



HATFIELD TOWN COUNCIL HERTFORDSHIRE

23 February 2022

Dear Councillor,

This is to inform you that the meeting of the Resources and Policy Committee will be held in the Sportsman, Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN at **7.30pm on Wednesday 2nd March 2022**, to which you are summoned, for the transaction of the following business.

Yours sincerely,

Sam Frake
Acting Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence and reasons why (for the 6 month rule), 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 8th December 2021 (copy attached) and to be signed In accordance with Standing Order 12.

5. FEES AND CHARGES

To consider the attached Fees & Charges schedule for 2022/2023.

6. FINANCE MATTERS

To note the attached report from the Head of Operations

7. CONTRACTOR FOR OUTDOOR GYM EQUIPMENT – ST ALBANS ROAD EAST

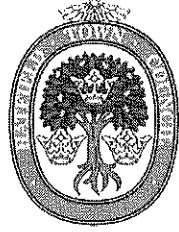
To appoint the contractor to install the outdoor gym equipment at St Albans Road East that has been funded by S106

8. DATE OF NEXT MEETING

The date of the next scheduled meeting is 13th April 2022.

Members: Cllr T. Wiltshire, Cllr C. Juggins, Cllr J. Bond, Cllr J. Brennan

For Information: All other Members of the Council.



HATFIELD TOWN COUNCIL HERFORDSHIRE

Minutes of the meeting of the Resources & Policy Committee held at Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN on Wednesday 8th December 2021 at 19:40.

PRESENT:

Councillor T. Wiltshire – Chairman
Councillor J. Bond
Councillor R. Griffiths (substitute for Cllr Brennan)
Councillor C. Juggins – Vice Chairman

ALSO PRESENT:

Councillor M. Eames-Petersen

OFFICERS:

C. Lloyd (Town Clerk)
S. Frake (Head of Operations)
A. Ogilvie (Head of Estates)

65. APOLOGIES

There were apologies for absence were received from Cllr Brennan due to ill health.

66. QUESTIONS

There were no questions.

67. DECLARATIONS OF INTEREST

There were none.

68. MINUTES

Minutes of the meeting held on 24th November 2021 were approved and signed by the Chairman.

69. HEAD OF ESTATES' REPORT

Members noted the report which advised of the following potential expenditure to 2023;

Roe Hill-

Guttering replacement £4,000

ASAP

Changing Room Doors £4,500

ASAP

R&P28

Front Door Replacement £1,500	2023
Lemsford-	
Front Door Replacement £2,500	ASAP
Rear Door Replacement £1,500	ASAP
Changing Rm Small Refurb, replacing showers, upgrade electrics, decorating - £10k - £12k ASAP	
Birchwood-	
Intruder Alarm £8,000	ASAP
Car park line marking £2,500	ASAP
Newgate-	
New barriers £4,000	ASAP
Decorating £5,000	2023
Depot-	
Kubota mowers £35k	Spring 2022
Van £30k	Spring 2022/23
Tri max stealth – Tractor mower - replacement £18k	Spring 2024
Fixed Wiring all sites 2023 - £3,000	
Tree Inspections Survey 2023 - £6,000	

If all of the "ASAP" work was carried out before 1st April 2022, then the Council's Budget for one-off Projects in 2021/22 would be spent.

RESOLVED that the Report be noted.

Action: Head of Estates

70. BUDGET 2022/23

Members noted the Report of Officers. Members were concerned at the reduction in reserves since 2017 held for capital works or even identified repair works to the Council's buildings. To re-balance funds held required a regretful increase in the Precept. In view of the previous report and works required to the Council's properties, it was proposed that the precept be increased by 4% for Band D properties to £77.01 per year which provided a Precept of £947,488.

Members did not consider using s.106 funds for the grounds staff salaries a judicious use of the Developer Contributions, especially when capital purchases for the grounds team had been identified which would deplete the s.106 funds held. Members were keen to see reserves ear-marked annually for large capital replacement items such as a tractor, FunZone equipment etc.

RECOMMENDED TO COUNCIL that a precept of £947,488 be approved (£77.01 at Band D).

Action: Acting Town Clerk

71. DATE OF NEXT MEETING

Noted that the next scheduled meeting of the Committee will take place on 12th January 2022 at 7.30pm.

Closure 8.30pm

Chairman

HATFIELD TOWN COUNCIL

FEES & CHARGES

FACILITY		21/22	2022/23
		CHARGE	CHARGE
ROE HILL RUGBY PITCH - ADULTS		PER GAME GRASS PITCH	59.00 60.00
ROE HILL RUGBY PITCH - TRAINING ADULTS		PER SESSION	29.00 30.00
FOOTBALL PITCHES - ADULTS		PER GAME GRASS PITCH	47.00 50.00
FOOTBALL PITCHES - JUNIORS		PER GAME GRASS PITCH	27.00 30.00
BIRCHWOOD 3G PITCH - SENIORS		Hour CASUAL	33.00 33.50
BIRCHWOOD 3G PITCH - SENIORS		Hour BLOCK	31.00 31.50
BIRCHWOOD 3G PITCH - JUNIORS		Hour CASUAL	23.00 23.50
BIRCHWOOD 3G PITCH - JUNIORS		Hour BLOCK	22.00 22.50
ROE HILL 3G PITCH - SENIORS		Hour CASUAL	32.00 32.50
ROE HILL 3G PITCH - SENIORS		Hour BLOCK	30.00 30.50
ROE HILL 3G PITCH - JUNIORS		Hour CASUAL	22.00 22.50
ROE HILL 3G PITCH - JUNIORS		Hour BLOCK	21.00 21.50
NEWGATE ST - CRICKET TABLE		MATCH CASUAL	100.00 104.00
NEWGATE ST - CRICKET TABLE		MATCH BLOCK	96.00 100.00
NEWGATE ST- CRICKET TABLE COLTS		MATCH CASUAL/BLOCK	40.00 45.00
DeHAVILLAND GRANGE		MATCH CASUAL/BLOCK	27.00 30.00
BIRCHWOOD MAIN SPORTS HALL - FULL HALL		Hour PEAK	44.00 45.00
BIRCHWOOD MAIN SPORTS HALL - HALF HALL		Hour PEAK	24.00 25.00
BIRCHWOOD BADMINTON COURT		Hour PEAK	13.00 14.00
BIRCHWOOD BADMINTON COURT		Hour OFF PEAK	11.00 11.00
BIRCHWOOD MAIN SPORTS HALL - FULL HALL		Hour OFF PEAK	34.00 34.00
BIRCHWOOD MAIN SPORTS HALL - HALF HALL		Hour OFF PEAK	20.00 20.00
BIRCHWOOD NO STRINGS SESSION		Session PEAK	6.00 6.00
BIRCHWOOD MULTI SPORTS SESSION		Session OFF PEAK	4.00 4.50
BIRCHWOOD SPORTSMAN ROOM (Meeting)		Hour PEAK/OFF PEAK	28.00 28.00
BIRCHWOOD SPORTSMAN ROOM (Non Meeting)		Hour PEAK/OFF PEAK	20.00 20.00
BIRCHWOOD CLUB ROOM		Hour PEAK/OFF PEAK	12.00 12.00
ROE HILL FUNCTION RATE	MAIN HALL	6pm to midnight	230.00 240.00
ROE HILL COMMUNITY USE	MAIN HALL	Hour 9am to 6pm	24.50 25.00
ROE HILL FUNCTION RATE (With Bar)		Hour 9am to 5pm	38.00 38.00
ROE HILL FUNCTION RATE (All Day)		9am to Midnight	330.00 350.00
LEMSFORD HALL FUNCTION RATE		6pm to midnight	230.00 240.00
LEMSFORD COMMUNITY USE		Hour 9am to 6pm	24.50 25.00
LEMSFORD HALL FUNCTION RATE (With Bar)		Hour 9am to 5pm	38.00 38.00
LEMSFORD HALL FUNCTION RATE (All Day)		9am to Midnight	330.00 350.00
HOWE DELL		Hour OFF PEAK	17.50 18.00
HOWE DELL		Hour Peak	23.50 25.00
BEECHES PERSONAL PROGRAMME	BEECHES	ONE OFF	20.50 20.50
FITNESS SUITE	BEECHES	Hour	6.00 6.00
OVER 60'S	BEECHES	Hour	3.00 3.00
CHILDREN'S PARTY & PARTY ROOM	BIRCHWOOD WITHOUT REFEREE		80.00 80.00
ALLOTMENT	From Oct 2021	PER PLOT	40.00 40.00
ALLOTMENT	From Oct 2021	OAP RATE	30.00 30.00
DAMAGE DEPOSIT REFUNDABLE - FUNCTION BOOKINGS			100.00 100.00
FITNESS CLASSES	BIRCHWOOD/ROE HILL	Hour	6.00 6.00
FUN ZONE	CHILD ENTRY 4 and Over	90 MINUTES	6.00 6.00
FUN ZONE	TODDLER ENTRY Age 1 to 3	90 MINUTES	5.00 5.00
FUN ZONE	EXCLUSIVE USE 2 HOURS	Mon to Thu	160.00 160.00
FUN ZONE	EXCLUSIVE USE 2 HOURS	Friday/Weekends	240.00 240.00
FUN ZONE	ANNUAL PASS		150.00 150.00
FUN ZONE	SUMMER PASS		50.00 50.00
FUN ZONE	STAY N PLAY		2.50 2.50
FUN ZONE	ADULT ENTRY - ALL ADULTS		1.50 1.50
PILATES	WEEKLY 1 HOUR SESSION	Monthly Standing Order	57.00 57.00
PILATES	WEEKLY 1 HOUR SESSION (new users)	Monthly Standing Order	57.00 57.00
PILATES	WEEKLY 2 x 1 HOUR SESSIONS	Monthly Standing Order	86.00 86.00
PILATES	WEEKLY 2 x 1 HOUR SESSIONS (new users)	Monthly Standing Order	86.00 86.00
PILATES	3 WEEK BEGINNERS COURSE		46.00 46.00
PILATES	TASTER SESSION		15.50 15.50
PILATES	ROOM HIRE	per hour	15.50 15.50

Profit & Loss Report 23rd Feb 22 – Notes

November 2021

Out of the ordinary expenditure includes:

- £4000 - May 21 elections – WHBC hadn't billed us!
- £924 - For annual Alcohol premises licences
- £13,000 - For Funzone slide which will come out of reserves

December 2021

Out of the ordinary expenditure includes:

- £2000 - Bluebell Way Xmas lights – will be repaid by funding
- £9600 - For Funzone boiler/heating which will come out of reserves

December income is historically low as our block bookings tend to follow school terms.

January 2022

Out of the ordinary expenditure includes:

- £5256 - Jan 22 elections
- £3000 - Stage payment for Public Consultation

We are slowly seeing pilates return and hope to see the continued growth.

We will receive our next Precept receipt of £468,500 on 1st April.

Our opening hours at Birchwood are currently 0900 to 2200hrs Mon to Fri and 0900 to 2000hrs Sat & 0900 to 1700hrs on Sun. We are only open if we have enough sustainable bookings, it has to be viable.

Energy prices are through the roof but that's the same as everywhere, we are monitoring our contracts.

Our two bars took circa £10k over the bar from November to Jan and that includes a very short month in December due to COVID Omicron restrictions.

Football is in full flow. We have 38 teams playing across our 14 pitches (adult & youth). The season will run until mid May and we have end of season tournaments booked in May & June.

Cricket season starts 3rd week in May until end of August.

PROFIT & LOSS NOV 2021

	<u>Period</u>	<u>Year to Date</u>
Sales		
Precept	£75,079.25	£60,633.75
Grants	£0.00	£8,407.00
Income	£49,014.20	£301,066.80
Purchases		
Expenditure - Grants Payable (Mayors grant)	£0.00	£600.00
Gross Profit/(Loss):	£124,093.45	£910,707.55
Overheads		
Support Costs - Rent and Rates	£10,104.84	£64,442.05
Support Costs - Utilities	£3,553.11	£20,180.17
Support Costs - Civic/Democratic	£4,067.20	£4,100.53
Support Costs - Printing/Stationery/Signage/Banners etc	£1,047.57	£5,630.52
All premises - Licences/Till systems/Broadband/Phone Systems	£7,823.14	£36,004.36
Support Costs - Equipment Hire and Rental	£139.99	£687.87
Support Costs - Maintenance & Upgrading	£13,414.21	£52,484.97
Support Costs - General Expenses	£18.31	£5,387.33
Management & Admin - Bank/Card system Charges & Interest	£513.94	£5,249.78
Gross Wages & Training, All other Staff Costs	£71,540.63	£482,813.51
Management & Admin - Professional & Audit Fees	£924.00	£10,473.74
Capital Expenses	£0.00	£0.00
Support Costs Fuel	£1,053.36	£9,339.20
Support Costs - Events/Walking Football	£720.00	£2,070.00
Support Costs - Premises expenses	£18,713.04	£74,135.38
Supports - Gen Expenses	£7,490.60	£37,532.18
Net Profit/(Loss):	£141,123.94	£810,531.59
	-£17,030.49	£100,175.96

PHYSICAL CASH IN BANK ACCOUNTS - AS AT 30 NOV 2021

CURRENT ACCOUNT =	£375,681.56
SAVINGS ACCOUNT =	£903,809.15

PROFIT & LOSS DEC 2021

	<u>Period</u>	<u>Year to Date</u>
Sales		
Precept	£75,079.25	£675,713.00
Grants	£0.00	£8,407.00
Income	£32,572.73	£333,639.53
Purchases		
Expenditure - Grants Payable (Mayors grant)	£0.00	£600.00
Gross Profit/(Loss):	£107,651.98	£1,018,359.50
Overheads		
Support Costs - Rent and Rates	£10,130.64	£74,572.69
Support Costs - Utilities	£5,306.39	£25,486.56
Support Costs - Civic/Democratic	£0.00	£4,100.53
Support Costs - Printing/Stationery/Signage/Banners etc	£335.66	£5,966.18
All premises - Licences/Till systems/Broadband/Phone Systems	£3,769.85	£39,774.21
Support Costs - Equipment Hire and Rental	£87.99	£775.86
Support Costs - Maintenance & Upgrading (inc vehicles)	£5,584.04	£58,069.01
Support Costs - General Expenses	£0.00	£5,387.33
Management & Admin - Bank/Card system Charges & Interest	£550.04	£5,799.82
Gross Wages & Training, All other Staff Costs	£64,658.25	£547,471.76
Management & Admin - Professional & Audit Fees	£427.50	£10,901.24
Capital Expenses	£0.00	£0.00
Support Costs Fuel	£1,018.69	£10,357.89
Support Costs - Events/Walking Football	£900.00	£2,970.00
Support Costs - Premises expenses	£14,578.86	£88,714.24
Supports - Gen Expenses	£4,100.46	£41,632.64
Net Profit/(Loss):	£111,448.37	£921,979.96
	-£3,796.39	£100,175.96

PHYSICAL CASH IN BANK ACCOUNTS - AS AT 31 DEC 2021	
CURRENT ACCOUNT =	£266,796.22
SAVINGS ACCOUNT =	£903,816.83

PROFIT & LOSS JAN 2022**Sales**

Precept	£75,079.25
Grants	£0.00
Income	£52,227.89

Period**Year to Date**

	£750,792.25
	£8,407.00
	£385,867.42

Purchases

Expenditure - Grants Payable (Mayors gr	£0.00
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£600.00

Gross Profit/(Loss):**£127,307.14****£1,145,666.60****Overheads**

Support Costs - Rent and Rates	£10,348.05
Support Costs - Utilities	£5,483.60
Support Costs - Civic/Democratic	£5,225.43
Support Costs - Printing/Stationery/Signa	£415.84
All premises - Licences/Till systems/Broad	£5,292.42
Support Costs - Equipment Hire and Rent	£63.99
Support Costs - Maintenance & Upgradin	£141.70
Support Costs - General Expenses	£29.93
Management & Admin - Bank/Card syste	£652.21
Gross Wages & Training, All other Staff C	£70,601.62
Management & Admin - Professional & A	£3,132.50
Capital Expenses	£0.00
Support Costs Fuel	£1,105.73
Support Costs - Events/Walking Football	£59.81
Support Costs - Premises expenses	£3,601.78
Supports - Gen Expenses	£3,590.17

	£84,920.74
	£30,970.16
	£9,325.96
	£6,382.02
	£45,066.63
	£839.85
	£58,210.71
	£5,417.26
	£6,452.03
	£618,073.38
	£14,033.74
	£0.00
	£11,463.62
	£3,029.81
	£92,316.02
	£45,222.81

£109,744.78**£1,031,724.70****Net Profit/(Loss):****£17,562.36****£113,941.90****PHYSICAL CASH IN BANK ACCOUNTS - AS AT 31 JAN 2022**

CURRENT ACCOUNT =	£192,322.14
SAVINGS ACCOUNT =	£903,824.51

AGENDA ITEM 7

FUNDING FOR OUTDOOR GYM EQUIPMENT – ST ALBANS RD EAST

The Borough Council s.106 Officer has advised that s.106 Funding “towards the provision of outdoor gym equipment at the play space at St. Albans Road East, Hatfield” has become available.

The funds are £28,160 and all quotes are on budget.

The contract was advertised on My Tenders and Contract Finder websites as required by Financial Regulations.

Caloo, FreshairFitness, Streetscape and Broxap all quoted. All prices are similar as they meet the budget set.

As the site is surrounded by properties on 3 sides Officers have not asked for a quotation for calisthenics equipment which can lead to overlooking or disturbance to neighbours if it was stood on at its higher points.

Head of Estates manages our 3 other sites which have outdoor gym equipment, each site was installed by Caloo and is his preferred option.

Any further details are available from the Head of Estates.

Strategic Plan	A healthy Community
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	Equipment chosen has minimised impact on neighbouring properties
Financial	Funding is through a s.106 payment
Resources (including workforce)	Advertisement of contract Managing the project
Risk Management	Installation RA provided by installer On-going weekly/monthly checks carried out by grounds staff and contractor.
Legal Implications	N/A