

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 p.m. on Monday 24th November 2008 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor K D Williams
Councillors	Councillor G W Emery Councillor Mrs D J Lay Councillor O W Roe Councillor Miss I V Young (Ex Officio)
Also Present:	Councillor L Lay
Officers:	Mr T Perkins - Clerk to the Council Mrs C Byrne - Finance Officer

The meeting opened at 7:30pm.

307. Apologies for Absence

Apologies were received, accepted and recorded from Councillors Morton and Ms Phipps.

308. Declarations of Interest

There were no declarations of interest.

309. To confirm the Minutes of the previous meeting

It was proposed by Councillor Miss Young, seconded by Councillor Emery and **RESOLVED** that the minutes of the meeting held on 27th October 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.

310. Matters referred from Parish Council

There were no matters referred from Parish Council.

311. Policies

The Clerk advised members that there is a statutory requirement for the Parish Council to update its Freedom of Information documentation. Under the Freedom of Information Act the Council is required to have:

- a. A revised publication scheme.
- b. A sector specific manual and a guide to proactively published information, which for our sector is combined into one document.

It was proposed by Councillor Roe, seconded by Councillor Emery and **RESOLVED** that the Parish Council should adopt the Model Publication Scheme prepared by the Information Commissioner's Office without modification.

Members considered the Freedom of Information - Guide to Published Information prepared by the Clerk and asked that the last item regarding complex requests should be clarified in the document.

It was proposed by Councillor Mrs Lay, seconded by Councillor Roe and **RESOLVED** that the Guide to Published Information as presented by the Clerk be adopted and that the Clerk is given delegated authority to update and amend the guide, keeping the document under revision control. Any significant changes to be referred to this Committee.

Members considered the Data Protection Policy prepared by the Clerk. They requested that the Introduction should include that the council keeps information about the staff.

It was proposed by Councillor Miss Young, seconded by Councillor Mrs Lay and **RESOLVED** that Data Protection Policy as presented by the Clerk be adopted and

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that the Clerk is given delegated authority to update and amend the guide, keeping the document under revision control. Any significant changes to be referred to this Committee.

Given the importance for all members of this policy, the committee asked that the adoption of this policy be brought to all members attention at the next Parish Council meeting.

The Clerk informed members that he would put all policy documents on a members and officers website. This was unlikely to happen until the New Year, in the meantime members could get copies of any active policies from the Clerk.

Members considered the Document Retention Policy. It was proposed by Councillor Emery, seconded by Councillor Mrs Lay and **RESOLVED** that the Document Retention Policy as presented by the Clerk be adopted and that the Clerk is given delegated authority to update and amend the guide, keeping the document under revision control. Any significant changes to be referred to this Committee.

312. External Audit

Members considered the report from the external auditors. The items about Risk Assessment and the Review of Effectiveness of Internal Audit had previously been highlighted to members. The item regarding Administration of charitable money was accepted as an item we will receive comment on for some years as the trustees of Henderson Hall gradually take over the management of the hall.

The Clerk informed members that he was meeting with the Managing Trustees and members delegated by the Leisure Committee, to review the developing role of the trustees. A report would be submitted to a future meeting of this and the Leisure Committee.

The Clerk informed members that work on the Asset Register was ongoing and the Plant & Equipment used by the Works Team would need special heavy duty asset tags, the cost of which was c.£400. Whilst this expenditure was covered by the Clerk's delegated authority he asked members to note this cost.

313. Grants

The Finance Officer presented members with a schedule of grant application received to date and additional applications which are expected.

314. Credit and Debit Card Processing

Members considered the information regarding the costs of debit and credit card processing. They requested further information about the average value of a booking at Manor House and average weekly bar takings.

315. Budget 2009/10

The Clerk informed members that he will receive the Band D equivalent number this week. He also informed members that there was a need to update the phone system in the office before the end of March 2009 when the existing system will no longer be supported by BT. He presented the quote which has been received and informed members that although this would produce an overspend on the specific budget heading for office equipment it would not result in an overspend on the administration budget as a whole. Councillors accepted that the new system should be installed early in 2009.

The meeting closed at 9.10 pm.

Signed: _____

Dated: _____