

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held at 6.00 p.m. on Monday 25th November 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

The meeting opened at 6:00 pm.

### **231. Apologies for Absence**

None.

Mrs Gail Kiely, Finance Officer was on annual leave.

### **232. Declarations of Interest**

None.

### **233. Public Participation**

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

### **234. 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 21<sup>st</sup> October 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.

### **235. Financial Reserves 2013-2014**

It was proposed by Councillor Jane Lay, seconded by Councillor Keith Williams and **RESOLVED** that £10,000 be released from the earmarked reserve "Repairs to Buildings" to replace the Works Depot portakabin.

A vote was requested five members were in favour one against.

The Clerk will update the Leisure committee on the planned expenditure and timeline.

### **236. Budget 2013-2014**

Members noted the Clerk's report on costs savings and the split between headcount, fixed and discretionary spend.

Officers critically review all spend, key spend areas have been tested over recent years and "best value" achieved on expenditure. To gain significant further cost savings, structural change to operations will be required.

The Clerk advised members that he was asking Three Rivers District Council for information on the likely timing of any decisions relating to the Localising Council Tax grant for 2014-2015. Most District Council's in Hertfordshire have passed on indicative grant amounts to Parish and Town Councils in their areas. This issue is on the agenda for the Joint Parishes meeting with Three Rivers on 9<sup>th</sup> December.

The Clerk will discuss a final budget approval timeline with the committee Chairman and Vice-Chairman when further information is available from Three Rivers District Council.

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**237. Clerk's Report**

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

- Selima - Outsourced payroll.
- Cheque Signatories - Forthcoming change in legislation.
- Office heating and water system.
- Small Grant - 1<sup>st</sup> Abbots Langley Rainbows (£250).

Members asked the Clerk to pass on their thanks to Mrs Gail Kiely, Finance Officer, for all her hard work setting up the outsourced payroll.

**238. Exclusion of the Press and Public (Part II)**

It was proposed by Councillor Jane Lay and seconded by Councillor Brenda Kersey and **RESOLVED** that as the following matters related to the terms and conditions of employees, the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 & 102.

**239. Budget 2013-2014**

The Clerk presented option on business restructuring to which members will give further consideration.

The meeting closed at 7.13 pm.

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

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