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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 12 APRIL 2018

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

Present: Cllrs Cole, Gallagher, Hollands & Mitchell.

Voting Members: 5

Members of the Public: 1

FA1344/18 Apologies for Absence

Apologies were received from Cllr Montague.

FA1345/18 Declaration of Interests

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

FA1346/18 Representations from the Public

A resident made a representation on item FA1351/18 - WW1 Commemorative Glass Doors – All Saints Church. He spoke that the glass doors would be beneficial for the whole community not just church goers. He emphasized that All Saints is used for many functions not just church activities and that there is a great amount of community spirit at the church. He spoke that the glass doors would create a visible lasting memorial for all residents of Croxley Green.

FA1347/18 Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 8 March 2018.

Resolved:

- That the Minutes of the meeting held on Thursday 8 March 2018 be approved and be signed by the Chairman.

FA1348/18 Matters Arising

There was no Matters Arising.

FA1349/18 Monthly Accounts

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

Month 12

4008/101 – Training (£35) –Relates to fuel expenses for employee training.

4156/57/101 – Audit Fees Internal / External (£978) – Refers to the payments made for both the internal and external audits.

4058/101 – Accountancy Fees - (£841) – Relates to the payment made to the accountants for the end of year closedown.

4036/103 – Property Maintenance (£60) – Payment made to replace the taps in the office kitchen.

4016/101 – Janitorial (£90) – Payment made for office janitorial supplies.

4049/203 Dog Hygiene (£1,328) – Refers to the purchase of dog hygiene bags.

4622/211 – Poppies on the Green. (£250) – Refers to the donation made to the Royal British Legion for the supplying of the poppies placed on the lampposts on the Green.

4625/211 – Easter Egg Hunt – (£190) – Relates the purchase of supplies for the 2018 Easter Egg Hunt and payment (£50) to TRDC for the hire of Stone's Orchard.

Resolved:

- That the Management Accounts for Month 11 be approved and signed by the chairman.
- That the Schedule of Payments for Month 11 be approved and signed by the chairman.

FA1350/18

Annual Report

The Chairman introduced the item and asked Cllr Cole to elaborate. Cllr Cole informed member that the report was nearing completion. He added that the style has been changed to a two column format and that the only outstanding information needed was the figures from the accountants.

FA1351/18

WW1 Commemorative Glass Doors – All Saints Church

Members debated the item with conflicting views. After the discussion it was decided that no decision can be made, at this stage, due to a lack of definitive information. The item will be discussed at a later date when further details are available.

It was agreed that Croxley Green Parish Council still want to fund the project in principle if it proves lawful for them to do so.

Resolved:

- That the Clerk writes to the MP for South West Hertfordshire for clarity on the situation and advice for moving forward with the project.

The Clerk raised a point of order, under Standing Order 9.1.14, that the members consider a nomination for the Hazel Seeley award.

FA1353/18

Hazel Seeley Award

The Chairman introduced the item and asked the Clerk to elaborate. The Clerk informed members that he had received a nomination for the Hazel Seeley Award 2018. Members considered the application and decided that the nominee would be a very deserving winner of the award.

Resolved:

- That Sue Hillier be presented with the 2018 Hazel Seeley Award.

FA1352/18

Closure

There being no further business the Chairman closed the meeting at 8:54pm

Summary Income & Expenditure by Budget Heading 31/03/2018

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Administration</u>							
Expenditure	38,878	246,879	245,999	-880	0	-880	100.4 %
Income	1,755	288,828	291,560	-2,732			99.1 %
Net Expenditure over Income	37,123	-41,949	-45,561	-3,612			
<u>Environment & Amenity</u>							
Expenditure	5,254	34,584	44,961	10,377	0	10,377	76.9 %
Income	2,050	2,050	1,000	1,050			205.0 %
Net Expenditure over Income	3,204	32,534	43,961	11,427			
<u>Planning & Development</u>							
Expenditure	6,954	13,090	16,750	3,660	0	3,660	78.1 %
Income	1,500	6,304	1,000	5,304			630.4 %
Net Expenditure over Income	5,454	6,786	15,750	8,964			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	51,085	294,553	307,710	13,158	0	13,158	95.7 %
Income	5,305	297,181	293,560	3,621			101.2 %
Net Expenditure over Income	45,781	-2,629	14,150	16,779			

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Finance & Administration</u>								
<u>101</u>	<u>General Administration</u>							
4001	Salaries & Wages	5,511	66,128	75,000	8,872		8,872	88.2 %
4008	Training	35	685	500	-185		-185	136.9 %
4009	Travel	0	1,239	1,300	61		61	95.3 %
4010	Misc Staff Costs	0	345	0	-345		-345	0.0 %
4011	Rates	0	0	3,100	3,100		3,100	0.0 %
4012	Water Rates	297	1,618	560	-1,058		-1,058	289.0 %
4013	Rent	0	0	110	110		110	0.0 %
4014	Light & Heat	910	2,403	2,800	398		398	85.8 %
4016	Janitorial	90	1,326	1,400	74		74	94.7 %
4017	Health & Safety	0	0	270	270		270	0.0 %
4019	Consultancy Fees	220	2,640	2,700	60		60	97.8 %
4020	Misc Establishment Costs	-210	831	400	-431		-431	207.7 %
4021	Telephone & Fax	123	2,414	1,600	-814		-814	150.9 %
4023	Stationery, Printing & Postage	0	1,361	3,500	2,139		2,139	38.9 %
4025	Insurance	0	4,011	3,900	-111		-111	102.8 %
4027	Computer Software & IT	244	2,777	2,500	-277		-277	111.1 %
4030	Recruitment Advertising	0	2,499	2,500	1		1	99.9 %
4036	Property Maintenance	0	1,582	400	-1,182		-1,182	395.6 %
4046	Equipment Purchased	0	535	0	-535		-535	0.0 %
4151	Bank Charges	89	592	0	-592		-592	0.0 %
4155	Legal Fees	-24,796	556	0	-556		-556	0.0 %
4156	Audit Fees - External	600	600	1,000	400		400	60.0 %
4157	Audit Fees - Internal	378	756	910	154		154	83.1 %
4158	Accountancy Fees	841	841	880	39		39	95.5 %
	General Administration :- Expenditure	-15,669	95,737	105,330	9,593	0	9,593	90.9 %
1001	Rent Recieved	0	20	10	10			200.0 %
1076	Precept	0	286,944	286,944	0			100.0 %
1090	Interest Received	137	246	6	240			4094.0
	General Administration :- Income	137	287,210	286,960	250			100.1 %
	Net Expenditure over Income	-15,805	-191,473	-181,630	9,843			
<u>102</u>	<u>Local Democracy</u>							
4024	Subscriptions/Publications	0	7,426	7,500	74		74	99.0 %
4033	Parish Pump Newsletter	110	2,152	2,000	-152		-152	107.6 %
4201	Chairman's Discretion Budget	400	430	500	70		70	86.0 %
4251	Election Expenses	0	0	5,000	5,000		5,000	0.0 %

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4300	Events - Revels on the Green	0	33	350	317		317	9.4 %
4832	Tfr to Elections Fund	5,000	5,000	0	-5,000		-5,000	0.0 %
	Local Democracy :- Expenditure	5,510	15,041	15,350	309	0	309	98.0 %
1051	Advertising Income	0	0	1,600	-1,600			0.0 %
	Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
	Net Expenditure over Income	5,510	15,041	13,750	-1,291			
103	Groundworks							
4001	Salaries & Wages	4,675	51,397	60,300	8,903		8,903	85.2 %
4006	Protective Clothing	27	965	500	-465		-465	193.0 %
4008	Training	0	890	500	-390		-390	178.0 %
4010	Misc Staff Costs	55	555	730	175		175	76.0 %
4012	Water Rates	0	0	700	700		700	0.0 %
4017	Health & Safety	0	268	500	232		232	53.7 %
4018	Refuse/Green Waste Disposal	0	166	0	-166		-166	0.0 %
4036	Property Maintenance	60	60	500	440		440	12.0 %
4037	Grounds Maintenance	-786	160	1,500	1,340		1,340	10.6 %
4038	Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4041	Equipment Hire	0	162	0	-162		-162	0.0 %
4042	Equipment Maintenance	0	119	1,000	881		881	11.9 %
4046	Equipment Purchased	-14	1,075	500	-575		-575	215.0 %
4051	Vehicle License & Insurance	0	1,834	2,500	666		666	73.4 %
4055	Fuel & Oil - LS08 WCP	99	1,065	1,000	-65		-65	106.5 %
4060	Fuel & Oil - Groundworks	0	510	840	330		330	60.7 %
4070	Maintenance - LS08 WCP	0	634	560	-74		-74	113.2 %
4071	Maintenance - Tractor	0	595	1,100	505		505	54.1 %
4072	Maintenance - Ride on Mower	0	451	500	49		49	90.2 %
	Groundworks :- Expenditure	4,115	60,908	75,230	14,322	0	14,322	81.0 %
	Net Expenditure over Income	4,115	60,908	75,230	14,322			
107	Grants (incl S137)							
4200	Councils Charity Expenditure	0	0	3,000	3,000		3,000	0.0 %
4260	Community Hall Membership	0	9,699	9,699	0		0	100.0 %
4711	Grants, Permitted & Section 137	2,400	1,400	6,500	5,100		5,100	21.5 %
4839	Tfr to Pond Refurb Reserve	1,000	1,000	0	-1,000		-1,000	0.0 %
4871	Tfr from Capital Fund	0	0	-5,000	-5,000		-5,000	0.0 %
	Grants (incl S137) :- Expenditure	3,400	12,099	14,199	2,100	0	2,100	85.2 %
1200	Chairmans Charity Income	1,618	1,618	3,000	-1,382			53.9 %
	Grants (incl S137) :- Income	1,618	1,618	3,000	-1,382			53.9 %
	Net Expenditure over Income	1,782	10,481	11,199	718			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
199 F & A Capital & Projects							
4102	Purchase Logo Printed T/Cloth	0	198	190	-8	-8	104.4 %
4823	Tfr to Vehicle Repl Fund	4,000	4,000	4,000	0	0	100.0 %
4824	Tfr to Equipt Repl Fund	3,000	3,000	3,000	0	0	100.0 %
4872	Tfr from Depot Extension Fund	0	0	-3,000	-3,000	-3,000	0.0 %
4902	CAP F & A Depot Extension	0	0	3,000	3,000	3,000	0.0 %
4904	Cap Purchase Weston Wood	27,396	27,396	0	-27,396	-27,396	0.0 %
4963	F&A Project - PCSO	7,125	28,500	28,500	0	0	100.0 %
4973	Annual Civic Award	0	0	200	200	200	0.0 %
	F & A Capital & Projects :- Expenditure	41,521	63,094	35,890	-27,204	0	-27,204 175.8 %
	Net Expenditure over Income	41,521	63,094	35,890	-27,204		
	Finance & Administration :- Expenditure	38,878	246,879	245,999	-880	0	-880 100.4 %
	Income	1,755	288,828	291,560	-2,732		99.1 %
	Net Expenditure over Income	37,123	-41,949	-45,561	-3,612		
Environment & Amenity							
202 The Green							
4044	Fly Tipping	175	370	500	130	130	74.0 %
4838	Tfr to Fly Tipping Reserve	130	130	0	-130	-130	0.0 %
	The Green :- Expenditure	305	500	500	0	0	100.0 %
	Net Expenditure over Income	305	500	500	0		
203 Open Spaces & Trees							
4048	Plants. Shrubs & Trees	0	0	500	500	500	0.0 %
4049	Dog Hygiene	1,328	14,079	14,000	-79	-79	100.6 %
4052	Purchase Dog Waste Bin Dispens	0	0	591	591	591	0.0 %
4699	Stones Orchard Fund	0	0	2,500	2,500	2,500	0.0 %
4883	Tfr from Stones Orchard Fund	0	0	-2,500	-2,500	-2,500	0.0 %
	Open Spaces & Trees :- Expenditure	1,328	14,079	15,091	1,012	0	1,012 93.3 %
1084	Dog Bag Donations	0	0	200	-200		0.0 %
	Open Spaces & Trees :- Income	0	0	200	-200		0.0 %
	Net Expenditure over Income	1,328	14,079	14,891	812		
211 Events							
4601	Events - Garden Competition	0	230	250	20	20	92.0 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4602 Events - Quiz Night	0	0	250	250		250	0.0 %
4605 Events - Christmas Lights	0	8,889	8,500	-389		-389	104.6 %
4610 Events - Fireworks on Green	0	768	5,000	4,232		4,232	15.4 %
4611 Events - Senior Citizens Trip	0	1,240	1,200	-40		-40	103.3 %
4615 External Xmas Tree - Library	0	0	550	550		550	0.0 %
4617 Wassail	0	51	50	-1		-1	102.6 %
4618 Dog Show	0	0	50	50		50	0.0 %
4619 Local Travel Map	0	0	1,000	1,000		1,000	0.0 %
4620 Bird Boxes	0	87	150	63		63	58.0 %
4621 Ponds	0	-680	0	680		680	0.0 %
4622 Poppies on the Green	250	250	250	0		0	100.0 %
4623 Remembrance Day Brass Band	0	300	300	0		0	100.0 %
4624 The Great Pram Race	0	0	500	500		500	0.0 %
4625 Easter Egg Hunt	190	190	0	-190		-190	0.0 %
4839 Tfr to Pond Refurb Reserve	680	680	0	-680		-680	0.0 %
4884 Tfr from Local Travel Map Res	0	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	1,120	12,006	17,050	5,044	0	5,044	70.4 %
Net Expenditure over Income	1,120	12,006	17,050	5,044			
221 M S C							
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
4825 Tfr to MSC Fund	1,000	1,000	0	-1,000		-1,000	0.0 %
M S C :- Expenditure	1,000	1,000	1,000	0	0	0	100.0 %
Net Expenditure over Income	1,000	1,000	1,000	0			
299 E & A Capital & Projects							
4841 Tfr To Defibrillator Purch Res	1,500	1,500	0	-1,500		-1,500	0.0 %
4883 Tfr from Stones Orchard Fund	0	0	-1,000	-1,000		-1,000	0.0 %
4885 Tfr from Comm.Tree Plaques Res	0	0	-1,460	-1,460		-1,460	0.0 %
4932 CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4933 CAP E & A - Stones Orchard Inf	0	0	1,000	1,000		1,000	0.0 %
4934 E&A Project - Flowers in Croxl	0	436	0	-436		-436	0.0 %
4938 Brown Bin Caddy Liners	0	0	650	650		650	0.0 %
4940 E & A Local Producers Market	0	316	300	-16		-16	105.3 %
4941 Commemorative Tree Plaques	0	0	1,460	1,460		1,460	0.0 %
4969 Canal Adoption Scheme	0	0	400	400		400	0.0 %
4975 Defibrillators (Purchase)	0	3,826	4,270	445		445	89.6 %
4976 Defibrillators (Maint.)	0	921	500	-421		-421	184.2 %
4978 Youth Project	0	0	5,000	5,000		5,000	0.0 %
E & A Capital & Projects :- Expenditure	1,500	6,999	11,320	4,321	0	4,321	61.8 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1077 Grants and Donations Received	1,500	1,500	0	1,500			0.0 %
1082 Brown Bin Caddy Liners	550	550	800	-250			68.8 %
E & A Capital & Projects :- Income	2,050	2,050	800	1,250			256.2 %
Net Expenditure over Income	-550	4,949	10,520	5,571			
Environment & Amenity :- Expenditure	5,254	34,584	44,961	10,377	0	10,377	76.9 %
Income	2,050	2,050	1,000	1,050			205.0 %
Net Expenditure over Income	3,204	32,534	43,961	11,427			
Planning & Development							
301 Roads & Street Furniture							
4043 Salt Bins/Salt	0	0	500	500		500	0.0 %
4047 Footpath Maintenance	0	0	1,000	1,000		1,000	0.0 %
4050 Bus Shelters	0	0	100	100		100	0.0 %
4056 Street Trees	0	0	2,000	2,000		2,000	0.0 %
4840 Tfr To Street Trees Reserve	1,500	1,500	0	-1,500		-1,500	0.0 %
Roads & Street Furniture :- Expenditure	1,500	1,500	3,600	2,100	0	2,100	41.7 %
1077 Grants and Donations Received	1,500	1,500	1,000	500			150.0 %
Roads & Street Furniture :- Income	1,500	1,500	1,000	500			150.0 %
Net Expenditure over Income	0	0	2,600	2,600			
302 Community Bus							
4702 Community Bus	650	6,760	6,900	140		140	98.0 %
Community Bus :- Expenditure	650	6,760	6,900	140	0	140	98.0 %
Net Expenditure over Income	650	6,760	6,900	140			
399 P & D Capital & Projects							
4837 Tfr to CIL Reserve	4,804	4,804	0	-4,804		-4,804	0.0 %
4881 Tfr from Village Plan Reserve	0	0	-5,000	-5,000		-5,000	0.0 %
4965 Community Plan Developmt P & D	0	26	10,000	9,974		9,974	0.3 %
4968 Carbon Footprint Reduction	0	0	250	250		250	0.0 %
4974 Tow Path Cyclist Speed Signs	0	0	1,000	1,000		1,000	0.0 %
P & D Capital & Projects :- Expenditure	4,804	4,830	6,250	1,420	0	1,420	77.3 %
1091 Community Infrastructure Levy	0	4,804	0	4,804			0.0 %
P & D Capital & Projects :- Income	0	4,804	0	4,804			
Net Expenditure over Income	4,804	26	6,250	6,224			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Planning & Development :- Expenditure	6,954	13,090	16,750	3,660	0	3,660	78.1 %
Income	1,500	6,304	1,000	5,304			630.4 %
Net Expenditure over Income	5,454	6,786	15,750	8,964			




At : 10:51

Santander Business Account

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Affinity Water Limited	DDR450	238.92		1210931-3/4315/Affinity Water
01/03/2018	Affinity Water Limited	DDR451	68.40		Purchase Ledger Payment
03/03/2018	Google	DDR452	141.90		3431599490/4310/Google
05/03/2018	Three Rivers District Council	TFR190	100.00		Purchase Ledger Payment
07/03/2018	PB Donoghue	CP131	210.00		MARCH18/4362/PB Donoghue
09/03/2018	WICKES	CP132	43.97		Purchase Ledger Payment
12/03/2018	Castle Water	DDR	100.96		Water Charges
15/03/2018	EBAY	CP133	8.49		202235839252/4358/EBAY
15/03/2018	EBAY	CP134	9.75		371033209812/4359/EBAY
15/03/2018	Shell U.K Oil Products Ltd	DDR453	38.14		2333308/4345/Shell U.K Oil Pro
15/03/2018	CGPC	DDR458	6,115.70		March Salaries
15/03/2018	Monmore Confectionery	DDR461	34.20		Easter Egg Hunt
16/03/2018	Amazon	CP135	7.54		202-4482900-2865917/4352/Amazo
16/03/2018	Amazon	CP136	7.48		202-8159963-5648308/4350/Amazo
16/03/2018	Amazon	CP137	19.98		202-3297775-7124357/4351/Amazo
16/03/2018	Amazon	CP138	2.99		202-6423374-5072353/4349/Amazo
16/03/2018	Amazon	CP139	19.98		202-5145029-6401957/4355/Amazo
16/03/2018	Amazon	CP140	19.98		202-8976833-7850743/4353/Amazo
16/03/2018	Amazon	CP141	21.46		202-8151283-6584318/4354/Amazo
16/03/2018	Santander	DDR462	88.80		Bank charges
20/03/2018	Redacted	TFR191	27.32		JAN18/4348/Expenses
20/03/2018	Redacted	TFR192	27.32		Mar Expenses
20/03/2018	Redacted	TFR193	27.32		JAN18/4347/Redacted
20/03/2018	Redacted	TFR194	27.32		Mar Expenses
26/03/2018	British Telecom PLC	DDR454	43.16		QO59SH/4340/British Telecom PL
26/03/2018	Peninsula Business Services Lt	DDR455	264.00		U000358391/4363/Peninsula Busi
26/03/2018	British Telecom PLC	DDR456	104.94		M0990N/4367/British Telecom PL
29/03/2018	Shell U.K Oil Products Ltd	DDR457	80.20		2351719/4341/Shell U.K Oil Pro
29/03/2018	Lamps & Tubes Illuminations Li	TFR195	354.00		68521/4301/Lamps & Tubes Illum
29/03/2018	CGPC	DDR459	1,766.62		PAYE/NI Mar 18
29/03/2018	CGPC	DDR460	2,303.57		Pensions Mar 18
29/03/2018	Friends Croxley Common Moor	TFR196	400.00		Friends Croxley Common Moor Gr
29/03/2018	East England Ambulance Serv	TFR197	2,000.00		East England Ambulance Serv Gr
29/03/2018	The RBL	22012	250.00		Poppies on the Green donation

Total Payments	14,974.41
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The above payments have been authorised for payment by Direct Debit, Cheque, BACS or direct bank to bank transfer to the recipient.

Signed:



Date:

12/4/18

KAGalloshew

Signed:

12/4/2018