

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th July 2015 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Vice Chairman: Councillor Lyn Ferguson  
Councillors Councillor Sara Bedford  
Councillor Jane Lay  
Councillor Hitesh Tailor  
Officers: Tim Perkins - Clerk to the Council  
Gail Kiely - Finance Officer

The meeting opened at 6:02 pm.

### 110. Appointment of Chairman for this meeting

It was proposed by Councillor Sara Bedford, seconded by Councillor Hitesh Tailor and **RESOLVED** that Councillor Lyn Ferguson be appointed chairman for this meeting.

### 111. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Brenda Kersey (unavailable).

### 112. Declarations of Interest

None.

### 113. Public Participation

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

### 114. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Sara Bedford and **RESOLVED** that the minutes of the meeting held on 27<sup>th</sup> April 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.

### 115. Committee Vice-Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Hitesh Tailor and **RESOLVED** that Councillor Lyn Ferguson be elected Vice-Chairman of this committee, for the municipal year 2015-2016.

### 116. Internal Audit

- i. Members considered the final Internal Audit Report for 2014-2015 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 Sara Bedford, seconded by Councillor Jane Lay and **RESOLVED** that Auditing Solutions be appointed as Internal Auditor for the financial year 2015-2016.

### 117. Risk Assessments

Members considered the Financial and Business Risk Assessment document.

Members agreed with the Clerk that the reliance on his IT skills created a significant risk for the Parish Council. A move to a fully managed service needed to be planned.

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The Clerk was asked to prepare a specification for an IT managed service for review prior to producing tender documents, receiving quotations and requesting organisations shortlisted make a presentation to members enabling consideration of options and budget requirement.

The Clerk was asked to draft a Media Policy so all members were aware of the processes to be followed when engaging with the media and the need to protect the Parish Council's external image.

### 118. Budget Monitoring Report

Members considered the Q1 2015-2016 Budget Monitoring Report and noted the comment in the tracking report.

### 119. Budget Preparation Schedule

Members considered and noted the Budget Preparation Schedule for 2016-2017.

### 120. Henderson Hall Trust - Grant

Members considered revised payment arrangements for the Henderson Hall Trust Grant. It was proposed by Councillor Sara Bedford, seconded by Councillor Hitesh Tailor and **RESOLVED** that the grant for financial year 2015-2016 will be paid in two tranches, May and November.

### 121. Parish Council Offices

- a. Members considered the draft layouts and costings for the Parish Council office area and asked the Clerk to obtain initial quotes for member consideration at the Finance and Administration Committee meeting in October 2015 with an aim of implementation in February/March 2016.
- b. It was proposed by Councillor Sara Bedford, seconded by Councillor Jane Lay and **RESOLVED** that Option 2 a full repair to the office car park be undertaken providing a longer term solution with a budget of £9,700 + VAT and that earmarked reserves for Property Repairs and Improvement be used for line marking and a height restriction barrier.

### 122. Vehicle Fleet

Members considered the report from the Clerk on vehicle replacement. It was proposed by Councillor Jane Lay, seconded by Councillor Hitesh Tailor and **RESOLVED** that the tipper lorry be fully externally refurbished and the tipper cage be completely replaced with a budget of apx. £5,000.

### 123. CCLA - Churches, Charities & Local Authority Deposit Account

Members considered and discussed the report from the Clerk on CCLA. It was proposed by Councillor Hitesh Tailor, seconded by Councillor Jane Lay and **RESOLVED** that Parish Council approval be sought to open a deposit account with CCLA. The account will be for short to medium term deposits, which will reduce the need for holding contingency funds in the current accounts, which earn almost nil interest.

### 124. Clerks Report

- Members noted the building reinstatement cost survey undertaken by Ashridge Surveyors in April 2015 and that there were minor changes to valuations since 2010 as the Parish Council insurers had applied the usual rebuilding costs index increases.
- Members noted that College Road Neighbourhood Watch have written to thank members for extending the arrangements agreed at the April meeting of this committee. (min 436)

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The meeting closed at 7.30 pm.

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

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