

Tel: 01923 710250
Fax: 01923 896425
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 8 MARCH 2018

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

Present: Cllrs Cole, Gallagher, Hollands & Mitchell.

Voting Members: 5

Members of the Public: 0

FA1335/18 Apologies for Absence

Apologies were received from Cllr Edmunds.

FA1336/18 Declaration of Interests

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

FA1337/18 Representations from the Public

No representations were made.

FA1338/18 Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 8 February 2018.

The Clerk informed members that Cllr Hollands was not recorded as being present when he had attended the meeting and that Cllr Mitchell was not present but had expressed his apologies. It was agreed that those changes be made to the Minutes.

Resolved:

- That the Minutes of the meeting held on Thursday 8 February 2018 be amended to reflect Cllr Hollands attendance and Cllr Mitchell's apologies and be approved and be signed by the Chairman.

FA1339/18 Matters Arising

FA1333/18 Website Update - A Cllr asked whether any progress had been made in relation to reviewing the web site to establish how Cllrs can assist in keeping the information of the site up to date. The Clerk informed members that no progress had been made so far.

FA1340/18 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.

4027/101 – Computer Software & I.T. (£479) – Refers to the Subscription paid to Parish Online for the Council's mapping software (£230) and two sets of payments to Google for the Council's email platform.

4037/101 – Ground Maintenance - (£166) – Relates to the purchase of top soil.

4046/103 – Equipment Purchased. (£185) – Refers to the purchase of a new pressure washer and wooden stakes which were placed around the Ice House in Weston Wood.

4976/299 – Defibrillators (Maint.) – (£64) – Relates the purchase of signs to be placed at the sites of the newly installed defibrillators.

Resolved:

- That the Management Accounts for Month 11 be approved and signed by the chairman.
- That the Schedule of Payments for Month 11 be approved and signed by the chairman.

FA1341/18 Annual Report - Update

The Chairman introduced the item and asked Cllr Gallagher to elaborate. Cllr Gallagher explained that he and Cllr Cole had met with the Clerk & Admin Assistant to discuss ways forward for the propjet and to designate sections of the Annual Report for completion by Cllrs.

It was noted that some sections have already been completed but many were still outstanding. Cllr Gallagher explained that it was necessary for him & Cllr Cole to receive the completed sections by Monday 12 March.

FA1342/18 Parish Council Noticeboard Locations

The Chairman introduced this item and asked the Administrative Assistant to elaborate.

The Admin Assistant explained that one of the noticeboards should be placed outside the Library on the spot currently occupied by the un-used TRDC board. This would be subject to agreement from HCC/TRDC.

Cllrs discussed options for the placement of the other two boards. It was suggested to place one on the edge of Weston Wood adjacent to Mill Lane as there is quite a heavy footfall in that area as it is used as a cut through to the Byewaters Estate, Croxley Park and the Underground Station.

A location by the shops at the top of Baldwins Lane was also suggested. Perhaps, if permission is granted, on the currently underused TRDC noticeboard location.

Resolved:

- That, subject to permissions, the three new noticeboards be placed outside the Library on Barton Way, by the parade of shops at the top of Baldwins Lane and on the edge of Weston Wood adjacent to Mill Lane.

FA1343/18 Closure

There being no further business the Chairman closed the meeting at 8:42pm