

## Full Council Meeting – 22 February 2018

### Agenda Item CC1836/18

#### Croxley Green Parish Council's Proposed Annual Report Draft Structure

##### Introduction

The Council is required to produce an Annual Report each year. In recent years this requirement has been met through the "Parish Pump" magazine issues 46 and 47 in Spring/Summer 2016 and 2017.

Now that the "Parish Pump" has moved to a two sided "lite" format, the Council will have to produce a separate Annual Report. See, for example, the Annual Reports produced by Chorleywood Parish Council and summarised in Annex 1

<http://www.chorleywood-pc.gov.uk/pdf/CW-Parish-Annual-Report-2016-17.pdf>

Following on from the work of the Strategic Business Plan Working Group, the F&A committee has resolved that the Parish Council should adopt the approach proposed by the Working Group for reporting the Council's expenditure (FA1332/18, 8 Feb 2018).

##### Proposed structure for the Annual Report 2017-18

- Summary of the year
- Purpose
- Achieving the purpose
- Looking forward in the short and medium term
- Team
- Council spending 2017/18
- Proposed Council spending 2018/19
- Appendix – Detail of expenditure 2017/18 Actual and 2018/19 Budget

These heading are expanded in more detail in Annex 2

In order to complete the Report and to ensure that it reflects the view of as many Councillors as possible, Councillors are encouraged to identify what they consider the Parish Council has achieved in 2017-18.

##### Recommendation(s)

- That the Parish Council adopts the proposed approach for reporting the Council's activities and expenditure in the Annual Report for 2017-18
- That, during the meeting, each willing Councillor proposes as many positive achievements as the councillor can identify of the Parish Council in 2017-18 and highlights any shortcomings, with solutions.

Cllrs Nigel Cole & Andrew Gallagher  
14<sup>th</sup> February 2018

## **Annex 1 Typical standard headings for an Annual Report**

### Cover Page

- Photographs
- Mission statement

### Contents (List)

### Councillors (List)

### Staff (List)

### Contacts, basic data

### Chairman's Report

### Financial summary

### Committee Reports:

#### Finance & Administration Committee Chairman's Report

- Parish Pump
- Weston Wood
- Defibrillators

#### Environment & Amenity Committee Chairman's Report

- Dogs, bins, etc.
- Stones Orchard

#### Planning & Development Committee Chairman's Report

- Neighbourhood Plan

#### HR & Compliance Committee

#### Working Group Reports

- Land Transfer
- Council Working
- Neighbourhood Plan
- Renewal of council building
- Strategic Business Plan

#### Reports from Outside Representatives

- Joint Committee of Parish Councils
- Three Rivers Environmental Forum
- NHS Local Representation (Community Voice)
- PCSO's report

#### Attendance Record

## **Croxley Green Parish Council Annual Report Proposed structure for 2017-18**

### **Summary of the year**

- Chairman's report, and possibly incorporating reports from:
- the Finance & Admin [suggested contents might include: purchase of Weston Wood, clean annual audit],
- Planning & Development [number of planning applications considered; objections raised, progress on Neighbourhood Plan] and
- Environment & Amenity [acknowledging contribution of David W-J; CPRE award for bird box trail; support for Revels, CroxFest etc] committees to be added here.

### **Purpose**

The Parish Council's vision is to promote pride in Croxley Green by focusing on its people, community ideals, environment and the economy - Keeping Croxley Special

### **Achieving the purpose**

Croxley Green Parish Council's purpose is to enhance the quality of life for residents in order to keep Croxley Green distinct and special. It achieves this purpose by focussing on:

- Running a professional and efficient local government
- The natural environment, ensuring that this is conserved and improved for the public good
- The provision of appropriate leisure, cultural, spiritual and play facilities for all age groups
- The safety and security of people and their property.
- Maintaining and enhancing health, education, entrepreneurial and community facilities.
- Communicating effectively with residents, visitors and other stakeholders
- The built environment, both present and future.

### **Looking forward in the short and medium term**

#### ***Administering a professional and efficient local government organisation***

The announced intention of the clerk to retire at some point in the short to mid-term represents a challenge to the Parish Council as the incumbent, a local resident, has significant experience in the post and of the community that the Council serves.

Meeting this challenge and ensuring an orderly transition including recruitment of a suitable skilled and qualified successor as required, when the Parish Clerk retires, will demand careful attention.

#### ***The natural environment***

- Objective: Procure transfer of The Green and Stones Orchard, and subsequently of Croxley Hall Woods and Croxley Common Moor, from TRDC

#### ***Appropriate leisure, cultural, spiritual and play facilities for all age groups***

- Objective: Procure transfer from TRDC of the Baldwins Lane and Barton Way Recreation Grounds; then of the Barton Way, Lavrock Lane, Frankland Road and Croxley Hall Woods Allotments to protect and hold in perpetuity for the benefit of stakeholders.
- Objective: Build a village centre (focused on the Library, Red Cross Centre,

Community Way to Guild axis) to include Community centre, new leisure facilities, retirement/care home all Council owned and managed

***The safety and security of people and their property.***

- Objective: Continue to fund PCSO, monitor crime levels, hold Hertfordshire Police to account for their performance
- Objective: Education about and enforcement of controlled substances laws
- Objective: Working with the Highways Authority to ensure street lighting maintained and CCTV installed at a suitable level to deter burglary and antisocial behaviour

***Maintain and enhance health, education, entrepreneurial and community facilities.***

- Objective: Encourage businesses, ensure housing developments include appropriate community infrastructure

***The built environment***

- Objective: Complete approval of the Neighbourhood Plan
- Objective: Enforce affordable homes requirement for new developments
- Objective: Avoid developments that encourage 'sprawl' between Rickmansworth and Watford that will threaten Croxley Green's separate existence

**Team**

***Staff***

The Council currently has four full-time employees – the Clerk to the Council, David Allison, Ryan Bennett, Administration Assistant, James Townley, Senior Ranger and Anthony Bassenger, Ranger. Additionally, the Council pays for but does not employ a Police Community Support Officer to patrol Croxley Green in addition to the PCSO funded by Herts Constabulary on the principle of buy one, get one free.

The Clerk administers the Council and must carry out all the functions required by law. He is the Parish Council's "Proper Officer" and only the Clerk can sign official documents on behalf of Council. He is also the Council's Responsible Financial Officer (RFO).

***Councillors***

The Council has 16 elected Members from two Wards - Dickinsons and Durrants.

**Dickinsons Ward (8 Members)**

Cllr David Bains  
Cllr Trevor Collingwood  
Cllr Dudley Edmunds (chair of E&A)  
Cllr Jeremy Hollands (Vice Chairman of Council)  
Cllr Jussie Kaur  
Cllr Chris Mitchell (vice chair P&D)  
Cllr Robert Ridley  
Cllr Mark Saxon (Chairman of Council)

**Durrants Ward (8 Members)**

Cllr Ken Baldwin  
Cllr Nigel Cole (vice chair E&A)  
Cllr Andrew Gallagher (chair P&D)  
Cllr Andrew Hobbs  
Cllr David Montague  
Cllr Cliff Vassiliou  
Cllr Derek Wallington  
vacancy

Councillors are required to abide by a Code of Conduct that sets out rules governing their behaviour, a Media Relations Policy and Social Media Policy.

**Council spending 2017/18 and Budget 2018/19**

The Budget annual expenditure and precept for 2018/19 is £305,430 compared to the expenditure for the year just ended of £274,705. **[to be revised when accounts are issued]**

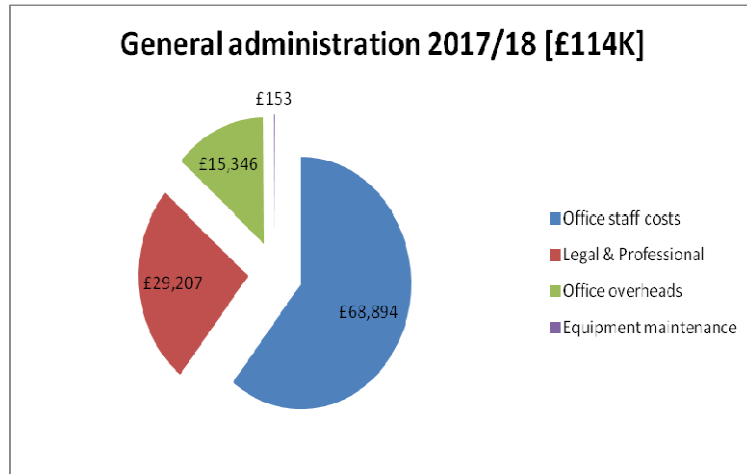
The summarised analysis is shown below:

<b>Croxley Green Parish Council Income and Expenditure Account</b>				
<b>Actual</b>		<b>Year to 31 March 2017</b>	<b>Year to 31 March 2018 Projected</b>	<b>Year to 31 March 2019 Budget</b>
	<b>Income Summary</b>			
284,021	Precept		284,021	302,160
	Sub Total		284,021	302,160
284,021				
	<b>Operating Income</b>			
4,561	General Administration		106	70
-	Local Democracy		-	-
1,707	Grants (incl S137)		3,000	3,000
-	F & A Capital & Projects		-	-
-	Open Spaces & Trees		200	200
-	Events		-	-
3,905	E & A Capital & Projects		-	-
-	Roads & Street Furniture		-	-
5,104	P & D Capital & Projects		4,804	-
<b>299,298</b>	<b>Total Income</b>		<b>292,131</b>	<b>305,430</b>
	<b>Running Costs</b>			
94,376	General Administration		113,600	116,550
13,958	Local Democracy		10,078	18,180
56,774	Groundworks		57,283	73,820
13,235	Grants (incl S137)		14,199	21,200
28,541	F & A Capital & Projects		28,748	36,550
500	The Green		293	500
13,563	Open Spaces & Trees		14,765	17,760
16,198	Events		15,210	21,070
-	M S C		-	-
5,332	E & A Capital & Projects		5,590	11,360
-	Roads & Street Furniture		-	2,600
6,370	Community Bus		6,900	6,900
8,346	P & D Capital & Projects		39	3,250
<b>257,193</b>	<b>Expenditure excluding transfers to/from Reserves</b>		<b>266,705</b>	<b>329,740</b>
8,000	Transfers to Reserves		8,000	8,000
-	Transfers from reserves		-	32,310
<b>265,193</b>	<b>Total expenditure</b>		<b>274,705</b>	<b>305,430</b>
<b>34,105</b>	<b>Result for the year</b>		<b>17,426</b>	<b>-</b>

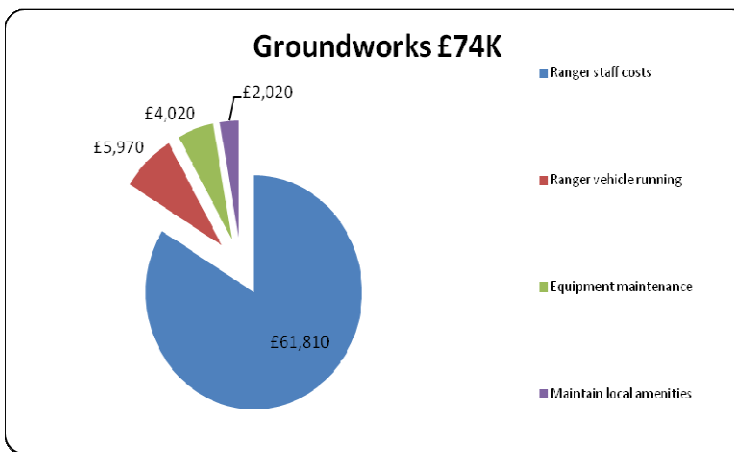
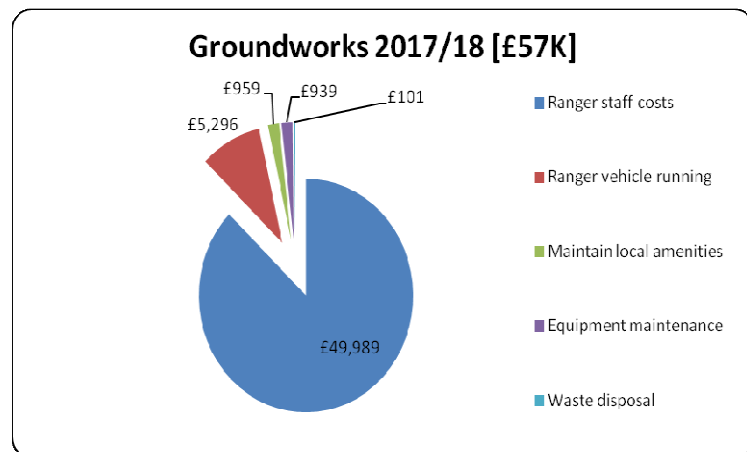
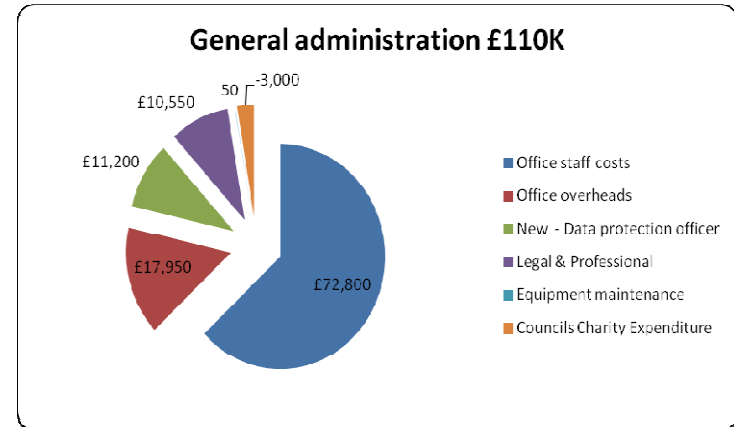
Further detail is shown in the appendix at the end of this report and set out on the following pages as charts:

Proposed structure for Croxley Green Parish Council Annual Report 2017-18

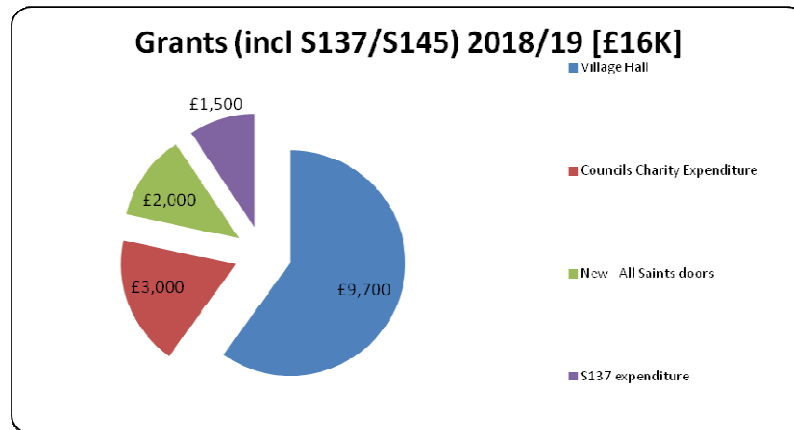
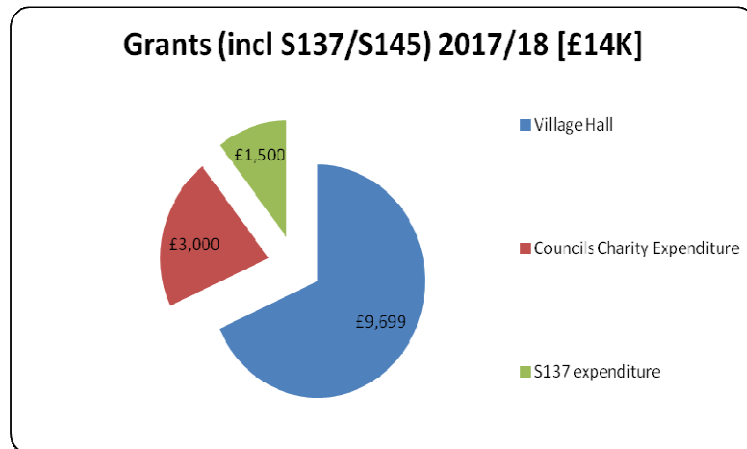
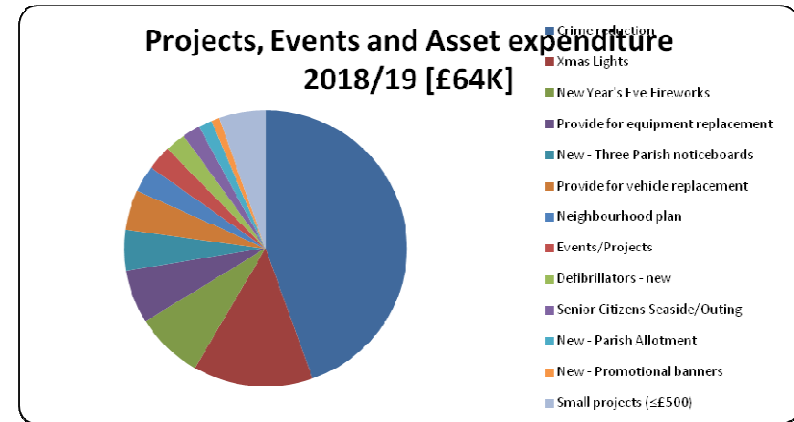
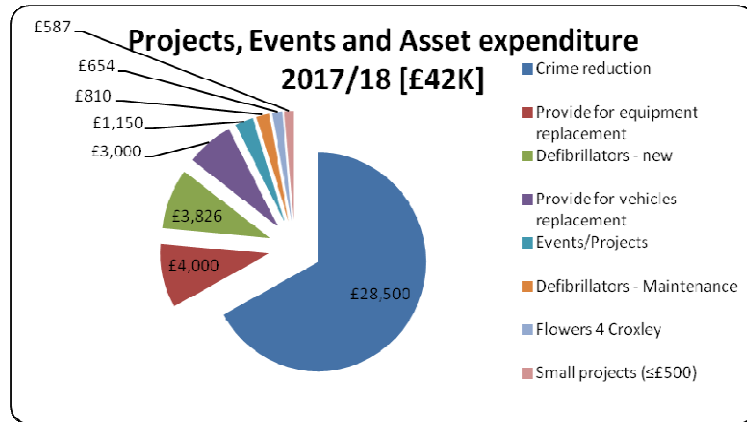
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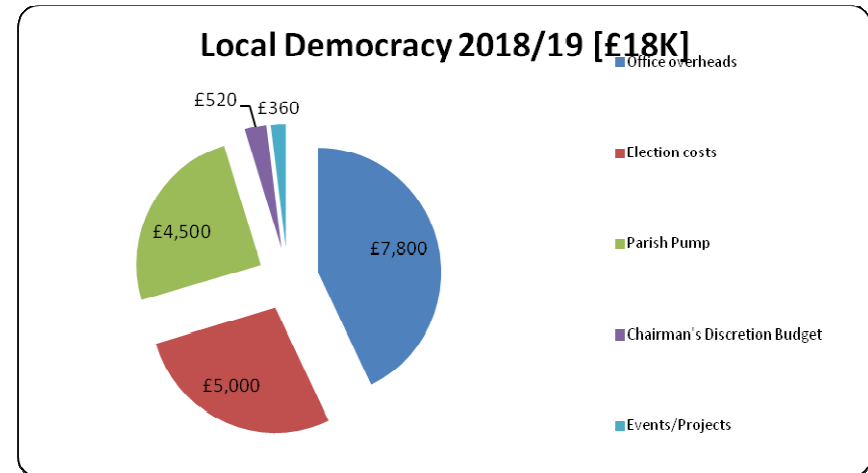
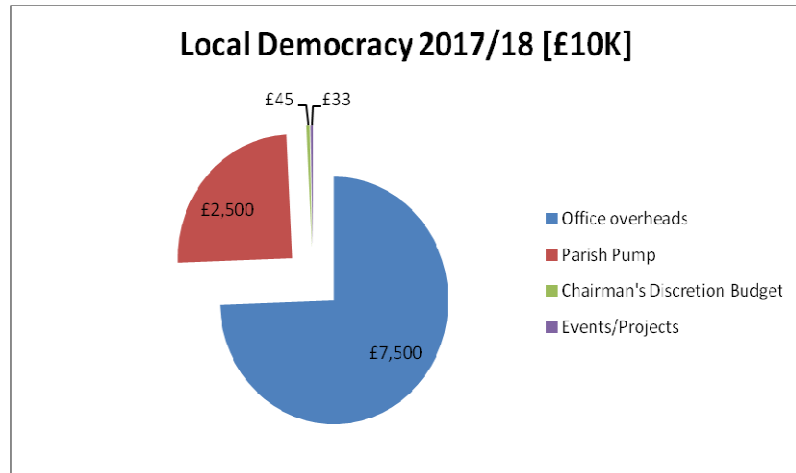
2018/19



Proposed structure for Croxley Green Parish Council Annual Report 2017-18



Proposed structure for Croxley Green Parish Council Annual Report 2017-18





## Appendix to Annual Report

### Detail of expenditure 2017/18 Actual and 2018/19 Budget

The tables below show detail illustrated in the charts above.

<b>General administration</b>	Actual 2017/18	Budget 2018/19
Office staff costs	£68,894	£72,800
Office overheads	£29,207	£17,950
New - Data protection officer		£11,200
Legal & Professional	£15,346	£10,550
Equipment maintenance	£153	£50
Councils Charity Expenditure		-£3,000
	<b>£113,600</b>	<b>£109,550</b>

<b>Local Democracy</b>	Actual 2017/18	Budget 2018/19
Office overheads	£7,500	£7,800
Election costs		£5,000
Parish Pump	£2,500	£4,500
Chairman's Discretion Budget	£45	£520
Events/Projects	£33	£360
	<b>£10,078</b>	<b>£18,180</b>

<b>Groundworks</b>	Actual 2017/18	Budget 2018/19
Ranger staff costs	£49,989	£61,810
Ranger vehicle running	£5,296	£5,970
Equipment maintenance	£939	£4,020
Maintain local amenities	£959	£2,020
Waste disposal	£101	
	<b>£57,283</b>	<b>£73,820</b>

<b>Grants (incl S137/S145)</b>	Actual 2017/18	Budget 2018/19
Village Hall	£9,699	£9,700
Councils Charity Expenditure	£3,000	£3,000
New - All Saints doors		£2,000
S137 expenditure	£1,500	£1,500
	<b>£14,199</b>	<b>£16,200</b>

<b>F &amp; A Capital &amp; Projects</b>	Actual 2017/18	Budget 2018/19
Crime reduction	£28,500	£28,500
Provide for future asset replacement - equipment	£4,000	£4,000
New - Three Parish noticeboards		£3,000
Provide for future asset replacement - vehicles	£3,000	£3,000
Communications & publicity	£198	£3,000
Civic award	£50	£50
	<b>£35,748</b>	<b>£38,550</b>

<b>The Green</b>	Actual 2017/18	Budget 2018/19
Waste disposal	£293	£500
	<b>£293</b>	<b>£500</b>

Proposed structure for Croxley Green Parish Council Annual Report 2017-18

<b>Open Spaces &amp; Trees</b>	Actual 2017/18	Budget 2018/19
Dog bins and bags	£14,765	£14,760
Plants, Shrubs & Trees		£500
Stones Orchard Fund		£0
	<b>£14,765</b>	<b>£15,260</b>

<b>Events/Projects</b>	Actual 2017/18	Budget 2018/19
Xmas Lights	£8,500	£8,800
New Year's Eve Fireworks	£5,000	£5,000
Events/Projects	£1,150	£1,820
Senior Citizens Seaside/Outing	£1,240	£1,300
Maintain local amenities	-£680	
New - Parish Allotment		£1,000
New - Promotional banners		£600
New - Bat boxes		£500
New - Micro habitats		£500
New - Sunflower competition		£300
New - Easter Egg Hunt (Stones Orchard)		£250
	<b>£15,210</b>	<b>£20,070</b>

<b>M S C</b>	Actual 2017/18	Budget 2018/19
Equipment maintenance	£1,000	£1,000
	<b>£1,000</b>	<b>£1,000</b>

<b>E &amp; A Capital &amp; Projects</b>	Actual 2017/18	Budget 2018/19
Defibrillators - new	3826	£1,500
Flowers 4 Croxley	654	£500
New - Beautification of Croxley		£500
Defibrillators - Maintenance	810	£500
Local Market	300	£300
	<b>1110</b>	<b>£3,300</b>

<b>Roads &amp; Street Furniture</b>	Actual 2017/18	Budget 2018/19
Roads & Street Furniture		£100
		<b>£100</b>

<b>Community Bus</b>	Actual 2017/18	Budget 2018/19
Community Bus	£6,900	£6,900
	<b>£6,900</b>	<b>£6,900</b>

<b>P &amp; D Capital &amp; Projects</b>	Actual 2017/18	Budget 2018/19
Neighbourhood Plan Development	£39	£2,000