

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th April 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 Councillor Keith Williams
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:02 pm.

430. Apologies for Absence

There were no apologies for absence.

431. Declarations of Interest

Councillor Keith Williams as a member of Three Rivers District Council declared a prejudicial interest in agenda item 9, Three Rivers District Council - Business Rates Parish Council Depot.

432. Public Participation

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

433. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that the minutes of the meeting held on 26th January 2015, 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.

434. Internal Audit Report

- a. Members considered the Internal Audit Report (Interim Update) for 2014-2015 and noted the comments following the audit.

The Clerk was asked to write to Auditing Solutions confirming the review and to bring the committee's review to the attention of the Parish Council.

- b. Members noted the report from the Chairman of the committee following his meeting with the Internal Auditors. Members asked that this be referred to the Parish Council for consideration, as it would prove useful when the newly elected Parish Council considers its strategic objectives.

435. Security of Data

Members considered the report from the Clerk on the On Line Back Up - Large Scale File Recovery and noted the Network Attached Storage failures. A replacement unit has been delivered and will be commissioned within a few days and that the existing unit will be used as an emergency standby.

436. College Road Neighbourhood Watch

Members reconsidered the three year agreement with College Road Neighbourhood Watch. Members agreed that the organisation continue to be allowed two meetings a year without charge in the Council Chambers, providing these were during working hours, or at a time when additional key holding costs would not be incurred. In addition 550/pa photocopies will be allowed free of charge for resident's newsletters.

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437. Three Rivers District Council - Council Tax Support Grant

Members noted the Council Tax Support Grant awarded for 2015-2016 was £31,617, £8,022 higher than the initial estimate (£23,595) which was included in the budget.

Members asked that this additional amount rest in the General Fund and the disposition of the additional funds be considered by this committee at a future meeting.

438. Business Rates - Parish Council Depot

Members noted the business rate back charge from 10th December 2014 and the charge in the new financial year for the Parish Council Depot. Both charges have been paid to Three Rivers District Council.

439. Henderson Hall Trust - Grant

Members considered the Clerks report and noted that the Parish Council had fulfilled its obligation to agree a grant of £40,000 per annum up to an including the budget year 2015-2016.

Members deferred a decision to pay the grant in two instalments, as requested by the Managing Trustees. This would be re-considered when the trustees had updated their banking arrangements.

440. Parish Council Offices

- a. Members considered the Clerk's report, draft layouts and costings for the Parish Council office area and deferred the decision to the next Finance and Administration committee meeting.
- b. Members considered the Clerk's report for repairing the office car park and deferred the decision to the next Finance and Administration committee meeting.

441. Vehicle Fleet

Members considered the Clerks report on vehicle replacement and deferred the decision to the next Finance and Administration meeting.

The Clerk was disappointed members had failed to take decisions on the items covered by minutes 440 and 441 as these items were time sensitive.

Following the Annual Council Meeting the Clerk will arrange to discuss these deferrals with the Chairman of the Parish Council and the Chairman of the Finance & Administration Committee. An additional committee meeting may be required.

442. Budget Monitoring Report

Members considered the budget monitoring report and supporting tracking report for Q4 2014-2015 and noted some year-end adjustments were still required.

The meeting closed at 6.45 pm.

Signed: _____

Dated: _____