

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 26th October 2015 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Brenda Kersey  
Councillors Councillor Jane Lay  
Councillor Hitesh Tailor  
Officers: Tim Perkins - Clerk to the Council  
Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

**197. Apologies for Absence**

Apologies were received, accepted and recorded from Councillor Sara Bedford and Councillor Lyn Ferguson.

**198. Declarations of Interest**

None.

**199. Public Participation**

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

**200. To confirm the Minutes of the previous meeting**

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

**201. External Audit 2014-2015**

Members noted the External Audit report for 2014-2015.

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.

**202. Internal Audit 2015-2016**

Members considered the first interim Internal Audit Report for 2015-2016 and noted the comments following the audit.

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

**203. CCLA - Public Sector Deposit Account**

Members noted the Clerk's report and cheque number 007840 made payable to the Public Sector Deposit Fund for £200,000 which was signed at the meeting by Councillor Brenda Kersey and Councillor Jane Lay.

**204. Parish Council Offices Refurbishment**

Members noted the Clerk's report, discussed the difficulty in obtaining quotes and that the quote received covered the reception area and not the Clerk's or general office.

Members found this unsatisfactory as it did not provide for a full refurbishment.

The Clerk was asked to bring back three quotations if possible for a full refurbishment of the office space to the Finance & Administration committee meeting in November 2015 and dependent on cost members are minded to go forward with the full refurbishment.

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### 205. Parish Council Car Park

Members noted the Clerk's report and discussed the expense and suitability, in a residential area, of the height restricting barrier approved at the last meeting, compared to a remote controlled barrier with remote keys issued to staff and members.

It was proposed by Councillor Jane Lay, seconded by Councillor Hitesh Tailor and **RESOLVED** that a remote controlled arm barrier is installed and remote keys supplied to staff and members.

### 206. Budget Monitoring Report

Members noted that the draft budget for 2016-2017 includes a column for spend to 30<sup>th</sup> September 2015, so a separate Quarterly Budget Report is not issued.

Members noted the Budget Tracking Report for Q2.

### 207. Budget 2016-2017

Members discussed the draft budget book for 2016-2017 and actual spend to 30<sup>th</sup> September 2015. Members noted that this was an early draft with work in progress and:

- Reserves will be reviewed at the Finance & Administration committee meeting in November 2015.
- That page 4 nominal ledger code 5340 (HR Support) will increase but will be dependent upon a decision from the Staffing Committee.
- The Tree Works code (7234) is likely to come under pressure, due to an additional area of trees on the Langleybury Playing Fields that have been found to be included in the Parish Council's lease.

### 208. Website

Members noted the Clerks report and that alternative options will be sought.

### 209. Small Grants 2015-2016 & Financial Grants 2016-2017

Members noted Clerk's report and the small grants approved recently.

- £250 - AIMS (Abbots Improvements) to contribute towards the purchase of a tool shed and trolley cart. AIM's have emailed to thank the Parish Council for the grant.
- £250 - Bedmond Task Force to contribute to the costs of the Summer Fair, specifically the Birds of Prey display and purchase of a BBQ. The treasurer subsequently wrote to thank the Parish Council for the grant.
- £250 - Local Vocals. Start up local acapella choir, To assist in advertising and rehearsal room costs.

Members noted the application packs for Financial Grants to be paid in April 2016 are posted on the website, printed copies are available from the office and the closing date for applications is 16<sup>th</sup> December 2015.

Bedmond WI have written thanking the Parish Council for the grant of £200.

The meeting closed at 6.52 pm.

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

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