

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ
19 July 2022

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns (Chairman), Jane Lay, Robin Powell, Owen Roe, John Swallow, and Jon Tankard.

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 25th July 2022 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Isabel Montesdeoca
Chief Officer & Clerk to the Council

AGENDA

1. Apologies for Absence
To receive and accept apologies for absence.
2. Declarations of Interest
To receive declarations of interest in items on the agenda.
3. Public Participation
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. To confirm the Minutes of the Meeting held on 25th April 2022. (previously circulated)
5. Election of Vice Chairman
To elect a Vice Chairman of this committee for the year 2022-2023.
6. Committee Terms of Reference
To consider the above and determine if any changes are needed. (Enclosed ^[1])
7. Budget 2023-2024 Preparation Schedule
To consider the budget preparation schedule for 2023-2024. (Enclosed^[1])
8. Final Internal Audit Report 2021-2022
To consider the final internal audit report 2021-2022 from the internal auditor. (Enclosed^[1])
9. Budget
 - i. Budget Monitoring Report
To consider the budget monitoring report for Q1 2022-2023. (See monitoring and tracking reports enclosed ^[1])
 - ii. Primrose Hill Nominal Code
To consider moving costs relating to The Queens Green Canopy (5 year Project) to an unbudgeted nominal code (Primrose Hill 7232) instead of its present nominal code (Football Pitches 7226) for better transparency.
10. Business & Financial Risk Assessment 2022-2023
To consider the Financial and Business Risk Assessment 2022-2023. (Enclosed^[1])

Abbots Langley Parish Council

11. ALPC Treasury Policy

(Finance & Administration Committee, 20th Apr 2022, min 422)

To consider the draft Treasury Policy from the Finance Officer & Deputy Clerk. (Enclosed ^[1])

12. Henderson Hall

(Parish Council, 7th Mar 2022, min 375)

i. Henderson Hub AGM

To consider a proposal from the Managing Trustees of the above. (Email enclosed ^[1])

ii. Trustees Update & Financial Report

To consider the latest update and financial report, May 2022, from the Managing Trustees of the above. (Enclosed ^[1])

13. Online Payments via Website

To note the creation of a new Merchant Id to enable payments to be accepted online via the website. (verbal update from Finance Officer & Deputy Clerk)

14. IT Equipment

To approve the disposal of defunct assets. (Asset Disposal List enclosed^[1])

^[1] *Committee members only, other members on request*

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/finance and admin committee/alpc-finance-&-admin-agenda-2022-07.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/finance%20and%20admin%20committee/alpc-finance-&-admin-agenda-2022-07.docx)