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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 8 FEBRUARY 2018

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

Present: Cllrs Cole, Gallagher & Mitchell.

Voting Members: 4

Members of the Public: 2

FA1324/18 Apologies for Absence  
Apologies were received from Cllr Edmunds & Mitchell.

FA1325/18 Declaration of Interests  
The Chairman recommended that any declarations be made at the appropriate time.

FA1326/18 Representations from the Public  
Representation was made from Doug Flint from the Croxley Green Home & Produce Show. Mr. Flint explained that his group was seeking a grant to replace the show tables which have become old & too dangerous to use to display the produce. It was the group's hope to replace the tables with ones which were iron based and strong enough to support the weight needed.  
Mr. Flint went on to explain that the group was also seeking a grant of £1000 to make sure that the show was financially secure for the future and that he would be open to the Parish Council becoming sponsors of the show.

*Under Standing Order 9.1.16 It was agreed by members that Agenda item FA1331/18 be brought up the Agenda.*

FA1331/18 S137 Grant Application for the Croxley Green Home & Produce Annual Show  
The Chairman introduced this item and asked Cllrs for their comments. There was a general consensus amongst Councillors that the tables that cost £120 each which the Home & Produce group wanted to purchase were too expensive and that cheaper alternatives could be sought.  
The Chairman informed members that he was slightly confused as to what Mr. Flint was suggesting when he commented that the Parish Council could become sponsors of the show. He suggested that the Home & Produce show should make a formal request to meet with the Parish Council to discuss ideas about how this idea could be progressed. The Chairman also commented that he would like to see the type of table which the group would like the purchase before committing any funds towards them. This was echoed by the members present.

**Resolved:**

- That, subject to Council approval, an S137 Grant of £1,000 is awarded to the Croxley Green Home and Produce Annual Show from the Council's 2018/19 budget.

FA1327/18

Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 11 January 2018.

**Resolved:**

- That the Minutes of the meeting held on Thursday 11 January 2018 be approved and be signed by the Chairman.

FA1328/18

Matters Arising

There were no matter arising.

FA1329/18

Monthly Accounts

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

**Month 10**

4008/101 – Training (£35) –Relates to fuel expenses for employee training.

4036/101 – Property Maintenance (£438) – Refers to the maintenance of the shutter on the main office door and the repair of the rear external fire escape.

4046/101 – Equipment Purchased - (£455) – Relates to the purchase a scanner.

4006/103 – Equipment Purchased. (£495) – Refers to the purchase of chainsaw equipment for the Rangers.

4072/103 – Maintenance –Ride on Mower (£160) – Relates the replacement of the ride on mower's fan-belt

4605/211 – Events –Christmas Lights (£974) – A payment made for the Christmas tree which was situated outside the Library over the festive period.

4610/211 Events – Fireworks on the Green (£664) – Payment made for the sound system for the New Year's fireworks.

**Resolved:**

- That the Management Accounts for Month 10 be approved and signed by the chairman.
- That the Schedule of Payments for Month 10 be approved and signed by the chairman.

FA1330/18

S137 Grant to Friends of Croxley Common Moor

This item was not discussed.

**Resolved:**

- That the item be deferred until the Council meeting of February 26.

FA1331/18

This item was considered earlier in the meeting – see above.

FA1332/18 CGPC's Strategic Business Plan

The Chairman introduced the item and asked Cllr Cole to elaborate. Cllr Cole informed members that the working party had now met a number of times but were finding it difficult to gather input from local residents. They had spoken to residents at the CGRA meetings, the Revels & Croxfest. The Cllr added that the consensus was that a Strategic Business Plan was a step too far, at this time, and that an Annual Report was a better way to proceed with the project.

The Clerk commented that he thought the proposal was a brilliant idea but added that the titles of the sections outlined may prove confusing to some residents as they did not match those in the annual accounts and budget.

**Resolved:**

- That the good work of the carried out by the members of the Strategic Plan Working Party is noted.
- That the project proceeds with the proposed approach of producing an Annual Report.

FA1333/18 Website Update

The Chairman introduced this item and asked Cllr Gallagher to elaborate. Cllr Gallagher explained that he felt that the website was, in places, out of date and needed updating.

He suggested that Councillors can help to provide updated text for the website. It was noted that structural changes to the website would not be able to be completed by Councillors.

**Resolved:**

- That the Clerk reviews the content of the website and propose to Cllrs how they can assist in keeping the information of the site up to date.

FA1334/18 Closure

There being no further business the Chairman closed the meeting at 9:15pm