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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 11 JANUARY 2018

Present: Cllr Hollands – In the Chair  
David Allison - Clerk  
Ryan Bennett – Administrative Assistant

Present: Cllrs Cole, Edmunds, Gallagher & Mitchell.

Voting Members: 5

FA1316/18 Apologies for Absence

Apologies were received from Cllr Saxon.

FA1317/18 Declaration of Interests

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

FA1318/18 Representations from the Public

No representations were made.

FA1319/18 Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 14 December 2017.

**Resolved:**

- That the Minutes of the meeting held on Thursday 14 December 2017 be approved and be signed by the Chairman.

FA1320/18 Matters Arising

The Clerk advised that a meeting had been scheduled with Keverne from the Watford & Chorleywood First Responders for January 23.

FA1321/18 Monthly Accounts

The Clerk brought member's attention to the following payments for the previous month:

**Month 9**

4008/101 – Training (£220) –Relates to the Administrative Assistant undertaking a CiLCA qualification with HAPTC.

4020/101 – Misc. Establishment Costs (£106) – Refers to the charges incurred with G4S for coin collection. This cost has been put as a credit onto our G4S account.

4046/103 – Equipment Purchased - (£219) – Relates to the purchase of a small mower.

4976/299 – Defibrillator Maint. (£857) – Refers to the cost to install the remaining defibrillators and the purchase of defibrillator information signs.

**Resolved:**

- That the Management Accounts for Month 9 be approved and signed by the chairman.
- That the Schedule of Payments for Month 9 be approved and signed by the chairman.

FA1322/18

Santander Savings Account

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised members that the Council's saving account should be closed due to it no longer being required and that the outstanding balance of £1,304.55 be transferred to the Councils Business Reserve Account.

**Resolved:**

- That the Clerk informs Santander that the Council wishes to close their Savings Account and transfer the remaining balance to the Business Reserve Account.

FA1323/18

Closure

There being no further business the Chairman closed the meeting at 8:21pm