

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 6.30 p.m. on Monday 23rd November 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
Officers:	Mr T Perkins - Clerk to the Council Mrs C Byrne- Finance Officer

The meeting opened at 6:30pm.

388. Apologies for Absence

There were no apologies for absence.

389. Declarations of Interest

None.

390. Public Participation

No members of the public had requested to speak at the meeting.

391. To confirm the Minutes of the previous meeting

It was proposed by Councillor Emery, seconded by Councillor Miss Young and **RESOLVED** that the minutes of the meeting held on 26th October 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.

392. Budget 2010/11

Members had received the Second run of the Budget for 2010/11. The Clerk advised members that the Budget had not been updated for any of the decisions made at the meeting of the Leisure Committee on Wednesday 18th November and was waiting for an update from members on the potential availability of the supporting funds from Three Rivers District Council. Members reviewed the decisions from the Leisure Committee meeting.

393. Internal Audit

Members reviewed the recommendations made in the Internal Auditors interim report for the current financial year.

The first recommendation was for increased insurance cover for Business Interruption and Public Liability. The Clerk informed members that Zurich were going to quote for this and highlighted that our biggest risk would be the loss of bar income at Manor House of £30,000.

Councillor Hill said that he had Key Employee insurance in place in his business. The other Councillors considered that would be worthwhile for the Council and officers should get a quote and report back to the December meeting.

The second recommendation was for a Schedule of Regular Income. The Clerk informed members that the Finance Officer would be working on this and he would report back at the December meeting. The Clerk informed members that the coding errors on income had been corrected.

Members considered the third recommendation for new safes and all expressed concern. The Clerk informed members that the Facilities Manager will get a few more quotes. It was proposed by Councillor Morton, seconded by Councillor Mrs Lay

Abbots Langley Parish Council

and **RESOLVED** that the Clerk should spend up to £3,000 out of the Administration Budget and agree a virement to cover the amount.

The Clerk informed members that the error in payment to one employee of £16.68 would be corrected in the December payroll.

394. External Audit

The Clerk had said that he would update members on progress regarding the audit qualification on the holding of charity funds at the October meeting. He informed members that the Henderson Trustees have not moved forward on setting up the bank account. The Clerk also said that we would need professional advice regarding subsequent payments from the Henderson Trustees back to the Council once we had transferred all the income to them.

Members asked the Clerk whether he could get any advice from NALC and SLCC or failing that look for firms of solicitors who could provide the necessary advice.

395. Asset Register

The Clerk brought the completed Asset Register to present to the members.

Members expressed their thanks to the Clerk for preparing the register and all the hard work involved and requested that the Asset register should be an agenda item for the next Parish Council meeting.

The Clerk informed members that the properties will be added to the register at a later date.

The meeting closed at 7:10 p.m.

Signed: _____

Dated: _____