

## Abbots Langley Parish Council

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21st July 2020.

To Members of the Finance & 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 virtually <sup>[1]</sup> on Monday 27<sup>th</sup> July 2020 at 6:00 pm when your presence is summoned for the purpose of transacting the business outlined below.

The meeting will be held on the Zoom platform. Login details are available from the Clerk to the Council.

The press and public are welcome to attend the meeting.

Tim Perkins

Clerk to the Council

<sup>[1]</sup> *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

### 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**  
1<sup>st</sup> June 2020. (previously circulated)
5. **Grants Policy**  
To consider an addition of a sustainability paragraph to the Grants Policy. (Clerk's report item 1.)  
*(Originally referred from the Leisure Committee 02/2020 min. 341.)*
6. **Budget Monitoring Report**  
To consider the budget monitoring report for Q1 2020-2021. (See monitoring <sup>[1]</sup> and tracking reports enclosed).
7. **Risk Assessment**  
To consider the Financial and Business Risk Assessment. (Enclosed risk assessment <sup>[1]</sup>.)
8. **Pandemic - Financial Impact**  
To consider the report from the Clerk. (Clerk's report item 2.)
9. **Primrose Hill Play Area**  
To agreed the funding of the above project. (Clerk's report item 3.)

## Abbots Langley Parish Council

### 10. Committee Action Items

To note the Clerk's report. (Clerk's report item 3.)

### 11. 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.*

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## 1. Grants Policy

Following is a suggested sustainability paragraph to be added to the grants policy. This would be included in the Financial Grants application pack for grants awarded in 2021-2022.

Any suggestions or additions welcome.

*"Where the grant application is to support a public event the Parish Council asks applicants to specifically refer to sustainability initiatives in their grant application.*

*These could include:*

- *Elimination of single use plastics.*
- *Availability of water refill stations.*
- *Considering the impact of catering, use of bottled gas, etc. Challenging catering suppliers to use supplies from environmentally sustainable sources including meat products from high animal welfare standard sources.*
- *Eliminate the use of generators that produce emissions that are environmentally damaging, but also have a negative health impact on attendees, particularly those with compromised respiratory systems.*
- *Encouraging exhibitors to use materials and displays that have a further uses and are not just single use for the event.*
- *Recycling arrangements at public events. (Environmental Services at Three Rivers District Council will be able to advise in this regard.)*
- *Use of public transport, walking and cycle storage provision at public events to eliminate car use and traffic congestion.*

*The above list is not meant to be exhaustive; applicants are challenged to come up with innovative and event specific sustainability initiatives."*

## 2. Pandemic Financial Impact

The significant impact of the pandemic is the loss on income, currently estimated to be in the order of £120k.

Although we will lose around £50k of bar revenue we will not be buying bar stocks, given our usual margins on drinks this brings the actual lost revenue down to around the £100k mark.

We may pick up some pitch hire revenue later this FY as recreational sports return, but the significant part of the overall loss will be hall hire and bar revenue.

Our general reserve at the end of this FY is £285k, so whilst this gives us some buffer, members are going to be faced with some real challenges as we put together the budget for 2021-2022. Members may have to consider reviewing earmarked reserves and possibly releasing some of these to support the general reserve.

A summary of reserves for this budget year is below.

The first iteration of the budget will be available for the October meeting of this committee, this is derived from end Q2 (September) data. One of the main challenges in cutting the budget is we will probably have to accept that any revenue return in this financial year is likely to be low, trying to get a view on what revenue might return in 2021-2022 is possibly going to involve much staring into murky crystal balls.

A further challenge will be positioning the PC so it is well placed to rise to the possible challenges of local government reorganisation. A more unitary model would present a significant opportunity for Town and Parish Councils to take on services and widen their scope of really local service delivery.

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One of the key reasons I was appointed into this role nearly thirteen years ago was to rebuild the administration of the council and drive up its financial resilience. With members support we did a pretty good job on this; members need to be very careful all the hard work of the past decade is not thrown away.

This may mean the council has to take some really tough decisions and this is something for which members need to be prepared.

Project	Balance (£) 01/04/2019	Budget (£) 2019-2020	Balance (£) 31/03/2020	Proposed (£) 2020-2021	Balance (£) 31/03/2021
<b>[Earmarked Reserves]</b>					
IT Infrastructure & Website	25,000	-5,000	20,000	0	20,000
Open Spaces Projects	34,700	20,300	55,000	0	55,000
Staff Absence Contingency	12,000	0	12,000	0	12,000
Vehicles, Plant & Equipment	47,000	-20,000	27,000	0	27,000
Equipment (Halls)	7,000	0	7,000	0	7,000
Property Repairs & Improvement	25,000	0	25,000	0	25,000
Car Park Refurbishment <sup>[3]</sup>	25,000	25,000	50,000	25,000	75,000
Business Contingency Reserve	12,000	0	12,000	0	12,000
Parish Election Fund	30,000	-20,000	10,000	0	10,000
<b>Earmarked Reserves Sub-Total&gt;</b>	<b>217,700</b>	<b>300</b>	<b>218,000</b>	<b>25,000</b>	<b>243,000</b>
<b>[Other Reserves]</b>					
Capital Reserve Fund	85,000	0	85,000	0	85,000
Community Infrastructure Levy <sup>[2]</sup>	115,321	66,121	181,442	0	181,442
General Reserve Fund	260,000	0	260,000	25,000	285,000
<b>Total</b>	<b>678,021</b>	<b>66,421</b>	<b>744,442</b>	<b>50,000</b>	<b>794,442</b>

### 3. Primrose Hill Play Area

The above is currently going through consultation and it is hoped the Leisure Committee in August will be able to agree the final design. The project has an outline tender value of £100k, the breakdown of the funding sources are:

£15,000 TRDC S106 funds

£23,500 TRDC Capital

£61,500 ALPC (Earmarked reserve or Community Infrastructure Levy funds (CiL)).

Members are asked to formally approve this expenditure plus a 5% contingency (£64,575).

There is an Open Spaces Project reserve (see above) but I would strongly recommend that the full amount is taken from the CiL funds.

CiL funds, must be spent within five years of receipt, can only be used for capital projects and cannot be released to support the revenue side of the budget

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**4. Committee Action Items**

Normally at the July meeting of this committee we would review:

- Report from the internal auditor
- Effectiveness of internal audit.
- Appointment of the internal auditor for the financial year 2020-2021.

Although the papers have been submitted to the internal auditor for review, delayed due to lockdown, it is unlikely their report will be available in time for the meeting, so I have added these items to the agenda for the committee meeting in October.

When the report is received, if the internal auditor raises anything of significance, I will brief members accordingly.

**5. Summerhouse Way Garages**

The above were demolished in July and the site returned to Three Rivers District Council.

The building has been removed from our buildings insurance schedule and a premium credit for this year of £172 is being processed by the brokers.

Tim Perkins  
Clerk to the Council  
21st July 2020

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