

## Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 28<sup>th</sup> October 2019 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Liz Burns  
Councillors Councillor Sara Bedford  
Councillor Ruth Clark  
Councillor Owen Roe  
Councillor Robin Powell (substitute)  
Officers: Tim Perkins - Clerk to the Council  
Gail Kiely - Finance Officer

The meeting opened at 6:00 pm.

### **188. Apologies for Absence**

Apologies were received, accepted and recorded from Councillors Jane Lay, John Swallow and Fran Deschampsneufs (all unavailable).

Councillor Robin Powell substituted for Councillor Jane Lay, the Clerk having been previously advised.

### **189. Declarations of Interest**

None.

### **190. Public Participation**

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

### **191. To confirm the Minutes of the previous meeting**

It was proposed by Councillor Owen Roe, seconded by Councillor Ruth Clark and **RESOLVED** that the minutes of the meeting held on 22<sup>nd</sup> July 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.

### **192. Committee Vice-Chairman**

It was proposed by Councillor Sara Bedford, seconded by Councillor Ruth Clark and **RESOLVED** that Councillor John Swallow be appointed Vice-Chairman for the municipal year.

### **193. Information Governance Breach (Inbound)**

Members noted the Clerk's report on the Inbound Data Protection breach in September 2019, the subsequent actions taken and the formal review which will be undertaken at the next audit by the DPO Centre in the New Year.

### **194. External Audit 2018-2019**

Members considered and discussed the External Auditor's report for 2018-2019.

It was proposed by Councillor Ruth Clark, seconded by Councillor Robin Powell and **RESOLVED** that this committee recommends approval and acceptance of the report and audit certificate at the next Parish Council meeting.

The Clerk was asked to raise the issues with external audit at the next Joint Parishes meeting.

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### 195. Internal Audit 2019-2020

Members considered the First Interim Internal Audit Report for 2019-2020 and noted no significant matters were raised.

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

Members thanked staff for their work.

### 196. Budget Monitoring

Members noted that the draft budget for 2020-2021 includes a column for spend to 30<sup>th</sup> September 2019, so a separate Quarterly Budget Report was not issued.

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

### 197. Budget 2020-2021

Members considered the latest revision of the budget book (v02).

- i. Members noted that the budget reviewed at the meeting is still awaiting the Band D number for 2020-2021 from Three Rivers District Council. A draft number is usually available later in November.
- ii. "Key Projects" discussed at the Leisure Committee have been factored in.
- iii. Members noted that the budgeted level of grants and that awards would be considered at the December and January meeting of this committee.
- iv. Members discussed and reviewed the levels of earmarked and other reserves and noted the addition of £25,000 for Car Park Refurbishment.
- v. Members considered the key outstanding issue which was the level of precept for this budget and that a minimum 3.47% increase be recommended to add £25,000 to the General Reserve to bring this above the de-minimus level.

### 198. IT Support Contract

It was proposed by Councillor Robin Powell, seconded by Councillor Liz Burns and **RESOLVED** that this committee recommends the award of the IT Support Contract to Nixuss from 1<sup>st</sup> January 2020 and use the budget and reserves as recommended in the Clerk's report.

### 199. Cheque Signatories

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that Councillor Ruth Clark is added as a bank signatory and authorise the removal of any signatories who are not current councillors.

Members noted that the Clerk and the Finance Officer are signatories in the event of an emergency.

### 200. Parish Council Funding of Churches

Members discussed the Clerks report which brought to the attention of members the conflicting and overlapping statutes.

As the grants the Parish Council make to the local churches are all for the public benefit the committee saw no reason to change the grants policy.

The Clerk's report was noted and any updates will be reported to this committee.

The Clerk thanked Councillor Simon Stanley for his professional input.

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### 201. Community Infrastructure Levy (CIL)

i. CIL Tracking Report

Members noted the October 2019 update of the above.

ii. CIL Monitoring Report.

It was proposed by Councillor Sara Bedford, seconded by Councillor Ruth Clark and **RESOLVED** that the Community Infrastructure Levy report is approved along with its publication on the Parish Council's website.

### 202. Clerk's Report

Members noted this committees previous award of a £1,000 grant to Abbots Langley Local History Society to fund the publication of three volumes of local history essays.

Members were advised that the books have been produced and well received, a copy of each volume has been passed on to the Parish Council and will be held for reference.

The meeting closed at 7.09 pm.

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

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