

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER FOLLOWING THE ANNUAL GENERAL MEETING  
ON THURSDAY 14 JUNE 2012

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

Cllrs Jordan, Seeley and Shafe

Voting Members: 4

In Attendance: Cllr Brand

Public: 1

FA818/12 Apologies for Absence

Apologies were received from Cllrs Edmunds and Mitchell.

FA819/12 Declaration of Interests

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

FA820/12 Representations from the Public

Representations were made by a member of the Croxley Green Society in respect of Agenda Item FA823/12 Monthly Accounts in which a payment had been made by the Council for the subscription to the Croxley Green Society.

The representative stated that in accordance with the request from the Council, the Council being a major partner, he was at the meeting to give an update about the Revels and Croxfest and to answer any questions Members may have.

The representative stated that both events were well on track and that 5 bands had so far confirmed for Croxfest. There would be a number of promotional items on sale and catering was 99% arranged and there would be about 12 other stalls at the event.

As far as the Revels it was reported that the number of stalls was currently down by about 15 at the current time to 60 but past experience has demonstrated that there is usually a 'last minute' influx for stalls.

FA821/12 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 10 May 2012 and the Extraordinary Meeting held on Tuesday 29 May 2012 be approved and be signed by the Chairman.

FA822/12 Matters Arising

In respect of the Minutes of the Extraordinary Meeting held on 29 May 2012, a Councillor asked whether there had been a formal meeting with the Community Association regarding funding prior to the formal meeting on the 29 May. The Clerk advised no such formal meeting had taken place.

The Clerk was pleased to report that he was given to understand that the membership arrangement between the Association and the Club had been resolved and that the TRDC Licensing Officer was satisfied with the arrangements being put into place.

FA823/12

### Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts. The Clerk brought to Members attention some items of expenditure for month 2 (May):

101/4026 (Photocopy Hire/Charges) £437 – the Clerk advised that this was a miscoding and should be reported under accounts code 101/4023 (Printing). The miscoding will be corrected.

101/4027 (Computer Software & IT) £143 – the Clerk advised that the expenditure related to the Council's internet costs and a 'Cookie' audit of the Parish Council's website in respect of new European legislation regarding 'Cookies'.

103/4012 (Water Rates – Groundworks) £79 – the Clerk reported that in discussion with the Council's accountants, it was recommended that the water bill that relates to the Depot (and the allotments) should be coded against the Groundworks cost centre (103) and not the office cost centre (101). This has therefore been done but the Clerk stated that there was no specific budget in the Groundworks cost centre for this but the budget in the office cost centre (101) would cover all the expected water rate costs for both cost centres.

103/4042 (Equipment Maintenance) £233 – the Clerk advised that this related to essential repairs and maintenance to the hedgecutters.

103/4070 (Maintenance – LS08 WCP) £323 – the Clerk advised that this related to a replacement starter motor for the Land Rover and recovery costs to take the vehicle to the garage for repair.

103/4072 (Maintenance – Ride on mower) £96 – the Clerk advised that this related to replacing the drivebelt on the Kubota.

107/40711 (Grants Permitted & Section 137) £16,900 – the Clerk advised that there was a part double entry in relation to payment to the Community Association (£7,100) and a miscoding and that the figure should be £200 (two £100 S137 Grants for the Jubilee street parties). The payment of £9,600 to the Community Association should be coded to 107/4260. The matters will be corrected.

399/4965 (Village Plan Development) £260 – the Clerk advised that this related to the purchase of Survey Monkey for the online questionnaire for the Community Plan.

#### **Resolved:**

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

FA824/12

### Closure

There being no further business, the Chairman closed the meeting at 8.31pm.