

Abbots Langley Parish Council

Minutes of the Finance & Administration Meeting held on Monday 28th November 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 Councillor John Swallow (Vice)
Officers:	Isabel Montesdeoca - Chief Officer & Clerk to the Council
Not Present:	Councillor Sara Bedford Councillor Jon Tankard

The meeting opened at 6.00 pm.

238. Apologies for absence

None.

239. Declarations of Interest

None.

240. Public Participation.

None.

241. 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 31st October 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.

242. Internal Audit - First Interim 2022 - 2023

i. It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and RESOLVED that the Internal Audit Programme for 2022-2023 be approved. The plan will once again stand approved for future years. Any minor updates to be delegated to the Clerk and Responsible Financial Officer to approve, any significant updates, or updates related to regulatory change, to be considered by this committee.

ii. Members considered and discussed the Internal Auditor's first interim report for 2022-2023 and noted no significant matters were raised. Members thanked the Financial Officer & Deputy Clerk for her efforts on this. The Clerk was asked to write to Auditing Solutions confirming the review and to bring the review to the attention of the Parish Council.

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

243. Budget 2023 -2024

i. Current revision of Budget Book

Members noted the Chief Officer & Clerk's report and the latest revision of the budget book.

ii. Key Projects 2022 – 2024

Members noted the latest updates on the Key Projects report for consideration in the 2023 - 2024 budget.

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

- a. Key Project 3 - Water Fountains / Bottle Refill Stations (£7000)
Purchase on one additional water fountain to be paid for from Playing Fields (7245)
- b. 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.
- c. 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.
- d. 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.

iii. Earmarked Reserves 2023-2024

Members noted the updates to the Earmarked Reserves for consideration in the 2023 - 2024 budget.

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

Long-Term Project Reserves

- 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)
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

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period of 2 years in Property Repairs and Improvements Earmarked Reserves.

Ongoing Maintenance / Contingency Reserves -

- f. Video Conferencing & Wi-Fi - Set aside £10,000 in IT Infrastructure & Website for upgrades to video conferencing in Manor House and Council Offices
- g. Events - Set aside £5,000 in Council Events towards future annual events the Council may want to run.
- h. Tree Maintenance - Set aside £10,000 in Open Spaces Projects for tree planting / replacement of dead or damaged trees due to ash dieback
- i. 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
- j. Electric Groundskeeping Equipment - Set aside £30,000 in Vehicles, Plant & Equipment for the replacement of Works Team equipment as they reach end of life
- k. Defibrillators - Set aside £2,500 Equipment (Halls) for the replacement of 2 defibrillator units per year with new updated models
- l. Tanners Wood Hall - Set aside £5,000 in Equipment (Halls) for repairs / replacement of damaged or worn equipment in the hall.
- m. 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.
- n. Car Park Maintenance - Set aside £5,000 in Car Park Refurbishment for ongoing repair of potholes
- o. Election Expenses - Set aside £5,000 in Parish Election Fund for ongoing savings towards costs of ordinary elections or bi-elections.

The meeting closed at 6.50 pm.

Signed: _____

Dated: _____