

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 18th December 2017 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

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

The meeting opened at 6:01 pm.

301. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Lyn Ferguson (work commitment) and Councillor Alex Michaels (other authority meeting).

302. Declarations of Interest

None.

303. Public Participation

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

304. Budget 2018-2019

i. Budget Updates

The Band D Base of 8,492.50 had been approved by Three Rivers District Council on 12th December 2017.

Members discussed the full breakdown of the budget calculations, general and earmarked reserves and the precept options detailed in the budget book.

Members asked that based on late received information on the local government salary settlement the Clerk include a general 3.5% salary increase in the salary model and a 2% precept increase in the budget.

Members noted the increased 2018-2019 budget for website development to £3,000 for further enhancements on the website, such as payment handling and/or online booking as detailed in the Clerks report.

Members noted the Clerks report on desktop computers and the recently purchased replacement Dell Inspiron 7775 for the Clerk. Consideration will be given to replacing the Finance Officer and Facilities Manager's desktops with similar units, this would fall within the Clerk's delegated authority.

Members noted there is currently £25,000 in the earmarked reserve for IT equipment.

ii. Precept 2018-2019

Members considered the level of precept to support the above budget.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Liz Burns and **RESOLVED** that the final revision of the budget as discussed above and a precept of £686,743 be recommended to the Parish Council for approval.

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The revised precept summary for the 2018-2019 budget is as below.

Percent Precept Increase			
Band D Base Draft 2018-2019 (inc. by % >)	686,743.56	13,465.56	2.00%
Band D Base Draft 2018-2019 (inc. by % >)	8,492.50		
Band D Precept Draft 2018-2019 (per annum)	80.86	1.58	1.99%

305. Henderson Hub Business Plan

Members discussed the Henderson Hub Business Plan. A grant application has been received and will be considered at the January 2018 Parish Council meeting.

Members felt it was a professional document and it was important that it is parish residents who are attending events at the Henderson Hub.

306. General Data Protection Regulations

Members considered the NALC paper circulated at the meeting and discussed the possibility of working with Three Rivers District Council, the Clerk was asked to make contact with the relevant officers.

Members noted the compliance date of 28th May 2018. The Clerk will update further at the January meeting of this committee, but an additional meeting may be required in February or March to review progress and information as it emerges.

307. Financial Grant Applications

Members considered the report from the Clerk circulated at the meeting with the applications received up to the time of the meeting and noted that the 18th December 2017 is the closing date for Grant Applications.

Councillor Brenda Kersey reminded members that attendance at the 22nd January 2018 meeting was important for quorum purposes on Financial Grant application decisions due to members having to declare interests.

The meeting closed at 6.55 pm.

Signed: _____

Dated: _____