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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 14 JUNE 2018

Present: Cllr Saxon – In the Chair  
David Allison - Clerk  
Ryan Bennett – Administrative Assistant

Present: Cllrs Cole, Gallagher & Montague.

Voting Members: 4

Member of the public: 3

FA1361/18 Apologies for Absence

Apologies were received from Cllrs Mitchell & Hollands.

FA1362/18 Declaration of Interests

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

FA1363/18 Representations from the Public

Representation was made from Nik Bennett who spoke on behalf of the All Saint's WW1 Memorial Glass Doors Committee. Mr. Bennett gave a brief background on the project and emphasized the level of support for the project within the community.

*Under Standing Order 9.1.16 it was agreed by members that Agenda item FA1368/18 be brought up the Agenda.*

FA1368/18 All Saints Church Grant Application for £7,000 for Memorial Glass Doors

The Chairman opened the item and asked Cllrs for their views on supplying the grant. A Cllr commented that the Council had sought advice from the local MP and were still awaiting a response. Another Cllr commented that they were concerned that the memorial door would not be seen by many in the community and would be mostly for the people who attend congregations at All Saints Church. He added that he held concerns over the legality of awarding the grant. A third Cllr commented that they felt legally safe in awarding the grant but that visibility needs to be increased to make sure the rest of the village are aware of the project. The Clerk informed Cllrs that following advice from the National Association of Local Councils (NALC) he had, in his position as Proper officer of the Council, to advise the Committee not to consider awarding the grant as he could not be certain that this would be a lawful act. The Chairman noted the Clerk's concerns but commented on the ambiguities in the advice from NALC.

**Resolved:**

- That a recommendation is made to Council that a grant of £7000 be awarded to the All Saints WW1 Memorial Glass Doors Committee.

FA1364/18 Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 10 May 2018.

**Resolved:**

- That the Minutes of the meeting held on Thursday 10 May 2018 be approved and be signed by the Chairman.

FA1365/18

Matters Arising

There was no Matters Arising.

FA1366/18

Monthly Accounts

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

**Month 2**

4003/101 – Data Protection Officer / Service (£231) –Relates to the purchase of a GDPR compliant shredder.

4024/102 – Subscription / Publications (£36) – Refers to the Council's membership to the Campaign to Protect Rural England.

4006/103– Protective Clothing (£135) – Purchase of protective boots and trousers for the Rangers.

4037/103 – Ground Maintenance (£273) – Purchase of a new gate for the vehicular access to Stone's Orchard.

4060/103 – Fuel & Oil - Groundworks (£279) –Relates to the purchase red diesel for use on machinery.

4711/107 – Grants, Permitted & Section 137 (£1000) – Grant supplied to the Croxley Green Home & Produce Show.

4049/203 – Dog Hygiene (£2534) – Purchase of two sets of dog bags.

**Resolved:**

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

FA1367/18

Internal Audit Report (Final) for the year ending 31 March 2018

The Clerk drew member's attention to the Internal Audit Report which had been circulated with the Agenda. He commented to members that there was only one recommendation from the auditor which stated that the Council's Standing Orders and Financial Regulations should be updated without further delay. The Clerk informed Cllrs that a working party had been set up to look at the internal workings of the Council, which had delayed his renewal of the Standing Orders & Financial Regulations. He noted that the working party had brought no recommendations forward. The Clerk informed Cllrs that he had requested a copy of the latest model Standing Orders structure from NALC and that he would be making the necessary changes in the near future. The Cllrs thanked the Clerk for another successful audit.

**Resolved:**

- That the Internal Audit Report is noted.
- That the Clerk updates the Council's Standing Orders and Finance Regulations which will then be brought back to Council for ratification & adoption.

FA1368/18

All Saints Church Grant Application for £7,000 for Memorial Glass Doors

This item was considered earlier after item FA1363/18 – see above.

FA1369/18

Croxley Green Society Accounts and Parish Council Sponsorship

The Chairman opened the item and asked Cllrs if they had any comments in regards to the Croxley Green Society (CGS) accounts as circulated with the Agenda. A Cllr commented that they were impressed that the CGS had managed to run both events (Revels & Croxfest) at a profit and that they were vital events for the community and the Council should be seen as actively supporting them. Another Cllr was surprised at the level of surplus in the accounts and asked whether it would be prudent to ask the CGS what they intended to do with the surplus. It was noted by Cllrs that both events benefited from fantastic weather in 2017 and this would have had an effect on the levels of income taken.

**Resolved:**

- That the Clerk writes to the CGS to outline the questions posed by Cllrs at the meeting.

*[The meeting was suspended at 20:53 and re-opened at 20:55 as Cllrs asked questions to Barry Grant from the Croxley Green Society]*

FA1370/18

Weston Wood – Installation of posts and rails

The Clerk informed Cllrs that following the E&A committee's decision to install wooden instead of metal posts by Weston Wood the quote from the supplier had increased by £80. Members noted the increase in price.

FA1371/18

Annual Report – Review

The Chairman opened the item and asked Cllr Gallagher to elaborate. Cllr Gallagher informed members that he would like to bring a paper to full council detailing the Annual Report along with recommendations on how to move the project forward. He asked that the Council prints 500 copies of the Report to be distributed at the Revels, Council events and throughout places in Croxley Green. There was general agreement amongst Cllrs that 500 copies was too many considering that many people would rather read it online. As such the number was reduced to 250.

**Resolved:**

- That the Council places an order for 250 printed copies of the Annual Report.
- That Cllrs Gallagher & Cole continue to move the project along and bring a paper to full council for further discussion.

FA1372/18

Closure

There being no further business the Chairman closed the meeting at 9:16pm