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

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

Present: Cllrs Cole, Gallagher (20:02), Mitchell & Montague.

Voting Members: 5

FA1390/18 Apologies for Absence

Apologies were received from Cllr Hollands.

FA1391/18 Declaration of Interests

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

FA1392/18 Representations from the Public

No members of the public were present.

FA1393/18 Minutes

The Minutes under review for this meeting were those of Thursday 13 September 2018.

**Resolved:**

- That the Minutes of the meeting held on Thursday 13 September 2018 are approved and signed by the Chairman.

FA1394/18 Matters Arising

FA1387/18 –Groundworks Equipment Assets Replacement and Policies – The Clerk informed Members that the replacement groundworks machinery had been ordered following Council's decision to proceed with the programme.

FA1395/18 Monthly Accounts

The Clerk brought Member's attention to the following payments for the previous months:

**Month 4**

4008 / 101 – Training (£190) – Refers to two Cllrs attending a HAPTC Neighbourhood Plan workshop.

4012 / 101 – Water Rates (£802) – Relates to the payment for the use of water.

4020 / 101 – Misc. Establishment Costs (-£51) – Refers to credit received from G4S from misapplied service.

4008 / 103 – 4008 (£1660) – Relates to 5 training sessions for the Rangers.

4071 / 103 – Maintenance Tractor (£1745) – Refers to the replacement of the tractor's link arms.

4605 / 211 – Events – Christmas Lights (£4250) – The payment made for the 2018 Christmas Lights.

4629 / 211 – Allotment for Preschool Children (£87) – Refers to the purchase of matting for the allotment.

**Resolved:**

- That the Management Accounts for Month 6 (September) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 6 (September) be approved and signed by the Chairman.

FA1396/18

A Review of the F&A Committee Structure & Meetings

The Chairman opened the item and asked Members for their views.

**Committee Membership**

The Chairman informed Members that the E&A and P&D had proposed to relax the maximum number of Cllrs that may sit on their committees and if Cllrs so wished they could become a sitting member on both committees. Members discussed this for the F&A but there was general agreement that the streamlined nature of the F&A allowed for good, effective discussion and by containing the chair and vice-chair of the two committees meant that Cllrs were represented at the F&A. It was suggested that to increase the strength & depth of discussion at the committee meeting that 2 new spaces be created on the committee. It was suggested that Councillors may put themselves forwards for those spaces at the Annual General Meeting. There would be no requirement that the 2 new spaces be filled and would only be used if a Councillor was voted in by a majority of their fellow Councillors.

**Call-In Procedure**

Member's discussed whether to establish a 'call-in' procedure by which Members could call an item in for discussion at Council if they seriously disagreed with the Agenda Item and would like it discussed by all Council members. Members agreed with the idea but felt that it may slow down Council business too often if left up to single Councillors. It was suggested that two Cllrs must be needed to initiate the call-in procedure and that Members could not call in items for which there was already a budget allocation. There would be no limit for how many items Members may request to be called in. The call-in procedure can only be enacted if those Cllrs who wish to call in the item are present at the meeting.

**Other**

The Vice-Chairman requested that the HR & Compliance Committee begins to meet annually as well as on an Ad Hoc basis.

Members had no desire to change the meeting day or start time.

Members followed the example of the other committees and agreed that it would be wise to reduce the number of F&A meetings to six per year and alternate the meeting months with that of the full Council.

FA1397/18 Promotional Giveaway Safety Fobs

The Chairman opened the item and asked the Clerk to elaborate. The Clerk explained that he had been approached by the PCSOs as to whether the Council would be willing to fund the purchase of safety fobs which would be given away free of charge when the PCSOs visited the local primary schools to give talks. The Chairman informed those present that the Council had previously come into difficulties with a similar scheme some years back. Members decided not to proceed with the initiative.

FA1398/18 F&A Budget 2019/20

The Clerk informed Members that he had received no budget proposals relating to the F&A committee.

The Chairman requested that £2000 be added to 4008/101 – Training. This was to make sure there were funds available for new councillors to undertake training after the election in May 2019.

FA1398.1/18 – Members reviewed the list of subscriptions and made the following changes:

Survey Monkey – This was to be removed from the listing as the Council had not made use of the service for a number of years.

Croxley Green Society – The Clerk is to write to the Society to ask for a plan on how they are going to utilize the reserves they had built up following a number of successful community events.

FA1390/18 Closure

There being no further business the Chairman closed the meeting at 9:23pm