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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 10 NOVEMBER 2016 at 8.00pm

Present: Cllr Mitchell – In the Chair  
David Allison – Clerk to the Council  
Ryan Bennett – Minute Taker  
Cllrs Gallagher & Wynne-Jones.  
Voting Members: 3  
In Attendance: Cllr Saxon

The Clerk raised a point of order, under Standing Order 9.1.14, that the members consider a report and recommends that the Parish Council establishes a Facebook page and introduces the Social Media Policy.

This was agreed and added to the agenda under item FA1207A/16.

FA1202/16 Apologies for Absence

Apologies had been received from Cllrs Bains & Hollands.

FA1203/16 Declaration of Interests

The Chairman recommended that any declarations be made at the time.

FA1204/16 Representations from the Public

There were no representations made.

FA1205/16 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 13 October 2016 be approved and be signed by the Chairman

FA1206/16 Matters Arising

There were no matters arising.

FA11207/16 Monthly Accounts

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

The Clerk brought Members attention to:

4020/101 Misc. Establishment Costs (£20) – this relates to the purchase of chilled drinking water for the Council office and income from the collection made for the previous Administrative Assistant.

4027/101 Computer Software & IT (£69) – this relates to the upgrade of the risk assessment software to make it compatible with Windows 10.

4036/101 Property Maintenance (£187) – this relates to the annual service of the Council office alarm systems.

1080/101 Misc. Income (£2139) – it was pointed out that this was a miscoding and should be 1083/101 and represented the second, and final, payment of the Grant from TRDC.

4024/102/ Subscriptions & Publications (£35) – this relates to a subscription made to the Countryside Management Association for the Senior Ranger.

4008/103 Training (£290) – this relates to a payment to St. Johns Ambulance for a three day first aid course to be undertaken by one of the Rangers.

4018/103 Refuse/Green Waste Disposal (£20) – relates to a payment to West London Composting.

4046/103 Equipment Purchased (£26) – refers to the purchase of a NATO standard fuel can and chainsaw files.

4070/103 Maintenance – LS08 WCP (£155) – relates to the maintenance work carried out on the Land Rover after gas struts mounting failure for the rear window.

4702/302 Community Bus (£1170) – relates to two months' worth of payments to the community bus contractor.

1091/399 Community Infrastructure Levy (£4104) – relates to income received from TRDC in regards to the Community Infrastructure Levy. This has been placed in earmarked reserves.

**Resolved:**

- That the Management Accounts for Month 7 be signed by the Chairman.
- That the Schedule of Payments for Month 7 be approved and signed by the Chairman.

FA1207A/16

Facebook Account & Social Media Policy

This item was included under Standing Order 9.1.14 (to consider a report and/or recommendations made by a committee or subcommittee or an employee).

The Chairman introduced this item and asked the Administrative Assistant to elaborate. The Administrative Assistant gave a presentation to the members on the current social media use of the Council and how he and the Clerk intend to increase the Council's digital presence. This would be achieved through an increase in use of the Council's Twitter account, the establishing of a specific Rangers Twitter account and the creation of a CGPC Facebook page.

There was a discussion on the draft Social Media Policy prepared by the Administrative Assistant.

**Resolved:**

- That the committee make a recommendation to Council for the creation of a Ranger's Twitter account and a CGPC Facebook page.
- That the draft Social Media Policy be taken to Council for further discussion.

FA1208/16

Budgets 2017/18

The Chairman introduced this item and referred to the draft budget circulated with the Agenda. It was pointed out that the figures presented are provisional draft figures and represented a 'status quo' position from the current year and that the figures would need refining and amending throughout the budget process.

The Clerk commented that the average Band D tax base that is provided by Three Rivers District Council will not be known until 13 December and the effect of this would be taken into account at that time.

The Clerk informed the committee that five budget proposals had been submitted from councillors so far, and urged members to submit proposals as soon as possible.

FA1209/16

Closure

There being no further business, the Chairman closed the meeting at 9:19pm.