

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 25th April 2022 at 6.00 pm in Council Offices, Langley Road, Abbots Langley, WD5 0EJ

Those Present:

Chairman: Councillor Jane Lay

Councillors: Councillor Robin Powell  
Councillor Owen Roe  
Councillor John Swallow

Officers: Isabel Montesdeoca - Chief Officer & Clerk to the Council  
Jayshree Patel - Finance Officer & Deputy Clerk

The meeting opened at 6:00 pm.

416. Apologies for absence

Apologies were received, accepted and recorded from Councillor Liz Burns (unavailable).

417. Declarations of Interest

None.

418. Public Participation

None.

419. To Confirm the Minutes of the Previous Meetings

It was proposed by Councillor Robin Powell, seconded by Councillor John Swallow and RESOLVED that the minutes of the meetings held on the 31<sup>st</sup> January 2022, copies of which had been sent to all Members of the Parish Council and which had been adopted by the Council, be taken as read and were signed by the Chairman as a correct record.

420. Budget 2021 - 2022

Members noted the Budget Monitoring Report for Q4.

421. Final Internal Audit 2021 - 2022

Members noted that a date had been arranged for the above and that the Annual Governance and Accounting Statement should be available for approval at the brief Parish Council meeting on the 22<sup>nd</sup> June at 7:00 pm prior to the Leisure Committee meeting at 7:30pm.

422. Council Savings and Deposit Accounts

Members noted the need for a Treasury Policy, a draft of which will be available for review at the next Finance & Administration committee meeting dated the 25<sup>th</sup> July 2022. In the interim, Officers suggested moving additional Funds to the Public Sector Deposit Account (CCLA). It was proposed by Councillor Robin Powell and seconded by Councillor John Swallow, that £200K should be transferred to the CCLA Account.

423. 2022 - 2023 Small Grant Application

It was proposed by Councillor Jane Lay, seconded by Councillor Robin Powell and RESOLVED that the revised draft of the Abbots Langley Parish Council Small Grant Application be adopted for use in the new financial year.

424. CAB Donation - Final Expenditure

Members noted the report from the CEO of the Citizens Advice Service in Three Rivers (CAB) showing how the £2,000 donation approved at the Parish Council meeting on 9 November 2020 (min 189) was spent. Members asked Officers to thank CAB for their due diligence in reporting the spend.

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425. IT Equipment

Members noted the purchase of the new Lenovo Thinkpad for use by the incoming Leisure & Council Administration Officer. It was proposed by Councillor Jane Lay and seconded by Councillor John Swallow, that the disposal and recycling of the two old laptops which can no longer be updated be conducted by Nixuss. A Certificate of Destruction will be provided upon disposal.

426. ALPC Office Refurbishment - Phase 2

Members noted the Officers recommendations to hold off revisiting Phase 2 (F&A 2018, min 424) of this project until after the eco-audit update, scheduled for July 2022, has been completed.

427. Electric Vehicle Purchase

Members noted the purchase of the e-NV200 Nissan Visia (F&A 2021, min 243) and that a charge point has been installed at the Council Offices where the van will be kept and charged overnight.

Members also noted that the VW Caddy would be retained over the summer for use by the Summer Groundsperson.

The meeting closed at 6.35pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_