

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

15 March 2023

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 20th March 2023 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 23rd January 2023. (Enclosed^[1])
5. Internal Audit - Second Interim 2022 - 2023
To note the recommendation in the second interim report from the Internal Auditors regarding signing of monthly bank reconciliation by a councillor. (Enclosed^[1])
6. Manor House Petty Cash
To consider a recommendation from the Finance Officer & Deputy Clerk to set up £100 petty cash at Manor House to be managed by Facilities Manager.
7. Accruals
To note a report from the Finance Officer on accruals for the next financial year. (Enclosed^[1])
8. Depot Project
To consider a recommendation from Officers to use accrued depot project funds towards the cladding of Depot Portacabin to improve insulation. (Quote enclosed^[1])
9. Football Pitch Expenditure
To consider a report from the Works Manager on increase of annual football pitch maintenance due to the poor state of the fields. (2023-2024 Football Pitch Yearly Maintenance Costs, and 2022-2023 Services Income vs Expenses analysis enclosed^[1])
10. Insurance Expenditure
To consider a report from the Chief Officer & Clerk on the 21% increase of annual general insurance due to an increase in building reinstatement valuations. (2023-2024 General Insurance Renewal Costs, and 2023 Building Valuations Summary enclosed^[1])

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11. Works Vehicle Replacement

To consider a report from the Facilities Manager on replacement of the Ford Tipper and potential options. (Enclosed^[1])

12. Asset Disposal

To approve disposal of old or defunct assets. (Enclosed^[1])

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/finance and admin committee/alpc-finance-&-admin-agenda-2023-03.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/finance%20and%20admin%20committee/alpc-finance-&-admin-agenda-2023-03.docx)