

Tel: 01923 710250  
@croxleygreenpc  
info@croxleygreen-pc.gov.uk  
www.croxleygreen-pc.gov.uk



Community Way  
Croxley Green  
Rickmansworth  
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 24 OCTOBER 2019  
Meeting Started at 8:15pm

Present: Cllr Gallagher – In the Chair Ryan Bennett – Clerk to the Council  
Amanda Gardiner - Administrative Assistant

Present: Cllrs Cole, Mitchell and Montague

In Attendance: Cllrs Tobin and Vassiliou

Voting Members: 4

FA1466/19 Apologies for Absence

Apologies were received from Cllrs Benner and Hobbs.

FA1467/19 Declaration of Interests

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

FA1468/19 Representations from the Public

No representations were made.

FA1469/19 Minutes

The Minutes under review for this meeting were those of Thursday 12 September 2019.

**Resolved:**

- That the Minutes of the meeting held on Thursday 12 September 2019 are approved and signed by the Chairman.

FA1470/19 Matters Arising

FA1462/19 Proposed Permit Parking Scheme (CPZ) on Public Roads in Croxley Green – The Clerk advised Members that no feedback has been received from TRDC after the consultation period ended.

FA1463/19 Parish Vehicle Update – The Clerk advised Members that quotes were being obtained from Toyota and George Browns for a replacement vehicle.

FA1471/19 Monthly Accounts

The Clerk brought Member's attention to the following payments for the previous months:

**Month 6 (September)**

4008/101 – Training (£340) – cost of 3 Councillors and Administrative Assistant to attend HAPTC Planning Training and Chairman and Administrative Assistant to attend HAPTC Community Organiser's Training.

4020/101 – Misc Establishment Costs (£294) – purchase of new display board for outside the office; signwriting updates to the Honours Board in the Council

Chamber.

4036/101 – Property Maintenance (£272) – paint and paintbrushes to repaint the outside of the Parish Council Offices.

4037/101 – Grounds Maintenance (-£31) – recoded to 4037/103

4156/101 – Audit Fees External (£800) – professional fees for the external auditor

4012/103 – Water Rates (£463) – metered water usage for Barton Way allotments. The Clerk indicated that this will be reviewed for future years.

4711/107 – Grants, Permitted & Section 137 (£1,000) – Grant awarded towards the cost of a Polytunnel for Malvern Way School.

**Resolved:**

- That the Management Accounts for Month 6 (September) be approved and signed by the Chairman.
- That the Schedule of Payments for Months 6 (September) be approved and signed by the Chairman.

FA1472/19

Office Christmas Expenditure

The Clerk proposed that funding of £120 (£30pp) be approved by the committee for the staff to attend a Christmas Dinner event at a local establishment.

**Resolved:**

- That funding of £120 is approved for expenditure on a staff Christmas dinner.

FA1473/19

Communicating with the Public

The Chairman outlined proposals for developing a communication strategy with the public in Croxley Green. After discussion, it was agreed to reword the recommendation to remove 'publications' and add 'PR'.

**Resolved**

- That the recommendation is amended to remove 'publications' and add 'PR'
- That, the F&A committee recommend to Council the establishment of a new working group to develop a PR and communications strategy.

FA1474/19

Budget 2019/20 Review

The Chairman presented a paper on reviewing how the 2019/20 budget was created and if changes could be applied to how the 2020/21 budget is created. Members noted that the Committees already do much of what the paper entails and after discussion agreed not to take recommendations forward. Members discussed applying the principles of the paper to their Committee discussions.

FA1475/19

Budget 2020/21

Members reviewed the annual budget proposals for the financial year 1 April 2020 to 31 March 2021 and suggested amendments.

FA1476/19 Election Transfer from Reserves

The Clerk advised Members that the cost of the 2019 election was £7987 and that there are earmarked funds to cover this in the reserves.

**Resolved**

- To note that the Clerk will make a transfer £7987 from reserves to account code 4251/102 (Election Expenses) in Month 7.

FA1477/19 Closure

There being no further business the Chairman closed the meeting at 10.00pm