

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 16th December 2019 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

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

The meeting opened at 6:00 pm.

278. Apologies for Absence

None.

279. Declarations of Interest

None.

280. Public Participation

No members of the public had expressed an interest in addressing the committee.

Mr Andrew Stanley, Chairman, Henderson Hub Co. Ltd attended the meeting to answer questions raised by this committee relating to agenda item 5 Henderson Hub - Grant Application.

281. Budget 2020-2021

- i. Members considered the current revision of the budget and agreed the following updates.
 - Noted the Band D Base number advised by Three Rivers District Council for 2020-2021 is 8773.40 (+2.35% on 2018-2019).
 - Members support a residents Band D increase from £84.05 to £86.97 or £2.92/pa (+3.47%).
 - Increase of £25,000 to the General Reserve.
 - The estimated General Fund balance in this revision (v6) of the budget, is £40,682 at 2020-2021 year end, which is higher than the range of £30-£35k usually attained.
 - But the General Fund balance will reduce as the Henderson Hub grant application is higher than previously expected (£37,400 application v. £29,000 budgeted), following discussions the committee asked that budget line (code 5625 Henderson Hall Grant p.6) be revised.
 - Budgetary adjustments between the salary model and the premium charged to new code "5225 - LGPS Ill Health Liability Insurance" for the cost neutral impact of ill health early retirement liability insurance as agreed at Staffing Committee (12/2019 min. 250.s)
 - A retaining wall in Manor House allotments requires rebuilding which will be carried out in January 2020 at a cost of c.£7,000 which is an unbudgeted spend in the current financial year and has been added to 6040 Allotment Repairs and Maintenance (p8.). Leisure Committee 12/201 min. 269 refers.

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- To support this budget members agreed that the precept is increased from £720,500 to £763,000 (+£42,500 on the latest budget book revision) equating to a 5.90% increase and a Band D Precept of £86.97 an increase of 3.47% (2019-2020 = £84.05/pa) a £2.92/pa increase on the current budget book figure.

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that the budget as detailed above be recommended to the Parish Council for approval.

- ii. It was proposed by Councillor Jane Lay, seconded by Councillor Fran Deschampsneufs and **RESOLVED** that a precept of £763,000 for 2020-2021 be recommended to the Parish Council for approval.

282. Henderson Hub - Grant Application

Members discussed Henderson Hub financial grant application, raising questions over budgeted figures in the application which were answered by Andrew Stanley, Chairman, Henderson Hub Co. Ltd.

Members discussed the break clause in the lease, effective 5th May 2021, with notice due by 5th November 2020 which is within the period of the grant application.

Members noted that this application was for the fifth year and that a part time manager is being recruited to build a sustainable organisation.

It was proposed by Councillor Jane Lay, seconded by Councillor John Swallow and **RESOLVED** that a grant of £37,400 be recommended for approval by Parish Council in January 2020 and that a condition of the grant will be a report from Henderson Hub Co. Ltd is received in time for the April meeting of this committee relating to the Henderson Hub Co. risk register and how well is the recruitment meeting objectives.

A vote was requested by Councillor Liz Burns, Chairman, with members unanimous in favour of awarding the full grant requested.

283. GDPR Policies and Procedures

It was proposed by Councillor Liz Burns, seconded by Councillor Fran Deschampsneufs and **RESOLVED** that the following policies be approved and delegated authority granted to the Clerk for any minor updates and amendments.

- i. Data Protection Policy
- ii. Email Retention Policy
- iii. Data Breach Policy
- iv. Data Subject Access Request (DSAR) Policy

284. Eco Audit 2020

Members discussed the proposal for the Eco-Audit of Abbots Langley Parish Council and considered the recommendation of the Clerk that this be scheduled for June 2020 and that timing arrangements are delegated to officers.

285. Financial Grants Applications 2020-2021

Members received a verbal update from the Clerk that Financial Grant applications have been received from BJ Academy and for Abbots Langley Festival 2020.

The closing date for grant applications is the day of this meeting (16th).

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The meeting closed at 6.45 pm.

Signed: _____

Dated: _____