

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

28th July 2017.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns, Lyn Ferguson, Brenda Kersey (Chairman), Alex Michaels, Jane Lay, Hitesh Tailor & Owen Roe.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 7th August 2017 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 24th April 2017 (previously circulated).**
- 5. Committee Vice-Chairman**  
To appoint a Committee Vice-Chairman for the 2017-2018 municipal year.
- 6. Grants Policy Update**
  - i. To consider the draft of the revised grants policy. (Clerk's report item 1 and draft policy enclosed.)
  - ii. To consider the report of grants awarded 2013-2017. (enclosed.)
- 7. Internal Audit**
  - i. To consider the report from the internal auditor. (Report enclosed.)
  - ii. To review the effectiveness of internal audit. (See Clerk's report item 2.)
  - iii. To appoint the internal auditor of the financial year 2017-2018. (See Clerk's report item 3.)
- 8. Budget Monitoring Report**  
To consider the budget monitoring report for Q1 2017-2018. (Tracking and monitoring report enclosed.)
- 9. Budget Preparation Schedule**  
To consider the Budget Preparation Schedule for 2018-2019 (enclosed).
- 10. Risk Assessment**  
To consider the Financial and Business Risk Assessment. (See Clerk's report item 4 and enclosed risk assessment.)

## Abbots Langley Parish Council

**11. Data Protection**

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

**12. Website Update**

To consider the report from the Clerk (Clerk's report item 6.)

**13. Polling Station Hire Costs**

To consider the Clerk's action on the above. (Clerk's report item 7 & enclosed letter.)

**14. War Memorial - St Paul's Langleybury**

*(Referred from the Parish Council - min. 19.)*

To consider the report from the Clerk. (Clerk's report item 8.)

**15. Play Area Equipment Insurance**

*(Referred from the Leisure Committee - min. 419.)*

To consider the report from the Clerk. (Clerk's report item 9.)

**16. Depot Project**

To consider what actions members want to take on the above.

**17. Leaseholder Insurance Claim Guidance**

To note the above recently issued to leaseholders (enclosed).

**18. IT Support Contract**

To receive a verbal update from the Clerk.