

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



8th March 2022

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

I am replying to you in response to your email received 10th February 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

Does Council agree that the 37 cheques listed as payable to John Dean during the financial year 2011/12 include two cheques that were not payable to him and hence the correct number of cheques is 35. Does Council agree that the revised total is; $7324.09 - (380.79 + 52.80) = 6890.5$

Parish Council response

As stated in the previous response dated 3rd February all 37 cheques listed were issued to Mr Dean, the two cheques mentioned had further information written on the stubs and this information was provided.

Your request

Does Council agree that the number of cheques they have identified from cheque stubs as payment for petty cash in 2011/12 is four and their total value is £955.27 which represents 13% of the total value of the 37 cheques they identify as payable to Mr Dean.

Parish Council response

The previous response shows the cheques issued to Mr Dean for the financial year 2011/12. It is confirmed that four cheque stubs have the extra words petty cash written on them.

Your request

Does Council hold (some, most or all) the 'Report of payments' documents (known as 'pink sheets') that were presented to full Council meetings by the late clerk Mr J Dean (along with payment approval cover sheets and supporting invoices / receipts) and were the subject of full Council resolution to approve payments and included a description of the purpose of payments, including that of topping up the petty cash float.

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Parish Council response

The Parish Council do not hold the 'Report of payments' documents (known as 'pink sheets') that were presented to full Council meetings in financial year 2011/12 by the late clerk Mr J Dean (along with payment approval cover sheets and supporting invoices/receipts) and were the subject of full Council resolution to approve payments and included a description of the purpose of payments, including that of topping up the petty cash float.

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', is written over a faint, circular official stamp.

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