

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 25th April 2016 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Brenda Kersey
Vice Chairman:	Councillor Lyn Ferguson
Councillors	Councillor Sara Bedford Councillor Jane Lay Councillor Hitesh Tailor
Officers:	Tim Perkins - Clerk to the Council David Abbott - Facilities Manager (part) Gail Kiely - Finance Officer

The meeting opened at 6:02 pm.

420. Apologies for Absence

None.

421. Declarations of Interest

None.

422. Public Participation

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

423. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Lyn Ferguson and **RESOLVED** that the minutes of the meeting held on 25th January 2016, 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.

424. Council Office Refurbishment

Members discussed and wholeheartedly supported the office refurbishment plans and acknowledged the huge amount of work undertaken by David Abbott.

It was proposed by Councillor Jane Lay, seconded by Councillor Hitesh Tailor and **RESOLVED** that the office refurbishment costs of £29,695 plus a £3,000 contingency be agreed and recommended for approval at the next Parish Council meeting.

A vote was requested. All members were in favour.

425. Matters Referred to this Committee

a. Staffing Committee

Members noted that the budgetary allocation for consultancy and design work for the building options on the Works Depot and wider Manor Lodge site are held in an earmarked reserve (Property Repairs & Improvements).

Members considered that the cost of development would increase substantially if the development encroached on the conservation area. There is £60,000 in the Property Improvement reserve and that the costs of the office refurbishment, as above, will be taken from this reserve leaving funds available for consultancy and design work when required.

b. Parish Council

Members noted the Clerks report to Parish Council includes grant awards and that they are published.

426. Financial Grant 2016-2017 Application

Members considered the grant application from DEMAND, the Clerk was asked to write to the organisation to request further information.

Whilst members were supportive of the work of the organisation they wanted to ensure that any grants they awarded specifically benefited residents of the parish. Although DEMAND and organisations such as Breakspeare School are based in the parish, the client group served is in many cases from outside the parish.

Members would be happy to consider a revised grant application that included more background on the clients that would benefit from the grant and how DEMAND will be meeting the individual's needs. Members appreciated that client confidentiality is important, so requested that the clients postcode would confirm the client benefitting from the grant was resident in the parish.

427. Budget Monitoring Report

Members considered the Q4 2015-2016 Budget Monitoring Report and the Budget Tracking Report for the same period.

428. Update to Financial Regulations

It was proposed by Councillor Lyn Ferguson, seconded by Councillor Jane Lay and **RESOLVED** committee that the following update to Financial Regulations will be referred to the Parish Council for approval.

Current 11k.

The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

Proposed 11k

The council will conform to the requirements of the Public Contracts Regulations 2015/12 and utilise the Contract Finder website for any contracts over the value of £25,000.

The requirements for public works contracts in excess of £4,104,394 or public service or supply contracts of over £164,176 are noted and will be addressed in the event of such contracts being considered. (Financial limits correct as at January 2016, Public Contracts Directive 2014/24/EU).

The need for the above change was noted by the internal auditor in the 2015-2016 interim update report (Jan 2016).

429. Parish Council Offices - Car Parking

Members read and noted the correspondence with residents and organisations.

Members saw no need to change the current arrangements on use of the Council Office car park.

430. Matters Referred from Committees

The Chairman proposed to take this item as urgent business under Standing Order 14. All members were in agreement.

Members discussed the grant application from Bedmond Sports and Social Club referred to this committee from the Leisure committee. (min. 419.)

It was proposed by Councillor Sara Bedford, seconded by Councillor Jane Lay and **RESOLVED** that a grant of up to £4,000 be awarded for repairing Bedmond Sports and Social Club roof and that the terms of the grant award will match those of Three Rivers District Council. The works will be inspected by a surveyor.

The Clerk will review the grant application with the committee Chairman and Vice-Chairman. Members noted that any award would result in a budget line overspend (5260 - Financial Grants).

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The meeting closed at 7.17 pm.

Signed: _____

Dated: _____