

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 p.m. on Monday 26th October 2009 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor K D Williams
Vice Chairman:	Councillor G W Emery
Councillors	Councillor J Hill
	Councillor Mrs D J Lay
	Councillor M T Morton
	Councillor O W Roe
	Councillor Miss I V Young
	Councillor L Lay (non-voting)

Officers: Mr T Perkins - Clerk to the Council

The meeting opened at 7:30pm.

314. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Ms. Phipps.
Mrs C Byrne, Finance Officer is on annual leave.

315. Declarations of Interest

None.

316. Public Participation

Carolyn Schofield (Service Manager) and Andy Pickford (Trustee) gave notice that they wanted to address the committee on agenda item 5, Citizens Advice Service in Three Rivers.

317. To confirm the Minutes of the previous meeting

It was proposed by Councillor Roe, seconded by Councillor Mrs Lay and **RESOLVED** that the minutes of the meeting held on 27th July 2009, copies of which had been sent to all Members of the Parish Council be taken as read and were signed by the Chairman as a correct record.

318. Citizens Advice Service in Three Rivers

Members received a verbal and written report from the representatives of the CAS noted in minute 316. Members then had an opportunity to ask questions on the services provided to residents of Abbots Langley.

The main priorities facing CAS is the increasing workload from recession related enquiries on debt management, homelessness and property repossession. They have a statutory requirement to maintain reserves, should funding be interrupted, current pressures mean that holding reserves is proving very difficult.

Their infrastructure such as IT and telecoms needs updating.

The service is likely to submit a grant application for 2010/2011, the Clerk reminded them of the application time scales.

The Chairman thanked the representatives of the CAS for attending and for their input.

319. Matters referred from the Parish Council

Members noted the request from the Parish Council to review the grants policy. Members will carry this out in April 2010, as the current policy is part of the 2010/2011 grants application pack which has been published.

The new policy will need to consider the impact of the Power of Wellbeing.

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320. Election of Vice Chairman

It was proposed by Councillor Mrs Lay, seconded by Councillor Miss Young and **RESOLVED** that Councillor Emery be elected Vice-Chairman of this committee for the year 2009/2010.

321. External Audit

Members noted the external audit report submitted by BDO Stoy Hayward.

The Clerk and Finance Officer had recently attended SLCC training on the management of charity and trust funds and possibly had a resolution to the audit qualification on the holding of charity funds. The Clerk and Finance Officer will discuss with the Internal Auditor when he is onsite early in November. It may then be necessary to take professional advice. The Clerk will update this committee in November.

The comments on Internal Audit Checks and Comparative Trust Funds Disclosure were noted.

The Clerk advised that the level of Fidelity Guarantee had been increased. The reason the Parish Council need the additional cover is that the funds from the sale of the Old Fire Station are now being held in reserve. The fidelity guarantee is now £600k and the additional premium c.£70/pa.

322. RAFA

Following discussion in the Leisure Committee and previous meetings of this committee. The Clerk confirmed that he would be writing to the RAFA confirming that the Parish Council would accept bookings from RAFA on Friday nights in 2010, but that RAFA would book an alternative evening, Monday to Thursday from January 2011.

The Clerk will ask for an indication as to which night they may prefer.

323. Abbots Langley Neighbourhood Watch

It was proposed by Councillor Williams, seconded by Councillor Mrs Lay and **RESOLVED** that the arrangement with the above for two meetings per annum in the Council Chamber and 550 photocopies without charge, resolved in minute 152 (2007/2008) be extended until 31st March 2012.

324. Clerks Report

Members noted the balance outstanding on the grants budget of £250, which will be held for further applications this financial year, or rolled over to next.

The Clerk advised that he had received on the morning of the meeting paperwork from the Abbots Langley Community Centre that indicated the project was completed and Building Control sign off granted. The Clerk expected to receive an application for the final grant payment in the coming days.

The Clerk will review the current lease with the Community Centre. There have been recent changes to their constitution and trustees and an update may be required.

325. Budget 2010/2011

Members reviewed the first draft of the budget, the Clerk advised that it was "work in progress".

Comments were noted which will be added to the next revision which will be presented to the spending committees.

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326. Budget Monitoring Report

Members will consider at the November meeting of this committee, as part of the budget process.

The meeting closed at 8.58 p.m.

Signed: _____

Dated: _____