

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



4th February 2022

**RE: Freedom of Information Act 2000
Colney Heath Parish Council – Public Interest Report; FOI response
concerning petty cash**

I am replying to you in response to your email received 10th January 2022 which you requested to be treated as a Freedom of Information request. The following response contains responses based on the information held and is sent on behalf of Colney Heath Parish Council.

Your request

I hereby ask under FOI regulations (as I understand it is the Council policy to treat all communications concerning the PIR under FOI rules) that the Council provide details of the cheque numbers, dates, stated reasons for expenditure and values for all cheques payable to John Dean (except for wages) that were approved by the full Council meeting on 2/2/12 (minute 458).

Parish Council response

The minutes of the meeting 2 February 2012 contain no information on the details of the cheques presented to the Council or cheque numbers which totalled the amount shown within the minutes referenced.

On further research no other documentation is held detailing the payments approved relating to these minutes, so the Parish Council are unable to confirm which cheques were presented at this particular Parish Council meeting under reference point 458.

Your request

Further I ask Council to check and confirm that the details of cheques that I have listed as being paid for the purpose of funding Council petty cash expenditure within this memorandum are in accordance with the CHPC records for 2011/12.

Parish Council response

The Parish Council confirm that there were 37 cheques made payable to the former Clerk of the Council Mr J Dean for the Parish Council financial year 2011/12 for a total of £7324.09.

All monthly salary cheques have been removed from the information provided.

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The easiest format for the presentation of this information is in the form of a table where each category of information requested is presented in a separate column:

Date	Cheque Number	Amount	Reason for Expenditure Cheque marked with
01/04/2011	5463	£ 603.34	John Dean
04/04/2011	5464	£ 262.28	John Dean - Petty cash
18/04/2011	5483	£ 17.71	John Dean
21/04/2011	5487	£ 108.12	John Dean
21/04/2011	5488	£ 52.97	John Dean
28/04/2011	5491	£ 300.00	John Dean
12/05/2011	5506	£ 50.12	John Dean
03/06/2011	5530	£ 86.74	John Dean
09/06/2011	5533	£ 60.05	John Dean
22/06/2011	5560	£ 350.00	John Dean
07/07/2011	5577	£ 380.79	T Dean
07/07/2011	5578	£ 95.82	John Dean
22/08/2011	5608	£ 271.52	J Dean - petty cash top up
22/08/2011	5610	£ 150.00	J Dean – reimbursement petty cash (Brazier)
26/08/2011	5618	£ 36.00	John Dean
26/09/2011	5633	£ 213.54	John Dean
06/10/2011	5649	£ 52.80	Costco
07/10/2011	5657	£ 66.19	John Dean
10/10/2011	5658	£ 271.47	John Dean Petty Cash
03/11/2011	5679	£ 60.00	John Dean
22/11/2011	5684	£ 284.69	John Dean
22/11/2011	5692	£ 897.00	John Dean
22/11/2011	5693	£ 66.87	John Dean
22/11/2011	5694	£ 38.88	John Dean
09/12/2011	5708	£ 109.17	John Dean
09/12/2011	5709	£ 140.00	John Dean
23/01/2012	5742	£ 296.66	John Dean
23/01/2012	5743	£ 300.00	John Dean
16/02/2012	5761	£ 82.00	John Dean
01/03/2012	5767	£ 600.00	John Dean
01/03/2012	5768	£ 60.40	John Dean
01/03/2012	5780	£ 96.10	John Dean
06/03/2012	5784	£ 27.71	John Dean
16/03/2012	5791	£ 39.58	John Dean
20/03/2012	5796	£ 689.57	John Dean
27/03/2012	5798	£ 36.00	John Dean
30/03/2012	5805	£ 70.00	John Dean

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You stated that the following cheques were noted as being approved from your own records held:

22/8/11 no. 5608 £271.52

22/8/11 no. 5610 £150

10/10/11 no. 5658 £271.47

22/11/11 no. 5684 £284.69

12/4/12 no. 5824 £164

24/4/12 no. 5830 £307.63

Of the above cheques for financial year 2011/12 these are included in the research so 4 out of the 6 cheques appear in the table on the previous page. You also stated that you had identified 18 cheques paid to John Dean for reimbursement of expenditure that you state he had made on behalf of the Council. Examples included:

3/6/11 no. 5530 paint £86.74

3/11/11 no. 5679 12X wine OAP Xmas lunch £60

22/11/11 no. 5692 Xmas parcels from Tesco £897

16/2/12 no. 5761 stamps reimbursement £82

1/3/12 no. 5768 refuse sacks £60.40

You will note that again these cheques appear on the research for financial year 2011/12 but that the cheque stubs which are held do not include expenditure reason or state the power that the Parish Council used for which the expenditure was spent.

I hope this satisfies your request for information. Should you be dissatisfied with the response provided you have a right to appeal to the Information Commissioner's Office and you must do this no later than two months after the Parish Council's last response to you at the following address:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Chaplin'.

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

