



ALDENHAM PARISH COUNCIL

DRAFT Minutes of the meeting of the **FINANCE & GENERAL PURPOSES** using video conferencing at 4.00pm on Monday 23rd November 2020.

Present: Cllrs M Cherry (Chairman), E Samuelson, J Lefton, C Kilhams, D Lambert & D Wickham. D Wickham.

Officers: P Evans (PCM) & M Duong (Asst Manager).

86. Apologies for absence.

Apologies were received from Cllr S Khawaja.

87. Declarations of interest on any item on the Agenda – None

88. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e)

There were no members of the public present.

89. To approve and adopt the minutes of the meeting held on 23rd November 2020

These minutes were signed by the Cllr M Cherry as true record of that meeting and adopted by the committee.

90. Managers' Report.

This report had been previously circulated and was noted.

91. Chairman's Announcements. – None.

92. To consider the funding for the Radlett Centre.

A report showing the funding of the Radlett Centre had been circulated prior to the meeting. Members asked whether this included the rental of the council offices from the RCT. The PCM was asked to review this and produce an amended paper for the council meeting at the end of the month. As there was a meeting scheduled with representatives of the RCT Board before the council meeting on 25th January, it was agreed not to set the figure at this time. This will form part of the final precept recommendation at the council meeting.

93. To consider budget proposals from all committees for 2021/22 and make a recommendation to the Council for a total precept demand for 2021/22 to Hertsmere Borough Council.

A report had been circulated prior to the meeting. This was a summary of all the requests from the committees of the Council. The report suggested that



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the budget required was £699,735 which was a 1.8% increase in Band D requirement.

As the meeting with the RCT and staffing matters were still to be concluded it was

Resolved;

- a) That the PCM reduces the contingency amount in the proposed budget from £20,000 to £5,000.***
- b) That the PCM produces an amended paper for the council meeting on 25th January 2021 which will reduce the budget by at least 5% from the 2020/21 band 'D' figure.***

94. To receive the internal auditor's interim report.

This report and a covering note regarding the actions already taken had been circulated prior to the meeting. Members discussed the report, in particular the requirement for a councillor to carry out spot check and the bank reconciliation, which had not been possible as the office was closed. It was then

Resolved;

- a) That the council note the report and endorse the actions taken so far.***
- b) That the Asst Manager sends the bank reconciliation to Cllr M Cherry electronically in order that he may carry out the necessary checks.***

95. To review the latest financial statements.

The report covering the period up to the end of November had been circulated prior to the meeting and was noted.

96. To update the Council projects priority list following receipt of the October CiL funds from HertsmereBC.

A report on this matter had been circulated prior to the meeting. Cllr D Lambert updated members on the position of HertsmereBC on the matter. Members were concerned that if funds were not used within the timescale of five years they would need to be returned. The PCM was asked to send out a list showing what funds had been received, when they had been received, when they had to be spent by. In order to ensure that the oldest CiL receipts were used first, these will now be allocated to the Phillimore Rec Improvement project as that was likely to be completed in the next eighteen months. It was then;

Resolved



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- a) That the CiL funding currently allocated to the KGV Access Road project be moved to the Phillimore Rec Improvement Project.**
- b) That the EMR funding currently allocated to the Phillimore Rec Improvement Project be moved to the KGV Access Road project.**
- c) That the £16,631.16 CiL receipts received in October 2020 be allocated to the Phillimore Rec Improvements project.**

97. To consider switching the Councils banking arrangements from Barclays PLC to Unity Trust Bank.

A report on this matter had been circulated prior to the meeting. The PCM referred to the comments of the internal auditor that it was suggested that the Council could improve the integrity of the BACS payment system by switching banks to one where two councillors would separately authorise the payments. He added that very few banks offered this system.

Members discussed how this would work, and also the viability of Unity Trust Bank. Cllr D Lambert stated that this was just the electronic version of what the council used to do when two councillors had to each sign the cheque, and initial the invoice to show they had checked the invoice matched the cheque amount. It was then;

Resolved;

- a) That APC open an account with Unity Bank PLC with the signatories being any two members of the F&GP Committee.**
- b) That the PCM and Assistant Manager are authorised to view the account on line as well as set up payments, but not to authorise them.**
- c) That APC close the Barclays impress and savings accounts and transfer the funds into the Barclays Bank current account prior to switching to Unity Bank.**
- d) That APC invest £100,000 in a one-year bond with United Trust Bank, signatures being any two of Cllrs M Cherry, J Lefton & E Samuelson, with the PCM (P Evans) being able to receive correspondence and view any documentation.**
- e) That the petty cash account is closed and any cash held paid into the current account.**

98. To review and adopt the following policies.

- a) Anti-Bribery.**
- b) Complaints.**
- c) Health & Safety.**
- d) Risks associated with Financial Regulations.**

Resolved to adopt all the above policies subject to the financial regulations being amended to take into account the decisions made in agenda item 12.



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99. Risk.

- a) **To receive the risk report.**
- b) **To confirm that a full risk assessment has been carried out for the year.**

A report covering both items had been circulated prior to the meeting. Members discussed the comments made particularly regarding the website as this had been reported before. The PCM stated that this was a different area of concern, but noted that the new website had taken longer to set up. Members then agreed with the recommendations made in the action plan. It was then:

Resolved

- (i) That the risk assessment for websites and associated action plans be adopted by the Committee.***
- (ii) That this committee confirms that it has carried out a full risk assessment this year, and meets the criteria set by the audit regulations as stated in the Annual Return Part 2.***

The Chairman then moved the following resolution;

That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst matters pertaining to employees of the council or tenders are discussed.

100. To receive the Parish Council Manager report.

This report had been circulated prior to the meeting and was noted.

Next meeting 17th February 2021 – 2.30pm

There being no further business the meeting closed at 4.14pm.

Chairman **Date**