

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 11 OCTOBER 2007 at 8.00pm

Present: Cllr Shafe – In the Chair
David Allison – Clerk to the Council
Amanda Taft – Minute Taker

Cllrs Bains, Seeley and Wynne-Jones.

Voting Members 4

Cllr Norman informed he would be late and arrived at 8.33pm increasing voting Members to 5.

In Attendance: Cllrs Birch and Brand.

One member of the public present

FA345/07 Apologies for Absence

Apologies were received from Cllrs Bennett and Jefford.

FA346/07 Declaration of Interests

There were no declarations of interest.

FA347/07 Representations from the Public

There were no representations from members of the public.

FA348/07 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Wynne-Jones that the minutes of the meeting of the Finance & Administration committee held on Thursday 12 July 2007 be approved. The proposal was agreed and the Chairman signed the minutes.

FA349/07 Matters Arising

The Chairman introduced this item and asked the Clerk whether there were any matters he wished to raise. The Clerk explained that due to his hospitalisation, the Finance and Administration meeting of 13 September had to be cancelled and was postponed until 20 September. Unfortunately, this meeting too had to be cancelled due to the Clerk's ill health. It was recommended by a Councillor that in the event of the cancellation of future meetings a notice should be put up on the front office door. The Clerk clarified that cancellation notices are put up on the notice board and in the public library.

FA350/07 Schedule of Payments

The Chairman introduced this item and the Clerk referred Members to the schedule of payments for August, September and October 2007. Clarification was given on several cheques, this information being taken from the invoice file. It was proposed by Cllr Wynne-Jones and seconded by Cllr Seeley that the August, September and October 2007 schedule of payments (copy attached) be approved. The proposal was agreed and the Schedule was duly signed.

FA351/07 S137 Grant Application – Doodletots

The Chairman introduced this item and referred to the paper circulated with the Agenda. The Clerk informed Members that a representative from Doodletots had advised that they would not be attending. A discussion ensued with Members querying the Council's policy on giving grants to community businesses. The Clerk advised that under S137 of the Local Government Act 1972, the Council may incur

expenditure on matters which is in the interest of some residents. Given one of the Council's stated objectives of supporting local businesses, such a grant could therefore be made at Council's discretion.

It was generally regarded that it would be good public relations to give a grant to a new business and that the Council should help to initiate such projects.

It was proposed by Cllr Wynne-Jones and seconded by Cllr Bains that the application for a grant of £740 be referred to Full Council for discussion and ratification, and that a representative of Doodletots be invited to attend that meeting. The proposal was agreed.

FA352/07 Web Site Development

The Chairman introduced this item which was referred from the Full Council meeting of 27 September 2007 under Minute CC444/07 for in depth investigation. The subject had received strong support in favour of allowing £3000 for this project. It was proposed by Cllr Bains and seconded by Cllr Wynne-Jones that the Clerk obtains quotes from three web-site developers (two of whom must have created other Parish Council web-sites) for the costs of creating and the maintenance thereafter of a web-site. The proposal was agreed.

FA353/07 Parish Pump Distribution

The Chairman introduced this item and the Clerk stated that a quote had been obtained from the Watford Observer for the Parish Pump magazine to be delivered with the Watford Free newspaper. The price for delivery of the Parish Pump magazine would be £34.50 per thousand ex VAT making a total of £172.50 ex VAT.

A discussion followed in which the benefit of using the Watford Observer was identified as being a 'one hit on one day' method of delivery.

Some Members felt that the amount of leaflets already included in the Watford Free may lead to the unintentional disposal of the Parish Pump by residents and it would be preferable to distribute it individually. It was also questioned whether each Watford Free newspaper would actually include a Parish Pump magazine.

Some Members considered that at this late stage it would be best to use the Watford Observer to deliver the Parish Pump this time, and in the meantime to try to recruit an individual to arrange delivery of, and then deliver the Parish Pump magazine to Croxley residents for future issues. This was proposed by Cllr Seeley and seconded by Cllr Norman.

A counter proposal was made by Cllr Bains and seconded by Cllr Wynne-Jones that the Clerk advertise for a person who would be willing to arrange the delivery of, and then deliver the Parish Pump magazine before resorting to using the Watford Observer. This proposal was agreed.

FA354/07 Closure

There being no further business, the Chairman closed the meeting at 9.00pm.