

CROXLEY GREEN PARISH COUNCIL

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

Present: Cllr Birch – In the Chair David Allison – Clerk to the Council
Amanda Taft – Minute Taker

Cllrs Bennett, Martin (arrived late during FA585/10), Norman and Shafe (arrived late during FA585/10)

Voting Members: 3 rising to 5

In Attendance: Cllr Saxon

Public: 2

FA583/10 Apologies for Absence

Cllr Bennett stated that Cllr Bains had asked for his apologies to be given.

FA584/10 Declaration of Interests

Cllr Saxon declared an interest in item FA590/10.

FA585/10 Representations from the Public

Representations were made by the applicant of the S137 grant in support of item FA589/10.

FA586/10 Minutes

Resolved:

- that the Minutes of the meeting held on 11 February 2010 be approved and be signed by the Chairman.

FA587/10 Matters Arising

FA580/10 (Monthly Accounts). The matter of the expenditure on 2008 fireworks was raised for the third consecutive month. The Clerk said that this issue will be dealt with by the accountants during the end of year closedown. The Chairman requested that in the meantime, the Clerk contacts the accountant to ask if a virement of funds would be the correct way to regulate this matter.

FA588/10 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 11 (February 2010) which was circulated at the meeting.

The Clerk gave Members an overview of the monthly expenditure.

4046/103 Equipment Purchased – the Clerk advised that the credit amount of £2,077 was for the cheque received for the insurance claim for the theft at the depot. The cost to replace the stolen items amounted to around £3000 resulting in a deficit of £923. The Clerk explained that the insurance company, after a protracted period of time, had requested a named supplier to contact the Parish Council to quote for replacement of the stolen items but by that time the items had already had to be purchased for operational requirements. The Clerk said that he would check the records regarding the purchase date and the date when the named supplier was advised. The Chairman requested further communications with the insurance company to try to secure reimbursement of the total cost of the replacements.

The Clerk clarified that account 4936/299 (School Flower Beds) included a sum for

the PCSO's which had not yet been recoded to 4963/101. The Chairman summarised by stating that the Clerk clarifies three matters; fireworks, the insurance claim and PCSO expenditure.

Resolved:

- that the Management Accounts for Month 11 (February 2010) be approved and be signed by the Chairman.

FA589/10 Application for a S137 Grant from Croxley Wellness Centre

After an introduction from the Chairman, Members discussed this application. It was considered that the Wellness Centre is a business and that the Centre would not be accessible to all residents.

Resolved:

- that a recommendation is made to Council that this application is not funded but that a free advertising or editorial space be given in the next edition of the Parish Pump.

FA590/10 Application for a S137 Grant from Croxley Green Society

Cllr Saxon had declared an interest in this matter and refrained from discussions. The Chairman introduced this item and Cllrs discussed the application for a grant. Cllrs believed that this was an extremely popular event that was attended by most Croxley residents. Although a £1000 grant was given last year, Cllrs deemed that as this year's application for £1500 included one-off costs for equipment, this was acceptable.

Resolved:

- that a recommendation be put to Council that the sum of £1500 be awarded to the Croxley Green Society.

FA591/10 Community Village Hall Flood Prevention Measures

This item was introduced by the Chairman and the Clerk advised that there was nothing further to report but agreed to pursue the contractor. Members asked the Clerk to set a two week deadline for the contractor to respond before starting up the tender process again.

FA592/10 Working Alone Policy

The Chairman introduced this item and the Clerk advised that no comments had been submitted by Cllrs. The Chairman added that she would try to do some work on this policy.

FA593/10 Working from Home Policy

The Chairman introduced this item and the Clerk advised that no comments had been submitted by Cllrs. The Chairman added that she would try to do some work on this policy and it would then be re-circulated.

FA594/10 Business Plan

This item was introduced by the Chairman who added that this subject had been discussed many times and that it was important to start work on a Business Plan in order to give direction to the development of the Parish Council and set objectives for the next 2-3 years. A discussion followed and Members suggested potential objectives but the general agreement was that a supporting paper was necessary. This item will therefore be placed on the next Finance and Administration Agenda after a supporting paper has been produced.

FA595/10 Closure

There being no further business, the Chairman closed the meeting at 9.20pm.