

Tel: 01923 710250  
Fax: 01923 896425  
info@croxleygreen-pc.gov.uk  
www.croxleygreen-pc.gov.uk



Community Way  
Croxley Green  
Rickmansworth  
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 9 JUNE 2016 at 8.00pm

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

Cllrs Gallagher, Greenman, Hollands and Wynne-Jones.

Voting Members: 5

FA1169/16 Apologies for Absence

Apologies had been received from Cllr Bains.

FA1170/16 Declaration of Interests

There were no declarations to note.

FA1171/16 Representations from the Public

There were no members of the public present.

FA1172/16 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 19 May 2016 be approved and be signed by the Chairman.

FA1173/16 Matters Arising

FA1168/16 Monthly Accounts, 4621/211 Ponds (-£1,000). A Cllr raised the matter of the Little Green Lane Pond restoration project but the Clerk reminded the Cllr that this had been discussed at the Environment and Amenity Committee two days previously so he was already up to speed on the matter.

FA4037/103 Grounds Maintenance (£192). A Cllr commented that the Flowers 4 Croxley barrels and planting looked very good.

FA1174/16 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk brought Members attention to:

4025/101 Insurance (£3,816) – this relates to the Council's main insurance policy which includes Public and Employers Liability. The Clerk clarified that it does not include vehicle insurance which are insured elsewhere.

4027/101 Computer Software & IT (£264) – this related to the purchase of a Cllr@ email address for Cllr Brand, renewal of the Council's domain name and broadband charges.

Account Code 4033/102 Parish Pump (£1,225) – this relates to the printing of the magazine. A Cllr commented that it was an excellent Edition and requested a formal thanks from the Committee to Cllr Gallagher and the Clerk in producing it. Thanks were also expressed to all those who contributed to the content.

4201/102 Chairman's Discretion Budget (£150) – this relates to the installation of the defibrillator at the Council's office. It was reported that this has been registered with the East of England Ambulance Service.

4006/103 Protective Clothing (£192) – this relates to protective clothing for the new Ranger.

4008/103 Training (£655) – this relates to trailer training for the new Ranger in order to add this to his current driving licence. The Clerk reported that the Ranger had successfully passed the test. The Committee wished to express their congratulations to him in passing.

4037/103 Grounds Maintenance (£79) – this relates to purchasing compost and flowers for the ‘Welcome to Croxley Green’ signs which are maintained directly by the Parish Council rather than through the Flowers4Croxley volunteer group given their close proximity to the highways.

4072/103 Maintenance – Ride on mower (£183) – this relates to the purchase of a new tyre and inner tube for the Kubota and also the purchase of three cutting blades.

4965/399 Community/Neighbourhood Plan (£2,980) – this relates to the printing of 300 copies of the Neighbourhood Plan for consultative distribution purposes. The Clerk pointed out that the cost of printing was cheaper and to a better standard of finish and binding to that which had been offered by TRDC. Other quotes had been sought but were higher than the selected company.

On a general point a Cllr asked about reserves for equipment replacement. The Clerk advised that indeed monies were put aside each year to replace the tractor, Kubota and other equipment. The Clerk continued that the Council should look again at an asset replacement policy as the equipment is aging and the part exchange value is deteriorating. The Clerk added that the Policy should be along the lines of when there is 50% of the value remaining in the asset and the other 50% had been put into reserves, the asset should be replaced as an administrative function given that Council would have already agreed the policy and the funding for the replacement(s) would have also been shown in the Council’s annual budget which again would have been approved. The Clerk added that this would be a similar approach taken elsewhere by other Councils.

There were no other comments regarding the monthly accounts.

**Resolved:**

- That the Management Accounts for Month 2 (May) be signed by the Chairman;
- That the Schedule of Payments for Month 2 be approved and signed.

FA1175/16

S145 Grant Application

The Chairman introduced this item and referred Members to the Grant application that had been received on behalf of residents in Yorke Road for a street party on Saturday 11 June for the Queen’s 90<sup>th</sup> birthday.

Members noted that there were no members of the public present to promote their application.

It was explained that the applicant had brought the application into the office on 26 April and it was explained to him at the time that due to the fact there is no Council meeting in May and the Agenda had already been issued for the meeting on 28 April, the Council would not be able to ratify any recommendation from the Finance and Administration Committee until its meeting on 30 June which would be after the event had taken place.

Members discussed the application and subject to the production of accounts and/or receipts for the Grant amount it was agreed to recommend the Grant for ratification at the next Council meeting.

**Resolved:**

- That subject to the production of accounts and/or receipts for the Grant amount it is recommended to Council that a Grant of £100 is made to “Yorke Road Residents”, the applicant.

FA1176/16

Closure

There being no further business, the Chairman closed the meeting at 8.44pm.