

ABBOTS LANGLEY PARISH COUNCIL

Minutes of the meeting of the Finance and Administration Committee held at 7.30 p.m. on Monday 28th April 2008 in the Council Chamber, Langley Road, Abbots Langley.

Those Present

Chairman: Councillor K D Williams

Councillors: Councillor C R Daily
Councillor G W Emery
Councillor Mrs D J Lay
Councillor M T Morton
Councillor Miss I V Young - Ex Officio

Officers: Mr T Perkins – Clerk to the Council
Mrs C Byrne – Finance Officer

600. Apologies for absence

Apologies for absence were received, recorded and accepted from Councillors Ms Phipps and Roe.

601. Declarations of interest

There were no declarations of interest.

602. To confirm the Minutes of the previous meeting

It was proposed by Councillor Miss Young, seconded by Councillor Mrs Lay and **RESOLVED** that the minutes of the meeting held on 21st January 2008, copies of which had been sent to all Members of the Parish Council and which had been adopted by the Council, be taken as read and were signed by the Chairman as a correct record.

603. Matters referred from Parish Council

There were no matters referred from Parish Council.

604. Grants

- a) The updated grant application form was considered by members and some amendments and additions were discussed which will be made by the Clerk. It was proposed by Councillor Mrs Lay, seconded by Councillor Emery and **RESOLVED** that the Clerk should have delegated authority to amend the grant application form, as required keeping it under revision control.
- b) Members considered the grant application form from Bedmond Sports & Social Club for £2000 for new shutters for their bar. Members agreed that a decision should be deferred until the next Finance & Administration Meeting on 28st July 2008. At that time

they would be required to supply their latest accounts and a quote for the shutters.

Members considered the grant application from the Monday Club for £500 towards the cost of hiring the Community Centre. Members felt that they could not make this grant but would like the Monday Club to reapply for a grant towards a specific activity or event.

Members discussed the document from St Lawrence Church regarding their forthcoming project to resurface two paths. They requested that the Clerk should open a dialogue with the PCC regarding this project.

605. Budget Monitoring Report

Members discussed the Q4 Budget Monitoring Report. The Finance Officer highlighted the effects of the TRDC grant for Primrose Hill being received in the last financial year and the spend on the equipment being made in this financial year, she also highlighted the TRDC grant for Henderson Hall (£31,000) had been received. The Clerk reported to members that the work at Henderson has now been completed and there had been a small over spend but that TRDC still had some money available towards the project.

Members reviewed the individual cost centres. The Finance Officer highlighted that the overall wage costs for the Works Team was below budget by £11,000 which the Clerk explained was because the Works Team did not receive any summer overtime this year. The Clerk highlighted that there was a fall in bar income because the level of bookings was down compared to the previous year.

The Clerk highlighted that overall the numbers are close to the budget when the impact of the spend on the Primrose Hill play equipment is taken into account. The Finance Officer informed members that these numbers represent the first cut of the year-end numbers so there will be some adjustments.

606. Internal Audit

- a) Members reviewed the Action Plan in the report from the Internal Auditor. The Clerk informed members that the financial risk assessment will be included in the risk assessment work to be completed this year. Members requested an update on the Action Plan at July's meeting.
- b) Members considered the 'Reviewing the effectiveness of Internal Audit' article. The Clerk and Finance Officer will have a discussion with the Internal Auditors and report back at the July meeting.

607. Statement of Accounts

Members considered the Statement of Accounts and External Auditors comments, noting the three comments in the top box. The Finance Officer informed members that the new External Auditors take a different view regarding Henderson Hall and that they think the numbers should be included in the Parish Council's Accounts.

608. Clerk's report

The Clerk informed members of the ongoing customer service problems with the current insurers and the '5 year' clause that had been included in this year's policy renewal. He also informed members that he will be looking at a number of alternative providers during the year.

The Clerk reviewed the IT strategy for this financial year.

Members had an initial discussion about how the Council could move away from cheque payments and still have approval from two Councillors for expenditure.

The Clerk outlined the need for improvements to the office areas in the Council Offices and improvements to the Depot. The Clerk also raised the issue of possible property disposals. Councillors requested that the Clerk should have preliminary instructions with estate agents regarding the Old Fire Station and the possible leasing of the Depot in Marlin Square.

The meeting closed at 09.55 p.m.

Signed

Dated