

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 23rd July 2018 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Hitesh Tailor
Vice Chairman	Councillor Brenda Kersey
Councillors	Councillor Sara Bedford Councillor Liz Burns Councillor Lyn Ferguson Councillor Jane Lay Councillor Alex Michaels
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:02 pm.

112. Apologies for Absence

None.

113. Declarations of Interest

As members of Three Rivers District Council Councillors Sara Bedford and Alex Michaels declared non-pecuniary interests in Skate Park Funding (agenda item 6ii, min. 117ii.).

114. Public Participation

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

115. To confirm the Minutes of the previous meeting

It was proposed by Councillor Brenda Kersey, seconded by Councillor Liz Burns and **RESOLVED** that the minutes of the meeting held on 23rd April 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.

116. Committee Vice-Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that Councillor Brenda Kersey be elected Vice-Chairman of this committee, for the municipal year 2018-2019.

117. Matters Referred from Committees

- i. To consider matters related to the Manor Lodge lease to the Hertfordshire Police & Crime Commissioner.
(*Referred from the Parish Council min. 21 - 14th May 2018.*)

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that the Manor Lodge lease would be renewed for a further five years on the same terms with no break clause.

A vote was requested. Four members agreed one member abstained.

- ii. To consider if funds can be made available to joint fund the Skate Park project on the Manor House playing fields.
(*Referred from the Leisure Committee min. 73 - 20th June 2018.*)

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that £50,000 be made available from the Community Infrastructure Levy (CIL) to joint fund the Skate Park.

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118. Internal Audit

i. Internal Audit 2017-2018

Members considered the final 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.

ii. Effectiveness of Internal Audit

Members reviewed the "Effectiveness of Internal Audit". They considered the Clerk's report and are satisfied that the current internal audit process is effective, thorough and value for money. Members also felt they had opportunity to bring any relevant issues to the attention of the auditors.

iii. Appointment of Internal Auditor

It was proposed by Councillor Brenda Kersey, seconded by Councillor Liz Burns and RESOLVED that Auditing Solutions be appointed as Internal Auditor for the financial year 2018-2019.

119. Budget Monitoring Report

Members noted the Budget Monitoring and Tracking Report for Q1 and that there were no significant variances.

120. Budget 2019-2020 Process & Schedule

Members considered and noted the Budget Preparation Schedule for 2019-2020.

121. Risk Assessment

Members considered and noted the Financial and Business Risk Assessment document.

122. General Data Protection Regulations

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the draft Privacy Policy be approved and adopted and that the Clerk be granted delegated authority to make amendments as required.

123. Financial & Small Grants

To consider the following grant applications:

i. Financial Grant - Abbots Langley Carers Network.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Sara Bedford and RESOLVED that Abbots Langley Carers Network be awarded £350 in financial year 2018-2019 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

ii. Small Grant - Abbots Langley Festival (Henderson Hub).

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and RESOLVED that Abbots Langley Festival (Henderson Hub) be awarded £250 in financial year 2018-2019 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

124. Committee Expenditure

i. Kitchen & Toilet Refurbishment

Members noted that officers had difficulties with contractors coming in to view the works and then not quoting. The ideal time to carry out the works has now passed and the project needs to be deferred until Spring 2019.

Officers will work to get further quotes for the October or November meeting of this committee.

Members were asked to advise the Facilities Manager if they had any contractor recommendations.

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ii. IT Equipment

Members noted the Clerks report and further verbal update.

An additional PC (Bookings and Front Desk Officer) will be replaced. It makes sense to replace this at the same time as the Finance Officer's PC as these two are networked, as they share the Sage 50 Accounts installation.

A technician from Chess IT will carry out the installation and configuration of the office PC's. The Facilities Manager and Works Managers PC's will be self-installed as they do not have the complexity of the Sage sharing and networking.

iii. Vehicles

Members noted that one of the Works Team's Ford Transits will be replaced. The approximate nett cost will be £11,000-£12,000 which is within the Clerk's delegated authority.

Members agreed in principal that the "Triple" grass cutter will be replaced in the New Year; initial quotes suggest the approximate nett cost will be £30,000.

125. IT Support Contract

Members noted the Clerk's update and that a proposal had been receive prior to the meeting

The Clerk will update further at the October or November meeting of this committee.

The meeting closed at 6.55 pm.

Signed: _____

Dated: _____