

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 29th April 2019 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Hitesh Tailor
Vice Chairman	Councillor Brenda Kersey
Councillors	Councillor Liz Burns Councillor Jane Lay
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

423. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Alex Michaels.

424. Declarations of Interest

There were no declarations of interest

425. Public Participation

Mr Trevor Baker, 145 Abbots Road, Abbots Langley, attended the meeting and signed in to speak on agenda item 7 Financial Grants 2019-2020 representing Abbots Langley Local History Society.

426. To confirm the Minutes of the previous meeting

Members considered the Financial Grant to St Lawrence Church discussed at the January meeting of this committee (min. 324 iv.). It was agreed that the grant should have been £2,500 under the Service Level Agreement. It was requested that the minutes and grant award be amended.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burn and **RESOLVED** that the minutes of the meeting held on 21st January 2019, 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, subject to the above amendment and were signed by the Chairman as a correct record.

427. Internal Audit - Second Interim 2018-2019

Members considered the Second Interim Internal Audit Report for 2018-2019 and noted the comments on the coding of temporary office staff costs.

The Clerk was asked to write to Auditing Solutions confirming the review and to bring the review to the attention of the Parish Council.

428. Small Grant - Bedmond Residents Association

It was proposed by Councillor Jane Lay, seconded by Councillor Brenda Kersey and **RESOLVED** that a small grant is not awarded on the grounds of a campaigning organisation and that it is inappropriate to fund this organisation when there are other residents associations in the area.

429. Financial Grants 2019-2020

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the following financial grants be awarded in financial year 2019-2020 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

i. Abbots Langley Local History Society.

£1,000 to support the publication of Clive Clark's essays in 3 volumes celebrating the 25th anniversary of the Society and his work as a founding member in setting up the Society.

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ii. Langleybury Cricket Club.

£2,000 to support the installation of a new roof upon production of invoices and guarantees.

430. General Insurance Renewal 2019

Members noted the review of the insurance quotes and that cover is with AXA/Inspire on a three-year long-term agreement offering the best level and breadth of cover.

431. Budget Monitoring Report

Members considered the Budget Monitoring Report for the last financial year and noted that there may be further adjustments for items of expenditure but that all significant costs and reserves are included.

Members noted the variances on the Budget Tracking Report.

432. Replacement of the Heavy Duty Triple (Grass Cutter)

Members discussed the grass cutting machine options and noted that all the works team staff are trained in the use of the Hayter heavy duty triple grass cutter and that the Toro LT3340 is the new version.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burn and **RESOLVED** that members recommend the purchase of the Toro LT3340 with delegated authority granted to the Clerk to finalise pricing, which is currently apx. £31,000.

433. General Data Protection Regulations

Member noted the report from the DP Office has been received and thanked the Clerk for moving this forward so smoothly.

Members also noted that there are no “red” items requiring immediate attention, there are a number of items that will need to be addressed and that a report will come back to the next meeting of this committee.

434. Clerk’s Report

- Payments Posts Elections

Members noted officer’s emergency authorisation for signing cheques

- Payment Methods

Members noted the increase in suppliers no longer wanting to receive payments by cheque and that a new system needs to be agreed whereby online payments are routine and small payments for consumable items are paid by council credit card.

Members noted that officers will look at possible solutions and that this will be a key piece of work for the newly formed committee post the May elections.

- Website Accessibility

Members noted that no action is required at this stage but that minor website updates may be required in 2020.

The meeting closed at 6.53 pm.

Signed: _____

Dated: _____