

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 27th July 2020 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 Sara Bedford 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.

77. Apologies for Absence

None.

78. Declarations of Interest

None.

79. Public Participation

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

80. To confirm the Minutes of the previous meeting

It was proposed by Councillor Fran Deschampsneufs, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 1st June 2020, 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.

81. Grants Policy

(Referred from the Leisure Committee 02/2020 min. 341.)

Members considered the Clerk's report detailing suggested inclusions in the Grants Policy covering sustainability initiatives-

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that it would be more appropriate to include this wording in the "Community Event Planning Requirements" pack, which the Clerk will update under delegated authority.

Members further considered the Grants budget and low level of applicants in 2020-2021 for Financial Grants.

Members discussed the pandemic highlighting the need to support children who cannot access a laptop to complete school work at home.

It was reported that a few children in Francis Combe Academy and Kings Langley School do not have appropriate access to technology.

Members noted that should an application be received from the Deputy Head and Head of Learning from the above local schools then an award of £2,000 would secure three laptops for each school.

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that due to the time sensitive nature of any application it is delegated to the Clerk after consulting with the Chairman and Vice Chairman of this Committee to arrange grant funding as detailed above.

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82. Budget Monitoring Report

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

83. Risk Assessment

Members noted the Business & Financial Risk Assessment document.

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the Business & Financial Risk Assessment is approved.

84. Pandemic - Financial Impact

Members considered the Clerk's report and the significant impact of the pandemic being the loss on income significantly from hall hire and bar revenue.

Members discussed the implications for the level of general reserve and earmarked reserves.

Members noted the first iteration of the budget for 2021-2022 will be available for the October meeting of this committee; that there will be challenges, tough decisions to be made and that members need to be prepared.

85. Primrose Hill Play Area

Members discussed the funding options outlined in the Clerk's report for Primrose Hill Play Area.

Members noted that the use of the Community Infrastructure Levy (CIL) that CIL funds must be spent within five years of receipt and can only be spent on Capital Projects.

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that the use of £61,500 (+ 5% contingency = £64,575) Community Infrastructure Levy (CIL) funding is approved and Three Rivers District Council informed of the CIL amounts funding this project.

86. Committee Action Items

Members noted the action items below normally reviewed at the July meeting of this committee have been added to the agenda for the committee meeting in October.

- Report from the internal auditor.
- Effectiveness of the internal auditor.
- Appointment of the internal auditor for the financial year 2020-2021.

87. Clerk's Report

Members noted that the Summerhouse Way garages were demolished in July and the site returned to Three Rivers District Council. The building has been removed from the Parish Council's buildings insurance schedule and a premium credit for this financial year is being processed by the brokers.

The meeting closed at 6.26 pm.

Signed: _____

Dated: _____