

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th July 2009 at 7.30p.m. at the Council Chamber, Langley Road, Abbots Langley.

Those present:

Chairman: Councillor K Williams
Councillors: Councillor G Emery
Councillor Mrs D J Lay
Councillor M Morton
Councillor O Roe
Councillor Miss I Young

Also Present: Councillor J Hill
Mr D Francis- Chairman of RAFA
Mr K Curlewis- RAFA
Mr T Hayes- RAFA
Mr G Elmes- RAFA

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

The meeting opened at 7:30pm.

159. Apologies for absence

Apologies were received, accepted and recorded from Councillor Ms Phipps (work commitments).

160. Declarations of Interest

None.

161. Minutes of the Meeting

It was proposed by Councillor Miss Young, seconded by Councillor Morton and **RESOLVED** that the minutes of the meeting held on 20th April 2009, copies of which had been sent to all Members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

162. Royal Air Force Association (RAFA)

Councillor Williams welcomed the members of the RAFA committee to the meeting. He presented a summary of the income and expenditure relating to Friday night bookings in the Manor House.

Councillor Williams suggested that as RAFA had not yet submitted a formal booking request for dates beyond December 2009, a decision as to whether the Parish Council can accept the bookings will be deferred. This will be reviewed at the October meeting of this committee by which time RAFA will have submitted a formal request for 2010 bookings.

Councillor Williams highlighted the personal nature of the comment made by one of the RAFA members to the Clerk at the meeting held between RAFA and the Clerk on 21st May 2009, he hoped that any further discussions would be held in a more constructive manner.

The Clerk advised that he had discussed various options with RAFA at their May meeting but no agreement had been reached. He also outlined to members that there was an additional opportunity cost, which could not be quantified, of when the council had turned down a booking for a Friday night, which was already booked by RAFA.

Councillor Morton informed the meeting that the Parish Council would like RAFA to stay as customers and for their organisation to flourish and the Parish Council would offer favourable terms for another night.

Abbots Langley Parish Council

Councillor Mrs Lay said that the other local organisations who are regular users of the halls all book Monday to Thursday.

Councillor Emery said it would be a shame if the council and RAFA could not come to an amicable agreement.

Mr Francis informed members that he had canvassed all RAFA members and ninety percent wanted to stick to the Friday night bookings. He said that after another year he could inform members that meetings were being moved to another night.

Mr Francis also informed members that at the moment they have tentatively booked speakers up to July 2010 and the detailed programme for next year will go out in the Christmas newsletter.

The Clerk informed members and the RAFA representatives that he was willing to have another meeting with RAFA before October to try and reach an agreement.

Councillor Roe said he hoped that the Parish Council can come to an amicable agreement with RAFA.

It was proposed by Councillor Williams, seconded by Councillor Morton and **RESOLVED** that the decision regarding RAFA bookings for 2010 be deferred to the meeting of the Finance & Administration Committee on the 26th October 2009 and that RAFA should be asked to submit their booking dates in advance of this meeting.

163. Business and Financial Risk Assessments

Councillor Morton informed members that he had read through the schedule of the Business and Financial Risk Assessments and felt that all reasonable risks were included.

Councillor Roe wanted to include under existing controls against the risk of 'Damage to third party property etc.' that the council would take immediate action on any problems reported.

Councillor Roe raised the question of how the council will cope with the swine flu pandemic. The Clerk informed members that he was following the advice of the Health Protection Agency. Councillor Williams informed members that there was guidance on the Three Rivers website and that the Clerk has delegated authority to plan for the pandemic.

It was proposed by Councillor Williams, seconded by Councillor Miss Young and **RESOLVED** that the Business and Financial Risk Assessments as presented by the Clerk be accepted, subject to the minor amendment recommended.

164. Internal Audit

Members considered the report from the internal auditor on their final visit relating to the financial year 2008/9. Members were very pleased that the council had received such a good report. Councillor Williams expressed thanks on behalf of the Parish Council to the Clerk and the Finance Officer. The Clerk thanked the Finance Officer, the Facilities Manager and the whole team.

Members reviewed and discussed the report submitted by the Clerk on Review of the Effectiveness of Internal Audit.

It was proposed by Councillor Mrs Lay, seconded by Councillor Roe and **RESOLVED** that the current internal audit process was effective in all regards.

Members requested that the Clerk write a letter to the internal auditors to confirm the Parish Council's receipt of the final audit report for 2008/9 and their satisfaction with the report. The Clerk should also confirm the review of the effectiveness of the internal audit.

Abbots Langley Parish Council

165. Grants

Members considered the grant application from Langleybury Cricket Club for £800 towards the upkeep of their cricket square.

It was proposed by Councillor Morton, seconded by Councillor Roe and **RESOLVED** to make a grant of £500 under the Local Government Act 1972 s137.

166. Budget Monitoring Report

Members considered the Q1 2009 Budget Monitoring Report. They noted that the gas & electricity costs were high compared to the budget. The Clerk informed members that we had been unable to terminate our current contract and move to a cheaper provider this year but will be switching supplies at a contract break point. These costs will be reviewed again in October.

The Clerk informed members that there will be an increase to our insurance costs for the Play Equipment, a mistake by Zurich had placed the equipment under the wrong heading rather than under all risks. The cost for the full year would be £2,832 and that would cover all our newer play equipment at Lemonfield, Primrose Hill, Manor House and Bedmond. All legacy play equipment would remain uninsured.

The Clerk informed members that the Parish Council had been working on three footpaths, under the Parish Paths Partnership this year and that the Country Management Services were going to grant £1000 grant to the Parish Council to update the Abbots Langley footpaths booklet.

The Clerk highlighted that members need to make a decision about how the proceeds of the sale of the Old Fire Station are going to be used.

167. Terms of Reference

Members considered the committee's terms of reference and did not consider any amendments were required.

The meeting closed at 9:06 p.m.

Signed: _____

Dated: _____