

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 26th July 2021 at 6.00 pm in Tanners Wood Hall, School Mead, Abbots Langley WD5 0LA.

Those Present:

Chairman: Councillor Liz Burns
Vice-Chairman Councillor John Swallow

Councillors: Councillor Jane Lay
Councillor Owen Roe

Officers: Tim Perkins - Chief Officer & Clerk to the Council
Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

104. Apologies for absence

Apologies were received, accepted and recorded from Councillors Fran Deschampsneufs and Robin Powell (unavailable).

105. Declarations of Interest

None.

106. Public Participation

None.

107. To confirm the Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor John Swallow and **RESOLVED** that the minutes of the meeting held on 26th April 2021, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

108. Election of Vice Chairman

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Fran Deschampsneufs be elected as Vice-Chairman of this committee for the current municipal year.

109. Internal Audit Report - First Interim 2021-2022

Members considered the First Interim Audit Report for 2020-2021 and noted the General Reserve and General Fund equates to nine months expenditure and is above the recommended guideline of three to six months revenue spending.

Members noted the contents of Clerks report and that the General Fund holds £120,000 for the depot project which in hindsight would have been better allocated to an earmarked reserve.

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

110. Budget Monitoring Report

Members noted the Budget Monitoring and Tracking Report for Q1 and that adjustments and credits for hall hire bookings are ongoing and will be reflected in Q2.

111. Business and Financial Risk Assessment

Members considered and approved the Business & Financial Risk Assessment document and discussed the significant reduction on income due to the slow recovery of hall hire.

Members discussed the General Power of Competence being a condition of employment for the incoming Chief Officer.

Abbots Langley Parish Council

112. Website

Members noted the Clerk's report regarding Web Content Accessibility Guidelines (WCAG) with reference to the Website section of the Business Risk Assessment.

Members noted that there is currently an earmarked reserve of £20,000 for IT and website costs and that the Clerk will pass the file over to the incoming Clerk.

113. Financial Grant 2021-2022

Members considered the financial grant application from AIM's - Abbots Improvements for £500 grant funding for this and the following two financial years to cover the cost of plantings, fertiliser and materials for seasonal planting of designated areas in the parish.

It was proposed by Councillor Liz Burns, seconded by Councillor John Swallow and **RESOLVED** that a £500 financial grant in this financial year and that a £500 financial grant in the next two financial years as outlined above be awarded in financial year 2021-2022 under The General Power of Competence, Localism Act 2011 Sec 1 (1).

114. Vehicles

Members noted the Clerk's report and pending a final decision later in the year, expressed a clear preference for the Community Warden's replacement vehicle to be fully electric.

The Facilities Manager will be asked to report to the November meeting of this committee on new and second generation vehicles which will be coming available in early 2022.

Report to include the costs of installing a single charging point at the Parish Council office and a multiple point at the Depot, as it is likely future Works Team vehicles will be full electric.

Members noted that if the Community Warden's vehicle developed a major fault and became uneconomic to repair, a long term rental or short term lease would be taken out to bridge the gap to a new vehicle being delivered.

115. Lloyds Bank Mandate

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the following changes the Parish Council's bank mandate be amended as follows:

- Isabel Montesdeoca, newly appointed Chief Officer & Clerk to the Council be added as an approved cheque signatory, authorised to set up and approve online payments, effective 1st September 2021. Two authorisations still required for all payments.
- Tim Perkins retiring Chief Officer & Clerk to the Council be removed from bank mandate effective 30th September 2021.
- David Abbott, Facilities Manager be added as an approved cheque signatory, authorised to approve online payments. Principally for fall back and absence cover.
- Any other administrative deletions to the mandate as required, such as removal of now no longer serving members from the mandate.

116. IT Equipment Disposal

Members noted the report from the Clerk.

Abbots Langley Parish Council

The meeting closed at 6.22 pm.

Signed: _____

Dated: _____