

Abbots Langley Parish Council

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

Those Present:

Chairman	Councillor Jeff Hill
Councillors	Councillor Jane Lay Councillor Gloria Keaveny Councillor Brenda Kersey Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council Caroline Byrne - Finance Officer Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

94. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Keith Williams

95. Declarations of Interest

None.

96. Public Participation

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

97. To confirm the Minutes of the previous meeting

It was proposed by Councillor Gloria Keaveny, seconded by Councillor Owen Roe and **RESOLVED** that the minutes of the meeting held on 22nd April 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.

98. Election of Vice-Chairman

It was proposed by Councillor Jeff Hill, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Keith Williams be elected Vice-Chairman of this committee, for the municipal year 2013-2014.

99. Internal Audit

- i. Members considered the final Internal Audit Report for 2012-2013 and noted the comments following the audit.

The Clerk was asked to write to Auditing Solutions confirming the review.

- ii. Members reviewed the "Effectiveness of Internal Audit". They considered the Clerk's report and are satisfied that the current internal audit process is effective, thorough and cost effective.

100. Risk Assessments

Members considered the Financial and Business Risk Assessment and raised no issues.

101. Budget Monitoring Report

Members considered the Q1 2013-2014 Budget Monitoring Report and noted the following:

- Manor House - the bar is kept separate for monitoring the trading activity.
- Administration - HR support includes insurance.
- Allotments - expenditure on Primrose Hill is offset by S106 money from Three Rivers.

Abbots Langley Parish Council

- Tanners Wood - The budgeted figure for rates was too low for 2013/14 the Clerk said he will adjust this in future budgets.

102. BJ Academy Grant Application 2012-2014

Members discussed the grant application. It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** award a grant of £300 to BJ Academy to support the cost of purchasing training and protective equipment.

103. Abbots Langley War Memorial Fund

Members considered the application for a grant to refurbish the Abbots Langley War Memorial. The Clerk will enquire what fundraising has been undertaken. It was agreed to refer this item to the next Parish Council meeting in September 2013.

104. Payroll Services

Members considered the outsourcing of payroll services.

It was proposed by Councillor Jeff Hill, seconded by Councillor Jane Lay and **RESOLVED** that officers outsource payroll. Further detailed supplier discussions will take place and the Clerk will update members at the next meeting.

105. Eco-Audit

Members considered and discussed the Eco-Audit Update Report.

106. Budget Preparation Schedule

Members noted the Budget Preparation Schedule.

107. Clerk's Report

Members noted the small grant to the Abbots Langley Carers Network (£250).

The meeting closed at 6:50 pm.

Signed: _____

Dated: _____