

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 20th January 2020 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Liz Burns (late arrival)
Vice Chairman: Councillor John Swallow
Councillors: Councillor Ruth Clark
Councillor Fran Deschampsneufs
Councillor Jane Lay
Councillor Owen Roe
Officers: Gail Kiely - Finance Officer

The meeting opened at 6:10 pm by Vice Chairman John Swallow due to the late arrival of the Chairman of Finance and Administration Councillor Liz Burns.

314. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Sara Bedford.
The Clerk to the Council was on annual leave.

315. Declarations of Interest

None.

316. Public Participation

Mr Roger Yapp, 4 Mainspring, Langley Lane, Abbots Langley, attended the meeting and signed in to speak on agenda item 5 Financial Grants 2020-2021 representing Abbots Langley Festival 2020.

317. To confirm the Minutes of the previous meeting

It was proposed by Councillor Ruth Clark, seconded by Councillor Fran Deschampsneufs and **RESOLVED** that the minutes of the meeting held on 25th November and 16th December 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 and were signed by the Chairman as a correct record.

The Chairman Councillor Liz Burns arrived at the meeting at 6:20 pm and took over as Chairman for the remainder of the meeting.

318. Financial Grants 2020-2021

It was proposed by Councillor John Swallow, seconded by Councillor Jane Lay and **RESOLVED** that a deferral of a decision for the following financial grant in financial year 2020-2021 is made until further information is received from the applicant for Council to review.

Financial Grant - Deferred decision

i. BJ Academy (British Taekwondo)

Deferred decision of a financial grant award. The Finance Officer was asked to write to the organisation with a list of specified financial information required by Council before a discussion on an award decision could be undertaken. That a BJ Academy (British Taekwondo) representative is invited to the meeting when this is discussed to answer questions about their Financial Grant Application.

Mr Roger Yapp was invited to speak and answer members questions about the Financial Grant Application for Abbots Langley Festival 2020.

It was proposed by Councillor John Swallow, seconded by Councillor Jane Lay and **RESOLVED** that the following financial grant be awarded in financial year 2020-2021 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

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Financial Grants - Awarded

ii. **Abbots Langley Festival 2020**

£2,000 awarded to support the costs to stage the festival on the provision that the organiser submits accounts at the end of the festival.

It was proposed by Councillor John Swallow, seconded by Councillor Jane Lay and **RESOLVED** that the following financial grants be awarded in financial year 2020-2021 under The General Power of Competence, Localism Act 2011 Sec 1 (1) in accordance with the Service Level Agreements and Abbots Langley Parish Council's grants policy.

Service Level Agreements

iii. **Citizens Advice Bureau in Three Rivers**

£2,000 to support benefits home visiting & case worker at Abbots Langley Citizens Advice Bureau.

iv. **St Pauls Church Langleybury**

£1,500 to support the cost of maintenance and improvement of church grounds.

v. **St Lawrence Church**

£2,500 to support the cost of church grounds maintenance and maintaining environment.

vi. **Lions Club of Watford**

£2,000 to support the costs of staging Abbots Langley Carnival & Fireworks.

Members noted that a Service Level Agreement report had not been received from the Lions Club of Watford. The grant as above is approved. Payment of the grant is to be withheld until the report is received and reviewed by the committee Chairman and Clerk.

Members noted that the Financial Grant Budget for 2020-2021 is £12,000 and following the financial grant awards to Abbots Langley Festival 2020 and for Service Level Agreements the remaining budget is £2,000.

Members noted the grant award of £37,400 to the Henderson Hub which was approved by the Parish Council (min 305).

Mr Roger Yapp left the meeting at 6:48pm.

319. **Budget 2019-2020**

i. Budget Monitoring Report Q3 2019-2020

Members discussed the Budget Tracking Report for Q3 variances and noted the rates increase for the Depot and Tanners Wood Hall and that the budget has been adjusted in 2020-2021.

ii. Financial & Small Grants Budget

Members discussed the Financial and Small Grants Budget, that the Small Grant Budget is over expended and that any deferred applications will cause a backlog at the beginning of the new financial year.

Members noted that an overspend on this code is supported by headroom elsewhere in the budget.

It was proposed by Councillor Liz Burns, seconded by Councillor Fran Deschampsneufs and **RESOLVED** that an overspend of £1,000 on the Small Grants budget is agreed for 2019-2020.

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320. Internal Audit - Second Interim 2019-2020

Members considered the Second Interim Internal Audit Report for 2019-2020 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.

Members thanked staff for their work.

321. Clerks Report

Members noted the update on the following.

- Email Retention Policy - Accounts Deletion

The meeting closed at 7.02 pm.

Signed: _____

Dated: _____