

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 12 MARCH 2009 at 8.00pm

Present: Cllr Norman – In the Chair David Allison – Clerk to the Council

Cllrs Hollands, Seeley and Shafe

Voting Members: 4

FA482/09 Apologies for Absence

Apologies had been received from Cllrs Bains and Jefford

FA483/09 Declaration of Interests

The Chairman stated that declarations of interest may be made throughout the meeting if necessary.

FA484/09 Representations from the Public

There were no public present.

FA485/09 Minutes

It was proposed by Cllr Shafe and seconded by Cllr Hollands that the Minutes of the meeting held on 12 February 2009 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA486/09 Matters Arising

There were no matters arising.

FA487/09 Monthly Accounts

The Chairman introduced this item and the Clerk referred Members to the Monthly Management Accounts Report for month 11 (February 2009) which were circulated at the meeting. The Clerk explained the format of the report and pointed out that the accounts this month take into consideration a pre-year end consolidation and adjustments. This pre-year end review with the accountants was to ensure that the actual year end accounts 'close down' will go smoothly and efficiently given that the end of year 'close down' takes place so soon after 31 March. The Clerk gave an explanation of each expenditure item. Some of the items discussed included:

A/c 4001/101 General Admin and 4001/103 Groundworks Salaries – The Clerk advised that the journal for monthly salaries had already been put through the accounts and recorded in the accounts system and therefore the Current Month column showed no expenditure. The Clerk added that the Actual Year to Date figure accurately reported salaries up to and including Month 11 February. The Clerk pointed out that this is also the case when looking at the salaries figures for the Groundworks Cost Centre 103.

A/c 4017/101 Health & Safety – The Clerk reported that the platform ladder required to safely reach and cut the top of hedges had now been delivered which substantially accounted for the expenditure under this heading.

A/c 4201/102 – Chairman's Allowance – The Clerk reported that the expenditure related substantially to the donation to the Croxley Green Red Cross towards a new heart defibrillator.

A/c 4006/103 Protective Clothing – The Clerk reported that the expenditure related to the purchase of a high visibility vest and gloves that had been obtained for the school works experience student. It was pointed out that perhaps this was more a Health & safety aspect and therefore should be coded to 4017. The Clerk stated that he would recode this item.

This matter however prompted a general discussion as to whether the Council should be seeing whether the purchasing power of Three Rivers District Council or Watford Borough could be used. The Clerk advised that there was at present some commonality with suppliers and the Parish Council also benefits from discounts but the point made was noted.

There being no other matters on the accounts, it was proposed by Cllr Seeley and seconded by Cllr Hollands that the Management Accounts for Month 11 (February 2009) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA488/09 Application for a S137 Grant from Croxley Art Group

The Chairman introduced this item and referred Members to the application form, a copy of which had been circulated with the Agenda.

Members reviewed the application form and noted that the main expenditure of the group was on the hire of a hall in which the art classes were held. It was therefore suggested that as the group was a non profit making group having social or educational objectives, it would qualify for use of the Community Hall free of charge. It was also noted that proposed expenditure was to advertise for new participants and it was suggested that the art group prepare an article for the Parish Magazine about their activities which would be circulated to all residents in Croxley Green.

It was generally considered that the grant application had not given sufficient information on the intended use of the grant and therefore it could not be recommended to Council at this stage. The Clerk was requested to write to the Group advising about this and pointing out about the possibility of using the Community Hall free of charge and offer space in the Parish Magazine for recruiting new participants.

A general discussion ensued about the fact that when considering grants it should be a requirement that a representative of the applicant attend the meeting in order that points of detail could be raised directly with the applicant. It was considered that to have a mandatory requirement for attendance would be inappropriate but it was generally felt that a grant applicant being present could strengthen their application.

FA489/09 Closure

There being no further business, the Chairman closed the meeting at 8.34pm.