

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

3rd November 2015.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 9th November 2015 at 7:30 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. **Hertfordshire Police**
To receive a report from the Police (if present).
5. **To confirm the Minutes of the Meeting held on**
14th September & 21st October 2015.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 23rd September and 14th October 2015
 - Leisure Committee - 21st October 2015
 - Finance & Administration Committee - 26th October 2015
 - Staffing Committee - 28th October 2015
7. **Election Expenses**
To consider the Clerk's report. (See Clerk's report item 1.)
8. **Internal Audit 2015-2016 & External Audit 2014-2018**
To consider the reviews carried out by the Finance & Administration Committee (see mins. 201 & 202.)
9. **Budget 2016-2017**
To consider the latest revision of the above. (See Clerk's report item 2 & budget book enclosed.)
10. **Neighbourhood Plan Steering Group - Terms of Reference**
To consider the draft of the above. (See Clerk's report item 3 and draft enclosed.)

Abbots Langley Parish Council

11. Calendar of Meetings 2016-2017

To consider the above. (See Clerk's report item 4 and enclosed calendar)

12. District and County Council Member's Reports

To consider any reports submitted by members of the above authorities.

13. Chairman's Report

To consider the Chairman's report.

14. Clerk's Report

To consider items on the Clerk's report not covered elsewhere on the agenda.

15. Monthly Statement of Accounts

To consider the monthly statement of accounts for September & October 2015 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council
Clerk's Report - November 2015

1. Election Expenses

The invoices submitted by Three Rivers District Council in 2014 for election expenses going back to May 2011 (£35k) are still unresolved.

A breakdown of the invoice costs has been received, but no analysis of the proportionality of the cost split between the elections held on the same day, District, County, etc.

The proportionality breakdown is specifically referred to in the Representation of the Peoples Act in the paragraphs that give principal authorities the power to recover election costs from local councils.

A further meeting was held with officers from Three Rivers District Council on 10th October when the cost breakdowns were discussed and the Parish Council's requirement for a proportional cost analysis restated.

Following the meeting it was understood that the Chief Executive was going to get involved in this matter to try and bring it to a resolution.

That it took the district council over three years to raise the invoices for these costs is pretty appalling, that we have been unable to satisfactorily resolve the matter almost a year on is hugely frustrating. It has absorbed a considerable amount of my time and these matters need resolving quickly.

At the time of writing I still have not received invoices for the costs of the May and June 2015 elections.

The district council really needs to come up with proposals for the charging of election costs to its parishes. Preferably on a flat fee per elector, or similar basis. Many authorities have and it does away with a huge amount of analysis at their end and it becomes a simple checking and payment transaction at ours.

Three Rivers DC have appointed an Elections Manager to replace Elwyn Wilson. Richard Harris joins early in November, he is ex-The Electoral Commission and Chiltern District Council.

Breaking News:

Just after I finalised this report an email was received from TRDC detailing a possible settlement on these long outstanding invoices.

I will issue an addendum report when I have had the chance to consider the implications of the proposed settlement.

2. Budget 2016-2017

The above is still work in progress, initial reviews have been carried out by the Leisure Committee and F&A.

The reserves position will be reviewed by F&A at its meeting later this month, once the main budget contents have been refined.

Henderson Hall needs some thought. The main budget page essentially "washes out" as the expenditure is recovered in full from the trustees. It is difficult to know if we should budget into 2016-2017 and I would welcome member's views on this. Being prudent I am inclined to say a budget should be included as there is still some risk until the lease and transfer to the Hub completes.

The grant to the trustees will require consideration. I have budgeted £40,000 on the grants page, but I am aware members wanted to see this reduce over the coming years. I have advised the Chairman of Trustees that members will require a grant application from the trustees this year and any grant will not be awarded without careful consideration. If members want to see a lower level of grant in the budget then now is the time to advise me.

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3. Neighbourhood Plan Steering Group - Terms of Reference

I was asked to draft an initial version of the above (min. 184). The draft is based on a model used by a number of Parish Councils.

Talking to Clerk's at councils that have progressed on their plans the terms of reference do require updating as the plan development progresses, but how they develop is very much down to the direction of travel the plan takes.

4. Calendar of Meetings 2016-2017

The enclosed draft is based on the same schedule of meetings as used in 2015-2016, with the addition of four standing Staffing Committee meetings.

Arranging Staffing Committee meetings had become a bit torturous, so members agreed to add quarterly standing committee meetings. The committee has a variable workload so additional meetings maybe required during the year.

5. Community Infrastructure Levy (CIL)

Three Rivers District Council are holding a meeting for Parish Councils that are expected to benefit from the above in FY 2016-2017. Currently that is Chorleywood PC and ourselves.

Topics covered will be how much we are expected to receive from the levy, when it will be paid and on what it can be spent. CIL cannot just go into the budget general fund.

The meeting is being held on Tuesday 16th February 2016 10:00 @ Chorleywood PC. Janet Pearce and I will be attending.

Please diary the date if you are interested in attending. I will add a reminder to my report to January PC when attendees can be confirmed.

6. Staffing Committee Terms of Reference

Following agreement at the September Parish Council meeting (min. 153 iii) I have updated the Terms of Reference contained in Standing Orders for the Staffing Committee as follows.

*h. Consider annual staff salary reviews and other remuneration and benefit matters.
Approving any salary changes providing they are within the agreed annual budget.*

7. Office Copies

Copies of the following are available in the office for member's reference.

HCC Public Health eNews - September 2015

Local Council Review - Autumn 2015

HCC Consumer News - Autumn 2015

8. Diary Dates

3rd December - Christmas Lights & Carols - High Street (19:30)

12th December - Countryside Management Service - Manor House consultation walk.
Meet in the Manor House car park 10:00-11:30.

9. Absence from Office

12th November (PM) & 13th November (All day) - TOIL

2nd December - NALC Larger Councils Conference - London (tbc)

Tim Perkins

Clerk to the Council
3rd November 2015