

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 24th November 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 Brenda Kersey Councillor Owen Roe Councillor Keith Williams
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:02 pm.

268. Apologies for Absence

There were no apologies for absence.

269. Declarations of Interest

Councillor Jane Lay declared an interest in agenda item 6, Financial Grants 2014-15 as a member of Abbots Langley Cricket Club.

270. Public Participation

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

271. 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 27th October 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.

272. Parish Council Office - Lone Working Risk Assessment

Members considered the Lone Working Risk Assessment (Parish Council Offices) and noted that some aspects of lone working of post of Community Warden will be separately assessed.

273. Financial Grants 2014-2015

It was proposed by Councillor Jeff Hill, seconded by Councillor Gloria Keaveny and **RESOLVED** that following receipt and review of their signed accounts, a grant of £500 be awarded to Abbots Langley Cricket Club to support the costs of coaching and screens.

A vote was requested, four members were in favour, one abstained.

The grant is awarded under The General Power of Competence, Localism Act 2011 Sec 1 (1).

Councillor Jane Lay left the room and took no part in the discussions on this item.

274. Budget 2015-2016

Members noted that the NJC salary review for 2015 (1st Jan) to 2016 (31st March) has been incorporated in the budget.

Members discussed the Clerk's report on the Parish Council's website.

It was proposed by Councillor Keith Williams, seconded by Councillor Jane Lay and **RESOLVED** that £15,000 be added to the Earmarked Reserve for office equipment and that this reserve is to be renamed IT and Website.

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A further website report to include the specification and quotes will be included in the Parish Council meeting in January 2015

Members considered the Clerk's report requesting guidance on the levels of Earmarked Reserves and agreed the following additions and renaming:-

- £10,000 Parish Election Fund
- £1,500 Staff Absence Contingency
- £10,000 Vehicles, Plant & Equipment
- "Repairs to Building" be renamed to "Property Repairs and Improvements"

Members considered the Clerk's report on Hall and Bar Income. Members agreed the figures in the budget, noting the level of subsidy on particularly the Manor House and asked that this be referred to Leisure Committee for a strategy on future funding of halls operations.

Councillor Jane Lay left the Committee meeting at 7.20 pm for another engagement taking no part in the discussion of further agenda items.

275. Financial Regulations Update

Members reviewed the tracked changes in the updated Financial Regulations in line with the National Association of Local Councils draft.

Members agreed the amendments and noted that the Clerk will make the agreed changes and bring the Financial Regulations back to this committee for further discussion prior to approval.

276. Clerks Report

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

- Investment Policy & Strategy

The meeting closed at 8.07 pm.

Signed: _____

Dated: _____