



**HAWARDEN COMMUNITY COUNCIL**

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating Councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for Councillors and staff	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

12<sup>th</sup> September 2022



## Civility & Respect For the local council sector

- IS top of the  
agenda

### Definition of civility & respect

**Civility means politeness and courtesy in behaviour, speech, and in the written word.**

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



**Civility &  
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

For more information about how  
to get involved, visit:  
[www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



## How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens

Take the pledge

The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.

 **Civility & Respect**  
IN COLLABORATION WITH ELEC THRU OUTLINE COUNTY ASSOCIATIONS

Hawarden Community Council  
 Planning Committee  
 22 September 2022

**Planning Applications for consideration:**

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	000387 Ward: Hawarden Aston	For planning permission to continue the existing use of Castle Hill Stables for a mixed use of single dwellinghouse and for a business enterprise of dog grooming, dog day care and overnight boarding and as a base for dog walking.	Castle Hill Stables Stamford Way Ewloe	J Perkins
2.	000432 Ward: Hawarden Ewloe	Erection of replacement dwelling	Groomsdale Cottage Groomsdale Lane Hawarden	J Perkins
3.	000466 Ward: Hawarden Mancot	Change of use of redundant agricultural buildings to 6no. dwellings with associated residential curtilage.	Rake Lane Farm, Rake Lane, Hawarden	J Perkins
4.	000426 Ward: Hawarden Ewloe	Single storey rear Dining Room extension	7 Sycamore Close, Hawarden	J Roberts
5.	000390 Ward: Hawarden Aston	Construction of single storey rear extension	101 Overlea Drive, Hawarden	J Perkins

Hawarden Community Council  
Planning Committee  
19 October 2022

**Planning Applications for consideration:**

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	000492  Ward: Hawarden Aston	Increased height of existing garage roof	17 Elm Road, Aston	
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Hawarden Community Council  
 Planning Committee  
 25 August 2022

**Planning Applications for consideration:**

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	000235 Ward: Hawarden Aston	Demolition of existing lean to garage and erection of a two storey side extension which projects forward of front by elevation by 1329mm including external material alternation go render and cladding	8 Blackbrook Avenue, Hawarden	No objection
2.	064439 Ward: Hawarden Aston	Amendments to submitted application 064439 Proposal: Extension to ground floor and first floor internal alterations.	21 Highland Avenue, Aston	No objection
3.	000128 Ward: Hawarden Ewloe	To change the use of an undercover agricultural silage pit into a caravan storage facility. There is no structural changes to the building needed.	Lower Farm, Drury	No objection
4.	000239 Ward: Hawarden Ewloe	Erection of building to rear. Construction of wall and double garage	4 Hollins Court, Hawarden	No objection
5.	000292 Ward: Hawarden Ewloe	Demolition of conservatory - Proposed Single storey rear extension not more than 3m high - not more than 4m deep.	16 Alderberry Avenue, Hawarden	No objection
6.	000329 Ward: Hawarden Ewloe	Rear Ground floor extension and the conversion of basement room into a habitable room	24 Wood Lane, Hawarden	No objection

17/09/22 (17)

Hawarden Community Council  
Planning Committee – 22<sup>nd</sup> September 2022

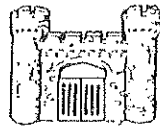
**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN  
COMMUNITY COUNCIL**

Planning Application Number	Proposal	Address	Decision
000235 Ward: Hawarden Aston	Demolition of existing lean to garage and erection of a two-storey side extension	9 Blackbrook Avenue, Hawarden	<b>REFUSED</b> Delegated Officer 26.08.22
000094 Ward: Hawarden Ewloe	Proposed Side Extension to provide an Accessible Shower Room, and rear extension to provide new kitchen. Remodelling internally to provide new Bathroom	Lansdown, Mold Road, Ewloe Green	Approved Delegated Officer 26.08.22
000149 Ward: Hawarden Aston	Erection of new single-story flat roof rear extension and new dormer flat roof extension.	8 Bryn Road, Hawarden	<b>REFUSED</b> Delegated Officer 26.08.22
000292 Ward: Hawarden Ewloe	Demolition of conservatory - Proposed Single storey rear extension not more than 3m high - not more than 4m deep.	16 Alderberry Road, Hawarden	Permitted Development Delegated Officer 07.09.22
000052 Ward: Hawarden Aston	Extension to the rear of the detached dwelling	89 Overlea Drive, Hawarden	Approved Delegated Officer 31.08.22
000079 Ward: Hawarden Ewloe	Proposed residential development comprising the erection of 9no. apartments and the conversion of a vacant warehouse building to form an additional dwelling.	Land at 92 The Highway, Hawarden	<b>REFUSED</b> Delegated Officer 12.09.22
064246 Ward: Hawarden	Outline planning approval for six detached houses.	Ryefield, Bennetts Lane, Hawarden	<b>REFUSED</b> Delegated Officer 09.09.22

**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN  
COMMUNITY COUNCIL**

Planning Application Number	Proposal	Address	Decision
000329 Ward: Hawarden Ewloe	Rear Ground floor extension and the conversion of basement room into a habitable room	24 Wood Lane, Hawarden	Approved Delegated Officer 20.09.22
064106	Change of Use of outbuildings to mixed use and holiday accommodation and provision of additional car parking facility adjacent to Tinkersdale car park	The Glynne Arms Glynne Way Hawarden	<b>REFUSED</b> Delegated Officer 23.09.22
064107 Ward: Hawarden	Listed Building Application - Change of Use of outbuildings to mixed use and holiday accommodation and provision of additional car parking facility adjacent to Tinkersdale car park	The Glynne Arms Glynne Way Hawarden	<b>REFUSED</b> Delegated Officer 23.09.22
061368 Ward: Hawarden Ewloe	Change of use of land to residential (Gypsy Traveller community). The site to contain one static caravan, one touring caravan, a water treatment plant, and parking for two cars with associated hardstanding and infrastructure.	Church Lane, Ewloe	<b>REFUSED</b> Delegated Officer 22.09.22





**HAWARDEN COMMUNITY COUNCIL**  
**CYNGOR CYMUNED PENARLAG**  
**10<sup>th</sup> OCTOBER 2022**

1	Name of Member(s)	Play Areas Task and Finish Group
2	Title of Report	Play Area provision Hawarden Community Council
3	Purpose of Report	To review the feedback from the Task and Finish Group established in June 2022, <i>minute number 43/22 refers</i> , to review play area provision following an offer of matched funding from the County Council of up to £10,000.
4.1	Background to this request	The Task and Finish Group met on Tuesday 27 <sup>th</sup> September. Councillors Sarah Hicks (Chairman), Janet Axworthy, Ralph Small and Darren Sterry were in attendance. Councillor Helen Brown had submitted apologies and Councillor Ant Turton had been unable to connect via a GoToMeeting invitation due to work pressures.
4.2		In December 2020 the Play and Recreation Sub-Committee reviewed the Council's play areas as follows:
4.3		<i>Circular Drive, Ewloe</i> – had recently received a major refurbishment with a substantial investment and inclusive equipment provided. Play area very well used. No further action required.
4.4		<i>Gary Speed</i> – no proposals for change. £4,969.50 available in ear marked reserves for any improvements required.
4.5		<i>Gladstone</i> – existing safety surfaces are very water logged, could new surfacing be purchased along with an inclusive swing like the one at Gary Speed play area and possibly a bench or roundabout, space permitting.

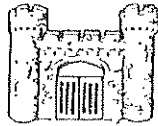
4.6		<p><i>Mancot</i> – existing equipment requires re-painting, members and members of the community willing to assist. An approach to Coleg Cambria could be considered following the pandemic too. Inclusive piece of equipment would be beneficial.</p> <p>It would also be beneficial if the play area could be increased slightly as it is quite small and the football pitch appears to be no longer fully in use.</p>
4.7		<p><i>Trueman's</i> – well used, recently invested with new equipment and would benefit from a piece of inclusive equipment.</p>
4.8		<p><i>Vicker's Way</i> – this play area is very well fenced off and has limited equipment and limited use. The play area has been closed since March 2020 and not one complaint has been received. The gate is faulty and requires repair but access is currently unavailable.</p> <p>Sub-Committee members discussed the possibility of investing in new equipment but due the lack of attendance this was deemed unnecessary. Discussion took place about the possibility of changing this area from a play area to a dog agility course (similar to the one provided in Mynydd Isa) as this might benefit the community. A community consultation exercise could be undertaken before any decision is made and local community companies could be approached to be involved and sponsor this new initiative.</p>
4.9		<p><i>Yowley Road, Ewloe</i> – play area frequently vandalised, well used, some good pieces of equipment but would benefit from an inclusive piece of equipment.</p>
4.10		<p><b>IT WAS RESOLVED:</b></p>
4.11		<p>(i) that all Hawarden Community Council play areas include at least one piece of inclusive equipment to enable members of the community to benefit and wildflower seeds be planted at the boundaries;</p>

4.12		(ii) The recommendation about Vicker's Way be recommended to full council for a decision prior to any consultation and further work;
4.13		(iii) That Gladstone, Mancot, Trueman's and Yowley play areas be improved as outlined above;
4.14		(iv) That the Clerk and Financial Officer ascertain if any grants are available for the inclusion of inclusive equipment at the Council's play areas; and
4.15		(v) The Clerk and Financial Officer obtains quotes for equipment and repair as mentioned above.
4.16		Following this meeting and the discussions of the Task and Finish Group the following action has been taken/recommended:
4.17		<p>In relation to 4.2, Circular Drive, Ewloe, no need for anything additional.</p> <p>In relation to 4.3, Gary Speed, quotes had been received to remove the "spinning pole" and replace with an inclusive roundabout in the region £9,269.10 to £9,914.60/£13,554. The difference in price, from one contractor, reflects the option to retain the spinning pole, but replace the safety surfacing and install an inclusive roundabout elsewhere in the play area as there is plenty of room.</p> <p>Following receipt of the quotes, a subsequent request had been received to install an inclusive swing. (Quote not yet been obtained.)</p>
4.18		In relation to 4.4, Gladstone, a quote has been received to replace the existing 2 seat swing frame with 2 bay swings and 1 inclusive swing at a cost of £8,327 to £12,300.70. The play area could benefit from additional equipment, for example a cable-way, but this is more desired than essential.

<p>4.19</p> <p>4.20</p> <p>4.21</p> <p>4.22</p> <p>4.23</p>		<p>In relation to 4.5 above, Mancot, this play area needs some attention. The existing play equipment would benefit from re-painting to enhance its appearance. A request has been made for a cone-climber to be installed at an approximate cost of £5k to £6,500 plus safety surfacing. There remains an amount of £1,524 in ear-marked reserves. There is no inclusive equipment at this site; a quote has been received for an inclusive roundabout to replace the current roundabout at a cost of £6,153 to £13,554.</p> <p>In relation to 4.6 above, Trueman's, additional equipment could be provided but is not essential.</p> <p>In relation to 4.7, Vicker's Way, a public consultation was held in August/September 2021. The result of that consultation was presented to the Community Council in December 2021 and it was resolved:</p> <p>"Option 2 - That the current play equipment be replaced with more modern equipment and an inclusive piece of equipment."</p> <p>(Copy of original report attached as an Appendix.)</p> <p>In relation to 4.8, Yowley Road, additional play equipment could be added, including an inclusive roundabout. Quote has been received between £9,269 and £15,900. There is an inclusive swing at this play area.</p> <p>It was also agreed that improvements to the gate access and fencing and additional seating and bins could be provided at some locations.</p>
<p>5</p> <p>5.1</p>	<p>Financial Implications</p>	<p>The quotes outlined above are older than 3 months and will require updating, depending upon the Council's resolution.</p> <p>In January 2022 the council set its annual budget and ear-marked £80,000 towards the cost of play equipment renewal and repair.</p>

5.2		In February/March 2022 the council were issued with an exorbitant increase in the cost of public lighting which will greatly reduce the council's reserves by an estimated £50,000.
5.3		No grant funding appears to be available for the council to apply for inclusive equipment.
5.4		An amount of £10,000 matched funding has been promised by the County Council for play area improvements.
6	Environmental Implications	None directly.
7	Decision sought by Council	<p>The Task and Finish Group reviewed all the actions previously taken and agreed by the council. It was felt that due to the financial constraints on the Community Council at this time, including the extensive increase in the cost of public lighting and the reduction in the precept in 2022-23, that:</p> <ul style="list-style-type: none"> <li data-bbox="512 1263 1551 1406">i. The Vicker's Close project be put on hold due to the possible implications of the Hynet proposal (exact implications to be determined).</li> <li data-bbox="512 1435 1551 1563">ii. That Mancot be considered a priority and an inclusive roundabout, including safety surfacing, be installed at Mancot. New quotes to be obtained.</li> <li data-bbox="512 1592 1551 1720">iii. That the earmarked reserves of £1,524 in Mancot be retained towards the eventual installation of a cone climber.</li> <li data-bbox="512 1749 1551 1960">iv. That the earmarked reserves of £4,969.50 be retained/or utilised for improvements to Gary Speed play area and the provision of an additional inclusive piece of equipment.</li> </ul>
7.1		
7.2		
7.3		
7.4		

7.5		v. That the council considers an option to allocate an amount each year towards to the cost of play provision, noting the current provision of £80,000 in ear-marked reserves.
8	Advantages of this proposal	Ensuring that the council's play areas provide inclusive access for all.
8.1		Protentional £10,000 provision from the County Council.
9	Disadvantages of this proposal	Budgetary implications.
10	Equality implications	The overall intent of the community council to install a piece of inclusive equipment in each of the council's play areas is to ensure that play provision provides access for all.
11	Climate Change/Biodiversity impact	None directly associated with this report.
12	Appendices	Appendix 1 – Community Council report dated 13 <sup>th</sup> December 2021



ITEM 15

**HAWARDEN COMMUNITY COUNCIL  
CYNGOR CYMUNED PENARLAG**

**PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA**

Name of Councillor(s)	Ant Turton
Title of Report	Mancot playing fields – reopening of entry gate
Purpose of Report	To raise with Council the issue surrounding the gate Permanently locked
Background to this request	The gate was reopened for the proposed Jubilee party in the park, this proved very successful in allowing elderly and disabled residents to enter the field
Financial Implications	No cost as yet, after discussions regarding the new gate possibly being fitted, if successful then quotes would need to be obtained
Environmental Implications	No environmental implications envisaged with this request
Decision sought by Council	To agree for the permanently locked gate to be opened up and possibly replaced with an all inclusive entrance gate
Advantages of this proposal	To allow access to the field to all residents
Disadvantages of this proposal	None
Equality implications	The fitting of an all inclusive gateway would make the park accessible for all

## Herbert Gladstone Playing Fields Tennis Courts – Secure, protect and prepare for the future

### Purpose

This paper proposes Tennis Wales support to Hawarden Community Council to protect and prepare the tennis courts at Herbert Gladstone Playing Fields for future generations. Using the latest insight and technology. To improve the customer journey, grow tennis participation and create a safe place to play by reducing vandalism and misuse. Also outlined is a business model to allow the courts to generate income through a low-cost pay to play structure which will generate finances to reinvest into the courts supporting long term sustainability and reducing capital investment from the community council in future years.

### Context

Park tennis venues are vital in providing accessible and affordable opportunities for communities to pick up a racket and get active, no matter their age, gender, background, ability, or disability. Our insight shows that park venues are particularly important in driving improved female participation and access to tennis for those from lower socio-economic groups.

However, around 45% of all park tennis venues need some form of investment or renovation work, to ensure that courts are at a standard that can provide opportunities to sustainably grow participation. Moreover, our insight shows that one of the biggest barriers to participation is finding, booking and accessing a court, group activity, or finding someone to play with.

Herbert Gladstone Playing Field Tennis Courts, Hawarden have been identified by the LTA and Tennis Wales as locations for potential investment through their new national Parks Investment Delivery programme. Hawarden has been selected as a priority due to high latent demand for tennis within the local community based on LTA information around market segmentation.

Tennis Wales are proposing to support Hawarden Community Council to maximise usage at the tennis courts by:

- Introducing online bookings software so local people can find a court, book and pay online
- Installing gate access technology to facilitate people playing and remotely manage courts across the country, creating a safe space to play, potentially reducing vandalism and misuse.
- Investing financially into the long-term security of park tennis courts, resurfacing, repainting and repairing existing facilities for local people to enjoy
- Creating local opportunities to get involved in tennis through affordable and free tennis products, programmes and activities run by local coaches, promoting general play to open tennis up in Hawarden.

### Insight & Data

As the National Governing Body for tennis in Wales, we regularly develop insight & data to deliver our strategy for tennis opened up across Wales. Data and insight highlight the following;

- Across Wales, there are over 100 public parks with 300+ tennis courts. Our aim is to invest into public park tennis courts to ensure they are available for local people to enjoy for the years ahead.
- During 2020 and 2021, more than 130,000 adults played tennis at least once in Wales, with 40% of these participants playing in a public park.
- Park tennis courts are a superb environment for people to play. Our data shows an increased number of women and girls playing tennis in parks, and people from a wide range of socio-economic groups. Our data also shows most people playing tennis in a park tend to walk or cycle to participate, helping reduce our carbon footprint as a sport.



Our insight shows that people often feel park tennis courts are poorly maintained and that they do not know how to book and pay for the courts. Our model would see us invest to create a safe, secure and accessible facility with online booking to make it easy for people to get on court.

### **LTA Investment and Funding criteria**

The LTA are engaging a Technical Services Consultant to conduct site visit on 12 September 2022. This will inform Hawarden Community Council of the potential grant available for capital works at Herbert Gladstone Playing Fields Tennis Courts. The initial project scope is installing a Lite gate and fencing repairs.

Ensuring courts can be protected long term, through a sustainable model, is a key condition of funding. Therefore, we will support the community council to conduct income feasibility modelling based on introducing affordable court charging and or a commitment to maintain and resurface courts and the end of the agreements period.

Conditions of LTA funding are as follows:

- Procurement framework - commitment to utilise the LTA's own procurement framework to deliver the project.
- Online booking – LTA insight shows that a key barrier to play for park users is the lack of, or an unclear booking journey. To be eligible for investment, therefore, Hawarden Community Council must commit to utilising the online booking system *ClubSpark*, provided through the LTA, to enable local residents to easily book courts and activities online.
- Establishing an operating model – In house or external providers to manage the site with an agreement in place with a local coach or coaching operator to provide coaching services.
- Free tennis – across the park network, the Community Council must commit to there being a free tennis offer. The purpose of this funding criteria is to ensure tennis remains accessible and affordable to all residents. This could be a weekly free tennis session. Tennis for Free, a charity that works closely with the LTA, provide a package of support (including coach costs and equipment) to deliver a free, weekly coach-led session.
- Recreational competition offers – sites receiving investment are required to run LTA Local Tennis Leagues which supports players to keep playing and connect with other local players.

Tennis Wales can support Hawarden Community Council with developing a model which caters for the local community. This service level agreement may include conditions around maximum court charges, maximum number of courts used for coaching, programme expectations around free tennis sessions and taster days etc, as well as any financial arrangements between the operator and Hawarden Community Council.

### **Tennis Court Operation**

#### Managing the Courts and Coaching Programme

Establishing management and responsibility of tennis courts and or coaching programme at Gladstone Playing Fields, to manage the customer journey and drive sinking fund income an approach that an increasing number of Local Authorities and Community Councils are adopting. The main benefits of this approach are digital technology support, marketing support and guaranteed income through a coaching programme.

Information on various ways to operate the tennis courts has been detailed in the operators' models document which has been included as an attachment to this paper. For example, Old St Mellon's Community Council have recently worked with us to look at ways to operate and secure courts for the local community. They have adopted to run the courts through the community council and work with a coaching provider to deliver the on-court coaching programme. (We are aware that you currently work with Michael Herd to deliver tennis activity).

#### Gate Access and online booking technology

ClubSpark is the online booking platform which connects to the gate access system. This allows you to secure the facilities creating a safe place to play which potentially reduces vandalism, allows the customer to book courts online and provides insight into usage and demographics of the players using the facility. The ClubSpark website will give you an online platform to promote your courts and playing offer to the local community.

More details on the gate access system have been provided as an attachment to this paper.

An example of a recently refurbished park which has adopted ClubSpark and included a Lite gate to secure the facility and promote the customer journey is Romilly Park, Barry. They launched the programme in July 2022 [Romilly Park / Home \(lta.org.uk\)](https://www.lta.org.uk/romilly-park-home) here you will see the online line areas for annual passes, court booking and coaching options. (This site in the first month of opening has generated £348 through pay and play bookings and £798 through family and student annual passes using the pricing policy below).

#### Pricing Policy

Romilly Park have three options designed for families, students, casual users, in addition to a free offer.

**Family Pass - £39.00** - Any family member in the household can book & play for 12 months, with as much tennis as they wish to play included in this fee (only £3.25 per month).

**Student Pass - £19.00** - Any student can book & play for 12 months, with as much tennis as they wish to play included.

**Pay & Play - £4.50 per court, per hour** - Simply book online, pay for the hour and give tennis a try.

**Free** - A calendar of free trial opportunities, open days and free coaching throughout the year.

#### **Financial Sustainability and Forecasts**

The LTA has produced a [court-surfaces-guidance.pdf \(lta.org.uk\)](#) document which goes into detail regarding court surfaces, recommended maintenance and current cost estimates. The courts at Herbert Gladstone Park are Tarmac Macadam and would require a sinking fund of £1,200 per court, per annum to cater for future refurbishment needs. The Lite gate has an annual maintenance fee of £476 ex VAT.

The LTA have developed a feasibility tool to support you to test various options based on prices and usage with a view generating income streams to make the courts sustainable for future maintenance and prepare for long-term resurfacing costs. We have prepared a draft version based on the Romilly Park pricing policy above this tool has been attached as a supporting document to this paper. This will allow you adjust and inform your decisions locally.

Based on these sample figures the site would generate an annual surplus £1,436 after sinking funds, gate access fees, marketing and registration fees. After 5 years £24,000 would have been accrued towards the sinking fund with a plausible cash flow £5,482.

#### **Conclusion and Recommendation**

Herbert Gladstone Playing Fields is a great asset to the local community, and we want to support Hawarden Community Council with protecting, securing and creating a safe place to play tennis for the long term as more pressure is put on local budgets.

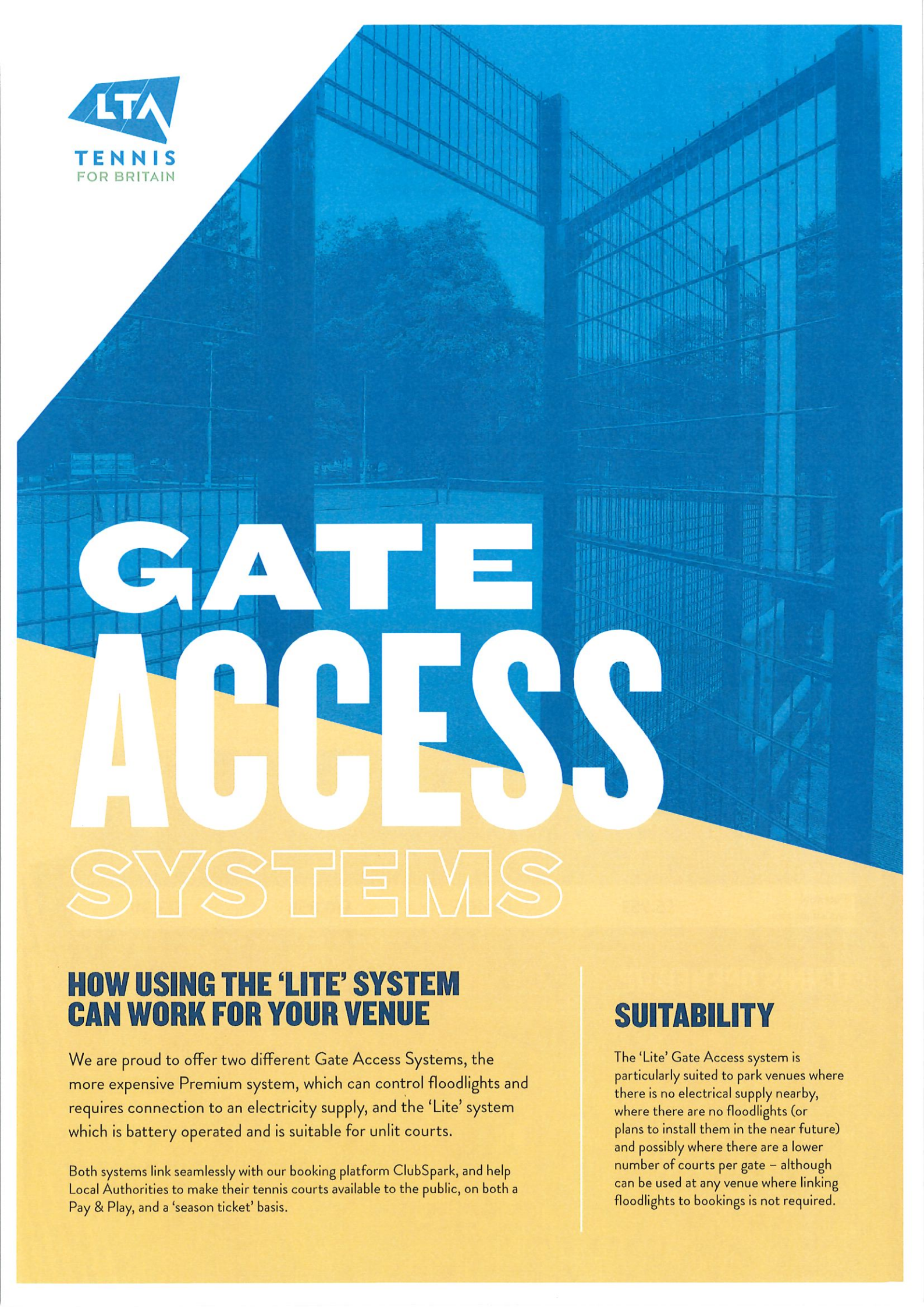
This paper with Tennis Wales provides you with insight and tools to support you to make local decisions, by creating a local sustainable model which promotes, protects and prepares the tennis courts for future generations of the Hawarden community.

# OPERATION MODELS

LA/Trust Management	LA/Trust & Self Employed Coach - Service Level Agreement	Coach Provider / Business - Lease / Licence to operate	Tennis Wales in the Park
<p>Local authority/Trust would manage</p> <ul style="list-style-type: none"> <li>• Court bookings</li> <li>• Subscriptions</li> <li>• Administer ClubSpark</li> <li>• Arrange coaching programme in house</li> <li>• Take all income from the site to maintain annual sinking fund.</li> <li>• Market and promote playing opportunities.</li> </ul>	<p>Local authority/Trust would manage</p> <ul style="list-style-type: none"> <li>• Court bookings</li> <li>• Subscriptions</li> <li>• Administer ClubSpark</li> <li>• Take all income from court bookings and subscriptions</li> <li>• Maintain courts</li> </ul> <p>Self employed coach</p> <ul style="list-style-type: none"> <li>• Deliver coaching programme and take all generated income</li> <li>• Market and promote coaching opportunities in the local community.</li> </ul>	<p>Local authority/Trust would outsource the site to a coaching provider / business to take on full management of the site on a long term lease / licence agreement.</p> <p>Provider would manage all income and expenditure including court maintenance and marketing / promote playing opportunities.</p> <p>This option would release any responsibility to the council in managing and maintaining the facility whilst allowing tennis experts to drive activity at the site.</p>	<ul style="list-style-type: none"> <li>• Utilise Gate Access Technology to manage court bookings and offer low cost family/student subscriptions all online.</li> <li>• Take on a licence from the council to manage the tennis facility, including covering the annual maintenance costs</li> <li>• Provide low cost playing opportunities, free community events, school competitions, professional coaching and disability tennis</li> <li>• Design and install vibrant new signage</li> <li>• Develop a ClubSpark website for the venue</li> <li>• Develop a quality coaching programme for all</li> </ul>

**Sustainability:**

The LTA recommends that venues need to generate an annual sinking fund of £1,200 (non-floodlit) and £1,800 (floodlit) per court. This is to cover court maintenance costs and secure future resurfacing works.



# GATE ACCESS SYSTEMS

## HOW USING THE 'LITE' SYSTEM CAN WORK FOR YOUR VENUE

We are proud to offer two different Gate Access Systems, the more expensive Premium system, which can control floodlights and requires connection to an electricity supply, and the 'Lite' system which is battery operated and is suitable for unlit courts.

Both systems link seamlessly with our booking platform ClubSpark, and help Local Authorities to make their tennis courts available to the public, on both a Pay & Play, and a 'season ticket' basis.

## SUITABILITY

The 'Lite' Gate Access system is particularly suited to park venues where there is no electrical supply nearby, where there are no floodlights (or plans to install them in the near future) and possibly where there are a lower number of courts per gate – although can be used at any venue where linking floodlights to bookings is not required.

# OPERATION

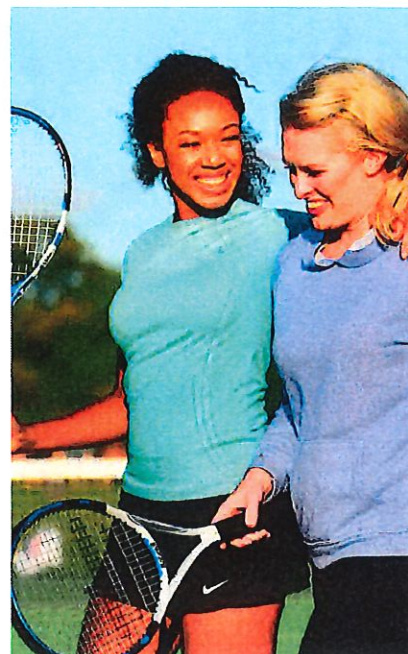
The main operational difference between the 'Premium' and the 'Lite' gate access systems is that the Lite system generates an access code at the point of booking, which costs 15 pence per code. Therefore the operator is required to bulk purchase a supply of codes from CodeLocks (the gate manufacturer), which are then 'spent' each time a booking is made.

However this small cost can be offset against the savings available both annually and upfront, when compared to the Premium system:

The Lite system is battery operated, so doesn't require a power supply to be bought to the courts, which can cost the Local Authority upwards of £1,000, with some quotes being in excess of £20,000 for more remote or difficult to access venues. If we assume a conservative cost of £2,500 for providing a power source, this translates to 16,666 bookings.

The Annual Maintenance for the Lite system is c.£337 per annum cheaper than Premium gate, equating to 2,247 bookings every year.

Please see the table below which compares theoretical booking numbers at a 2-court site, and illustrates how the Lite option may be perfect for you:



Costs: Assumption below	1401 bookings p/a	2803 bookings p/a	4204 bookings p/a	5686 bookings p/a
Capacity at a 2-court venue	20%	40%	60%	80%
Capacity of a 3-court venue	13%	26%	39%	53%
Premium Gate annual costs			£1,222 (£500 power supply, £722 running and maintenance)	
Total Premium Gate costs for 5 years			£6,110	
Total Premium gate costs for 10 years			£9,720	
Lite Gate annual costs	£594 (£210 in code fees, £384 annual maintenance)	£804 (£420 in code fees, £384 annual maintenance)	£1014 (£630 in code fees, £384 annual maintenance)	£1224 (£840 in code fees, £384 annual maintenance)
Total Lite Gate costs for 5 years	£2,970	£4,020	£5,070	£6,120
Total Lite Gate costs for 10 years	£5,940	£8,040	£10,140	£12,240
Potential annual income	£5,953	£8,406	£10,858	£13,311

## TENNIS OPENED UP

As part of its vision and mission, the LTA is committed to opening tennis up across the UK to allow more people to participate.

By providing an online, modern way to book courts, you will be providing an enhanced service to your residents, which also allows for remote management, access control and revenue generation if you chose to.

Please contact your local Participation Development Partner or visit [www.LTA.org.uk](http://www.LTA.org.uk) for more information.

@the\_LTA   
 LTA   
 @LTA   
 LTA – Tennis for Britain

The above numbers show gate operation costs at the venue based on the number of bookings achieved, based on opening hours of 9am-9pm when daylight allows. A cost of £2,500 has been assumed for installing power if using a premium gate, the cost of which has been spread over a 5 year period equating £500 p/a. Maintenance shown is an estimate for one gate per venue, and is inclusive of VAT.

Income shown is conservatively based on selling 100 annual family season tickets for £35 each, which would account for 65% of bookings made. Pay and Play, at a cost of £5 per hour, would account for the remaining 35% of the Used Capacity.

It is recommended that this form is completed with the assistance of a PDP, in order to produce the most accurate forecast. As a guide there are case studies online that will help with operating models and court rates.

The Local Authority should complete one tab per venue. Please fill in all of the relevant light green boxes.

## Site Background

Local Authority	Hawarden Community Council	
Site Name	Gladstone Playing Fields	
Postcode	CH5 3DL	
Deprivation Index	10	Use this tool to determine the index: <a href="http://imd-by-postcode.opendatacommunities.org/">http://imd-by-postcode.opendatacommunities.org/</a>
Penetration	983	Pre-set to 700, will be updated by your local Participation Development Partner
Court upgrade works required?	No	
Venue operations outsourced?	No	If you plan to lease out all operations (court bookings, season tickets & coaching) please select "yes" here

## Court Information

<b>Courts at the venue</b>		
Number of non floodlit courts	4	Total at the end of the project
Number of floodlit courts	0	Total at the end of the project
Total available court hours	14,016	
<b>Gates required</b>		
Number of gates required	1	All gate access systems must be the same at each venue
Type of gate system required	SmartAccess Lite	See the LTA website for details of the different gates
<b>Income assumptions</b>		
Court cost per hour (non FL)	£4.50	Pay and play for non floodlit courts
Court cost per hour (FL)	£0.00	Pay and play for floodlit courts. Usually £2-£3 more expensive than non floodlit
Season ticket cost	£39.00	Annual price for a household
Court hours committed to being free	5%	% of court hours you expect to be free for use
Expected % of court hours sold for pay and play	7%	Based on total court hours across the year
Expected % of households that buy a season ticket	23%	Comparative figures are based on the average for all areas of deprivation. Note that the number of households can be calculated by taking the penetration and dividing by 2.4

Comparison	
Range for IMD levels 8 - 10	
£3 - £9	
£3 - £8	
£29 - £50	
7%	
23%	

## Plausible annual profit

**£1,436 profit**

Income	
- Pay and play	£4,194
- Season tickets	£3,674
- Coaching	

Enter the annual income expected if there is an agreement to hire courts to a local coach  
[Click here for the coach programming tool](#)

<b>Total income</b>	<b>£7,868</b>
---------------------	---------------

Costs	
- Clubspark and Payment Fees	£417
- Gate access maintenance	£320
- Code lock generator (lite systems only)	£156
- Court sinking fund	£4,800
- Registration fees	£240
- Staffing costs	
- Marketing costs	£500
<b>Total costs</b>	<b>£6,433</b>

ClubSpark (booking platform) charge 1.4% + 5p per transaction, Stripe (payment platform) charge 1.4% + 20p per transaction

Enter any staff costs specific to the site / reallocated from support costs  
 Enter any specific marketing costs expected to reach participation levels

<b>Net annual profit</b>	<b>£1,436</b>
<b>Net annual profit per court</b>	<b>£369</b>

## Plausible cashflow

**£5,482 by year 5**

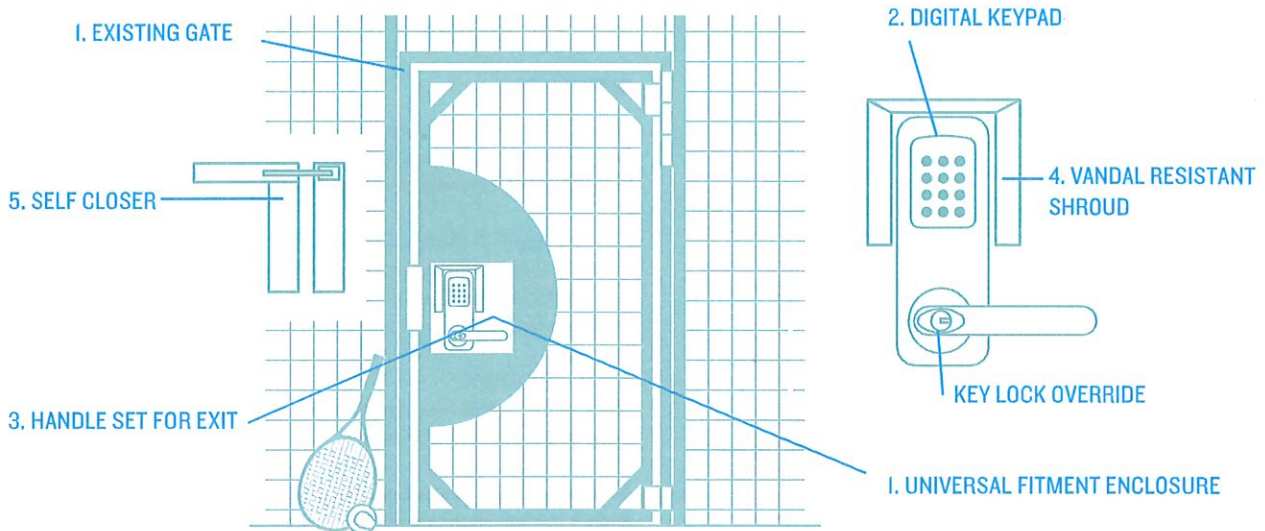
Projected cashflow forecast is calculated below assuming:

- Starting cash position is £0
- Pay and play and season tickets sales in year 1 are at 70% of target
- Sales reach target stated above by year 2
- From year 5 onwards sales increase by 1%
- Any loan is repaid over 10 years
- [Click here for sinking fund calculator](#)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 20
Starting cash position	£0	(£800)	£636	£2,071	£3,507	£18,781	£89,803
Projected profit / (loss)	(£800)	£1,436	£1,436	£1,436	£1,975	£4,674	£6,832
LTA loan repayments	£0	£0	£0	£0	£0	£0	£0
Net annual cashflow	(£800)	£1,436	£1,436	£1,436	£1,975	£4,674	£6,832
<b>Closing cash position after sinking fund</b>	<b>(£800)</b>	<b>£636</b>	<b>£2,071</b>	<b>£3,507</b>	<b>£5,482</b>	<b>£23,454</b>	<b>£96,635</b>

# SMARTACCESS LITE

## Technical Specification



### 1. GATE

Using a universal fitting enclosure we can fit the system to any existing court which saves on replacement of the whole gate. The enclosure can be sprayed to the colour of the existing fencing to maintain its aesthetic.

### 2. GAINING ENTRY

Entry is gained via digital keypad situated outside of the court. Once the access code is entered, the lock releases and you are able to open the gate. In the case of an emergency, there is a key override built into the lock on the outside of the gate, insert the key and turn to allow access.

### 3. EXITING THE COURT

Turn the handle that is located on the gate - no pins or cards are needed to exit a gate.

### 4. VANDAL RESISTANT SHROUD

Fitted with a steel shroud, the keypad and lockset are further protected against damage.

### 5. SELF CLOSER

An automatic closer is fitted as part of every installation to ensure the security at the gate is maintained.

### FEATURES

Battery Status	Monitor via App
Batteries	4 x AA Cells
Low Battery Warning	The keypad will flash red on opening to indicate batteries need to be changed
Material	Zinc Alloy
Buttons	12 button back-lit keypad
Non Handed	Locks will fit doors hung on the left or right
Fitting Options	Vertical
Finish	Brushed Steel
Keying Alike	Locks can be supplied as keyed alike on request
Key Override	As standard
Codes	4 digit User Code / 6 digit NetCode / 8 digit Master Code

## ROUTINE TESTING

We recommend an inspection of the system is carried out weekly as follows

1. Create a test booking, enter the code into the keypad and enter the venue
2. Visually inspect of all components and fixings including the bolts and screws of the gate closer and frame.
3. Test the gate lock over-ride key operates
4. Carry out a visual inspection of the control enclosure
5. Have there been any key changes to the environment the system is operating in?

## REPORTING A FAULT

Should you experience a fault with the system please carry out the checks listed above.

Contact CIA via [ltasupport@ciafireandsecurity.co.uk](mailto:ltasupport@ciafireandsecurity.co.uk) for issues with hardware and code entry, or email ClubSpark using 0208 247 3857 or using their online form at [clubspark.com/contact](http://clubspark.com/contact) for issues regarding booking.

## THE VENUES RESPONSIBILITIES;

- An Administrator is to carry out weekly visual check on the gate system.
- Administrator(s) understand how to report a fault
- The player booking over-ride number is publicised to venue administrators for emergency use.

## GENERAL FAQ'S

### *Do we need a power supply?:*

No, this system is battery operated using 4 x AA cells. Under normal usage the batteries require changing once per year.

### *Will we need to change the gates?*

In nearly all cases the system can be fitted to the existing gate. If the gate and/or the gate frame is no longer secure, then a replacement may be required to ensure security.

### *Do we need wifi?*

No, the Lite System uses an algorithm and doesn't not require any internet connection to operate.

### *Is there a limit to the number of gates?*

There's no limit to the number of gates you can have but we recommend you reduce the number of entry points to keep costs down and make signage and entry clearer for the players.

### *There is no clubhouse or facilities on site, is it still possible to install?*

Yes, the system is operated entirely from within the keypad and handle unit and requires no additional electrical boxes to be installed.



Item 18

Accounts for Payment			
Aug-22			
Ref:	Method	Item	Cost
H/22/97	DD	BES - Electricity June/July	£139.54
H/22/98	DD	BES - Gas July	£73.00
H/22/99	0726(SJ)	Visitor refreshments	£7.55
H/22/100	BACS	CW - vehicle purchases, re-imburement	£49.12
H/22/101	BACS	Welsh Audit Office - audit 2019-20	£368.50
H/22/102	BACS	WE - mileage Street Works course-Denbigh	£28.80
H/22/103	0726(SJ)	Amazon - 2022 diary ND	£8.98
H/22/104	BACS	AGS Security - 113 The Highway	£475.84
H/22/105	BACS	AGS - Security - Aston Park Shops	£311.27
H/22/106	BACS	G L Jones - wet pour + resin	£343.20
H/22/107	BACS	Done & Dusted - July	£30.00
H/22/108	BACS	Play & Leisure - delta seesaw part	£382.80
H/22/109	BACS	H W Oultram - fuel June	£1,002.47
H/22/110	BACS	FCC - recharge costs HCC elections	£5,363.93
H/22/111	DD	Dwr Cymru - July	£24.18
H/22/112	BACS	SLCC - Community Gov. Level 5 - SGJ	£1,575.00
H/22/112a	BACS	Bewcraft Signs - Honours boards x 3	£360.00
H/22/113	BACS	H W Oultram - fuel July	£702.41
H/22/114	DD	Onecom - Broadband + L/L - July	£102.67
H/22/115	BACS	Rialtas - Annual Support	£324.00
H/22/116	BACS	Shorecliffe Training-Street Works Unit 2 - W.E.	£253.32
H/22/117	BACS	Trebor Jones - Zetor clutch repair	£1,213.31
H/22/118	BACS	Scottish Power-unmetered supplies - March	£5,215.33
H/22/119	BACS5	Lloyds Bank - salaries August	£12,464.01
H/22/120	BACS	HMRC - Salaries August	£4,942.38
H/22/121	BACS	Clwyd Pension Fund - Salaries August	£4,847.78
H/22/122	DD	Dwr Cymru - August	£24.18
H/22/123	BACS	Cllr. R. Small - MMA	£120.00
H/22/124	BACS	Cllr. L. Thomas - MMA	£120.00
H/22/125	BACS	Cllr. M. Davey - MMA	£120.00
H/22/126	BACS	Cllr. D. Selvester - MMA	£120.00
H/22/127	BACS	Cllr. H. Selvester - MMA	£120.00
H/22/128	BACS	Cllr. E. Preece - MMA	£120.00
H/22/129	BACS	Cllr. J. Walsh - MMA	£120.00
H/22/130	BACS	Aston Park Bowling Club - Cllr. H.B. - MMA	£150.00
H/22/131	BACVS	Mancot Library - Cllr. R.Stoffe - MMA	£150.00

Net Cost

H/22/132	BACS	Clwyd Welding - steel studding	£22.46
H/22/133	BACS	EE - mobiles June	£65.03
H/22/134	0726(SJ)	Amazon - miscellaneous	£79.73
H/22/135	DD	Scottish Power-depot/pavilion - July	£102.00
H/22/136	DD	ICO - GDPR/Data Protection renewal fee	£40.00
H/22/137	BACS	Microshade - August	£106.20
H/22/138	BACS	Snapfast - 30 x 15w LED heads	£3,600.00
H/22/139	BACS	Play & Leisure - talk tube ends	£40.80
H/22/140	DD	EE - mobiles July	£64.40
H/22/141	DD	Air Liquide - cylinder rental	£16.90
H/22/142	1022(FG)	Safety Signs - Stop/Go x 1	£68.89
H/22/143	BACS	TSJ Services - MOT CU 16 LGX	£44.00
H/22/144	0726(SJ)	Charlies - key hooks (depot)	£60.96
H/22/145	1022(FG)	Charlies - breakaway cable	£5.99
H/22/146	BACS	HAGS - see saw springs/washers/pins	£502.80
H/22/147	BACS	Get Logo'd - clothing order CW/AP	£60.00
H/22/148	0726(SJ)	Tool Station - miscellaneous	£14.47
H/22/149	0726(SJ)	Charlies - paper rolls/padlock	£48.98
H/22/150	BACS	Clwyd Welding - apiary extension	£69.21
H/22/151	BACS	Play & Leisure - bearings, adult gym	£51.60
H/22/152	BACS	Sutcliffe Play - toddler post caps	£104.45
H/22/153	BACS	Work Boots WE	£56.45
H/22/154	BACS	Walker Fire - extinguishers annual check	£842.20
H/22/155	BACS	Done & Dusted - August	£30.00
H/22/156	DD	BES - Electricity July/August	£141.30
H/22/157	DD	BES - Gas - August	£73.00
H/22/158	BACS	Clwyd Welding - steel studding	£14.40
H/22/159	1022(FG)	Amazon - phone charger/case HW	£30.43
H/22/160	BACS	HMRC - MMA payment x 7	£210.00
H/22/161	BACS	Thornccliffe - timber	£102.76
H/22/162	BACS	Hampton Lovett Surveyors NNDR Review	£1,704.30
			£50,147.28

TOTAL:

Chair of Finance:

Chair of Council:



## Accounts for Payment

Sep-22

Ref:	Method	Item	Cost
H/22/163	BACS	Viking - stationery ✓	£167.07
H/22/164	BACS	WE - work trousers	£10.98
H/22/165	DD	Onecom - Broadband + L/L - August ✓	£105.36
H/22/166	DD	EE - mobiles ✓	£58.01
H/22/167	BACS	Canda Copying - photocopier rental ✓	£163.06
H/22/168	BACS	Canda Copying - photocopier copies ✓	£198.74
H/22/169	BACS6	Lloyds Bank - Salaries September ✓	£12,463.41
H/22/170	BACS	HMRC - Salaries September ✓	£4,942.98
H/22/171	BACS	Clwyd Pension Fund - Salaries September ✓	£4,847.78
H/22/172	0726(SJ)	Dobshill Service Station - fuel ride-on mower ✓	£37.38
H/22/173	BACS	Hawarden HS - bursary grant ✓	£5,250.00
H/22/174	BACS	One Voice Wales - Innovative Practice Conf	£75.00
H/22/175	DD	Air Liquide - cylinder rental ✓	£16.90
H/22/176	BACS	Microshade - hosted service Sept ✓	£106.20
H/22/177	DD	Scottish Power - pavilion/depot - August ✓	£102.00
H/22/178	0726(SJ)	Charlies - mastic, pavilion	£11.97
H/22/179	DD	ICO - Data Protection Renewal Conf. ✓	£35.00
H/22/180	DD	BES - Electricity Aug/Sept ✓	£151.48
H/22/181	DD	BES - Gas September ✓	£73.00
H/22/182	0726(SJ)	Charlies - miscellaneous ✓	£46.99
H/22/183	0726(SJ)	Screwfix - work trousers - PD ✓	£45.98
H/22/184	0726(SJ)	Charlies - miscellaneous ✓	£67.97
H/22/185	DD	Dwr Cymru - 113 The Highway - Sept ✓	£24.18
H/22/186	0726(SJ)	Ewloe PO - Agenda September ✓	£12.30
H/22/187	DD	SSE - unmetered supplies - June ✓	£3,646.15
H/22/188	DD	SSE - unmetered supplies - July ✓	£3,767.41
H/22/189	DD	SSE - unmetered supplies - August ✓	£3,767.41
H/22/190	0726(SJ)	RBL - lamp post poppies x 100 ✓	£300.00
H/22/191	BACS	Done & Dusted - September ✓	£30.00
H/22/192	BACS	Thomas Fattorini - restoration Chairs' chain ✓	£153.48
H/22/193	BACS	H W Oultram - fuel August ✓	£417.95
H/22/194	BACS	Dwr Cymru - Allotments ✓	£205.20
H/22/195	BACS	Dwr Cymru - Gladstone Playing Fields ✓	£184.62
H/22/196	BACS	FCC - Circular Drive play area ✓	£10.00
H/22/197	BACS	FCC - Gary Speed play area ✓	£35.00
H/22/198	BACS	Thorncliffe - creosote	£14.16

H/22/199	BACS	Brookes & Sons(Tarpaulins) - play area signs	✓	£247.20
H/22/200	BACS	N&MWALC - annual membership fee	✓	£100.00
H/22/201	DD	Onecom - Broadband + L/L - September	✓	£109.25
H/22/202	DD	Scottish Power - pavilion/depot - September	✓	£102.00
H/22/203	BACS	Thornccliffe - hardwood	✓	£149.11
		TOTAL:		£42,258.68

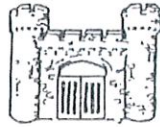
Chair of Finance:

Chair of Council:

<b>Accounts for Payment</b>			
<b>Oct-22</b>			
<b>Ref:</b>	<b>Method</b>	<b>Item</b>	<b>Cost</b>
H/22/204	BACS	DIY Spare Parts - tank vent, strimmer	£13.61
H/22/205	0726(SJ)	Quickco - replacement mirror YX 19 KKL	£58.25
H/22/206	0726(SJ)	J R Webster - u bolts	£69.12
H/22/207	0726(SJ)	Charlies - strimmer repair/disinfectant	£64.70
H/22/208	BACS7	Lloyds Bank - salaries October	£12,463.74
H/22/209	BACS	Clwyd Pension Fund - salaries October	£4,847.76
H/22/210	BACS	HMRC - salaries October	£4,942.57
H/22/211	BACS	S G Jones - mileage - study days Leicester	£121.60
H/22/212	BACS	FCC - summer playscheme 2022	£6,160.00
		<b>TOTAL:</b>	<b>£28,741.35</b>

Chair of Finance:

Chair of Council:



**CYNGOR CYMUNED PENARLÂG**

**HAWARDEN COMMUNITY COUNCIL**

**10<sup>th</sup> OCTOBER 2022**

***AGENDA ITEM NO: 20***

**INCOME AND EXPENDITURE REPORT**

**1.0 INTRODUCTION:**

**1.1** The purpose of this report and attached summary is to inform the Council of the Income and Expenditure received and incurred by the Council during the first half of the financial year 202-23.

**2.0 BACKGROUND:**

**2.1** Income of £189,760 has been received to date which, in the main, relates to the first two instalments of a three staged payment of the Council's Annual Precept. In the second half of the year a further £92,182 will be received via the final precept payment on 31 December 2022.

**2.2** The current position of the Council's income and expenditure is shown on the attached summary at Appendix 1.

**3.0 CONSIDERATIONS:**

**3.1 Staffing:** There has been an increase in the training budget for members of the maintenance team due to the retirement of two members in March and May respectively. The newly recruited members of staff have been required to undertake additional training to ensure that they are fully trained and competent.

The current contractual national pay award for 2022-23 is still being negotiated. The current proposal is that all employees receive an increase of £1,925, an additional day annual leave from 1 April 2023 and the deletion of pay point 1 from the spine with effect from 2023. Unison have accepted this offer, but UNITE and GMB have balloted their members with results expected by 14<sup>th</sup> and 21<sup>st</sup> October.

### **Operational Budget:**

The following notes provide explanations for each of the various budget headings and anticipated variances at this stage of the financial year.

#### **3.2 General:**

**Petty Cash:** Members will note a reduced spend on petty cash due to an increased use of Business Debit Cards and on-line banking facilities.

**Legal Fees:** The payment for the Solicitor's acting on behalf of the Council in the transfer of land at Level Lane have been paid in June at a sum of £2,613 which is more than the council budgeted for. Legal advice is still awaited in relation to the Herbert Gladstone Trust.

**Elections and Members Training:** The cost of the Local Government elections in May 2017 has been paid at £5,363.93 which is considerably less than budgeted for due to the number of uncontested seats. Member training is likely to increase due to the number of new members on the council.

#### **3.3 Community Funding:**

**Play Schemes:** An invoice for the full amount has not yet been received.

**Voluntary Organisations:** The Council will be awarding grants at the November and March meetings. However, £440 has already been allocated to the community as part of the Council's decision to award "Jubilee Grants" of £55 each to 8 local community groups to celebrate Her Late Majesty, Queen Elizabeth II.

**Community/Village Halls:** all 2020-21 grants have been paid and no further expenditure is anticipated.

**Christmas Lighting:** £10,000 has been allocated in the 2022/23 budget to purchase additional lights. An amount will be required for the repair of any existing light which will be carried out during October.

The council has been approached by the local newspapers in light of the energy increase to ask if the council will still be supplying Christmas lights in the community. As the majority of Christmas lights are now LEDs and the Council's own workforce install and remove them, the cost increase should not be a huge amount.

The community wish to see Christmas lighting as it has been proved that it can lift people's spirit and contribute to their health and well-being, particularly at this difficult time.

**Youth Support:** The cost of the bursary awards this year is £5,750. An invoice is attached to the list of payments, elsewhere on this agenda for £5,250 with an amount of £500 still to be paid as one of the bursary students has changed course.

The Council annually supports the RYLA scheme in the sum of £350.

### 3.4 **Open Spaces:**

**Bowling Greens:** Invoices have been issued in October.

**Tennis Courts:** Invoices have been issued in October. The community council has recently paid for the tennis courts to be repainted and cleaned. An outstanding invoice had also been received for previous works undertaken that had not been invoiced.

3.5 **Public Lighting:** Members are aware, through previous reports to council, that the increase in public lighting this year is astronomical. The council managed to secure a more efficient deal with Southern Scottish Electric as Scottish Power had cited a 280% increase in their costs and would not re-negotiate the deal. No other suppliers were available to quote for "unmetered" supplies at the time, due to the energy crisis and the Ukraine situation. The council has secured a deal for three years as energy prices are set to rise again although the government has issued some new guidance.



The increase in public lighting will need to be met from within the council's reserves. Members will see that the budget set at the beginning of the year is already overspent at this six-month juncture!

**3.6 Holding Account:** There has been no call for the use of the contingency to date.

**3.7 Ear Marked Reserves:**

The Council holds ear marked resources as shown in Appendix 2.

#### **4.0 RECOMMENDATION:**

The Council is asked:

- i) To note and approve the contents of this report;
- ii) Consider whether to continue to install Christmas lighting as outlined in paragraph 3.2 above;
- iii) Note the need to draw on the Council's reserves for the increase in Public Lighting electricity costs as outlined in paragraph 3.4 above; and
- iv) To note the potential impact on the budget of the pending 2022-23 contractual pay award as outlined in paragraph 3.1 above which will need to be taken from reserves as the budget for 2022-23 included a 2% increase in January 2022.

30/09/2022

## HAWARDEN COMMUNITY COUNCIL

Page 1

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Half Year Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staffing</u>							
4101 Salaries - Ad	28,770	64,541	35,771		35,771	44.6%	
4102 Superannuation - Ad	8,925	21,076	12,151		12,151	42.3%	
4103 PAYE - Ad	5,609	9,787	4,178		4,178	57.3%	
4104 NIC - Ad	7,001	13,369	6,368		6,368	52.4%	
4105 Travelling - Ad	242	750	508		508	32.3%	
4106 Training - Ad	3,682	4,000	318		318	92.1%	
4111 Salaries - Mt	40,283	73,891	33,608		33,608	54.5%	
4112 Superannuation - MT	9,915	24,499	14,584		14,584	40.5%	
4113 PAYE- Mt	4,925	10,261	5,336		5,336	48.0%	
4114 NIC - Mt	9,130	13,236	4,106		4,106	69.0%	
4115 Travelling - Mt	29	200	171		171	14.4%	
4116 Training - Mt	2,631	1,500	(1,131)		(1,131)	175.4%	
Staffing :- Indirect Expenditure	<u>121,142</u>	<u>237,110</u>	<u>115,968</u>	<u>0</u>	<u>115,968</u>	<u>51.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(121,142)</u>	<u>(237,110)</u>	<u>(115,968)</u>				
<u>200 Premises</u>							
4201 Rates - Ad	3,641	2,362	(1,279)		(1,279)	154.1%	
4202 Repairs - Ad	0	250	250		250	0.0%	
4203 Energy - Ad	1,508	1,606	98		98	93.9%	
4204 Water - Ad	169	403	234		234	42.0%	
4205 Insurance - Ad	1,641	2,324	683		683	70.6%	
4206 Fire Protection - Ad	702	120	(582)		(582)	584.9%	
4211 Rates - Mt	3,745	3,857	112		112	97.1%	
4212 Repairs - Mt	0	100	100		100	0.0%	
4213 Energy - Mt	491	2,600	2,109		2,109	18.9%	
4214 Water - Mt	185	1,275	1,090		1,090	14.5%	
4215 Insurance - Mt	1,641	2,324	683		683	70.6%	
4216 Fire Protection - Mt	0	270	270		270	0.0%	
4217 Depot contingency	58	1,000	942		942	5.8%	
Premises :- Indirect Expenditure	<u>13,781</u>	<u>18,491</u>	<u>4,710</u>	<u>0</u>	<u>4,710</u>	<u>74.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(13,781)</u>	<u>(18,491)</u>	<u>(4,710)</u>				
<u>300 Administration</u>							
1301 Joint Services Ad Contrib	12,140	43,687	31,547			27.8%	
Administration :- Income	<u>12,140</u>	<u>43,687</u>	<u>31,547</u>			<u>27.8%</u>	<u>0</u>
4301 Telephones Landline/Broadband	524	1,800	1,276		1,276	29.1%	
4302 Computer	58	500	442		442	11.7%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Half Year Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4303 Photocopier	574	1,110	536		536	51.7%	
4304 Stationery	370	750	380		380	49.3%	
4305 Office Cleaning	150	360	210		210	41.7%	
4306 Health & Safety	0	200	200		200	0.0%	
4307 Audit	711	600	(111)		(111)	118.4%	
Administration :- Indirect Expenditure	<b>2,387</b>	<b>5,320</b>	<b>2,933</b>	<b>0</b>	<b>2,933</b>	<b>44.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,753</b>	<b>38,367</b>	<b>28,614</b>				
<b>400 Maintenance</b>							
1401 Joint Services Contrib Mt	30,009	94,079	64,070			31.9%	
Maintenance :- Income	<b>30,009</b>	<b>94,079</b>	<b>64,070</b>			<b>31.9%</b>	<b>0</b>
4401 Vans Fuel	965	1,545	580		580	62.4%	
4402 Vans Repairs/MOT	(382)	1,000	1,382		1,382	(38.2%)	
4403 Vans Tyres	0	300	300		300	0.0%	
4404 Vans Insurance/Tax	0	1,500	1,500		1,500	0.0%	
4411 Tractor Fuel	951	1,500	549		549	63.4%	
4412 Tractor Repairs	1,522	1,000	(522)		(522)	152.2%	
4413 Tractor Tyres	0	600	600		600	0.0%	
4414 Tractor Insurance	0	615	615		615	0.0%	
4421 Trailer Repairs	86	500	414		414	17.1%	
4422 Trailer Tyres	0	50	50		50	0.0%	
4431 Hoist Repair	120	500	380		380	24.0%	
4441 Trailed Mower Repair	140	500	360		360	28.0%	
4443 Handmower Repair	41	300	259		259	13.7%	
4444 Handmower Purchase	0	600	600		600	0.0%	
4445 Herbicide	0	900	900		900	0.0%	
4451 Welding Equipment Repair	0	50	50		50	0.0%	
4452 Welding Equipment Gas	70	209	139		139	33.7%	
4453 Welding Equipment Purchase	0	100	100		100	0.0%	
4461 Equipment/Tools Repair	465	500	35		35	93.1%	
4463 Equipment/Tools Purchase	1,141	1,500	359		359	76.1%	
4471 Skip Hire	350	0	(350)		(350)	0.0%	
4481 Health & Safety Clothing	463	500	37		37	92.6%	
4482 Health & Safety Equipment	128	400	272		272	31.9%	
4483 Health & Safety Training	0	500	500		500	0.0%	
4491 Mobile Telephones	245	513	268		268	47.7%	
4495 Lighting Requisites	3,485	16,000	12,515		12,515	21.8%	
4499 Contingency - Mt	0	500	500		500	0.0%	
Maintenance :- Indirect Expenditure	<b>9,789</b>	<b>32,182</b>	<b>22,393</b>	<b>0</b>	<b>22,393</b>	<b>30.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20,220</b>	<b>61,897</b>	<b>41,677</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Half Year Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 General</u>							
1501 Precept	184,365	276,547	92,182			66.7%	
1502 Bank Interest - Instant Acc	9	14	5			63.7%	
1503 Bank Interest = 30 Day	68	23	(45)			296.6%	
1506 Miscellaneous Income	5,318	10,000	4,682			53.2%	
General :- Income	<u>189,760</u>	<u>286,584</u>	<u>96,824</u>			<u>66.2%</u>	<u>0</u>
4501 IT Systems Maintenance & Subs	1,199	2,100	902		902	57.1%	
4502 Conferences	376	1,000	624		624	37.6%	
4503 Insurance	0	2,690	2,690		2,690	0.0%	
4504 Audit	(1,200)	577	1,777		1,777	(208.0%)	
4505 Mandatory Member Allowances	930	3,650	2,720		2,720	25.5%	
4506 Petty Cash	0	100	100		100	0.0%	
4507 Legal Fees	2,613	1,600	(1,013)		(1,013)	163.3%	
4508 Miscellaneous - Gen	7	500	493		493	1.4%	
4509 Welsh Language Policy	0	50	50		50	0.0%	
4510 Council Chamber	317	500	183		183	63.3%	
4511 Chairman's Fund	628	400	(228)		(228)	157.0%	
4512 Elections & Member Training	5,364	12,562	7,198		7,198	42.7%	
4513 Website (LG (Dem)(Wales) Act	750	2,500	1,750		1,750	30.0%	
General :- Indirect Expenditure	<u>10,983</u>	<u>28,229</u>	<u>17,246</u>	<u>0</u>	<u>17,246</u>	<u>38.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>178,777</u>	<u>258,355</u>	<u>79,578</u>				
<u>600 Community Funding (LG Act 1972</u>							
4601 Summer Playschemes (PWB)	0	5,887	5,887		5,887	0.0%	
4602 Grants to Voluntary Orgs (PWB)	440	1,000	560		560	44.0%	
4603 Community Centres Annual Grant	6,400	6,400	0		0	100.0%	
4604 Festivals	2,823	0	(2,823)		(2,823)	0.0%	
4605 Christmas Lighting (LGA1972s13	0	10,000	10,000		10,000	0.0%	
4606 Remembrance Sunday & Memorial	300	300	0		0	100.0%	
4607 Public Clocks (PCA 1957s2)	0	235	235		235	0.0%	
4608 Youth Support PWB	5,600	5,700	100		100	98.2%	
Community Funding (LG Act 1972 :- Indirect Expenditure	<u>15,563</u>	<u>29,522</u>	<u>13,959</u>	<u>0</u>	<u>13,959</u>	<u>52.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(15,563)</u>	<u>(29,522)</u>	<u>(13,959)</u>				
<u>700 Open Spaces</u>							
1701 Bowling Green Rent	0	500	500			0.0%	
1703 Tennis Court Receipts	0	200	200			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Half Year Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1704 Football Licences	(1,667)	920	2,587			(181.2%)	
Open Spaces :- Income	<u>(1,667)</u>	<u>1,620</u>	<u>3,287</u>			<u>(102.9%)</u>	<u>0</u>
4700 Bowling Greens	700	700	0		0	100.0%	
4701 Land Rents - OS	80	120	40		40	66.7%	
4702 Repairs & Maintenance -OS	0	500	500		500	0.0%	
4703 Painting	0	250	250		250	0.0%	
4704 Play Areas & Equipment	3,539	10,000	6,461		6,461	35.4%	
4705 Pavillion	0	200	200		200	0.0%	
4707 Lodge	36	100	64		64	36.3%	
4708 Tennis Courts	3,900	2,500	(1,400)		(1,400)	156.0%	
4709 Skateboard Park	0	250	250		250	0.0%	
Open Spaces :- Indirect Expenditure	<u>8,256</u>	<u>14,620</u>	<u>6,364</u>	<u>0</u>	<u>6,364</u>	<u>56.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(9,922)</u>	<u>(13,000)</u>	<u>(3,078)</u>				
<u>800 Highways/Verges</u>							
4801 Lengthsman	15,994	32,476	16,482		16,482	49.2%	
4802 Lengthsman Supplies	2,027	2,000	(27)		(27)	101.3%	
4803 Planting & Maintenance -H&V	0	200	200		200	0.0%	
4804 Litter Bins (Litter Act 1983ss	0	600	600		600	0.0%	
4808 Miscellaneous - H&V	0	100	100		100	0.0%	
4809 CCTV (LG&Rating Act 1997s31)	656	2,000	1,344		1,344	32.8%	
Highways/Verges :- Indirect Expenditure	<u>18,677</u>	<u>37,376</u>	<u>18,699</u>	<u>0</u>	<u>18,699</u>	<u>50.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(18,677)</u>	<u>(37,376)</u>	<u>(18,699)</u>				
<u>900 Public Lighting</u>							
4901 Electricity - PL	20,113	13,000	(7,113)		(7,113)	154.7%	
4904 Connections/Transfers	537	2,000	1,463		1,463	26.8%	
4905 Replacements	0	800	800		800	0.0%	
Public Lighting :- Indirect Expenditure	<u>20,649</u>	<u>15,800</u>	<u>(4,849)</u>	<u>0</u>	<u>(4,849)</u>	<u>130.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(20,649)</u>	<u>(15,800)</u>	<u>4,849</u>				
<u>1000 Allotments (SH&amp;AAct1908s23)</u>							
11001 Allotment Rents Received	33	3,180	3,147			1.0%	
Allotments (SH&AAct1908s23) :- Income	<u>33</u>	<u>3,180</u>	<u>3,147</u>			<u>1.0%</u>	<u>0</u>
41001 Allotments	691	500	(191)		(191)	138.2%	
Allotments (SH&AAct1908s23) :- Indirect Expenditure	<u>691</u>	<u>500</u>	<u>(191)</u>	<u>0</u>	<u>(191)</u>	<u>138.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(658)</u>	<u>2,680</u>	<u>3,338</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Half Year Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1110 Holding Account</u>							
41105 Contingency	0	10,000	10,000		10,000	0.0%	
Holding Account :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>				
<b>Grand Totals:- Income</b>	<b>230,275</b>	<b>429,150</b>	<b>198,875</b>			<b>53.7%</b>	
<b>Expenditure</b>	<b>221,917</b>	<b>429,150</b>	<b>207,233</b>	<b>0</b>	<b>207,233</b>	<b>51.7%</b>	
<b>Net Income over Expenditure</b>	<u><b>8,358</b></u>	<u><b>0</b></u>	<u><b>(8,358)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>8,358</b></u>						

## Earmarked Reserves

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Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Mandatory Member Allowan	2,400.00		2,400.00
321 EMR - Summer Play Scheme	0.00		0.00
322 EMR - Comm Centre, Ewloe	20,000.00		20,000.00
323 EMR Aston s106	4,969.50		4,969.50
324 EMR - Mancot s106	1,524.00		1,524.00
325 EMR - Elections	2,287.00		2,287.00
326 EMR - CCTV	1,403.00		1,403.00
327 EMR - Play Equip/Areas	80,000.00		80,000.00
328 EMR - Christmas Lighting	10,000.00		10,000.00
329 EMR - Legal fees	1,600.00		1,600.00
	<u>124,183.50</u>	<u>0.00</u>	<u>124,183.50</u>

HAWARDEN COMMUNITY COUNCIL

Bank - Cash and Investment Reconciliation as at 31 July 2022

Item ~~11~~  
22

Confirmed Bank & Investment Balances

Bank Statement Balances

29/07/2022	Lloyds Current Account	27,406.78	
11/07/2022	Lloyds Instant Access	135,016.57	
20/07/2022	Lloyds Bank	183,043.61	
27/05/2014	Nat West Enhanced Fixed Rate	0.00	
27/05/2014		0.00	
18/03/2022	Petty Cash	18.24	
			345,485.20

Other Cash & Bank Balances

0.00

345,485.20

Unpresented Payments

459.98

345,025.22

Receipts not on Bank Statement

0.00

345,025.22

Closing Balance

All Cash & Bank Accounts

1	Lloyds Current A/c	26,946.80
2	Lloyds Business Instant Access	135,016.57
3	Lloyds Business 30 Day A/c	183,043.61
4	Nat West Enhanced Fixed Rate	0.00
5	Nat West Business Reserve A/C	0.00
6	Lloyds fixed Rate Deposit A/C	0.00
7	Petty Cash Cbk	18.24
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>345,025.22</b>



## HAWARDEN COMMUNITY COUNCIL

## Bank - Cash and Investment Reconciliation as at 31 August 2022

<u>Confirmed Bank &amp; investment Balances</u>		
<u>Bank Statement Balances</u>		
31/08/2022	Lloyds Current Account	33,243.20
31/08/2022	Lloyds Instant Access	135,021.05
31/08/2022	Lloyds Bank	225,255.25
27/05/2014	Nat West Enhanced Fixed Rate	0.00
27/05/2014		0.00
18/03/2022	Petty Cash	18.24
		<b>393,537.74</b>
<u>Other Cash &amp; Bank Balances</u>		
		<b>0.00</b>
		<b>393,537.74</b>
<u>Unpresented Payments</u>		
		<b>5,066.91</b>
		<b>388,470.83</b>
<u>Receipts not on Bank Statement</u>		
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>388,470.83</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Lloyds Current A/c	28,176.29
2	Lloyds Business Instant Access	135,021.05
3	Lloyds Business 30 Day A/c	225,255.25
4	Nat West Enhanced Fixed Rate	0.00
5	Nat West Business Reserve A/C	0.00
6	Lloyds fixed Rate Deposit A/C	0.00
7	Petty Cash Cbk	18.24
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>388,470.83</b>