

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 8 DECEMBER 2011

Present: Cllr Bennett – In the Chair David Allison – Clerk to the Council

Cllrs Jordan, Shafe and Wynne-Jones

Voting Members: 4

In Attendance: Cllr Ridley

Public: 0

The Chairman opened the meeting and it was proposed that under Standing Order 9.1.6 the Order of Business be altered to take Agenda items FA776/11 and FA777/11 after item FA774/11. The proposal was agreed.

FA769/11 Apologies for Absence

Apologies had been received from Cllrs Dann and Seeley.

FA770/11 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

FA771/11 Representations from the Public

There were no representations made.

FA772/11 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 10 November 2011 be approved and be signed by the Chairman.

FA773/11 Matters Arising

A query was raised about the extent of reporting discussion from the last meeting but it was pointed out that the Minutes are not intended to be verbatim and there was no action or resolution resulting from the discussion.

FA774/11 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts. Cllrs asked for clarification on some items of expenditure for month 8 (November) and this was provided by the Clerk.

Resolved:

- That the Management Accounts for month 8 (November) be approved and be signed by the Chairman.

Agenda items FA776/11 and FA777/11 were taken before FA775/11 as set out above.

FA776/11 Display of Police Beat Surgeries

The Chairman introduced this item and asked Cllr Ridley to elaborate. Cllr Ridley referred to his supporting paper and that information about Police Beat Surgeries should be circulated by the Parish Council to other organisations and groups within

Croxley Green so that as many members of the public are aware that the surgeries are taking place.

It was pointed out that it was not the responsibility of the Parish Council to contact such organisations and groups about distribution and circulation of information from the third parties, in this instance from the Police. It was considered that the notification of beat surgeries should be undertaken by the Police themselves and indeed would be a good opportunity for the Croxley Green Police Community Support Officers of making themselves known to these groups when advising of forthcoming beat surgeries.

As far as posting the Beat Surgeries on the Parish Council's web site, this would be done once information has been received from the Police as when they are to be held.

Resolved:

- No further action required.

FA777/11

Outside of Hours Events

The Chairman introduced this item and asked Cllr Ridley to elaborate. Cllr Ridley referred to his supporting paper and that Council run events should be posted on the Council's web site at least 3 months in advance of the event. Cllr Ridley stated also that there should be feed back following the events.

It was pointed out that there needs to be caution in establishing set timings on matters such as this as without intent confusion could be caused. As an example it was sited that if the New Years Eve Firework display was promoted 3 months in advance, there could be a potential of misinterpretation that the fireworks would be on Bonfire Night.

As far as a proposed standard letter for circulation to local businesses seeking donations of prizes at Council events, it was stated that seeking donations would normally be expected by the Councillor who is organising the event and that this is a much more personal way of achieving this.

It was pointed out as far as feed back is concerned that each year the Council's holds its Annual Parish Meeting at which the Chairman and Chairmen of Committees provide a full resume of the activities undertaken during the year. It was also stated that updates about events that have been held are published in the next available edition of the Parish Magazine, The Pump.

It was generally agreed that there needs to be a better flow of information but this can be achieved through email and other means rather than spending valuable meeting time on such matters.

Resolved:

- No further action required.

Cllr Ridley left the meeting at 8.46pm.

FA775/11

Budgets 2012/13

The Chairman in introduced this item and asked the Clerk to elaborate. The Clerk stated that we would be working from version 4 dated 25 November of the Budget Schedule though some minor changes have been made following the Environment & Amenity Committee meeting earlier in the week which has reduced the draft Precept by about £2,000.

The Clerk explained that most of the draft budget in Cost Centres 101 and 103 related to the operational aspects of the Council and that it included funding for the Police Community Support Officers (£28,500) which had previously been debated for inclusion at a previous Council meeting.

The Clerk confirmed that £5,500 had been added to Subscriptions (Cost Centre 102) for the potential subscription to the Croxley Green Society.

Under Cost Centre 107, the Clerk reported that a figure of £9,600 was included in relation to the Agreement with Croxley Green Community Association (CGCA) concerning the Village Hall. The Clerk also reported that the CGCA had also included in their Revenue Budget submission a request for funding (£5,000) towards the cost of commissioning architects for a possible extension on the building for disabled toilet facilities and extension to the kitchen. The Committee debated this matter at length.

Resolved:

- That further information be sought from the Community Association, to include a copy of their accounts, usage of the Village Hall and a report on the dispersal of the Membership Grant provided in 2011;
- That no changes be made at this stage to the F&A Budget (v4 dated 25 November) pending further information.

FA778/11

Closure

There being no further business, the Chairman closed the meeting at 9.19pm.