

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

22 November 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 28th November 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
31st October 2022. (Enclosed^[1])
5. Internal Audit - First Interim 2022-2023
 - i. To consider and approve the internal audit programme. (enclosed^[1])
 - ii. To consider the first interim report from the Internal Auditors. (enclosed^[1])
6. Budget 2023-2024
 - i. To consider the current revision of the budget. (Clerk's report item 1, 2023-2024 budget book v1.3 enclosed^[1])
 - ii. Key Projects 2022-2024 (Clerk's report item 2)
 - iii. Earmarked Reserves 2023-2024 (Clerk's report item 3)

^[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-2022-11.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/finance%20and%20admin%20committee/alpc-finance-&-admin-agenda-2022-11.docx)

1. Budget 2023-2024

a. Changes since last review

The main changes since the last version reviewed by this committee are as follows:

- i. Increase in staff wages allocation to vandalism to reflect what we have seen so far this year
- ii. Increase to cost of bar provisions to reflect increase in prices
- iii. Updates to the cost of key projects based on quotes received (see below)
- iv. Updates to earmarked reserves proposed projects based on quotes received (see below)

b. General Reserve

Reserve level as a result of these changes is still 3.4x monthly expenditure. The guidance for general reserve is that it should be between 3x and 12x the Council's monthly expenses.

c. Precept

Based on this version of the budget, modelling different levels for the precept yields the following:

- An increase of 8.6% on the precept would enable us to balance the budget.
- An increase of 6.1% (equal to the increase in the total net expenditure) would put us roughly in the same position as last year at -£21K in the red.
- An increase of 4.0% on the precept would be the lowest I would consider as this would put us at -£40K in the red which is my recommended upper limit.

2. Key Projects

Quotes have now been received for each of the proposed priority projects for next year. The following proposed expenditure has been built into this version of the budget:

- i. Key Project 3 - Water Fountains / Bottle Refill Stations (£7000)
Purchase on one additional water fountain to be paid for from Playing Fields (7245)
- ii. Key Project 4 - Manor House Footpath (Dell Meadow to Stanfield) Natural Path (£25,656.84)
Paving of current footpath to be paid for from CIL funds expiring in Oct 2023.
- iii. Key Project 5 - Primrose Hill Footpath Paved (£36,999.60)
Repaving of Primrose Hill Footpath and addition of a new off-shoot path leading to disabled bench in new Primrose Hill Orchard (Queen's Green Canopy) to be paid for from CIL funds expiring in Oct 2023 and April 2024.
- iv. Key Project 9 - ALPC Office Refurbishment Phase 2, Eco-Audit Improvements as Part 1 (£15,000)
Improve sustainability of ALPC Office by replacing degraded windows, replacing remaining halogen lights with LED lights, adding energy efficient infrared radiators and hot water tap to reduce / eliminate use of current boiler system. To be paid for from Property Repairs and Improvements Earmarked Reserve plus sustainability grant if successful.

3. Earmarked Reserves

Updates have been made to the proposed Earmarked Reserves based on proposed longer-term (2+ years) projects and ongoing maintenance costs that need to be budgeted for in advance. The following is a breakdown of what has been included in this version of the budget:

i. Long-Term Projects

- a. Key Project 6 - Manor House Footpath (MUGA to Depot Car Park) Paved (£48,480.00 total)
Repaving of footpath connecting MUGA / Tennis Courts to Manor Lodge carpark to improve access for the disabled and families with strollers. Money for this project to be saved over a period of 2 years in Open Spaces Earmarked Reserves.
- b. Key Project 7 - Bedmond MUGA (£81,594.00 total)

Abbots Langley Parish Council
Clerk's Report - F&A - November 2022

Relaying of Bedmond MUGA and erection of fencing around it to create an enclosed netball, basketball, five-a-side football MUGA (no flood lights). Money for this project to be saved over a period of 3 years in Open Spaces Earmarked Reserves.

- c. Key Project 8 - Electric Vehicles, Works Van (£60,000) Continue to save money towards the cost of replacing Works vehicles as needed with equivalent electric vehicles. Money for one additional van to be saved in Vehicles Earmarked Reserves.
 - d. Key Project 9 - ALPC Office Refurbishment Phase 2, Disabled Access as Part 2 (£30,000 total) Project to improve disabled access to the chambers end of the building including changes to bathroom, kitchen, and entrance to chambers. Money for this project to be saved over a period of 2 years in Property Repairs and Improvements Earmarked Reserves.
 - e. Key Project 10 - Manor House Refurbishment, Front of House (£45,000 total) Project to refurbish the public areas at Manor House which are becoming tired and worn. Money for this project to be saved over a period of 2 years in Property Repairs and Improvements Earmarked Reserves.
- ii. Ongoing Maintenance / Contingency -
- a. Video Conferencing & Wi-Fi - Set aside £10,000 in IT Infrastructure & Website for upgrades to video conferencing in Manor House and Council Offices
 - b. Events - Set aside £5,000 in Council Events towards future annual events the Council may want to run.
 - c. Tree Maintenance - Set aside £10,000 in Open Spaces Projects for tree planting / replacement of dead or damaged trees due to ash dieback
 - d. Allotment Water Troughs - Set aside £2,500 in Open Spaces Projects for the reseating of water troughs at allotment sites due to settling of earth
 - e. Electric Mowers / Strimmers - Set aside £30,000 in Vehicles, Plant & Equipment for the replacement of Works Team equipment as they reach end of life
 - f. Defibrillators - Set aside £2,500 Equipment (Halls) for the replacement of 2 defibrillator units per year with new updated models
 - g. Tannerswood Hall - Set aside £10,000 in Equipment (Halls) for repairs / replacement of damaged or worn equipment in the hall.
 - h. Primrose Hill Changing Rooms - Set aside £15,000 in Property Repairs & Improvements as either contingency for repairs or savings towards cost of re-build as roof and mould are an ongoing issue.
 - i. Car Park Maintenance - Set aside £5,000 in Car Park Refurbishment for ongoing repair of potholes
 - j. Election Expenses - Set aside £5,000 in Parish Election Fund for ongoing savings towards costs of ordinary elections or bi-elections.

Isabel Montesdeoca

Clerk to the Council
22nd November 2022