



26th August 2020

Dear Councillor,

This is to inform you that the meeting of the Resources and Policy Committee will be held via Zoom **7.30pm on Thursday 3rd September 2020**, to which you are summoned, for the transaction of the following business. You can join the Zoom Meeting here

<https://us02web.zoom.us/j/84959121818?pwd=bk11QTJwRG9jRldDcE9lazFiV2tqQT09>

Meeting ID: 849 5912 1818

Passcode: 214384

Dial in

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 849 5912 1818

Yours sincerely,

A handwritten signature in black ink, appearing to read "C. A. Lloyd". The signature is fluid and cursive, with a long horizontal stroke at the end.

C. A. Lloyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. QUESTION TIME

The first fifteen minutes of the Meeting will be given over to questions from members of the public on issues relating to the work of the Committee.

3. DECLARATIONS OF INTERESTS BY MEMBERS

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

You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- (c) whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Town Clerk as soon as it becomes apparent.

4. MINUTES

To approve as a correct record the Minutes of the Meetings held on 20th August 2020 (copy attached).

In accordance with Standing Order 12;

- a The draft minutes of a preceding meeting having been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, shall be taken as read.
- b There shall be no discussion about the draft minutes of the preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

5. ACTIONS FROM PREVIOUS MEETINGS

To note the actions report from previous meetings (attached)

6. CHANGE TO TERMS OF REFERENCE TO ESTABLISHMENT SUB COMMITTEE

To add the following to the Terms of Reference of the Establishment Sub Committee;

- (a) To consider staffing levels, remuneration and conditions of service.
- (b) To consider any reorganisation or adjustment of staff to improve efficiency particularly in the light of changing circumstances.
- (c) To act as an appeals committee under the grievance procedure.
- (d) To arrange for the appraisal of the Town Clerk, and any other important staffing needs pertaining to the Town Clerk , when the Leader of the Council is unable to undertake this role, for whatever reason.
- e) Any grievance, or complaints, or other staffing issue which is not easily covered through the current employee handbook, should also be addressed through the Establishment Sub Committee .

7. REVIEW OF ALLOTMENT RENT FOR 2021

To consider the rent increase for allotments from October 2021 (a year's notice must be given to allotment holders) – Report attached

8. DATE OF NEXT MEETING

The date of the next meeting is 14th October 2020.

9. EXCLUSION OF THE PRESS AND THE PUBLIC

Recommended to RESOLVE that the press and public be excluded for the following items as their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- (i) Commercial Matters (Attached)

10. HEAD OF OPERATIONS' REPORT

To consider the report of the Head of Operations (To follow)

Members: Cllr T. Wiltshire, Cllr Margaret Eames-Petersen, Cllr Brennan, Cllr MacKay,
Cllr Percival

Ex-officio voting Members: Cllrs Brandon and Juggins

For Information: All other Members of the Council.

AGENDA ITEM 5

ACTIONS FROM RESOURCES AND POLICY COMMITTEE

DATE OF MEETING	ACTION	BY WHOM
6 th July 2020	Tree planting report (to Sport & Leisure Cttee)	Head of Estates
20 th August 2020	Call deHavilland Grange Working Group	Cllr Eames-Petersen

AGENDA ITEM 7

ALLOTMENT RENT

The Town Council must give allotment holders a year's notice in October for any rent increase (rent year is Oct – Sept).

The new lease from the Highways Agency who own our allotment land at Green Lanes will increase our rent by RPI as follows

The rent increased being a percentage calculated using the formula:

$$100 \times (A-B) / B$$

where:

“A” is the Index figure for the month preceding the relevant Review Date; and
“B” is the index figure for the month preceding the Rent Commencement Date.

Our rent is £1,109 per annum
Water is about £40 per month (£480 per annum)
Tree works were £140 this year
Allotment rent income last year was £1,352

This leaves the Council subsidising the service by about £3,377 when staff costs are taken into account.

Council's allotment rents are as follows (some of these are earlier than 2019/20 prices);

Council name	How much do you charge for a full plot = 10 pole	How much do you charge for a half plot = 5 pole	Do you offer any concessions	Cost of a Full size plot with concessions	Cost of a half size plot with concessions	
Bedford	£48.80	£24.40	senior citizens, and if you are unemployed	£28.60	£14.30	
Dacorum	£50.00	£25.00	No	n/a	n/a	
Flitwick	none	£12.79	no			
Harpden South	£40.00	£20.00	10% discount for State pensioners	£36.00	£18.00	
Hatfield	£26.50	N/A	senior citizens	£16.50	N/A	Price per plot regardless of size
North Herts	none	£59.00	Half-price concessions are available if you are over 60 years of age, unemployed, receiving disability benefit or income support or are a full-time student over 18 years of age.	none	£29.50	
Stevenage	£49.50	£24.75	Pensioners/ disabled and those on benefits 50%	£24.75	£12.38	
St Albans	£64.59	£23.30	Yes for pensioners and on a low income group			
Watford	£44.00	£22.00	50% for over 60's or disabled, benefits		£11.00	
Wheathampstead	£40.00	£20.00	Yes to needy causes	£25.00	£12.50	

Some Councils have additional costs on top of rent for water, insurance, Keys, toilet facilities etc
The standard plot size in England & Wales is the 10 pole (rod, perch, lug pace) plot 300 sq yds, (30x10)

The Town Council is clearly low priced, we also have a large waiting list. It should be remembered however that Hatfield's plots are not a uniform size.

To be at breakeven with our service we would need to increase rent by nearly 250%, this obviously would not be acceptable.

Members need to decide what they consider is an acceptable rent increase for **October 2021** which will start to put this service towards a break-even level.