

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

19th October 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 25<sup>th</sup> October 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. To confirm the Minutes of the Meeting held on**  
26<sup>th</sup> July 2021 (previously circulated).
- 5. External Audit 2020-2021**  
To consider the External Auditor's report, recommend approval and acceptance of the report and audit certificate to the Parish Council. (Clerk's report item 1, report and certificate sec. 3 of the annual return enclosed<sup>[1]</sup>.)
- 6. Community Infrastructure Levy (CIL)**
  - i. To consider the latest CIL Tracking Report (October 2021 update enclosed<sup>[1]</sup>.)
  - ii. To approve the CIL Monitoring Report and its publication on the Parish Council's website. (Report enclosed <sup>[1]</sup>.)
- 7. Budget Monitoring 2021-2022**  
To consider spend to end Q2 2021-2022. (See Clerk's report item 2, budget book and tracking report enclosed <sup>[1]</sup>.)
- 8. Budget 2022-2023**  
To consider the current revision of the budget. (Clerk's report item 3 and budget book enclosed <sup>[1]</sup>.)

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

**Abbots Langley Parish Council**

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**Abbots Langley Parish Council**  
**Clerk's Report - F&A - October 2021**

**1. External Audit 2020-2021**

The above has been received back from PKF Littlejohn. No issues raised. Recommend approval and acceptance of the report and audit certificate to the Parish Council. The report for is enclosed for consideration and approval.

**2. Budget Monitoring 2021-2022**

**Three Rivers District Council - Pandemic Grant** - In August a mystery £650 was received in our bank account from TRDC. When the Finance Officer tracked it down it turns out it was a top up, from residual funds, left over from the HMG grants awarded in 2020.

**3. Budget 2022-2023**

**a. Drafting Notes**

- i. Reminder as always at this stage of the budget process, this is an early revision, expect errors, inaccuracies and work in progress.
- ii. Although the budget book shows "Actuals to 30/09/2021" we actually closed the trail balance used for the budget book on 31/08/2021. All costs to that date were included. The earlier close was to assist in budget production deadlines prior to staff leave.

- b. Income Assumed Data** - To arrive at a new budget for 2022-2023, I have updated the income assumptions used by the previous Clerk and used that to estimate future income as a percentage of the updated baseline (see v5 in budget book). Updates to the baseline have been informed by the Q2 QBR figures and expected Q3 bookings.

- c. Cost Increases** - Significant cost increases are expected starting in Jan 2022. As a starting point, I have included a ten percent (10%) increase to heating, electricity, water, fuel and pitch maintenance (eg seed and fertilizer costs). The cost of supplies is also increasing causing the cost of maintenance and key projects to increase. This will need to be factored into the next version of the budget.

- d. Salary Model** - The difference in total salary costs 2021-2022 vs the new 2022-2023 budget is 6%. This is made up of an estimated 1.75% salary increase for all staff, and the addition of a part-time community project officer.

The new role is only a placeholder for discussion as any new staff must be linked to specific community initiatives that the Parish Council wishes to commit to in 2022-2023. Other Parish Councils with this role in place have defined clear job descriptions which include working with the Clerk to manage the Parish Council website and social media, supporting the neighbourhood plan working committee, supporting the development of youth programs, and supporting the development of volunteer community groups within the parish.

- e. Precept** - I will need guidance on the level of precept members are considering for 2022-2023 and the affordability of the various projects under consideration by particularly the Leisure Committee

**Isabel Montesdeoca**  
Clerk to the Council  
19th October 2021