

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.45 p.m. on Monday 28th July 2008 in the Council Offices, 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 O W Roe Councillor D Major (Ex Officio) Councillor Miss I V Young (Ex Officio)
Officers:	Mr T Perkins - Clerk to the Council Mrs C Byrne - Finance Officer

The meeting opened at 7:45pm.

130. Apologies for Absence

Apologies for absence were received, recorded and accepted from Councillor Morton and Councillor Ms. Phipps.

131. Declarations of Interest

Councillor Emery declared an interest in the Grant Application from the Bedmond WI and this was accepted.

132. 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 28th April 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.

133. Vice Chairman

It was proposed by Councillor Miss Young, seconded by Councillor Emery and **RESOLVED** that Councillor Daily be elected Vice-Chairman of the Finance and Administration Committee for the year 2008/2009.

134. Risk Assessments

The Clerk presented the Business and Financial Risk Assessment to members. This was the initial presentation to members and their comments were invited.

Councillor Roe requested that an additional risk should be added to cover the possibility of all staff being ill at the same time if there is a flu pandemic. The Clerk will include this in the next version.

Councillor Major asked about insurance cover for members serving as trustees or on attachment to other organisations. The Clerk informed members that the advice he has had from the Council's insurers is that insurance would be the responsibility of the organisation that the member was working for.

Councillor Williams requested that the Clerk should contact HAPTC and raise it with the Clerk's Forum to get further guidance.

The Clerk informed members that we now have a lot of Risk Assessments in place and acknowledged the large amount of work that the Facilities Manager and Works Manager have undertaken. He also informed members that the responsibility for Risk Assessments is shared with the Staffing Committee. Councillor Williams requested a list of completed Risk Assessments.

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Councillor Williams asked that under the heading of Procurement there should be a review of suppliers that we currently use. And under the heading of financial record keeping we should add Internal Audit as an existing control.

Members felt that the Council should implement an Asset Management Plan.

135. Grants

Members discussed the grant application from St Lawrence Church for £10,000 over four years. They felt that this was a reasonable request and it will be reviewed when the grant applications for 2009/10 are considered. Members felt that St Lawrence's should also apply to Hertfordshire County Council for a contribution towards the project.

Members considered the grant application from Bedmond Sports and Social Club for £2000 to install shutters around their bar. The decision has been deferred until the next meeting of the Finance & Administration Committee in October when the latest set of accounts from Bedmond Sports and Social Club will be available.

Members considered the revised grant application from the Monday Club for £500 towards an outing to a show. It was proposed by Councillor Mrs Lay, seconded by Councillor Roe and **RESOLVED** that the grant should be awarded. The committee delegated authority to the Clerk and Finance Officer to find a virement opportunity from within the Budget heads that are the responsibility of the Finance and Administration Committee to allow payment of the grant.

Members considered the grant application from Bedmond Women's Institute for £250 towards their meeting costs. It was proposed by Councillor Miss Young, seconded by Councillor Mrs Lay and **RESOLVED** that a grant of £200 should be awarded.

136. Budget Monitoring Report

The Finance Officer reviewed the Budget Monitoring report for Quarter 1, April-June 2008 with members explaining the major variances of over £1000 pounds.

Members requested that the Finance Officer provide more information on why the Heating & Lighting costs at Hillside and Henderson are so high, where the cost of the new litter bins has been charged to and what has been charged to Manor Lodge repairs.

In addition members requested that the officers find out when we would be receiving money for our Parish Paths Partnership work and to find out where the time spent on the YMCA contract has been charged.

The Clerk acknowledged how helpful Three Rivers District Council had been with the grant for refurbishments at Henderson Hall.

The Clerk highlighted to members that time spent by the works team on clearing up under vandalism may not have been charged to the Vandalism code and he has asked the Works Manager to make sure that all the time spent is properly charged so we can assess the extent of the problem.

137. Review the Effectiveness of Internal Audit

The Clerk submitted a report on the Effectiveness of Internal Audit under the headings Scope of Audit (as shown in the auditors work plan which was circulated to members), Independence, Competence, Relationships and Audit Planning.

Members were referred to the papers previously circulated from the SLCC and BDO Stoy Hayward, which outlined the requirements of the review.

The Clerk and the Finance Officer confirmed that they considered that the audit carried out by our currently appointed internal auditors, was robust, effective and conducted in a professional and appropriate manner. Communication with the auditors was good.

The Clerk was asked to write to RBS Auditing Solutions to confirm the review and as outlined in the Clerk's report, to whom they should write in the event of fraud or serious mismanagement being found during their work

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It was proposed by Councillor Emery, seconded by Councillor Miss Young and **RESOLVED** that the effectiveness of internal audit has been satisfactorily completed for this financial year.

138. Banking Arrangements

The Finance Officer informed members that she had been unable to make progress on banking arrangements because the Business Manager from Lloyds TSB had not kept the appointment to meet her and the Clerk. She will try to set up a new meeting at the Abbots Langley branch and report back to members at the next meeting.

139. IT Infrastructure

The Clerk informed members that the work on the IT infrastructure was nearly complete and that we now have a robust system, the only remaining task is to set up the new server.

Members expressed their thanks to the Clerk and Finance Officer for their work in improving the reliability of information and in the general administration of the Parish Council

The meeting closed at 9:38pm.

Signed: _____

Dated: _____