

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th November 2017 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Brenda Kersey
Councillors	Councillor Liz Burns Councillor Jane Lay Councillor Alex Michaels Councillor Owen Roe Councillor Hitesh Tailor
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

### **264. Apologies for Absence**

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

### **265. Declarations of Interest**

None.

### **266. Public Participation**

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

### **267. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> October 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.

### **268. Finance and Administration Committee Meeting Minutes**

It was proposed by Councillor Brenda Kersey, seconded by Councillor Jane Lay and **RESOLVED** that members have reviewed the Finance and Business Risk Assessment document in detail and approve the adoption of the content.

Note: The above resolution was omitted from minute 121 of the committee meeting of 7<sup>th</sup> August 2017. The minutes having previously been approved.

### **269. Budget 2018-2019**

- i. Members noted that the Budget Draft reviewed at the meeting is still awaiting the Band D number for 2018-2019 from Three Rivers District Council. That the "Key Projects" from the Leisure Committee have been factored in and that final input from the Planning & Highways Committee will be discussed at their next meeting.

Reserves were reviewed by members and recommended the use of the Business Contingency Reserve to meet the costs of the forthcoming Data Protection legislation and the use of some of the Community Infrastructure Levy (CIL) to fund the toilet block.

Members discussed the Henderson Hub Business Plan Update 2018-2021 document which estimated the likely level of grant funding which would be sought from Abbots Langley Parish Council.

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- ii. Members considered the key outstanding issues which were the level of precept for this budget and that when the precept detail is agreed at Three Rivers District Council options will be reviewed. The earmarked and general reserves and the consideration of costs for auditing and compliance to General Data Protection Regulations will be reviewed at future meetings of this committee.
- iii. Members discussed the reported budget variances 2017-2018 for vehicle servicing, playing fields tree works and new vehicles.

Members thanked the Clerk to the Council for his work on the budget 2018-2019.

### 270. Internal Audit 2017-2018

#### i. Internal Audit Programme

It was proposed by Councillor Brenda Kersey, seconded by Councillor Liz Burns and **RESOLVED** that the Internal Audit Programme for 2017-2018 be approved.

The plan will stand approved for future years. Any minor updates to be delegated to the Clerk and Responsible Financial Officer to approve, any significant changes, related to regulatory change, to be considered by this committee.

#### ii. Internal Audit Report - First Interim Update 2017-2018

Members considered the First Interim Internal Audit Report for 2017-2018 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.

### 271. General Data Protection Regulations

Members considered the next steps. Members and the Clerk have attend HAPTC training. Further officers and members will be attending training in December.

Members felt there was a need for a Data Protection Officer from outside the organisation to manage the process. This will be discussed further at the December meeting of this committee.

### 272. Community Infrastructure Levy (CIL)

Members considered the report from Three Rivers District Council on the use of Community Infrastructure Levy (CIL) funds and the infrastructure that can be provided or maintained by Parish Council.

### 273. Clerk's Report

#### i. Chambers Furniture

Members reviewed the three furniture options for the Council chambers in the Clerk's Report. Further discussions will take place with the Facilities Manager to review furniture catalogues.

#### ii. St Pauls Langleybury War Memorial

Members noted that the purchase order has been placed with the contractor, who has agreed to hold their quote and carry out the works in April-May 2018

Members also noted the budget contingency for any unforeseen costs, or general expenses for possibly renewing any chains or posts around the memorial.

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The meeting closed at 7.24 pm.

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

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