

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 28th July 2014 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Jeff Hill
Councillors:	Councillor Jane Lay Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council Gail Kiley - Finance Officer

The meeting opened at 6:00 pm.

110. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Gloria Keaveny, Councillor Brenda Kersey (both unavailable) and Councillor Keith Williams (other authority meeting).

111. Declarations of Interest

None.

112. Public Participation

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

113. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that the minutes of the meeting held on 28th April 2014, 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.

114. Committee Vice-Chairman

It was noted that prior agreement had been sought from Councillor Gloria Keaveny to the position if elected. It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that Councillor Gloria Keaveny be elected Vice-Chairman of this committee, for the municipal year 2014-2015.

115. Internal Audit

- i. Members considered the final Internal Audit Report for 2013-2014 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.
- iii. It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that Auditing Solutions be appointed as Internal Auditor for the financial year 2014-2015.

116. Risk Assessments

Members considered and discussed the Financial and Business Risk Assessment document. Guidance from members on the controls over the risk of Reputation and Media Management will be required prior to developing a media handling policy.

117. Budget Monitoring Report

Members considered the Q1 2014-2015 Budget Monitoring Report and noted the comments in the tracking report.

118. Budget Preparation Schedule

Members considered and noted the Budget Preparation Schedule for 2015-2016.

119. Financial Regulations - 2014 Update

Members noted the Clerk's report on the above. Some sections of the revised draft of the Financial Regulations issued by NALC do not apply to this Parish Council.

It was agreed that the current Financial Regulations require updating in line with the National Association of Local Councils draft and that this committee's Chairman, Vice-Chairman, Councillor Keith Williams, Clerk and Finance Officer are to meet to review the draft and bring a draft version back to this committee, with a covering summary on any significant changes.

120. Matters Referred from Committee

Leisure Committee - Kingsfield Allotment Footpath (min. 74)

The Leisure Committee consider a risk assessment of the above and costs estimates for the refurbishment of the path from the gate to the top of the allotments.

This work is unbudgeted, but considered high priority due to the slip, trips and falls hazards, particularly on the upper part of the footpath. The cost of the works will be c.£7,000 and will mitigate all current risks. The time window for the work to be carried out is between the end of the growing season and before winter frosts set in.

The 2014-2015 budget for this code is £1,850.

It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that approved expenditure in excess of budget code 6040 which will be in the region of £7,000.

Leisure Committee - Officers Delegated Authority (min. 402)

It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that the following parameters are approved. Officers were asked to explore if an advance payment option could be linked to any discounts.

- Maximum discount 30%, without prior discussion with Chairman of Leisure.
- Discount has to be agreed by both the Clerk and the Facilities Manager (Finance Officer in absentia of either).
- All discounts beyond agreed rates must be reported to the Leisure Committee in the Clerk's report to the next meeting.
- The default position is still no discounts, but this delegation allows flexibility in rates when faced with time sensitive, larger bookings.
- It is expected that this delegation will be used only rarely.

121. Grants 2014-2015

It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that the following grants be awarded in financial year 2014-2015 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

- i. **Abbots Langley Bowls Club**
£250 to support the costs of refurbishment of backboards, flagstones and other general items.
- ii. **Bedmond Women's Institute**
£250 to support hall hire, speakers and meeting costs.
- iii. **Small Grant - Royal British Legion - Abbots Langley Branch**
A small grant of £120 to support the costs of the Armed Forces Day Lunch held in June.

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Members noted that this application was retrospective, so normally would not have been considered. The application had been received in advance of the event, but had been misplaced by the Clerk.

The Chairman will talk to branch about on-going support for the Armed Forces Day Lunch.

122. Clerks Report

Members noted CCLA as a Mutual organisation offering instant access deposit accounts to Parish Councils at a higher rate than our current bankers and agreed to CCLA being invited to attend for a morning briefing in September 2014.

The meeting closed at 6.20 pm.

Signed: _____

Dated: _____