

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 12 JUNE 2008 at 8.00pm

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

Cllrs Bains, Hollands (arrived at 8.08pm), C Jefford, Seeley and Shafe

Voting Members: 6

In Attendance: Cllrs Brand and Vassiliou

FA428/08 Apologies for Absence

None

FA429/08 Declaration of Interests

The Chairman stated that declarations of interest may be made throughout the meeting if necessary.

FA430/08 Representations from the Public

There were no representations from the public.

FA431/08 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Bains that the Minutes of the meeting held on 8 May 2008 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA432/08 Matters Arising

FA426/08 (Monthly Accounts), the Clerk was asked why the old Schedule of Payments format is not used to present the accounts to which the Clerk replied that that style had been changed to the new format as the modern approach to dealing with this, and it has been like this for some time. The Chairman added that this matter had been discussed and that this is the way all Councils should present their accounts.

Also, part of the above Minute stated:

“The Clerk mentioned that after the previous meeting, where comments had been made that the accounts are not available until the night of the meeting he had given this matter some consideration. He continued by informing those present that if the accounts were to be discussed at Council, the bank statement would have been received in plenty of time to enable the accounts to be prepared and circulated with the agenda. The Chairman suggested that this be placed on the Agenda for the next Finance and Administration meeting for further discussion.”

The Clerk stated that the reason this was not on the agenda is because a background paper needs to be prepared but he hoped that the Monthly Accounts could eventually be discussed at the Council meeting. This would ensure that there would be time for the monthly Management Accounts to be circulated with the Agenda and give Cllrs the opportunity to study them at their leisure. The Chairman was in agreement with this way forward adding that the Finance and Administration meeting may become obsolete for dealing with the accounts. It was asked if the Finance and Administration meeting could be held later in the month to which the Clerk replied that currently Standing Orders dictate the regularity of meetings.

FA433/08 Monthly Accounts

The Chairman introduced this item and the Clerk referred Members to the Monthly Management Accounts Report for month 2 (May 2008). The Clerk explained the format of the report, in which the first page is a summary by Committee and this is followed by the detailed report. He then gave an explanation of each expenditure item. The Clerk pointed out an error to Members in that the Groundwork Salaries and Wages had been included in General Administration Salaries and Wages but that this would be rectified.

It was proposed by Cllr Jefford and seconded by Cllr Bains that the Management Accounts be approved, and the proposal was agreed and duly signed by the Chairman.

*[Post meeting note: the re-coding has been undertaken]*

FA434/08 Closure

There being no further business, the Chairman closed the meeting at 8.30pm.