

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 17th December 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.

275. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Lyn Ferguson and Councillor Alex Michaels.

276. Declarations of Interest

There were no declarations of interest

277. Public Participation

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

278. Budget 2019-2020

- i. The Band D Base of 8,571.90 has been approved by Three Rivers District Council on 11th December 2018.

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

Members noted that the salary scales for 2019-2020, effective from 1st April 2019, have been received and that the overall impact will be minimal given the 2.5% increase in the salary model built into the budget.

Members discussed the staff absence contingency reserve and cover for key staff included within the Parish Councils insurance policy and considered this to be adequate.

Members discussed the General Fund balance of £26,297 in the current revision of the budget being at the lower end of the usually agreed range.

Members considered the outturn for 2019-2020 and increasing the Precept by £10,000 to the level of £720,500 equating to a 4.94% change and a band D Precept of £84.05 equating to £1.16 on top of the current budget book figure.

The General Reserve at just over three months operating costs is at the lower end of the statutory range (range = three to twelve months). Members will review the General Fund balance at the end of the 2019-2020 financial year and transfer any excess funds to the General Reserve.

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that the precept is increased from £686,743 to £720,500 (+£10,000 on the latest budget book revision) equating to a 4.92% increase and a Band D Precept of £84.05 an increase of 3.94% (2018-2019 = £80.86/pa) a £1.16/pa increase on the current budget book figure.

Abbots Langley Parish Council

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

It was proposed by Councillor Hitesh Tailor, seconded by Councillor Brenda Kersey and **RESOLVED** that the final revision of the budget as discussed above and a precept of £720,500 be recommended to the Parish Council for approval.

279. Henderson Hub - Grant Application

Members discussed the Henderson Hub financial grant application and wish to receive clarification over the annex C split of expenditure (line 1) between staff and volunteer costs; additionally; what positions are being paid. The grant application will be considered at the January 2019 Parish Council meeting.

280. General Data Protection Regulations

Members received the update from the Clerk of the completed assessments, noting each assessment takes forty-five minutes to an hour to complete. Members noted that the work so far and that it is comprehensive.

Members noted that the next GDPR Impact Assessment will take place on 19th December 2018 when the remaining sections will be completed. Members noted that the DPO Centre consultant then takes all the data away, analyses and generates a comprehensive report with each section scored red/amber/green and details of specific actions required.

Members noted that given all the work needed on the report it is unlikely it will be available until later in January 2019.

281. Financial Grant Applications 2019-2020

Members received a verbal update from the Clerk that financial grant applications have been received from Abbots Langley Cricket Club, Henderson Hub and Keech Hospice. The closing date for grant applications is the day of this meeting (17th).

Members noted that Service Level Agreement reports have been received from Citizens Advice, St Pauls Church, St Lawrence Church. The Lions is outstanding and has been chased by the Clerk.

The meeting closed at 6.45 pm.

Signed: _____

Dated: _____