

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 22nd October 2018 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Hitesh Tailor
Vice Chairman	Councillor Brenda Kersey
Councillors	Councillor Liz Burns Councillor Jane Lay
Officers:	Tim Perkins - Clerk to the Council Gail Kiely - Finance Officer

The meeting opened at 6:01 pm.

206. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Lyn Ferguson (work commitment) Councillor Sara Bedford and Councillor Alex Michaels (both attending another authority meeting).

207. Declarations of Interest

None.

208. Public Participation

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

209. To confirm the Minutes of the previous meeting

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the minutes of the meeting held on 23rd July 2018, 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.

210. External Audit 2017-2018

Members considered and discussed the External Auditor's report for 2017-2018.

It was proposed by Councillor Brenda Kersey, seconded by Councillor Liz Burns and **RESOLVED** that this committee recommends approval and acceptance of the report and audit certificate at the next Parish Council meeting.

211. Internal Audit 2018-2019

Members considered the First Interim Internal Audit Report for 2018-2019 and noted the comments on the automated back up following the audit.

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

Staff were congratulated for their hard work

212. Budget Monitoring

Members noted that the draft budget for 2019-2020 includes a column for spend to 30th September 2018, so a separate Quarterly Budget Report was not issued.

Members considered the Budget Tracking Report for Q2 and noted there were no significant variances.

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213. Budget 2019-2020

Members considered the latest revision of the budget book (v2).

- i. Members noted that the budget reviewed at the meeting is still awaiting the Band D number for 2019-2020 from Three Rivers District Council.
- ii. “Key Projects” from the Leisure Committee have been factored in and final input from the Planning & Highways Committee will be discussed at their next meeting.
- iii. Members considered the key outstanding issue which was the level of precept for this budget and that a 2.5% precept increase is to be included which will give an estimated general fund balance of approximately £20,000.
- iv. Members discussed and reviewed the levels of earmarked and other reserves. The Clerk was requested to add an earmarked reserve of £25,000 for Car Park Refurbishment discussion of which was omitted by Leisure Committee meeting on 17th October 2018.
- v. The level of Community Infrastructure Levy (CIL) was discussed by members who noted the £75 000 allocation to Manor House toilets and £50,000 to the Skate Park for the Parish Councils joint funding with Three Rivers District Council.
- vi. In relation to play areas and infrastructure members considered Langleybury, Lemonfield, Love Lane and Primrose Hill would need refurbishment at some time in the future. Members felt that priorities should be reviewed and agreed by Parish Council before consideration is given to the use of this reserve to fund projects.

214. Community Infrastructure Levy - Monitoring Report

Members discussed the Community Infrastructure Levy Monitoring Report noting the prescribed format.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that the Community Infrastructure Levy report is approved along with its publication on the Parish Council’s website.

The meeting closed at 6.58 pm.

Signed: _____

Dated: _____