

## Abbots Langley Parish Council

Minutes of the Finance & Administration Meeting held on Monday 31<sup>st</sup> Oct 2022 at 6.00 pm in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Liz Burns
Councillors:	Councillor Jane Lay Councillor John Swallow (Vice) 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 6.00 pm.

195. Apologies for absence

None.

196. Declarations of Interest

Councillor Jane Lay declared an interest in agenda item 14 as a committee member of the Gardening Society.

197. Public Participation.

None.

198. To confirm the Minutes of the Meeting

It was proposed by Councillor Robin Powell, seconded by Councillor Jane Lay and RESOLVED that the minutes of the meeting held on 25th July 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.

199. External Audit 2021 - 2022

Members considered and discussed the External Auditor's report for 2021 - 2022.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that this committee recommends approval and acceptance of the report and audit certificate at the next Parish Council meeting.

200. Community Infrastructure Levy (CIL)

i. CIL Tracking Report

Members considered the October 2022 update of the above.

ii. CIL Monitoring Report

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

201. Budget Monitoring 2022 - 2023

Members noted that the draft budget for 2023 - 2024 includes a column for spend to the 30<sup>th</sup> September 2022, so a separate Quarterly Budget Report was not issued.

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

202. Deposit Accounts

Members noted the Finance Officer's report on the progress of opening deposit accounts per the Treasury policy.

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### 203. Budget 2023 -2024

Members noted the Chief Officer & Clerk's report and the first revision of the budget book. The following assumptions have been made:

- a. This is an early revision of the Budget and errors, and inaccuracies will be corrected as the budget progresses.
- b. Significant cost increases are expected in the new financial year. The ONS has recorded RPI in October 2022 at 12.6%. Included in this budget is a 15% increase to heating, electricity, a 10% increase in water, a 25% increase in repairs and maintenance and a 5% increase on fuel and service provider fees. All other costs have been held.
- c. Income assumptions of a 5% increase on current year venue bookings and bar sales, a 4% increase on all pavilion rentals and an average increase of 26% on all allotment rentals have been made.
- d. Using the salary model the difference in total salary costs 2022-2023 vs the new 2023-2024 budget is 4%. This is made up of:
- e. 2022 - 2023: Salary increases of £1925 on all pay scales and a 4.04% increase on allowances. This reflects the offer currently being considered by the unions.
- f. 2023 -2024: Salary Increase of 5% for all staff, a 5% increase on allowances and the deletion of the lowest scale point (SCP 1) as of April 2023 resulting in affected staff being automatically moved to SCP 2.
- g. Known estimates for proposed priority projects have been costed into the Earmarked Reserves for 2023-2024. This includes a new Earmarked Reserve for Council events.

### 204. Key Projects 2022 - 2024

Members noted the latest updates on the Key Projects report for consideration in the 2023 - 2024 budget. Members discussed the need for making both the Council Offices and Manor House DDA compliant.

Members discussed the need to add £60,000 to the reserves to continue saving for the replacement of existing vehicles in the coming years (KP9).

It was proposed by Councillor Liz Burns and seconded by Councillor John Swallow and RESOLVED that the following key projects be recommended for inclusion in the 2023 - 2024 budget:

- i. KP 10 - ALPC Office Refurbishment - Phase 2.
- ii. KP 11 - Manor House Refurbishment.

### 205. Eco Audit 2022

Members noted the report and that the high wattage floodlights in the Manor House grounds have been changed to energy efficient LED lighting further reducing the Council's carbon footprint.

### 206. Public Sector Decarbonisation Scheme

Members noted the verbal report from the Finance Officer with regards to the application of a grant to improve the carbon footprint at the Council Offices. This will be a project over 2 years with the Council contributing £15,000 over the period. If the grant is successful, the funds will be taken from Earmarked Reserves - Property Repairs and Improvements. If the grant is not successful, a subset of the improvements would be funded from Earmarked Reserves.

### 207. Data Protection Audit

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Members noted the report from the Clerk and that Councillor training will be arranged after the May elections.

208. Henderson Memorial Hall.

Members noted the minutes from March 2022 and June 2022. Members specifically noted min 5b from the June 2022 meeting which states '*MC to approach Jane Lay, Abbots Langley Gardening Society Committee member regarding her experience of engaging with the management of Henderson Hall in respect of the Flower Arranging Group.*' Councillor Lay confirmed that as of 31<sup>st</sup> October 2022 she had not yet been contacted by the Managing Trustees of Henderson Hall.

The meeting closed at 7.20 pm.

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

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