

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

16th December 2015.

To Members of the Finance and Administration Committee

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

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 21st December 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. Budget 2016-2017**

- i. To consider the current revision of the budget, agree any final updates and recommend its approval to the Parish Council. (See Clerk's report item 1 and budget v6 enclosed)
- ii. To consider the level of precept required to support the above budget and recommend approval to the Parish Council.

**5. Vehicle Fleet**

To consider the replacement of the Works Manager's vehicle. (See Clerk's report item 2.)

**6. Parish Council Insurance**

To note the Clerk's report on the above. (See Clerk's report item 3.)

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

**1. Budget 2016-2017**

Revisions to this version of the budget will take place after the Leisure Committee meeting held on 16<sup>th</sup> December. If there are any significant changes to the budget I will issue an addendum to this report, or if only minor changes are made I will update members at this committee meeting.

**2. Works Managers Vehicle (Ford Ranger)**

The above is the oldest vehicle on our fleet. It was first registered in 2005 and it has in excess of 90k miles on the clock. Whilst it has suffered no major mechanical failures, maintenance costs are increasing and we have been seeking a replacement for some time. It has a number of advisories on the last MoT, mostly corrosion and wear and tear type issues, we are waiting for a quote for the remedial works.

The problem with replacing vehicles is always one of timing. The second hand commercial vehicle suppliers work very much on volume, not holding vehicles in stock for long, so decisions are needed quickly, making it impractical to refer back to a committee for approvals.

David Abbott has looked after sourcing our vehicles and has done an excellent job. We need to start looking to replace this vehicle. Financial regulations permit me to approve *" items up to £15,000 within a class of expenditure in the approved budget."*

Now this is getting a bit technical, but the expenditure for this vehicle is not actually in a budget line, it is held in an approved earmarked reserve (£42,000).

So to keep us all on the right side of financial regulations I will ask David to start to work on sourcing a replacement vehicle, with a guide price of around £12-£13,000 (nett of any trade in). When sourced I will advise the committee chairman and vice-chairman, so the point about earmarked reserves has supporting documentation. This will also be noted in my report to the next meeting of this committee.

Are members in agreement with this approach?

**3. Parish Council Insurance**

For many years the Parish Council placed its insurance with Zurich Municipal. After some woeful service from their claims handling side we went out to seek alternative underwriters.

Via Came & Co. a specialist broker to the sector, we arranged cover through Aviva. Service has been excellent, although to be fair claims have been minimal, only one <£1k motor claim over three years. The current agreement with Aviva expires on 31<sup>st</sup> March 2016.

Came & Co. have been asked to look at the market and come back with some quotes and options, they have agreed to do this by early January.

Members will need to decide at the January F&A meeting which of the options Came & Co. bring forward to accept.

Zurich are still trying to win back the business, they have offered to "beat any quote", they appear desperate to win business, but through conversations with colleague Clerks it would seem they have done little, if anything, to improve their claims handling which is still largely paper based and chaotic.

Came & Co. have a sector client base of around 1,900 Parish and Town Councils and their reputation is high amongst Clerks. <http://www.parishinsurance.co.uk/>

**Tim Perkins**

Clerk to the Council  
16th December 2015