

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 25th July 2016 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 Alex Michaels Councillor Hitesh Tailor
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:05 pm.

### 111. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Lyn Ferguson (work commitment).

### 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 Hitesh Tailor and **RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> April 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.

### 115. Committee Vice-Chairman

It was proposed by Councillor Brenda Kersey, seconded by Councillor Sara Bedford and **RESOLVED** that Councillor Lyn Ferguson be elected Vice-Chairman of this committee, for the municipal year 2016-2017.

### 116. Internal Audit

- i. Members considered the final Internal Audit Report for 2015-2016 and noted the comments following the audit.  
The Clerk was asked to write to Auditing Solutions confirming the review and to bring the review to the attention of the Parish Council.
- 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 Jane Lay, seconded by Councillor Hitesh Tailor and **RESOLVED** that Auditing Solutions be appointed as Internal Auditor for the financial year 2016-2017.

### 117. Risk Assessments

Members considered the Financial and Business Risk Assessment document.

### 118. Budget Monitoring Report

Members considered the Q1 2016-2017 Budget Monitoring Report and noted the comments in the tracking report. The Finance Officer was asked to insert a page index on the summary sheet of future reports.

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**119. Budget Preparation Schedule**

Members considered and noted the Budget Preparation Schedule for 2017-2018.

**120. Credit & Debit Card Charges**

Members noted the Clerks report and all agreed to remove the charges with immediate effect.

**121. Grant to Henderson Hall Managing Trustees**

Members discussed the arrangements for 2017-2018 grant and noted that the Henderson Hub was in a transition year. The Clerk was asked to write to the Chairman of the Managing Trustees to arrange a meeting with Councillors Brenda Kersey and Alex Michaels who will report back to the October meeting of this committee.

The meeting closed at 7.02 pm.

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

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