

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

20th October 2015.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Lyn Ferguson, Brenda Kersey (Chairman), Jane Lay, Hitesh Tailor & John Wyatt.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 26th October 2015 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 July 2015 (previously circulated).**
5. **External Audit 2014-2015**
To note the outcome of the above and approve the publishing of the Annual Return on the Parish Council's website. (See Clerk's report item 1.)
6. **Internal Audit 2015-2016**
To consider the first interim report from the Internal Auditors. (enclosed.)
7. **CCLA - Public Sector Deposit Account**
To consider the arrangements for funding the above account. (See Clerk's report item 2.)
8. **Parish Council Office Refurbishment**
To consider the report from the Clerk. (See Clerk's report item 3.)
9. **Parish Council Car Park**
To consider the report from the Clerk. (See Clerk's report item 4.)
10. **Budget Monitoring**
To consider spend to end Q2 2015-2016. (See budget book and tracking report enclosed.)
11. **Budget 2016-2017**
To consider the current revision of the budget. (v2 post Leisure Comm. to follow.)

Abbots Langley Parish Council

12. Website

To consider the report from the Clerk. (See Clerk's report item 5.)

13. Small Grants 2015-2016 & Financial Grants 2016-2017

To note the report from the Clerk. (See Clerk's report items 6 & 7.)

z:\alpc meetings 2015-2016\finance and admin committee\alpc-finance-&-admin-agenda-2015-10.docx

Abbots Langley Parish Council
Clerk's Report - F&A - October 2015

1. External Audit 2014-2015

The above is completely "clean". No comments raised or advisory items.

This once again is a major achievement.

Reports from colleague Clerks have been that the external auditors have been in "nit picking" mode this year and some very strange comments have been made on audit reports.

Considerable credit is due to Gail Kiely for her hard work and diligence on the accounts.

2. CCLA

The Public Sector Deposit Account has been opened.

Based on the mid-term cash flow forecast the initial deposit into the account will be £200,000 @ 0.41%. It is likely we will have to draw down £50,000/mth. from December to meet requirements. These funds would previously have laid in current type accounts earning little or no interest.

Using this "day call" account has meant we have been able to place funds on longer term treasury deposit with Lloyds.

On maturity of the current deposit (28/10) £500,000 will be placed at 0.8% for six months. This money is "locked in" and cannot be called back until maturity. (GJK)

3. Parish Council Office Refurbishment

Getting quotes and specifications has been difficult. The job is too small for most office refurbishment contractors, others have undertaken site visits and not followed up with quotes.

We have steered away from assembling all the separate trades ourselves, we simply do not have the time to manage a project and all the different elements. One "turnkey" contractor is really the only practical approach.

Enclosed is a quote from a Hemel based company. The quote needs further work to clarify some details but the cost of £22,100 is probably not far off. This is only for the reception area not for the Clerk's or general office.

Other indicative costs have been in the region of £25,000.

This is proving more difficult than first thought, contractors are less willing to engage than expected. Costs are likely to be higher than originally anticipated, especially as the general office area must be refurbished at the same time.

Any final decision will have to take into consideration the decisions taken by the Staffing Committee, which may be recommending changes to the office staff establishment.

4. Office Car Parking

Members approved the resurfacing of the office car park at the last meeting of this committee. A height restricting barrier was also approved to stop commercial vehicles using the car park and damaging the new surface due to their tight turning circle.

The cost of the height restricting barrier is around £1,800 and it is far from pretty in a residential area. Also over the past few months the number of residents cars using the car park has increased significantly. It is not unusual for staff to arrive at work in the morning and find the car park packed with resident's cars. The problem seems to have exacerbated recently due to the higher number of commercial vehicles parking in the Marlin Square and Langley Road area.

As examples. There is a car in the car park this morning (Tuesday) that has been there since last Friday lunchtime. A member of staff asked a resident to move their car last week and they got a torrent of foul and abusive language. I have also been told recently to "go away" in slightly less polite terms.

We recently placed cones prior to an evening meeting, when we returned for the meeting the cones had been moved and three resident's cars were in the car park.

Abbots Langley Parish Council
Clerk's Report - F&A - October 2015

Rather than the height restricting barrier a remote controlled arm barrier could be installed for under £1,000, with remote keys provided to staff and members for £10/each. This is now the recommended approach to manage the car park.

Prior to installing a barrier there may be some benefit in us mail dropping all the houses in Marlin Square, this end of Langley Road and nearby properties in Breakspeare Road asking residents to "play nicely". This may have a short term benefit, but probably will not work in the longer term.

Whatever the final decision the car park does need to be resurfaced prior to the onset of winter as pooling water freezes creating a dangerous surface.

5. Website

Members will recall earlier this year Cubik were appointed to set up a new website for the Parish Council. The target was to get the work carried out over the summer period.

Two planning and design days were held with Cubik, they came up with some very interesting suggestions and innovative ideas. I was encouraged. They promised to submit their final specification in about four weeks.

That dragged on and on, I chased, stopped chasing and then got exasperated. In the end about 12 weeks after the planning sessions I cancelled the PO. I had lost any confidence that they would deliver

The only cost of cancellation is the two days' work I put into the planning days and some other staff time, plus some sandwiches for the day long meetings. Those days were not entirely lost as I got some good ideas that will be incorporated in a future design.

So back to square one. I am now looking at alternative options.

6. Small Grants 2015-2016

The following small grants have been approved recently.

- £250 - AIMs (Abbots Improvements) to contribute towards the purchase of a tool shed and a trolley cart. AIM's have emailed to thank the Parish Council for the grant.
- £250 - Bedmond Task Force to contribute to the costs of the Summer Fair, specifically the Birds of Prey display and purchase of a BBQ. The treasurer subsequently wrote to thank the Parish Council for the grant
- £250 - Local Vocals. Start up local acapella choir. To assist in advertising and rehearsal room costs.

7. Financial Grants 2015-2016

Bedmond WI have written thanking the Parish Council for the grant of £200.

Application Packs for Financial grants to be paid in April 2016 are posted on the website ([Grants > How to Apply](#)).

Printed copies are available from the office. Closing date for applications is 16th December 2015.

Tim Perkins
Clerk to the Council
20th October 2015