

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 23rd April 2018 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 Owen Roe
Councillor Hitesh Tailor
Officers: Tim Perkins - Clerk to the Council
Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

415. Apologies for Absence

Apologies were received, accepted and recorded from Councillors Sara Bedford, Lyn Ferguson and Alex Michaels (all unavailable).

416. Declarations of Interest

None.

417. Public Participation

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

418. 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 22nd January 2018, 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.

419. General Data Protection Regulations

The Clerk reported that he is meeting with the Clerks of the Three Rivers parishes and the DPO Centre. The most cost-effective arrangement will be if all the parishes in Three Rivers appoint the DPO Centre as joint Data Protection Officer and jointly carry out audits of our processes.

Members noted that this committee has the delegated authority for Data Protection matters.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the Parish Council contracts with the DPO Centre as the Parish Council's appointed Data Protection Officer on an initial one-year agreement.

The Clerk has delegated authority to deal with the necessary contract arrangements.

420. Financial Grant Applications 2018-2019

Members noted the Clerks report on the follow up points after discussions on grant awards at the January meeting of this committee (min. 348.).

Members noted that the signed Three-year Service Level Agreements have been received back from Citizens Advice Bureau in Three Rivers, St Paul's Langleybury and St Lawrence churches.

Members expressed concern that the Lions Club have not returned a signed Service Level Agreement and have not responded to the request for the uses to which the collection cash from the fireworks is put and welcomed a speedy response on both matters.

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Members noted that Royal Air Force Association has acknowledged that they will only be entitled to apply for a grant one year in the next three years and that they will be asked to detailed the uses to which their reserves will be put.

421. College Road Neighbourhood Watch

Members noted the Clerk's report that College Road Neighbourhood Watch no longer requires the use of the committee room for two free meetings or the five hundred free photocopies per annum.

422. Budget 2018-2019

Members noted the omission in the budget for Play Area Inspections & Valuations and that £1,840 will be reported on the Q1 Budget Monitoring Report in 2018-2019.

423. Budget Monitoring Report

Members considered the Budget Monitoring Report for the last financial year and noted that there will be further adjustment for salaries and other items but that all significant costs and reserves are included.

Members noted that there are no significant variances on the Budget Tracking Report.

Members noted the under and over variances on Water Rates.

424. Council Office - Toilet & Kitchen Refurbishment

Members discussed the Clerk's Report on the Kitchen & Toilet Refurbishment.

Members wished to see two further quotations and will give the Facilities Manager details of local contractors.

Members noted that refurbishment works on the Council Chambers will be reviewed at a future date.

The meeting closed at 6.40 pm.

Signed: _____

Dated: _____