

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

17th April 2018.

To Members of the Finance and Administration Committee

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

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 23<sup>rd</sup> April 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 22<sup>nd</sup> January 2018 (previously circulated).**
5. **General Data Protection Regulations**  
To consider the report from the Clerk and the appointment of a Data Protection Officer. (Clerk's report item 1.)
6. **Financial Grant 2018-2019 Applications**  
To consider the various actions following the grant awards. (Clerk's report item 2.).
7. **College Road Neighbourhood Watch**  
To consider the report from the Clerk. (Clerk's report item 3.)
8. **Budget 2018-2019**  
To consider the report from the Clerk. (Clerk's report item 4.)
9. **Budget Monitoring Report**  
To consider the budget monitoring report for Q4 2017-2018. (Clerk's report item 5, monitoring and tracking reports enclosed.)
10. **Council Offices - Toilet & Kitchen Refurbishment**  
To consider the report from the Clerk. (Clerk's report addendum.)

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

## 1. General Data Protection Regulations

Members and key staff have now attended the presentations by the DPO Centre on the above.

There have also been a number of meetings held with the Clerks of the Three Rivers parishes and the DPO Centre.

The most practical and cost-effective arrangement will be if all the parishes in Three Rivers appoint the DPO as our joint Data Protection Officer and jointly carry out audits of our processes.

Cost for this council would be [REDACTED], subject to annual review.

Clerk's have attended presentations on GDPR from the Local Council Public Advisory Service. I would not recommend them, but they may well be appropriate for smaller councils.

Given the limited number of available options I recommend we proceed with engaging DPO Centre as our appointed Data Protection Officer on an initial one-year agreement.

Members are asked to note that this committee has delegated authority for Data Protection matters, so this does not require referral to the Parish Council for approval.

## 2. Financial Grants 2018-2019

There were a number of points to follow up after the discussions on grant awards at the January meeting of this committee. (min. 348.)

- i. Three-year Service Level Agreements were issued to CAB in Three Rivers, St Paul's, St. Lawrence Churches and the Lions Club of Watford.

Signed agreements have been received back from both the churches and CAB in Three Rivers<sup>1</sup>. Lions Club is outstanding and at the time of writing has been progressed twice.

They have been asked to submit a brief annual report by 1<sup>st</sup> December 2018 and on the same date in the following two years of the agreement. I moved the date from the 31<sup>st</sup> December, so it fitted in better with the review period members have for grants ahead of the January meeting of this committee.

I have asked that they cover the uses to which the grant has been put in the current year and plans for the following year.

- ii. I have written to RAFA, separate from the grant award and have asked they explain in any future grant application to what use their reserves are put. This has been acknowledged.
- iii. A report has been requested from the Lions on the uses to which the collection cash from the fireworks is put. This has been progressed and at the time of writing is still outstanding.
- iv. Carnival programme.

The committee Chairman emailed committee members (12/03) following discussion with the Clerk. No further feedback to the Clerk.

<sup>[1]</sup> If required the completed forms have been filed with the organisation's 2018-2019 Financial Grant application.

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

**3. Neighbourhood Watch**

At the April 2015 meeting of this committee members agreed to a three-year arrangement with the College Road Neighbourhood Watch.

They were to be allowed two free meetings in the council chambers and five hundred free photocopies per annum.

The agreement is now at an end. However, the group had arranged a meeting in the chambers in March and "no showed", which was frustrating as keyholding staff were waiting.

It turns out that a couple of Neighbourhood Watch groups have merged and reformed, they no longer require the free meetings and copies.

**4. Budget 2018-2019**

After the above was approved an error was noticed.

Page 14, Play Areas, code 7330- Play Area Inspections & Valuations.

The budget number is blank, this should read £1,800 and the year end 2017-2018 estimate £1,840.

Whilst I will not change the final approved budget, for the purposes of monitoring reports in the new financial year the above numbers will be used.

The overall impact is not significant.

**5. Budget Monitoring Report (Q4 2017-2018)**

Final budget monitoring report for the last financial year. This is close to the final trial balance but may be subject to further adjustments as the year end is closed. We believe all significant costs and reserves are included.

Tracking report updated is updated, no significant variances.

Not included on the report are overs and unders on Water Rates across multiple budget heads. These are under investigation and are probably a result of timing and estimated bills. Costs involved are not significant.

Tim Perkins

Clerk to the Council

17th April 2018

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