

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 22nd July 2019 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

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| Chairman: | Councillor Jane Lay |
| Councillors | Councillor Liz Burns Councillor Ruth Clark Councillor Robin Powell (substitute) Councillor Owen Roe (attending non-voting) Councillor Roxanne Yau (substitute) |
| Officers: | Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer |

The meeting opened at 6:00 pm.

102. Chairman of the Committee

The previously nominated Chairman of this committee resigned from the Parish Council prior to the meeting. It was proposed by Councillor Liz Burns, seconded by Councillor Robin Powell and **RESOLVED** that Councillor Jane Lay act as meeting chairman.

Appointment of a Chairman of this committee to be referred to the Parish Council for consideration.

103. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Sara Bedford (other meeting) and Councillor John Swallow (unavailable).

Councillor Robin Powell substituted for Councillor Sara Bedford and Councillor Roxanne Yau for Councillor John Swallow, the Clerk having been previously advised.

104. Declarations of Interest

None

105. Public Participation

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

106. To confirm the Minutes of the previous meeting

It was proposed by Councillor Liz Burns, seconded by Councillor Robin Powell and **RESOLVED** that the minutes of the meeting held on 29th April 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.

107. Committee Vice-Chairman

Deferred pending consideration by the Parish Council.

108. Internal Audit

i. Internal Audit 2018-2019

Members considered the final Internal Audit Report for 2018-2019 and noted the comments following the audit.

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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ii. Effectiveness of Internal Audit

Members reviewed the "Effectiveness of Internal Audit". They considered the Clerk's report and are satisfied that the current internal audit process is effective, thorough and value for money. Members also felt they had opportunity to bring any relevant issues to the attention of the auditors.

iii. Appointment of Internal Auditor

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and RESOLVED that Auditing Solutions be appointed as Internal Auditor for the financial year 2019-2020.

109. Budget Monitoring Report

Members noted the Budget Monitoring and Tracking Report for Q1 and that there were no significant variances.

110. Budget 2020-2021 Process & Schedule

Members considered and noted the Budget Preparation Schedule for 2020-2021.

111. Risk Assessment

Members noted the Financial and Business Risk Assessment document.

112. Community Infrastructure Levy Update

Members noted the updated report.

113. Election Expenses - May 2019

Members reviewed the election expenses for the May elections which the Clerk will approve under delegated authority.

Members noted that the Clerk and Finance Officer will review earmarked reserves to cover future unplanned election expenses.

114. Eco Audit

Members asked the Clerk for costings to be brought back to the next committee for budget purposes with a view to carrying out an audit in Spring 2020.

115. Clerks Report

Members noted the following items not covered elsewhere in the agenda.

- Financial Grants
- Replacement of the Heavy Duty Triple (Grass Cutter)
- General Insurance Review 2019

The meeting closed at 6.34 pm.

Signed: _____

Dated: _____