

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

13th January 2020.

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 20<sup>th</sup> January 2020 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**  
25<sup>th</sup> November & 16<sup>th</sup> December 2019 (previously circulated).
5. **Financial Grants 2020-2021**  
To consider the award of financial grants for the coming financial year.  
(Clerk's report item 1 and enclosed report of applications received.)
6. **Budget 2019-2020**
  - i To consider the budget monitoring report for Q3 2019-2020. (See monitoring <sup>[1]</sup> and tracking reports enclosed).
  - ii Financial & Small Grants Budget (5620) (Clerk's report item 2.)
7. **Internal Audit - Second Interim 2019-2020**  
To consider the report from the Internal Auditors. (Clerk's report item 2 and enclosed report.)
8. **Clerk's Report**  
To note items on the Clerk's report not covered elsewhere on the agenda.

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

Abbots Langley Parish Council  
Clerk's Report - F&A - January 2020

1. Financial Grants 2020-2021

Only two applications received, probably due to the "usual suspects" now being impacted by the only two grants in four years rule.

**Financial Grants.**

BJ Academy: Some financial information has been received. The Finance Officer is following up to clarify some details. Further information may be available at the meeting.

Abbots Langley Festival 2020: This is now being run by a new organising committee, with new funding sources and bank accounts, so there is no prior financials available. The last festival (2018) was organised by an ad hoc committee and the grant was paid through the Henderson Hub.

I would suggest that if members agree to the grant the organiser are asked to submit accounts at the end of the festival.

**Service Level Agreement Awards**

Required reports have been received from the two churches and CAB.

Needless to say, no report from the Lions (Carnival & Fireworks). If the SLA award is agreed then this should be conditional on the report being received prior to the grant being paid.

As usual grant applications and the SLA reports are available in the office, or prior to the meeting, for members review.

2. Financial & Small Grants Budget (5620) 2019-2020

A small grant to Bedmond WI (£250) is in process. The above budget is now over expended by £150.

Members can decide to defer any further small grant applications to the new financial year, but this may create a backlog of applications at the beginning of the year. Alternatively agree to an overspend of say £1,000 on this code to handle any applications received prior to the year end.

I would support the additional funding as there is plenty of headroom elsewhere in the budget.

*(Update: Just as I was finalising this report a further small grant application came in from RAFA. I have put that on hold pending the outcome of the above discussion.)*

3. Email Accounts Deleted

Following this committee's approval of the Email Retention Policy (December 2019 min. 283ii) the following email accounts have been permanently deleted.

- All members that stood down at the May 2019 elections and the member that resigned shortly after.
- The member of staff that left in November 2018 (MC).

The account for the member of staff that left in May 2018 (JW) has been diarised to be deleted at the end of May 2020.

**Tim Perkins**

Clerk to the Council  
13th January 2020