

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 23rd November 2020 at 6:00 pm on the Zoom Video and Teleconferencing Platform. ^[1].

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

^[1] *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

207. Chairman Varied the Agenda

As permitted under Standing Order 14, the Chairman proposed to vary the agenda to add a discussion on “Community Hub Project” as the item is urgent and time limited business which requires a decision.

This was put to the vote without seconding and all members present were in agreement.

208. Apologies for Absence

None.

209. Declarations of Interest

None.

210. Public Participation

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

211. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that the minutes of the meeting held on 26th October 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.

212. Budget 2020-2021

Members considered the latest revision of the budget book (v4a) and discussed the Clerk’s report.

- i. Members noted that the Henderson Hall Grant application will be on the agenda and discussed at the December meeting of this Committee. The budget can then be updated accordingly.
- ii. The Band D Base from Three Rivers District Council is draft in the latest revision of the budget. The 2021-2022 number is not expected to be very different.
- iii. Members noted the 2.5% Precept increase in this revision of the budget and that this may be subject to amendment if there is any “pick up” in the Band D Base number received from Three Rivers District Council.

Members thanked the Clerk to the Council for a comprehensive report on this budget.

213. Internet Banking and Payments

Members discussed suppliers increasingly no longer accepting payment by cheque and for the Parish Council to move to Internet Banking for electronic payments with multiple

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authorisation levels. Members discussed the appropriateness of officer responsibility for making online payments.

Members considered the issuing of senior staff with a council credit card for small purchases and online transactions to eliminate the use of personal cards and subsequent claim back.

All members present at the meeting agreed for the Clerk to the Council and the Finance Officer to draft the relevant policies and procedures for approval at the December meeting of this committee.

214. Clerk's Report

i. VOIP Telephone System

Members noted the Clerk's report on the progress of the new (VOIP) phone system project.

215. Community Hub Project

Three Rivers District Council with external partners are setting up a Community Hub service at the Hillside Hub facility on School Mead. The service will be focussed on providing support to families who present with domestic abuse, debt, arrears and other social needs. The client group has been identified through food bank referrals, arrears data, CAB support requests, etc. The service will be modelled on the Step Up programme run in South Oxhey.

It was proposed by Councillor Liz Burns, seconded by Councillor Ruth Clark and **RESOLVED** that the Parish Council make available £2,000 from the Grants budget to support the first year of operation of this service.

The meeting closed at 6.15 pm.

Signed: _____

Dated: _____