

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 p.m. on Monday 27th October 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 Ms B Phipps Councillor Miss I V Young (Ex Officio)
Officers:	Mr T Perkins - Clerk to the Council Mrs C Byrne - Finance Officer

The meeting opened at 7:30pm.

255. Apologies for Absence

There were no apologies for absence.

256. Declarations of Interest

There were no declarations of interest.

257. 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 July 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.

258. Budget 2009/2010

Members considered the draft budgets for Administration and Grants for 2009/10. The Clerk was asked to make a number of minor adjustments for the next draft.

Members reviewed the Balance Sheet, P&L and Cash Report for the 2nd Quarter. No issues were noted.

259. Grants

Members reconsidered the grant application from Bedmond Sports and Social Club for £2000 for new bar shutters. They reviewed the Accounts submitted by the club since the July meeting.

Members referred two issues raised by the grant application to the Leisure Committee. Firstly are the Club able to hire out their premises and secondly is the Club financially viable.

Members felt that they should consider what the Council could do to help the club regenerate.

260. Internal Audit

Members considered the Final 2007-2008 and Interim 2008-2009 reports from the Internal Auditors. The issues raised about the General Fund balance will be looked at during the budget setting process when both the level of Earmarked Reserves and the General Fund will be reviewed.

Members were pleased to note the comments made in the letter from the auditors of the 20th October about 'the ongoing improvements noticeable in the manner in which accounting and other records are being maintained' and congratulated the Clerk and Finance Officer for making these improvements.

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261. Clerks Report

Members considered the matters raised in the Clerk's Report.

1. The Clerk informed members that the issue over Lloyds TSB bank charges has been resolved and there will be no charges for the next twelve months.
2. It was proposed by Councillor Mrs Lay, seconded by Councillor Morton and **RESOLVED** that the following resolution should be referred to Parish Council.

That the Clerk and Responsible Financial Officer be added to the Council's Bank mandate as (in the bank's words) "An individual who is not a signatory (i.e. a beneficial owner, partner, director, trustee or other controlling official of the Business/Organisation)".

3. Members were satisfied with the actions which had been taken over the cash shortfall in the bar till at Henderson Hall.
4. Members noted the proposal to transfer some staff from the weekly to the monthly payroll and felt that officers should use their discretion if it proved necessary to make a small salary advance as outlined in the Clerk's Report. The Clerk was asked to update the Staffing Committee at their next meeting.
5. The Clerk informed members about issues surrounding Data Protection and how important it is to ensure that great care is taken with any information that may come into their possession in the course of fulfilling their duties as members. The Clerk will present a new Data Protection Policy at the next Finance and Administration meeting.

The meeting closed at 9.40 pm.

Signed: _____

Dated: _____