

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

19th January 2016.

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 25th January 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

23rd November & 21st December 2015 (previously circulated).

5. Internal Audit - Interim Update 2015-2016

To consider the report from the Internal Auditors. (enclosed)

6. Grants 2016-2017

i. To consider the award of financial grants for the coming financial year.

ii. To consider a Small Grant Application from Langleybury Cricket Club.

(See enclosed report of applications received, Small Grant application and the Clerk's report item 1.)

7. Budget Monitoring Report

To consider the budget monitoring report for Q3 2015-2016. (See monitoring and tracking report enclosed).

8. Parish Council Insurance

To consider the renewal arrangements for the above. (See Clerk's report item 2.)

9. Council Office Refurbishment

To consider the latest plans and cost estimate (See enclosed plan, estimate and Clerk's report item 3.)

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10. Clerk's Report

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

- Works Manager's Vehicle
- IT Support Specification

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Clerk's Report - F&A - January 2016

1. Grants

The enclosed reports detail the grant applications received. The application from Abbots Langley Cricket Club was received significantly after the deadline, members would be entitled to refuse to consider on this basis.

Small grant applications are normally delegated to me to approve, following consultation with the committee Chairman and Vice-Chairman.

Langleybury Cricket Club have submitted a small grant application for repairs to a sight screen, which is similar to their financial grant application.

This they are entitled to do this, organisations are not permitted to have a financial grant (large) and small grant application (<£250) in the same financial year, but this small grant application is for the current financial year and the financial grant for next.

2. Parish Council Insurance

Came & Company undertook a market review (see F&A December min. 288) and have recommended the following underwriters for the renewal of our insurance cover. This is based on a three year agreement from 1st April 2016.

Heading	Underwriter	2015-2016	2016-2017	%
General Insurance	Aviva	11610	11678	0.59%
Lorega Loss Recovery	Lorega	420	420	0.00%
Combined Engineering	Allianz (was Aviva)	519	300	-42.20%
Motor	Equity Red Star	2656	2656	0.00%
VAT		55	50	-9.09%
Insurance Premium Tax		896	1406	56.92%
Total		16156	16510	2.19%

They have negotiated a reduction in the main policy. Although the premium does increase by 0.59% due to the indexing of the buildings cover. The buildings were reassessed for insurance purposes a year ago.

Motor cover remains the same cost. Although there is some added benefit as we will be working under a more flexible arrangements when we hire in vehicles, such as tractors for summer maintenance and commercial vehicles if one of our fleet is off the road for an extended period. We will no longer have to get a cover note in advance, we just report quarterly any hired vehicles.

The Lorega cover is for Loss Adjusters to work on the Parish Council's (not the underwriters) behalf in the event of a significant claim. Given the cost of using a Chartered Loss Adjuster is significant, this premium is a reasonable risk cost versus potential expenditure.

These costs, excluding buildings indexation, will be fixed for three years, unless any of the levels of cover are changed. All claims have an excess of £250, which is unchanged.

Insurance Premium Tax increased from 6% to 9.5% on 1st November 2015

Officers recommend that the insurance cover is renewed on this basis.

3. Council Office Refurbishment

Plans and a quotation (£21,100) are included. David Abbott has put a lot of work into this over the past few months. A number of contractors have undertaken site visits, some have quoted, and others have declined due to the project size. The company that produced the enclosed design and quote have produced a proposal that is in line with initial requirements and cost guidelines.

The quote is not "final" there are a number of detailed decisions to be taken, but the final cost is not likely to be hugely different from the quote.

If it is decided to go ahead there will need to be detailed consideration of the logistics needed to keep the office running when the work is carried out. Also important is booking a slot on the contractor's schedule.

It will not be practical for the works to be carried out until the warmer weather, as the heating will be turned off. There will be multiple other operational challenges that will need addressing, such as relocating council meetings if the chambers are to be used as temporary offices.

A decision will be needed in the near future if the works are to be carried out in the late spring or summer.

4. Works Manager's Vehicle

A vehicle has been identified at a local dealer, an Isuzu D-Max Yukon.

The cost is close to the upper limit of £15,000, but it is a relatively new, high mileage, vehicle with 2-3 years warranty still valid. High mileage vehicles are not too much of a problem for us as our vehicles only do relatively low local mileage.

David Abbott is currently seeking alternative quotes for similar vehicles to provide a cost comparison.



(similar vehicle)

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5. Managed IT Service Specification

When the Financial & Business risk assessment was reviewed it was agreed that I would seek options for a fully managed IT solution.

The specification has been drafted, but due to the significant pressures, particularly around budget time I have not sent it out to prospective vendors. These exercises generate a lot of site visits, questions and clarification with vendors and that would not have been practical to manage these during the budget production period. My intention is to circulate the specification to vendors during February.

The vendor list I have so far, based on recommendations is:

- Eurotech Services
- Transputec Computers
- Hertscom
- Twin Systems
- Complete-IT

Tim Perkins
Clerk to the Council
19th January 2016

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