

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

7th December 2017.

To Members of the Leisure Committee

Councillors: Sara Bedford, Jean Bowman, Jane Lay, Robin Powell, Hitesh Tailor, Alison Ward & John Wyatt (Chairman).

The next meeting of the Leisure Committee will be held at the above address on Wednesday 13<sup>th</sup> December 2017 at 7:30 pm when your presence is summoned for the purpose of transacting the business outlined below. The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Apologies for Absence**  
To receive and accept apologies for absence.
2. **Declarations of Interest**  
To receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 18<sup>th</sup> October 2017.**
5. **Reports from Allotments Representatives**  
To receive reports from the Allotments Representatives.
6. **Reports from Sports Representatives**  
To receive reports from the Sports Representatives.
7. **Playing Fields Income**  
To consider the report on additional Playing Fields income following a review with tenant clubs. (Clerk's report item 1.)
8. **Fees & Charges 2018-2019**  
To consider the final draft of Fees & Charges for 2018-2019, finalise and recommend to the Parish Council for approval. (Enclosed schedule of charges.)
9. **Budget 2018-2019**
  - i. To consider the latest update of Key Projects. (Clerk's report item 2 and enclosed report.)
  - ii. To consider the latest revision of the committee pages for the above. (Clerk's report item 3 and enclosed budget pages.)
10. **Hertfordshire Year of Physical Activity 2018**  
To note the information received on the above. (Enclosed, further updates due in the New Year.)

## Abbots Langley Parish Council

### 11. Clerk's Report

To consider items not covered elsewhere on the agenda.

### 12. Exclusion of the Press and Public (Part II)

As the following items will consider matters related to the negotiations of a contract into which the Parish Council may be entering a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.

### 13. Bedmond Sports and Social Club

To consider the Business Overview summary received from the above. (Clerk's report PII, item 1 and enclosed copy email.)

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**Abbots Langley Parish Council**  
**Clerk's Report - Leisure Committee - December 2017**

**1. Playing Fields Income**

Officers reported to this committee in August (min 144ii) concerns about their being a mismatch between the number of teams declared on club booking forms and those reported on club and league websites.

As a result of the review the following additional invoices have been raised:

Evergreen Football Club Senior, 2 x Senior Teams @ £1100 = £2200

Evergreen Youth Football Club, 1 x Youth Team @ £375

Abbots Youth Football Club, 1 x Junior Team @ £375, plus 1 x Under 10 Team @ £103 = £478

Credit is due to colleagues who spent a considerable amount of work on this review including meeting with tenant clubs.

One issue that came out of the review is there is a mismatch between the football age groups on our Fees and Charges and those used by the clubs and the FA. This has caused confusion on both sides.

Further work needs to be done to model possible change options that would not have a significant impact on either the club's costs or the Parish Council's income. That work is underway and will be reported back to this committee.

**2. Key Projects**

The latest update of the above report is enclosed.

Members asked the Facilities Manger to investigate the cost of installing a water fountain and bottle refill station.

Attached is a graphic showing the proposed unit. We had originally considered a wall mounted unit but there were concerns that if this was seriously vandalised there was a risk of water ingress to the Manor House building. A free-standing unit was considered a safer option. The cost of the unit is £2,674 plus £350 for installation.

**3. Budget Variances 2017-2018**

The following were reported to the Finance and Administration Committee in November, as they involved budget matters, but are repeated here as these budget heads are the responsibility of this committee.

*Budget Head: Vehicles (pg 13.) - Code: 8140 Servicing & General Repairs*

Budget of £6,750 is projected to overspend by apx. £1,000, due to the failure of the gearbox and clutch on the Community Warden's van. This was an unplanned expenditure and the first significant non-routine vehicle costs we have had for some time. Estimated year-end expenditure for the code is £7,750.

*Budget Head: Playing Fields (pg 9.) - Code: 7234 Tree Works*

Budget of £12,000 is projected to overspend by apx. £8,000. Tree works are only carried out under instructions from our consultant arboriculturist. There have been extensive works instructed as a result of the tree risk assessments carried out this year.

The code although it sits in the Playing Fields budget head it covers all the tree works in the parish, not just playing fields.

Estimated year-end expenditure for the code is £20,000.

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Vehicles 2018-2020

*Triple Grass Cutter*

This is becoming end of life, but officers feel that it has at least one more grass cutting season left before maintenance costs become onerous. It is proposed that replacement options are considered at the beginning of the calendar year 2019, with a view to taking delivery of a replacement triple early in the 2019-2020 financial year, ahead of the grass cutting season. The replacement cost, nett of trade-in will be around £30,000.

*VW Caddy - Community Warden (GF59 XEV - 79,972 miles)*

This vehicle has just had a replacement clutch and some gearbox work, total cost just under £1,000. Now repaired it will still be in relatively good condition. The MoT is due in January 2018.

Given the costs of the transmission repair and the condition of the vehicle, replacement will be deferred until the 2019-2020 financial year. Replacement at today's cost, nett of trade in, would be apx. £8,000.

*Ford Transit - Works Team (LF58 CEA - 62,624 miles)*

This is now the oldest vehicle on the fleet, the MoT is due in January 2018. It is suggested that the vehicle is considered for replacement mid-2018, when it still has around six months MoT remaining. Replacement cost, nett of trade on, apx. £8,000-9,000.

The earmarked reserve for vehicle replacements in the budget for 2018-2019 is currently set as £47,000, which is probably about right for expenditure as detailed above.

4. Gas Cylinders - South Way Car Park

The Works Team litter picked the South Way Car Park on Friday 1<sup>st</sup> December and collected a number of gas cylinders. On Monday 4<sup>th</sup> December they collected a further forty cylinders from the car park.



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5. Tennis Club

The following is extracted from an email from Clare Millar at Penman Sedgwick (05/12/2017).

It updates the situation on the Tennis Club lease.

*"Following our last email exchange about this on 18/21 September, when you gave me the 'green light' to proceed, I wrote to the Tennis Club's solicitors as requested - see attached copy letter dated 22 September. I chased this up again by email on 16 October as I had not received any response, and I was then advised that the solicitor dealing with this matter for the Tennis Club had changed - the revised details are in the attached email received on 17 October. There followed an email exchange with the new solicitor on the same day - again copies of the emails are attached for your information, and as you can see I sent her the draft lease and title information at that point. I received a further email from her on 7 November in which she said that she had been through the draft but she was waiting for clarification from her client on what was proposed - the indication was that she would come back to me with comments on the draft within a few days, but I have not yet heard from her."*

Tim Perkins  
7th December 2017.

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