance for Parish and Town Councils who wish to close to new entrants.

Individual results schedules for Parish & Town Councils will be provided following the Actuary's valuation. These results schedules will be for information only and will display the Council's individual funding position. More information will be included when these schedules are issued

The pooling arrangement is also reviewed and revised at each subsequent valuation of the Pension Fund. As part of that review, below are some actions for you as an employer:

- Please acknowledge receipt of this information by replying to this email and if necessary, forward it on to relevant authorised personnel.
- Confirm whether the council wishes to remain part of the pooling arrangement with other Parish and Town Councils.

**Hertfordshire Pension Fund ("Fund") pooling arrangement for parish and town councils in relation to the Local Government Pension Scheme (LGPS).**

Please find the link for the 2022 policy [here](#).

\*As we did not receive the email in time for the January meeting, we have received an extension to allow council to consider this matter at our February meeting. The contribution rate for 2023/24 has been notified as 21.15%. It was previously 22.15%.

Nikki Bugden

6/2/2023

NASH MILLS PARISH COUNCIL – REPORT of a WORKING GROUP MEETING  
ACV - Asset of Community Value – The Three Tuns

Meeting held via Teams 31/01/2023

Present:

Alan Briggs, Michele Berkeley, Nicola Cobb, Jan Maddern, Nikki Bugden.

The Working Group noted the strong engagement with the recent consultation – an electronic survey to gather feedback regarding the value of The Three Tuns within the local community and interest in being involved in any future project for the pub to be acquired and run by the community.

- 173 responses were received
  - 99 would like to be kept informed
  - 41 expressed a desire to be involved
  - 26 cannot help
  - 7 identified as non-residents of the parish

A redacted (excluding respondent names and contact details) version of the full survey results is available from the clerk.

This strong public interest suggests that it would be possible to establish a community lead group to take the project forward [to investigate viability](#) with participation from the parish council (should it choose to appoint one or more councillors in an a trustee type role) and advice from the charity Plunkett Foundation ([www.plunkett.co.uk](http://www.plunkett.co.uk)) . There are approximately 40 co-operative pubs in the UK and most of these have been set up with the support of that charity.

As a reminder, if an ACV qualifying sales process was triggered by the current owner notifying Dacorum Borough Council, then there would be 6 weeks for the community to decide whether to pursue a bid and 6 months (including the 6 weeks) to submit a bid.

The Working Group recommends the following for approval by the council:

- To publicise a summarised outcome of the survey in the next edition of the parish magazine.
- To give pre-approval to the clerk to call a meeting of potential interested parties if an ACV qualifying sales process was triggered. This pre-approval is necessary given the limited time that would be available (6 weeks from notification) to formulate an action plan.

Alan Briggs

## **NOTE FROM EXPO 23 MEETING HELD 25.01.2023.**

ATTENDED: Michele Berkeley, Nicola Cobb, Mandy Lester, (Zoom – Steve Roberts)

APOLOGIES: Lisa Bayley

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We reviewed the topics and discussed the possible content. We all agreed to use as much interesting visual content for the displays with a theme of Past, Present and Future/Vision where possible.

This is our first draft of content to be used, taken from previously published materials e.g. WG reports/magazines.

### **DENES IMPROVEMENTS**

**Past:** Look at using a number of photographs from the Magazine etc showing how the area looked prior to improvements.

**Present:** Xmas Lights, New Tree, New Bench, Wildflowers, Notice Board, Bike Racks, New signs, upgraded CCTV, Defib, Double Height Kerbs, Survey carried out in magazine 2021, Instigated the repairs to the Steps leading to Georgewood.

**Future:** New Planters (show photos from website of manufacturer), New Bench, Parking restrictions?

**Vision for the future:** ask residents about installation of Post Box and Red Telephone Box.

*(Additional Key for the Notice Board available to assist in removing out of date items and new items – NC/SR to discuss with Clerk)*

### **PLANNING**

Use information that was published in the magazine to show how NMPC are involved in Planning. Explain the process and that we are not the deciding body for planning approvals or rejections etc.

Show Residents how to access the DBC Planning Portal and explain their role in planning applications and if they want to raise issues or comments.

Use an example of a planning application that has been discussed at Council.

### **HISTORY**

**Past:** Show photos of the damage to the War Memorial and Gardens

**Present:** Restoration of the War Memorial.

Request that we can use the Tommie's for the Expo to show the residents.

Gilman Dorr Blake Memorial (now on google maps)

Remembrance – show photos of NMPC attending. *ML to ask School if we can use the photos posted through Twitter to show their involvement.*

Ask Ian to attend as Freeman of the Parish.

Share Historical things from the magazine about John Dickinson and the area (co ordinate with Sue on this topic)

**Future: ??**

### **THE THREE TUNS – ASSET OF THE COMMUNITY VALUE**

Will ask Alan Briggs/Jan Maddern to prepare content from the Survey and info about what ACV is.

### **OPEN SPACES/PLAY PARK/REWILDING**

**Present:** Explain our role and that annual inspections are carried out at the Play Park on the safety element of the equipment and that repairs are carried out where possible by the warden.

Advise that the trees are inspected for any safety concerns.

New signage has been added.

Rewilding carried out by Councillors/Clerk and Nash Mills School (*Mandy to speak to Mr Shane to see if photos can be used*)

**Future:** Picnic Benches to be installed and new Bin.

### **REWILDING**

Show areas that are being accessed and where bulbs/seeds have been planted; Denes, Pond Road

*(Ask Nikki who has key to the Display Board in Highbarns/Pond Road so it can be used for posters for competitions and events)*

### **COMMUNICATIONS & ENGAGEMENT**

Display of the Magazines throughout the years to be used.

Social Media and FB, Website, LOGO and Denes monthly sessions.

Inform the residents about attending monthly Council meetings and their participation.

Improved relationships with the shopkeepers at the Denes and their involvement in events.

### **Celebrations**

Show examples of Jubilee, Arts Competitions, VE Day.

Coronation Event – ask Residents for feedback.

### **RESIDENTS ASSOCIATIONS**

Still waiting to hear back on who is attending and what they would like to do.

### **GRANTS FROM PARISH PRECEPTS**

Show how monies have been allocated with photos of the Fencing at the Willows, Towpath Upgrade, Village Hall Car Park.

There are still a number of other topics to be discussed over the coming weeks but this is the first initial meeting to discuss the content for the event.

*Steve asked if Michele could type of notes and send to Nikki (Clerk) for approval and copy in all other Councillors.*



It was once again reiterated that we anticipate that all councillors will play their part in the preparation and delivery of this event.

Next meeting is set for 1<sup>st</sup> February 2023.



**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>1 Feb 2023</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 an increase in budget (or the use of underspend budget items) to print the final magazine of this financial year (also the last magazine of the council's 4 year term).

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

Our magazine budget for 22-23 was approved by council at £1950 (£650 x 3) plus £360 delivery

- When the budget was set, £650 was based on the previous year's costs plus a 9% increase and would allow for an average of 36 pages per edition. Our Jubilee edition and Winter editions were both 40 pages each, which would have left 28 pages for the Spring 2023 edition. However, with rising costs, the actual invoices for the first two magazines were £875 and £945 (total £1790) leaving £120 in the budget.
- **The quote for this magazine (28 pages) is £695**

To cover the cost, it is proposed that we use the following:

- Remaining in magazine budget - **£120.**
- Advertising income – this was budgeted at £573 but was increased to £732, an increase of **£159.**
- Underspend in Community Grants at **£468.00**
- **Total budget available - £747.00**
- **Note:** *To keep the page numbers lower in this edition (and because it's very close to the previous edition) we will not ask for updates from our usual contributors.*

**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).

n/a

SPRING 2023 – 28 pages but TBC on budget discussion			
Item	Detail	Pages	Who
Front/back pages	Front page, council information, useful contacts, back page	4	Nicola
Contents / meeting dates	Magazine contents plus 'keep in touch' box with meeting dates and times	1	Nicola
Chair letter	Final letter for the 4 year term	1	Lisa
Council updates: The Denes and ACV	Local council award scheme – update?  Latest updates – picnic benches, new benches – sign to come, planter to come, new bench to come  ACV Survey results	2	Nicola
Election information	Parish council – who are we? what do we do?  How to stand as councillor?	2	Nicola
Election information	Election / ID information from Dacorum	2	DBC
The role of a parish clerk	Why is this role so important? What is involved? Training, certifications. Type of work, etc.  Accomplishments over last four years	2	Nikki
The role of a parish warden	Why is this role important? Benefits to the parish  <i>(plus advert / space filler items if required)</i>	1	
Nash Mills Expo	Full details, including who will be there, timings, etc.	2	Steve
Promote RAs	Information from NMPC website plus Q&A to CRA and WRA	2	Nicola/RAs
Christmas art competition results	Winners and pictures	1	Nicola
CBE resident	Nash Mills resident named in the Queen's Birthday Honours List – is this ok to add?  <i>(plus advert / space filler items)</i>	1	Michele
Borough /county	Space for Jan if required	1	Jan
Village hall	Caring for carers – New regular group at the hall  Works to hall – community consultation	0.5	Nicola
Regular adverts	2 x full, 6 x half, 2 x third, 1 x quarter, 1 x sixth  (6.5 pages but small ads can fit on other pages)	5.5	Nicola
	<b>TOTAL PAGES</b>	<b>28</b>	

## Report to Nash Mills Parish Council

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

<b>Working Group Name</b>	<b>Parish Magazine</b>
<b>Meeting Held (Date)</b>	19 January 2023
<b>Present at Meeting</b>	Nikki Bugden, Nicola Cobb, Jan Maddern
<b>Apologies</b>	n/a
<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>	<ul style="list-style-type: none"><li>• Council to note and receive report</li><li>• Council to appoint volunteers to assist the magazine working group with question lists.</li><li>• Council to consider budget requirements for proposed content</li></ul>
<b>Spending Level Requiring Authorisation</b>	n/a
<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>	n/a
<b>Policies Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	n/a
<b>Risk Assessment Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	n/a
<b>Notes / Other Items Supporting Above</b>	n/a

## NMPC Magazine-Special 50<sup>th</sup> Anniversary Edition

### Key points:

- Magazine to ensure it has the 50<sup>th</sup> Anniversary of NMPC as its sole focus.
- First meeting of NMPC - 5<sup>th</sup> June 1973
- Deadline for final version 1<sup>st</sup> April 2023
- Deadline for article submissions Friday 24<sup>th</sup> March

### Suggested contributors (subject to budget)

- All councillors, clerk and warden
- Selected residents (via councillors)
- Frogmore Mill
- Abbots Hill School
- Nash Mills CoE Primary School

## Suggested content

(council content in black, other contributors in blue)

Item	Responsible	Max pages
Front page – historical image	NC	1
Contents page	NC	1
Letter from Chair covering her memories during tenure	LB	1
Article from GD as previous chairman (Nikki to ask)	NB	2
Memories from Jan Maddern	JM	1
Memories from Warden	NB	1
How NMPC came about	NC	1
What was where- old maps of parish and changes (JM) (plastics, hospital, gardens converted Mallards)	JM	3
Memories from residents – see questions at bottom of report. (Cllrs to action)*	Cllr volunteers required	6
Clerk to scan minutes 15 <sup>th</sup> June annually but also to look at any interesting items from last 50 years	NB / NC	3
First newsletter from parish council	NC	1
Quiz or article on 1973 related things - what was no1? What did XXX cost? Who did XXX? Etc.	Cllr Volunteer needed	2
Photos from the last 50 years	JM	4
Article from Heritage lead??	AB if time permitted	2
MS-Former Bursar Abbots Hill		1
Nash Mills School		1
Frogmore Mill-history on Nash Mills only		2
Thank you page	NB to add past and present Cllrs (NC and JM to check)	1
Back page	NC	1
Contingency pages		1
<b>TOTAL ESTIMATED PAGES</b>		<b>36</b>

## Budget estimates and funding

The funding for this magazine will come from **parish reserves** as it is a one-off project. The budget of £650 for printing, plus £120 for delivery (total £770) has recently been approved by council. In the past, £650 would have allowed us 36 pages. However, with the increase of printing costs, our 40 page Winter 2022 magazine cost £945.

Based on current prices, we have the following quotes from our printer (note that page number must be divisible by 4 for printing). Note that there may be a small increase if prices change before May:

- **36 pages** - our usual quality paper 150gsm - 850.00
- **36 pages** - slightly thinner paper 130gsm - £ 795.00
- **32 pages** - our usual quality paper 150gsm - £ 767.00
- **32 pages** - slightly thinner paper 130gsm - £ 710.00

### Suggested Questions for residents

**We will pick a selection of responses but please note down any additional comments that are interesting or relevant.**

1. When did you move to Nash Mills? / How long have you lived in Nash Mills?
2. What is your earliest memory of Nash Mills?
3. Did you work in the parish? If so, where?
4. What was your favourite shop in the parish and why?
5. Did you go to school in the parish and who was your favourite teacher?
6. What is your happiest memory in the parish?
7. If you spent your childhood in the parish, how did you spend your spare time?
8. What is the best thing about living in Nash Mills?
9. If you had one wish to make the parish better (for you) what would you choose?
10. What one thing reminds you of Nash Mills?

Present: Alan Briggs, Michele Berkeley, Nicola Cobb, Steve Roberts.

The Working Group discussed the official suggestions for public participation in the Coronation Weekend and collated a list of potential commemorative activities that the parish could organise in advance (given that the event is immediately after the elections and therefore available Councillor resources cannot be guaranteed). These choices are presented to the main council for a decision on which to pursue.

***“Buckingham Palace is pleased to announce further details on the ceremonial, celebratory and community events that will take place over the Coronation Weekend between Saturday 6th and Monday 8th May 2023.***

*The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6th May, 2023. The Service will be conducted by the Archbishop of Canterbury. As previously announced, the Service will reflect the Monarch’s role today and look towards the future, while being rooted in longstanding traditions and pageantry.*

*Across the Coronation Weekend, there will be further opportunities for people to come together in celebration of the historic occasion. On Sunday, 7th May 2023, a special Coronation Concert will be staged and broadcast live at Windsor Castle by the BBC and BBC Studios, with several thousand pairs of tickets to be made available via public ballot. The Coronation Big Lunch, at which neighbours and communities are invited to share food and fun together, will take place across the country on the same date. On Monday, 8th May 2023, members of the public will be invited to take part in The Big Help Out, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.*

*Their Majesties The King and The Queen Consort hope the Coronation Weekend will provide an opportunity to spend time and celebrate with friends, families and communities across the United Kingdom, the Realms and the Commonwealth. Their Majesties are looking forward to marking the occasion with the public throughout 2023.”*

Further details on the Big Help Out are available from this website:

<https://thebighelpout.org.uk>

### Considerations

- Clerk guidance regarding street party grants
  - We cannot grant to individuals but can grant to an association - they have to have a bank account to pay into and it must be in line with our grant policy (ie supporting bank accounts need to be seen etc) it should also be noted that this wasn’t suggested at budget setting.
- What are the activities that Dacorum are planning.
- Clerk to check with the DBC Monitoring Officer if there are any potential purdah issues with the events suggested or their implementation.

### Decisions needed

- Which activities does the Council wish to pursue.
- A maximum budget to be recommended and pre-approved, individual expenditures to be approved by the Clerk. This is necessary due to the short time before the Coronation Weekend.
- Request that Clerk to see permissions for bunting / other decorations / face cut-out boards.

### Potential Activities

- 1) Collaboration with Kings Langley Parish Council in a larger event
- 2) Dedicate the new bench to Their Majesties The King and The Queen Consort with a commemorative plaque.
- 3) Encourage street parties
  - a. Invite Residents Associations to apply for grants
  - b. Non-RA street party support (if the clerk confirms this is permissible within the regulations)
  - c. Publicise about how to get road closures:  
*Residents have to apply themselves to HCC- **deadline 26<sup>th</sup> March**. There are strict guidelines , residents should go direct [Close a road for a street party or special event | Hertfordshire County Council](#)*
  - d. Promote *The Coronation Big Lunch*
- 4) Bunting at The Denes
- 5) Face cut-out boards with a Coronation theme at one or more locations around the parish for residents to take fun photos.
  - a. Photos could optionally be submitted for publication on the parish Facebook page and a future magazine.
  - b. An example image (to which cut-outs would be added) can be found [here](#)
  - c. The WG asks the Clerk to get feedback from Abbots Langley Parish Council about the cut-out boards that they had on display during the 2022 Jubilee celebrations.
- 6) A coronation themed word search to download from the parish website.
- 7) Union Jack flags in and around the planters and parish notice board.
- 8) Source and install decals in The Denes shop windows, subject to owner approval. An example on this [website-link](#).
- 9) Encourage Big Help Out activities after the Coronation Weekend. Some potential examples:
  - a. Village Hall works.
  - b. Offer grants (subject to validated requests) to facilitate community members taking part in volunteering activities.
  - c. Publicise the scheme via the parish council Facebook page.
  - d. Link in with Dacorum initiatives
  - e. Other volunteering projects that other councillors can suggest in due course

Alan Briggs