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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 13 JUNE 2019

Present: Cllr Cole – In the Chair
Ryan Bennett – Clerk Designate
David Allison – Clerk to the Council
Amanda Gardiner - Administrative Assistant

Present: Cllrs Hobbs, Mitchell and Montague
In Attendance: Cllrs Taylor, Vassiliou, Walker and Wallington
Not Present: Cllr Benner
Voting Members: 4

FA1443/19 Apologies for Absence
Apologies were received from Cllrs Gallagher.

FA1444/19 Declaration of Interests
The Chairman recommended that any declarations be made at the appropriate time.

FA1445/19 Representations from the Public
No representations were made.

FA1446/19 Minutes
The Minutes under review for this meeting were those of Thursday 11 April 2019.
Resolved:

- That the Minutes of the meeting held on Thursday 11 April 2019 are approved and signed by the Chairman.

FA1447/19 Matters Arising
There were no matters arising.

FA1448/19 Monthly Accounts
The Clerk brought Member's attention to the following payments for the previous months:
Month 1 (April)
4003/101 – Data Protection Officer/Service (£1540) – cost of DPO Centre to act as Data Protection Officer for the next 12 months.
4017/101 – Health & Safety (£90) – cost of providing fire extinguishers for the Tractor and Ride on Mower.
4027/101 – Computer Software and IT (£481) – cost of Google account and SSL Certificate renewal.
4036/101 – Property Maintenance (£352) – cost of new water heater for the parish council office.

4024/102 – Subscriptions/Publications (£1,684) – cost of HAPCC subscription and access to publications.

4037/103 – Grounds Maintenance (£86) - cost of new latch for the gate on Stones Orchard.

4070/103 – Maintenance LS08 WCP (£55) – cost of MOT on Land Rover.

4071/103 – Maintenance Tractor (£60) – cost of vinyl lettering for the Tractor

4072/103 - Maintenance Ride on Mower (£25) – cost of vinyl lettering for the Ride on Mower.

4260/107 – Community Hall Membership (£9,700) – cost of village hall for next 12 months.

4963/199 – F&A Project – PCSO (refund £7,125) – accounts adjustment from 2018/19.

4625/211 – Easter Egg Hunt (£160) – cost of providing items for Easter Egg Hunt.

4629/211 – Allotment for Pre-school children (£420) – cost of shed and plants.

4976/299 – Defibrillators (Maint.) (£105) – cost of new pads for the defibrillator.

Month 2 (May)

4009/101 – Travel (£310) – departing Clerk essential car usage allowance.

4020/101 – Misc Establishment Costs (£469) – cost of confidential shredding and providing 2 new office chairs.

4024/102 – Subscriptions/Publications (£5,535) – cost of subscription to Croxley Green Society and Countryside Management Association.

4041/103 – Equipment Hire (£167) – cost of rental van hire whilst Land Rover was being repaired.

4611/211 – Events - Senior Citizens Trip (£3,100) – cost of Bursary and Tables for Home Produce Show. Incorrectly coded to 4611/211 and will be recoded to 4631/211 in Month 3.

Resolved:

- That the Management Accounts for Months 1 & 2 (April & May) be approved and signed by the Chairman.
- That the Schedule of Payments for Months 1 & 2 (April & May) be approved and signed by the Chairman.

FA1449/19

Land Rover Update

The Clerk provided an update on the Land Rover, which outlined how the engine had seized, the quotes obtained to repair the vehicle and the cost of repair being agreed by the Chairman and Vice Chairman. Approval was granted to repair the vehicle as the asset still has a high value.

FA1450/19

NYE Fireworks Display

Cllr Montague provided a summary of the issues that the working party was set up to address from the 2018 NYE Fireworks Display and how the event has now outgrown the current provider. He explained how the working group held site meetings and obtained quotations from 3 larger local companies who all have

expertise at running large scale events.

Cllr Montague declared a non-pecuniary interest in the item, as he has previously worked with Fantastic Fireworks on past displays, and excused himself from the final selection of which company was to provide the NYE firework display for 2019. The Clerk advised that Cllrs Hobbs and Wallington made the final decision to recommend Fantastic Fireworks.

Resolved:

1. Whizz Bang is notified that CGPC do not wish to contract with them for the 2019 display.
2. Fantastic Fireworks is contracted for the 2019 display.
3. Additional budget of £3000 is allocated from Council funds to provide for improved crowd barriers, site security and improve PA provision for the 2019 event.

FA1451/19

Updating the Budget and Management Accounts Reporting Structure

Cllr Cole outlined his recommendation to realign the Budget and Management Accounts reporting structure to reflect the changes to Standing Orders.

Resolved:

1. That this committee approves the principle set out in this paper that expenditure be allocated to the standing committees of the council aligned to the committees' terms of reference.
2. That the budget expenditure for 2020/21 be allocated to the council's standing committees in accordance with the principles of this paper.
3. That the RFO investigates, and seeks advice as may be required, the actions required to reallocate the budgeted and actual expenditure for the current financial year (2019/20) within the Council's financial systems in accordance with the principles of this paper.
4. That the RFO, subject to being comfortable that the changes may be made with minimum risk to the 'health' of the financial systems, makes the changes in sufficient time that the September 2019 cumulative management accounts are prepared in the revised format.

FA1452/19

Review of Working Groups

Cllr Cole outlined the review of working groups as outlined in the supporting paper.

Resolved:

The committee recommends to Council the following:

1. That the following groups, which have substantially completed their original remit, are wound up:
 - Council Workings
 - Neighbourhood Plan
 - Election Planning
2. The following two groups, which appear to have overlapping interests, are merged and report to Council [*through the F&A committee*]:
 - Land Transfer (including Red Cross building)
 - Renewal of Council Building.

3. Responsibility for CIL money be transferred to the P&D committee and the CIL group be wound up.
4. The New Year's Fireworks Group reports to the LEE committee and continues its work to completion.
5. Responsibility for the Christmas Market and the Youth Project be transferred to the LEE committee and the two groups be wound up.
6. Responsibility for Strategic Planning and the production of the Annual Report be transferred to the F&A committee and the two groups be wound up.
7. In future there is a standing item on each committee's agenda to review the progress of the continuing working groups and the specific topics transferred to them.

FA1453/19

Community Infrastructure Levy – Red Cross Centre

Cllr Mitchell updated Members on the progress made by the Land Transfer & Community Infrastructure Levy groups. He informed Members that spending the Council's CIL funding to supply a village hall was a popular suggestion with residents when the working group carried out its consultation. The Clerk outlined the costs to obtain a structural survey and valuation survey of the Red Cross Centre.

Resolved:

- That the Parish Council agrees to commit up to £1500 for preparatory work required so we may make an informed decision whether to offer to take over the Red Cross Centre.
- That funding is provided from the Council's Community Infrastructure Levy fund.
- That the land transfer working party continues to take this matter forward up to the point where the Council has a definite proposal to consider. Any consequent decision to commit further funds will come back to the Council.

FA1454/19

Croxley Green Woodland

The Clerk brought to Members attention, the ownership of a section of Croxley Green woodland. The Clerk advised that If Members wanted to take this matter forward, to register their interest with him.

FA1455/19

Closure

There being no further business the Chairman closed the meeting at 9.00pm