

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



10th January 2023

**RE: Freedom of Information Act 2000 Colney Heath Parish Council
Questions regarding a previous Freedom of Information response dated 5th
October 2022 Confidential Cashbook and accounts queries 2003-2022**

I am replying to you in response to your email received 12th December 2022.

Your request

Further to 'RE: Freedom of Information Act 2000 Colney Heath Parish Council – Questions regarding Confidential Cashbook and accounts queries 2003-2022' dated 5 October 2022 and published on the CHPC website.

I would appreciate clarification about the composition of the figures contained in the table containing a column headed 'Actual Admin Staff Expenditure', the second table in the Parish Council's response to the FOI request.

I note the figure of £88,333.62 for the year 2013/14 for 'staff costs' published in the CHPC Accounting statements for 2013/14.

This item 4 in the accounts (section 1) is described as relating to the 'Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.'

I further note that the figure of £88,333.62 occurs in the payments section of the Income and Expenditure Account for the year ended 31 March 2014. This is described as 'Administration expenses – salaries and wages'. The term 'office administration' does not feature in the accounts.

According to the pink payment sheets for that year that listed all cheques for approval for payment by full Council each month, the wages payable was for 6 staff of which two were office-based staff (the others being Parks Ranger, Common ranger, gardener and closed churchyard keeper; the individuals being named in the pink sheets rather than identified by their role).

I note that the first question in the FOI request asks for 'the sum of budget allocated to office administration staff in each year from 2003-2023 (i.e. excluding for example the Common Ranger, gardener, Treasure Tots staff etc)'. The second question asks for 'the actual expenditure for the office administration staff as defined in each year'.

It follows that the reader of your response would regard the figures under the heading 'Actual Admin Staff Expenditure' as relating directly to the question asked and therefore to be exclusive of other staff such as the Common ranger and gardener. There is no comment that there may be any discrepancy

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



between the composition of the figure requested and the composition of that provided.

It would appear to me therefore that the figures under the heading 'Actual Admin Staff Expenditure' do not equate to the figures sought by the FOI request and indeed may be misleading. Therefore, I would be grateful if you would check the FOI response and make any appropriate correction if required.

Our response:

The information has been reviewed and was taken from the information held which were the accounting statements issued for 2013/14 by the Parish Clerk to the external auditor. In the question asked there is reference to 'pink sheets'. The Parish Council do not hold copies of the papers referenced.

The Parish Council can confirm from records that are held that the **total** payroll which should have been reported on the CHPC Accounting Statement for 2013/14 was £108,954.56.

This figure is for all members of the Parish Council staff. The figure includes payments made to staff via payroll, payments made to the HMRC and payments made to the pension provider but does not include payments of job related expenses or payments made for office cleaning which were made in cash.

This figure does not include staff working for Treasure Tots Pre-School. It is confirmed from the Treasure Tots balance sheet that the payroll figure for the financial year 2013/14 was £58,177.58. This figure includes all payments made to the staff via payroll but does not include the twice yearly cash bonuses.

On the basis of the information held and this response there is no requirement to make an amendment to the previous response issued.

If you are dissatisfied with this response the Commissioner's Office recommends that you first refer the matter to the Parish Council. You can do this by writing to clerk@colneyheathparishcouncil.gov.uk and asking for an internal review of my decision.

If you wish the Parish Council to undertake an internal review, then you must write to the Parish Council within 40 working days of the date of this letter.

The Council will not consider any requests received after this date unless there are exceptional circumstances for the delay.

You have a right to appeal to the Information Commissioner's Office at the following address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. You must do this no later than two months after the date of this response.

Yours sincerely,

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



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

