

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

13th December 2017.

To Members of the Finance and Administration Committee

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

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 18<sup>th</sup> December 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. **Budget 2018-2019**
  - i. To consider the current revision of the budget, agree any final updates and recommend its approval to the Parish Council. (See Clerk's report item 1 and budget to be circulated following Leisure Committee review.)
  - ii. To consider the level of precept required to support the budget and recommend approval to the Parish Council.
5. **Henderson Hub - Business Plan**  
To consider the above submitted by the Henderson Hub ahead of a possible Financial Grant application. (Circulated previously.)
6. **General Data Protection Regulations**  
To consider the next steps to ensure compliance with the above.
7. **Financial Grants Applications 2018-2019**  
To consider the report from the Clerk. (To be available at the meeting. Closing date for grant applications is 18<sup>th</sup> December 2017.)

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

1. Budget 2018-2019

i. Budget Overview

The Band D Base for the parish was approved at the Three Rivers District Council meeting on 12th December 2017.

The agreed figure is 8,492.50 up from 8,227.50 in this financial year (3.22%).

The full breakdown of the calculations is on page 24 of the budget book.

Members need to consider the level of precept required to support the budget. This is also detailed on page 24, which details the extra income generated from a 1% precept increase.

ii. Website Development

I think I have got all the costs in for the website development.

Design & Development = £1730.00

Technical Costs (site hosting) = £165.00

In addition to the above our annual website hosting costs go up to £275/pa due to the extra services needed to run a WordPress site, this is an increase of about £100/pa.

All of the above have been coded to 5330 "Website, Hosting, Email & IT Support".

Estimated outturn for 5330 to end of the financial year is now £4,700 against a budget of £2,100.

I have increased the 2018-2019 budget for 5330 to £3,000 in anticipation of further enhancements on the website, such as payment handling and/or online booking.

iii. Desktop Computers

My PC started causing problems a couple of months ago, it started "blue screen" crashing, these increased until it was happening twice a day. This is an indication of hard drive or other hardware failure. The PC was seven years old, which is not bad lifetime for a machine in heavy daily use.

I have replaced it with a Dell Inspiron 7775, All-in-One desktop. Consideration should also be given to replacing the Finance Officer and Facilities Manager's desktops with similar units. All PC hardware s purchased through the Dell Public Sector agreement where prices are around 30%-35% below retail.

There is currently £25,000 in the earmarked reserve for IT equipment.

Tim Perkins  
Clerk to the Council  
13th December 2017