

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

25 October 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 31<sup>st</sup> October 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 25<sup>th</sup> July 2022. (Enclosed<sup>[1]</sup>)
5. External Audit 2021-2022  
To consider the External Auditor's report, recommend approval and acceptance of the report and audit certificate to the Parish Council. (Clerk's report item 1, report and certificate sec. 3 of the annual return enclosed<sup>[1]</sup>)
6. Community Infrastructure Levy (CIL)
  - i. To consider the latest CIL Tracking Report (CIL Tracking Report v1.0 enclosed<sup>[1]</sup>)
  - ii. To approve the CIL Monitoring Report and its publication on the Parish Council's website. (CIL Monitoring Report v1.0 enclosed<sup>[1]</sup>)
7. Budget Monitoring 2022-2023  
To consider spend to end Q2 2022-2023. (2023-2024 budget book v1.0 and budget tracking report Q2 enclosed<sup>[1]</sup>)
8. Deposit Accounts  
(Finance & Administration 25<sup>th</sup> July 2022, min 114)  
To note a report from the Finance Officer on the deposit accounts added in line with the approved Treasury Policy. (Clerk's report item 2 <sup>[1]</sup>)
9. Budget 2023-2024  
To consider the current revision of the budget. (Clerk's report item 3, 2023-2024 budget book v1.1 enclosed<sup>[1]</sup>)

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### 10. Key Projects 2022 - 2024

To consider the latest update of Key Projects managed by the Committee and proposal to add Manor House Refurbishment to Key Projects list. (Key Projects report enclosed <sup>[1]</sup>)

### 11. Eco-Audit 2022

To consider the Eco-Audit report findings. (ALPC Eco Report 2022 enclosed <sup>[1]</sup>)

### 12. Public Sector Decarbonisation Scheme Grant

To note a verbal report from the Finance Officer & Deputy Clerk regarding an application for the above grant to help improve efficiency rating of Council Offices.

### 13. Data Protection Audit 2022

To consider the Data Protection Audit report findings. (ALPC Data Protection Report 2022 enclosed <sup>[1]</sup>)

### 14. Henderson Memorial Hall

To note the minutes of the March 2022 and June 2022 meetings of the Henderson Memorial Hall Trustees. (HH Memorial Hall Trustees March 2022 and June 2022 minutes enclosed <sup>[1]</sup>)

<sup>[1]</sup> *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-2022-10.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/finance%20and%20admin%20committee/alpc-finance-&-admin-agenda-2022-10.docx)

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1. External Audit 2021-2022

The above has been received back from PKF Littlejohn. No issues raised. Recommend approval and acceptance of the report and audit certificate to the Parish Council. The report for is enclosed for consideration and approval.

2. Deposit Accounts

In line with the Treasury Policy (F&A 2022 min ref 114), the Council has begun the process of opening fixed deposit accounts. Our first fixed deposit account is with The Bank of Scotland the maturity date being 15<sup>th</sup> September 2023. All interest will be recorded in the period it is received.

3. Budget 2023-2024

Reminder as always at this stage of the budget process, this is an early revision, expect errors, inaccuracies and work in progress.

a. Inflation

In October the ONS reported RPI at 12.6% and CPI at 10.1% (<https://www.ons.gov.uk/economy/inflationandpriceindices>).

b. Maintenance & Repairs

We are seeing a significant impact on prices / quotes across the board in all of our Maintenance & Repairs expenses as the cost of materials, replacement parts, outsourced repairs and maintenance services has increased. Annual price increases for repair and maintenance materials are currently estimated to be 16.8%. The drop in the value of the GB Pound has also exacerbated the problem as it has pushed up the cost of any imported parts our suppliers may use. This budget assumes 25% increase across the board on all Maintenance & Repairs budgets.

c. Gas, Electricity, Water

We are currently on a one-year fixed price contract for our gas and electricity supply. Given the uncertainty around prices in this sector, this budget assumes a 15% increase in the cost of gas and electricity.

Increases in water rates vary considerably across the country. This budget assumes an increase of 10% in the cost of water which reflects the top end of increases seen in the South East.

d. Insurance

We saw a 21% increase in insurance costs this year as we came to the end of a 3-yr fixed contract and moved to a 1-yr contract with a new provider. Providers were not offering multiple year contracts at the time of our renewal. Rebuilding cost inflation is currently forecast at 9.6% therefore this budget assumes a 10% increase in insurance costs upon renewal.

e. Income Assumptions

Although we are still ramping venue income back to the levels we saw before the pandemic, I have opted to unlink income assumptions from the model we used during the pandemic. This budget assumes a 5% increase on current year venue bookings; 5% increase in bar sales; 4% increase on pavilion rental income; 4% increase in allotment rental income this year's forecast.

f. Other Cost Increases

Other cost increases factored into this draft budget are a 5% increase in fuel, 5% increase in all service provider fees. All other costs have been held.

g. Wages

The increase in total salary costs 2022-2023 vs 2023-2024 budget is 4%. This is made up of:

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- 2022-2023: Salary increase of £1,925 on all pay scales and 4.04% increase on allowances. This reflects the offer currently being considered by unions.
  - 2023-2024: Salary increase of 5% for all staff, a 5% increase on allowances, and the deletion of the lowest scale point (SCP1) as of April 2023 resulting in affected staff being automatically moved to SCP2. (Note: The deletion of SCP1 as of April 2023 is part of the offer currently being considered by unions.)
- h. Earmarked Reserves  
Known cost estimates for proposed priority projects (single year or a portion of cost for multi-year projects) have been costed into the Earmarked Reserves for 2023/2024. This include a proposed new Earmarked Reserve for Council events.
- i. General Reserve  
Reserve level as a result of this draft budget is 3.4x monthly expenditure. The guidance for general reserve is that it should be between 3x and 12x the Council's monthly expenses.
- j. Precept  
The new Band D base figure will not be available until mid-December therefore the precept in this draft budget has been modelled based on the 2022/2023 band D base figure.

Isabel Montesdeoca

Clerk to the Council  
25th October 2022

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