

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 10 DECEMBER 2009

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

Cllrs Bains, Bennett, Martin and Norman

Voting Members: 5

In Attendance: Cllr Saxon

Public: 3

FA559/09 Apologies for Absence

Apologies were received from Cllr Shafe

FA560/09 Declaration of Interests

There were no declarations of interest.

FA561/09 Representations from the Public

A member of the public gave representations in support of the proposed budget item for 2010/2011 for a S137 Grant to the Flowers 4 Croxley Group.

FA562/09 Minutes

It was proposed by Cllr Norman and seconded by Cllr Martin that the Minutes of the meeting held on Thursday 12 November 2009 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA563/09 Matters Arising

FA551/09 – Monthly Accounts (Mth 7). The Clerk advised that in regard to the necessary changes to the budget column for the monthly accounts a meeting has been arranged with the Council's accountants for Monday 21 December 2009.

FA551/09 – Monthly Accounts (Mth 7), Acct Code 4610/211 Events, Fireworks – the point about the payment of £4,600 for the 2008 firework display was discussed again and the Clerk advised that he will raise the matter of future accruals with the Council's accountants at the end of closure of accounts for 2009. The Clerk continued that the Council's accounts system is principally invoice driven and not order placed driven.

FA564/09 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 8 (November 2009) which were circulated at the meeting.

The Clerk gave Members an overview of the monthly expenditure for month 8. The Clerk was asked about the expenditure under account code 4037/103 (£174) which the Clerks advised related in the main to the purchase of rock salt to fill the salt bins. A Councillor asked whether there was any funding available from Highways or any grant for this. The Clerk advised that he would look into this for the future.

A Councillor noted that the Committee Summary details were not with the monthly accounts as it just showed the detailed expenditure of each Committee. The Clerk advised he would circulate the Summary sheet with the Minutes of the meeting.

It was proposed by Cllr Norman and seconded by Cllr Bains that the Management Accounts for Month 8 (November 2009) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA565/09 Budget 2010/2011 and beyond

The Chairman introduced this item and the Clerk circulated a draft dated 9 December 2009 Version 3.

The Clerk then went through all detail highlighting a number a number of items:

4036/103 Property Maintenance – The Clerk advised that £1,100 had been included to purchase and install an electric roller shutter on the side entrance to the Depot. The Clerk added that this proposal was intended to strengthen security. It was agreed that this sum should be placed in the General Administration budget 4036/101.

4711/107 Flowers 4 Croxley – It was pointed out that there was a budget proposal for £2,000 as a S137 Grant to Flowers 4 Croxley.

Community Hall Membership Grant – The Clerk pointed out that the Grant of £9,600 represented the update Electoral Role Register.

Cost Centre 199 Depot Extension (Stage1) – The Clerk stated that a provisional sum of £5,500 has been included to undertake preparation of plans to extend the depot with a fourth bay, mezzanine floor and staircases to the loft space. The actual building works would not take place until 2011/12 or 2012/13 subject to funding. The Clerk added that the Depot was extremely tight for the equipment the Council currently has and results in equipment having to be moved to get at other equipment which is time consuming. Proper access to the loft space which is not used would provide storage which is extremely short in the admin block and with careful design could also facilitate as a back up to the admin block for running the Council's business.

The Clerk finished by advising that the budget schedules would be updated and circulated to Members only to facilitate discussions at the Council meeting on 17 December.

FA566/09 Closure

There being no further business, the Chairman closed the meeting at 9.13pm.