

**CROXLEY GREEN PARISH COUNCIL**

NOTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 9 JUNE 2011

Present: Cllr Bennett – In the Chair  
David Allison – Clerk to the Council  
Amanda Taft – Minute Taker

Cllrs Jordan, Seeley, Shafe and Wynne-Jones

Voting Members: 5

Not Present: Cllr Dann

In Attendance: Cllrs Brand, Ridley and Vane

Public: 8

FA722/11 Apologies for Absence

There were no apologies to note.

The Chairman advised that the applications for grants (FA728/11 and FA729/11) would be discussed after representations from the public (FA724/11).

FA723/11 Declaration of Interests

The Chairman declared an interest in Croxley Revels and stated that Cllr Shafe would chair the meeting for item FA729/11.

Cllr Jordan enquired whether she should declare an interest in FA730/11 but the Clerk advised that this would not be necessary.

Cllr Brand declared an interest in FA728/11 but the Clerk advised that as he was not on this Committee and therefore could not vote this was unnecessary.

FA724/11 Representations from the Public

Representations were made by two people in support of the applications for grants from Croxley Green Society. The Secretary of the Revels spoke about the popularity of this annual event as well as the fact that the event has gone from strength to strength. He added that the Revels is organised by Croxley Green Society which is a volunteer organisation. Then the organiser of Croxfest spoke about this new, free to attend, family friendly music event which is to be held on The Green from 12-8pm on Saturday 3 September. It was added that these events lead to a strong community spirit. Members were advised that any profits would go to the Peace Hospice and Help for Heroes.

Representations were made by one person in support of the application for a grant from Croxley Guild of Sports. As requested by Cllrs at the April Finance and Administration meeting, three quotes had been obtained for the cricket pitch although the Guild considered the permanent option to be the better choice as it was of higher quality and because it was permanent, could be used by local residents when not in use by the Club. It was asked that if the application was successful could the money be ring fenced for next year to allow for the rest of the funds to be raised.

FA728/11 Application for a S137 Grant from Croxley Guild of Sports and Social Club

The Chairman introduced this item and asked Members for their views. Members viewed the suggested cricket pitch very favourably believing it would enhance the lives of many and develop sport in the village. The Clerk was asked how much money was in the budget for S137 Grants and he advised that there was £2,500 although the Parish Council has the potential for exceeding this amount and giving £6.19 per electorate in grants. He added that anything over the £2,500 would have to

come from Reserves. The Chairman suggested that £2,500 be given with a caveat included in the resolution that the other funding is raised before the money is given.

**Resolved:**

- That the sum of £2,500 be given by way of an S137 Grant from the 2011/12 budget to Croxley Guild of Sport for a permanent cricket pitch on the condition that the Guild raise the remaining £6,000 from other sources and that the funds are not to be released until the other £6,000 funding has been secured.

The Clerk stated that this matter would be put on the June Council Agenda for ratification.

FA729/11 Application for Grants from Croxley Green Society

Cllr Shafe introduced this item and Cllr Bennett refrained from the discussions. It was clarified by the Clerk that two grants had been requested; firstly an S137 Grant for the Revels to the sum of £1,500 and secondly an S145 Grant for Croxfest to the sum of £2,500. The Clerk added that an S145 Grant gave the Parish Council the power to support entertainment.

Members were supportive of the Revels and agreed that it is not an annual event that should be taken for granted.

**Resolved:**

- That the sum of £1,500 be given to the Croxley Green Society for the Revels.

The Clerk stated that this matter would be put on the June Council Agenda for ratification.

With regard to Croxfest, Members again were supportive of this positive, new initiative and were advised that should the grant be given, the Parish Council logo would be included in publicity and on the website.

**Resolved:**

- That the sum of £2,500 be given by way of an S145 grant.

The Clerk stated that this matter would be put on the June Council Agenda for ratification.

FA725/11 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 12 May 2011 be approved and be signed by the Chairman.

FA726/11 Matters Arising

There were no matters arising.

FA727/11 Monthly Accounts

As suggested at the last meeting there was an adjournment from 8.40pm – 8.45pm to allow Cllrs the time to peruse the accounts. The Clerk gave members an overview of the monthly expenditure for month 2 (May).

The Chairman suggested that Cllrs may like to consider the payments for this month and their affect on the budget. The Clerk was asked how much was held in Reserves. The Clerk advised that he did not have this information to hand but would confirm in the Minutes.

**Resolved:**

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

*[Post meeting note: the sum held in General Reserves is £88,000.]*

FA730/11 Croxley Green Community Plan

The Chairman introduced this matter and asked Cllr Jordan to elaborate. Members were reminded that £3,000 had been set aside in this year's budget to plan, launch and complete in this financial year. The sum of £250 had been requested to produce leaflets for the launch of the Plan at the Revels. The Clerk clarified that under financial regulations there was no problem in releasing this money as funds had already been agreed by the Council in setting the budget for the current year. The Chairman then asked Cllr Jordan to appraise Members on the Croxley Community Plan. Members were informed that Croxley residents would be able to contribute to a 'vision for Croxley' and that the Residents' Association would be leading the plan in partnership with the Parish Council. A steering group will be formed in July and the questionnaire seeking residents' views will be sent out in October with the Resident magazine.

**Resolved:**

- That £250 be released for the cost of producing leaflets for distribution at the Revels.

FA731/11 Distribution of Agenda and Supporting Papers

This item was introduced by the Chairman who asked Cllr Ridley to elaborate. Cllr Ridley stated that he believed all supporting papers (other than Part 2 papers) should be attached to Agendas. The Chairman asked the Clerk where Agendas are posted and the Clerk confirmed that they were displayed at the library, on the internal and external notice boards at the office and on the website. The Clerk advised that all supporting papers would be uploaded onto the website in future and the library would be the only other suitable place due to space. The Clerk also advised that he was trying to minimise the amount of paper that is used.

Members considered that in order to cater for those who were not computer literate and in order to engage the electorate and for the convenience of the public, it would be a very small thing to ask the library if they would be happy for supporting papers to be delivered with the Agendas.

**Resolved:**

- That a copy of supporting papers (excluding Part 2 papers) be attached to Agendas at the library.

FA732/11 Scanning of Contracts and Agreements

This item was introduced by the Chairman who asked Cllr Ridley to elaborate. Cllr Ridley stated that he believed all contracts and agreements should be scanned and kept in an appropriate manner by Council that makes for easy retrieval. The Clerk advised Cllr Ridley that all information is scanned and held on the office computer and added that he had never had a request for such information. The Clerk confirmed that if anyone should want a copy of a contract he could print it.

FA733/11 Closure

There being no further business, the Chairman closed the meeting at 9.14pm.