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Clerk Report December 2022

Verges Phase 2

No update Dec 22

Email sent. Aug 2022 B/C Cllr has chased. Awaiting update. Verge hardening by DBC currently on hold.

Lease

Solicitor has now gone on maternity leave (we were not advised in advance) and we are waiting for new solicitor to be assigned to the case then a meeting with the school will be booked.

CCTV Visit

Still outstanding. Chased 31/10/2022. Chased 28/11/2022. Head of dept has agreed to visits for remaining Cllrs and Clerk-waiting for them to confirm available dates.

Green Grant

Rewilding of the East Green section: the green has been re seeded with wildflower seed mix and the works are completed here. Notices to be provided by DBC (clerk asked for these Nov 2022)

Clerk collected bulbs from DBC

Thanks, extended to Cllr Briggs & Cllr Berkeley as they joined the clerk to plant bulbs on Saturday 26th Nov after the school were delayed due to Ofsted arriving.

School planting remaining bulbs with Clerk and Cllr Lester Thursday 1st December.

Warm Hubs

Clerk been liaising with Chair NMVHA (Nash Mills Village Hall Association) who are investigating 'warm hubs' and discussing how NMPC may be able to consider supporting this initiative -this will come to the agenda once NMVHA have made a decision on the practicalities of delivering this service.

Play Park

Improvements on hold until after the lease has been negotiated. Our Solicitor is now on maternity leave so a replacement is being appointed (see above)

The Denes Works

DBC team have started planting the wildflower turf..

Bench has been delivered to Cllr Cobb

Planter at depot.

DBC team aiming to complete works asap. Planter chosen by council requires assembly. DBC team to arrange this.

Clerk has received new magnetic headings for the new noticeboard, and these are now being used.

Christmas lights

Lights on but Ringway have caused some issues with late communication with the supplier this year. Supplier to speak to clerk after Christmas period.

Quality Council Award

No further update since submission.

Elections 2023

No further actions at present but all Cllrs should be aware that the pre-election period (previously known as purdah) starts Wednesday 21st March. Clerk waiting for magazine working group meeting to start drawing up commemorative issue for NMPC half centenary.

Coronation 2023

Bunting Licence to be applied for

GRPR review

5 Councillors responses outstanding

Advertisers completed except for 1 but I have let them advertise for this edition as they had paid for the year.

Councillor Emails

Budget figures updated

Budgets

Figures from DBC received 5/12/2022 – budget updated and separate agenda point.

Action List Updates

- Debit card applied for Aug 22-bank lost form; new form emailed Nov 2022, new information requested received 5/12/2022.
- Lloyds account now in progress
- All events added to events tab on website
- ACV questionnaire created by clerk and added to website
- Art Competition entry created by clerk added to website

Warden Updates

Winter PPE received from clerk.

Training Attended/Attending

Nov 2022

- Clerk attended HAPTC Elections training
- Clerk attended Dacorum Clerks coffee morning.

Clerk to speak to Cllr Tout re COSHH training.

Correspondence received (please note that this may not include all items)

- Resident from Chipperfield has been communicating with the clerk regarding Bunkers Park and the Sites of Alternative Green Space (SANGS). Clerk introduced this person to the Dacorum Environmental Forum.
- Clerk has asked for a copy of the Bunkers Park Management Plan from the woodlands officer at DBC

- Clerk has queried lack of consultation with NMPC in Bunkers Park Management Plan from 2020- a response has been received.
- Previous Internal Auditor has confirmed end of contract
- New Internal Auditor has made contact to arrange first stage of internal audit and IA visit booked 17/01/2023

Nikki Bugden 05/12/2022

Nash Mills Parish Council

Dec-22

FINANCIAL SCHEDULE

Dec-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	DEC Salaries, HMRC,Pension	Various	£ 3,811.82	£	£ 3,811.82		
Vodaphone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		544758560
NMVHA	SO	Hall Hire	4165	£ 30.00	£	£ 30.00		
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm1222
BROXAP	ONLINE	New planter	4301/EMR 330	£ 1,689.00	£ 337.80	£ 2,026.80	22/124/FPC	295550
Diverse	ONLINE	Magnetic signs for noticeboard	4075	£ 40.00	£ 8.00	£ 48.00		20534
Clerk expenses	ONLINE	Warden PPE	4170	£ 36.95	£	£ 36.95		358538431
HCC	ONLINE	bollards and noticeboard install	4301/EMR 330	£ 2,694.00	£	£ 2,694.00	22/184/FPC	1803777107
SLCC	ONLINE	Annual Renewal	4080	£ 242.00	£ -	£ 242.00	22/16/ACM	mem242367-1
clerk expenses	ONLINE	Renewal PO Box	4055	£ 315.00	£ 63.00	£ 378.00		1802576239
Lamps & Tubes	ONLINE	Instal & removal lights	4305	£ 385.00	£ 77.00	£ 462.00		70939
Clerk expenses	ONLINE	Magnets for noticeboard	4075	£ 12.73	£ 2.55	£ 15.28		web542245
				£ 9,343.76	£ 505.80	£ 9,849.56		

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30112022

Last Year Ended 31st March 2021		Current Year Ended 30112022
	Operating Income	
41,629.14	Income	45,457.39
348.89	Parish Magazine	732.00
4,413.38	VAT Data	1,321.38
<u>46,391.41</u>	Total Receipts	<u>47,510.77</u>
	Running Costs	
35,176.45	Administration	27,270.12
2,666.91	Parish Magazine	995.00
19,145.05	Projects	2,602.02
4,567.07	VAT Data	1,334.49
<u>61,555.48</u>	Total Payments	<u>32,201.63</u>
	Receipts and Payments Summary	
<u>124,114.71</u>	Opening Balance	108,950.64
46,391.41	Add Total Receipts(As Above)	47,510.77
170,506.12		156,461.41
61,555.48	Less Total Payments(As Above)	32,201.63
<u>108,950.64</u>	Closing Balance	124,259.78
	These cumulative funds are represented by:	
19,528.66	Lloyds Current A/C	33,559.35
0.00	Lloyds Holding TF Account	0.00
60,848.75	NatWest BR	60,904.51
6,519.75	NatWest Current A/C	7,694.73
22,053.48	Lloyds 32 Day	22,101.19
0.00	DNU - Lloyds 32 Day	0.00
<u>108,950.64</u>		<u>124,259.78</u>
	Reserve Balances are represented by:	
-15,164.07	Current Year Fund	15,309.14
39,200.49	General Reserves	23,201.01
17,000.00	EMR - Business Expenses	16,585.00
5,500.00	EMR - Playpark	5,500.00
2,500.00	EMR - Bench and plaque	0.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
9,700.00	EMR - Community Support	9,160.00
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00
767.75	EMR - Community Events	131.72
7,086.53	EMR - Projects, Denes Defib Jub	11,329.07
20,717.44	EMR - CIL (Conditional spend)	23,001.34

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30112022

Last Year Ended 31st March 2021		Current Year Ended 30112022
1,600.00	EMR - Groundworks/ DBC Grant R	0.00
1,020.90	EMR - The Denes CCTV	20.90
0.00	EMR - Rewilding grant	1,000.00
<u>108,950.64</u>		<u>124,259.78</u>

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2022	Lloyds Current A/C	33,559.35
31/10/2022	;	60,904.51
01/11/2022	NatWest Current A/C	7,694.73
31/10/2022	Lloyds 32 Day	22,101.19
25/11/2021	Lloyds Holding Account	0.00

124,259.78

Other Cash & Bank Balances

0.00

Closing Balance

124,259.78

All Cash & Bank Accounts

1	Lloyds Current A/C	33,559.35
2	NatWest BR	60,904.51
3	NatWest Current A/C	7,694.73
4	Lloyds 32 Day	22,101.19
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	124,259.78



NASH MILLS

PARISH COUNCIL

RFO Budget Setting Report for 2023/24 (Report 2)

December 2022

*Please note that this report should be read in conjunction with the supporting excel budget sheet (Budget Setting 2023/2024 Version 4 for Council December 2022 circulated).

Council received the first report (Report 1) in November.

Introduction

Financial Regulations

3.2 The RFO must each year, by no later than end of November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

RFO/Clerk Recommendation.

- **That council confirm that the annual budget for 2023/24 be agreed as per the attached appendix**
- **As part of the approval above, that council agree to the use of reserves for 'one-off' and 'extraordinary' expenditure this year to minimise the impact of any precept increases to our residents during the current cost of living crisis**
- **That council note the 'proposed' precept required for 2023/24**

*We are waiting for Dacorum Borough Council (DBC) to approve the parish funding arrangements for 2023/24 and therefore cannot agree the formal precept demand until our January meeting)

As previously reported in November Council are having to approve a budget with inflation at around 11% and with some of our existing suppliers unable to confirm prices for next year due to the volatility of the economy.

At the time of writing this report the rate of inflation was showing at 11.1 %, Retail Price Index (RPI) 14.2%

Due to the rises that we are aware of and working on an assumption that an increase of approx 10% will be due on all expenditure as a minimum, it will be necessary to increase the precept demand to Dacorum Borough Council for 2023/24.

Council currently has funds held in reserves, the majority of which are earmarked for specific items or projects. Whilst it is unwise to rely on the use of reserves for any day-to-day expenditure council have asked that the budget be prepared with the smallest possible impact to our residents.

On that basis I am proposing to council that they use reserves for any 'extraordinary' expenditure. Those known at this time are listed in the appendix attached and total the sum of £4854.80, however at the time

of writing this report DBC have only sent draft grant figures and the tax base is still unconfirmed therefore this sum could vary.

As the use of reserves is unsustainable in the long run, If Council do not make any provision to commence increments in the precept contribution, then the actual impact of an increase when it does arrive could be extremely challenging.

Overall Position.

Expenditure

It is likely that expenditure next year will rise to £53945.43. It is anticipated that approx £4854.80 of this is one off expenditure that could be funded by reserves.

Income

NMPC are fortunate that it does not currently hold any income generating premises that could have been adversely affected the cost-of-living rises. It does also mean however that there are limited sources of funding outside of the precept. It is likely that with rising interest rates the funds which are currently held on interest bearing accounts will benefit.

NMPC have now received the draft funding figures from DBC (see section below). With these figures in mind income is currently showing as approx £11330.00 including interest and advertising income. Credit interest rates have been assumed at last year's returns.

Reserves

Earmarked Reserves remain healthy at approx. £85749.63 (30/11/2022) of which approx. £23000 is ringfenced as Community Infrastructure Levy (CIL). The reserves are earmarked in line with statutory guidance and permitted levels for general expenditure contingency.

General reserves fluctuate but are currently at approx. £23201 with the current year fund at approx. £15309 but are expected to be considerably lower at year end once the remaining four months annual expenditure has been debited. These are taken from the figures as at the end Nov 2022.

Grants Received

The final CIL sum for this financial year has now been awarded and the report was included in November. It should be noted that this is a 'conditional' award with specific expenditure parameters and reporting guidelines. NMPC has received draft details of grant funding from DBC (noted below)

2023/24 DBC Grant allocation Proposals.

- The Warden Grant – increasing the 22/23 allocation by 5.92% to match the DBC average pay award. (Increase approx £509)
- Concurrent Services: keep the funding at 2022/23 levels.
- CTS Grant: zero as proposed last year. Dacorum ceased receiving any Government council tax support grant many years ago and the policy set in place last year was to correct that historic anomaly. (This was £317.24 last year)

NMPC continues to work with other agencies and higher government authorities to source funding or grants.

- a) Verges Funding

Part of the verges' project has been funded by HCC and the County Councillor's locality fund and by the Dacorum Borough Council verge hardening scheme. We are hoping that phase 2 will also benefit from some external funding.

b) Road Safety Funding

NMPC has been successful in receiving a grant from the Police & Crime Commissioner's Office which funded a new speed indicator device on Barnacres Road.

c) Environmental Funding

NMPC has been successful in obtaining a grant from HCC to fund the purchase, installation and maintenance of a new commemorative tree at the Denes for the Platinum Jubilee.

d) Green Initiative

NMPC received a grant for its rewilding project.

Considerations for Council

At the current known levels of income and expenditure there will be a requirement for the following actions

- Use of reserves to cover all one-off expenditure (current estimate approx £4854.80)
- A request for a precept of £37760.63
- An increase to the precept of approx £6.41 per band D property. (Using current figures at 30/11/2022).

Areas to be included for future budgeting in subsequent years.

- a) Defib hardware costs/replacement of unit (include from 2026 for main unit)
- b) Laptop Upgrade Y7 (include from 2027)
- c) Future Christmas lights provision and funding
- d) Future earmarking for Election costs (post 2030)
- e) Any other matters for consideration under future budgets

It should be noted that at the time of writing this report that NMPC had only received proposed figures in relation to tax bases or grant funding for 2023/24. The tax base for calculations is 1260.5

Nikki Bugden (RFO & Clerk) December 2022

Appendix 1 Budget in accessible format (excel sheet and supporting tabs with calculations circulated)

***Assuming a tax base of 1260.5 and draft figures supplied by DBC**

Figures for council 2023/24 (v3)	
Income (without precept)	£11,330.00
Expenditure	£53,945.43
Precept required	£42,615.43
Proposed Use of reserves (one-off items only)	£4,854.80
Precept request 2023/24 if grants and tax base unchanged	£37,760.63
Reserves held exc current year fund (see separate tab)	£108,950.64
Total on all bank accounts 30112022	£124,259.78
	last year £29690

Appendix2 Budget detail in accessible format (excel sheet and supporting tabs with calculations circulated)

***Assuming a tax base of 1260.5 and draft figures supplied by DBC**

Draft 2023/24 V4	2023/24	Comments/Notes
	Option 1 10% increase	
Income	Inflation 9.9% 18/10/2022	
Precept	£ 29,690.00	Assuming all grants precept and income stay at current levels.
Bank Interest	£ 100.00	this could increase as rates are increasing rapidly.
Grants Received/CIL	£ 10,570.00	see tab from DBC
Advertising Income	£ 660.00	lost 1 advertiser and 1 was only a one-off advertiser
Total Budgeted Income 2023/24	£ 41,020.00	Total Budgeted Income 2023/24 (less increase to precept and use of reserves)
CIL	£ -	can't include CIL as this is not a guaranteed income figure and can only be used for certain projects
Expenditure		
Staff Costs HMRC Pension	£ 34,524.00	assumed 10%
WFH Allowance & Mileage	£ 475.20	45p per mile and £26 pm HWA - both tax free but paid through payroll.
Payroll charges	£ 237.60	
PO Box	£ 330.00	
Mobile	£ 264.00	
Office Supplies	£ 330.00	
Subscriptions (HAPTC SLCC ICO)	£ 1,270.50	HAPTC & NALC 890.41 (UPDATED PRICES) SLCC 241 ICO 35
Insurance	£ 967.58	this might vary considerably but this is a 'best guess'. Business expenses reserves could cover any shortfall
Audit Fees	£ 1,009.80	
Website Maintenance	£ 165.00	
Domain Hosting	£ 90.64	
ICT Licences & Support	£ 1,050.00	Query new email addresses -see separate tab but costs likely to be £1050 for both domain and licences etc
Resident Association Initiative	£ 734.80	Use EMR Community Support

<i>Training/Conferences</i>	£	742.50	<i>to retain CPD</i>
<i>Misc. (park inspections and misc.)</i>	£	440.00	<i>3 quarterly inspections and 1 annual inspection</i>
<i>*New heading * Park Repairs</i>	£	440.00	
<i>*New heading* Sundry Expenditure</i>	£	110.00	<i>Poppies etc.</i>
<i>*New heading *Defib Sundries</i>	£	221.00	<i>adult and child pads expire 2023 batteries were replaced 2022</i>
<i>*New heading * The Denes Project/Maintenance</i>	£	1,300.00	<i>grass cutting £100 per visit every 2 weeks over summer may-end oct- we may need to add more for plants when seasons change?</i>
<i>*New heading * Rewilding Projects</i>	£	-	<i>unsure of any ongoing maintenance costs. Earmarked funds cover initial street furniture</i>
2023 *New Heading* Coronation	£	350.00	<i>Bunting £350 approx supply and fit</i>
2023 *New Heading* Half Centenary Mag & Delivery	£	770.00	<i>£120 delivery £650 edition (suggest this can be reduced)</i>
2023 *New Heading* Community Expo			<i>should be paid in 2022/23</i>
s137	£	-	<i>Council have General Power Competence</i>
Adobe Licence	£	-	<i>relies on Cllr being re-elected if not £168 will need to be found-suggest EMR Business Contingency.</i>
Election costs	£	3,000.00	<i>2023 elections due-using costs from previous elections so only a benchmark-money on reserves</i>
Hire Costs (Hall or Zoom)	£	475.20	
Tools/Covid Exp	£	220.00	
Garage Rent	£	645.81	
Parish Magazine	£	2,145.00	<i>Pinter has been unable to supply estimates for next year as prices of paper and ink are rising considerably and remain volatile</i>
Delivery of Magazine	£	396.00	<i>3 editions</i>
Repairs/Signs/Park/Xmas lights	£	1,240.80	<i>new quote obtained for lights £1032 x 3 years but margin allowed for volatile pricing at the moment.</i>
Total Budgeted Expenditure 2023/24		£ 53,945.43	Total Budgeted Expenditure 2023/24
Budgeted overspend		£ 12,925.43	Budgeted overspend without increase to precept or use of reserves
New precept required 2023/24	£	42,615.43	<i>(Last year's precept figure plus this year's shortfall)</i>

	-£ 3,000.00	Elections use reserves as we have saved for these costs
	-£ 350.00	Coronation use reserves one off exp
	-£ 770.00	Coronation magazine- use reserves one off exp
	-£ 734.80	Community Grants-Use EMR Community Support
	-£ 4,854.80	Total potential use of reserves
	£ 37,760.63	New precept 2023/24 if we use £4854.80 reserves for one off/extraordinary expenditure
figures for council 2023/24 (v4)		
Income (without precept)	£ 11,330.00	
Expenditure	£ 53,945.43	
Precept required	-£ 42,615.43	
Proposed Use of reserves (one-off items only)	-£ 4,854.80	
Precept request 2023/24 if grants and tax base unchanged	£ 37,760.63	remaining shortfall/required precept
Reserves held excl current year fund (see separate tab)	£ 108,950.64	
Total on all bank accounts 30112022	£ 124,259.78	
	£ 23.55	Band D sum 2022/23
	£ 29.96	Proposed band D for 2023/24 assuming tax base remains at 1260.5
	-£ 33.81	Impact on band D if we did not use reserves
Assuming tax base unchanged	£ 6.41	increase on last year (per band D property)
Assuming tax base unchanged	£ 0.12	12 pence per week

Report to Nash Mills Parish Council

Working Group Name	NMPC Annual Forum 2022
Meeting Held (Date)	22 November 2022
Present at Meeting	Mandy Lester Nicola Cobb Michele Berkeley Steve Roberts (Chair and Reporting)
Apologies	Lisa Bailey Alan Briggs
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<ul style="list-style-type: none"> • To receive the report • To ask the Clerk to write to relevant people formally inviting them to attend and participate • To allow working group to spend up the spending level below in order to deliver the event.
Spending Level Requiring Authorisation	£1000
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	329 EMR – Community Events Budget to be proposed at December full Council
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Yes - new
Notes / Other Items Supporting Above	

Summary of Meeting

The key agenda items of the meeting were:

- Action log
- Budget
- Publicity
- Production of NMPC content

Updates to the action log

The actions were discussed individually, and the log updated following the meeting. The latest version is supplied.

Costs and Budget

Each element of the budget was reviewed. Spending level authorisation to be requested at £1000.

Description	Comment	Budget
Use of school	Headteacher has confirmed that we can use hall, dining room, playground and classroom. Cost based on 6-hour hire with flexibility on arrival/departure times.	£320
Printing	50 x A3 sheets for content displays on boards	£60
Fixings	Misc items to display content / posters / signs etc as required e.g. Blu Tack, Sellotape, pins	£15
Banner	Possible 3mt vinyl advertising banner	£30
Refreshments	Tea, coffee, squash, biscuits	£75
Face Painter	Two hour session of face painting, 1pm-3pm	£50
Art & Crafts	Various activities – ‘colouring/drawing area’ / Rainbow cards for neighbours / rocks etc. Overseen by Anna from Anna’s Funky Art.	£140
Head and Neck Massage	Possibly part of ‘wellness’ area.	£80

Publicity

A discussion was held regarding various communications channels that could be used to publicise the event.

Channel	Purpose / content
NMPC Facebook page	Ongoing ‘teaser campaign’, starting with high-level info and building the story over the months that follow
NMPC web site	Use the news and events area for ongoing ‘teaser campaign’, starting with high-level info and building the story over the months that follow
NMPC Noticeboards	“Save the date”, “Watch this space”-type posters
Posters	Placed in shops, village hall, NMPC noticeboards
A5 Flyers	Placed in shops, village hall, “Saturdays at the Denes”, Parents evening at school etc
School newsletter	Appropriately-timed content in weekly newsletter(s)
Residents’ Associations	Provide info to be included in newsletters and on noticeboards where they exist.

Content

- Reiterated that we would want all Councillors to contribute to the development of materials for displays
- Nicola will look for content from previous magazines that might be helpful
- All working group leads to consider what they might want to include
- Michele to liaise with each WG lead on their content. We need consistency of style, approach, and volume of information.

Further discussion at next meeting

Next Meeting

Tuesday 13 December, 6pm via MS Teams.

Report To Nash Mills Parish Council

Working Group Name	Nash Mills Community Expo '23
Meeting Held (via Teams)	26 October 2022
Present at Meeting	Nicola Cobb Michele Berkeley Alan Briggs Steve Roberts (Chair and Reporting)
Apologies	Lisa Bailey Mandy Lester
Agenda Items for Resolution/Decisions Needed	
Spending Level Requiring Authorisation	
Relevant Powers to Spend (if spending approval needed)	329 EMR – Community Events
Risk Assessment Needed? Existing or New?	Yes - new
Notes / Other Items Supporting Above	

Agenda items

The main agenda items were:

- Brief update regarding use of school
- Establish which items incur costs and how we estimate those
- Agree list of invitees

At the outset, the group acknowledged the full council decision to proceed with the gold plan, with the caveat that the space required at the school for the 'wellbeing room' is available and can be appropriately staffed.

Two key principles:

1. The event is about engaging with our community.
2. Everything provided on the day must be free to visitors.

Use of School

Mandy and Steve both visited the school on the day of their 175 Year Celebrations / PTA Fayre.

- The hall is sufficiently wide to allow for an 'island' in the centre for people to walk around. We could therefore have tables around the outside and double-sided boards in the centre, or vice versa.
- They were showing a rolling PowerPoint show using the built-in projector and screen, exactly as we had discussed.
- There was a room in use for massages, which could be where we host the 'wellbeing room'.
- The kitchen/dining area was in use as we would want to use it i.e. serving teas/coffee/squash/cakes (though we would just be giving biscuits, not selling cakes.)

The school have agreed in principle to us using their premises, and Mandy is to confirm the rooms/space we will have available and their costs. Hire costs tbc, but estimated at £300 for hall, dining room and other space. Nikki will be asked to formally write to confirm the booking, remind of our requirements, and check all necessary details relating to insurances/risk assessments etc.

Content

The content was considered section by section, and the requirements and possible costs of each considered.

Content area	Comment	Action by
NMPC Working Groups content	Display boards required. <ul style="list-style-type: none"> • Mandy to check with school • Nicola to check with Jan re scouts 	Mandy, Nicola, Steve Nikki to buy?
Other NMPC updates not covered by WGs.	c. 50 x A3 printing – Nicola to check costs with printer. (£60)	
Present governance and financial management	Costs for fixings e.g. White tack, Sellotape, pins (£15) 3mt vinyl advertising banner tbc (£30)	
Residents' Associations x5	These groups should formally be invited by Nikki to send a maximum of 2 representatives. They will be invited to bring flyers to distribute and offered space on the display boards if they	Nikki (Steve to provide text)
Friends of Bunkers Park		
Herts & Middlesex Wildlife Trust (Long Deans)		
Rob Cassidy (DBC – rewilding)		

Sue Woolnough (History of Nash Mills)	wish. We would produce signage advertising who they were.	
Alex Simpson (Dacorum Police)	Only cost would be for possible display boards and printing of A3 posters - included in the above. They would be responsible for printing anything else they brought.	
Nash Mills Village Hall		
Rolling slide show on aims/values/activities	PowerPoint presentation of NMPC work already carried out and future activities agreed. Also to include names and photos of councillors, date of next meeting, web site and Facebook details. No cost. Steve to produce	Steve
Bike health checks in car park	Alan to check with his contact regarding this. We want to be able to offer free health checks. Best plan is that he volunteers his time on the basis that he will pick up some business later. This mustn't be a sales pitch. This is weather dependent too.	Alan
Free refreshments	To be discussed with the school. We discussed whether we should buy supplies and organise staffing of the stall ourselves, or whether to ask the school if we could use their people and supplies. Either way, there would be costs for tea, coffee, milk, sugar and biscuits. We will not be providing cakes. Wrapped sweets also considered. Cost of supplies estimated at £100 max.	Mandy, then Nikki to confirm
Free face painting	Mandy to talk with her contact and obtain cost for 2 or 4 hours including materials. Cost estimate £100.	Mandy
School choir	Choir to sing for 20-30 minutes.	Nikki to request in confirmation letter to school.
I ♥ Nash Mills competition	Nicola to speak with Anna from Annas Funky Art to agree what is possible and costs. Could possibly be for 2 hours. Ideas included in-room puzzle, Nash Mills rocks, rainbow cards for neighbours. Possible medals for prizes. Estimated budget - £140 (2 hrs, time, materials and medals)	Nicola
Crafts e.g. rock painting		
5-minute talks	Rob Cassidy and Sue Woolnough to be invited to give 5 min talk in a "Speakers Corner".	Steve / Nikki to liaise
Defibrillator demos (Richard Copeland)	Nikki to invite Richard Copeland Approach for other ideas to be discussed with Richard	Nikki
Blood pressure checks		
Cholesterol tests		

Head and neck massage	Emily to be approached for ideas in first instance. Other options are people based on Nash Mills Wharf who have advertised with us. 4hrs cost, est £80	Steve
Ideas board on way out	Flip chart or display board with post-it notes and pens for attendees to be able to record ideas they have for the council to consider, or feedback on the event. Anonymous, unless they want feedback from us on their comment/idea (name on reverse)	

Cost of school hire is yet to be confirmed and is dependent on the rooms they will allow us to use. Estimate is c. £250 based on currently published letting fees. This is based on having main hall for 6 hours, dining room and other rooms for 4 hours.

Next meeting

The next meeting is w/c 21 November, actual date tbc.

Agenda to cover publicity, how we will create the NMPC content, hall/building layout and review of actions above.



NASH MILLS
PARISH COUNCIL

The Denes Group – Saturdays 2023

Month	Date	Attendees
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Dates to note

Purdah 21st March

Easter 2023 7th April 10th April

Elections 4th May

May Bank Holidays 1st May 8th May 29th May

August Bank Holiday 28th August



Clerk Report – Information Boards Dec 2022

Agenda Point

NMPC to determine whether they wish DBC to install a 'nature' lectern style information board opposite The Denes (Georgewood section).

NB please note that council have already determined the installation of a board and the earmarked funding, but it is the design that is now being considered.

Clerk Recommendation

That council instruct the Dacorum Borough Council team to install the 'Nature' noticeboard at the Georgewood Road/Barnacres rewilded green space.

Background

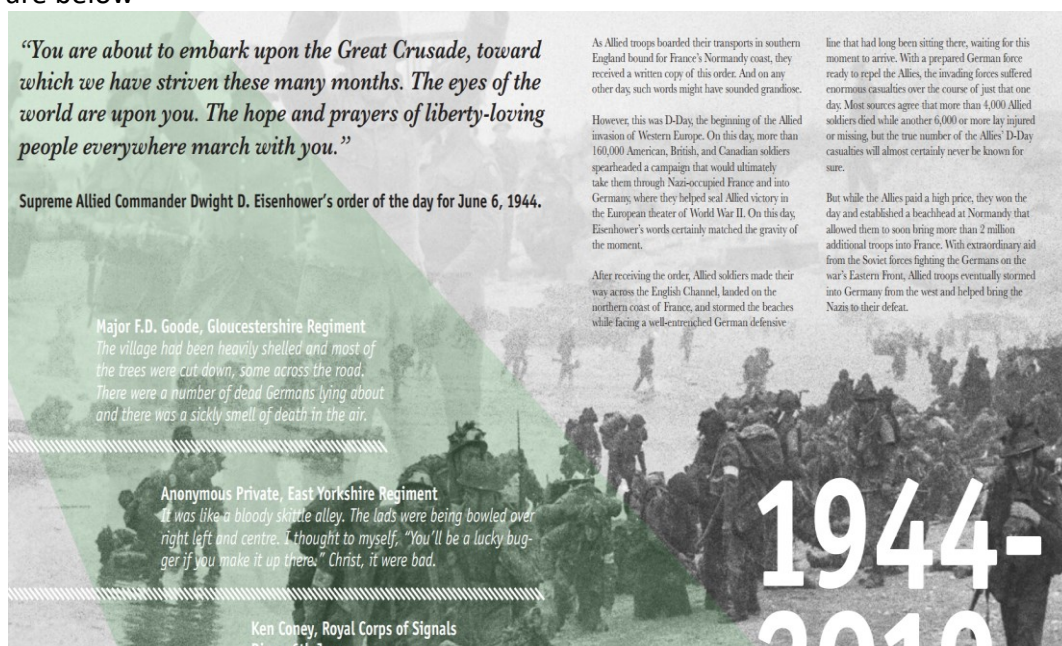
NMPC wanted to include information boards as part of their rewilding project. The DBC team have provided specimens but if we wanted to commission our own board relevant to the parish the timescales involved would hinder the completion of the project before the growing season starts.

The DBC team have a hard wood, lectern style, nature board in stock (image below) and its content would apply to the nature we hope to see on site. Approx cost from DBC is £500 plus installation.



The clerk recommendation is based on the nature board being installed more quickly at less cost with a view to NMPC considering additional boards at both the Jubilee Garden (at The Denes) and at the Bunkers Lane Play Park at a later date as timescales are not so pertinent.

Other options available from DBC in the future but requiring council preparing and supplying the information are below



Council could investigate commissioning its own artist, but this would mean that NMPC may have to source its own lectern style board and installer and obtain any necessary Highways or DBC permissions itself if the DBC cannot assist. This will not be completed during this term of office.

Approx costs

Artist £400 (approx)

Board £500-£1000 (approx)-Lectern style

Installation £300 (approx)

Potential Suppliers for future consideration

- [» Greenbarnes Noticeboards, Signage and Street Furniture Products](#)
- [Lectern Frames, Steel, Oak & Wooden - Shelley Signs Ltd](#)
- [Lecterns, Interpretation and Signage category page Whitehilldirect](#)
- [WW1 Lectern Cabinet · David Ogilvie Engineering · Street, Park & Memorial Furniture](#)

Nikki Bugden December 2022

Working Groups & Committees Updated November 2022

Working Groups

No delegated decision making or financial responsibilities. All decisions to be made by Full Council.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Assets of Community Value	<ul style="list-style-type: none"> ▪ Investigate the Three Tuns ACV and other sites within parish. ▪ Create a contingency plan should the ACV be activated. 	Jan, Alan, Nicola, Darren (landlord) Michele	Jan	
Heritage	<ul style="list-style-type: none"> ▪ War memorial ▪ Local listing 	Alan, Jan, Michele, Nicola	Alan	
Grass verges	<ul style="list-style-type: none"> ▪ Establish ownership, options for verge protection and parking issues. ▪ Work with County Councillor to prioritise options 	Michele, Alan, Mandy + Jan	Michele	
Play Park/Open spaces	<ul style="list-style-type: none"> ▪ Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Mandy	
The Denes makeover	<ul style="list-style-type: none"> ▪ Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks ▪ ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021) 	As existing (currently all)	Nicola	
IT	<ul style="list-style-type: none"> ▪ Review calendar options ▪ Documents library for useful information (for councillors?) ▪ Other visual improvements? ▪ Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) Nicola, Steve, Mandy		
Vision	<ul style="list-style-type: none"> ▪ To revisit original aims/objectives ▪ Create parish 'Vision' and outline objectives & strategy for remaining term ▪ Work with the clerk to aid the creation of the parish business plan ready for budget setting. 		Nicola	Clerk to be involved in business planning detail
Annual Forum	<ul style="list-style-type: none"> ▪ Plan the content, format and delivery of the council achievements over the last 3 years. 	Steve, Lisa, Michele, Nicola	Steve	
Celebrations (formerly Jubilee)	<ul style="list-style-type: none"> ▪ To investigate and plan the Coronation commemorations and any Christmas activities to bring back to council for decision making. 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	

Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input Looking at 'remote' options during pandemic restrictions (updated Aug 2021) 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Nikki (All to contribute)	Nicola/Jan Clerk to sign off
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Mandy, Jan, Nicola, Nikki (admins)	Nicola/Jan Clerk Admin
Defibrillator	<ul style="list-style-type: none"> Investigate locations, equipment suitability, implementation, ongoing budgetary matters and inspections. 	Alan, Lisa, Jan, Steve Guest (resident)	Alan

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, Jan, Alan

Working Groups now disbanded

- Planning Consultations for KL Local Plan



MEETING DATES FOR 2023

Date of Meeting	Agenda Up	Agenda Requests by 9am
Monday 9 th January 2023	Monday 19 th Dec	Thursday 15 th December
Monday 13 th February 2023	Monday 6 th Feb	Thursday 2 nd February
Monday 13 th March 2023	Monday 6 th March	Thursday 2 nd March
Monday 17 th April 2023 ??	Tuesday 11 th April	Thursday 6 th April
Monday 15 th May 2023*	Monday 8 th May	Thursday 4 th May
Monday 12 th June 2023	Monday 5 th June	Thursday 1 st June
Monday 10 th July 2023	Monday 3 rd July	Thursday 29 th June
Monday 14 th August 2023*	Monday 7 th Aug	Thursday 3 rd August
Monday 11 th Sept 2023	Monday 4 th Sept	Thursday 31 st August
Monday 9 th October 2023	Monday 2 nd Oct	Thursday 28 th September
Monday 13 th November 2023	Monday 6 th November	Thursday 2 nd November
Monday 11 th December 2023	Monday 4 th December	Thursday 30 th November

Please note that late items will not be accepted unless prior approval has been granted by the clerk.

Full Council Action List

November 2022 (post Meeting)

Cllr Actions from Most Recent Meetings	Comment
Awaiting Further Updates	
Article re Jamboree contribution to be written for NMPC Mag	NC
Half centenary magazine to be drafted-to be ready by 1 st April 2023	NC/JM/NB
Quotes needed for Christmas lights 2023	NC bring to council early Spring 2023
Membership of ACV W/G	JM
Owl Update for parish magazine	NC/NB to facilitate
Rewilding (Bulb planting)-date needed asap but before end Nov	ML
Clerk Actions (Most Recent Meetings for Information Only)	
In addition to standard duties	
Minutes	
Signed minutes to web	
Planning comments	
Consultation comments	
Nash house email to planning (clarity)	
Update budget (remove £1000 under EXPO)	
Schedule magazine working group meeting	
Change working group list for ACV (add Michele)	
Add ACV to Dec agenda to revisit membership	
Create Microsoft forms for ACV	
Create entry forms for Christmas competition	
Arrange new IA	
Let previous IA know we are terminating.	
Send CIL Update to DBC and place on website	
Change Bulb Planting Risk Asses	
Add what3 words location to defib RA/the Circuit/Ambulance service	
Make payments	
Add payments to accounting software	
Obtain schools RA and Insurance	
Mayor-dates for visit	
Lease -Check with solicitor re meeting etc	
Lease-contact school	
Order winter PPE for warden	
The Noticeboard Installation	Actioned/add maintenance to diary
Rewilding- clerk	Done
Collect Bulbs	
Clerk to provide clarity re timings/purdah to magazine working group	
Dispose of old laptop/printer	
Update asset register re above action	
Clerk to chase CCTV visit	Chased
Planter delivery & installation	
Information board examples-obtain from RC	
Add asset register to website	
Clerk to obtain licence for Coronation bunting	

Clerk to obtain VAT invoice for Wreaths	
Clerk still chasing some GDPR responses	
COSHH training with Cllr Tout	
PO BOX Renewal for December	
Month End	
Dec Agenda	
Jan agenda	
Pension regulator	
Chase solicitor	
Info board report	
Clerk report	
Wreath vat invoice	
DBC figures for budget	
Items for January parish mag	
Clerk to book hall at school if budget agreed	
Clerk ongoing actions (longer term)	
NatWest online banking	In progress
Add Cllr Berkeley as bank signatory at NatWest	Once online banking finalised
Investigate web accessibility report/EU reference	Ongoing working through plan
Clerk to order debit card	Re Submitted Nov 2022
Clerk add Cllr Roberts to NWB and Lloyds Accounts	NatWest actioned Lloyd's outstanding
Long Term Actions No Immediate Resolution (Reminders)	
Projector screen	JM
War Memorial (status review before handover)	
Verges/Verge hardening (currently on hold with DBC)	
Borough Councillor Actions/ County Councillor Actions	
Enforcement @ Nash House now appeal refused.	JM
Road markings at Red Lion Lane/London Road fading	JM (County)
Surface water run off at Bunkers Lane	JM (Borough)