

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

21st April 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 April 2016 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

25th January 2016 (previously circulated).

5. Council Office Refurbishment

To consider the report from the Clerk. (See Clerk's report item 1.)

6. Matters Referred to this Committee

a. Staffing Committee

Budgetary allocation for consultancy, design and building options on the Manor Lodge and Depot site (min 362.).

b. Parish Council

That the Finance & Administration Committee consider the publication of grants that have been awarded (min 385.).

Referenced minutes are noted in the Clerk's report item 2.

7. Financial Grant 2016-2017 Application

To consider an grant application from DEMAND. (enclosed for committee members, copies of supporting accounts are available from the Clerk.)

8. Budget Monitoring Report

To consider the budget monitoring report for Q4 2015-2016. (See monitoring and tracking report enclosed).

9. Update to Financial Regulations

To consider an update to Financial Regulations due to a change in legislation. (See Clerk's report item 3 and enclosed NALC Legal briefing L05-15)

Abbots Langley Parish Council

10. Parish Council Offices - Car Parking

To note correspondence with residents. (enclosed.)

11. Clerk's Report

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

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

1. Council Office Refurbishment

Committee members approved £25,000 for the above at the January meeting of this committee. Min. 331 refers. Final project costs and estimates have been received and the costs are as follows.

The additional costs for a fire and smoke detection systems and fire doors are a result of the Fire Risk Assessment. As with all of this type of project it is prudent to allow a contingency element. Given the age of this building there is a risk that unforeseen issues will arise when the old fixtures and fittings are stripped back.

Final project quotation	£22, 793
Fire & smoke detection system	£2,940
Fire doors (DA to clarify quote)	£3,962
Contingency	£tbc
Total	£29,695

David Abbot has carried out a huge amount of work on this project and should be commended for his diligence and attention to detail. David will be present for the initial part of the meeting to explain the final plans to members and answer any detailed questions.

2. Minutes

The following minutes are referenced in agenda item 5.

a. Staffing Committee min 362.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and **RESOLVED** that the Finance & Administration be asked to review the budgetary allocation for consultancy and design work for building options on the Works Depot and wider Manor Lodge site and any other property options open to the Parish Council.

b. Parish Council min 385

Financial Grants 2016-2017

Members asked that Small Grant awards be noted in the Clerk's report to the Parish Council, rather than the Finance & Administration Committee.

Also that the Finance & Administration Committee consider the publication of grants that have been awarded.

3. Update to Financial Regulations

The following amendment to Financial Regulations is required.

Current 11k.

The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

Proposed 11k

The council will conform to the requirements of the Public Contracts Regulations 2015/12 and utilise the Contract Finder website for any contracts over the value of £25,000.

The requirements for public works contracts in excess of £4,104,394 or public service or supply contracts of over £164,176 are noted and will be addressed in the event of such contracts being considered. (Financial limits correct as at January 2016, Public Contracts Directive 2014/24/EU).

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

The need for the above change was noted by the internal auditor in the 2015-2016 interim update report (Jan 2016).

If agreed by the committee this change will have to be referred to the Parish Council for approval.

Tim Perkins
Clerk to the Council
21st April 2016

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