



## ALDENHAM PARISH COUNCIL

DRAFT Minutes of the meeting of the **FINANCE & GENERAL PURPOSES** held at 7.45pm on 14<sup>th</sup> June 2021, in the Radlett Centre, 1 Aldenham Avenue, Radlett.

Present: Cllrs M Cherry (Chairman), E Samuelson, C Kilhams, S Wilson, J Lefton & S Khawaja.

Officers: P Evans (CM) & M Duong (Assistant Manager)

**123. To elect the Chairman for 2021/22.**

Cllr M Cherry was nominated by Cllr J Lefton and seconded by Cllr S Khawaja. There were no other nominations, and as Cllr M Cherry accepted the nomination he was duly elected.

**124. Apologies for absence.**

Apologies were received from Cllrs D Wickham, D Lambert & J Graham.

**125. Declarations of interest on any item on the Agenda – None**

**126. 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.

**127. To approve and adopt the minutes of the meeting held on 12<sup>th</sup> April 2021**

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

**128. To elect a Vice-Chairman for the committee.**

Cllr S Wilson was nominated by Cllr J Lefton and seconded by Cllr E Samuelson. There were no other nominations, and as Cllr S Wilson accepted the nomination he was duly elected.

**129. To review the 'Terms of Reference' for the Committee.**

The 2020/21 version had been circulated prior to the meeting. Members reviewed the proposals and then

***Resolved;***

***a) That the 'Terms of Reference' as proposed by the Council Manager be adopted with the inclusion of a reference point that the committee is responsible for considering CiL Community Grants as well as small grants.***

***b) That a working party is set up consisting of no less than three members who will meet to review all policies held by APC.***



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***c) That a staffing sub-committee is set up, with the 'Terms of Reference' to be considered at the next meeting.***

### **130. Managers' Report.**

This report had been previously circulated and was noted.

### **131. Chairman's Announcements – None.**

### **132. To allocate the CiL funds received in April 2021.**

A report on this matter had been circulated prior to the meeting. Members noted that as the Radlett Neighbourhood Plan had now been adopted by HertsmereBC that as from May APC will receive 25% of all CiL receipts on developments within the plan area. There was a discussion regarding the Phillimore Rec Improvements project before it was;

***Resolved;***

***a) That the £71,239.22 CiL receipts received in April 2021 be allocated to the Phillimore Rec Improvements project.***

***b) That this CiL project is renamed Phillimore Rec Improvements (Phase 1).***

### **133. Financial.**

#### **a) To review the latest financial statements.**

The statements up to end of April had been circulated prior to the meeting. The Assistant Manager pointed out that the £200 credit for Xmas Lights was an accrual not a credit note as stated on the report. Members noted that this report only referred to the first month of the year, and as there were no large differences, this was noted.

#### **b) To agree the bank balances as at 30<sup>th</sup> April 2021.**

A report that included the bank balances and cash books as at 30<sup>th</sup> April and the differences and causes since the last balance produced to the committee as at 28<sup>th</sup> February had been circulated prior to the meeting. There was some discussion regarding the investments and general balances before it was.

***Resolved;***

***(i) That the cash books and balances are agreed and that Cllr M Cherry signs the report accordingly.***

***(ii) That the CM circulates the draft investment strategy which includes considering investing in investments which are for the longer term (five years plus) in order that a decision can be made at the next meeting.***



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***(iii) That the HertsmereBC bond which matures in July is not renewed and held as cash until the September decision is made.***

**c) To vire funds from General Reserves to Tree Management budget for works carried out in 2020/21 but not invoiced until 2021/22.**

The CM explained that in 2020/21 the Open Spaces Committee had agreed to 'appoint Longacre to complete the remaining tree work at a budget of £8,048 to be vired from salaries. Unfortunately, the work wasn't carried out and invoiced in 2020/21. This had not been picked up when the F&GP Committee had discussed the Earmarked Reserves etc. at the meeting in April. It was then

***Resolved that £8,048 is vired from General Reserves to Tree Management Budget.***

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.

**M Duong left the meeting at this point**

**134. To receive the Council Managers Report.**

This report had been circulated prior to the meeting. The CM stayed to answer some general questions but as this related to his contract of employment he left the meeting room whilst the matter was discussed. Members discussed the report and other matters and it was then

***Resolved***

***a) That APC give RCT three months' notice of its intention not to continue providing company secretary services to the RCT.***

***b) That the Council Managers job description is amended to reflect this change, all other terms and conditions will not be affected.***

**Next meeting 13<sup>th</sup> September 2021 – 7.30pm.**

**There being no further business the meeting closed at 8.50pm**

**Chairman ..... Date .....**