

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 26<sup>th</sup> April 2021 at 6:00 pm on the Zoom Video and Teleconferencing Platform. <sup>[1]</sup>.

Those Present:

Chairman	Councillor Liz Burns
Vice Chairman	Councillor John Swallow
Councillors	Councillor Ruth Clark Councillor Fran Deschampsneufs Councillor Jane Lay
Officers:	Tim Perkins - Clerk to the Parish Council Gail Kiely - Finance Officer

<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.*

The meeting opened at 6.00 pm

### **386. Apologies for Absence**

Apologies were received, accepted and recorded from Councillor Sara Bedford and Councillor Owen Roe (unavailable).

### **387. Declarations of Interest**

None.

### **388. Public Participation**

One member of the public was present but did not request to speak at the meeting.

### **389. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> January 2021, 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.

### **390. Budget Monitoring Report**

Members noted the Budget Monitoring and Tracking Report for Q4 2020-2021 and discussed the overspends for laptops due to staff working from home, unplanned works on the soakaway at Kitters Green, the bar stock past sell by write offs due to pandemic and the additional pandemic cleaning of the Manor House toilet.

### **391. Financial Grants**

Members noted the report from the Clerk and agreed that payment of the previously approved grant to the Abbots Langley Festival be rolled over to 2022, following cancellation of the festival in 2020 and 2021.

### **392. Churches, Charities and Local Authorities (CCLA) Public Sector Deposit Fund**

Members noted the report from the Clerk and the possible, but hopefully unlikely, impact of negative interest rates.

### **393. Internal Audit - Final 2020-2021**

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 Parish Council meeting on 16<sup>th</sup> June 2021.

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### 394. Vehicles

#### i. Kubota Tractor

It was proposed by Councillor Liz Burns, seconded by Councillor Fran Deschampsneufs and **RESOLVED** that the Kubota Tractor be sold on a “sold as seen”, “buyer collects” basis.

#### ii. Community Warden’s Van

Members unanimously agreed that a hybrid was not an option for the stop start use of this vehicle and were split on a second-hand low emission 1.0L EcoBoost or a new fully electric replacement.

The Clerk was asked to return to the July meeting of this committee if possible, with costed options.

#### iii. Tipper

Members noted that the tipper on the Parish Councils normal replacement cycle should be replaced this year, while there is still value left in the vehicle but that the Community Warden’s van replacement is prioritised.

#### iv. Finances

Members noted that the Parish Council is holding a £40,000 earmarked reserve for vehicle replacement.

### 395. IT Equipment

#### i. Update

Members noted the update from the Clerk on the purchase of IT equipment and the upgrade to the Manor House network.

#### ii. IT Equipment Disposal

Members noted that under GDPR and information governance requirements that the old IT equipment cannot be donated or resold.

Members unanimously agreed that the Clerk under delegated authority instructs Nixuss Ltd to arrange for the secure disposal and recycling of the equipment and that a certificate of lawful destruction is obtained.

The meeting closed at 6:24 pm.

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

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