

Abbots Langley Parish Council

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15th October 2021.

To Members of the Leisure Committee

Councillors Sara Bedford, Jean Bowman, Liz Burns, Ruth Clark, Jane Lay, (Chairman), Simon Stanley, Jon Tankard, John Wyatt & Roxanne Yau.

The next meeting of the Leisure Committee will be held will be held at *Tanners Wood Hall, School Mead, Abbots Langley WD5 0LA* on Wednesday 20th October 2021 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.

Isabel Montesdeoca
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**
18th August 2021.
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. **Budget 2022-2023**
 - i. **Key Projects 2021 - 2023**
To consider the latest update of Key Projects.
(Key Projects report enclosed ^[1] and Clerk's report item 1.)
 - ii. **Budget Expenditure and Income 2021-2022**
To consider the first revision of the committee pages for the above.
(Committee pages from budget book v1 enclosed ^[1] and Clerk's report item 2.)
 - iii. **Fees & Charges 2022-2023**
To consider the first draft of Fees & Charges 2022-2023.
(Fees & Charges v1 enclosed ^[1] and Clerk's report item 3.)
8. **Evergreen FC - FA Pitch Improvement Programme**
To consider the report from the Clerk. (Clerk's report item 4.)

^[1] *Committee members only, others on request.*

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9. Manor House Allotments Beekeeping Agreement -

To consider the draft agreement for a pilot beekeeping program at Manor House Allotments. (Refer Leisure Comm. min 132) (Draft agreement enclosed.)

10. Clerk's Report

To consider items not covered elsewhere on the agenda.

- i. Pitch Fees 2021-2022 (Clerk's report item 5.)
- ii. Christmas Tree and Lights (Clerk's report item 6.)
- iii. Fireworks (Clerk's report item 7.)
- iv. Allotments (verbal update)

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Clerk's Report - Leisure Committee - October 2021

1. Key Projects

Projects that need considering at this meeting are highlighted on the Key Projects report.

Members are also asked to consider what large projects they want to commit to in the new financial year.

Projects that could potentially be prioritized for 2022-2023 include:

Already on the key projects list:

- Langleybury Play area - Replacement of legacy play equipment
- Primrose Hill Footpath Lights - Replacement with solar lights
- Equipment for Fitness Groups - Installation of specialist fitness equipment

Not on the key projects list:

- Manor House Tennis Courts Flood Lights - Reposition and replace poles
- Queen's Green Canopy - Planting trees for Queen's Jubilee

All of the above would need to be quoted or requoted to provide an accurate view of cost.

2. Budget Expenditure and Income 2021-2022

Budget Expenditure 2020-2021

Refer to the enclosed Leisure Committee budget sheets for discussion.

Income 2020-2021

To arrive at objective income numbers for Year End 2021-2022 and a new Budget 2022-2023, I have updated the income assumptions used by the previous Clerk and used that to estimate future income as a percentage of the updated baseline.

Updates to the baseline have been informed by the Q2 QBR figures and expected Q3 bookings. The assumptions made take into account that bookings are returning (slowly), and estimate that a return to pre-pandemic levels will take us into the 2022-2023 planning horizon.

The ramp period can be argued, but the situation that seems to be unfolding is that confirmed and provisional bookings for the October to December period are running at 46% of pre-pandemic levels for Manor House, and at 64% of pre-pandemic levels for Tanners Wood Hall. Assuming we continue on this trajectory, we would see bookings for Manor House reach 80% and bookings for Tanners Wood Hall reach 90% in the next budget year. This is consistent with the 3 year ramp forecast by the previous Clerk.

As the budget needs to be driven by data that can be explained to the auditors and used to support the precept we will be raising, this was the most objective method I found.

Refer to the enclosed "Commercial Income - Year End & Budget Assumptions" spreadsheet for discussion.

3. Fees & Charges 2022-2023

The allotments, pitch fees and lease rentals have been increased by between 2%-4%, which is in line with previous years increases.

We recommend keeping the charges for hiring the Manor House and Tanners Wood Hall at current levels in order to remain competitive against other venues for hire in the area.

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Oven hire, cutlery, crockery prices will also remain the same. We do, however, think it would be worth considering raising prices for drinks and will be doing some research to benchmark against other venues.

We have seen bookings and bar revenue slowly start to return in 2H2021 and we expect that to continue into 2022. As bookings return, we will need to continue to pursue profitable bookings (eg. larger events such as weddings) aggressively. It is recommended that Delegation of Authority is granted to the Facilities Manager/Clerk to agree discounts as appropriate to secure bookings which offer a significant booking and bar revenue opportunity. Any discounts of greater than 10% to be reported to this committee.

In parallel, however, we must actively pursue changes to how we support these events in order to protect the safety of attendees and bar/event staff. Identifying ways to increase throughput at the bar when ordering and paying is an area that needs to be considered to avoid large groups forming around the bar. It is understood that this may require additional investment but done right, it could also enhance the experience for attendees. It is recommended that officers be given the mandate to explore a range of ordering and payment options and bring these to a future Leisure and F&A committee meeting for review.

Refer to the enclosed "Fees & Charges v1" spreadsheet for discussion.

4. Evergreen FC Pitch Improvement Programme

Mark Ward, Chairman of Evergreen FC, Tim Perkins (former Clerk) and I met to discuss the above. It was agreed that the Clerk would draft a pro forma agreement based on a redacted agreement reached with another PCs. At the time of writing, this draft pro forma agreement has been shared with the FA for comment to ascertain if this approach would allow us to move forward in a way that is acceptable to both the Council as the site owner and the FA.

5. Pitch Fees 2021-2022

Invoices to the football clubs have been raised as usual with payment expected upfront, however, clubs have been notified that payment in instalments (Oct, Nov, Dec, Jan) can be arranged if needed to help clubs continue to deal with the lower than normal revenue due to the pandemic.

6. Christmas Tree and Lights

A Christmas Tree has been ordered for the church grounds. It will arrive w/c 15th November and be lit as per last year. Similarly, the lights for the High Street will be put up early but not switched on until December.

The Vicar of St Lawrence Church has been contacted to ascertain if the Church is comfortable holding a combined Christmas carol and Christmas lights switch on event this year on Church grounds. The Vicar is consulting with his wardens and will come back to us shortly so final arrangements can be made.

7. Fireworks

The Lions club has confirmed that the fireworks are going ahead this year. A risk assessment is being done and will be fairly straight forward. Unfortunately, due to the increased cost of the fireworks the number of fireworks purchased will be reduced.

Councillors should be aware there has been a question submitted by a resident regarding the impact of fireworks on the environment. Publicly available guidance from Ecotricity recommends families attend public events, such as the Lions event, to minimise the overall impact on the environment of bonfire night celebrations. Ecotricity also recommends setting off fewer fireworks, which once again this year's Lions event will do although this is due to cost.

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