

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 7.30 pm. on Monday 21<sup>st</sup> October 2013 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

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

The meeting opened at 6:00 pm.

**185. Apologies for Absence**

None.

**186. Declarations of Interest**

None.

**187. Public Participation**

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

**188. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Owen Roe, seconded by Councillor Brenda Kersey and **RESOLVED** that the minutes of the meeting held on 22<sup>nd</sup> July 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.

**189. External and Internal Audit**

- a. Members considered the first Interim Audit report for 2013-2014. No action points were raised by the auditor. The Clerk was asked to confirm with Auditing Solutions the committee's review.
- b. Members considered the External Audit report for 2012-2013. The Clerk was asked to post the return on the Parish Council's website.

**190. Budget 2014-2015**

Members discussed the draft budget for 2014-2015 and actual spend to 30th September 2013. Members noted that this was an early draft with work in progress and:

- Does not include movements in/out of reserves.
- Does not contain decisions taken at Leisure Committee meeting 16<sup>th</sup> October 2013.
- Make any provision for any balancing grant paid by Three Rivers District Council
- Water rates have been problematic and are being finalised

The committee advised the Clerk that it was unlikely that the Parish Council would approve any precept increase, that the General Fund balance at the end of FY 2014-2014 should not exceed £50k. The committee also asked the Clerk to review cost savings of c. 5% and 10% and present these to the next meeting of this committee.

**Abbots Langley Parish Council**

Members noted the Budget Tracking Report for Q2.

The overspend on Car Park Resurfacing (Playing Fields 7220), due to unbudgeted remedial works on the South Way car park, was not included in the report. This will be corrected in the next revision

**191. Meeting Days**

Members considered alternative days for its meeting and decided on no change from Monday's.

**192. Clerk's Report**

Members noted the following items which were not covered elsewhere on the agenda.

- Outsourced Payroll.
- Consumable Purchases.
- Small Grant award of £206 to Breakspeare Community Play School.

The meeting closed at 7.27 pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_