

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 25th November 2019 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 Jane Lay Councillor Owen Roe
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

237. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Fran Deschampsneufs who was delayed by traffic congestion on the M25.

238. Declarations of Interest

Councillor Jane Lay declared an interest in agenda item 7 Small Grant as the applicant's family is known by her and took no part in the discussion on this item during the meeting.

239. Public Participation

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

240. To confirm the Minutes of the previous meeting

It was proposed by Councillor Sara Bedford, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 28th October 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.

241. Budget 2020-2021

Members considered the latest revision of the budget book (v04).

- i. The Band D Base is draft in the latest revision of the budget. The 2020-2021 number is expected to be available from Three Rivers District Council closer to the month end.

Members discussed and agreed the full breakdown of the budget calculations, general and earmarked reserves with the proposed precept option equating to £2.92 increase per Band D base and 3.47% increase in Precept. An additional £25,000 will be added to the General Reserve bringing this above the de minimis level.

Any additional funds received from an uplifted Band D Base calculation will be applied to the updated precept, maintaining the per annum costs details.

- ii. Members noted that the Salary Model and Works Team cost allocations have been reviewed and updated and reconciled to salary payments.

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- iii. Members noted the work undertaken on utilities spend and that the following work is still in progress.
- Allotments (p.8) - 6050 Water Rates. In discussion with Affinity Water and Castle Water, due to excess charges following an undiscovered water leak. Members were informed that a credit had been received from Castle Water which will be built in to the next revision of the budget.
 - Playing Fields (p9) - 7150 Heating & Lighting. High usage is under investigation.

Members noted that the Henderson Hall Grant will be on the agenda and discussed at the December meeting of this Committee.

Members thanked staff for their preparation work on this budget.

242. Policies

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that the updated CCTV and Documentation Retention Policies be approved and delegated authority granted to the Clerk to make minor updates as required.

243. Small Grant

Members discussed the application for a small grant by a student at Parmiters. It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** not to award a small grant.

A vote was requested, one member was in favour and four against awarding a small grant.

244. Redmond Review on Local Council Audit

Members discussed the Clerks submission letter and noted that they will be updated on any response from the Redmond Review secretariat.

245. Office Car Park

Members considered the plans provided and the approach to the Parish Council by the neighbour, with a view to purchasing some of the car park to provide his property with car parking. Members noted that this Committee has reviewed this in the past and decided not to proceed.

It was proposed by Councillor Liz Burns, seconded by Councillor Sara Bedford and **RESOLVED** that the sale of the Office Car Park should not be further considered.

A vote was requested, five members were against the sale of land, one member abstained.

The meeting closed at 6.27 pm.

Signed: _____

Dated: _____