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Community Way  
Croxley Green  
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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD Online using ZOOM secure video conference  
ON THURSDAY 17 DECEMBER 2020 at 8:00 PM

Present: Cllr Gallagher – In the Chair  
Ryan Bennett – Clerk to the Council  
Amanda Gardiner - Administrative Officer  
James Townley – Grounds Maintenance Manager

Present: Cllrs Benner, Cole, Mitchell, Montague, Tobin and Walker

Voting Members: 7

Members of the Public: 0

**FA1546/20** **Apologies for Absence**

Apologies were received from Cllr Kyriakou.

**FA1547/20** **Declaration of Interests**

Members were invited to declare interests as appropriate during the course of the meeting.

**FA1548/20** **Representations from the Public**

No representations were made.

**FA1549/20** **Minutes**

The Minutes under review for this meeting were those of Thursday 29 October 2020.

**Resolved:**

- That the Minutes of the meeting held on Thursday 29 October 2020 are approved and signed by the Chairman.

**FA1550/20** **Matters Arising**

The Clerk updated Members on Grant Applications – Croxley Green and Chorleywood First Responders have been informed that the resubmission of their grant application has been delayed until 2021, so it can be considered alongside grant applications from residents' ideas.

**FA1551/20** **Monthly Accounts**

The Clerk brought Member's attention to the following payments for the previous months:

**Month 6 (September)**

Members reviewed the List of Payments for Month 6 that had not been circulated with the 29 October 2020 Agenda.

*[Cllr Mitchell joined the meeting at 8:24pm, after presenting at the TRDC Planning Committee meeting.]*

**Month 7 (October)**

4008/101 – Training (£60) HAPTC New Councillor Training for Cllrs Crabtree and Hughes.

4017/101 – Health & Safety (£218) cost of outdoor/indoor free standing automatic hand sanitizer.

4027/101 – Computer Software & IT (£705) regular monthly software costs plus annual license for Parish Online mapping software used by the office.

4640/211 – Volunteer Litter Pick (£269) cost of hoops to hold litter bags for community litter pick event.

1091/399 – Community Infrastructure Levy £3,182 income received from the Community Infrastructure Levy fund.

**Month 8 (November)**

4008/101 – Training (£350) deposit for the Clerk to attend SLCC Community Governance course.

4021/101 – Telephone & Fax £134 credit from Onecom (new phone/broadband provider) to cover the early termination costs of cancelling BT contract.

4036/101 – Property Maintenance (£250) cost of annual service for the office and depot alarm system.

4406/202 – Equipment Purchased (£225) cost of battery powered angle grinder.

4610/211 – Events – Fireworks on Green £250 refund of deposit paid to yahire for barriers for NYE Fireworks.

4640/211 – Volunteer Litter Pick (£251) cost of litter pick sticks, bags and gloves for community litter pick event.

4932/299 – CAP E&A – War Memorial Refur (£725) cost of cleaning the war memorial.

Cllr Walker declared a pecuniary interest and did not vote.

**Resolved:**

- That the Management Accounts for Month 7 (October) and Month 8 (November) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 6 (September), Month 7 (October) and Month 8 (November) be approved and signed by the Chairman.

**FA1552/20**

**Vehicle Replacement**

The Grounds Maintenance Manager introduced the paper on vehicle replacement and elaborated on the research that had been completed to compare several vehicles. The Grounds Maintenance Manager recommended the Toyota Hilux as a suitable replacement vehicle, as it meets the needs of the grounds maintenance team, is the most dependable of those looked at and should require less maintenance over its lifespan. Members discussed options to purchase or lease the vehicle, estimated fuel costs and the reliability of the Toyota vehicles.

**Resolved:**

- To bring forward the replacement of the works vehicle to 2021.
- That the Council purchases a single cab Toyota Hilux Active Pick-Up at an approximate cost of £22,478. (Multiple up to date quotes will be presented to full Council Meeting on 28 January 2021.)

**FA1553/20**      **Watford & Three Rivers Trust Funding Fair 2021**

The Chairman introduced the paper on the Watford & Three Rivers Trust Funding Fair 2021. Members discussed options to ensure that requests for funding are aligned with the core objective of enhancing the well-being of residents of Croxley Green. Cllrs Gallagher, Cole, Mitchell, and the Clerk expressed an interest in presenting at the funding fair. Recommendation 2 to “nominate an officer, or a Councillor, to attend and speak on behalf of the Council” is withdrawn.

**Resolved:**

- That the Clerk consults with other Parish Councils to determine a common approach.
- That Recommendation 2 to “nominate an officer, or a Councillor, to attend and speak on behalf of the Council” is withdrawn

**FA1554/20**      **Budget 2021/22**

The Clerk updated Members on the annual budget proposals for the financial year 1 April 2021 to 31 March 2022 and referred to the Budget Schedule CGPC 2021-22 Budget Draft v1 that had been circulated to all Councillors.

A councillor suggested that the parish precept should be the same for 2021/22 as 2020/21, the difference to be covered by a transfer from general reserves.

**FA1555/20**      **Closure**

There being no further business the Chairman closed the meeting at 9.16 pm