

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Precept</u>							
1176 PRECEPT	549,767	664,282	664,282	0			
1178 MATURED INVESTMENTS	100,000	0	0	0			
Precept :- Income	649,767	664,282	664,282	0			0
Net Income	649,767	664,282	664,282	0			
<u>102 Interest</u>							
1296 INTEREST	4,041	3,913	1,400	(2,513)			
Interest :- Income	4,041	3,913	1,400	(2,513)			0
Net Income	4,041	3,913	1,400	(2,513)			
<u>103 Salaries</u>							
1301 SAL-STAFF SALARIES	283,935	130,749	310,000	179,251		179,251	
1302 SAL-EMP'RS NI	29,764	13,898	30,000	16,102		16,102	
1303 SAL-EMP'R SUPERANN	60,178	25,696	68,000	42,304		42,304	
1304 SAL- LOCUM STAFF	2,790	29,064	0	(29,064)		(29,064)	
Salaries :- Indirect Expenditure	376,667	199,406	408,000	208,594	0	208,594	0
Net Expenditure	(376,667)	(199,406)	(408,000)	(208,594)			
<u>104 Administration</u>							
1496 Neighbourhood Plan - GRANT	0	9,100	0	(9,100)			
1498 Localities GRANT - Shoham	0	2,500	0	(2,500)			
Administration :- Income	0	11,600	0	(11,600)			0
1402 MEMBERS' ALLOWANCES	3,600	4,400	5,016	616		616	
1405 CLERK TRAINING	787	0	1,000	1,000		1,000	
1407 ADM-STAFF TRAINING	1,345	(795)	3,000	3,795		3,795	
1408 ADM-STAFF TRAVEL	250	119	300	181		181	
1410 ADM-Kitchen Supplies	639	541	600	59		59	
1411 ADM-RECRUITMENT FEE	200	1,119	1,000	(119)		(119)	
1415 HEALTH & SAFETY	2,803	880	3,500	2,620		2,620	
1420 ADM-TELEPHONES	3,438	1,121	3,000	1,879		1,879	
1421 ADM-POSTAGE	2,188	416	2,000	1,584		1,584	
1422 ADM-STATIONERY	1,557	632	1,500	868		868	
1423 ADM-SUBS & PUBS	4,203	4,050	5,000	950		950	
1424 ADM-INSURANCE	3,861	4,537	4,000	(537)		(537)	
1426 ADM-HOSPITALITY	1,300	257	2,000	1,743		1,743	
1427 FLOWERS ETC-	168	57	150	93		93	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1429 MEETING COSTS	0	33	500	467		467	
1430 REMEMRANCE SUNDAY	115	596	1,200	604		604	
1434 ADM-MAYORAL/ DEPUTY ALLOW	950	2,226	2,267	41		41	
1435 ADM-MEMBERS TRAINING	30	112	1,500	1,388		1,388	
1436 ADM-MEMBERS EXPENSES	63	0	0	0		0	
1438 PHOTOCOPIER & PRINTING	1,551	1,004	2,500	1,496		1,496	
1439 I.T.SERVICES	3,867	3,741	12,000	8,259		8,259	
1440 SOFTWARE SUPPORT	2,699	2,976	3,000	24		24	
1441 HR/Worknest-Consultants	2,703	4,489	0	(4,489)		(4,489)	
1448 HBC-PAYROLL SERVICES	400	753	1,400	647		647	
1451 ADM-BANK CHARGES	1,636	1,142	2,000	858		858	
1456 ADM-REP & LEGAL FEES	1,026	0	5,000	5,000		5,000	
1457 ADM-AUDIT	3,243	2,435	3,500	1,065		1,065	
1459 ADVERTISING-PUBLICITY	733	101	500	399		399	
1483 CIVIC REGALIA	198	292	500	208		208	
1484 PARTNERSHIP WORKING	1,067	4,026	9,500	5,474		5,474	
1485 Neighbourhood Planning	(3,407)	6,071	0	(6,071)		(6,071)	
1486 Site Development Consultants	943	0	0	0		0	
1487 MERCHANDISING	0	0	300	300		300	
1488 Marketing	1,244	0	1,600	1,600		1,600	
1489 Football Tournament	0	9,777	10,000	223		223	
1490 CORONATION	0	2,073	1,500	(573)		(573)	
Administration :- Indirect Expenditure	45,401	59,183	90,833	31,650	0	31,650	0
Net Income over Expenditure	(45,401)	(47,583)	(90,833)	(43,250)			
<u>106 Community Hall</u>							
1681 COM-LETTINGS	32,082	19,126	25,000	5,874			
1687 VEH-CHARGING RECEIPTS	0	372	1,000	628			
Community Hall :- Income	32,082	19,497	26,000	6,503			0
1612 COM-WATER RATES	730	(324)	850	1,174		1,174	
1613 COM-ELECTRICITY	2,748	1,586	3,100	1,514		1,514	
1614 COM-GAS	5,371	1,398	6,000	4,602		4,602	
1616 CONSUMABLE SUPPLIES	1,193	701	1,500	799		799	
1617 COM-REFUSE COLLECTIO	2,999	3,291	3,100	(191)		(191)	
1628 COM-LICENSES	411	863	800	(63)		(63)	
1637 COM-MAINTENANCE	4,474	2,686	4,500	1,814		1,814	
1650 COM-FH CAR PARK LEASE	0	0	6,500	6,500		6,500	
1651 VEH-CHARGING	0	(244)	700	944		944	
Community Hall :- Indirect Expenditure	17,927	9,958	27,050	17,092	0	17,092	0
Net Income over Expenditure	14,155	9,540	(1,050)	(10,590)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>108 Cost of Elections</u>							
1800 TO ELECTION FUND	0	0	10,000	10,000		10,000	
Cost of Elections :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0
Net Expenditure	0	0	(10,000)	(10,000)			
<u>109 Contingency</u>							
1900 GENERAL CONTINGENCY	4,742	0	2,500	2,500		2,500	
Contingency :- Indirect Expenditure	4,742	0	2,500	2,500	0	2,500	0
Net Expenditure	(4,742)	0	(2,500)	(2,500)			
<u>201 Allotments</u>							
2185 ALL-RENT RECEIPTS	4,816	4,508	4,700	192			
2186 STAPLETON GARDENS s.106 FUND	0	4,625	0	(4,625)			
Allotments :- Income	4,816	9,133	4,700	(4,433)			0
2103 ALL-KEY DEPOSIT FUND	0	(7)	0	7		7	
2112 ALL-WATER RATES	2,405	606	2,000	1,394		1,394	
2116 ALL-SUPPLIES	707	507	1,000	493		493	
2117 TROPHIES	200	83	200	117		117	
2140 ALL-GEN MAINT	1,000	(311)	500	811		811	
2141 TREE MAINTENANCE	2,800	0	0	0		0	
2142 ALL-SKIP HIRE	628	0	800	800		800	
2143 ALL-MOWER MAINT	320	80	200	120		120	
Allotments :- Indirect Expenditure	8,061	958	4,700	3,742	0	3,742	0
Net Income over Expenditure	(3,245)	8,175	0	(8,175)			
<u>202 War Memorials</u>							
2203 WAR MEM-MAINTENANCE	260	0	510	510		510	
War Memorials :- Indirect Expenditure	260	0	510	510	0	510	0
Net Expenditure	(260)	0	(510)	(510)			
<u>203 Churchyards</u>							
2377 CHU-BOROUGH GRANT	1,589	0	2,589	2,589			
2378 SECTION 106-AGREEMT	2,810	0	2,300	2,300			
Churchyards :- Income	4,399	0	4,889	4,889			0
2337 TREE WORKS	2,067	0	2,000	2,000		2,000	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
2339 CHU-MAINTENANCE	797	0	800	800		800	
Churchyards :- Indirect Expenditure	2,864	0	2,800	2,800	0	2,800	0
Net Income over Expenditure	1,536	0	2,089	2,089			
<u>205 Clocks</u>							
2538 CLO-MAINTENANCE	737	269	1,000	731		731	
Clocks :- Indirect Expenditure	737	269	1,000	731	0	731	0
Net Expenditure	(737)	(269)	(1,000)	(731)			
<u>206 Street Furniture</u>							
2637 STR-MAINTENANCE	562	16	2,000	1,984		1,984	
Street Furniture :- Indirect Expenditure	562	16	2,000	1,984	0	1,984	0
Net Expenditure	(562)	(16)	(2,000)	(1,984)			
<u>207 Equipment</u>							
2746 EQU-NEW TOOLS/EQUIPM	1,209	(757)	800	1,557		1,557	
Equipment :- Indirect Expenditure	1,209	(757)	800	1,557	0	1,557	0
Net Expenditure	(1,209)	757	(800)	(1,557)			
<u>209 Van</u>							
2943 VAN- SERVICE, MOT & REPAIR	1,940	15	0	(15)		(15)	
2944 VAN-CHARGING	1,214	0	0	0		0	
2945 VAN- TAX & INSURANCE	1,650	(73)	2,000	2,073		2,073	
2948 Electric Van Costs	248	5,487	3,000	(2,487)		(2,487)	
Van :- Indirect Expenditure	5,052	5,430	5,000	(430)	0	(430)	0
Net Expenditure	(5,052)	(5,430)	(5,000)	430			
<u>301 Entertainments</u>							
3148 Fireworks Sponsorship	0	0	5,750	5,750			
3186 TICKET SALES CHRISTMAS	630	0	700	700			
Entertainments :- Income	630	0	6,450	6,450			0
3110 EVENT STAFF	2,022	0	0	0		0	
3125 ENT-PUBLICITY	454	0	500	500		500	
3126 BAND & HALL CHRISTMAS	1,102	138	1,100	963		963	
3127 EVENTS-HOSPITALITY	734	160	600	440		440	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3130 ENT-FIREWORKS DISPLA	10,000	10,000	10,000	0		0	
3131 FIREWORKS SOUND	1,732	0	1,800	1,800		1,800	
3133 FILM PLAQUE INSTALL	0	0	1,000	1,000		1,000	
3142 EQUIPMENT PURCHASE & HIRE	1,663	1,145	1,600	455		455	
3143 British Red Cross-First Aider	1,015	248	1,500	1,252		1,252	
3147 New Initiatives	7,123	0	5,000	5,000		5,000	
Entertainments :- Indirect Expenditure	25,846	11,691	23,100	11,409	0	11,409	0
Net Income over Expenditure	(25,215)	(11,691)	(16,650)	(4,959)			
302 Civic Festival							
3287 Ticket Sales-Others	912	779	3,475	2,696			
3291 STALLS HIRE-F/DAY	450	200	500	300			
Civic Festival :- Income	1,362	979	3,975	2,996			0
3210 EVENT STAFF	4,050	3,065	5,000	1,935		1,935	
3225 CIV-PUBLICITY	0	0	300	300		300	
3226 CIV-HOSPITALITY	0	0	500	500		500	
3229 CIV-EVENT/ARTISTE FEES	15,659	18,100	18,000	(100)		(100)	
3232 CIV-PRIZES/TROPHYS	282	160	400	240		240	
3235 FLOATS-F/ASSISTANCE	1,192	0	2,000	2,000		2,000	
3241 CIV-PREMISES HIRE	750	300	750	450		450	
3248 ITEM PURCHASE/HIRE	3,071	802	3,000	2,198		2,198	
Civic Festival :- Indirect Expenditure	25,004	22,427	29,950	7,523	0	7,523	0
Net Income over Expenditure	(23,642)	(21,448)	(25,975)	(4,527)			
303 Town Centre - Initiatives							
3305 Teddy's Trails Book Sales	330	120	350	230			
Town Centre - Initiatives :- Income	330	120	350	230			0
Net Income	330	120	350	230			
401 Grants							
4161 Community Grant Awards	7,125	1,000	10,000	9,000		9,000	
4190 Budgeted Grant - BETTA	0	0	1,500	1,500		1,500	
Grants :- Indirect Expenditure	7,125	1,000	11,500	10,500	0	10,500	0
Net Expenditure	(7,125)	(1,000)	(11,500)	(10,500)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>403 School Swimming</u>							
4363 SWI-TRANS & ADMITANC	32,395	27,538	31,000	3,462		3,462	
School Swimming :- Indirect Expenditure	32,395	27,538	31,000	3,462	0	3,462	0
Net Expenditure	(32,395)	(27,538)	(31,000)	(3,462)			
<u>404 Town Twinning</u>							
4464 TWI-ACTIVITIES	5,339	2,461	10,000	7,539		7,539	
Town Twinning :- Indirect Expenditure	5,339	2,461	10,000	7,539	0	7,539	0
Net Expenditure	(5,339)	(2,461)	(10,000)	(7,539)			
<u>405 Town News</u>							
4581 Town Crier Adverts	3,646	(344)	8,000	8,344			
Town News :- Income	3,646	(344)	8,000	8,344			0
4566 Town Crier Production	40,767	7,401	12,750	5,349		5,349	
4568 Town Crier Distribution	4,875	0	1,000	1,000		1,000	
Town News :- Indirect Expenditure	45,642	7,401	13,750	6,349	0	6,349	0
Net Income over Expenditure	(41,996)	(7,745)	(5,750)	1,995			
<u>406 Youth Council</u>							
4666 YOU-ACTIVITIES	278	4	500	496		496	
Youth Council :- Indirect Expenditure	278	4	500	496	0	496	0
Net Expenditure	(278)	(4)	(500)	(496)			
<u>407 Coach Trips</u>							
4787 COA-TICKET SALES	6,174	6,128	7,717	1,589			
Coach Trips :- Income	6,174	6,128	7,717	1,589			0
4767 COA-COACH HIRE/ADMIN	10,470	11,470	10,470	(1,000)		(1,000)	
Coach Trips :- Indirect Expenditure	10,470	11,470	10,470	(1,000)	0	(1,000)	0
Net Income over Expenditure	(4,296)	(5,342)	(2,753)	2,589			
<u>408 Christmas Decorations</u>							
4846 CHR-HIRE CHARGE	12,500	0	12,500	12,500		12,500	
4847 SWITCH ON CEREMONY	5,345	4,300	5,500	1,200		1,200	
4868 CHR-CONTRACT	14,760	11,285	15,000	3,715		3,715	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4869 CHR-MAINT/ELECTICITY	1,000	0	1,300	1,300		1,300	
4870 CHR-REWIRING/TIME C	1,239	1,968	2,500	533		533	
4871 Chanukah Lights	0	0	5,500	5,500		5,500	
Christmas Decorations :- Indirect Expenditure	34,844	17,553	42,300	24,748	0	24,748	0
Net Expenditure	(34,844)	(17,553)	(42,300)	(24,748)			
Grand Totals:- Income	707,246	715,309	727,763	12,454			
Expenditure	650,422	376,006	727,763	351,757	0	351,757	
Net Income over Expenditure	56,824	339,303	0	(339,303)			
Movement to/(from) Gen Reserve	56,824	339,303					

Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Precept											
1176	PRECEPT	549,767	549,767	0	0	664,282	0	664,282	664,282	684,210	0	0
1178	MATURED INVESTMENTS	0	100,000	0	0	0	0	0	0	0	0	0
	Total Income	549,767	649,767	0	0	664,282	0	664,282	664,282	684,210	0	0
	Movement to/(from) Gen Reserve	549,767	649,767			664,282		664,282	664,282	684,210		
102	Interest											
1296	INTEREST	3,000	4,041	0	0	1,400	0	1,400	3,913	0	0	0
	Total Income	3,000	4,041	0	0	1,400	0	1,400	3,913	0	0	0
	Movement to/(from) Gen Reserve	3,000	4,041			1,400		1,400	3,913	0		
103	Salaries											
1301	SAL-STAFF SALARIES	287,210	283,935	0	0	310,000	0	310,000	130,749	305,000	0	0
1302	SAL-EMP'RS NI	27,662	29,764	0	0	30,000	0	30,000	13,898	35,000	0	0
1303	SAL-EMP'R SUPERANN	62,542	60,178	0	0	68,000	0	68,000	25,696	65,000	0	0
1304	SAL- LOCUM STAFF	2,790	2,790	0	0	0	0	0	29,064	0	0	0
	Overhead Expenditure	380,204	376,667	0	0	408,000	0	408,000	199,406	405,000	0	0
	Movement to/(from) Gen Reserve	(380,204)	(376,667)			(408,000)		(408,000)	(199,406)	(405,000)		
104	Administration											
1496	Neighbourhood Plan - GRANT	0	0	0	0	0	0	0	9,100	0	0	0
1498	Localities GRANT - Shoham	0	0	0	0	0	0	0	2,500	0	0	0
	Total Income	0	0	0	0	0	0	0	11,600	0	0	0
1402	MEMBERS' ALLOWANCES	3,600	3,600	0	0	5,016	0	5,016	4,400	4,400	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1405	CLERK TRAINING	1,000	787	0	0	1,000	0	1,000	0	1,000	0	0
1407	ADM-STAFF TRAINING	3,000	1,345	0	0	3,000	0	3,000	-795	3,000	0	0
1408	ADM-STAFF TRAVEL	300	250	0	0	300	0	300	119	300	0	0
1410	ADM-Kitchen Supplies	600	639	0	0	600	0	600	541	1,000	0	0
1411	ADM-RECRUITMENT FEE	2,000	200	0	0	1,000	0	1,000	1,119	1,000	0	0
1415	HEALTH & SAFETY	3,000	2,803	0	0	3,500	0	3,500	880	0	0	0
1420	ADM-TELEPHONES	2,600	3,438	0	0	3,000	0	3,000	1,121	0	0	0
1421	ADM-POSTAGE	1,800	2,188	0	0	2,000	0	2,000	416	1,500	0	0
1422	ADM-STATIONERY	2,000	1,557	0	0	1,500	0	1,500	632	1,500	0	0
1423	ADM-SUBS & PUBS	4,500	4,203	0	0	5,000	0	5,000	4,050	5,000	0	0
1424	ADM-INSURANCE	3,900	3,861	0	0	4,000	0	4,000	4,537	6,000	0	0
1426	ADM-HOSPITALITY	1,300	1,300	0	0	2,000	0	2,000	257	1,000	0	0
1427	FLOWERS ETC-SICKNESS/CONDOLENC	150	168	0	0	150	0	150	57	150	0	0
1429	MEETING COSTS	0	0	0	0	500	0	500	33	500	0	0
1430	REMEMRANCE SUNDAY	500	115	0	0	1,200	0	1,200	596	1,200	0	0
1434	ADM-MAYORAL/ DEPUTY ALLOW	950	950	0	0	2,267	0	2,267	2,226	1,950	0	0
1435	ADM-MEMBERS TRAINING	750	30	0	0	1,500	0	1,500	112	500	0	0
1436	ADM-MEMBERS EXPENSES	300	63	0	0	0	0	0	0	0	0	0
1438	PHOTOCOPIER & PRINTING	2,500	1,551	0	0	2,500	0	2,500	1,004	2,500	0	0
1439	I.T.SERVICES	4,000	3,867	0	0	12,000	0	12,000	3,741	0	0	0
1440	SOFTWARE SUPPORT	2,600	2,699	0	0	3,000	0	3,000	2,976	0	0	0
1441	HR/Worknest-Consultants	5,000	2,703	0	0	0	0	0	4,489	6,000	0	0
1448	HBC-PAYROLL SERVICES	500	400	0	0	1,400	0	1,400	753	1,500	0	0
1451	ADM-BANK CHARGES	1,320	1,636	0	0	2,000	0	2,000	1,142	2,000	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1456	ADM-REP & LEGAL FEES	5,000	1,026	0	0	5,000	0	5,000	0	5,000	0	0
1457	ADM-AUDIT	3,000	3,243	0	0	3,500	0	3,500	2,435	3,500	0	0
1459	ADVERTISING-PUBLICITY	1,000	733	0	0	500	0	500	101	250	0	0
1483	CIVIC REGALIA	200	198	0	0	500	0	500	292	500	0	0
1484	PARTNERSHIP WORKING	2,000	1,067	0	0	9,500	0	9,500	4,026	9,500	0	0
1485	Neighbourhood Planning	0	-3,407	0	0	0	0	0	6,071	0	0	0
1486	Site Development Consultants	5,000	943	0	0	0	0	0	0	0	0	0
1487	MERCHANDISING	0	0	0	0	300	0	300	0	300	0	0
1488	Marketing	1,600	1,244	0	0	1,600	0	1,600	0	1,000	0	0
1489	Football Tournament	0	0	0	0	10,000	0	10,000	9,777	0	0	0
1490	CORONATION	0	0	0	0	1,500	0	1,500	2,073	0	0	0
Overhead Expenditure		65,970	45,401	0	0	90,833	0	90,833	59,183	62,050	0	0
Movement to/(from) Gen Reserve		(65,970)	(45,401)			(90,833)		(90,833)	(47,583)	(62,050)		
105	IT Services											
1501	IT-Microsoft Licences	0	0	0	0	0	0	0	0	2,500	0	0
1502	IT-Backup Services	0	0	0	0	0	0	0	0	1,500	0	0
1503	IT-Anti-Virus	0	0	0	0	0	0	0	0	1,200	0	0
1504	IT-General Support	0	0	0	0	0	0	0	0	10,000	0	0
1505	IT-Website Hosting Support	0	0	0	0	0	0	0	0	1,200	0	0
1506	IT-Web Domains	0	0	0	0	0	0	0	0	300	0	0
1507	IT-Rialtas	0	0	0	0	0	0	0	0	3,000	0	0
1508	IT-Telephones	0	0	0	0	0	0	0	0	1,000	0	0
1509	IT-Internet	0	0	0	0	0	0	0	0	400	0	0
1510	IT-Equipment	0	0	0	0	0	0	0	0	1,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	0	0	0	0	0	0	22,600	0	0
Movement to/(from) Gen Reserve		0	0			0		0	0	(22,600)		
106	Community Hall											
1681	COM-LETTINGS	30,000	32,082	0	0	25,000	0	25,000	19,126	25,000	0	0
1687	VEH-CHARGING RECEIPTS	0	0	0	0	1,000	0	1,000	372	1,000	0	0
Total Income		30,000	32,082	0	0	26,000	0	26,000	19,497	26,000	0	0
1612	COM-WATER RATES	800	730	0	0	850	0	850	-324	850	0	0
1613	COM-ELECTRICITY	3,000	2,748	0	0	3,100	0	3,100	1,586	4,500	0	0
1614	COM-GAS	5,500	5,371	0	0	6,000	0	6,000	1,398	8,000	0	0
1616	CONSUMABLE SUPPLIES	1,100	1,193	0	0	1,500	0	1,500	701	1,500	0	0
1617	COM-REFUSE COLLECTIO	2,700	2,999	0	0	3,100	0	3,100	3,291	3,500	0	0
1628	COM-LICENSES	800	411	0	0	800	0	800	863	1,000	0	0
1634	COM-H&S MAINT	0	0	0	0	0	0	0	0	1,000	0	0
1635	COM-SECURITY MAINT	0	0	0	0	0	0	0	0	1,000	0	0
1636	COM-CAR PARK BARRIER	0	0	0	0	0	0	0	0	1,000	0	0
1637	COM-MAINTENANCE	4,500	4,474	0	0	4,500	0	4,500	2,686	3,000	0	0
1650	COM-FH CAR PARK LEASE	0	0	0	0	6,500	0	6,500	0	6,500	0	0
1651	VEH-CHARGING	0	0	0	0	700	0	700	-244	0	0	0
Overhead Expenditure		18,400	17,927	0	0	27,050	0	27,050	9,958	31,850	0	0
Movement to/(from) Gen Reserve		11,600	14,155			(1,050)		(1,050)	9,540	(5,850)		
108	Cost of Elections											
1800	TO ELECTION FUND	10,000	0	0	0	10,000	0	10,000	0	10,000	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		10,000	0	0	0	10,000	0	10,000	0	10,000	0	0
Movement to/(from) Gen Reserve		(10,000)	0			(10,000)		(10,000)	0	(10,000)		
109	Contingency											
1900	GENERAL CONTINGENCY	2,500	4,742	0	0	2,500	0	2,500	0	2,500	0	0
Overhead Expenditure		2,500	4,742	0	0	2,500	0	2,500	0	2,500	0	0
Movement to/(from) Gen Reserve		(2,500)	(4,742)			(2,500)		(2,500)	0	(2,500)		
201	Allotments											
2185	ALL-RENT RECEIPTS	4,850	4,816	0	0	4,700	0	4,700	4,508	6,000	0	0
2186	STAPLETON GARDENS s.106 FUND	0	0	0	0	0	0	0	4,625	0	0	0
Total Income		4,850	4,816	0	0	4,700	0	4,700	9,133	6,000	0	0
2103	ALL-KEY DEPOSIT FUND	0	0	0	0	0	0	0	-7	0	0	0
2112	ALL-WATER RATES	2,500	2,405	0	0	2,000	0	2,000	606	2,000	0	0
2116	ALL-SUPPLIES	1,000	707	0	0	1,000	0	1,000	507	0	0	0
2117	TROPHIES	200	200	0	0	200	0	200	83	100	0	0
2140	ALL-GEN MAINT	1,000	1,000	0	0	500	0	500	-311	500	0	0
2141	TREE MAINTENANCE	1,500	2,800	0	0	0	0	0	0	2,000	0	0
2142	ALL-SKIP HIRE	800	628	0	0	800	0	800	0	0	0	0
2143	ALL-MOWER MAINT	350	320	0	0	200	0	200	80	0	0	0
Overhead Expenditure		7,350	8,061	0	0	4,700	0	4,700	958	4,600	0	0
Movement to/(from) Gen Reserve		(2,500)	(3,245)			0		0	8,175	1,400		
202	War Memorials											

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
2203	WAR MEM-MAINTENANCE	600	260	0	0	510	0	510	0	500	0	0
	Overhead Expenditure	600	260	0	0	510	0	510	0	500	0	0
	Movement to/(from) Gen Reserve	(600)	(260)			(510)		(510)	0	(500)		
203	Churchyards											
2377	CHU-BOROUGH GRANT	2,589	1,589	0	0	2,589	0	2,589	0	2,589	0	0
2378	SECTION 106-AGREEMT	2,200	2,810	0	0	2,300	0	2,300	0	2,300	0	0
	Total Income	4,789	4,399	0	0	4,889	0	4,889	0	4,889	0	0
2337	TREE WORKS	2,000	2,067	0	0	2,000	0	2,000	0	2,000	0	0
2339	CHU-MAINTENANCE	800	797	0	0	800	0	800	0	1,000	0	0
	Overhead Expenditure	2,800	2,864	0	0	2,800	0	2,800	0	3,000	0	0
	Movement to/(from) Gen Reserve	1,989	1,536			2,089		2,089	0	1,889		
204	Site Wardens											
2401	WARDEN-GENERAL SUPPLIES	0	0	0	0	0	0	0	0	1,000	0	0
2402	WARDEN-TOOL MAINT	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	3,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(3,000)		
205	Clocks											
2538	CLO-MAINTENANCE	1,000	737	0	0	1,000	0	1,000	269	1,000	0	0
	Overhead Expenditure	1,000	737	0	0	1,000	0	1,000	269	1,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(737)			(1,000)		(1,000)	(269)	(1,000)		

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
206	Street Furniture											
2637	STR-MAINTENANCE	2,000	562	0	0	2,000	0	2,000	16	500	0	0
	Overhead Expenditure	2,000	562	0	0	2,000	0	2,000	16	500	0	0
	Movement to/(from) Gen Reserve	(2,000)	(562)			(2,000)		(2,000)	(16)	(500)		
207	Equipment											
2746	EQU-NEW TOOLS/EQUIPM	1,000	1,209	0	0	800	0	800	-757	0	0	0
	Overhead Expenditure	1,000	1,209	0	0	800	0	800	-757	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(1,209)			(800)		(800)	757	0		
209	Van											
2943	VAN- SERVICE, MOT & REPAIR	2,600	1,940	0	0	0	0	0	15	0	0	0
2944	VAN-CHARGING	200	1,214	0	0	0	0	0	0	500	0	0
2945	VAN- TAX & INSURANCE	2,000	1,650	0	0	2,000	0	2,000	-73	1,000	0	0
2948	Electric Van Costs	1,000	248	0	0	3,000	0	3,000	5,487	8,200	0	0
	Overhead Expenditure	5,800	5,052	0	0	5,000	0	5,000	5,430	9,700	0	0
	Movement to/(from) Gen Reserve	(5,800)	(5,052)			(5,000)		(5,000)	(5,430)	(9,700)		
301	Entertainments											
3148	Fireworks Sponsorship	0	0	0	0	5,750	0	5,750	0	5,000	0	0
3186	TICKET SALES CHRISTMAS	700	630	0	0	700	0	700	0	700	0	0
	Total Income	700	630	0	0	6,450	0	6,450	0	5,700	0	0
3110	EVENT STAFF	2,000	2,022	0	0	0	0	0	0	0	0	0
3125	ENT-PUBLICITY	450	454	0	0	500	0	500	0	500	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3126	BAND & HALL CHRISTMAS	1,100	1,102	0	0	1,100	0	1,100	138	1,100	0	0
3127	EVENTS-HOSPITALITY	600	734	0	0	600	0	600	160	600	0	0
3130	ENT-FIREWORKS DISPLA	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
3131	FIREWORKS SOUND	1,800	1,732	0	0	1,800	0	1,800	0	2,000	0	0
3133	FILM PLAQUE INSTALL	0	0	0	0	1,000	0	1,000	0	1,000	0	0
3142	EQUIPMENT PURCHASE & HIRE	1,600	1,663	0	0	1,600	0	1,600	1,145	1,600	0	0
3143	British Red Cross-First Aider	1,500	1,015	0	0	1,500	0	1,500	248	1,000	0	0
3147	New Initiatives	5,000	7,123	0	0	5,000	0	5,000	0	5,000	0	0
Overhead Expenditure		24,050	25,846	0	0	23,100	0	23,100	11,691	22,800	0	0
Movement to/(from) Gen Reserve		(23,350)	(25,215)			(16,650)		(16,650)	(11,691)	(17,100)		
302	Civic Festival											
3287	Ticket Sales-Others	600	912	0	0	3,475	0	3,475	779	3,400	0	0
3291	STALLS HIRE-F/DAY	800	450	0	0	500	0	500	200	500	0	0
Total Income		1,400	1,362	0	0	3,975	0	3,975	979	3,900	0	0
3210	EVENT STAFF	4,000	4,050	0	0	5,000	0	5,000	3,065	5,000	0	0
3225	CIV-PUBLICITY	300	0	0	0	300	0	300	0	300	0	0
3226	CIV-HOSPITALITY	0	0	0	0	500	0	500	0	500	0	0
3229	CIV-EVENT/ARTISTE FEES	29,000	15,659	0	0	18,000	0	18,000	18,100	18,100	0	0
3232	CIV-PRIZES/TROPHYS	400	282	0	0	400	0	400	160	400	0	0
3235	FLOATS-F/ASSISTANCE	2,025	1,192	0	0	2,000	0	2,000	0	1,000	0	0
3241	CIV-PREMISES HIRE	700	750	0	0	750	0	750	300	750	0	0
3248	ITEM PURCHASE/HIRE	3,000	3,071	0	0	3,000	0	3,000	802	3,000	0	0
Overhead Expenditure		39,425	25,004	0	0	29,950	0	29,950	22,427	29,050	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(38,025)	(23,642)			(25,975)		(25,975)	(21,448)	(25,150)		
303	Town Centre - Initiatives											
3305	Teddy's Trails Book Sales	800	330	0	0	350	0	350	120	150	0	0
	Total Income	800	330	0	0	350	0	350	120	150	0	0
	Movement to/(from) Gen Reserve	800	330			350		350	120	150		
401	Grants											
4161	Community Grant Awards	10,000	7,125	0	0	10,000	0	10,000	1,000	10,000	0	0
4190	Budgeted Grant - BETTA	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
	Overhead Expenditure	11,500	7,125	0	0	11,500	0	11,500	1,000	11,500	0	0
	Movement to/(from) Gen Reserve	(11,500)	(7,125)			(11,500)		(11,500)	(1,000)	(11,500)		
403	School Swimming											
4363	SWI-TRANS & ADMITANC	31,000	32,395	0	0	31,000	0	31,000	27,538	45,000	0	0
	Overhead Expenditure	31,000	32,395	0	0	31,000	0	31,000	27,538	45,000	0	0
	Movement to/(from) Gen Reserve	(31,000)	(32,395)			(31,000)		(31,000)	(27,538)	(45,000)		
404	Town Twinning											
4464	TWI-ACTIVITIES	5,500	5,339	0	0	10,000	0	10,000	2,461	10,000	0	0
	Overhead Expenditure	5,500	5,339	0	0	10,000	0	10,000	2,461	10,000	0	0
	Movement to/(from) Gen Reserve	(5,500)	(5,339)			(10,000)		(10,000)	(2,461)	(10,000)		
405	Town News											
4581	Town Crier Adverts	3,000	3,646	0	0	8,000	0	8,000	-344	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		3,000	3,646	0	0	8,000	0	8,000	-344	1,000	0	0
4566	Town Crier Production	25,500	40,767	0	0	12,750	0	12,750	7,401	6,000	0	0
4568	Town Crier Distribution	4,200	4,875	0	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure		29,700	45,642	0	0	13,750	0	13,750	7,401	7,000	0	0
Movement to/(from) Gen Reserve		(26,700)	(41,996)			(5,750)		(5,750)	(7,745)	(6,000)		
406	Youth Council											
4666	YOU-ACTIVITIES	500	278	0	0	500	0	500	4	500	0	0
Overhead Expenditure		500	278	0	0	500	0	500	4	500	0	0
Movement to/(from) Gen Reserve		(500)	(278)			(500)		(500)	(4)	(500)		
407	Coach Trips											
4787	COA-TICKET SALES	5,200	6,174	0	0	7,717	0	7,717	6,128	7,000	0	0
Total Income		5,200	6,174	0	0	7,717	0	7,717	6,128	7,000	0	0
4767	COA-COACH HIRE/ADMIN	9,400	10,470	0	0	10,470	0	10,470	11,470	11,500	0	0
Overhead Expenditure		9,400	10,470	0	0	10,470	0	10,470	11,470	11,500	0	0
Movement to/(from) Gen Reserve		(4,200)	(4,296)			(2,753)		(2,753)	(5,342)	(4,500)		
408	Christmas Decorations											
4846	CHR-HIRE CHARGE	12,500	12,500	0	0	12,500	0	12,500	0	12,500	0	0
4847	SWITCH ON CEREMONY	5,500	5,345	0	0	5,500	0	5,500	4,300	5,500	0	0
4868	CHR-CONTRACT	15,000	14,760	0	0	15,000	0	15,000	11,285	15,000	0	0
4869	CHR-MAINT/ELECTICITY	1,000	1,000	0	0	1,300	0	1,300	0	2,000	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Budget 2023/24 (Draft 2024/25 Budgets)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4870	CHR-REWIRING/TIME C	2,500	1,239	0	0	2,500	0	2,500	1,968	2,500	0	0
4871	Chanukah Lights	0	0	0	0	5,500	0	5,500	0	5,500	0	0
	Overhead Expenditure	36,500	34,844	0	0	42,300	0	42,300	17,553	43,000	0	0
	Movement to/(from) Gen Reserve	(36,500)	(34,844)			(42,300)		(42,300)	(17,552)	(43,000)		
	Total Budget Income	603,506	707,246	0	0	727,763	0	727,763	715,309	738,849	0	0
	Expenditure	685,199	650,422	0	0	727,763	0	727,763	376,006	736,650	0	0
	Movement to/(from) Gen Reserve	(81,693)	56,824			0		0	339,303	2,199		



Elstree and Borehamwood Town Council

Equality and Diversity Policy Statement

The aim of this Policy is to communicate the commitment of Elstree and Borehamwood Town Council to the principles of fairness and valuing diversity for everyone who lives, works, invests or visits Elstree and Borehamwood.

The Council recognises that everyone who lives in the community has a stake in the future of Elstree and Borehamwood and wants its activities to be accessible, relevant, and meaningful to everyone. It also seeks to reduce social exclusion by making its services, facilities, and resources more responsive to community and individual needs.

It is committed to equality of opportunity in all aspects of employment. All employees will be treated equally regardless of gender, race, colour or nationality, age, disability, sexual orientation, religious and political beliefs, marital status, or offending history.

It is also committed to achieving the highest standard of service delivery and employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment. It is also to promote dignity at work and respect of each other through embracing diversity and celebrating differences at all times.

The purpose of this Policy is to ensure that all employees, contractors, job applicants and customers of Elstree and Borehamwood Town Council will be treated fairly by the Council and its employees, and by contractors employed by the Council. The Council is therefore committed to ways of working and communicating which ensure that no service user (or potential service user) or employee experiences unfair discrimination and harassment.

The aim is to serve all members of the communities in the Town Council area. If people from some social groups are under-represented, the Council will endeavour to develop strategies to reach them.

The Council posts the following statement (as a poster in reception area):

Elstree and Borehamwood Town Council

Equality and Diversity Policy Statement

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Equality Act 2010: The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age

Race

Religion or Belief

Disability

Sex

Gender Reassignment

Marriage and Civil Partnership

Sexual Orientation

Pregnancy and Maternity

Review Body: General Management Committee

Date Policy Reviewed: November 2023

Review Period: every 1 year

Next Review: November 2024



Elstree and Borehamwood Town Council

Equality and Diversity Policy Statement

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The Council recognises that everyone who lives in the community has a stake in the future of Elstree and Borehamwood and wants its activities to be accessible, relevant, and meaningful to everyone. It also seeks to reduce social exclusion by making its services, facilities, and resources more responsive to community and individual needs.

It is committed to equality of opportunity in all aspects of employment. All employees will be treated equally regardless of gender, race, colour or nationality, age, disability, sexual orientation, religious and political beliefs, marital status or offending history.

It is also committed to achieving the highest standard of service delivery and employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment. It is also to promote dignity at work and respect of each other through embracing diversity and celebrating differences at all times.

The purpose of this Policy is to ensure that all employees, contractors, job applicants and customers of Elstree and Borehamwood Town Council will be treated fairly by the Council and its employees, and by contractors employed by the Council. The Council is therefore committed to ways of working and communicating which ensure that no service user (or potential service user) or employee experiences unfair discrimination and harassment.

The aim is to serve all members of the communities in the Town Council area. If people from some social groups are under-represented, the Council will endeavour to develop strategies to reach them.

Equality Act 2010: The general public sector equality duty places an obligation on a wide range of public bodies (including Town and Parish Councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Religion or Belief	Disability
Sex	Gender Reassignment
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	



Elstree and Borehamwood Town Council

HEALTH AND SAFETY POLICY STATEMENT 2023/24

- It is the policy of Elstree & Borehamwood Town Council (hereafter referred to as "the Company") to comply with the terms of the H & S at work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.
- All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
- The Company recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- While management will do all that is within its powers to ensure the health and safety of its staff, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation, which may pose a threat to the well being of any other person.
- Management will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of him or herself or any other person.
- The Company will make available such finances and resources as are deemed reasonable to implement this policy.
- All injuries, however small, sustained by a person at work must be reported to the Town Clerk. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- The Company recognises the civil and moral need to ensure that all employees adhere to this policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for this Policy.
- This policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy.

<p>Date Policy Reviewed: November 2023 Review Body: General Management Committee Review Period: every 1 year Next Review: November 2024</p>



Elstree and Borehamwood Town Council

Lone Worker Policy

Introduction

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours.

The purpose of this policy is to protect such staff in so far as is reasonable and practicable from the risks of lone working.

The Council also recognises it has an obligation under Health and Safety at Work (1974) and the Management of Health and Safety at Work Regulations 1999, for the health, safety and welfare at work of its employees.

Scope of Policy

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision".

This covers all the Council's employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

Aims of Policy

The aim of the policy is to:

- a) Increase staff awareness of safety issues relating to lone working;
- b) Recognise and reduce risk by ensuring that the risk of lone working is

assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk in so far as is reasonably practicable;

- c) Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- d) Ensure that appropriate support is available to staff who have to work alone;
- e) Encourage full reporting and recording of all adverse incidents relating to lone working.

Responsibilities

The Town Clerk on behalf of the Town Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents relating to lone working and that the Council regularly reviews the effectiveness of this policy;
- Ensuring that all staff are aware of the policy;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff are given appropriate information, instruction and training;
- Ensuring that appropriate support is given to staff involved in any incident;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Co-operating by following rules and procedures designed for safe working (including by ensuring that doors are locked (“electric locked”) for access to the Council Offices);

- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Risk Assessment

Assessments will be carried out for all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level practicable.

Risk assessments for site based lone workers will include:

- Safe access and exit;
- Risk of violence;
- Safety of equipment for individual use;
- Channels of communication in an emergency;
- Site security;
- Security arrangements i.e. alarm systems and mobile telephones;
- Level and adequacy of on/off site supervision.

Risk assessments for mobile lone workers will, additionally, include:

- Travelling between sites;
- Reporting and recording arrangements;
- Communication and traceability;
- Personal safety/security.

Mandatory Procedures

To ensure the security of buildings:

- Appropriate steps should be taken to control access to the building, and that emergency exits are accessible;
- Alarm systems must be tested regularly;
- Staff who work alone must ensure that they are familiar with the exits and alarms;
- There must be access to a telephone and first aid equipment for staff working

alone;

To ensure personal safety:

- Staff must not assume that having a mobile phone and a backup plan are sufficient. The first priority is to plan for a reduction of risk;
- Staff should take all reasonable precautions to ensure their own safety;
- Before working alone, assessment of the risks involved should be made in conjunction with the Town Clerk;
- Staff must use the Lone Working App provided when working alone, giving details of their location, activity being carried out and a check in time (or length of time before checking in)
- If a member of staff does not report as expected, the Lone Working App will raise a 'panic alert' automatically and escalate the incident by contacting key staff including the Town Clerk in an agreed escalation process.

Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

The Lone Worker App captures all 'incidents' that arise and gives the user the opportunity to add further comments to lone working times without raising a 'panic alert'.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to their Line Manager who will liaise with the Town Clerk to identify any immediate action.

Staff should ensure that all incidents where they feel threatened or “unsafe” are reported. This includes incidents of verbal abuse.

Contacting/Involving the Police

The Council is committed to protecting the staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in the cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

Support for Staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive the appropriate training.

Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee received any necessary medical treatment and/or advice.

The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

Review Body: General Management Committee

Date Reviewed: November 2023

Review Period: every 4 year

Next Review: July 2026



Fire Safety Policy & Procedures For Period 2023/24

Elstree & Borehamwood Town Council

**Fairway Hall
Brook Close
Borehamwood
WD6 5BT**

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1. Council's Policy

It is the policy of Elstree & Borehamwood Town Council (EBTC) to ensure that all employees, visitors and contractors are protected from the risks of fire. With this aim appropriate fire prevention/precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. Council Staff, elected Members and visitors shall be provided with sufficient appropriate fire awareness training and instruction. The premises shall comply with relevant fire safety legislation and recognised good practice.

The main legislation which is relevant to this subject is the **Regulatory Reform (Fire Safety) Order**

The **Responsible Person** for this office is the **Town Clerk**

The **Competent Person(s)** for this office is the **Hall Supervisor and Caretaker**

2. Procedures / Guidance

2.1 General Staff Instruction

All employees must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order and the Health and Safety at Work Act 1974 and the policy and procedures provided by Elstree & Borehamwood Town Council.

Fire procedures are posted throughout the building and can be found on exit routes normally adjacent to fire alarm call points or portable fire equipment. All employees must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed. All employees should be aware of the location of the emergency assembly point as indicated in the fire procedure for the building.

If you have to evacuate the premises:

- i. **DO** exit quickly and calmly
- ii. **DO** use the nearest available fire exit
- iii. **DO NOT** stop to collect personal belongings
- iv. **DO** close doors behind you
- v. **DO NOT** waste time by switching off equipment (unless told to do so)

Any employees not at their usual place of work on hearing the fire alarm must leave the building and go to the assembly point. On no account must they return to their work area, office or workstation until the 'all clear' is given by the appropriate authority (such as Hertfordshire Fire and Rescue).

The break glass fire alarm call points (red boxes) can be found on corridors, exit staircases and adjacent to final exit doors.

Portable fire extinguishers are sited at various points throughout the premises and at final exit doors.

2.2 Fire Safety

Fire safety is everyone's responsibility. All employees, visitors, and contractors are expected to follow established safety procedures to ensure the safe use of electrical equipment, gas appliances, the safe use, storage and disposal of any flammable, combustible or hazardous materials.

It is illegal to smoke anywhere within the building (including the use of E-cigarettes, personal vaporisers (PVs) and electronic delivery systems (ENDs)).

In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the Town Clerk and/or Capita Symonds on 0800 028 1754 and quote scheme number 72719.

2.3 Fire Safety Precautions

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.

Fire doors must never be wedged open.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Everyday objects such as boxes of paper or other materials left on an escape corridor pose serious obstacles during an emergency evacuation.

Hazardous/flammable materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency.

Portable fire fighting equipment must not be removed or repositioned without authority from the Town Clerk.

Fire extinguishers should **NEVER** be used as door stops.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the Town Clerk.

When ever possible (or practical) turn off electrical equipment:

- When it is no longer needed for use
- When the area/office is unmanned
- At the end of the working day

Do not place heat sources close to combustible materials i.e., near paper, cardboard, clothing etc. Keep combustible materials away from electrical equipment i.e., allow air vents to

become obstructed. Do not place cables under mats or carpets, damaged cables can cause fires.

Damaged or malfunctioning electrical equipment supplied by EBTC must not be used, report this to the Town Clerk. **Such equipment must be taken out of use immediately**

The Town Clerk should ensure that all necessary fire safety information is provided to all persons and/or organisations wishing to hire the events hall and associated facilities.

The information should include details of how to contact the EBTC in an emergency.

2.4 Fire Action Procedure

Any person suspecting or discovering a fire shall:

- a. Raise the alarm by breaking the glass of the nearest fire alarm call point (red box)
- b. Call the emergency services (internal or mobile phone) and inform the Town Clerk immediately.
- c. Depending on the location of the fire, and if the situation allows: Isolate the area i.e., close the door or attack the fire with the correct type of extinguisher. **Do not place yourself in danger.**
- d. If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route.
- e. Depending on final exit point from the building proceed to the designated assembly point.
- f. **The designated assembly point for this building is the car park closest to the main road.**
- g. The most senior person from EBTC should carry out a roll call to indicate any missing person(s). Any missing person(s) should be notified to the Fire Brigade Officer immediately.

Any person hearing a continuously sounding fire alarm shall:

- a. Leave the building by the nearest available fire exit route
- b. Go directly to the designated assembly point
- c. Never re-enter the building until instructed to do so by an authorised person (i.e. Fire Brigade Officer)
- d. Never re-enter a building whilst the alarm is still sounding.
- e. The most senior person from EBTC should carry out a **roll call** to indicate any missing person(s). Any missing person(s) should be notified to the Fire Brigade Officer immediately.
- f. Instructions given in an emergency evacuation must be followed and breaches of these procedures will be considered serious and may be dealt with under the EBTC disciplinary procedures.

2.5 Duties of Member of staff holding meetings or accepting visitors

Employees are responsible for the safety of their visitors when they are in the building. Employees should ensure that visitors are aware of the fire safety procedures that are in place.

On hearing the fire alarm, employees must ensure that visitors under their supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

2.6 Evacuation Procedures for Disabled Persons

Staff Members

Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate the building unaided will have a personal emergency plan (PEP) drawn up. This will be carried out in conjunction with EBTC and the individual in question and in liaison with Capita Symonds if required.

Employees should inform the Town Clerk if they foresee any difficulties during an evacuation of the building so that PEP can be drawn-up.

The PEP will be specific to the needs and abilities of the individual in question.

If for any reason a disabled employee or a casualty can not be moved employees must alert the emergency services at once and request their urgent assistance.

Business related visitors

It is essential that wherever possible the host employee is aware of visitors to the building who have specific emergency evacuation needs.

When arranging meetings employees should enquire if there is anyone with a disability who may require assistance during an emergency evacuation.

Wheelchair users and persons with mobility impairment

If an employee is expecting or is made aware of a person who is in a wheelchair or has a mobility impairment, they must ensure that for the duration of the visit they are not left alone for long periods of time and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any mobility-impaired persons are assisted as is necessary to leave the building by the nearest fire exit.

Deaf/Hearing Impaired Persons

Although there are visual fire signals within the building a hearing-impaired person might not be able to hear the evacuation signal or notice the visual alert.

If an employee is expecting or is made aware of a person who is deaf or with a hearing impediment they must ensure that they are made aware of the visual alerts upon their arrival and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any deaf or hearing-impaired persons are assisted, as is necessary, to leave the building by the nearest fire exit.

Blind/Visually Impaired Persons

Appropriate signage is in place with regard to blind/visually-impaired persons. However during an evacuation a visually impaired person may have difficulty finding their way to the escape route unaided.

If an employee is expecting or is made aware of a person who is blind or with a visual impairment they ensure that for the duration of the visit they are not left alone for long periods of time and they are given special consideration during an evacuation.

On hearing the fire alarm employees should ensure that any blind or visually impaired persons are assisted, as is necessary, to leave the building by the nearest fire exit.

If for any reason a disabled person or a casualty can not be moved employees must alert the emergency services at once and request their urgent assistance.

2.7 Evacuation Drills

In accordance with fire safety legislation the EBTC will ensure that fire evacuation exercises are carried out annually or more frequently if the situation dictates.

The exercises will monitor the effectiveness of the evacuation procedures and, where necessary, identify required changes.

The Town Clerk will ensure that the exercises are recorded.

2.8 Training, Instruction and Information

The Town Clerk will ensure that all new employees have received fire safety instruction and information in the first week of employment. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of.

The Town Clerk will ensure that all employees are provided with general fire safety awareness training at least every four years.

2.9 New Buildings/Alterations

In the event that alterations are being planned the Town Clerk will ensure that the requirements of relevant fire safety legislation and recognised standards are considered and that the proposed building works do not compromise the safety of employees and visitors, and contractors.

2.10 Fire Risk Assessments

In accordance with fire safety legislation, the Town Clerk will ensure that fire risk assessment is regularly reviewed and updated i.e., annually.

The risk assessments shall be amended as necessary when circumstances require it (e.g., building changes). The fire risk assessments shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their ongoing relevance and adequacy.

2.11 Monitoring and Audit

As part of their day-to-day duties the Hall Supervisor will ensure that fire safety precaution and prevention measures are in place and are working, as they are intended to.

The Town Clerk will monitor local arrangements for the provision of training, etc. to ensure that they work satisfactorily.

Fire safety shall be included in the Safety Management System Audits carried out as part of the EBTC health and safety management policy.

2.12 Reporting and Investigation of Incidents

All fire related incidents affecting EBTC personal or property or where such an incident could have affected EBTC personal or property shall be reported as soon as possible to the Town Clerk and/or Capita Symonds who will ensure that the incident is investigated and further action taken as is necessary in accordance with the EBTC Health and Safety Policy.

A Fire Incident report form should be completed and filed for future reference and/or investigation purposes.

Elstree & Borehamwood Town Council

Fire Incident Reporting Form

Date		Fire	
Time		False alarm (malicious)	
Floor		False alarm (negligent)	
Area		False alarm (good intent)	
Room		False alarm (system fault)	
		False alarm (contractor)	
		Misuse of equipment	
		Planned drill	

Fire Brigade Called	Yes	No	Time Fire Bridge called	
False Alarm	Yes	No	Time Fire Brigade arrived	
Evacuation	Yes	No	Time Fire Brigade left	
Injured	Yes	No		
Area Checked / Panel Reset				

Description of incident

Cause

Action taken

Description of injuries

Equipment used	Qty	Reported by:
Water		
Carbon dioxide (Co2)		
Dry Powder		
Fire Blanket		
Other		