

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 p.m. on Monday 28th November 2011 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman	Councillor K D Williams
Councillors	Councillor J Hill Councillor Mrs D J Lay Councillor O W Roe
Officers:	Tim Perkins - Clerk to the Council Caroline Byrne - Finance Officer

The meeting opened at 7:30 pm.

323. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Stephen Giles-Medhurst (unavailable) and Councillor Sara Bedford (unwell).

324. Declarations of Interest

None.

325. Public Participation

No members of the public had expressed an interest in addressing the Parish Council.

326. To confirm the Minutes of the previous meeting

It was proposed by Councillor Hill, seconded by Councillor Roe and **RESOLVED** that the minutes of the meeting held on 24th October 2011, 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.

The Chairman varied the agenda bringing the Budget 2012-2013 forward for discussion.

327. Budget 2012-2013

Members considered the third pass of the Budget for 2012-13 before looking at the budget headings which are the responsibility of the Finance & Administration Committee. The Chairman highlighted that to keep the precept at the same level as 2011-12 the budgeted expenditure for 2012-13 should be reduced by £8,141.

The Planning & Highways Committee should look at the bus shelter maintenance and notice boards budget lines.

The Leisure Committee should look at: Allotments prize giving; Playing Fields repairs & maintenance, depot, repairs & maintenance- general parts, resurface car parks, Christmas lights, football pitches, apprentice costs; Bowling Green supplies and maintenance; Play Areas repairs & maintenance and equipment; Vandalism repairs & maintenance; Henderson restricting the budget to £40,000; Bars increasing the drink prices.

Members then considered the budget headings which are the responsibility of the Finance & Administration Committee. They referred the decision about continued membership of NALC/HAPTC to Parish Council. It was proposed by Councillor Mrs Lay, seconded by Councillor Hill and **RESOLVED** that the committee recommends that the council should not renew membership unless NALC undertakes to reform.

Members decided that the Chairman's allowance budget for 2012-2013 should be reduced from £2,000 to £1,000.

The Clerk informed members that he would restrict the spending on advertising to £400 for this year and members decided that the budgeted amount for next year should be reduced to £400.

Abbots Langley Parish Council

The Clerk informed members that only three grant applications had been received.

328. Referred from Leisure Committee - Parish Council Depot

Members were informed by the Clerk that the long term issue of the Depot could not be discussed properly until February, because until then there were too many demands on officer's time. The Facilities and Works Manager would work on short term remedial priorities.

The Clerk and members agreed that a Working Group of officers and members would be the preferred approach to review the long term future and the amount of £17,500 should be left in the Budget and labelled as Depot Project.

329. Internal Audit

Members considered the first internal audit report for 2011-2012 going through all the recommendations and responses and noting them.

For R2 members referred the formal minuting of the outcome of the review of Standing Orders and Financial Regulations to the Parish Council at their April 2012 meeting.

For R3 the Clerk informed members that the Henderson Memorial Hall trust would be separated from the council's accounts during 2012-13 so that we would be in a position to formally agree and minute the grant when setting the budget.

Members disagreed with R6, that the bar takings should be banked by another officer if the Facilities Manager was absent, because the Finance Officer would not have time. There is adequate security at Manor House and insurance cover to keep two or three weeks takings in the safe.

The Finance Officer informed members that she had met with LAVAT regarding the VAT "Partial Exemption" calculation and had received their report. The Finance Officer gave members a brief explanation of the calculation and said she would report back to members when she had done the additional work needed and was able to tell them if there would be any VAT liability for the year.

Members referred R10 regarding the annual review of salaries and R11 regarding the authorisation of timesheets to the Staffing Committee.

330. Data Transparency Policy

Members agreed the latest revision of the Data Transparency Policy.

The Clerk informed members that Councillors allowances and expenses for 2009-2010 and 2010-11 are now on the website as is the details of Parish Council properties. The policy on contracts and tenders will be brought to a future meeting.

331. Clerk's Report

The Clerk informed members that the Konica Minolta colour photocopier/printer would be the new machine at a saving of £43 per quarter on rental compared with the existing black & white Sharp machine. Members will approve copy charges for colour copies at a future meeting.

The Clerk informed members that the Delegation of Authority Policy would be brought to the Finance & Administration meeting in January.

The Clerk informed members that the statement received regarding the fixed asset valuation was very confusing and that officers would clarify with BDO about why they had made it when officers had made the two adjustments to the fixed asset values as requested.

Abbots Langley Parish Council

The meeting closed at 9.37 pm.

Signed: _____

Dated: _____