

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 26th January 2015 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
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

### **330. Apologies for Absence**

Apologies were received, accepted and recorded from Councillor Keith Williams (other authority meeting).

### **331. Declarations of Interest**

None.

### **332. Public Participation**

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

### **333. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 24<sup>th</sup> November 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.

### **334. Grants 2015-2016**

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that the following grants be awarded in financial year 2015-2016 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

- i. **Lions Club of Watford**  
£2000 to support the cost of the firework display and carnival.
- ii. **Abbots Langley Gilbert & Sullivan Society**  
£500 to support the costs of staging a summer production.
- iii. **St. Lawrence Church**  
£1500 to cover the cost of maintenance of the churchyard.
- iv. **Abbots Langley Carers Network**  
£250 to support meeting and event costs.
- v. **Royal Air Force Association - Abbots Langley & Kings Langley Branch**  
£250 to support meeting and association event costs.
- vi. **Abbots Langley Women's Institute**  
£200 to support meeting, speaker and other costs.
- vii. **Abbots Langley Flower Arrangement Society**  
£400 to support hall hire and demonstrator costs.
- viii. **Citizens Advice Bureau in Three Rivers**  
£2000 to support the costs of engaging a home visiting and case worker at the Abbots Langley branch.

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- ix. **Abbots Langley Players**  
£500 to support the costs of staging a wider community event as part of the RSC's Open Stage project.
- x. **St. Pauls Church Langleybury**  
£1500 to support improvement and ongoing maintenance of grounds, grave areas and garden of remembrance.
- xi. **Bedmond Women's Institute**  
£200 to support meeting and event costs.

An application from Evergreen FC for funding to install a Community Public Access Defibrillator was turned down as the Parish Council has already agreed for an defibrillator to be installed in Hunton Bridge.

£3,000 was ring fenced for small grants. Funds for small grants in 2014-2015 are now fully expended, any applications received prior to the financial year end will be considered after 1<sup>st</sup> April 2015.

### **335. Local Government Pensions Scheme**

Members considered the Financial Topic Note from the National Association of Local Councils and noted to review the position annually.

### **336. Council Office Refurbishment**

Members adjourned the meeting to look at the office facilities and agreed to allocate a provisional budget of between £10,000 and £20,000 to cover the project. Estimates and plans will be reviewed by the Finance & Administration Committee in April 2015.

This project will be funded from the Property Repairs & Improvements earmarked reserve.

### **337. Budget Monitoring Report**

Members considered the Q3 2014-2015 Budget Monitoring Report and the Budget Tracking Report for the same period.

### **338. Committee Meetings**

Members asked that their December committee meeting be reinstated to review the budget following Leisure Committee and prior to Parish Council. The Clerk will update the meetings calendar and circulate.

The Clerk was concerned about adding a further budget revision into the process and this will be considered when this committee reviews the Budget Preparation Schedule in July 2015.

### **339. Website**

Members considered the proposal on the website development. It was agreed in principle that as this is in the budget a work plan should be prepared and this committee updated at its meeting in April 2015.

### **340. Financial Regulations**

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that:

- a. The core Financial Regulations are recommended to Parish Council for resolution and that the Finance & Administration committee address the workplan items as below and once agreed propose any updates to the Parish Council of the sections in the regulations that are affected.

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b. That the draft Treasury Management Strategy is included in the workplan.  
The draft workplan is as follows.

April 2015

- Treasury Management. Intra-account transfers, treasury deposits, CCLA, etc. (Sec. 5 & 8.)

July 2015

- Internet Banking, use for payments. (Sec. 6.)
- Use of payment cards, All Star (fuel), Staples, Government Procurement Card, etc. (Sec. 6.)

October 2015

- Floats and general business “cash in hand” policy. (Sec. 6.)
- Contracts. Review of limits. (Sec. 11.)
- Termination payments, terms of ref. Staffing Comm. etc. (Sec. 7.)

Councillor Jane Lay left the meeting at 7.20pm and took no further part in the following discussion.

**341. Internal Audit**

It was agreed that Councillor Jeff Hill and Councillor Gloria Keaveny will attend the Parish Council offices to meet with the Auditor during the Interim Audit on 11<sup>th</sup> February 2015.

The meeting closed at 7.30 pm.

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

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