

Please bring to meeting
On 13 February 2002

COLNEY HEATH PARISH COUNCIL

Minutes of a Special Meeting of Colney Heath Parish Council held in the Community Room,
Village Hall, High Street, Colney Heath on Wednesday 23 February 2002 at 8.00 p.m.

PRESENT

Cllr C Brazier (Chairman)

Cllr S Ellis

Cllr H Falk

Cllr G Cloke

Cllr D Clarke

Cllr D Crump

IN ATTENDANCE

Loraine Wenham Assistant Clerk

Peter Scott representing Charles Morris Memorial Hall

APOLOGIES

Cllr J Day

1. MINUTES

The minutes of the Sub-Committee on 21 November 2001 were reviewed but not signed as a true record.

2 Declaration of Interest

The Assistant Clerk declared an interest in the Office Computer as her husband had prepared the specification and final comparison chart.

3 ITEMS OF EXPENDITURE FOR 2002/2003

3.1 Charles Morris Memorial Hall

Mr Peter Scott representing the Charles Morris Memorial Hall attended the Meeting to put forward the following:

The car park is in poor repair, with puddles and pot holes, and needs up grading, especially as the Hall itself has been refurbished. Estimates for repair are in the region of £19,000

There are options as follows:

A. To obtain small capital sums from the PC over 2-4 years until sufficient is accumulated to finance the work. The drawbacks are that in the meantime the car park will continue to deteriorate, and the cost will rise with inflation etc over time, before work can start.

B. To borrow the money from a financial institution. The Hall has a capital sum invested with a low risk fund, which provides a modest income - could a loan be secured against this?

C. If a loan was to be raised, the CMH could meet the interest payments and use chunks of capital over 2-3 years to pay it off.

Could the PC manage £8,000 a year, plus the £1,500 already budgeted to replace the footpath from the road to the Hall. It makes sense to renew the footpath at the same time as the car park is re laid?

Mr Scott then left the meeting. This matter was further considered by the Council under 3.11

3.2 Office Computers

Mr Peter Wenham B.Sc. had prepared a specification for the office equipment and presented a comparison of the three e-mail quotes received by the Clerk from local Companies.

Appendix A refers

It seemed that the quote from Springfield Electronics Ltd. for computers, software and installation was best value. Mr Wenham then left the meeting.

Cllr Falk proposed the following seconded by Cllr Cloke:

'That subject to a formal written quotation from Springfield Electronics two new computers (plus 17" monitors) with hardware to permit internet access, one Microsoft Small Business Edition and an upgrade to the existing Office software should be purchased from Springfield Electronics. The total of this should not exceed £1800.'

The proposal was carried unanimously

3.3 Roesstock Park - maintenance

It was resolved to finalise the figure at £3300

3.4 Community Park - maintenance

It was resolved to amend the figure to £500

3.5 Bus Shelters

Amend to £3390

3.6 Chronicle

Amend to £3000

3.7 Gardeners planting

Amend to £550

3.8 Audit Fees

Amend to £900

3.9 Senior Citizens Parcels

Amend to £9403.

3.10 Election Recharge

Amend to £0

3.11 Charles Morris Hall- rates and work

After discussion of Mr Scott's presentation it was RESOLVED to allow an extra £2000 towards the car-park and the A/C was directed to ascertain from the District Council whether a loan of £13,000 would be possible and it's, terms for consideration by the Parish. If the Parish took this route the CMMH Committee would have to agree to pay the interest. For the period of the loan the Parish would not be able to grant CMMH any further funds.

4 Revised final budget

Figures are at Appendix B

5 2002/2003 Precept

It was RESOLVED that subject to the A/C confirming the 2001/2002 precept was £47.23 the precept for 2002/2003 will be £47.25.

Proposed by Cllr Falk Seconded by Cllr Crump

In favour - all.

This information to be forwarded to St. Albans City & District Council as the Rating Authority.

6.Pavillion High Street Recreation Ground

The District Valuer reports Valuation will cost between £340 and £400. Councillors agreed to continue with the Valuation in order to make a decision on the rent in the timescale set by the Lease.

There being no further business the meeting closed at 9.45 p.m.

CHAIRMAN

DATE

C. B. Brown
13/02/02

Loraine Wenham

Appendix A Colney Heath Parish Council - IT Purchase Bid Evaluation

Item/company	Century IT Group	Personal Computer Care	Springfield
2 x PC	758	1588	952
2 x Operating System ¹	278	Incl.	Incl.
2 x Monitors	220 ²	Incl. ³	Incl. ⁴
Keyboard/mouse	40	Incl.	Incl.
PC costs sub total	£1,296	£1,588	£952
PC costs with 17 inch monitors, sub total	Not offered	£1,588	£1,012
Hub	N/a	N/a	N/a
ISDN Router	250 ⁵	391	225
ISDN Card	N/a	N/a	N/a
Total Cost excluding installation, application software and VAT	£1,546	£1,979	£1,237

Application software

It is recommended that each PC is equipped with Microsoft Word, Excel and Outlook (or Outlook Express). In addition one PC needs Microsoft Publisher. The Parish Council may also opt for other software such as an accounting package but these other packages have not been accounted for here. The PC's in all quotes are more than powerful enough for current business software.

1. Microsoft Small Business Edition contains word, excel, outlook and publisher
2. Microsoft Office standard contains, Word Excel, PowerPoint and Outlook
3. Microsoft Office Professional contains, Word Excel, PowerPoint, Access and Outlook

Application software	Century IT Group	Personal Computer Care Ltd	Springfield	DABS On-Line
Single licence price quoted	179	175	Not quoted. 175/179 not out of court	435 (retail)
Office Professional			269 (OEM)	219 (retail)
Office Professional Upgrade		249		349 (retail)
Office standard				155 (retail)
Office standard upgrade				

¹ It is recommended that Windows 98 or Windows 2000 is used rather than XP. Although W98 is near the end of its life, the cost to upgrade software that the PC may already own to run under XP could be expensive.

² 15 inch monitor

³ 17 inch monitor

⁴ 15 inch monitor. 17 inch upgrade, £30 per PC

⁵ ISDN router quoted includes 4 port Ethernet hub. ISDN cards not required on PC's

Publisher				
Publisher upgrade				
89 (retail)				
59 (retail)				
Deliver & Installation	75	150	106 ⁶	
Overall Cost	£1,979	£2,434	£1,693	

⁶ estimated as quote was for £45 per hour plus two Cat 5 cables at £8 each

Appendix B

EXPENDITURE	2001/2002	2002/2003	2002/2003
ADMINISTRATION:	£	% on pay & 2.5% Services	£ Adj.
Clerk's x2 salaries & car allowances/mileage	19483.00	20067.49	22082
Utilities/Other Admin	659.20	675.68	676
Telephone	1200.00	1230.00	1000
Car allowance & mileage	1967.30	2016.48	0 (with salaries)
Photocopier lease - 3 years £500/yr & per copy	500.00	512.50	512
Stationery	400.00	410.00	410
Postage (petty cash)	125.45	128.59	100
Other Petty Cash	1003.63	1028.72	900
Office Equipment: maintenance	413.64	423.98	400
depreciation of computer, printer, copier - to buy new	627.27	642.95	1800 (computers £1800)
Subscriptions & Donations	1628.00	1668.70	1400 (extra Dons £200)
Courses	300.00	307.50	300
Wages :			
Parish Warden	11254.03	11591.65	11600
- Clothing & Travelling Allowance	286.81	295.42	295
Parish Gardener	2184.20	2249.72	2250
- Clothing & Travelling Allowance	286.81	295.42	295
- Annual Tool Allowance	25.21	25.97	26
Common Ranger	2184.20	2249.72	2250
Tennis Court Attendant	571.53	588.67	589
- 10% bonus on annual takings	40.00	41.20	30
Closed Churchyard Keeper	494.83	509.68	510
Chronicle Editor/Publisher	2006.65	2066.85	2067
OPEN SPACES	47641.77	49026.90	49492
Grass Cutting Contract	8872.73	9094.55	8081
Common - maintenance	1000.00	1025.00	1025 (Common reserve)
Dog Bins - emptying & new	1470.63	1507.40	2100 (£830 2 new bins)
Boissy Park - £1000 rental & maintenance	1500.00	1537.50	1500
Gloucester Park - £5 rental & maintenance	444.32	455.43	1000 (£995 works)
Sleapsyde Park - £100 rental & maintenance	1596.04	1635.94	4000 (£3400 fencing)
Tytenhanger Park - maintenance	1044.32	1070.43	800 (£300 gate)
Roestock Park - maintenance	7341.97	7525.52	3300 (£1000 lights/£600 soil)
High Street Recreation Ground -			
- electricity for tennis courts and air raid shelter	110.82	113.59	115
- insurance air raid shelter & tools	221.64	227.18	227
football pitch maintenance	400.00	410.00	410
- park maintenance & play equipment	1000.00	1025.00	4500 (Equipment fund £4500)
- repairs tennis court & car park	232.65	238.47	2500 (£1607 potholes/£393 T
- park maintenance	445.05	456.18	0
Sleapsyde Pond -	744.77	763.39	300
Smallford Park & dog walk -	2994.00	500.00	1500 (£1000 equipment)
Community Park - maintenance	444.32	455.42	500
St. Mark's Church - cemetery grant	440.59	451.60	300
BUILDINGS	30303.85	28492.59	32158
Village Hall - rates	1030.00	1055.75	1055
Charles Morris Hall - rates & work	7412.00	500.00	6000 (£4000 Carpark/£1500
Pavilion - building insurance	673.00	689.83	690
Bus shelters- cleaning & repairs	2306.81	2364.48	2290 (£1800 repairs)
Building Fund - village hall	1000.00	1025.00	1000 (Ramp loan)
Notice Boards - maintenance/repairs & park signs	428.63	439.35	1500 (2001/02 repairs £906/£
	12850.45	6074.41	12535

MISCELLANEOUS			
Chronicle - printing 4 issues	2900.00	#	2972.50
Gardeners planting & equipment fund	300.00	#	307.50
Parish Wardens equipment fund	0.00	#	0.00
Audit - annual fees	836.36		857.27
Insurance policies for combined Council & Zurich Inspe	732.00	#	750.30
W.I. Senior Citizens Xmas Party	110.00		112.75
Senior Citizens Xmas parcels	964.95		989.07
Chairman's expenses	111.24		114.02
Solicitors' fees	1022.73	#	1048.29
Old Friends Transport Costs	100.00		102.50
Rubbish Disposal Fund	0.00	#	0.00
Youth Football fund	170.00	#	174.25
Annual Parish Meeting	156.82		160.74
Parish Paths Partnership	1600.00	#	1640.00
Election recharge	1000.00	#	1025.00
Contingencies	2000.00		2050.00
TOTAL EXPENDITURE			
	102800.15		95898.09
			108717
INCOME			
Common			
Letting of Warren Pitch	98.00		100.45
Annual Wayleaves - nos.55/65/67/71/77/79 @ £5	30.00		30.75
High Street Recreation Ground			
Letting of Senior Pitch	500.58		513.09
Letting of Junior Pitch	292.52		299.83
Letting of Third Pitch	146.26	#	149.92
Pavilion Lease	2600.00		2665.00
Pavilion building Insurance Premium	773.00	#	792.33
Tennis Takings - £1.50 wklys./£3.00 eves & wknds.	400.00	#	410.00
Caged Bird Society Storage in Air Raid Shelter	66.95		68.62
Gloucester Playground			
Annual Wayleave - 108 Hillend Lane	5.00		5.13
Roostock Park			
Rental of land around Scout Hut	51.50		52.79
Charles Morris Hall			
Rental of site by Management Cttee.	5.00		5.13
T. Mark's Church			
Income from Grave Upkeep Trust	135.00		138.38
Miscellaneous			
Bank Account Interest	3300.00	#	3382.50
Parish Paths Partnership	1600.00	#	1640.00
VAT refund for year	1500.00	#	1537.50
TOTAL INCOME			
	11503.81		11791.41
			16101
TOTAL NEEDED FOR YEAR			
	84106.69		92616
Based on the predicted 2002/2003 tax base figure of 1960 this would mean a Parish precept of			
	£ 42.91		£ 47.25
The 2001/2002 Parish precept was £47.23			
2.5% increase on last year's figure would be £48.41 a 3% rise £48.64			

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