

## Abbots Langley Parish Council

Minutes of the Finance & Administration Meeting held on Monday 25<sup>th</sup> July 2022 at 6.00 pm in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Liz Burns
Councillors:	Councillor Jane Lay Councillor Robin Powell Councillor Owen Roe
Officers:	Isabel Montesdeoca - Chief Officer & Clerk to the Council Jayshree Patel - Finance Officer & Deputy Clerk

The meeting opened at 6.12 pm.

103. Apologies for absence

Apologies were received, accepted and recorded from Councillor John Swallow (unavailable).

104. Declarations of Interest

None.

105. Public Participation.

None.

106. Henderson Hall

Under Standing Order 14, the Chairman varied the agenda and moved agenda item 12 to the beginning of the meeting.

Members noted and approved the proposal from Mr Andrew Stanley on behalf of the Managing Trustees of Henderson Hall that an update report for the Henderson Hub be provided every July and December to the committee.

Members also welcomed the Managing Trustees of Henderson Hall to speak to the committee at any time interim.

107. To confirm the Minutes of the Meeting.

It was proposed by Councillor Jane Lay, seconded by Councillor Robin Powell, and RESOLVED that the minutes of the meeting held on 25<sup>th</sup> April 2022, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

108. Election of Vice Chairman

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that Councillor John Swallow be elected as Vice - Chairman of this committee for the current municipal year.

109. Committee Terms of Reference

It was proposed by Councillor Liz Burns and seconded by Councillor Robin Powell the Committee Terms of Reference be adopted as presented.

110. Budget 2023 - 2024 Preparation Schedule

Members noted the budget preparation schedule.

111. Final Internal Audit Report 2021 - 2022

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Members noted and considered the Final Internal Audit report and noted no significant matters were raised. Members thanked the Financial Officer & Deputy Clerk for her work on 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.

112. Budget

i. Budget Monitoring Report

Members noted the budget monitoring and tracking report for Q1.

ii. Primrose Hill Nominal Code

It was proposed by Councillor Liz Burns and seconded by Councillor Robin Powell that the costs relating to the Queens Green Canopy 5-year project be recorded under the Primrose Hill nominal code for better transparency.

113. Business & Financial Risk Assessment 2022 - 2023

Members considered and approved the Business & Financial Risk Assessment document.

114. ALPC Treasury Policy

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the draft Treasury Policy be adopted as presented.

115. Online Payments via Website

Members noted the necessary creation of a new Merchant ID to ensure payments can be safely accepted via the new website currently under development.

116. IT Equipment

Members approved the disposal of the defunct assets.

The meeting closed at 7.17 pm.

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

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