

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 1<sup>st</sup> June 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 Ruth Clark Councillor Fran Deschampsneufs Councillor Jane Lay 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.

**18. Apologies for Absence**

None.

**19. Declarations of Interest**

None.

**20. Public Participation**

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

**21. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Jane Lay, seconded by Councillor John Swallow and **RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> January 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 will be signed by the Chairman as a correct record.

**22. Grants 2020-2021**

To consider Grants Applications as below:

i Financial Grant - Autumn Fest

Members considered this application for a financial grant (£750) and agreed an award of £500 to support the costs of developing and launching an event website.

Members noted that the organisers usually apply for a small grant of £250 to support event costs and the hiring of Tanners Wood Hall, as a bad weather fall back option.

As the Autumn Fest has been cancelled for 2020 and a new date set for 2021 this element of the grant is approved for next year's festival, with payment delegated to the Clerk and/or Finance Officer when confirmation is received that the event is going ahead.

ii Small Grant - Abbots Improvement Group

Members considered this application and agreed to award a small grant of £250 to cover the cost of plantings, fertiliser and materials.

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### iii Financial Grant Abbots Langley Festival (update)

Members noted that the above grant of £2,000 was approved by this committee in January 2020. It was also noted that the festival has been cancelled but it is planned to be staged in 2021.

Members agreed to roll over the grant to support the 2021 festival and payment of the grant is delegated to the Clerk and/or Finance Officer, when confirmation is received that the event is going ahead.

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

A vote was requested and all members were in favour.

### 23. Grants Policy

Members discussed the current Grants Policy and wish to give consideration to the introduction of sustainability elements with particular reference to single use plastics, plastic used by groups applying for grants and recycling.

Members noted that an updated policy will need to be agreed at the July meeting of this committee, to fit in with the usual grants application cycle.

### 24. Budget Monitoring Report

Members discussed the budget monitoring report and budget tracking report.

Members noted that this report is pre-close and subject to further amendment and update as year-end adjustments are processed which are taking longer than normal.

Members noted that as the country went into lockdown on 23<sup>rd</sup> March 2020 the impact on 2019-2020 finances will be minimal and that the real impact will be in 2020-2021.

### 25. Pandemic - Financial Impact on 2020-2021

- i Members considered the Clerk's Report which included an initial review of the impact, primarily on lost revenue for the first quarter of £31,000 with a similar number for the second quarter.

Members discussed bookings, that recovery will be slow, with regular hirers indicating they probably will not return until the earliest being at the end of this year but probably not until 2021.

Members noted that there are no wages cost for bar staff or purchases of stock for the bar. However, a write off of keg beer that is close to going out of date and possibly bottled products is still being quantified.

Members noted that the replacement of the Works Team member that resigned in February although approved has been put on hold as it is currently not possible to effectively recruit and induct a new member of staff at this time.

- ii Members discussed the strong representations to the Secretary of State for Housing, Communities and Local Government having read the Rt Hon Robert Jenrick MP letter which had been received by Parish and Town Councils.

Members discussed the letter that the Clerk had written to the Chief Executive of Three Rivers District Council.

Members noted the email correspondence by the Finance Officer regarding Business Rate Relief and grant and that Abbots Langley Parish Council is ineligible under the legislation as a precepting authority of Three Rivers District Council.

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It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the Clerk is requested to make a formal approach to Three Rivers District Council for financial support during the pandemic as outlined in the letter received by Abbots Langley Parish Council from the Secretary of State and that a copy of the letter be sent to the Dean Russell MP.

**26. Community Infrastructure Levy**

Members considered the April 2020 revision of CIL Tracking Report and noted the allocation of these receipts to capital projects.

**27. Clerk's Report**

Members noted the Clerk's Report detailing failed pointing and moss build up discovered on the roof of the Manor Lodge which required immediate works, including scaffolding, to prevent deterioration and water ingress.

Members noted that the under the lease responsibility for the external works falls on the Parish Council. The works have been carried out at a cost of £2,500 which is unbudgeted against code, 7890 Manor Lodge Repairs and Maintenance.

The meeting closed at 6.29 pm.

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

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