



COLNEY HEATH PARISH COUNCIL

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25th July 2019

**RE: Freedom of Information Act Request
Staff Attendance and costs of Colney Heath Village Parish Office**

I am replying to you in response to your Freedom of Information request email dated 6 May 2019 and received 7 May 2019. Please accept my apologies for the delay in responding to your request. On behalf of the Parish Council please see below the responses to your questions:

1. to the extent that you have records for each instance of use of the office for the last 12 months: date, time of day, purpose, duration.

The Council do not maintain the data that you have requested so I am unable to comply with your request for this information.

2. costs for last financial year (services, rates, insurance etc) but excluding staff costs.

The costs associated with the Village Hall office for 2018/19 were £864.00 for business rates and a one-off goodwill payment of £2,532.98 authorised by Full Council during negotiations of Heads of Terms of a proposed lease. The insurance policy having removed the buildings insured would be a share of £1178.67 but it has proved very difficult to quantify the % of the insurance costing to one particular staff workplace. Therefore, total expenditure without the insurance portion for 2018/19 was £3396.98.

I hope this assists in answering your questions.

Yours sincerely,

**Lisa Chaplin LCGI (Hons) CPFA CiLCA
Clerk to the Council
For and on behalf of
Colney Heath Parish Council**