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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

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

Present: Cllr Saxon – In the Chair David Allison - Clerk

Present: Cllrs Cole, Gallagher, Hollands, Mitchell & Montague.

Voting Members: 5

FA1400/18 Apologies for Absence

There were no apologies.

FA1401/18 Declaration of Interests

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

FA1402/18 Representations from the Public

No members of the public were present.

FA1403/18 Minutes

The Minutes under review for this meeting were those of Thursday 11 October 2018.

Resolved:

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

FA1404/18 Matters Arising

There were no matters arising.

FA1405/18 Monthly Accounts

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

Month 7 (October)

4027 / 101 – Computer Software & IT (£367) – Refers to two months G-Suite email costs, broadband and Data Protection registration renewal.

4036 / 101 – Property Maintenance (£437) – Relates to the annual service charge for out of hours office/depot security and annual office/depot alarms maintenance.

4201 / 102 – Chairman's Discretion Budget (£350) – Refers to funding the civic reception for the inauguration of the new All Saints Church glass doors.

4072 / 103 – Maintenance of Ride on mower (£921) – Relates to repairs to the mowing deck.

4905 / 199 – CAP Parish Noticeboards (£755) – Refers to the purchase of new notice board for Weston Wood

4610 / 211 – Events – Fireworks on Green (£47) – Refers to first aid provision.

4932 / 211 CAP E&A War Memorial (£120) – Purchase of new chain for the war memorial.

1019 / 399 Community Infrastructure Levy (2254) – received income for CIL.

Resolved:

- That the Management Accounts for Month 7 (October) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 7 (October) be approved and signed by the Chairman.

[Post meeting note: it is to be noted that there was a miscoding for the salaries relating to the Rangers which was showing under account code 4001/102 Local Democracy and this will be recoded to 4001/103 Salaries].

FA1406/18

F&A Budget 2019/20

The Clerk referred to the draft budget schedule version 3 dated 22 October 2018 and added that he had received no recent budget proposals relating to the F&A committee.

Members noted the current position.

FA1407/18

Closure

There being no further business the Chairman closed the meeting at 8.20pm

Summary Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	151,092	302,312	302,230	(82)			100.0%
	Expenditure	7,601	61,999	119,550	57,551		57,551	51.9%
	Movement to/(from) Gen Reserve	<u>143,491</u>	<u>240,313</u>					
102	Local Democracy							
	Expenditure	5,159	12,636	18,180	5,544		5,544	69.5%
103	Groundworks							
	Expenditure	1,164	43,411	73,820	30,409		30,409	58.8%
107	Grants (incl S137)							
	Income	0	76	3,000	2,924			2.5%
	Expenditure	0	17,700	16,200	(1,500)		(1,500)	109.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(17,624)</u>					
199	F & A Capital & Projects							
	Expenditure	755	7,901	38,550	30,650		30,650	20.5%
202	The Green							
	Expenditure	245	272	500	228		228	54.4%
203	Open Spaces & Trees							
	Income	0	0	200	200			0.0%
	Expenditure	408	8,296	15,260	6,964		6,964	54.4%
	Movement to/(from) Gen Reserve	<u>(408)</u>	<u>(8,296)</u>					
211	Events							
	Expenditure	47	10,309	20,070	9,761		9,761	51.4%
221	M S C							
	Expenditure	0	0	1,000	1,000		1,000	0.0%
299	E & A Capital & Projects							
	Expenditure	192	1,499	8,900	7,401		7,401	16.8%
301	Roads & Street Furniture							
	Income	0	0	1,000	1,000			0.0%
	Expenditure	0	0	1,600	1,600		1,600	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
302	Community Bus							
	Expenditure	520	4,225	6,900	2,675		2,675	61.2%
399	P & D Capital & Projects							
	Income	2,254	16,779	0	(16,779)			0.0%
	Expenditure	0	0	3,250	3,250		3,250	0.0%
	Movement to/(from) Gen Reserve	<u>2,254</u>	<u>16,779</u>					
Grand Totals:- Income		153,346	319,167	306,430	(12,737)			104.2%
Expenditure		16,092	168,248	323,780	155,532	0	155,532	52.0%
Net Income over Expenditure		<u>137,254</u>	<u>150,919</u>	<u>(17,350)</u>	<u>(168,269)</u>			
Movement to/(from) Gen Reserve		<u>137,254</u>	<u>150,919</u>					



Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration								
1001 Rent Received	0	0	10	10			0.0%	
1076 Precept	151,080	302,160	302,160	0			100.0%	
1090 Interest Received	12	152	60	(92)			254.2%	
General Administration :- Income	151,092	302,312	302,230	(82)			100.0%	0
4001 Salaries & Wages	5,667	39,751	76,000	36,249		36,249	52.3%	
4003 Data Protection Officer/Servic	0	3,878	11,200	7,322		7,322	34.6%	
4008 Training	0	645	500	(145)		(145)	129.0%	
4009 Travel	0	1,309	1,300	(9)		(9)	100.7%	
4010 Misc Staff Costs	0	220	0	(220)		(220)	0.0%	
4012 Water Rates	50	963	580	(383)		(383)	166.1%	
4013 Rent	0	99	110	11		11	89.6%	
4014 Light & Heat	0	839	2,800	1,961		1,961	30.0%	
4016 Janitorial	12	1,102	1,400	299		299	78.7%	
4017 Health & Safety	0	0	280	280		280	0.0%	
4019 Consultancy Fees	220	1,540	2,700	1,160		1,160	57.0%	
4020 Misc Establishment Costs	113	853	410	(443)		(443)	208.2%	
4021 Telephone & Fax	91	1,109	1,600	491		491	69.3%	
4023 Stationery, Printing & Postage	154	904	3,500	2,596		2,596	25.8%	
4025 Insurance	0	4,158	4,020	(138)		(138)	103.4%	
4027 Computer Software & IT	367	2,431	2,500	69		69	97.2%	
4030 Recruitment Advertising	0	0	2,000	2,000		2,000	0.0%	
4036 Property Maintenance	437	1,120	750	(370)		(370)	149.3%	
4037 Grounds Maintenance	0	0	50	50		50	0.0%	
4070 Maintenance - LS08 WCP	(5)	0	0	0		0	0.0%	
4071 Maintenance - Tractor	(25)	0	0	0		0	0.0%	
4151 Bank Charges	91	649	0	(649)		(649)	0.0%	
4155 Legal Fees	0	0	5,000	5,000		5,000	0.0%	
4156 Audit Fees - External	0	0	1,000	1,000		1,000	0.0%	
4157 Audit Fees - Internal	430	430	940	510		510	45.7%	
4158 Accountancy Fees	0	0	910	910		910	0.0%	
General Administration :- Indirect Expenditure	7,601	61,999	119,550	57,551	0	57,551	51.9%	0
Movement to/(from) Gen Reserve	143,491	240,313						
102 Local Democracy								
4001 Salaries & Wages	4,809	4,809	0	(4,809)		(4,809)	0.0%	
4024 Subscriptions/Publications	0	7,460	7,800	340		340	95.6%	
4033 Parish Pump Newsletter	0	0	4,500	4,500		4,500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 Chairman's Discretion Budget	350	350	520	170		170	67.3%	
4251 Election Expenses	0	0	5,000	5,000		5,000	0.0%	
4300 Events - Revels on the Green	0	17	360	343		343	4.7%	
Local Democracy :- Indirect Expenditure	5,159	12,636	18,180	5,544	0	5,544	69.5%	0
Movement to/(from) Gen Reserve	(5,159)	(12,636)						
103 Groundworks								
4001 Salaries & Wages	0	28,832	58,900	30,068		30,068	49.0%	
4006 Protective Clothing	0	233	400	167		167	58.4%	
4008 Training	0	1,660	520	(1,140)		(1,140)	319.2%	
4010 Misc Staff Costs	0	290	750	460		460	38.6%	
4012 Water Rates	0	0	720	720		720	0.0%	
4017 Health & Safety	27	27	520	493		493	5.3%	
4018 Refuse/Green Waste Disposal	0	64	0	(64)		(64)	0.0%	
4020 Misc Establishment Costs	0	7	0	(7)		(7)	0.0%	
4036 Property Maintenance	0	150	520	370		370	28.8%	
4037 Grounds Maintenance	84	2,384	1,500	(884)		(884)	159.0%	
4038 Maintenance Contracts	0	0	2,000	2,000		2,000	0.0%	
4041 Equipment Hire	0	441	0	(441)		(441)	0.0%	
4042 Equipment Maintenance	25	720	1,500	780		780	48.0%	
4046 Equipment Purchased	0	809	520	(289)		(289)	155.5%	
4051 Vehicle License & Insurance	0	1,940	1,900	(40)		(40)	102.1%	
4055 Fuel & Oil - LS08 WCP	77	754	1,000	246		246	75.4%	
4060 Fuel & Oil - Groundworks	0	279	870	591		591	32.1%	
4070 Maintenance - LS08 WCP	5	1,005	580	(425)		(425)	173.3%	
4071 Maintenance - Tractor	25	1,788	1,100	(688)		(688)	162.5%	
4072 Maintenance - Ride on Mower	921	2,025	520	(1,505)		(1,505)	389.4%	
Groundworks :- Indirect Expenditure	1,164	43,411	73,820	30,409	0	30,409	58.8%	0
Movement to/(from) Gen Reserve	(1,164)	(43,411)						
107 Grants (incl S137)								
1200 Chairmans Charity Income	0	76	3,000	2,924			2.5%	
Grants (incl S137) :- Income	0	76	3,000	2,924			2.5%	0
4200 Councils Charity Expenditure	0	0	3,000	3,000		3,000	0.0%	
4260 Community Hall Membership	0	9,700	9,700	0		0	100.0%	
4711 Grants, Permitted & Section 137	0	1,000	1,500	500		500	66.7%	
4712 Stained Glass All Saints Church	0	7,000	7,000	0		0	100.0%	
4871 Tfr from Capital Fund	0	0	(5,000)	(5,000)		(5,000)	0.0%	
Grants (incl S137) :- Indirect Expenditure	0	17,700	16,200	(1,500)	0	(1,500)	109.3%	0
Movement to/(from) Gen Reserve	0	(17,624)						

Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>199 F & A Capital & Projects</u>								
4823 Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0%	
4824 Tfr to Equipt Repl Fund	0	0	3,000	3,000		3,000	0.0%	
4871 Tfr from Capital Fund	0	0	(5,000)	(5,000)		(5,000)	0.0%	
4904 Cap Purchase Weston Wood	0	(12)	0	12		12	0.0%	
4905 CAP Parish Noticeboards	755	755	3,000	2,245		2,245	25.2%	
4906 CAP New Council Office	0	0	5,000	5,000		5,000	0.0%	
4963 F&A Project - PCSO	0	7,125	28,500	21,375		21,375	25.0%	
4973 Annual Civic Award	0	33	50	18		18	65.0%	
F & A Capital & Projects :- Indirect Expenditure	755	7,901	38,550	30,650	0	30,650	20.5%	0
Movement to/(from) Gen Reserve	(755)	(7,900)						
<u>202 The Green</u>								
4044 Fly Tipping	245	272	500	228		228	54.4%	
The Green :- Indirect Expenditure	245	272	500	228	0	228	54.4%	0
Movement to/(from) Gen Reserve	(245)	(272)						
<u>203 Open Spaces & Trees</u>								
1084 Dog Bag Donations	0	0	200	200			0.0%	
Open Spaces & Trees :- Income	0	0	200	200			0.0%	0
4010 Misc Staff Costs	0	(0)	0	0		0	0.0%	
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0%	
4049 Dog Hygiene	408	8,297	14,760	6,464		6,464	56.2%	
4699 Stones Orchard Fund	0	0	2,500	2,500		2,500	0.0%	
4883 Tfr from Stones Orchard Fund	0	0	(2,500)	(2,500)		(2,500)	0.0%	
Open Spaces & Trees :- Indirect Expenditure	408	8,296	15,260	6,964	0	6,964	54.4%	0
Movement to/(from) Gen Reserve	(408)	(8,296)						
<u>211 Events</u>								
4601 Events - Garden Competition	0	0	250	250		250	0.0%	
4602 Events - Quiz Night	0	0	250	250		250	0.0%	
4605 Events - Christmas Lights	0	4,250	8,800	4,550		4,550	48.3%	
4610 Events - Fireworks on Green	47	4,547	5,000	453		453	90.9%	
4611 Events - Senior Citizens Trip	0	1,160	1,300	140		140	89.2%	
4615 External Xmas Tree - Library	0	0	570	570		570	0.0%	
4617 Wassail	0	0	100	100		100	0.0%	
4618 Dog Show	0	97	100	3		3	97.4%	

Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4619 Local Travel Map	0	0	1,000	1,000		1,000	0.0%	
4622 Poppies on the Green	0	0	250	250		250	0.0%	
4623 Remembrance Day Brass Band	0	0	300	300		300	0.0%	
4625 Easter Egg Hunt	0	0	250	250		250	0.0%	
4626 Infant School Sunflower Comp	0	0	300	300		300	0.0%	
4627 Micro Habitats	0	0	500	500		500	0.0%	
4628 Promotional Banners etc	0	148	600	452		452	24.7%	
4629 Allotment for Preschool childr	0	107	1,000	893		893	10.7%	
4630 Bat Boxes	0	0	500	500		500	0.0%	
4884 Tfr from Local Travel Map Res	0	0	(1,000)	(1,000)		(1,000)	0.0%	
Events :- Indirect Expenditure	47	10,309	20,070	9,761	0	9,761	51.4%	0
Movement to/(from) Gen Reserve	(47)	(10,309)						
221 M S C								
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0%	
M S C :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
299 E & A Capital & Projects								
4883 Tfr from Stones Orchard Fund	0	0	(1,000)	(1,000)		(1,000)	0.0%	
4885 Tfr from Comm.Tree Plaques Res	0	0	(1,460)	(1,460)		(1,460)	0.0%	
4932 CAP E & A - War Memorial Refur	120	120	200	80		80	60.0%	
4933 CAP E & A - Stones Orchard Inf	0	0	1,000	1,000		1,000	0.0%	
4934 E&A Project - Flowers in Croxl	72	72	500	428		428	14.4%	
4940 E & A Local Producers Market	0	0	300	300		300	0.0%	
4941 Commemorative Tree Plaques	0	0	1,460	1,460		1,460	0.0%	
4969 Canal Adoption Scheme	0	0	400	400		400	0.0%	
4975 Defibrillators (Purchase)	0	1,307	1,500	193		193	87.1%	
4976 Defibrillators (Maint.)	0	0	500	500		500	0.0%	
4978 Youth Project	0	0	5,000	5,000		5,000	0.0%	
4979 Beautification of Croxley	0	0	500	500		500	0.0%	
E & A Capital & Projects :- Indirect Expenditure	192	1,499	8,900	7,401	0	7,401	16.8%	0
Movement to/(from) Gen Reserve	(192)	(1,499)						
301 Roads & Street Furniture								
1077 Grants and Donations Received	0	0	1,000	1,000			0.0%	
Roads & Street Furniture :- Income	0	0	1,000	1,000			0.0%	0



Detailed Income & Expenditure by Budget Heading 31/10/2018

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 Salt Bins/Salt	0	0	500	500		500	0.0%	
4047 Footpath Maintenance	0	0	1,000	1,000		1,000	0.0%	
4050 Bus Shelters	0	0	100	100		100	0.0%	
4056 Street Trees	0	0	2,000	2,000		2,000	0.0%	
4890 Tfr from Street Trees Res	0	0	(2,000)	(2,000)		(2,000)	0.0%	
Roads & Street Furniture :- Indirect Expenditure	0	0	1,600	1,600	0	1,600	0.0%	0
Movement to/(from) Gen Reserve	0	0						
<u>302 Community Bus</u>								
4702 Community Bus	520	4,225	6,900	2,675		2,675	61.2%	
Community Bus :- Indirect Expenditure	520	4,225	6,900	2,675	0	2,675	61.2%	0
Movement to/(from) Gen Reserve	(520)	(4,225)						
<u>399 P & D Capital & Projects</u>								
1091 Community Infrastructure Levy	2,254	16,779	0	(16,779)			0.0%	
P & D Capital & Projects :- Income	2,254	16,779	0	(16,779)				0
4965 Community Plan Developmt P & D	0	0	2,000	2,000		2,000	0.0%	
4968 Carbon Footprint Reduction	0	0	250	250		250	0.0%	
4980 Tow Path Cyclist Signage	0	0	1,000	1,000		1,000	0.0%	
P & D Capital & Projects :- Indirect Expenditure	0	0	3,250	3,250	0	3,250		0
Movement to/(from) Gen Reserve	2,254	16,779						
Grand Totals:- Income	153,346	319,167	306,430	(12,737)			104.2%	
Expenditure	16,092	168,248	323,780	155,532	0	155,532	52.0%	
Net Income over Expenditure	137,254	150,919	(17,350)	(168,269)				
Movement to/(from) Gen Reserve	137,254	150,919						

Time: 16:04

Santander Business Account

List of Payments made between 01/10/2018 and 30/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2018	SHELL U.K LTD	DDR510	28.24		2627867/4573/Shell U.K Oil Pro
05/10/2018	CHAINSUPPLIES	CP160	143.99		War Memorial - New Chain
05/10/2018	RUBY GROUP	CP161	20.40		3032/4617/RUBY GROUP
05/10/2018	RUBY GROUP	CP162	20.95		3033/4618/RUBY GROUP
05/10/2018	RUBY GROUP	CP161	2.00		3032/4617/RUBY GROUP
09/10/2018	E-ON	DDR511	212.63		HFEDCEC7C/4567/E-ON
11/10/2018	PBDONOGHUE	CP163	294.00		1299098/4615/PB Donoghue
15/10/2018	SHELL U.K LTD	DDR513	90.13		2647989/4613/Shell U.K Oil Pro
15/10/2018	CGPC	DDR512	10,476.26		Salaries October 2018
22/10/2018	BRITISH TELECOM	DDR514	43.16		Q103E4/4597/British Telecom PL
25/10/2018	THAMESWATER	DDR515	49.94		Castle Water 6 Sept-9 Oct 18
29/10/2018	PENINSULA	DDR516	264.00		U000653108/4605/Peninsula Busi
30/10/2018	SHELL U.K LTD	DDR518	2.40		2668315/4598/Shell U.K Oil Pro
31/10/2018	ALLSAINTS	532	350.00		2018/2/4603/All Saints Church
31/10/2018	ARCO LTD	533	32.92		933970483/4592/Arco Ltd
31/10/2018	BK SAFETY WEAR	534	26.93		BK78393/4575/BK Safety Wear
31/10/2018	TRADE UK	535	22.53		0920641474/4599/Trade UK (6331
31/10/2018	CANON (UK) LTD	536	143.44		770676430/4600/Canon (UK) Ltd
31/10/2018	CATAPULT	537	47.00		First Aid Fireworks 2018
31/10/2018	BWT UK LTD	538	37.26		10093713/4610/BWT UK Limited
31/10/2018	DESI COACHES LTD	539	520.00		4248/4604/Desi Coaches Ltd
31/10/2018	DUCKS HILL G CENTRE	540	86.17		11OCT18/4594/Ducks Hill Garden
31/10/2018	GOOGLE	541	145.20		3505504515/4570/Google
31/10/2018	ICO	542	40.00		Z2944334/4607/Information Comm
31/10/2018	JEWSON	543	35.49		0716/0194974/4602/Jewson Limit
31/10/2018	JRB ENTERPRISE	544	490.08		18919/4596/JRB Enterprise Ltd
31/10/2018	M25 SECURITY	545	224.40		26075/4606/M25 Security System
31/10/2018	RBSAUDITING SOL	546	516.00		Internal Audit 19 Sept 18
31/10/2018	SUPERCLEAN	547	13.80		18/16445/4611/SuperClean Comme
31/10/2018	WATKEYHOLD	548	300.00		1809-1343/4608/Watford Keyhold
31/10/2018	WHIZZ BANG	549	4,500.00		Purchase Ledger Payment
Total Payments			19,179.32		

The above payments have been authorised for payment by Direct Debit, Cheque, BACS or direct bank to bank transfer to the recipient.

Signed:



Signed:



Date:

