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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 9 MARCH 2017 at 8.00pm

Present: Cllr Mitchell – In the Chair
David Allison – Clerk to the Council
Ryan Bennett – Administrative Assistant
Cllrs Bains, Edmunds, Gallagher & Hollands.
Voting Members: 5
In Attendance: Cllrs Montague & Saxon.

FA1234/17 Apologies for Absence
Apologies had been received from Cllr Wynne-Jones.

FA1235/17 Declaration of Interests
The Chairman recommended that any declarations be made at the time.

FA1236/17 Representations from the Public
There were no representations made.

FA1237/17 Minutes
A councillor requested that the following be added to the minutes of February 9 under agenda item FA1232/17, (below 4618/211 Dog Show). "A councillor requested that in future where there was a significant difference in the percentage expenditure, the Clerk would, in future, provide an explanation".

Resolved:

- That the amended Minutes of the meeting held on Thursday 9 February 2017 be approved and be signed by the Chairman

FA1238/17 Matters Arising
There were no matters arising.

FA1239/17 Monthly Accounts
The Chairman introduced this item and asked the Clerk to elaborate.
The Clerk brought Members attention to:
4001/101 Salaries (£27,482) – This relates to a payment made to Watford Borough Council for salaries from October 2016 to January 2017.
4027/101 Computer Software & IT (£213) – Payment of £182 to Parish Online for the Council's mapping software and £31 payment to Domain Monster for the creation of three new Cllr e-mail accounts.
4036/103 Property Maintenance (£480) – This payment relates to the replacement of the Gentlemen's toilet floor.
4620/211 Bird Boxes (£21) – This refers to the purchase of linseed oil and sandpaper for the bird boxes.

Resolved:

- That the Management Accounts for Month 11 be signed by the Chairman.

- That the Schedule of Payments for Month 11 be approved and signed by the Chairman.
- That the payments listed on the Schedule of Payments for Month 12, March 2017, be approved and signed.
- That a summary sheet for the Month 11 accounts be produced and included with the minutes – see attached.

FA1240/17

Creation of a Working Party to look into the renewal of the Parish Council Building

The Chairman introduced this item and asked Cllr Saxon to elaborate.

Cllr Saxon informed Members that the Parish Council building was now nearly 24 years old; past its original life span and that the costs to maintain the building are only going to increase year on year.

Cllr Saxon told Members that the £5000 that would be taken from reserves would be used to liaise with Architects to draw up some plans for a replacement of the Council building; pay any costs that were needed to submit plans to Three River's District Council and to source quotes from building companies.

A Cllr noted that the initial £5000 figure may be a bit light to achieve what Cllr Saxon was aiming to do.

A Cllr then asked that he would like to see other councillors also involved in the process. Cllr Saxon let members know that he would indeed be consulting all relevant parties to find out what they would like from the new building. Cllr Saxon also noted that all councillors were entitled to put themselves forwards for inclusion on the potential working party.

Resolved:

- A working party be established with the brief to look into the renewal of the Parish Council Building on the site of the present building.
- A figure of £5000 be taken from reserves and placed as a budget item for this working group with the intention of it being spent on the professional services of an architect to draw up plans (based on research from present Councillors, The Clerk, and Staff) for a new Parish Council building ready for submission to Three Rivers District Council planning committee.
- That this working party should report back to Council with its proposals in time for the precept and budget considerations for 2018/2019. (i.e. October this year)

FA1241/17

Closure

There being no further business, the Chairman closed the meeting at 8:33pm