

## Abbots Langley Parish Council

**Minutes of the Finance & Administration Committee Meeting held on Monday 26<sup>th</sup> November 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 Jane Lay
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

**245. Apologies for Absence**

None.

**246. Declarations of Interest**

None.

**247. Public Participation**

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

**248. 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 22<sup>nd</sup> October 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.

**249. Budget 2019-2020**

Members noted that the Budget Draft reviewed at the meeting is still awaiting the approved Band D base number for 2019-2020 from Three Rivers District Council.

The draft Band D base, proposed precept increase of 2.5%, reserves management and the budget as presented will result in a budgeted General Fund balance of approximately £30,000 as the end of 2019.

The proposed "Key Projects" from the October Leisure Committee have been included in the budget.

**250. Internal Audit Programme 2018-2019**

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the Internal Audit Programme for 2018-2019 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 updates, or updates related to regulatory change, to be considered by this committee.

**251. Grants Policy**

Members discussed the Grants Policy referred from Leisure Committee 17<sup>th</sup> October 2018 (min.202iii) regarding seeding and sports field usage.

Members noted that the Service Level Agreements were put in place to allow the Parish Council to fund the churchyards and events that would otherwise be the responsibility of the Parish Council. That there were exceptions such as the CAB, which provide vital support for vulnerable members of the community.

Members noted that if the Grants Policy needs reviewing then this will be done in April and July before grant applications open for the following financial year.

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The current round of grants for 2019-2020 to be considered under the existing policy.

### 252. Insurance - MuGA Refurbishments

Members discussed the potential risk of damage to the playing surface, new seating and external table tennis tables.

Consideration was given and members agreed with the course of action taken to put cover in place with a risk premium of £12,000 cover on the surface for £58/pa and of £15,200 cover on the furniture for £73/pa with £250 excess on both.

### 253. GDPR Update - DPO Centre

Members noted that the DPO Centre will carry out the two remaining Impact Assessments at the Parish Council Offices on 6<sup>th</sup> & 19<sup>th</sup> December, that the Parish Council will be carrying out this assessment alone as other Three Rivers area Clerks were not able to agree dates and that the cost will be £680.

Members were informed that the output from the previous and these days will be a 'traffic light' report which will detail the areas the Parish Council need to address for GDPR compliance.

Members asked and it was confirmed that BIT Locker and encryption will be implemented.

The meeting closed at 6.27 pm.

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

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