

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

19th October 2018.

To Members of the Finance and Administration Committee

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

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 22nd October 2018 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. **To confirm the Minutes of the Meeting held on 23rd July 2018 (previously circulated).**
5. **External Audit 2017-2018**
To consider the External Auditor's report, recommend approval and acceptance of the report and the audit certificate to the Parish Council. (Clerk's report item 1, report and certificate sec. 3 of the enclosed annual return.)
6. **Internal Audit 2018-2019**
To consider the first interim report from the Internal Auditors. (Clerk's report item 2 and report enclosed.)
7. **Budget Monitoring**
To consider spend to end Q2 2018-2019. (See budget book and tracking report enclosed.)
8. **Budget 2019-2020**
To consider the current revision of the budget. (Clerk's report item 3 and budget book.)
9. **Community Infrastructure Levy - Monitoring Report**
To approve the above report and its publication on the Parish Council's website. (Clerk's report item 4 and enclosed report.)

Abbots Langley Parish Council
Clerk's Report - F&A - October 2018

1. External Audit 2017-2018

The above has been received back from PKF Littlejohn. The report is "clean" with no qualifications.

They bring one item to the Parish Council's attention, which does not affect their overall opinion.

We are required to post on the website and notice board a notice of the pending audit, this has specific dates during which the public can exercise their rights to comment on the audit.

I posted the notice as required, but as we had requested an amended submission date, to which PKF agreed, I should have updated the default dates on the notice which is provided by PKF. Mea culpa.

2. Internal Audit 2018-2019

One point in the report needs clarification. The second point in the conclusion on p3 refers to the back up.

An automated back up runs on our Network Attached Storage every evening at 22:00, the data is written to two separate cloud locations. I get a confirmation email which details all the files backed up. In addition, I take a local back up once a week, usually on a Friday afternoon.

What is being referred to in the audit comment is we have not done a full-scale recovery test for a year or so. Last time I did one I recovered 1,000+ files from the back up and used software to check that they were exactly the same, down to bit level, as the local files. They all were.

I will do another test at some stage but it takes about half a day so will be carried out when time is available. Files have been recovered from the back up when they have been accidentally overwritten or corrupted, there has been no issues when these have been recovered from the online or local backups.

3. Budget 2019-2020

a. Drafting Notes

- i. Reminder as always at this stage of the budget process, this is an early revision, expect errors, inaccuracies and work in progress.
- ii. Although the budget book shows "Actuals to 30/09/2018" we actually closed the trail balance used for the budget book on 18/09/2019. All costs to that date were included.

The earlier close was to assist in budget production deadlines prior to staff leave.

- iii. Additional £20,000 Open Spaces Project earmarked reserve requested by Leisure Comm. (17/10/2018 min tbc.) For possible future refurbishment of Primrose Hill play area.
- iv. Leisure Committee did not discuss any increase in earmarked reserve for Car Park Refurbishments. Given the condition of a number of car parks it is appropriate that this reserve is built up, another severe winter will cause further damage to car parks.
- v. I need guidance on the level of precept members are considering for 2019-2020 and the affordability of the various projects under consideration by particularly the Leisure Committee.

(The Consumer Price Index as reported by the Office for National Statistics is over the past few months running at 2.4%-2.7%/pa.)

Abbots Langley Parish Council
Clerk's Report - F&A - October 2018

b. Salary Model

The difference in total salary costs 2018-2019 v the new 2019-2020 budget is 4.57%:

2018-2019 = £526,008

2019-2020 = £550,024

This is made up of an estimated 2.5% salary increase for all staff (optimistic), higher than previously budgeted salary cost for the Grounds Apprentice and previously authorised increases and increments. Any salary increases come with additional on cost for employers NI and pension contributions.

4. Community Infrastructure Levy

As a recipient of the above we are required to produce an annual report and publish this on our website. The report content is proscribed in the legislation.

The report for FY 2017-2018 is enclosed for consideration and approval.

Tim Perkins

Clerk to the Council

19th October 2018

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