

Abbots Langley Parish Council

Minutes of the Finance & Administration Committee Meeting held on Monday 25th October 2021 at 6:00 pm in the Council Offices Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Liz Burns

Councillors Councillor Fran Deschampsneufs
Councillor Jane Lay
Councillor Robin Powell
Councillor Owen Roe

Officers: Isabel Montesdeoca - Clerk to the Council
Gail Kiely - Finance Officer

The meeting opened at 6:00pm.

193. Apologies for Absence

Apologies were received, accepted and recorded from Councillors Sara Bedford and John Swallow (unavailable).

194. Declarations of Interest

None.

195. Public Participation

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

196. To confirm the Minutes of the previous meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the minutes of the meeting held on 26th July 2021, 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.

197. External Audit 2020-2021

Members considered and discussed the External Auditor's report for 2020-2021.

It was proposed by Councillor Jane Lay, 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.

198. Community Infrastructure Levy (CIL)

i. CIL Tracking Report

Members considered the October 2021 update of the above.

ii. CIL Monitoring Report

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

199. Budget Monitoring

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

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

200. Budget 2021-2022

Members considered the latest revision of the budget book (v01e) and discussed The Clerk to the Councils report.

Members noted the following budget assumptions:

Abbots Langley Parish Council

- i. This is an early revision of the Budget and errors and inaccuracies will be corrected as the budget progresses
- ii. Budget book shows “Actuals to 30/09/2021” the trial balance used for this revision of the budget book was as at 31/08/2021.
- iii. Income assumptions have been updated and used to estimate future income as a percentage of the updated baseline (see v5 in budget book). Updates to the baseline have been informed by the Q2 QBR figures and expected Q3 bookings.
- iv. Significant cost increases are expected starting in January 2022. Included in this revision of the budget is a ten percent (10%) increase to heating, electricity, water, fuel and pitch maintenance (eg seed and fertilizer costs). The cost of supplies is also increasing causing the cost of maintenance and key projects to increase. This will need to be factored into the next version of the budget.
- v. Using the salary model the difference in total salary costs 2021-2022 vs the new 2022-2023 budget is 6%. This is made up of an estimated 1.75% salary increase for all staff and the addition of a part-time community project officer which is under discussion.
- vi. Members to give consideration and guidance on the level of precept for 2022-2023 and affordability of the various projects under consideration by the Leisure Committee

The meeting closed at 6.35 pm.

Signed: _____

Dated: _____