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Community Way
Croxley Green
Rickmansworth
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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 12 OCTOBER 2017

Present: Cllr Saxon – In the Chair Ryan Bennett – Administrative Assistant

Cllrs Cole, Edmunds & Mitchell

Voting Members: 4

Members of the Public: 2

FA1287/17 Apologies for Absence

Apologies were received from Cllr Gallagher & Hollands.

FA1288/17 Declaration of Interests

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

FA1289/17 Representations from the Public

There were two representations made on behalf of All Saint's Church in relation to agenda item CC1294.2/17.

John Galloway, the committee secretary from the Church, updated members on the progress made in relation to the creation and installation of new glass doors commemorating 100 years since the end of World War One.

He informed those present that the committee had met three times and that they had been progressing well. He explained that following complications with sourcing funds for the project from alternate sources, the committee was now seeking an extra £2000 from Croxley Green Parish Council to be placed in the provision that had already been made in anticipation of an S137 grant application being submitted by the church. This figure would mean that Croxley Green Parish Council would be making up approximately 1/3 of the total cost.

Mr. Galloway explained that they hope to have the door installed before Armistice Day in 2018.

Janet Martin pointed members to two documents, one featuring the design concept for the door and a document interpreting the chosen design – see attached.

A Cllr asked whether they had sought to gain funds from members of the community and those that attended All Saints Church. Mrs. Martin explained that now they had copies of the design available to view it would be far easier for them to canvass local residents and church visitors to help contribute financially towards the project.

Another Cllr asked how many people in Croxley would see the new glass door and had concerns that it would only be seen by church goers. Mrs. Martin explained that the door was being created for all those in Croxley Green not just those who visited the church and that once installed she was sure that residents would see the value of the project.

FA1290/17

Minutes

The Administrative Assistant drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 14 September 2017.

Resolved:

- That the Minutes of the meeting held on Thursday 14 September 2017 be approved and be signed by the Chairman.

FA1291/17

Matters Arising

There was no Matters Arising.

FA1292/17

Monthly Accounts

The Chairman introduced this item and asked the Administrative Assistant to elaborate.

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

Month 6

4036/101 – Property Maintenance (£250) – This relates to the annual fee paid to Watford Keyholding for the security service they provide to the council.

4046/103 – Equipment Purchased (£50) – Refers to the purchase of plastic fencing posts used to mark out the arena of the Dog Show along with the purchase of hose nozzles and chemical gloves for the rangers.

4072/103 – Ride On Mower (£22) – Relates to the repairs made to the mower after it suffered a puncture.

4605/211 – Christmas Lights (£4250) – Refers to the payment made to Lamps and Tubes for the provision of Christmas lights for the 2017 festive period.

Resolved:

- That the Management Accounts for Month 6 be approved and signed by the chairman.
- That the Schedule of Payments for Month 6 be approved and signed by the chairman.

FA1293/17

Citizens Advice Bureau Grant Application

The Chairman introduced this item and asked the Administrative Assistant to elaborate.

The Administrative Assistant explained that the Citizen's Advice Bureau (CAB) was seeking a grant to offer a CAB service based at the Library in Croxley Green once a month, just as they had the previous financial year.

A Cllr asked whether the Council felt they had received value from the grant they supplied to CAB over the last 9 months. The Administrative Assistant advised that it had been used on 23 separate occasions by the residents of Croxley Green and that many of those who used the service were unable to use the more permanent service based in Rickmansworth.

A Cllr asked whether it was right that Croxley Green Parish Council funds 100% of the total cost of the project and that they should consider funding half the cost of the project.

The Administrative Assistant suggested that the CAB could run the service once a month from the Council chamber. This would help decrease the overall cost of the project by £240.

Resolved:

- That, subject to confirmation from full Council, Croxley Green Parish Council offers the Citizen's Advice Bureau the use of the Council chamber once a month to run the Croxley Green CAB service and provides just over 50% of the remaining associated costs (£275).

FA1294/17

Budgets 2018/19

Members noted the two budget proposals that had been submitted to the Clerk at present.

The Administrative Assistant brought to member's attention concerns raised by the Senior Ranger that some of the equipment used by the ranger team, especially the ride-on-mower was nearing the end of its useable life. It was decided by Cllrs that the Council's Asset Replacement policy be placed onto the next E&A agenda so that it could be discussed in further detail.

Resolved:

- That the Council's Asset Replacement policy is placed onto the next E&A agenda to discuss the potential replacement of council assets.

CC1294.1/17 To discuss and agree as appropriate the Council's annual Subscriptions to outside bodies for 2017/18 – see attached.

The Chairman introduced the item and drew member's attention to the current subscription list supplied with the agenda. Members debated at some length whether Subscriptions was the most suitable section in the budget for the money supplied to the Croxley Green Society to be placed.

It was decided that the Clerk will seek to find possible alternate locations within the budget for the funding to the CGS to be placed, to avoid future confusion and complications arising.

Members made no alterations to the current level of Council subscriptions.

Resolved:

- That, subject to Council ratification, the current subscriptions are accepted for 2018/19 and that the Clerk looks to find an alternate location in the budget for the funding supplied to the Croxley Green Society.

CC1294.2/17 To discuss and agree as appropriate making additional budget provision for new glass doors at All Saints Church in anticipation of an S137 Grant application – see attached.

As a member of the Committee involved in the creation of the commemorative doors Cllr Saxon withdrew himself from the discussion and vote in relation to this agenda item. Cllr Edmunds temporarily chaired the meeting during this item.

For concerns and issues raised by members see item FA1289/17

Resolved:

- That, subject to approval from Council, Croxley Green Parish Council increases the provision for the commemorative glass doors at All Saints Church is increased by £2000 to make a maximum total of £7000. If the All Saints committee find appropriate funding from elsewhere to make up the current lack of funds then this

figure may be reduced accordingly.

FA1295/17

Closure

There being no further business the Chairman closed the meeting at 9:01pm

14.09

Summary Income & Expenditure by Budget Heading 30/09/2017

Month No : 6

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	10,103	116,990	245,999	129,009	0	129,009	47.6 %
Income	32	143,529	291,560	-148,031			49.2 %
Net Expenditure over Income	10,071	-26,539	-45,561	-19,022			
<u>Environment & Amenity</u>							
Expenditure	5,578	12,004	44,961	32,957	0	32,957	26.7 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	5,578	12,004	43,961	31,957			
<u>Planning & Development</u>							
Expenditure	1,170	2,730	16,750	14,020	0	14,020	16.3 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	1,170	2,730	15,750	13,020			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	16,852	131,723	307,710	175,987	0	175,987	42.8 %
Income	32	143,529	293,560	-150,031			48.9 %
Net Expenditure over Income	16,819	-11,806	14,150	25,956			

Month No : 6

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>								
101	<u>General Administration</u>							
4001	Salaries & Wages	5,511	30,936	75,000	44,064		44,064	41.2 %
4008	Training	40	320	500	180		180	64.0 %
4009	Travel	0	1,239	1,300	61		61	95.3 %
4010	Misc Staff Costs	102	286	0	-286		-286	0.0 %
4011	Rates	0	0	3,100	3,100		3,100	0.0 %
4012	Water Rates	244	280	560	280		280	50.0 %
4013	Rent	0	0	110	110		110	0.0 %
4014	Light & Heat	0	286	2,800	2,514		2,514	10.2 %
4016	Janitorial	320	906	1,400	494		494	64.7 %
4017	Health & Safety	0	0	270	270		270	0.0 %
4019	Consultancy Fees	220	1,320	2,700	1,380		1,380	48.9 %
4020	Misc Establishment Costs	60	354	400	46		46	88.6 %
4021	Telephone & Fax	119	1,162	1,600	438		438	72.6 %
4023	Stationery, Printing & Postage	0	758	3,500	2,742		2,742	21.6 %
4025	Insurance	0	4,011	3,900	-111		-111	102.8 %
4027	Computer Software & IT	252	883	2,500	1,617		1,617	35.3 %
4030	Recruitment Advertising	0	1,476	2,500	1,024		1,024	59.0 %
4036	Property Maintenance	250	1,109	400	-709		-709	277.4 %
4037	Grounds Maintenance	0	22	0	-22		-22	0.0 %
4046	Equipment Purchased	0	5	0	-5		-5	0.0 %
4151	Bank Charges	141	170	0	-170		-170	0.0 %
4155	Legal Fees	0	25,352	0	-25,352		-25,352	0.0 %
4156	Audit Fees - External	0	0	1,000	1,000		1,000	0.0 %
4157	Audit Fees - Internal	0	0	910	910		910	0.0 %
4158	Accountancy Fees	0	0	880	880		880	0.0 %
	General Administration :- Expenditure	7,259	70,874	105,330	34,456	0	34,456	67.3 %
1001	Rent Recieved	20	20	10	10			200.0 %
1076	Precept	0	143,472	286,944	-143,472			50.0 %
1090	Interest Received	12	37	6	31			616.7 %
	General Administration :- Income	32	143,529	286,960	-143,431			50.0 %
	Net Expenditure over Income	7,227	-72,655	-181,630	-108,975			
102	<u>Local Democracy</u>							
4024	Subscriptions/Publications	0	7,207	7,500	293		293	96.1 %
4033	Parish Pump Newsletter	0	1,800	2,000	200		200	90.0 %
4201	Chairman's Discretion Budget	0	0	500	500		500	0.0 %



Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4251 Election Expenses	0	0	5,000	5,000		5,000	0.0 %
4300 Events - Revels on the Green	0	33	350	317		317	9.4 %
Local Democracy :- Expenditure	0	9,040	15,350	6,310	0	6,310	58.9 %
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	0	9,040	13,750	4,710			
103 Groundworks							
4001 Salaries & Wages	2,601	22,307	60,300	37,993		37,993	37.0 %
4006 Protective Clothing	0	15	500	485		485	3.0 %
4008 Training	0	520	500	-20		-20	104.0 %
4010 Misc Staff Costs	81	271	730	460		460	37.1 %
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	20	0	-20		-20	0.0 %
4020 Misc Establishment Costs	0	12	0	-12		-12	0.0 %
4036 Property Maintenance	0	0	500	500		500	0.0 %
4037 Grounds Maintenance	0	594	1,500	906		906	39.6 %
4038 Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
4046 Equipment Purchased	50	457	500	43		43	91.5 %
4051 Vehicle License & Insurance	0	1,834	2,500	666		666	73.4 %
4055 Fuel & Oil - LS08 WCP	90	499	1,000	501		501	49.9 %
4060 Fuel & Oil - Groundworks	0	250	840	590		590	29.8 %
4070 Maintenance - LS08 WCP	0	542	560	18		18	96.7 %
4071 Maintenance - Tractor	0	465	1,100	635		635	42.3 %
4072 Maintenance - Ride on Mower	22	125	500	375		375	25.1 %
Groundworks :- Expenditure	2,844	28,178	75,230	47,052	0	47,052	37.5 %
Net Expenditure over Income	2,844	28,178	75,230	47,052			
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	0	-1,000	6,500	7,500		7,500	-15.4 %
4871 Tfr from Capital Fund	0	0	-5,000	-5,000		-5,000	0.0 %
Grants (incl S137) :- Expenditure	0	8,699	14,199	5,500	0	5,500	61.3 %
1200 Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
Grants (incl S137) :- Income	0	0	3,000	-3,000			0.0 %
Net Expenditure over Income	0	8,699	11,199	2,500			

Month No : 6

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							
4046 Equipment Purchased	0	0	0	0		0	0.0 %
4102 Purchase Logo Printed T/Cloth	0	198	190	-8		-8	104.2 %
4823 Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %
4824 Tfr to Equipt Repl Fund	0	0	3,000	3,000		3,000	0.0 %
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 %
4963 F&A Project - PCSO	0	0	28,500	28,500		28,500	0.0 %
4973 Annual Civic Award	0	0	200	200		200	0.0 %
F & A Capital & Projects :- Expenditure	0	198	35,890	35,692	0	35,692	0.6 %
Net Expenditure over income	0	198	35,890	35,692			
Finance & Administration :- Expenditure	10,103	116,990	245,999	129,009	0	129,009	47.6 %
Income	32	143,529	291,560	-148,031			49.2 %
Net Expenditure over Income	10,071	-26,539	-45,561	-19,022			
Environment & Amenity							
202 The Green							
4044 Fly Tipping	0	195	500	305		305	39.0 %
The Green :- Expenditure	0	195	500	305	0	305	39.0 %
Net Expenditure over income	0	195	500	305			
203 Open Spaces & Trees							
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0 %
4049 Dog Hygiene	1,328	7,214	14,000	6,786		6,786	51.5 %
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	7,214	15,091	7,877	0	7,877	47.8 %
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	7,214	14,891	7,677			
211 Events							
4601 Events - Garden Competition	0	0	250	250		250	0.0 %
4602 Events - Quiz Night	0	0	250	250		250	0.0 %



Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4605 Events - Christmas Lights	4,250	4,709	8,500	3,791		3,791	55.4 %
4610 Events - Fireworks on Green	0	-4,500	5,000	9,500		9,500	-90.0 %
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	0	50	50		50	0.0 %
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	0	150	150		150	0.0 %
4621 Ponds	0	-680	0	680		680	0.0 %
4622 Poppies on the Green	0	0	250	250		250	0.0 %
4623 Remembrance Day Brass Band	0	0	300	300		300	0.0 %
4624 The Great Pram Race	0	0	500	500		500	0.0 %
4884 Tfr from Local Travel Map Res	0	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	4,250	769	17,050	16,281	0	16,281	4.5 %
Net Expenditure over Income	4,250	769	17,050	16,281			
<u>221</u> M S C							
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
M S C :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
<u>299</u> E & A Capital & Projects							
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 %
4938 Brown Bin Caddy Liners	0	0	650	650		650	0.0 %
4940 E & A Local Producers Market	0	0	300	300		300	0.0 %
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	0	500	500		500	0.0 %
4978 Youth Project	0	0	5,000	5,000		5,000	0.0 %
E & A Capital & Projects :- Expenditure	0	3,826	11,320	7,495	0	7,495	33.8 %
1082 Brown Bin Caddy Liners	0	0	800	-800			0.0 %
E & A Capital & Projects :- Income	0	0	800	-800			0.0 %
Net Expenditure over Income	0	3,826	10,520	6,695			
Environment & Amenity :- Expenditure	5,578	12,004	44,961	32,957	0	32,957	26.7 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	5,578	12,004	43,961	31,957			

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Planning & Development							
<u>301 Roads & Street Furniture</u>							
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 %
	Roads & Street Furniture :- Expenditure	0	0	3,600	3,600	0	0.0 %
1077	Grants and Donations Received	0	0	1,000	-1,000		0.0 %
	Roads & Street Furniture :- Income	0	0	1,000	-1,000		0.0 %
	Net Expenditure over Income	0	0	2,600	2,600		
<u>302 Community Bus</u>							
4702	Community Bus	1,170	2,730	6,900	4,170	4,170	39.6 %
	Community Bus :- Expenditure	1,170	2,730	6,900	4,170	0	39.6 %
	Net Expenditure over Income	1,170	2,730	6,900	4,170		
<u>399 P & D Capital & Projects</u>							
4881	Tfr from Village Plan Reserve	0	0	-5,000	-5,000	-5,000	0.0 %
4965	Community Plan Developmt P & D	0	0	10,000	10,000	10,000	0.0 %
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	0	0	6,250	6,250	0	0.0 %
	Net Expenditure over Income	0	0	6,250	6,250		
	Planning & Development :- Expenditure	1,170	2,730	16,750	14,020	0	16.3 %
	Income	0	0	1,000	-1,000		0.0 %
	Net Expenditure over Income	1,170	2,730	15,750	13,020		

At 14:11


Santander Business Account

List of Payments made between 01/09/2017 and 30/09/2017

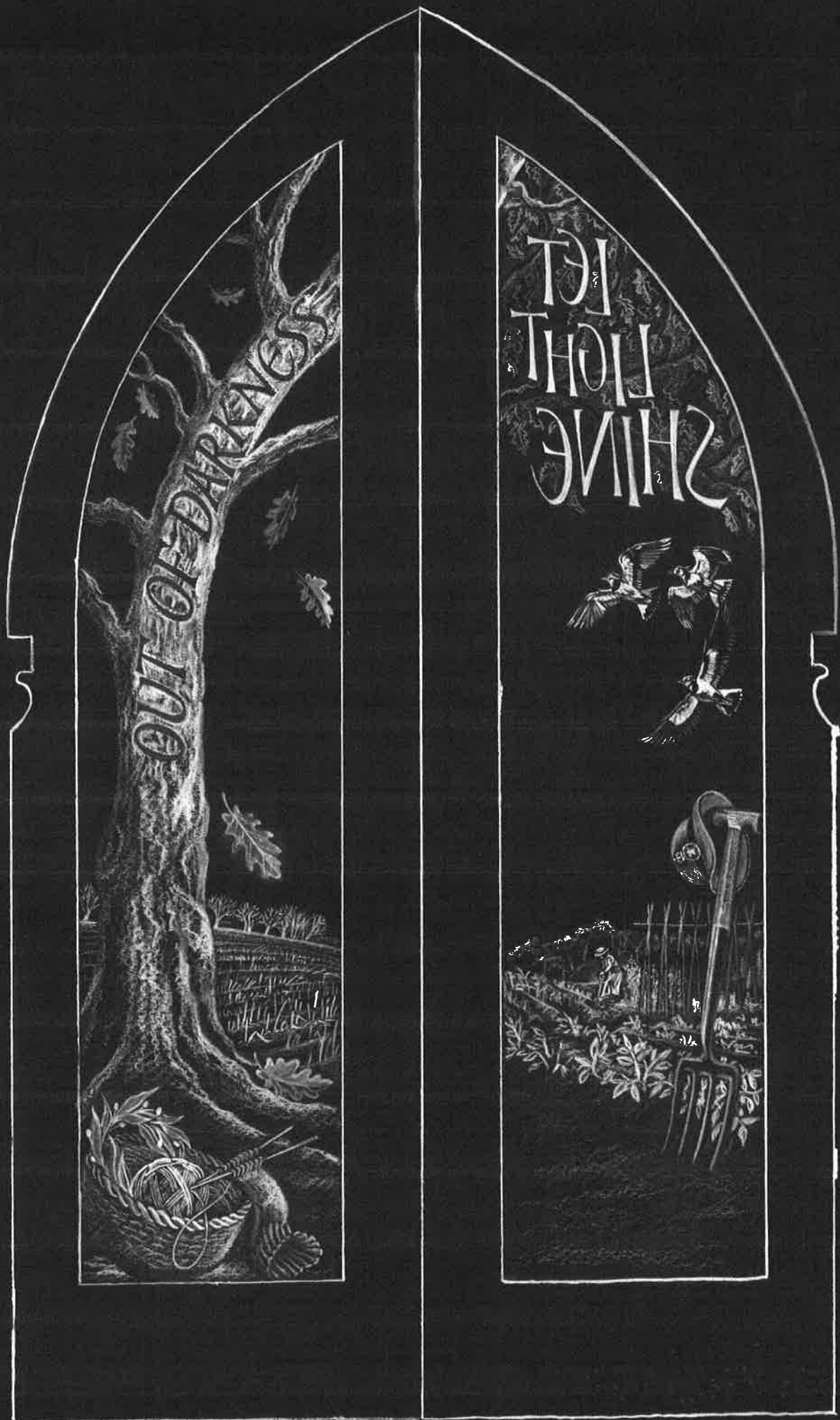
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2017	Affinity Water	DDR391	192.21		Water
04/09/2017	Google	CP107	138.60		Google G-Suite August 17
12/09/2017	Castle Water	DDR392	100.96		Water
15/09/2017	CGPC Payroll	DDR393-5	9,948.11		Salaries/PAYE/Pens
20/09/2017	UK Countrystore	CP111	41.60		Barrier stakes
30/09/2017	agratech	CP110	11.56		41666/4157/agratech
30/09/2017	British Telecom PLC	DDR400	99.00		M093DK/4153/British Telecom PL
30/09/2017	Lamps & Tubes Illuminations Li	TFR61	5,099.98		68274/4152/Lamps & Tubes Illum
30/09/2017	HUMPHREYS PLUS	TFR62	41.99		208980/4154/HUMPHREYS PLUS
30/09/2017	Desi Coaches Ltd	TFR63	650.00		233165/4155/Desi Coaches Ltd
30/09/2017	Trade UK (6331640008774572)	TFR64	6.00		0822328046/4156/Trade UK (6331
30/09/2017	SuperClean Commercial Limited	TFR65	315.66		17/14910/4158/SuperClean Comme
30/09/2017	Numerus Payroll Services Ltd	TFR66	121.92		3948/4159/Numerus Payroll Serv
30/09/2017	Lyreco UK Ltd	TFR67	60.33		6670116652/4161/Lyreco UK Ltd
30/09/2017	BWT UK Limited	TFR68	30.36		IOOO347675/4162/BWT UK Limited
30/09/2017	Google	TFR69	136.60		3374899265/4163/Google
30/09/2017	JRB Enterprise Ltd	TFR70	326.88		17320/4164/JRB Enterprise Ltd
30/09/2017	TBS Hygiene Limited	TFR71	1,267.20		150982/4165/TBS Hygiene Limite
30/09/2017	Peninsula Business Services Lt	DDR399	264.00		U000119545/4168/Peninsula Busi
30/09/2017	Geo Browns Implements Limited	TFR72	25.98		422074/4166/Geo Browns Impleme
30/09/2017	HAPTC	TFR73	40.00		1718/247/4167/HAPTC
30/09/2017	Desi Coaches Ltd	TFR74	520.00		233142/4169/Desi Coaches Ltd
30/09/2017	Watford Keyholding Company	TFR75	300.00		1709-975/4170/Watford Keyholdi
30/09/2017	Redacted	TFR76	27.05		OCT17/4171/Redacted
30/09/2017	Redacted	TFR77	27.05		SEP17/4172/Expenses
30/09/2017	Redacted	TFR78	27.05		OCT17/4173/Expenses
30/09/2017	Santander	TFR79	140.55		Charges August 17
30/09/2017	Shell U.K Oil Products Ltd	DDR398	2.40		2088025/4175/Shell U.K Oil Pro
30/09/2017	British Telecom PLC	DDRR396	43.94		11SEPT2017/4174/British Teleco
30/09/2017	Shell U.K Oil Products Ltd	DDR400	79.66		2066935/4176/Shell U.K Oil Pro

Total Payments	20,086.64
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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: Signed: 

Date: 12/10/17



3 feet.

Design proposal for a pair of engraved glass doors for All Saints Church, Croxley Green - 2017
Tracey Sheppard ©

Paper 1 (i) Item 5

A Design Proposal for a Pair of Engraved Glass Doors for the
All Saints Church, Croxley Green.

The words 'Out of darkness let light shine.' 2 Corinthians 4:6 offer hope after the tumultuous and terrible events of WW1.

There is an oak tree on the Green at Croxley Heath which was planted at the suggestion of the then headmaster of the Boys' School, H T Wilson "in memory of those men from the village who had died in the war" ('Croxley Green in the First World War'- Brian Thomson). The oak has often been used in Christian art as a symbol of the cross. Here it is a major feature of the design.

The tree grows in a barren landscape where only broken stubble and ridges of old furrows remain. These might be seen to represent the trenches of the battlefields. Oak leaves fall from the tree reminding us of the lives lost

The first three words of the phrase are carved into the trunk of the oak and would be legible on approaching the porch reminding the viewer that entering the church offers the opportunity to come 'Out of darkness.'

An abandoned basket lies at the base of the tree. It contains one partially completed sock, suggesting, possibly, that the knitter has lost the man for whom she was making the warming footwear. (Making socks for 'Tommy' was something which the women of Britain were called upon to do as part of the war effort.).

The basket also holds a laurel wreath. Laurel is a symbol of triumph and eternity. It became a tradition for the girls of the village to make laurel festoons for the railings which surround the memorial oak as an act of commemoration. The memorial plaque which is on the south wall of the church has a broad decorative band of laurel. .

The tree branches spread across to top of the right-hand door where they are no longer bare, but are full of leaf and by implication life, perhaps suggesting the resurrection. The second half of the quotation – 'Let light shine' sits amongst the leaves. This would be legible from within the church and may be read as a message to carry out into the world.

A trio of birds fly across the glass – birds have been used to signify the soul being released to fly heavenwards. These are lapwings which Frank Paddick recalls seeing in 'great flocks' which 'flew round and round the village' in his book – A Village Boyhood in Croxley Green. This would have been a sight familiar to the local men who had gone away to war.

The land beneath is full of signs of industrious labour in the form of vegetable production. A single figure dressed in a pinafore and long skirts works away digging up potatoes. She represents the many women who found themselves having to take on the role not only of home maker, but also the huge physical efforts of agricultural labour and filling in the places that their men-folk had left behind. All were encouraged to grow food for the war effort and often every available piece of land was given over to this.

In the foreground a fork is left standing with a Woman's Land Army hat hanging on the handle. Either the owner has taken a break from her labours – or, the war has ended and neither are needed by her any more. Both the fork and the hat may also serve to remind the viewer that the role of women in Britain had been changed forever by the events of WW1.