

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

14th December 2021.

To Members of the Finance and Administration Committee

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

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 20<sup>th</sup> December 2021 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.

Isabel Montesdeoca  
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. Henderson Hub Co. SLA Annual Report  
To consider the Henderson Hub Review (April to August 2021), Henderson Hub Review (December 2021 Update), and Henderson Hub Report and Financial Statements Year Ended March 2021. (Enclosed <sup>[1]</sup>)
5. Budget 2022-2023
  - i. To consider the current revision of the budget (v3a), agree any final updates and recommend its approval to the Parish Council. (Clerk's report item 1 and budget book v3a following Leisure Committee review enclosed <sup>[1]</sup>)
  - ii. To consider the level of precept required to support the budget and recommend to the Parish Council.
6. IT Support  
To consider the report from the Clerk. (Clerk's report item 2.)

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

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1. Budget 2022-2023 v3a

Here are the main updates since the review of the previous version at Leisure Committee, and Staffing Committee.

- Earmarked Reserves 2022-2023 updated to reflect the priority projects selected at Leisure Committee on 8<sup>th</sup> December 2021. These are key projects 5,6,8,9, and 20 from the table below (numbers refer to Key Projects list).

| Key Proj. Ref. | Project  | Est. Cost        | Funding Source                               | Priority (Impact/Urgency)  | Comments  |
|----------------|--|------------------|--|--|---|
| 3              | Manor House Footpath (Dellmeadow-Standfield)   | £19,437          | Open Spaces Projects Earmarked Reserve       | High Impact<br>Medium Urgency                                    | Quote 18/11/21 (excl'd VAT)   |
| 5*             | Vehicles (Electric)<br><i>Note: Purchase of one EV to replace Community Warden vehicle approved at F&amp;A Nov 2021 (min. 243)</i> | £90,000          | Vehicles, Plant, Equipment Earmarked Reserve | High Impact<br>High Urgency                                      | Estimated Costs 02/11/21<br>Transit Equip - £60,000<br>Community Warden Vehicle Equip - £30,000   |
| 6*             | Electric Vehicle Charging Points<br><i>Note: 6 charge points approved at F&amp;A Nov 2021 (min. 243)</i>                           | £6,000           | Vehicles, Plant, Equipment Earmarked Reserve | High Impact<br>High Urgency                                      | Estimated Costs 02/11/21<br>Charging Point £1,000 x6  |
| 8              | Langleybury Play Area - Legacy Play Equipment  | £2,200           | Open Spaces Projects Earmarked Reserve       | Medium Impact<br>High Urgency                                    | Quote 04/11/21 (excl'd VAT)<br>Rubber Matting Repair: £1080<br>Equip. Sand & Paint: £1120   |
| 9              | South Way Playing Fields - Car Park  | £77,220          | Car Park Refurbishment Earmarked Reserve     | High Impact<br>High Urgency                                      | Quote 05/11/21 (excl'd. VAT)  |
| 12             | a) Primrose Hill Footpath Lights<br>b) Various Other Footpath Lights   | £4,547<br>£2,051 | Open Spaces Projects Earmarked Reserve       | Low Impact<br>Medium Urgency                                     | Quote 08/11/21 (excl'd VAT)<br>Quote 24/11/21 (excl'd. VAT)   |
| 17*            | Equipment for Fitness Groups   | £6,769           | Open Spaces Projects Earmarked Reserve       | Medium Impact<br>Low Urgency                                     | Estimated Costs (excl'd. VAT) for 6 pieces of equipment   |
| 19             | a) Manor House Netball Courts*<br>b) Tennis Courts / MUGA Flood Lights   | £11,034<br>£TBC  | Open Spaces Projects Earmarked Reserve       | Medium Impact<br>Medium Urgency<br>High Impact<br>Medium Urgency | Estimated Costs 29/11/21 (excl'd VAT) for one time surface prep, Net Ball Line marking x2, Net Ball equip x2, Pitch Divider x1.<br>Quote Not Yet Received for Replacement of all lights with LEDs and creation of 3 circuits. |
| 20*            | Primrose Hill Orchard (Queens Green Canopy)  | £21,162.92       | Open Spaces Projects Earmarked Reserve       | High Impact<br>Low Urgency                                       | Estimated Costs (excl'd VAT) for 20 trees, tree guards, 4 benches, 4 bins, Wild Flower seeds  |

- Salary model* - 2022-2023 salary model updated to reflect role changes agreed at Staffing Committee.
- Spend and Income* - 2021-2022 Spend and Income to 13 December 2021 pulled through to update YE spend forecasts and income forecasts. YE spend forecasts for heating have been adjusted to reflect the now confirmed 40% increase seen from our provider. YE Income assumptions have been lowered in light of government guidance and the impact of this guidance on bookings (size, spend). Income assumptions for 2022-2023 have also been lowered to reflect more gradual ramp in the early part of the year.
- Precept* - 2022-2023 Band D base number (draft report) received from TRDC and used to calculate low, medium, high options for consideration when discussing where to set the precept level for the following year.

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2. IT Support

Three things of particular note are:

- *SharePoint* - The previous Clerk had planned to adopt Sharepoint for cloud data storage and electronic meeting documents. This project has now been completed thanks to Nixuss, our IT outsourcers. Sharepoint enables employees to share files across sites (Manor House, Depot, Council Offices) more easily. Together with OneDrive, it also enables employees working from home to access all of their online files remotely.
- *Reconfiguration of Computers & Phones* - Nixuss has also been very supportive in helping us reconfigure 3 Council desktop and laptop machines for new staff quickly and with no fuss. They also reconfigured desk phones and laptop VOIP clients to help us maintain our operations even when working from home.
- *Sage Online* - The Finance Officer & Deputy Clerk has prioritised upgrading our Sage software and ensuring that she and the Bookings officer are able to work effectively from the office or home. This is all up and running now.

Thanks to these three projects, ALPC office staff were able to move to a work from home rota quickly and effectively post the government's announcement on Plan B. Special thanks go to Ian Howarth (Nixuss owner) and the ALPC Finance Officer & Deputy Clerk for their work on these.

Future IT projects will focus on helping the office to reduce paper, streamline operations, and improve customer communications and transactions.

Isabel Montesdeoca  
Clerk to the Council  
15th December 2021

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2021-2022/clerks report/f&a/alpc-clerks-report-f&a-2021-12.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202021-2022/clerk%20report/f&a/alpc-clerks-report-f&a-2021-12.docx)