

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 13 JUNE 2013

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

Cllrs Bennett, Edmunds, Jordan, Seeley and Shafe

Voting Members:

FA906/13 Apologies for Absence

There were no apologies.

FA907/13 Declaration of Interests

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

FA908/13 Representations from the Public

There were no public present.

FA909/13 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 9 May 2013 be approved and be signed by the Chairman.

FA910/13 Matters Arising

FA904/13 Monthly Accounts. The Clerk was asked whether the data entry adjustments regarding the 'Current Annual Budget' column had been completed. The Clerk advised that unfortunately insufficient time had been available to undertake the necessary work although it was on his action list.

FA911/13 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for month 2 (May).

A Cllr asked about the figure shown under recruitment (Acct Code 4030/101, £937) to which the Clerk said that this related to the advertisement in the Watford Observer for the Senior Ranger post. The original invoice had not been received hence dispersal of the funds at this time. The Clerk added that the figure of £156 in the 'Actual Year to Date' column related to VAT and this would need to be moved to the VAT account.

Under Acct Code 4903/199 (£3,000 Actual Year to Date column), a Cllr asked why there was no budget showing. The Clerk advised that the budget for this had been in the previous financial year but actual dispersal of the funds had fallen into this financial year.

The Clerk brought to Members attention:

40510/103 Vehicle Licensing (£220) – which related to the road fund tax for the Land Rover. The Clerk added that although both the tractor and the Kabota ride on mower have to be taxed they are classed as agricultural vehicles and therefore there is a nil cost in taxing them.

4072/103 Maintenance – Ride on mower (£401) – which related to investigation as to why the mower would not start. The solenoid was subsequently replaced.

4965/399 Community Plan Development (£299) - which related to renewal of Survey Monkey, the questionnaire software.

Resolved:

- That the Management Accounts for month 2 (May) be approved and be signed by the Chairman.

FA912/13

Closure

There being no further business, the Chairman closed the meeting at 8.13pm.