

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 13 SEPTEMBER 2012

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

Cllrs Edmunds, Mitchell, Seeley and Shafe

Voting Members: 5

In Attendance: Cllrs Ridley and Brand.

FA836/12 Apologies for Absence

Apologies had been received from Cllr Jordan.

FA837/12 Declaration of Interests

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

FA838/12 Representations from the Public

There were no public present.

FA839/12 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 12 July 2012 be approved and be signed by the Chairman.

FA840/12 Matters Arising

Cllr Brand stated that the Minutes did not show that he was in attendance at the meeting on 12 July 2012. The Clerk advised that as the Minutes had already been approved they could not now be changed and he apologised for the omission. However, the Clerk said that he would minute the fact that Cllr Brand was present at that meeting.

FA829/12 Matters Arising, FA822/12 (Matters Arising) [*Community Hall*]. A Cllr asked whether a meeting with the Community Association had taken place. The clerk advised that the meeting had not taken place as he wished to see the report which Community Matters had prepared for the Association before such a meeting and he would be following this up.

FA833/12 External Redecoration of the Council's Office. A Cllr asked what the current situation was. The Clerk advised that a contractor had been appointed to undertake the painting and that work would be starting in October. The Clerk added that three quotes had been received and the successful contractor was the lowest quote.

FA841/12 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for months 4 and 5 (July and August).

The Clerk brought to Members attention account code 4027/101 Computer Software & IT (£100) in month 4, stating that this relates to the setting up of a 'Cookie' Policy on the Council's web site following the European Union's Privacy and Electronic Communications Directive.

Cllrs asked for clarification on some items of expenditure including:

4023/101 Stationery, Printing & Postage (£813) month 5. The Clerk advised that this related to the photocopier lease and copy charges.

4614/211 Boundary Walk Signage (£1,313) month 5. The Clerk advised that this related to the joint initiative with the Residents Association for the boundary walk signs and although the accounts are reporting the expenditure, the cheque will not be sent until the signs have been delivered. The Clerk also referred to the income code 1077/211 Grants and Donations which in the Actual Year to Date column reports the grant income for the signs.

4020/101 Misc. Establishment Costs (£36) month 4. The Clerk advised that this related to the cold bottled water dispenser.

4300/101 Events – Revels on the Green (£25) month 4. The Clerk advised that this related to the hire of tables and chairs for the Parish Council stand at the Revels.

4963/101 F&A Project PCSO month 4. It was pointed out that there was no budget for this item. The Clerk advised that there is a miscoding, which he will correct, as PCSO expenditure should be shown under accounts code 4963/199.

Following a general point raised about showing income, the Clerk advised that income account codes always start with the number '1'.

**Resolved:**

- That the Management Accounts for months 4 and 5 (July and August) be approved and be signed by the Chairman.

FA842/12 Cross Reference Motions Register

The Chairman introduced this matter stating that the matter had been proposed by Cllr Ridley and in accordance with Standing Order 10.2 the matter needs to be seconded before it can be considered. Accordingly, the Chairman stated that he would second the motion and asked Cllr Ridley to elaborate.

Cllr Ridley stated that he had put the matter forward as it considered it appropriate that there should be some sort of archive as to what had been previously debated by Council.

The Clerk advised that in accordance with the Standing Orders introduced in September last year (S.O. 8.6) such a cross reference record is now in existence (with effect from 1 July 2012) and it was his intention to place this on the web site once he had set up the electronic formatting of the spreadsheet record.

A discussion ensued and it was pointed out that although the new record was established on 1 July 2012, there had not been any enquiries about previous matters. It was pointed out that to develop a historic cross reference archive would be very time consuming given that no enquiries on past information had been made. The Clerk did point out that all historic information is available in hard copy form at the office although a project is currently being taken forward by a staff member to digitise these.

A counter proposal was put forward against Cllr Ridley's submitted proposal that the Motions Register as established from 1 July 2012 be put on the Council's web site. The counter proposal was agreed.

**Resolved:**

- That the Motions Register as established from 1 July 2012 be put on the Council's web site

The Clerk did point out that some work on formatted the document will need to be completed for ease of ongoing maintenance of the document on the web site so there will be a delay in uploading the document.

FA843/12 Unspent Reserves Register

The Chairman introduced this matter stating that the matter had been proposed by Cllr Ridley and in accordance with Standing Order 10.2 the matter needs to be seconded before it can be considered. Accordingly, the Chairman stated that he would second the motion and asked Cllr Ridley to elaborate.

Cllr Ridley stated that he had put the matter forward as in the past monies had been included in the budget for a particular item but at the end of the financial year that item had not, for whatever reason, been progressed. Cllr Ridley continued that it would be appropriate if a register of unspent monies was prepared.

The Chairman stated that unspent monies cannot be carried forward into the next financial year with the exception of specific funds which are 'earmarked' for such things as capital replacement for the office building and replacement of vehicles and equipment. The Chairman continued that as this was the case any unspent monies which are not earmarked go into the General Reserves.

It was pointed out by other Councillors that this arrangement was standard practice in public sector organisations and irrespective of standard practice. It was also pointed out that the annual accounts each year, which are published on the Council's web site, clearly shows the monies which are placed into reserves. In addition it was stated that the budget is democratically agreed annually by the Council.

Cllr Ridley's proposal that a register of unspent budget monies be established was voted upon and not agreed

**Resolved:**

- That a register of unspent budget monies is not established.

FA844/12 Closure

There being no further business, the Chairman closed the meeting at 8.58pm.