

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th October 2014 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

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

The meeting opened at 6:00 pm.

216. Apologies for Absence

There were no apologies for absence.

217. Declarations of Interest

Councillor Jane Lay declared an interest in agenda item 9, Financial Grants 2014-15 as a member of Abbots Langley Cricket Club.

218. Public Participation

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

219. 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 July 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.

220. External Audit 2013-2014

Members noted the External Audit report for 2013-2014.

The Clerk was asked to post the return on the Parish Council's website and bring the audit closure to the attention of members at the next Parish Council meeting.

221. Internal Audit 2014-2105

Members considered the first interim Internal Audit Report for 2014-2015 and noted the comments following the audit.

Members discussed the development of a formal risk management strategy linked to the Parish Council's strategic objectives which will require development in conjunction with the Neighbourhood Plan.

The Clerk was asked to advise Auditing Solutions of this committee's review.

222. Document Retention Policy

Members considered the Document Retention Policy which is based on NALC guidance and statutes of limitation.

Members asked if this policy could be taken with other policies to a Parish Council meeting annually.

Abbots Langley Parish Council

223. CCLA

Members discussed the presentation given by Mark Davies of CCLA on 21st October 2014.

The Finance Officer was asked to prepare a cash flow forecast with estimated levels of income, investment alternatives and return to this committee for review prior to members considering an investment strategy.

224. Financial Grants 2014-2015

It was proposed by Councillor Gloria Keaveny, seconded by Councillor Brenda Kersey and **RESOLVED** that consideration of the grant to Abbots Langley Cricket Club be deferred pending receipt of signed accounts.

225. Budget Monitoring

Members noted that the draft budget for 2015-2016 includes a column for spend to 30th September 2014, so a separate Quarterly Budget Report is not issued.

Members noted the Budget Tracking Report for Q2.

226. Budget 2015-2016

Members discussed the draft budget for 2015-2016 and actual spend to 30th September 2014. Members noted that this was an early draft with work in progress and:

- Work is required on the works team wages cost reallocation.
- Budget does not include movements in and out of reserves and waiting for committee direction. An allocation for the Play Area earmarked reserve has been made.
- The budget takes account of direction given at the Leisure Committee meeting 22nd October 2014.
- A draft amount for the Council Tax Support grant paid by Three Rivers District Council has been included in the reserves summary (p3).
- Costs for the Parish Council Elections held in May 2011 are in dispute with Three Rivers District Council.

The meeting closed at 7.07 pm.

Signed: _____

Dated: _____