

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

18th November 2014.

To Members of the Finance and Administration Committee

Councillors: Jeff Hill (Chairman), Gloria Keaveny (Vice-Chairman), Brenda Kersey, Jane Lay, Owen Roe and Keith Williams.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 24th November 2014 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 27th October 2014 (previously circulated).**
5. **Parish Council Office - Lone Working Risk Assessment**
To consider the above. (See Clerk's report item 1 and enclosed risk assessment.)
6. **Financial Grants 2014-2015**
To consider a grant application from Abbots Langley Cricket Club, deferred from the April & October meeting of this committee pending receipt of audited accounts. (Accounts to 31st September 2013 enclosed.)
7. **Budget 2015-2016**
To consider the current revision of the budget. (See Clerk's report item 2 and budget v4 enclosed)
8. **Financial Regulations Update**
To consider the latest draft revision of Financial Regulations. (See Clerk's report item 3 and enclosed draft regulations.^[1])
9. **Clerks Report**
To consider items on the Clerk's report not covered elsewhere on the agenda.

^[1] A print copy of the draft Financial Regulations is supplied to committee members only, as further committee review will be required. If any other members require a copy then please advise the Clerk.

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Clerk's Report - F&A - November 2014

1. Parish Council Office - Lone Working Risk Assessment

At a recent routine meeting with Councillor Belinda Phipps we discussed the above, she asked that it be brought to the attention of this committee.

We had another recent incident in the office, Gail handle it well, but the caller had to be encouraged to leave, which he did without any trouble. He is a "frequent flyer" coming in with the same collection of benefits and health related issues.

I think we are all aware of the potential issues, it has been a while since someone has "kicked off" in the building, but that does not mean staff can drop their guard.

2. Budget 2015-2016

Earmarked Reserves

I need guidance from the committee of the levels of earmarked reserves to set for this budget.

There was a brief discussion at Parish Council on the reserves set for Three Rivers District Council Election Expenses. I have put £20k in as an initial earmarked reserve, given the still unquantified level of past expenses, the upcoming Parish Council elections in May 2015 and the possibility of future by elections then some reserve does need to be set, but members need to consider what is appropriate.

There have been four by elections for seats on the Parish Council since the last full elections in May 2011.

Website

I have been working on and off with our web designer on an updated version of the Parish Council's website

The website continues to be a key communication tool, generally there are between 50-70 unique website hits a day, the venues and meeting pages getting the most hits.

On the day of the fireworks, 7th November, the website received 1,541 hits most originated from searches "Abbots Langley Fireworks" on Google or Bing, a number of other referrals came from sites such as TRDC, Mums Net and similar sites where presumably there were event details.

The week prior to the fireworks there were in excess of 2,000 similar fireworks related hits.

There were similar numbers in the summer for carnival related enquiries and there will be a smaller peak in December prior to the Christmas carols.

I will update members in advance of and further at the meeting.

I would ask that members give consideration to setting a budget allocation to enable upgrade work on the website.

Hall Income - Manor House

Comparing this year's run rate to last and looking at the number of high value bookings (weddings particularly) which are down year on year.

Based on comparing runs rates year on year, the out turn for MH income would be £33,166, based on bookings in the diary and expected pick up in Q4.

Taking a pragmatic view I have put the expected year end as £31,800 due to the lower level this year of high value bookings.

As usual we will do a final review of income in early January, prior to the final cut of the budget.

Hall Income - Tanners Wood Hall

Using the same approach as above. Based on year on year run rate and bookings in diary the out turn for TWH would be £24,220.

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But we have recently lost one karate classes due to low numbers, the other is still going, there was not enough regular customers to sustain two classes a week, Tak Kwon Do has also ended and one of our key hirers has reduced some of her classes. Zumba is now so 2013.

Based on our best estimate I have put £22,000 in as the estimated year end income.

Bar Income 2014-2015 Summary

Banked, reconciled & posted to 16/10/2014	£28,460
Banked, pending reconciliation and posting	£5,500
DA's est. sales to 20/12	£6,700
DA's est. sales to 31/01	£6,200
<u>Actual + estimates to end 31/01</u>	<u>£46,860</u>

Usual caveats on bar income, lower or higher sales have a direct relation to costs of goods sold, DA manages staff very closely and this year staff costs are running below budget, but the allocation of staff is more of an art than a science as hirers are pretty useless at estimating numbers that will actually turn up for events.

Based on current estimates and run rate I would expect us to end the year on or close to the bottom line budgeted number.

Manor House / Henderson Split

Based on DA's records which are up to date, so differ slightly to above as there is cash in hand at MH still to bank.

Manor House	£27,515 (83.3%)
Henderson Hall	£5,505 (16.7%)

Over the full year we would expect Henderson Hall income to dip down to below 15%, as the sales are skewed to productions of which there are less in Q4.

3. Financial Regulations Update

Enclosed is the latest draft version, following the discussions held in Sep/Oct. It is a messy document, but at least it is possible to identify where the changes have been made.

I do not expect the committee to be able to be able to approve the updated version at this meeting, but hopefully if we can identify the areas of agreement and get those "fixed" in the document and then detail what additional work is required, such as internet banking protocol, etc.

As far as possible I would like to keep to the same numbering convention as used in the NALC model and again as far as possible the words, accepting the NALC version is a "one size fits all" model and some customisation is inevitable.

Just if we can keep as close to the model it will make future updates a lot easier than this exercise has been.

4. Investment Policy & Strategy and CCLA

Gail is working on a draft Investment Policy & Strategy that will be available for review at the January meeting of this committee.

We will also present some numbers on the benefits of investing some of the Parish Council's cash balances in an alternative deposit fund.

Tim Perkins

Clerk to the Council
24th November 2014

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