

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 23rd November 2015 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Brenda Kersey
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 6:00 pm.

245. Apologies for Absence

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

246. Declarations of Interest

None.

247. Public Participation

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

248. 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 26th October 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.

249. Internet Banking - Payment Authorisations

Members discussed the Clerk's report and noted that a draft procedure for internet banking and payment authorisations will be written for review by Finance & Administration Committee in January 2016.

The Clerk was asked to gain Parish Council approval for Councillor Hitesh Tailor to be added to the bank mandate as an additional signatory and that the Finance Officer prepares the mandate update for submission.

250. Budget 2016-2017

Members discussed the Clerks report on the budget and noted the updates to content from committee's decisions. Members reviewed earmarked reserves, benches, bins and requested that an additional earmarked reserve be created from any underspend on community public access defibrillators to fund future expenditure on replacement pads and maintenance for the CPADs.

251. Clerk's Report

Members noted:

- F&A Committee Meeting - 21st December 2015
That the meeting will be for this committee to finalise the budget for 2016-2017 and recommend it for approval to the Parish Council in January 2016.
- Office Refurbishment
That it is not applicable for Parish Council meetings to be held in other Parish Council premises, due to the impact that this would have on regular and ad hoc bookings and the associated bar revenue.

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- Office Car Park
That orders have been placed for the barrier which will be installed at the same time as the car park is resurfaced.
- Tipper Refurbishment
That the tipper has been refurbished rebadged, had a reversing alarm, sensors and camera installed and that the new aluminium cage has been ordered and will be installed in February 2016.

The meeting closed at 6.42 pm.

Signed: _____

Dated: _____