

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 26th October 2020 at 6:00 pm on the Zoom Video and Teleconferencing Platform. ^[1].

Those Present:

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

^[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 6:00pm. It was proposed by Councillor Jane Lay, agreed by all members that in the absence of the Chairman and Vice Chairman, Councillor Fran Deschampsneufs would Chair the meeting. The Vice Chairman joined the meeting after it had started.

162. Chairman Varied the Agenda

As permitted under Standing Order 14, the Chairman proposed to vary the agenda to add a discussion on “Henderson Hall Lease” 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.

163. Apologies for Absence

None.

164. Declarations of Interest

None.

165. Public Participation

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

166. 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 27th July 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.

167. Internal Audit

i. Report from the Internal Auditor

Members considered the Final 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.

ii. Effectiveness of Internal Audit

Members reviewed the “Effectiveness of Internal Audit”. They considered the Clerk’s report and are satisfied that the current internal audit process is effective, thorough and value for money. Members also felt they had opportunity to bring any relevant issues to the attention of the auditors.

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iii. Appointment of Internal Auditor

It was proposed by Councillor Jane Lay, seconded by Councillor Ruth Clark and **RESOLVED** that Auditing Solutions be appointed as Internal Auditor for the financial year 2020-2021.

168. Community Infrastructure Levy (CIL)

i. CIL Tracking Report

Members noted the October 2020 update of the above.

ii. CIL Monitoring Report

It was proposed by Councillor Fran Deschampsneufs, 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.

169. Budget Monitoring

Members noted that the draft budget for 2021-2022 includes a column for spend to 30th September 2020, so a separate Quarterly Budget Report was not issued.

Members considered the Budget Tracking Report for Q2 and noted the variances.

170. Budget 2020-2021

Members considered the latest revision of the budget book (v2a) and discussed The Clerk to the Councils report, addendum report and the draft minute from the Leisure Committee meeting held on 21st October 2020.

Members noted the following budget assumptions:

- i. Expenditure on Primrose Hill play area rebuild will be covered by the CIL reserves.
- ii. No hall hire income at Manor House
- iii. No bar income at Manor House partially offset by no expenditure on staffing or stock.
- iv. Tanners Wood Hall hire income too optimistic to be scaled back from 65% to 45% of the 2019-2020 baseline. Although this will be subject to further review.
- v. Depot Project will be going forward due to Health & Safety concerns.
- vi. Community Warden's van gearbox failed. It is being repaired and the vehicle will be replaced next year.
- vii. Election Expenses will be removed from the budget and the earmarked reserve of will be increased by £4,000/pa. Any by-election costs will be drawn down from this reserve.

171. Clerk's Report

i. External Audit 2019-2020 & Internal Audit 2020-2021

The report on the External Audit 2019-2020 has not yet been received. The first internal audit of 2020-2021 is scheduled for Wednesday 28th October 2020.

ii. Office Telephone System

Members noted the Clerk's report and project costings. The project is moving ahead under delegated authority, with costs covered by the Office Equipment budget for 2020-2021.

Members noted the move to VOIP (Voice Over Internet Protocol) will modernise the telephone system and be beneficial to staff working remotely in making and receiving calls as if they were in the office.

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172. Henderson Hall Lease

Members discussed the Clerk's Report and support given to Henderson Hub Co.

The lease for Henderson Hall was granted by the Parish Council in 2016 and has break clauses every five years. The first break date is due 5th May 2021 and six months' notice of intention to break is required (5th November 2020).

The directors of the Henderson Hub Co. do not feel that they can commit to the next five-year lease and have passed a motion to that effect.

Members discussed a Deed of Variation to the current lease that moves the 5th May 2021 break date to 1st September 2021, which will give the Hub Co. breathing space to mitigate current challenges.

It was proposed by Councillor Jane Lay, seconded by Councillor Owen Roe and **RESOLVED** that Delegated Authority be granted to the Clerk to agree and execute a Deed of Variation to be drafted by the Parish Council's Solicitors.

The meeting closed at 6.42 pm.

Signed: _____

Dated: _____