

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 21<sup>st</sup> December 2020 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 Sara Bedford Councillor Ruth Clark Councillor Fran Deschampsneufs Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the 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

### 247. Apologies for Absence

None.

### 248. Declarations of Interest

None.

### 249. Public Participation

Leah Waters, Director of Henderson Hub Co. attended the meeting to address members on agenda item 4, Henderson Hub Co. Grant Application 2021-2022.

### 250. Henderson Hub Co. Grant

- i. Members considered the grant application for 2021-2022 and Leah Waters answered members questions. Members recommend to the Parish Council a grant of £30,000 grant be paid to the Henderson Hub Co. in one tranche in April 2021. If the lease break notice is served in March 2021 the grant will be withheld.
- ii. Members noted the Governance arrangements for this grant documented in the Clerk's report. All members were in favour of granting a Service Level Agreement (SLA) for three years, subject to a signing off agreement reviewed by this committee in July 2021.

It was proposed by Councillor Sara Bedford, seconded by Councillor John Swallow and **RESOLVED** that this committee recommends to Parish Council approval of a grant for £30,000 and further to that the Parish Council grant approval to this committee to give a Service Level Agreement to Henderson Hub Co. for three years subject to the recommendations in the Clerk's report.

### 251. External Audit 2019-2020

Members considered and discussed the External Auditor's report for 2019-2020.

It was proposed by Councillor Liz Burns, seconded by Councillor John Swallow and **RESOLVED** that this committee recommends approval and acceptance of the report and audit certificate at the next Parish Council meeting.

### 252. Internal Audit 2020-2021

Members considered the First Interim Internal Audit Report for 2020-2021 and noted no significant matters were raised.

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

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### 253. Budget 2020-2021

Members considered the latest revision of the budget book (v5b) and discussed the Clerk's report.

- i. Members discussed the key numbers in the budget and agreed the version presented (v5b).
- ii. Members discussed precept options and agreed to recommend to Parish Council a precept of £782,075.

A drop of 1.72% in the Band D Base from Three Rivers District Council, means the change in an average Band B precept paid by residents will increase from £86.97 to £90.71 (4.3% an uplift of £3.74/pa or £0.072/pw).

It was proposed by Councillor Liz Burns, seconded by Councillor Ruth Clark and **RESOLVED** that this committee recommends the budget and precept for approval to the Parish Council.

The Clerk confirmed minor updates will be made to the budget when the end December trail balance is available. These are unlikely to be significant.

### 254. Internet Banking and Payments

Members considered the draft of the policy and procedures for Internet banking

It was proposed by Councillor Sara Bedford, seconded by Councillor John Swallow and **RESOLVED** that the procedures and policy as presented by the Clerk were approved.

Delegated authority is granted to the Clerk and/or Finance Officer to make any minor amendments or updates as required, any significant changes to the policy to be referred to this committee for consideration.

The meeting closed at 6:42 pm.

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

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