

01923 710250
@croxleygreenpc
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
HELD Online using ZOOM secure video conference
ON THURSDAY 25 JUNE 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 (8.30), Montague, Tobin and Walker

Voting Members: 7

Members of the Public: 0

FA1508/20 **Apologies for Absence**

Apologies were received from Cllr Kyriakou.

FA1509/20 **Declaration of Interests**

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

FA1510/20 **Representations from the Public**

Written representation received from Malvern Way School relating to FA1514/20. Malvern Way School is seeking a small grant to replace the wooden raised growing beds that are in disrepair and falling apart. The grant will enable them to purchase wood to build new raised beds and the children will be able to continue to grow and harvest vegetables over the coming months.

FA1511/20 **Minutes**

The Minutes under review for this meeting were those of Thursday 30 April 2020.

Resolved:

- That the Minutes of the meeting held on Thursday 30 April 2020 are approved and signed by the Chairman.

FA1512/20 **Matters Arising**

There were no matters arising.

FA1513/20 **Monthly Accounts**

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

Month 12 (March)

This was discussed at the previous meeting of the committee. Agenda item FA1504/20.

Month 1 (April)

1076/101 – Precept (£159,495) – 50% of 2020/2021 precept received from Three Rivers District Council.

4008/101 – Training (£99) – cost of ILCA – The Introduction to Local Council

Administration online learning course attended by Administrative Officer.

4014/101 – Light & Heat (-£820) – accrual of costs billed but not collected by Direct Debit.

4008/103 – Training (£99) – cost of ILCA – The Introduction to Local Council Administration online learning course attended by Grounds Maintenance Manager.

1091/399 – Community Infrastructure Levy (£215) – payment received from Three Rivers District Council from Community Infrastructure Levy funding.

Month 2 (May)

4008/101 – Training (£45) – cost of Clerk Introduction course delivered by Zoom for Administrative Officer.

4260/107 – Community Hall Membership (£9,625) – cost of village hall for next 12 months.

4631/211 – Home & Produce Show (£1,500) – cost of bursary for Home & Produce Show.

4976/299 – Defibrillators (Maint.) (£402) – cost of servicing defibrillators, replacing pads and sign for recently installed defibrillator on Byewaters.

4987/399 – Face coverings (£100) – cost of producing 50 face coverings.

Resolved:

- That the Management Accounts for Month 12 (March), Month 1 (April) and Month 2 (May) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 12 (March), Month 1 (April) and Month 2 (May) be approved and signed by the Chairman.

FA1514/20

Grant Application from Malvern Way School

Members discussed the grant application from Malvern Way School for funding to build raised garden beds to enable children to continue their understanding of growing and science studies. Members suggested that Croxley Green Parish Rangers could assist in building the raised beds.

Resolved

- That a grant of £250 be paid to Malvern Way School.

FA1515/20

Installation of Bench at Sycamore Road / Valley Walk

The Clerk introduced the topic of installing a bench on the green space between Sycamore Road and Valley Walk. Members agreed that the installation of bench would provide a useful resting spot for all residents.

Resolved

- That £700 is allocated to purchase the bench and any additional materials for installation.
- That Community Infrastructure Levy (CIL) funding be used to purchase the bench.
- That the Council establishes if there are other areas of Croxley Green where a bench would be of benefit.

[Cllr Mitchell joined the meeting at this point – between 7:30 and 8:30 pm he attended the TRDC Planning Committee to represent the Parish Council's

objection to development of Grove Court]

FA1516/20 **Purchase of a Bicycle for Use by Council Staff**

The Grounds Maintenance Manager introduced the topic of purchasing a bicycle for use by Council Staff. A bicycle would enable the Grounds Maintenance Team to continue practicing social distancing measures whilst still being able to access areas of Croxley Green, inspect footpaths and visit sites that have been reported as having issues by residents and councillors without adding unnecessary mileage and fuel wastage to the works utility vehicle. Councillors discussed the merits of cargo and electric bikes, but they were ruled out as too expensive. Councillors recommended that the bicycle should be of a type suitable to tow a light trailer to allow that as a future option.

Resolved

- That a bicycle, with additional council branding added, be purchased up to a total cost of £500, for staff use when travelling around the parish.

FA1517/20 **Carer's Allowance**

The Clerk gave a verbal update on the topic of a carer's allowance. The Clerk has reviewed allowance guidance provided by NALC and researched allowances provided by other Parish Councils. Parish Councils are not able to instigate a specific allowance targeted to a specific audience so if an allowance is granted it must be available to all councillors. If Members decided to offer an allowance, Croxley Green Parish Council would need to present a request for the allowance to the Three Rivers District Council Independent Remuneration Panel. The Clerk informed members that to take this matter forward another paper would need to be brought back to F&A Committee.

FA1518/20 **Council Standing Orders**

The Clerk gave a verbal update on the topic of Council Standing Orders and the response received from Councillors. Cllr Benner requested gender neutral language be included where possible to promote inclusivity. The Clerk confirmed that where possible gender-neutral language will be used, but that Chairman cannot be changed as it is listed in the Local Government Act 1972 as a role.

FA1519/20 **Interim Final Report from the Coronavirus Strategy Working Group**

Cllr Cole provided an update from the Coronavirus Strategy Working Group to recommend to Council a new strategy which is based on the overarching premise that the Council's key purpose is to enhance the wellbeing of Croxley Green residents.

Resolved

- That a recommendation be made from this committee to Council that the Draft Strategy is adopted.

FA1520/20 **Communicating with the Public**

Cllr Gallagher introduced the topic of communicating with the public and that as a consequence of COVID-19 the Annual Parish Meeting was postponed and no members of the public have observed or attended Council Meetings run on zoom. Cllrs discussed content and options to engage with the residents of Croxley Green.

Resolved

- That the Council prepares and distributes an A3 Z-fold printed leaflet to all residents.

- That the leaflet is distributed by Councillors and members of staff.
- That a review takes place by the F&A committee after the leaflet has been distributed to decide whether to distribute a newsletter / leaflet to all households 4 times per year.

FA1521/20

Closure

There being no further business the Chairman closed the meeting at 9.03 pm