



Edmund de Langley  
&  
Isabella de Castilla

# KINGS LANGLEY PARISH COUNCIL

## **MINUTES of the Extraordinary Meeting of the Council held on Tuesday 18<sup>th</sup> June 2019 at the Council Hall, Charter Court, Vicarage Lane, Kings Langley.**

Members present: Cllrs Angiolini, Button (Chair), Collins, De Silva, Hubberstey, Johnson, McLean and Morrish.

Also present: Mr Paul Dunham, Clerk to the Council.

### 1. Apologies for Absence

1.1 Apologies for absence had been received from Cllrs Anderson and Rogers.

### 2. Declarations of Interest

2.1 There were no Declarations of Interest.

### 3. Public Question Time

3.1 There were no members of the public present.

### 4. Accounts & Audit for Financial Year 2018-19:

4.1 Income and Expenditure Statement for the year ended 31<sup>st</sup> March 2019 and the Bank Reconciliation and Balance Sheet as at 31<sup>st</sup> March 2019.

4.1.1 The Clerk provided a brief introduction to the reports including clarification of the meanings of the various columns, which had been raised by Cllr Rogers.

4.1.2 It was proposed, seconded and RESOLVED:

That the audited accounts containing the Income and Expenditure Statement for the year ended 31<sup>st</sup> March 2019 and the Balance Sheet and Bank Reconciliation as at 31<sup>st</sup> March 2019 be approved.

The Chair then signed the and the Balance Sheet. The Bank Reconciliation had previously been approved and signed at the meeting of the 21<sup>st</sup> May 2019.

4.2 Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31<sup>st</sup> March 2019.

4.2.1 It was proposed, seconded and RESOLVED:

To approve the responses to Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31<sup>st</sup> March 2019.

The Chair and the Clerk then signed Section 1.



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4.3 Section 2 (Accounting Statements) of the Annual Return for the year ended 31<sup>st</sup> March 2019.

4.3.1 The Clerk commented that the figures on this statement cross-referenced and agreed to with other various documents presented at this meeting.

4.3.2 It was proposed, seconded and RESOLVED:

To approve the figures entered by the Clerk, as the Responsible Financial Officer, in Section 2 (Accounting Statements) of the Annual Return for year ended 31<sup>st</sup> March 2019.

The Chair and the Clerk (as the Responsible Financial Officer) then signed Section 2.

4.4 Internal Auditor's Report and Recommendations

It was proposed, seconded and RESOLVED:

That the Internal Auditor's report be adopted, and the recommendations be determined, as follows:

No.	Control	Recommendations	KLPC Action
1	Proper Bookkeeping	None	None
2	Standing Orders and Financial Regulations adopted and applied; and Payments controls	I recommend that in relation to the new debit card taken out in the year, enquiries are made with the bank as to whether spending limits can be applied to the card, and the insurers are contacted to ensure that the fidelity guarantee cover applies to debit card expenditure. I recommend that in relation to procurement below the tender threshold in the financial regulations, appropriate reference is made in the minutes to the financial regulations (8.1 re quotes).	Recommendation agreed and accepted, and will be implemented.
3	Risk management arrangements	None	None
4	Budgetary Controls	None	None
5	Income Controls	None	None
6	Petty Cash Procedures	The administrative assistant reconciles petty cash on a monthly basis. I recommend that the clerk evidences his periodic independent counts of the amount of cash in the petty cash tin by signing the relevant monthly schedule.	Recommendation agreed and accepted, and will be implemented.
7	Payroll Controls	None	None



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8	Assets Controls	I recommend that it is good practice for the method of asset valuation adopted (policy) to be formally recorded in the asset register with reference to its last approval by the council.	Recommendation agreed and accepted, and will be implemented.
9	Bank Reconciliation	None	None
10	Year-end procedures	None	None
11	IT Controls	None	None
12	Responsibilities as a trustee	None	None
13	Other tests	None	None

4.5 To agree the dates for the public rights period. These must cover the first 10 working days in July.

4.5.1 The Clerk commented that inclusion this item was a new recommendation from the Hertfordshire Association of Parish and Town Councils. The following were recommended by the Clerk and agreed:

Commencement: Thursday 20<sup>th</sup> June 2019  
End: Wednesday 31<sup>st</sup> July 2019.

4.5.2 This information has to displayed on notice boards and on the Council's website.

4.5 Internal Audit Services.

4.5.1 To consider / appoint Internal Auditors for the current financial year (2019-20).

It was proposed, seconded and RESOLVED:

That Etaerio Ltd be appointed to act as the Parish Council's Internal Auditors for the year ended 31<sup>st</sup> March 2020.

4.6 To consider any other related matters.

4.6.1 None.

## 5 Other Matters

5.1 To agree the appointment of a Parish Plan Working Group, and its members.

5.1.1 Cllr Morrish introduced this item by proposing that four groups be set up to cover the main priority issues identified by the Parish Plan Village Survey, and their suggested memberships, as follows:

- Housing / Planning – to be addressed in the Neighbourhood Plan by the existing Parish Plan team: Cllr Morrish, Andrew Levy, Chris Pichon, James Markham, Eric Martin and John Ingleby. It was noted that Dacorum Borough Council had appointed an officer to manage the Council's application and process, and advise, with whom Cllr Morrish and the Clerk would be meeting the following week. Cllr Morrish also advised that there had been a meeting the previous week



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between the existing Parish Plan team, the Clerk and a potential Neighbourhood Plan consultant.

- Transport / High Street – Cllr McLean and Morrish with James Markham
- Environment – Cllr Button with Andrew Levy and John Ingleby
- Leisure – Cllr Johnson (and possibly Cllr Rogers and Hubberstey) with Chris Pichon and Eric Martin.

5.1.2 These were agreed. Further, it was agreed that there would be a steering group of the team leaders which would report to the Council. Each team would need to have an initial meeting, appoint a leader, perhaps recruit more members / help and begin scoping its vision, objectives and plan, with an aim to report to the Parish Council in September. The Clerk confirmed that the Council hall could be made available,

### 6 Any Other Business (Not Requiring Formal Decision).

6.1 None.

Meeting closed at 8:18pm