

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 7th August 2017 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 Liz Burns Councillor Jane Lay Councillor Owen Roe Councillor Hitesh Tailor
Officers:	Tim Perkins - Clerk to the Council

The meeting opened at 6:00 pm.

112. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Alex Michaels (unavailable).

Gail Kiely, Finance Officer, was on annual leave.

113. Declarations of Interest

None.

114. Public Participation

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

115. To confirm the Minutes of the previous meeting

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 24th April 2017, 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.

116. Committee Vice-Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Brenda Kersey and **RESOLVED** that Councillor Lyn Ferguson be elected Vice-Chairman of this committee, for the municipal year 2017-2018.

117. Grants Policy Update & Grants Awarded 2013-2017

i. Revised Grants Policy

Members considered the revised Grants Policy and made a number of updates. The key changes to the policy is the introduction of a maximum of two grants in any four year period for Financial Grants and the introduction of Service Levels Agreements for some applicants that undertake activities that would in some part otherwise fall to the Parish Council. The draft Service Level Agreement will be considered at the October meeting of this committee.

The Clerk was asked to circulate a final draft of the policy to all members present.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Sara Bedford and **RESOLVED** that delegated authority be granted to the Clerk to implement the revised Grants Policy, following consideration of any comments made by members on the final draft.

Representatives of the Henderson Hub will be invited to attend prior to the start of the October meeting of this committee to discuss the grant application process for 2018-2019.

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ii. Report of Grants Awarded 2013-2017

Members thanked officers for the report and asked that it be updated and made available for the January meeting of this committee when Financial Grants for 2018-2019 will be considered.

118. Internal Audit

i. Internal Audit Report - Final Update 2016-2017

Members considered the final Internal Audit Report for 2016-2017 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.

i. Effectiveness of Internal Audit

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 value for money. Members also felt they had opportunity to bring any relevant issues to the attention of the auditors.

ii. Appointment of Internal Auditor

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that Auditing Solutions be appointed as Internal Auditor for the financial year 2017-2018.

119. Budget Monitoring Report

Members considered the Q1 2017-2018 Budget Monitoring Report and noted the comments in the tracking report.

Members asked that any future unplanned significant spends (such as the Manor House allotment wall) be brought to the attention of this committee.

120. Budget Preparation Schedule

Members considered and noted the Budget Preparation Schedule for 2018-2019.

121. Risk Assessment

Members considered the Financial and Business Risk Assessment document.

The Facilities Manager and Works Manager were asked to put in place a process that updated all relevant risk assessments for their work areas and that when reviewed with staff confirming initials were obtained.

122. Data Protection

Members noted the report from the Clerk on the revised regulations that will come in effect in May 2018.

The Clerk will update further as more information becomes available.

123. Website Update

Members considered the report from the Clerk.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that £2,000 be allocated from the IT Equipment and Website earmarked reserve to convert the current website to a WordPress compatible site. The earmarked reserve is £25,000 for the current financial year.

124. Polling Station Hire Costs

Members noted the actions taken by the Clerk and agreed that it was appropriate to charge the list price for all Polling Station bookings.

125. War Memorial - St Paul's Langleybury

(Referred from the Parish Council - min. 19.)

Members noted the report and await further information when additional quotes have been obtained.

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126. Play Area Equipment Insurance

(Referred from the Leisure Committee - min. 419.)

Members noted the arrangements for the above.

127. Depot Project

Members will consider the above following their review of strategy.

The Clerk advised the most important maintenance issue was the state of the depot surface.

128. Leaseholder Insurance Claim Guidance

Members noted the guidance that has been issued to tenant clubs.

129. IT Support Contract

Members noted the difficulties the Clerk has been having with the above. Whilst there is support coverage in place from Chess IT the Clerk is considering if the most appropriate approach may be to have a complete review of IT requirements rather than to just support the current infrastructure.

The scope of an infrastructure review should cover desktop computing, remote access, site connectivity, member data sharing, paperless working, fixed and mobile telephony.

The Clerk will review further with members.

The meeting closed at 8.00 pm. `

Signed: _____

Dated: _____