

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

25th January 2022.

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 31st January 2022 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. To confirm the Minutes of the Meeting held on
29th November & 15th December 2020 (previously circulated).
5. Henderson Hub Financial Grant SLA Award Annual Review
(*Referred from F&A, December 2021 min 282*)
To discuss Henderson Hub Review, April - August 2021 & December 2021 update (previously circulated).
6. Financial Grants 2022-2023
To consider the award of financial grants for the coming financial year.
(Clerk's report item 1 and ALPC Grant Applications Received 2022-2023 summary report enclosed ^[1].)
7. Budget 2021-2022
To consider the budget monitoring report for Q3 2021-2022. (See monitoring and tracking reports enclosed ^[1]).
8. Financial Regulations Update
To consider a revised draft of ALPC Financial Regulations. (Clerk's report item 2 and draft Financial Regulations documents enclosed ^[1].)

^[1] *Committee members only, other members on request*

Abbots Langley Parish Council
Clerk's Report - F&A - January 2022

1. Financial Grants 2022-2023

Four Financial Grant applications have been received. The Chief Officer & Clerk and the Finance Officer & Deputy Clerk have reviewed these applications in detail and prepared a summary report as it is impractical to print out all of the applications together with supporting documents for distribution to members. Should members wish to see any of the applications in full, these can be provided electronically.

Financial Grant Applications for consideration at this meeting:

Applicant Info			Project Info	Grant Info
No.	Date Received	Organisation	Project Description	Requested 2022-2023
1	29/11/2021	Watford Lions Club (CIO)	To assist Watford Lions Club in staging the Abbots Langley Carnival in June 2022 and the Abbots Langley Fireworks Event in November 2022. Funds are collected at these events and are used to support grants to charitable groups supporting OAPs and youths.	£ 2,000.00
2	16/12/2021	St Lawrence Church	Ongoing costs for maintaining the Churchyard for use by the whole community. Team of 12 volunteers carry out general maintenance. Funding needed for regular equipment maintenance required, specialist costs for any work done on trees, one-off project to resurface the drive way.	£ 3,000.00
3	16/12/2021	Citizens Advice Service in Three Rivers	To support the work of a Sickness and Disability Caseworker at the Abbots Langley Office. Seeking to permanently increase existing service from 3 hours to 6 hours per week.	£ 2,500.00
4	14/12/2021	St Paul's Church, Langleybury	Provision of a safety gate and railings on the north side of the churchyard to enclose steps and a small parapet wall leading to the boiler house located under the building. Need for project identified in the latest risk management report as necessary to avoid possible serious injury to adults and children when visiting the churchyard or attending an outdoor event.	£ 1,500.00

Financial Grant SLA Awards:

Only one SLA Financial Grant Award is currently in place. This is with the Henderson Hub and was approved by this committee and the Parish Council in the previous financial year (F&A 2020, min 250; PC 2021, min 271). In compliance with the SLA Grant agreement, the annual report for the Henderson Hub was received in December 2021 and has been previously circulated to members.

2. Financial Regulations Update

NALC issued new model financial regulations in 2019 and accompanying guidance. The Finance Officer & Deputy Clerk have reviewed the model and guidance provided by NALC and made changes in line with the needs and practices of a council the size of Abbots Langley Parish Council, informed by the current set of ALPC Financial Regulations (v4.01, PC Sep 2018 min 169.)

Abbots Langley Parish Council
Clerk's Report - F&A - January 2022

Two versions of the proposed Finance Regulations have been distributed to members. The first is a clean copy of the proposed draft for consideration. The second is a marked-up copy of the NALC model showing in red text the changes made to the model as tracked by Word.

At present, the ALPC Financial regulations are in a document that also contains the Standing Orders, Code of Conduct, and Committee Terms of Reference. The ALPC Code of Conduct was updated in July 2021 (July PC, min 87) in line with LGA Model Councillor Code of Conduct. ALPC Standing Orders will be reviewed and revisions proposed to Parish Council in the coming months, bringing us in line with the revised Standing Orders model published by NALC in 2020. Once approved, I propose we move the Financial Regulations to a stand-alone document to facilitate document management and future updates.

Isabel Montesdeoca
Clerk to the Council
25th January 2022

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2021-2022/clerks report/f&a/alpc-clerks-report-f&a-2022-01.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202021-2022/clerks%20report/f&a/alpc-clerks-report-f&a-2022-01.docx)