

# COLNEY HEATH PARISH COUNCIL

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NOTICE is hereby given that a SPECIAL meeting of Colney Heath Parish Council will be held on Wednesday 25 November 1998 at the Pavilion, High Street Recreation Ground, Colney Heath commencing at 7.30 p.m.

The meeting will be open to members of the public, who will be made very welcome, unless the Council resolve otherwise in respect of a particular item.

## A G E N D A

### 1. INFLATION

The Clerk to report on the CDC inflation figures to be applied to pay and supplies & services for the 1999/2000 financial year.

### 2. ADDITIONAL ITEMS OF EXPENDITURE FOR 1999/2000

Councillors to consider any additional items of expenditure to be included in the Council's 1999/2000 budget.

The following items have been identified during the year:

Repairs to roof at Charles Morris Hall

Millennium Projects

Common Warden's Superannuation

Smallford Playing Field

Astroturf pitch at Roestock Park

*100s of gple equip  
newer sheep scatterers  
mower rake tender  
new rods + 240 to CBS  
HSPG - maint.  
leaf blower*

### 3. PARISH COUNCIL BUDGET REQUIREMENTS FOR 1999/2000

To consider the preliminary budget requirements for 1999/2000.

### 4. DATE OF NEXT BUDGET MEETING

To arrange a date for a further budget meeting to finalise the Parish Council's budget requirements for 1999/2000.

Caroline Pluck  
16/11/98

| <b>EXPENDITURE</b>                                           | <b>1998/99</b>  | <b>1999/2000(including 2.5 or 3%)</b> |
|--------------------------------------------------------------|-----------------|---------------------------------------|
| <b>ADMINISTRATION:</b>                                       | <b>£</b>        | <b>£</b>                              |
| Clerk's salary                                               | 17588.00        | 18116.00 should be £19035 to          |
| Office Accommodation                                         | 630.00          | 649.00 include PC SA and NI           |
| Telephone                                                    | 800.00          | 824.00                                |
| Car allowance & mileage                                      | 2115.00         | 2178.00                               |
| Photocopying                                                 | 900.00          | 900.00                                |
| Stationery                                                   | 120.00          | 120.00                                |
| Postage                                                      | 120.00          | 120.00                                |
| Other Petty Cash                                             | 960.00          | 960.00                                |
| Office Equipment: shelving and new desk                      | 200.00          | 300.00                                |
| depreciation of computer, printer, copier                    | 600.00          | 600.00 <i>+ printer</i>               |
| Subscriptions & Donations                                    | 651.00          | 651.00                                |
| Courses                                                      | 105.00          | 105.00                                |
| <b>Wages :</b>                                               |                 |                                       |
| Parish Warden                                                | 3419.00         | 10712.00                              |
| - Clothing & Travelling Allowance                            | 108.00          | 273.00                                |
| Sleapshyde/Tyttenhanger Groundsman                           | 1822.00         | 1877.00                               |
| - Clothing Allowance                                         | 77.00           | 79.00                                 |
| -Travel Allowance                                            | 157.00          | 162.00                                |
| -Annual Tool Allowance                                       | 23.00           | 24.00                                 |
| Common Ranger                                                | 1821.00         | 2079.00 includes PC SA                |
| Tennis Court Attendant                                       | 528.00          | 544.00                                |
| - 10% bonus on annual takings                                | 62.00           | 40.00                                 |
| Closed Churchyard Keeper                                     | 457.00          | 471.00                                |
| Chronicle Editor/Publisher                                   | 1854.00         | 1910.00                               |
|                                                              | <b>35117.00</b> | <b>43694.00</b>                       |
| <b>OPEN SPACES</b>                                           |                 |                                       |
| Grass Cutting Contract                                       | 8240.00         | 8487.00                               |
| Common - maintenance                                         | 412.00          | 425.00                                |
| Dog Bins - maintenance                                       | 700.00          | 718.00                                |
| Boissy Park - £175 rental, maintenance                       | 1087.00         | 425.00                                |
| Gloucester Plygrd - £5 rental, maintenance                   | 412.00          | 425.00                                |
| Sleapshyde Plygrd - £100 rental & maint.                     | 1012.00         | 425.00                                |
| Tyttenhanger Plygrd - maintenance                            | 412.00          | 425.00                                |
| Roestock Park - maintenance                                  | 1212.00         | 425.00                                |
| High Street Rec. Ground -                                    |                 |                                       |
| - tennis courts and air raid shelter electricity             | 103.00          | 106.00                                |
| - air raid shelter & tools insurance                         | 206.00          | 212.00                                |
| -pitch maintenance                                           | 800.00          | 800.00 <i>spage</i>                   |
| -groundsman machinery maintenance                            | 412.00          | 425.00 <i>bank</i>                    |
| Sleapshyde Pond                                              | 200.00          | 205.00 <i>fence</i>                   |
| Community Park - maintenance                                 | 412.00          | 425.00                                |
| St. Mark's Church - cemetery grant & mower                   | 206.00          | 211.00                                |
|                                                              | <b>15826.00</b> | <b>14139.00</b>                       |
| <b>BUILDINGS</b>                                             |                 |                                       |
| Village Hall - rates                                         | 350.00          | 359.00                                |
| Charles Morris Hall - annual rates & roof repairs <i>imp</i> | 400.00          | 1793.00 <i>+ 1,000</i>                |
| Pavilion - fire insurance                                    | 500.00          | 500.00                                |
| Bus shelters-£50.41 p.m.+ cleaning + repairs                 | 1200.00         | 1250.00                               |
| Building Fund                                                | 10000.00        | 10000.00                              |
| Notice Boards - repairs, new & maintenance                   | 400.00          | 410.00                                |
|                                                              | <b>12850.00</b> | <b>14312.00</b>                       |

**MISCELLANEOUS**

|                                                  |                 |                 |
|--------------------------------------------------|-----------------|-----------------|
| Chronicle - 4 issues - printing                  | 2266.00         | 2424.00         |
| Groundsmens' Planting Allowances                 | 100.00          | 100.00          |
| Best Kept Village Comp. Trees                    | 400.00          | 400.00          |
| Annual Audit Fees                                | 800.00          | 800.00          |
| Insurance policies for Members/money/equip.      | 400.00          | 500.00          |
| W.I. Senior Citizens Xmas Party                  | 100.00          | 100.00          |
| Senior Citizens Xmas parcels                     | 900.00          | 923.00          |
| Chairman's expenses                              | 103.00          | 106.00          |
| Solicitors' fees                                 | 500.00          | 500.00          |
| Old Friends Transport Costs                      | 100.00          | 100.00          |
| Football Club - youth team donation?             | 100.00          | 100.00          |
| Cub Football team - school pitch fees, donation? | 170.00          | 170.00          |
| Annual Parish Meeting                            | 150.00          | 150.00          |
| Parish Paths Partnership                         | 1200.00         | 1200.00         |
| Parish Election Recharge                         | 2000.00         | 9 N/A           |
| Millennium Celebration/Memorial                  | 500.00          | 2500.00         |
| Contingencies                                    | 1000.00         | 1000.00         |
|                                                  | <b>10789.00</b> | <b>11073.00</b> |

1600 500 800  
Mugs, Chain, Signs

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| <b>TOTAL EXPENDITURE</b> | <b>74582.00</b> | <b>83218.00</b> |
|--------------------------|-----------------|-----------------|

**INCOME**Common

|                                                   |                 |                 |
|---------------------------------------------------|-----------------|-----------------|
| Letting of Warren Pitch                           | 88.00           | 90.00           |
| Annual Wayleaves - nos.55/65/67/71/77/79 @ £5     | 30.00           | 30.00           |
| <u>High Street Recreation Ground</u>              |                 |                 |
| Letting of Senior Pitch                           | 468.00          | 479.00          |
| Letting of Junior Pitch                           | 273.00          | 280.00          |
| Pavilion Lease                                    | 2600.00         | 2600.00         |
| Pavilion Fire Insurance Premium                   | 500.00          | 500.00          |
| Tennis Takings - £1.50 wklys./£3.00 eves & wknds. | 600.00          | 400.00          |
| Caged Bird Society Storage in Air Raid Shelter    | 62.00           | 64.00           |
| HCC Car Park Wayleave                             | 5.00            | N/A             |
| <u>Gloucester Playground</u>                      |                 |                 |
| Annual Wayleave - 108 Hillend Lane                | 5.00            | 5.00            |
| <u>Roestock Park</u>                              |                 |                 |
| Rental of land around Scout Hut                   | 50.00           | 50.00           |
| <u>Charles Morris Hall</u>                        |                 |                 |
| Rental of site by Management Cttee.               | 5.00            | 5.00            |
| <u>St. Mark's Church</u>                          |                 |                 |
| Income from Grave Upkeep Trust                    | 135.00          | 135.00          |
| <u>Miscellaneous</u>                              |                 |                 |
| Bank Account Interest                             | 3000.00         | 4000.00         |
| Parish Paths Partnership                          | 1200.00         | 1200.00         |
| VAT refund for year                               | 2500.00         | 1700.00         |
| <b>TOTAL INCOME</b>                               | <b>11521.00</b> | <b>11538.00</b> |

CH JMI now has to pay under LMS

|                                             |                 |
|---------------------------------------------|-----------------|
| TOTAL EXPENDITURE 1999/2000                 | 83218.00        |
| LESS TOTAL ESTIMATED INCOME                 | 11538.00        |
| <b>TOTAL BUDGET REQUIREMENT FOR 1998/99</b> | <b>71680.00</b> |

Based on 1998/99 (1999/2000 figure not yet available) tax base of 1558 this would mean a Parish precept of **£46.00** per Band D equivalent property.

A 3% increase to the 1998/99 Band D equivalent figure of £40.92 would be **£42.15**

Certain items were budgeted for in previous years but not undertaken. Their budgets are included in the c/f.

|                                              |                      |
|----------------------------------------------|----------------------|
| Laminating Machine                           | <del>200</del>       |
| Millennium Projects                          | 500                  |
| Roestock Park gates, lights, rink & car park | 2000 <sup>2000</sup> |
| Boissy Gates                                 | 500 ✓                |
| Sleapshyde Entrance                          | 500 ✓                |
| Sleapshyde Pond                              | 1000 ✓               |
| Common Sign                                  | <del>1000</del>      |

### Clerk's notes on office equipment.

I decided not to buy the laminating machine which we budgeted for last year as I have found that clear plastic pockets are sufficient for the display of notices on the boards.

My computer desk, which is seven or eight years old now, has broken and almost collapsed due to the weight of the computer equipment and all the files.

I would like to purchase a new, larger desk so I have a writing surface as well as somewhere to put the keyboard and mouse mat.

I would also like to purchase a bookcase/free standing shelving unit to store all the files which I refer to regularly and therefore need to have to hand.

To purchase a fairly large wooden desk and shelving unit would cost approximately £300.

The desktop photocopier has a broken cover and prints a smudge on every copy now.

I am reluctant to replace it until we know the outcome of the bids for a Council office. With more space we could purchase a bigger copier capable of different sizes but it may be useful to have two.

A new desktop copier would cost about £300.

The lazer printer, which no longer has a maintenance contract, is printing a shadow half way down each page and blobs of ink on some copies.

A new bubble jet copier would cost about £180.