

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

19th November 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 25th November 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. **To confirm the Minutes of the Meeting held on 28th October 2019 (previously circulated).**
5. **Budget 2020-2021**
To consider the current revision of the budget. (Clerk's report item 1 and budget v4 circulated to committee members only, other members please request.)
6. **Policies**
 - i. To consider and agree an updated CCTV Policy
 - ii. To consider and agree an updated Document Retention Policy.(Clerk's report item 2 and enclosed draft policies.)
7. **Small Grant**
To consider a Small Grant application (Enclosed, committee members only.)
8. **Redmond Review on Local Council Audit**
To note the Clerk's submission to the above. (Enclosed.)
9. **Office Car Park**
To consider a request from a neighbour to purchase land for car parking. (Clerk's report item 3 and enclosed plans.)

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

1. Budget 2020-2021

Considerable work has gone into this latest revision of the budget. Comments:

- i. TRDC Band D Base. Draft number will not be available until closer to month end. Not likely to be significant but Clerk will update members when received.
- ii. Salary Model and Works Team cost allocations reviewed and updated. Reconciled to salary payments.
- iii. Significant work by Finance Officer on utilities spend. following still work in progress.
 - Allotments (p.8) - 6050 Water Rates. In discussions with Affinity and Castle Water, excess charges following undiscovered water leak.
 - Playing Fields (p.9) - 7150 Heating & Lighting. High usage under investigation.

2. Policies

- i. CCTV Policy

We have had a CCTV policy in place for some time, but probably mea culpa, I cannot see that it has been approved by this committee.

This updated version is for approval and it is based on the latest template from the DPO Centre.

- ii. Documentation Retention Policy

The above has been updated in line with the latest Legal Topic Note from NALC.

The updates are only minor and I would usually deal with these under delegated authority. However, this is a fairly important policy in terms of GDPR compliance, so I thought it should be approved by this committee.

3. Office Car Parking

The neighbour who adjoins the office car park (on Breakspeare Road) has in the past approached the Parish Council with a view to purchasing some of the car park to provide his property with car parking. Members have reviewed this in the past and decided not to proceed.

Plans are attached for members consideration.

Tim Perkins

Clerk to the Council

19th November 2019

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