

## Abbots Langley Parish Council

Council Offices  
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3rd January 2024.

To Members of the Parish Council

The next meeting of the Parish Council will be held at Council Chambers, Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ on Wednesday 10<sup>th</sup> January 2024 at 7:30 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. Individuals wishing to speak at a Parish Council meeting must sign in prior to the meeting. For further details on public speaking arrangements at a Parish Council meeting, please visit <https://www.abbotslangley-pc.gov.uk/parish-council/public-speaking-arrangements/>.

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  
15<sup>th</sup> Nov 2023.
5. Minutes for adoption  
To adopt the following minutes and approve publication on the Parish Council's website.
  - i. *Staffing Committee* - 8<sup>th</sup> Nov 2023
  - ii. *Planning & Highways Committee* - 22<sup>nd</sup> Nov, 13<sup>th</sup> Dec 2023
  - iii. *Finance & Administration Committee* - 29<sup>th</sup> Nov and 20<sup>th</sup> Dec 2023
  - iv. *Leisure Committee* - 6<sup>th</sup> Dec 2023
6. Election of Finance & Administration Committee Chair  
To appoint a new Chairman of the Finance & Administration due to the death of Cllr John Swallow.
7. Election of Additional Finance & Administration Committee Member  
To appoint a new member to the Finance & Administration Committee due to the death of Cllr John Swallow.
8. Member Leave of Absence  
To agree by resolution Leave of Absence for members under the "Six Month Rule".
9. Chairman's Report  
To consider the Chairman's report.

10. Hertfordshire Police  
To receive a report from the Police.
11. Abbots Langley Community Police Station - Proposed Works  
To consider external alterations proposed to the above. (Email request and draft Letter of Agreement enclosed.)
12. Fees & Charges 2024-2025  
(Referred from Leisure Committee 6<sup>th</sup> Dec 2023 min. 265i)  
To approve the Halls, Open Spaces and Sports Facilities charges as proposed by the Leisure Committee. (Fees & Charges schedule v1.1 enclosed)
13. Budget & Precept 2024-2025  
(Referred from the Finance & Administration Committee 20<sup>th</sup> Dec 2023 min. 280)
  - i. To approve the budget for the financial year 2024-2025.
  - ii. To set the precept for 2024-2025.Both of the above as proposed by the Finance & Administration Committee. (Chief Officer & Clerk's report item 1, Budget Book v1.12 enclosed)
14. Henderson Hub Financial Grant 2024-2025  
To consider the financial grant application from the above organisation. (Henderson Hub Company Limited Financial Grant Application 2024-2025 enclosed)
15. Internal Audit Report 2023-2024  
(Finance & Administration Committee 29<sup>th</sup> Nov 2023 min 249)  
To note the Finance & Administration Committee's review of the First Interim Internal Audit for 2023-2024 and that no significant items were raised by the auditors.
16. Abbots Langley Neighbourhood Plan Steering Group  
To note the Neighbourhood Plan Steering Group Report from the Chairman of the Steering Group. (ALNP Progress Report Forty-Seven January 2024 enclosed)
17. District and County Council Member's Reports  
To consider any reports submitted by members of the above authorities.
18. Chief Officer & Clerk's Report  
To consider items on the Chief Officer & Clerk's report not covered elsewhere on the agenda.
  - i. Small Grants Awarded (Chief Officer & Clerk's report item 2)
  - ii. Members' Attendance - Six Month Rule (Chief Officer & Clerk's report item 3)
  - iii. Bedmond Sports Pavilion (Chief Officer & Clerk's report item 4)
19. Monthly Statement of Accounts and Bank Reconciliation
  - i. To consider the monthly statement of accounts for October 2023, November 2023 and approve their publication on the Parish Council's website. (Enclosed)
  - ii. To approve the signature of month end bank reconciliations by the Chairman.

Abbots Langley Parish Council  
Chief Officer & Clerk's Report - January 2024

1. Budget & Precept 2024-2025

Only approval tracking changes have been made to the budget since the F&A Committee review in December 2023 (*F&A December, min 280*). Members of the F&A Committee discussed the final updates and agreed the version presented (V1.11).

Members discussed an increase in precept of 9.45% required to balance the budget for 2024-2025 and resolved to recommend this increase to the Parish Council. Details of the options modelled can be found on the 'Precept Options' tab of the budget book.

2. Small Grants Awarded

Bushey and District Jazz Band (BADJE) - £50 to support the costs of printing song sheets for attendees of a traditional Christmas community sing along event held at Henderson Hub.

3. Members Attendance - Six Month Rule

If the leave of absence is approved, no further members are at risk of the Six Month Rule until April 2024.

4. Bedmond Sports Pavilion

Work on the Bedmond Sports Pavilion is progressing well. Officers are reviewing progress once a fortnight and have been happy with the standard of work to date. The contractor has confirmed work is on track to complete within the agreed timeframe of mid-February. Post completion, the Works Team manager will undertake the work required to repair a beam in the Home Changing Room. Following that, basic painting work will be scheduled.

To date, no active enquiries have been received from local community based groups regarding leasing of the pavilion. I have spoken with TRDC and obtained a referral to a commercial valuation surveyor who has quoted a minimum of £1500 + VAT to undertake a commercial valuation of the property. If no active local enquiries have been received by 30 March 2024, six months post publication of the expression of interest application, I recommend the Council consider undertaking a commercial valuation with a view to offering the property on a commercial basis to a wider group in 2024-2025.

Isabel Montesdeoca

Chief Officer & Clerk to the Council  
3rd January 2024

<https://alpcouncil.sharepoint.com/sites/ALPCBudgetsMeetingsPlanning/Shared Documents/ALPC Meetings/ALPC Meetings 2023-2024/Clerks Report/Parish Council/ALPC-Clerks-Report-PC-2024-01.docx>