

CROXLEY GREEN PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE**

HELD IN THE COUNCIL CHAMBER
ON THURSDAY 12 APRIL 2012

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

Cllrs Jordan, Shafe, Seeley and Wynne-Jones

Voting Members: 5

Not Present: Cllr Dann

FA802/12 Apologies for Absence

No apologies had been received.

FA803/12 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

FA804/12 Representations from the Public

There were no public present.

FA805/12 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 8 March 2012 be approved and be signed by the Chairman.

FA806/12 Matters Arising

There were no matters arising.

FA807/12 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts. The Clerk advised that the accountants had completed the year end and they may do some minor tweaks behind the scenes. Cllrs asked for clarification on some items of expenditure for month 12 (March):

4027/101 (Computer Software & IT) £500 – the Clerk confirmed that this was the annual charge for hosting the website.

4037/103 (Grounds Maintenance) £309 – it was advised that this expenditure was for soil for ruts on the Green and meadow grass seed.

4200/107 (Chairman's Charity Expenditure) £326 – the Clerk advised that this related to money for quiz tickets which had been banked so far. He added that it had been put in as an accrual for 2012/13 for when the money is handed over to the charities.

4822/199 (Tfr to Depot Extension Fund) £1,000 and 4872/199 (Trf from Depot Extension Fund) £0 – The Clerk advised that there had been £1,000 in the budget the year before last for the purpose of having architectural plans drawn up for a depot extension. He added that last year the transfer of reserves was unspent and this related to the unspent money. The Clerk clarified that 4872/199 was the reserve item and once the plans were prepared, estimates can be sought before referring the matter to Council.

4602/211 (Events – Quiz Night) – the Clerk stated that the sum of £127 relates to hall hire and nibbles.

4831/299 (Tfr to Development Play Areas) £10,000 and 4937/299 (Development of Play Areas) £0 – The Clerk said that this is money which is being allocated into reserves for the joint project for development of the Baldwins Lane Rec play area.

4938/299 (Brown Bin Caddy Liners) -£384 – the Clerk advised that this was income from the sale of the caddy liners.

4832/399 (Tfr to Village Plan) £2,400 and 4965/399 (Village Plan Development P&D) – the Clerk clarified that this is monies being allocated to reserves.

Resolved:

- That the Management Accounts for month 12 (March) be approved and be signed by the Chairman.

FA808/12 Locality Budget Grant from Cllr Steve Drury for three projects

The Chairman introduced this item and advised Members that Cllr Drury had £990 left over in his locality grant fund which he was happy to donate to three Parish Council events; Picnic in the Park, the Boundary Walk project and the Christmas Tree and Carol Singing event.

The Clerk advised that there was £100 in the budget for the boundary walk signs and he had been charged with applying for a grant of £1,000 from Countryside Management Services adding that Croxley Green Residents' Association had said they would be willing to pick up any shortfall (which would be around £200).

The Clerk further added that £100 had been budgeted for the Christmas tree and carol singing but as there was no money budgeted for Picnic in the Park it would make sense for the majority to be put towards this event. The Clerk suggested therefore that the sum of £100 be allocated to both the boundary walk project and the Christmas tree and carol singing with the remaining £790 being put towards Picnic in the Park.

Resolved:

- That £790 be allocated to Picnic in the Park on the condition that any unspent money goes towards the boundary signage and the Christmas tree and carol singing.
- That £100 is put towards the Parish Boundary Walk project
- That £100 is put towards the Christmas tree and carol singing event.

FA809/12 PART 2

The Chairman advised that it would not be necessary to propose that the meeting went to a Part 2 session.

FA809.1/12 Staffing Committee

The Chairman stated that no decision on staff salaries had been reached at the Staffing Committee as the information was only in draft form. Therefore this matter is deferred until its next meeting which is to be held on 2 May 2012. The matter would then go to the Finance and Administration meeting of 10 May followed by Council on 28 June.

FA810/12 Closure

There being no further business, the Chairman closed the meeting at 8.39pm.