

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 6.00 pm on Monday 22nd April 2013 in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Vice Chairman: Councillor J Hill
Councillors Councillor Mrs G Keaveny
Councillor O W Roe
Councillor K D Williams
Officers: Tim Perkins - Clerk to the Council
Caroline Byrne - Finance Officer

The meeting opened at 6:00 pm.

481. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Sara Bedford (unwell) and Councillor Jane Lay.

482. Declarations of Interest

None.

483. Public Participation

No members of the public had expressed an interest in addressing the Parish Council.

484. To confirm the Minutes of the previous meeting

It was proposed by Councillor Owen Roe, seconded by Councillor Gloria Keaveny and **RESOLVED** that the minutes of the meeting held on 25th February 2013, copies of which had been sent to all Members of the Parish Council and which had been adopted by the Council, be taken as read and were signed by the Chairman as a correct record.

485. Henderson Hall - Service Charges

Members considered the possibility of a service charge to the Henderson Trustees.

It was proposed by Councillor Jeff Hill, seconded by Councillor Gloria Keaveny and **RESOLVED** that the Clerk should provide more information covering two months of data at the next meeting of this committee.

486. Review of Financial Regulations

Members considered the first draft update of the Financial Regulations and noted the changes suggested by the Clerk.

These will be incorporated in the Standing Orders update to be considered by the Parish Council in May.

487. Budget Monitoring Report

Members considered the budget monitoring report for Q4 2012-2013.

They requested that the Finance Officer should put in the Actual as % of Budget for the Account Codes 7340, Play Areas Equipment and 7565, Henderson Hall Professional Fees.

488. Clerk's Report

There were no further items to consider.

Members noted the recent resignations of Caroline Byrne, Finance Officer and Sheila Mills, Administration Officer.

The Clerk advised that he was working on plans for their replacement and would update a meeting of the Staffing Committee.

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The meeting closed at 7.00 pm.

Signed: _____

Dated: _____