

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

21st November 2017.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns, Lyn Ferguson, Brenda Kersey (Chairman), Jane Lay, Alex Michaels, Owen Roe & Hitesh Tailor.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 27<sup>th</sup> November 2017 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Apologies for Absence**  
To receive and accept apologies for absence.
2. **Declarations of Interest**  
To receive declarations of interest in items on the agenda.
3. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 23<sup>rd</sup> October 2017 (previously circulated).**
5. **Finance & Administration Committee Meeting Minutes**  
To resolve minute 121 from the meeting of 7th August 2017. (Clerk's report item 1.)
6. **Budget 2018-2019**
  - i. To consider the current revision of the budget. (Clerk's report item 2i, 2ii and budget enclosed).
  - ii. Budget Variances 2017-2018. (Clerk's report item 2iii).
  - iii. Vehicles 2018-2020. (Clerk's report item 2iv).
7. **Internal Audit 2017-2018**
  - i. To consider and approve the Internal Audit programme. (Clerk's report item 3i and enclosed programme.)
  - ii. To consider the first interim report from the Internal Auditors. (See Clerk's report item 3ii and enclosed report.)
8. **General Data Protection Regulations**  
To consider the next steps following members and officers attendance at Hertfordshire Association of Parish & Town Councils training.
9. **Community Infrastructure Levy (CIL)**  
To consider the report from Three Rivers District Council on the use of CIL funds. (Report enclosed.)

## Abbots Langley Parish Council

### 10. Clerk's Report

- i. Chambers Furniture Options.
- ii. War Memorial - St. Paul's Langleybury

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**Abbots Langley Parish Council**  
**Clerk's Report - F&A - November 2017**

**1. Finance & Administration Committee Meeting Minutes**

Minute 121 from this committee's meeting is copied below.

**121. Risk Assessment**  
**Members considered the Financial and Business Risk Assessment document.**

Members had reviewed the Finance and Business Risk Assessment in detail and should have agreed this by resolution. My mistake.

To keep us all honest a resolution to agree the risk assessment should be passed at this meeting.

**2. Budget 2018-2019**

**i. Budget Update**

The draft Band D number for 2018-2019 from Three Rivers District Council is still awaited. It hopefully will be available by the meeting date.

The Finance Officer and I have checked much of the detail in the budget, there is still work on going on the invoicing of pitch fees, of which there are a couple of outstanding points. Overall the budget is coming to together and any further changes are likely to be minor and mainly accuracy improvements.

All the "Key Projects" from the Leisure Committee have been factored in.

Still to do is the final input from the Planning & Highways Committee which will be discussed at their next meeting. I will update any significant changes on their budget page at this meeting.

This committee needs to review reserves and make sure it is happy with the proposed movements and also the General Reserve (pg. 22.).

**ii. Key Outstanding Issues**

- Member's guidance on the level of precept for this budget.
- Members review of earmarked and general reserves.
- TRDC update on draft Band D numbers.
- Consideration of costs for auditing and compliance to General Data Protection Regulations.

**iii. Budget Variances 2017-2018**

These would normally be covered in the quarterly review of budget against expenditure. But as we are looking forward as part of the budget process these variances have been factored into the estimated year end expenditure.

*Budget Head: Vehicles (pg 13.) - Code: 8140 Servicing & General Repairs*

Budget of £6,750 is projected to overspend by apx. £1,000, due to the failure of the gearbox and clutch on the Community Warden's van. This was an unplanned expenditure and the first significant non-routine vehicle costs we have had for some time. Estimated year-end expenditure for the code is £7,750.

*Budget Head: Playing Fields (pg 9.) - Code: 7234 Tree Works*

Budget of £12,000 is projected to overspend by apx. £7,500. Tree works are only carried out under instructions from our consultant arboriculturist. There have been extensive works instructed as a result of the tree risk assessments carried out this year. The code although it sits in the Playing Fields budget head it covers all of the tree works in the parish, not just playing fields. Estimated year-end expenditure for the code is £19,750.

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iv. Vehicles 2018-2020

The following will also be reported to the Leisure Committee at their next meeting. But as vehicles are often the single largest “one off” purchase in the year it is appropriate this committee is aware of the expenditure.

*Triple Grass Cutter*

This is becoming end of life, but officers feel that it has at least one more grass cutting season left before maintenance costs become onerous. It is proposed that replacement options are considered at the beginning of the calendar year 2019, with a view to taking delivery of a replacement triple early in the 2019-2020 financial year, ahead of the grass cutting season. The replacement cost, nett of trade-in will be around £30,000.

*VW Caddy - Community Warden (GF59 XEV – 79,972 miles)*

This vehicle has just had a replacement clutch and some gearbox work, total cost just under £1,000. Now repaired it will still be in relatively good condition. The MoT is due in January 2018.

Given the costs of the transmission repair and the condition of the vehicle, replacement will be deferred until the 2019-2020 financial year. Replacement at today's cost, nett of trade in, would be apx. £8,000.

*Ford Transit - Works Team (LF58 CEA – 62,624 miles)*

This is now the oldest vehicle on the fleet, the MoT is due in January 2018. It is suggested that the vehicle is considered for replacement mid-2018, when it still has around six months MoT remaining. Replacement cost, nett of trade on, apx. £8,000-9,000.

The earmarked reserve for vehicle replacements in the budget for 2018-2019 is currently set as £47,000, which is probably about right for expenditure as detailed above.

**3. Internal Audit 2017-2018**

i. Internal Audit Programme

It is some years since this committee has formally approved the internal audit programme. It is normally fairly static, only being updated as and when legislative changes make this necessary.

Also as the Parish Council has received good reports for a number of years there are no specific improvement or risk areas that need special attention from the auditor.

ii. First Interim Internal Audit Report

Nothing significant to report.

The committee Chairman met with the auditor at the conclusion of the audit visit and may have an update for members.

**4. Chambers Furniture Options**

There are obviously many different options available, but to make maximum use of the available space a rectangular layout is probably preferable. Oval shaped units are wasteful of space, although there may be an option with curved corners that would be practical.

The first two pages on the attached show possible layouts and finishes, the white lines are for comparison purposes and show the current layout.

Prices would need refining but initial costs are in the order of £7,000-£8,000. It would obviously be sensible to do a redecoration and review the lighting prior to installing new furniture. A budget of £3,000-£4,000 should be allowed for this.

It is important to bear in mind that once installed this furniture is probably best considered “fixed”, reconfiguring the tables into theatre or group layout would be difficult given the weight and construction of the furniture.

There is a long standing earmarked reserve of £7,000 “Equipment Halls” which could be utilised for this expenditure.

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**5. War Memorial - St. Paul's Langleybury**

At its last meeting this committee agreed to the refurbishment of the above (min. 226.).

A purchase order has been placed with the contractor, they have agreed to hold their quote and carry out the works in April-May 2018.

I added a 10% contingency to the budget (£335) for any unforeseen costs, or general expenses for possibly renewing any chains or posts around the memorial.

Tim Perkins  
Clerk to the Council  
21st November 2017

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