

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

12th December 2019.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns (Chairman), Ruth Clark, Fran Deschampsneufs, Jane Lay, Owen Roe & John Swallow.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 16<sup>th</sup> December 2019 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. **Budget 2020-2021**
  - i. To consider the current revision of the budget, agree any final updates and recommend its approval to the Parish Council. (Clerk's report item 1 and budget <sup>[1]</sup> to be circulated following Leisure Committee review.)
  - ii. To consider the level of precept required to support the budget and recommend to the Parish Council.
5. **Henderson Hub - Grant Application**  
To consider the above submitted by the Henderson Hub ahead of a decision on the full application at the January Parish Council meeting. (Papers enclosed.)
6. **GDPR Policies and Procedures**  
To agree by resolution the following:
  - i. Data Protection Policy
  - ii. Email Retention Policy
  - iii. Data Breach Policy
  - iv. Data Subject Access Request (DSAR) Policy(Clerk's report item 2 and policies enclosed <sup>[1]</sup>.)
7. **Eco Audit 2020**  
To consider the proposal for the above. (Clerk's report item 3 and enclosed proposal.)

Abbots Langley Parish Council

**8. Financial Grants Applications 2020-2021**

To consider the report from the Clerk on grant applications received. (To be available at the meeting. Closing date for grant applications is 16<sup>th</sup> December 2019.)

<sup>[1]</sup> *Committee members only, other members on request.*

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**Abbots Langley Parish Council**  
**Clerk's Report - F&A - December 2019**

**1. Budget 2020-2021**

**Budget & Precept**

The draft Band D Base number for 2020-2021 has been revised from 8,571.90 to 8,773.40 (+2.35%), which was higher than expected. In summary this increase means more residents are paying the council tax due to increased housing construction and occupancy. Most of the increase this year comes from the Woodside Road developments.

As discussed at the last meeting of this committee, members wanted to maintain a residents Band D increase from £84.05 to £86.97 or £2.92/pa (+3.47%).

Maintaining this increase to residents Band D the precept can be increased to £763,000 (+£42,500).

Members previously agreed an increase of £25,000 to the General Reserve, which brings it above de minimis levels.

The estimated General Fund balance, in this revision (v6) of the budget, is £40,682 at 2020-2021 year end, which is higher than the range of £30-£35k we usually try to attain.

However, the Henderson Hub grant application is higher than previously expected (£37,400 application v. £29,000 budgeted), so following discussions in this committee that budget line (code 5625 on p.6) may need to be revised.

This version of the budget is pretty close to "final". There will be some last minute accuracy updates when the Finance Officer runs a quarter end trial balance.

Hopefully at this stage there will not be any surprises, but this committee's view on the Henderson Hub application will need to be factored in.

**III Health Early Retirement Liability Insurance**

It was agreed at the Staffing Committee (12/2019) that the above cover should be put on risk. Full details are in my report to the committee.

The cost impact is neutral. The premium, 1.65% of total pensionable salaries, reduces the employers pension contribution by the same amount.

The reduction has been applied to the salary model that sits behind the budget, so the individual salary lines throughout the budget have reduced by 1.65%.

The premium will be charged to new code "5225 - LGPS III Health Liability Insurance".

The insurance is on risk 1<sup>st</sup> January 2020, the premium for Jan-Mar 2020 will appear in the quarterly budget reports as an unbudgeted item, although the impact of the 1.65% in employers' contributions will be reflected as a reduction in the salary cost lines.

**Leisure Committee (11th Dec)**

Only one significant update.

A retaining wall, 20m length, in Manor House allotments has failed and requires fairly urgent rebuilding, as otherwise there is likely to be subsidence from The Grange car park. Cost is c.£7,000.

This is an unbudgeted spend that has been added to 6040 Allotments Repairs and Maintenance (p8.) in the current financial year.

A PO has been issued and the works are scheduled to be carried out at the end of January, but this will be weather and conditions dependant.

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**2. GDPR Policies and Procedures**

The Data Protection Policy is a rewrite and substantial update of the existing policy to bring it into line with the requirements of the GDPR.

The three other policies are all new and required under GDPR.

Sitting behind the policies, such as the Data Breach Policy are substantial administrative documents, logs, registers and template letters/emails that are required should the need arise. These have all been prepared and are available if required.

This completes the bulk of the policies that have need to be updated or created, there are a few others that will be needed but only when data mapping and other tasks are completed.

As a reminder at the November meeting of this committee the following were approved:

- Privacy Policy
- CCTV Policy
- Documentation Retention Policy

The Website Cookies Notice, which is referenced in the Privacy Policy was updated under delegated authority.

The Data Transparency Policy, which covers public access to council information was approved by this committee in 2011, this policy is outside of the scope of GDPR and is still current to legislation.

I am hoping the DPO Office will be able to carry out GDPR training of the Facilities Manager, Finance Officer and Council Administration Officer in January. This will enable us to start planning the data mapping and creation of records of processing activity.

I am meeting with the Clerk to Chorleywood Parish Council on 18<sup>th</sup> December to see what opportunities there are to combine training and also possible further consultant support work when we get into the data mapping phase.

**3. Eco Audit 2020**

The enclosed quote is self-explanatory and is in line with the previous audit carried out in 2010.

In terms of timing. The audit will require a fair amount of input from the Finance Officer on data analysis of utility and other spends. From mid-March to at least mid-May, the financial year end, internal audit, the closure of accounts and preparation for the external audit has to take priority.

I would suggest that the Eco Audit is scheduled for June 2020.

**Tim Perkins**

Clerk to the Council  
12th December 2019