

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

16th July 2013.

To Members of the Finance and Administration Committee

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 22nd July 2013 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 22nd April 2013 (previously circulated).**
5. **Committee Vice-Chairman**
To appoint a Committee Vice-Chairman for the 2013-2014 municipal year.
6. **Internal Audit**
 - i. To consider the report from the internal auditor. (See Clerk's report item 1 and enclosed report.)
 - ii. To review the effectiveness of internal audit. (See Clerk's report item 2.)
7. **Risk Assessments**
To consider the Financial and Business Risk Assessment. (See Clerk's report item 3 and enclosed risk assessment.)
8. **Budget Monitoring Report**
To consider the budget monitoring report for Q1 2013-2014. (See monitoring and tracking report enclosed.)
9. **BJ Academy Grant Application 2013-2014**
To consider the above deferred from the February meeting of this committee. (See Clerk's report item 4 and application enclosed.)
10. **Abbots Langley War Memorial Fund**
To consider the correspondence from the above and the report from officers. (See Clerk's report item 5.)

Abbots Langley Parish Council

11. Payroll Services

To consider the outsourcing of payroll services. (See Clerk's report item 6.)

12. Eco-Audit

To consider the Eco-Audit update report. (enclosed)

13. Budget Preparation Schedule

To consider the Budget Preparation Schedule for 2013-2014 (enclosed).

14. Clerk's Report

To consider items on the Clerk's report not covered elsewhere on the agenda.

z:\alpc meetings 2013-2014\finance and admin committee\alpc-finance-&-admin-agenda-2013-07.docx