

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 11 FEBRUARY 2010

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

Cllrs Bains, Bennett, Martin, Norman and Shafe

Voting Members: 6

In Attendance: Cllr Seeley

Public: None

FA575/10 Apologies for Absence

There were no apologies received.

FA576/10 Declaration of Interests

There were no declarations of interest.

FA577/10 Representations from the Public

There were no members of public present.

FA578/10 Minutes

It was proposed by Cllr Norman and seconded by Cllr Shafe that the Minutes of the meeting held on 14 January 2010 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA579/10 Matters Arising

There were no matters arising.

FA580/10 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 10 (January 2010) which was circulated at the meeting.

The Clerk gave Members an overview of the monthly expenditure. In particular, the Clerk drew attention to the fact that following the fire equipment inspection, a CO₂ extinguisher was identified as 'life expired' and was accordingly replaced (Accts Code 4017/101). In addition, as part of ongoing maintenance for the Council's property a new flag was required as the existing flag was very frayed at the edges and falling apart. The Clerk added that under Accts Code 4046/103 new climbing equipment was required both for the new Ranger and to replace equipment stolen. Under Accts Code 4936/299, the Clerk pointed out that there was a miscoding for contracted expenditure for the PCSO's and that this would be recoded into the correct account.

The matter of the expenditure on 2008 fireworks was raised again whereby it had been accounted for in the current financial year upon the receipt of the invoice. The Clerk referred to the Minutes of the last meeting and reiterated that the matter was being taken up with our accountants.

There being no further queries on the accounts, it was proposed by Cllr Norman and seconded by Cllr Martin that the Management Accounts for Month 10 (January 2010) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA581/10 Policies

The Chairman introduced this item explaining that she was anxious that given the recent inclement weather conditions, the Council should have a more formal policy to address this matter and this was also true of endeavouring to formalise other administrative procedures.

FA581.1/10 Adverse Weather Conditions Working Arrangements

Members gave general support for this policy although further work was required on its content. It was proposed by Cllr Bains and seconded by Cllr Shafe that the draft policy be put forward to Council. The proposal was agreed. It was further requested that the Clerk would circulate a copy of the Policy by email for Members to further review and to send comments to the Clerk prior to the Council meeting.

FA581.2/10 Working Alone Policy

Members gave general support for this policy although further work was required on its content. It was agreed that the Clerk would circulate a copy of the Policy by email for Members of the Finance and Administration Committee to further review and to send comments to the Clerk prior to the next meeting.

FA581.3/10 Working from Home Policy

Following a discussion, it was agreed that the Clerk would circulate a copy of the Policy by email for Members of the Finance and Administration Committee to further review and to send comments to the Clerk prior to the next meeting.

FA581.4/10 Staff Confidentiality Agreement

Following a discussion, it was proposed by Cllr Bennett and seconded by Cllr Norman that the policy be modified to the effect that all information within the office environment should be considered as confidential and subject to this change, the policy should be referred to Council for adoption. The proposal was agreed.

FA582/10 Closure

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