


21st November 2024

Councillors: D Mitchell (Chair) I Caldwell (V Chair), V Mead, C O'Donovan, R Bullen, T Finnis and A Hayes

You are hereby summoned to attend a meeting of the **Finance & Policy Committee** to be held on **Wednesday, 27<sup>th</sup> November 2024 at 7.30pm at the Parish Centre**



**Chris Kenny**  
**Clerk to the Council**

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## **A G E N D A**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

Members are reminded to make any declarations of personal, pecuniary or prejudicial interests that they may have in relation to items on this Agenda.

You should declare at this part of the meeting your interest by stating:

a) the item you have the interest in

b) what the nature of the interest is: personal, pecuniary and/or prejudicial

If it is a prejudicial interest, whether you will be exercising your right to speak under Public Participation. You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

**Cllr V Mead** - Redbourn in Bloom (CM), AinR (M), Museum (T)

**Cllr I Caldwell** - Redbourn Online, Active in Redbourn (M)

**Cllr D Mitchell** - District Councillor, Redbourn Community Group (M), Supporter of CPRE

**Cllr D Bigham** - Village Hall (CM), Community Group (M)

**Cllr T Finnis** - Museum (CM)

**Cllr R Bullen** - CPRE (M) Ver Valley Society (M)

**3. MINUTES OF THE PREVIOUS MEETING**

To approve and sign minutes of the previous meeting.

**4. MATTERS ARISING FROM THE PREVIOUS MEETING NOT ON THE AGENDA**

**5. MATTERS TO REPORT**

Members are invited to notify the Chairman of other urgent business which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered at the end of the meeting.

**6. PUBLIC PARTICIPATION**

**7. FINANCIAL POSITION**

**7.1 Budget to date**

To receive a report on income and expenditure to date.

**7.2 Budget 2025-26**

To agree the budget for 2025-26 based on draft budget prepared by Clerk in consultation with relevant committees

**7.3 Investments**

To receive a report on the Parish Council's investments and CCLA Deposit Fund

**8. RECONCILIATION**

To receive the latest reconciliation reports.

**9. INTERNAL AUDIT REPORT**

To agree the appointment of internal auditor for 24/25 year end accounts

**10. GRANT**

10.1 To review the grant application and decision for Redbourn Physio

10.2 To seek clarification on whether an organisation would be eligible to apply for a grant

**11. MATTERS TO REPORT**

**12. DATE AND TIME OF NEXT MEETING**

Date of next meeting – tbc 7.30pm, Conference Room at the Parish Centre

**REDBOURN PARISH COUNCIL**

**Minutes of the Finance & Policy Committee held on Thursday 11<sup>th</sup> July 2024 at 7.30pm, in the Parish Centre, Parish Council office.**

**PRESENT:** Cllrs D Mitchell (D), I Caldwell, R Bullen, T Finnis, C O'Donovan, A Hayes

**IN ATTENDANCE:** Chris Kenny (Clerk),

**ELECTION OF CHAIR**

It was proposed, seconded and resolved that:

*Cllr Mitchell is elected as Chair of Finance and Policy Committee until the next Annual Meeting of the Parish Council*

**ELECTION OF VICE CHAIR**

It was proposed, seconded and resolved that:

*Cllr Caldwell is elected as Vice Chair of Finance and Policy Committee until the next Annual Meeting of the Parish Council*

**1. APOLOGIES FOR ABSENCE**

Cllr V Mead

Apologies were noted and accepted

**2. DECLARATIONS OF INTEREST**

Cllr V Mead            Redbourn in Bloom (CM), Museum (T) Active in Redbourn (M)  
Cllr I Caldwell        Active in Redbourn (M) Ver Valley Society (M), Computer Friendly  
Cllr D Mitchell        District Councillor, Redbourn Community Group (M)  
Cllr T Finnis            Museum (CM)  
Cllr R Bullen           CPRE (M), Ver Valley Society (M)

**3. MINUTES OF THE PREVIOUS MEETING**

It was proposed by the Chair and resolved that:

*The minutes of the Finance and Policy Committee meeting held on 11<sup>th</sup> April 2024 are signed as a true record of the meeting.*

**4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

Clerk reported that since asking Redbourn Physio to gain the correct permissions for installing the defib before giving the £1K grant, there has been no response. It was noted that the grant award offer only lasts for the financial year 2024-25.

**5. MATTERS TO REPORT**

PCSO initiative – Clerk

Updated Financial regulations – Cllr Bullen

## 6. PUBLIC PARTICIPATION

None

## 7. GRANT APPLICATIONS

### 7.1 Nothing to be considered

## 8. FINANCIAL POSITION

### 8.1 Current financial position against budget to date

The Clerk presented the income and expenditure report up to month 3 (June 2024) and highlighted the following items of note:

- Reminder that we have only received 50% of precept – next installment due in September 2024
- 4009 – entry in this code is a miscoding and should be in 4007
- 4080 – This is ill health insurance premium for 2024-25
- 4085 – This includes costs for Annual Parish meeting and flowers for FO  
ACTION: create a new cost centre for APM in 2025-26 budget
- 4305 – seems high this month but includes 2 payments due to timing of invoices
- 4705 – RPC contribution to the watering contract has been paid

**ACTION:** Clerk to obtain explanation as to why CCLA Property Fund investment does not show on the 'Cash and investment reconciliation report'

It was proposed by the Chair and resolved that:

***Cllrs accepted the income and expenditure report dated  
11<sup>th</sup> July 2024 be accepted***

### 8.2 Investments

**To receive a report on the Parish Council's investments and CCLA Deposit Fund**

Cllrs noted the value of the fund had fallen since December 2023.

**ACTION:** Cllr Bullen will do an analysis of the fund's performance since investment

**ACTION:** Clerk to check the £85K protection status for public authorities

**ACTION :** Clerk to research an additional instant access account suitable for Parish Councils

### 8.3 Reconciliation

The Clerk presented Cllrs with the reconciliation report for Cash Book 1 (Current Account) and corresponding bank statements for March, April and May 2024.

It was proposed by the Chair and resolved that:

***The reconciliation report and supporting bank statement demonstrating  
reconciled accounts be received for March, April and May 2024.***

The Bank – Cash & Investment Reconciliation report was presented to Councillors

It was proposed by the Chair and resolved that:

**Cash & Investment Reconciliation report be noted for as at 1<sup>st</sup> June 2024**

**9. INTERNAL AUDIT REPORT**

**To consider recommendations on the internal auditor’s report for year ending 31<sup>st</sup> March 2024**

Cllrs discussed all recommendations made by the internal auditor report and the following items noted:

- Clerk to add cyber security to M&C agenda and Cllr Finnis to look at current situation on IT security systems in place
- Clerk to speak with LGPS regarding overpayment of RPC pension contribution in April 2024
- Clerk to prepare an asset valuation policy
- Add review of effectiveness of our system of internal controls to next agenda and ensure comments and agreement is minuted
- Cllr Bullen will look at the Local Government Transparency Code 2015 and report back to this committee
- War Memorial – Clerk to ask what other Parish Councils do regarding insuring.
- Recommendations for different reports and to ensure comments on income and expenditure be minuted were duly noted.

**10. MATTERS TO REPORT**

PCSO initiative – PCSO Peduto has requested some funding for a bike marking initiative in Redbourn. He would like £350 for bike marking labels.

**ACTION:** Add to Full Council agenda and this Committee will recommend that the amount of £350 is granted for this initiative

Updated Financial regulations – NALC have updated the recommendations and Cllr Bullen asked would we be adopting these.

**ACTION:** Clerk to add as agenda item for the next meeting.

**11. DATE AND TIME OF NEXT MEETING**

Date of the next meeting – date to be confirmed, 7.30pm at Parish Centre.

The meeting closed at 20.55pm

*Chairman*.....*Date*.....





		2022-23	2022-23	2023-24	2023-24	2023-24	2024-25	2024-25	2025-26
		Draft budget	Actual	budget	Actual YTD	draft budget	Actual YTD	draft budget	draft budget
1076	Precept	£247,694	£247,694	£249,145	£249,145	£272,583	£272,583	£272,583	
	<b>Total Income</b>	<b>£247,694</b>	<b>£247,694</b>	<b>£249,145</b>	<b>£249,145</b>	<b>£272,583</b>	<b>£272,583</b>	<b>£272,583</b>	
	<b>Income Other</b>								
1201	CCLA Property Fund interest	£2,000	£1,870	£5,000	£2,727	£3,000	£2,351	£3,000	
1202	Public Sector Deposit Fund interest					£2,000	£1,625	£2,000	
1205	Wayleave Fees	£33	£33	£33	£33	£33	£33	£33	Utility co.
1206	Insurance recharge rec centre	£0	£0	£0	£0	£0	£0	£0	
1210	Remembrance Sunday Wreaths	£153	£140	£140	£120	£120	£120	£120	
1250	Miscellaneous Income	£0	£0	£0	£0	£0	£0	£0	
1260	Memorial Benches	£0	£0	£0	£0	£0	£0	£0	
	<b>Total Income</b>	<b>£2,186</b>	<b>£2,043</b>	<b>£5,173</b>	<b>£2,880</b>	<b>£5,153</b>	<b>£4,129</b>	<b>£5,153</b>	
	<b>Income Generated</b>								
1300	PC Letting - Main Hall	£16,000	£9,964	£16,000	£10,465	£17,000	£13,743	£17,500	
1301	PC Letting - Conference Hall	£9,000	£8,199	£12,000	£9,319	£13,000	£7,806	£13,500	
1320	Fireworks Sponsorship	£0	£0	£0	£250	£0	£0	£0	
1321	Fireworks Donations	£0	£0	£0	£0	£0	£0	£0	
1322	Fireworks Raffle Tickets	£0	£0	£0	£0	£0	£0	£0	
1330	Newsletter Advertising	£1,000	£1,000	£2,000	£896	£2,000	£2,342	£2,000	
	<b>Total Income</b>	<b>£26,000</b>	<b>£19,163</b>	<b>£30,000</b>	<b>£20,930</b>	<b>£32,000</b>	<b>£23,891</b>	<b>£33,000</b>	

Cost Centre	2022-23 Draft budget	2022-23 Actual YTD	2023-24 Draft budget	2023-24 Actual YTD	2024-25 budget	2024-25 Actual YTD	2025-26 draft budget	KEY
<b>400 Employment</b>								
4000 Clerk's Salary	£34,458	£19,533	£39,124	£21,174	£42,146	£27,462	£42,756	Full time (LC2 SCP32) Based on 2024/254 NALC scales plus 3%
4005 Deputy Clerk Salary	£14,570	£8,339	£16,709	£9,113	£18,379	£13,295	£18,572	20 hrs pw (SCP 23- £17.29) based on 2024/25 NALC scales plus 3%
4007 Facilities Officer Salary	£6,885	£3,861	£7,618	£4,232	£8,296	£5,381	£8,368	10 hrs pw (SCP 17- £15.58ph) based on 2024/25 NALC scales plus 3%
4009 Community Officer	£10,327	£5,792	£12,379	£7,274	£12,443	£0		
4010 National Insurance	£4,500	£2,671	£5,646	£2,576	£6,191	£4,008	£8,205	Employers NI rate increases to 15%
4015 Pension	£14,904	£8,312	£16,796	£7,712	£17,188	£9,806	£14,741	Employer contribution for Clerk, Deputy Clerk, FO and CO @ 21.15%
4020 Employee Expenses	£0	£0	£0	£0	£0	£0	£0	
4025 Payroll Administration	£1,200	£746	£1,300	£785	£1,500	£519	£1,500	
<b>OverHead Expenditure</b>	<b>£86,844</b>	<b>£49,254</b>	<b>£99,572</b>	<b>£52,866</b>	<b>£106,143</b>	<b>£60,471</b>	<b>£94,143</b>	



410	Administration	2022-23	2022-23	2023-24	2023-24	2024-25	2024-25	2025-26	
Cost		budget	Actual YTD	budget	Actual YTD	budget	Actual YTD	draft budget	
Centre									
4050	Audit Fees	£1,600	£990	£1,710	£120	£2,560	£2,559	£2,600	Internal auditor - £1720 external auditor - £840
4051	RBS End of Year	£600		£600	£0	£800	£825	£850	Price increase
4052	GDPR Compliance	£0		£0	£0	£0	£0	£0	EMR349 - £3K
4055	Legal Fees	£500		£500	£761	£600	£2,395	£1,000	Early retirement on grounds of ill health - or use EMR
4065	Finance Software Support Fee	£1,300	£1,050	£1,300	£1,213	£1,720	£1,977	£2,000	Licence and support for Accounts package (£999) and booking package (£444), off site back up (£424) VAT (£110)
4070	Staff training	£1,000	£105	£500	£0	£500	£550	£500	GIS mapping for FO/ Social media for officers
4071	Councillor training	£500	£1,873	£500	£68	£500	£30	£500	Code of conduct training
4075	Subscriptions	£3,300	£2,006	£2,500	£2,261	£2,450	£2,784	£2,600	HAPTC (£850), NALC (£360) SLCC (£231), SADALC (£100), ICO (£35), OSS (£45), CPRE (£60) Music licence (£950)
4080	Insurance	£6,000	£8,587	£8,600	£9,056	£9,100	£9,523	£9,700	Include Ill Health insurance - £890. Not sure of the insurance market next year
4085	Chairman's Discretionary fund	£500	£234	£500	£132	£500	£267	£500	underspend to general reserves
4090	Travel & Parking	£150	£36	£100	£15	£100	£62	£100	Budgeted for 10 x £682; 10% of SADC allowance. 2 co-options so not eligible
4095	Councillor's Allowances	£6,708	£6,003	£7,203	£5,115	£6,500	£5,830	£6,820	
4110	Election Provision	£0	£0	£500	£484	£0	£0	£0	Use EMR 350 - start building up reserve again
4117	Community events	£500	£131	£0	£4,078	£3,000	£3,037	£3,000	Evening music 'festival' on Saturday night as part of Redbourn Festival - Name of code changed from 'volunteer'
4120	Bank Charges	£0	£42	£100	£33	£100	£44	£60	£5 per month plus charge for items paid into bank
4121	Kitchen Supplies	£100	£29	£100	£25	£100	£129	£150	
4122	Photography Competition	£0	£0	£700	£0	£700	£0	£700	Towards cost of a calendar for 25
4123	Community Champion	£100	£0	£100	£25	£100	£28	£100	Flowers, engraving and certificate
4124	Remembrance Wreaths	£20	£140	£140	£140	£140	£180	£20	
4265	Photocopier Hire	£800	£169	£650	£260	£650	£357	£650	£75 per quarter for rental plus number of copies
4270	Telephone & Broadband	£900	£1,070	£1,500	£1,129	£1,500	£1,222	£2,000	increase in rental
4275	Stationery & Postage	£400	£673	£500	£268	£500	£126	£500	Due to pay in February
4282	Domain Name	£150	£150	£150	£0	£150	£0	£150	£1K to cover replacing items in office, £3K tables and storage trolley in Main hall (£1K from EMR353)
4283	Equipment	£1,220	£3,959	£0	£420	£1,000	£924	£4,000	Maintenance cost to 2Commune, due February + local support for office computers
4284	IT support	£650	£45	£500	£843	£650	£0	£500	14 x basic @ £85 = £1190. 3 x premium @ £255 = £765. G calendar = £600
4285	Email addresses	£735	£53	£1,455	£536	£1,215	£1,060	£2,045	Indesign (£250) Buffer/Later (£300 scheduling tool) Canva (£100 content design tool) Mailchimp (£200 - e-news) Postermywall £85 (poster design) These applications all integrate with each other
4288	Communication Management tools			£0	£0	£850		£950	website development - build up EMR
4286	Website	£700	£0	£400	£0	£400	£0	£1,000	
4860	CCLA Property Fund Investment fee								
	<b>OverHead Expenditure</b>	<b>£28,433</b>	<b>£27,345</b>	<b>£30,808</b>	<b>£26,982</b>	<b>£36,385</b>	<b>£33,909</b>	<b>£42,995</b>	

Cost Centre	2022-23 Draft budget	2022-23 Actual YTD	2023-24 Draft budget	2023-24 Actual YTD	2024-25 Draft budget	2024-25 Actual YTD	2025-26 Draft budget
<b>420 Parish Assets - Maint &amp; Expen</b>							
4150 Equipment	£0	£416	£0	£161	£0	£0	£0
4155 Buildings	£2,000	£3,512	£10,000	£14,543	£7,500	£3,840	£27,570
4156 Rec Centre Insurance	£0	£0	£0	£0	£0	£0	£0
4165 Electricity	£400	£273	£450	£340	£450	£450	£500
4166 Community Projects	£0	£3,961	£1,000	£0	£0	£0	£0
<b>OverHead Expenditure</b>	<b>£2,400</b>	<b>£8,162</b>	<b>£11,450</b>	<b>£15,044</b>	<b>£7,950</b>	<b>£4,290</b>	<b>£28,070</b>
<b>430 Communications</b>							
4200 Newsletter Production	£0	£1,748	£1,000	£1,540	£3,200	£2,035	£4,500
4201 Newsletter Distribution	£670	£340	£750	£340	£750	£750	£800
4203 Noticeboards	£300	£0	£0	£0	£0	£0	£0
<b>OverHead Expenditure</b>	<b>£970</b>	<b>£2,088</b>	<b>£1,750</b>	<b>£1,880</b>	<b>£3,950</b>	<b>£2,785</b>	<b>£5,300</b>
<b>440 Parish Centre</b>							
4210 Parish Centre Marketing	£150	£80	£150	£0	£150	£0	£200
4245 Security	£2,000	£687	£2,000	£574	£2,000	£294	£2,000
4250 Fire Equipment Service	£600	£198	£300	£95	£400	£355	£1,000
4251 Lightning Testing	£150	£150	£150	£0	£150	£0	£150
4252 Wash Room Service	£500	£80	£1,300	£85	£1,300	£87	£1,500
4253 Wash Room Consumables	£300	£42	£250	£44	£250	£108	£250
4255 Electricity Supply	£4,500	£1,368	£6,000	£5,345	£8,500	£6,715	£9,000
4260 Water and Sewerage	£1,600	£210	£1,000	£445	£1,000	£358	£800
4276 Electrical Maintenance	£300	£0	£300	£0	£300	£150	£500
4277 Heating Maintenance	£600	£2,334	£2,500	£1,245	£2,500	£1,384	£2,000
4280 Repairs & Renewals - Internal	£5,100	£4,656	£2,000	£1,142	£1,000	£2,452	£2,500
4281 Repairs & Renewals - External	£0	£0	£1,000	£1,967	£0	£0	£1,000
4305 Cleaning	£9,500	£6,117	£12,000	£5,010	£12,000	£6,263	£10,500
4306 Waste removal	£700	£340	£700	£419	£750	£509	£800
<b>OverHead Expenditure</b>	<b>£26,000</b>	<b>£16,262</b>	<b>£29,650</b>	<b>£16,371</b>	<b>£30,300</b>	<b>£18,675</b>	<b>£32,200</b>

Museum repairs - additional costs from EMR370  
 RPC pay SADC and n Redbourm Leisure Centre reimburse us  
 Cumberland Garden, Parish Store and Festive lighting  
 includes graphic design and printing charges  
 Based on two editions a year - price increase factored in  
 Use EMR 368 if necessary  
 based on losing SJA  
 £1100 maintenance + call outs  
 Company taken over and costs have increased  
 Lightning conductor test  
 on fixed contract but think underbudgeted last year  
 Legionella service and 6 monthly checks included  
 use EMR 370  
 Includes deep cleaning of floors/carpents and windows every quarter  
 Waste carton at Parish Centre - rates increased



Cost Centre	2022-23 draft budget	2022-23 actual YTD	2023-24 Draft budget	2023-24 actual YTD	2024-25 Draft budget	2024-25 actual YTD	2025-26 draft budget
460 Community Support							
4470 PCOSO	£8,308	£4,449	£8,987	£4,516	£9,500	£4,832	£10,150
							currently pay £2416 pq - assume 5% increase
OverHead Expenditure	£8,308	£4,449	£8,987	£4,516	£9,500	£4,832	£10,150
450 Grants	£152,955	£137,510	£210,217	£117,659	£194,228	£124,962	£212,858
4380 General Grants	£28,000	£29,950	£28,000	£28,000	£28,000	£26,680	£28,000
							£15K taken from GR
OverHead Expenditure	£28,000	£29,950	£28,000	£28,000	£28,000	£26,680	£28,000
470 Fireworks							
4500 Fireworks							
4501 Firework Grants							
OverHead Expenditure							
Cost Centre							
480 Commons & Open Spaces							
4595 Cumberland Garden			£0	£100	£0.00	£1,200	£5,000
4701 Major Tree Works	£5,500.00	£0	£2,000	£1,500	£2,000	£2,250	£1,500
4705 Hanging Baskets & Bed Watering	£4,300.00	£4,300	£5,000	£5,000	£2,500	£2,500	£2,500
4720 Skip Hire	£400.00	£329	£450	£60	£450	£158	£450
4721 Skip Hire - St Marys	£1,100.00	£561	£1,100	£790	£1,500	£1,126	£1,600
Panhandle Maintenance					£2,000	£600	£500
Panhandle project							£2,000
							to plant wild garden/picnic area.larger project on hold due to uncertainty of community led housing
4731 High Street information Board	£0.00	£0	£0	£0	£1,500	£1,500	£0
							Replace current information board by Village Hall - money rolls over from24-25 if not spent by next financial year
4767 Cumberland Garden Maintenance	£1,000.00	£1,650	£1,500	£1,011	£2,000	£0	£2,000
							includes planting/equipment for Friends of CG - anti-social behaviour initiative
4768 Cumberland Gdn Electricity	£150.00	£200	£300	£266	£500	£374	£600
4786 General Maintenance-Materials	£1,000.00	£1,259	£2,500	£147	£3,000	£1,612	£3,000
							As per GM Contract -includes £1K for fuel
4794 Play area inspections	£1,860.00	£660	£1,860	£885	£2,544	£1,360	£2,544
							As per GM Contract + high level inspection + annual SADC inspections
4795 Play Area Repairs & Maint.	£6,000.00	£2,311	£4,000	£1,260	£3,000	£917	£5,000
							cost of safety surface + replacement of wooden boat (use EMR as well)
4797 Clock Maintenance	£500.00	£90	£1,500	£99	£1,200	£108	£1,200
							Needs maintenance plus £1K into EMR for new clock (underspend to EMR for new clock - flexible)
4801 Memorial Benches	£1,260.00	£582	£2,760	£1,375	£2,760	£1,365	£2,760
4802 Other furniture						£1,300	£1,300
4805 Commons Miscellaneous	£2,760.00	£208	£1,260	£603	£1,500	£171	£1,000
4806 Car Park Repairs	£3,000.00	£29	£2,000	£310	£1,000	£32	£25,000
							cost of installing protection surface to overflow car park entrances
4807 Tree Survey	£1,000.00	£0	£1,000	£0	£0		£0
							To complete tree survey using EMR 337 and 336
4809 Christmas Lights	£2,500.00	£1,869	£3,500	£120	£1,500	£3,800	£4,500
							Rental and installation of icicles in CG

4810	Land rental from J H Pidgeon	£1,300.00	£325	£1,300	£425	£1,300	£750	£1,300	£25 per week
4811	War Memorial	£0.00	£2,685	£800	£0	£800	£247	£600	include grass cutting/hedging - £30 per cut
4813	Flamsteadbury Lane Rent	£130.00	£130	£260	£126	£260	£260	£260	Paid to Herts County Council
4852	GM Grass Maintenance	£20,000.00	£14,003	£20,000	£14,966	£24,500	£18,084	£24,500	As per GM contract - increase in contractor cost
4853	GM Garden Maintenance	£2,168.00	£1,737	£2,168	£1,633	£2,470	£2,118	£2,470	As per GM contract - increase in contractor cost
4854	GM Trees	£2,160.00	£500	£2,160	£540	£2,200	£548	£2,200	As per GM contract - increase in contractor cost
4855	GM Litter picking	£11,440.00	£4,290	£11,440	£4,860	£11,400	£4,950	£11,440	8 hrs a week x 52 weeks at £27.50 per hour as per GM
4856	GM Flytipping	£300.00	£0	£300	£0	£300	£0	£300	removing fly tipping on our land
4857	GM Litter bins	£3,420.00	£3,053	£4,500	£2,439	£4,500	£3,345	£4,500	As per GM contract
4858	GM Hard Surface maintenance	£600.00	£798	£600	£390	£600	£160	£600	As per GM contract
4859	GM Hedges and boundaries	£2,470.00	£584	£2,470	£1,020	£2,815	£1,509	£2,815	As per GM contract - increase in contractor cost
4860	GM Salt spreading	£200.00	£0	£200	£0	£256	£0	£256	As per GM contract - increase in contractor cost
4861	GM Leaf collection	£3,000.00	£750	£3,000	£750	£3,000	£1,061	£3,000	As per GM contract
4862	GM General Maintenance	£3,500.00	£3,250	£3,500	£2,700	£4,100	£1,594	£4,100	As per GM contract - increase in contractor cost
4863	GM General Hours	£4,000.00	£1,750	£4,000	£245	£4,400	£959	£4,400	As per GM contract - increase in contractor cost
4864	GM Additional works	£500.00	£500	£500	£88	£500	£0	£500	one off projects
4865	Wild About Redbourn								Using EMR from grant and legacy payments
<b>600</b>	<b>Planning</b>	<b>£87,518</b>	<b>£48,403</b>	<b>£87,928</b>	<b>£43,708</b>	<b>£92,355</b>	<b>£55,958</b>	<b>£125,695</b>	
6001	Neighbourhood Plan	£0	£9,587	£1,000	£1,000	£0	£0	£0	
6002	Green Belt Defence	£10,000	£0	£10,000	£0	£10,000	£7,650	EMR £19,728	
	<b>OverHead Expenditure</b>	<b>£10,000</b>	<b>£9,587</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£10,000</b>	<b>£7,650</b>	<b>£0</b>	

Cost analyse of grounds maintenance contract costs

COST CENTRE	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget
4701 Major tree works	£2,675	£5,300	£5,035	£1,500
4705 Hanging baskets	£4,300	£4,250	£5,000	£2,500
4720 Skip hire	£0	£419	£450	£158
4721 St Mary's skip hire	£1,216	£1,359	£1,449	£996
4722 Panhandle maintenance				£600
4767 Cumberland Garden Maintenance	£1,353	£1,673	£1,352	£0
4768 Cumberland Garden electricity	£0	£200	£415	£99
4786 General Maintenance - materials	£1,145	£1,546	£1,634	£1,533
4794 Play area inspections	£1,239	£1,858	£1,545	£1,220
<b>4795 Play area repairs and Maintenance</b>	<b>£20,398</b>	<b>£2,737</b>	<b>£1,558</b>	<b>£917</b>
4979 Clock maintenance		£90	£189	£108
4801 Memorial Benches	£3,387	£632	£2,275	£1,365
4805 Commons miscellaneous		£1,594	£798	£171
<b>4806 Car Park Repairs</b>	<b>£70</b>	<b>£432</b>	<b>£380</b>	<b>£32</b>
4807 Tree survey	£0	£0	£0	£0
4809 Christmas Lights	£6,150	£3,652	£2,727	£3,800
4810 Storage yard	£1,050	£1,175	£1,300	£0
4813 Flamsteadbury Lane Rent	£255	£130	£256	£195
<b>4852 GM Grass Maintenance</b>	<b>£15,488</b>	<b>£16,778</b>	<b>£15,496</b>	<b>£16,972</b>
4853 GM Garden Maintenance	£2,665	£2,870	£2,913	£1,952
4854 GM Trees	£3,467	£2,393	£2,160	£48
<b>4855 GM Litter picking</b>	<b>£8,510</b>	<b>£8,580</b>	<b>£9,068</b>	<b>£4,290</b>
4856 GM Flytipping	£0	£280	£0	£0
4857 GM Litter bins	£4,980	£4,908	£4,449	£2,550
4858 GM Hard surface maintenance	£721	£1,118	£833	£0
4859 GM Hedges & boundaries	£2,224	£2,178	£2,574	£1,216
4860 GM Salt spreading	£69	£511	£168	£0
4861 GM Leaf collection	£3,001	£3,109	£3,843	£561
4862 GM General Maintenance	£4,334	£4,040	£3,043	£1,330
4863 GH General Hours	£4,773	£3,290	£2,433	£845
4864 GM Additional hours	£0	£0	£88	£0
				£500
				£24,500
				£11,400
				£2,470
				£2,200
				£300
				£4,500
				£600
				£2,815
				£256
				£3,000
				£4,100
				£4,400
				£0
				£500

*includes surplus to build up EMR*

*includes surplus to build up EMR*

*Could we reduce?*

*Could we reduce?*

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	31/10/2024	881	201,101.16
			<u>201,101.16</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
14/10/2024 1769	B J Pidgeon Plant Hire		720.00
25/10/2024 CKNI1024	HMRC		177.40
25/10/2024 VKNI1024	HMRC		43.53
25/10/2024 RPCNI1024	HMRC		461.13
25/10/2024 CKIT1024	HMRC		454.00
25/10/2024 VKIT1024	HMRC		165.00
25/10/2024 CKPEN1024	LPFA		212.26
25/10/2024 VKPEN1024	LPFA		77.70
25/10/2024 ZUPEN1024	LPFA		35.64
25/10/2024 RPCPEN1024	LPFA		1,126.51
25/10/2024 CLLRALLIT	HMRC		1,164.60
25/10/2024 9116772	British Gas Parish Centre Elec		13.27
30/10/2024 295592	The Hertfordshire Garden Centr		120.00
			<u>4,771.04</u>
			196,330.12
<b><u>Unpresented Receipts (Plus)</u></b>			
			0.00
			<u>0.00</u>
			196,330.12
		<b>Balance per Cash Book is :-</b>	<b>196,330.12</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name Chris Kenny Signed ckenny Date 19.11.24

**Signatory 2:**

Name David Mitchell Signed ..... Date .....



**1 October to 31 October 2024**

## Your Statement

**Account Name**  
Redbourn Parish Council

**Sortcode** 40-23-11   **Account Number** 01120379   **Sheet Number** 881

<b>Your Charitable Bank Account details</b>				
<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>197,681.53</b>
	BP Symon Vegro Cllr Allowance	✓ 518.40		
	BP D W Mitchell Cllr Allowance	✓ 518.40		
	BP Mr A Hayes Cllr Allowance	✓ 518.40		
	BP Mr Thomas C Finnis Cllr Allowance	✓ 389.00		
	BP Mrs CJ Kenny Expenses	✓ 18.51		195,718.82
28 Oct 24	CR ST JOHN AMBULANCE		✓ 1,036.80	
	BP Mrs Farida Begum Refund	✓ 250.00		
	BP Print & Web shop 21141	✓ 115.00		
	CR The Arts Society H INVOICE 2029		✓ 147.00	
	CR REDBOURN U3A U3A INV 2028		✓ 73.50	196,611.12
29 Oct 24	BP GILLOTT J E 2030		✓ 66.00	196,677.12
30 Oct 24	CR HMRC VAT		✓ 3,941.08	
	DD F & R CAWLEY	✓ 230.76		200,387.44
31 Oct 24	CR CCLA Investment Ma LA3077701, Redbour		✓ 544.72	
	CR CAMBRIDG CO T/AS 2031		✓ 169.00	201,101.16
31 Oct 24	<b>BALANCE CARRIED FORWARD</b>			<b>201,101.16</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](http://fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](http://hsbc.co.uk/fscs/)).

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	30/09/2024	877	233,964.50
			<b>233,964.50</b>
<b>Unpresented Payments (Minus)</b>			<b>Amount</b>
25/07/2024	CKPEN0724 LPFA		212.26
25/07/2024	VKPEN0724 LPFA		77.70
25/07/2024	ZUPEN0724 LPFA		35.64
19/08/2024	29589 Colour Supplies (Chesham) Ltd		108.14
01/09/2024	22794 Black & White Key Security Ltd		117.60
05/09/2024	71731 Lamps & Tubes Illuminations Lt		1,060.80
06/09/2024	826284 Wicksteed Leisure Ltd		179.03
10/09/2024	100924 Keith Raftery		130.00
10/09/2024	5913 TBS Hygiene Ltd		216.00
11/09/2024	SB06971 PKF Littlejohn LLP		1,008.00
12/09/2024	167188 Carter Jonas		65.00
12/09/2024	290566 The Hertfordshire Garden Centr		10.76
13/09/2024	SIN061103 Online Playgrounds		199.00
13/09/2024	redb/1 Council HR & Governance Suppor		960.00
18/09/2024	53483 Hicks Chartered Accountants		210.60
23/09/2024	230924 DBS Tree Services		1,500.00
23/09/2024	292118 The Hertfordshire Garden Centr		30.00
24/09/2024	H0008642 Herfordshire Constabulary		2,416.06
25/09/2024	CKNI0924 HMRC		177.40
25/09/2024	VKNI0924 HMRC		36.35
25/09/2024	CKIT0924 HMRC		453.80
25/09/2024	VKIT0924 HMRC		147.00
25/09/2024	CKPEN0924 LPFA		212.26
25/09/2024	VKPEN0924 LPFA		77.70
25/09/2024	ZUPEN0924 LPFA		35.64
25/09/2024	RPCNI0924 HMRC		448.76
25/09/2024	RPCPEN0924 LPFA		1,126.51
25/09/2024	8834551 British Gas Parish Centre Elec		13.74
30/09/2024	36 Best Cleaning Ever		810.00
			<u>12,075.75</u>
			221,888.75
<b>Unpresented Receipts (Plus)</b>			
19/09/2024			34.50
24/09/2024			46.00
			<u>80.50</u>
			221,969.25
		<b>Balance per Cash Book is :-</b>	<b>221,969.25</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - Current Bank A/c

**Signatory 1:**

Name Chris Kenny Signed CKenny Date 25.10.24

**Signatory 2:**

Name David Mitchell Signed ..... Date .....

**1 September to 30 September 2024**

## Your Statement

**Account Name**  
 Redbourn Parish Council

**Sortcode Account Number Sheet Number**  
 40-23-11 01120379 877

<b>Your Charitable Bank Account details</b>					
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
		<b>BALANCE BROUGHT FORWARD</b>			<b>102,130.68</b>
24 Sep 24	CR	ST JOHN AMBULANCE		✓ 1,209.60	
	CR	DAVID LANKESTER			
		2012		✓ 66.00	
	CR	STEVENS DB			
		AD391		✓ 165.00	103,571.28
25 Sep 24	DD	SCG CLOUD	✓ 183.28		
	BP	Mrs CJ Kenny			
		Salary	✓ 2,422.04		
	BP	Vicky Kidd			
		Salary	✓ 1,241.39		
	BP	Mrs Zoe Urrejola			
		Salary	✓ 612.33		
	BP	Mrs CJ Kenny			
		Expenses	✓ 18.40		
	CR	Changing Views			
		Firework Donation		✓ 50.00	99,143.84
27 Sep 24	CR	ADVICE CONFIRMS			
		RBH27094G7OM118G			
		ST ALBANS DISTRICT		✓ 136,291.50	
	BP	Print & Web shop			
		24428	✓ 10.08		
	BP	David Beard			
		040824	✓ 200.00		
	BP	L Hartin			
		Refund	✓ 96.00		234,129.26
30 Sep 24	DD	F & R CAWLEY	✓ 230.76		
	CR	ODONOHOE E			
		2010		✓ 66.00	233,964.50
30 Sep 24		<b>BALANCE CARRIED FORWARD</b>			<b>233,964.50</b>

### Information about the Financial Services Compensation Scheme

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<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	31/08/2024	874	114,744.75
			<u>114,744.75</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
13/03/2024 159288 Carter Jonas			65.00
25/07/2024 CKPEN0724 LPFA			212.26
25/07/2024 VKPEN0724 LPFA			77.70
25/07/2024 ZUPEN0724 LPFA			35.64
31/07/2024 679224/246 Cawleys			269.22
12/08/2024 5790 TBS Hygiene Ltd			270.00
13/08/2024 1201448345 Konica Minolta Business Sols (			90.00
15/08/2024 287686 The Hertfordshire Garden Centr			18.49
16/08/2024 1201466399 Konica Minolta Business Sols (			83.93
23/08/2024 288556 The Hertfordshire Garden Centr			40.36
25/08/2024 8553647 British Gas Parish Centre Elec			13.67
25/08/2024 CKNI0824 HMRC			177.40
25/08/2024 VKNI0824 HMRC			30.49
25/08/2024 CKIT0824 HMRC			453.80
25/08/2024 VKIT0824 HMRC			-43.40
25/08/2024 CKPEN0824 LPFA			212.26
25/08/2024 VKPEN0824 LPFA			77.70
25/08/2024 ZUPEN0824 LPFA			35.64
25/08/2024 RPCPEN0824 LPFA			1,126.51
25/08/2024 RPCNI08042 HMRC			438.64
30/08/2024 CKEXPAUG24 C Kenny			42.67
			<u>3,727.98</u>
			111,016.77
<b><u>Unpresented Receipts (Plus)</u></b>			
			0.00
			<u>0.00</u>
			111,016.77
		<b>Balance per Cash Book is :-</b>	<b>111,016.77</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name Chris Kenny Signed CPenny Date 31.08.24

**Signatory 2:**

Name ..... Signed ..... Date .....

**1 August to 31 August 2024**

## Your Statement

**Account Name**  
 Redbourn Parish Council

**Sortcode** 40-23-11    **Account Number** 01120379    **Sheet Number** 874

<b>Your Charitable Bank Account details</b>				
<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
19 Aug 24	DD <b>BALANCE BROUGHT FORWARD</b>			<b>121,483.60</b>
	BP CASTLE WATER LTD	✓ 42.57		
	BP PPL PRS			
	01724686SIN2773258	✓ 1,038.24		
	BP SLCC			
	BK217121-1	✓ 557.00		
	BP Selectamarkplc			
	147510	✓ 432.00		
	BP Print & Web shop			
	21000	✓ 130.00		119,283.79
20 Aug 24	DD SMARTESTENERGY BUS	✓ 698.09		118,585.70
21 Aug 24	DR TOTAL CHARGES			
	TO 30JUL2024	✓ 5.00		
	BP RED CARE GROUP			
	Invoice 1998		✗ 126.00	118,706.70
23 Aug 24	BP Mrs CJ Kenny			
	Salary	✓ 2,422.04		
	BP Vicky Kidd			
	Salary	✓ 1,364.30		
	BP Mrs Zoe Urrejola			
	Salary	✓ 612.33		114,308.03
25 Aug 24	CR Pickering Lings Ka			
	WAR DONATIONS		✗ 620.00	114,928.03
27 Aug 24	DD 2 CIRCLES	✓ 183.28		114,744.75
31 Aug 24	<b>BALANCE CARRIED FORWARD</b>			<b>114,744.75</b>

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<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER</i> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%



Our Ref: RPC  
Your Ref:

12 Puller Road  
Hemel Hempstead  
Hertfordshire  
HP1 1QL

Ms Chris Kenny  
Clerk to the Council  
Redbourn Parish Council  
Redbourn Parish Centre  
The Park  
Redbourn  
St Albans  
Hertfordshire  
AL3 7LR

7<sup>th</sup> October 2024

## INTERNAL AUDIT FEE LETTER FOR THE FINANCIAL YEAR ENDING 31/3/2025

Dear Ms Kenny,

As per our original engagement letter, we have a rolling engagement subject to termination by either party. We therefore provide you with a fee letter each year rather than signing a new engagement letter each time. Etaerio charges a fixed fee which although based on a number of hours, generally involves more time being spent without additional fees being sought.

As set out previously, the 'JPAG 2021 Practitioners' Guide' ('PG2021'; published March 2021) included a big update to 'Section four – Best practice guidance for internal audit', including a new 'Internal Audit Checklist', representing 'non-statutory best practice guidance' that 'authorities are required to consider'. It is ultimately for the council to decide on the scope of its internal audit, but Etaerio's 'PG2021 Expanded Programme' is designed to cover this checklist.

Last year our fixed fee (for the PG2021 Expanded Programme) re the financial year ending 31/3/2024 was £1,719. This was nominally based on 28.65 hours at a charge-out rate of £60 per hour. The actual time spent on the internal audit was in excess of 71 hours.

Recognising the pressures on council budgets, our fees for this year's internal audit will not increase.

### PG2021 Expanded Programme quote for 2024/25

Our fixed fee for our internal audit review in relation to the financial year ending 31/3/2025 will be £1,719 (Etaerio Ltd is not currently registered for VAT). This is nominally based on 28.65 hours at a charge-out rate of £60 per hour. This fee is inclusive of any travel expenses.

Please contact me if you have any questions, and I look forward to hearing from you.

With thanks.

Yours sincerely,



Philip Rhoden  
Director, Etaerio Ltd