

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 p.m. on Monday 20th April 2009 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 M T Morton Councillor O W Roe 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.

576. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Daily and Councillor Ms Phipps.

577. Declarations of Interest

Councillor Mrs Lay declared an interest in Item 5(b) (minute 580) the grant application for 2009/10 from the Abbots Langley Gardening Society.

578. 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 26th January 2009, 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.

579. Budget Monitoring Report

Members considered the budget monitoring report to the end of Q4 2008.

The Finance Officer and Clerk highlighted that there would be a surplus for the year ended 31st March 2009, although the numbers being considered were provisional, so that until the year end work is completed the size of the surplus is not known. This surplus will go into reserves initially.

Councillors requested a breakdown of some expense lines which the Finance Officer will provide.

The Clerk highlighted the improvement to the margins made on the bars and Councillors expressed their thanks to the Facilities Manager for his good work.

Councillors expressed their thanks to the Clerk and Finance Officer for their support of the council during the year.

580. Grants

a) Citizens Advice Bureau

It was proposed by Councillor Morton, seconded by Councillor Williams and **RESOLVED** that no grant should be awarded.

The Clerk was asked to arrange for the committee to meet with CAB in October, ahead of a possible 2010 grant application and for the committee to understand in more detail what the priorities are for CAB in AL, their performance, customer service standards and whether they have received any funding from the increased Government funding for CABs.

Abbots Langley Parish Council

b) Abbots Langley Gardening Society

It was proposed by Councillor Emery, seconded by Councillor Miss Young and **RESOLVED** that no grant should be awarded because it was received after funds were fully allocated for this financial year.

c) Royal Air Forces Association

Councillors considered the financial implications of RAFA continuing to hold their meetings on Friday nights at Manor House.

It was proposed by Councillor Morton, seconded by Councillor Mrs Lay and **RESOLVED** that the condition of the grant that RAFA should move their meetings from the Friday night should be pursued. Councillors requested that the Clerk should write to them asking them to explore ways in which they could comply with the grant condition. The Clerk agreed to meet with officers of the Association and report back to a future meeting.

581. Insurance

The Clerk outlined the work that the Finance Officer had done to obtain alternative quotes from a number of specialist brokers and insurance companies, without achieving any significant savings to the renewal premium from the council's current insurers.

Councillors acknowledged the work carried out, thanked the Finance Officer and formally accepted the advice that the Council should continue with Zurich Municipal and undertake a further review in three to four years.

582. Internal Audit

Councillors reviewed the Internal Audit Report for 2008-2009 (interim).

The Clerk advised members that recommendation R1 (NI adjustment), had been completed and that R2 and R3 (asset register), were in hand and would be completed in the end June.

Work was already in hand on the asset register, all IT equipment was recorded, asset tags had been received that week and a digital camera purchased to record all assets.

The Clerk advised that he would write to the Internal Auditors to confirm receipt of their report and the actions taken.

583. Budget 2010/11

The Clerk informed members that the Budget Preparation Schedule 2010-2011 was designed to formalise the budgeting process and reduce the number of reviews at Parish Council and committee meetings. It would also serve as a checklist should the Clerk be off work.

Members agreed the schedule and referred it to the Parish Council for information.

584. Annual Return

Councillors considered the timetable for submission of the 2008/2009 statutory return.

The committee referred to Parish Council the decision about having an extraordinary Parish Council meeting to sign off the accounts, in order to meet the statutory 30th June deadline.

585. The Power of Wellbeing

The Clerk outlined the new Power of Wellbeing to members and the eligibility criteria.

Members recommended gaining eligibility to use the Power of Wellbeing and this was referred to the Parish Council.

Abbots Langley Parish Council

586. Henderson Hall

Members discussed the need for changing the banking and accounting arrangements for Henderson Hall so that the charitable trust can become autonomous over time.

The Clerk will have a discussion with the trustees about banking and accounting arrangements at the next Trustee's Meeting.

Members referred a discussion of some of the implications of the trust becoming autonomous to the Leisure Committee.

587. Banking Arrangements

Members noted the update from the SLCC on cheque signing arrangements and the delay in changes to legislation

The Finance Officer informed members that the agreement for card processing to be set up had been received from Pelican and that the transaction charges would be less than originally advised.

It was proposed by Councillor Williams, seconded by Councillor Mrs Lay and **RESOLVED** that Councillor Miss Young and Councillor Roe could sign the agreement once it had been checked by the Clerk.

The Clerk informed members that Lloyds TSB would only authorise internet banking for cheque signatories. Members discussed this and felt that it was not appropriate for councillors to set this up. A solution was discussed that the Clerk and Finance Officer could become signatories on the Bank Mandate and this should be referred to Parish Council for approval.

In addition the Clerk should make an amendment to standing orders confirming these arrangements, but noting that the Clerk and Finance Officer should not sign cheques in accordance with current legislation.

Councillor Williams informed the meeting that he would be stepping down as Chairman of this committee. Members thanked to Councillor Williams for his chairmanship over many years.

The meeting closed at 9:58pm.

Signed: _____

Dated: _____