



MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
ON THURSDAY 11 JUNE 2015 at 8.00pm

Present: Cllr Mitchell – In the Chair David Allison – Clerk to the Council

Cllrs Bains, Edmunds, Greenman, Hollands and Saxon

Voting Members: 6

In attendance Cllr Kaur

FA1084/15 Apologies for Absence

There were no apologies to note.

FA1085/15 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

FA1086/15 Representations from the Public

Representations were made by a member of the public but the matter was not relevant to a specific item on the meetings agenda in accordance with Standing Order 5.5.

FA1087/15 Minutes

**Resolved:**

- That the Minutes of the meeting held on Thursday 14 May 2015 be approved and be signed by the Chairman.

FA1088/15 Matters Arising

FA1081/15 Matters Arising, FA1073/15 Matters Arising, FA1066/15 Monthly Accounts re FA1052/15, 4711/107 Grants. It was reported that two Councillors will be undertaking the inspection of the Guild of Sport kitchen on Wednesday 24 June.

FA1089/15 Monthly Accounts

The Chairman stated that there would be an adjournment to allow Cllrs the time to peruse the accounts for month 2 (May).

The Clerk brought to Members attention in Month 2 Accounts:

4008/101 Training (£70) – this relates to Councillor training for Cllr Greenman and Cllr Kaur.

4027/101 Computer Software/IT (£281) – this relates to setting up Cllr@ email addresses and renewing the Council's domain name.

4037/103 Grounds Maintenance (£72) – this relates to the purchase of plants for the Croxley Green Welcome signs and flower beds in Watford Road.

4070/103 Maintenance, LS08 WCP (£195) – this relates to MOT testing for the Land Rover and associated repairation.

4072/103 Maintenance, Ride on Mower – (£20) – this relates to the purchase of 4 fuel filters for the mower.

4200/107 Councils Charity Expenditure (£21) – this relates to the cost of the bar licence for the charity Barn Dance.

A Councillor asked for clarification on accounts code 4008/103 Training (£250). The Clerk advised that this related to First Aid at Work training for the Ranger and means that both he and the Senior Ranger are now first aid qualified.

**Resolved:**

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

FA1090/15

PART 2

If so resolved, to approve that, having regard to the nature of the business to be transacted, the Press and Public be excluded from the next item(s) on the agenda.

**Resolved:**

- That the meeting moves to a Part 2 session and that the press and public be excluded from the meeting.

FA1090.1/15 Annual Civic Award

The Chairman introduced this item and asked Cllr Saxon to elaborate. Cllr Saxon referred to his paper circulated to Councillors only with the Agenda and stated that the paper set out the background and the intent which was to introduce an annual civil award.

Cllr Saxon stated that the F&A Committee would decide who would receive the award from nominations having sufficient merit from any organisation in Croxley Green and the award would be presented at the Council's Annual Parish Meeting held in April of each year with a small reception afterwards. He continued that the year one budget for setting up the award would be £300 and with the Chairman's permission funded from the Chairman's Discretionary Budget in 2015/16 and thereafter £200 per annum for which a new Budget item would be set up.

Members considered this was an excellent idea and fully supported the proposal.

**Resolved:**

- An annual civic award is established;
- That the year one budget for setting up the award is £300 funded from the Chairman's Discretionary Budget thereafter £200 per annum for which a new Budget item would be set up.
- That the matter be referred to Council for ratification.

FA1091/15

Closure

There being no further business, the Chairman closed the meeting at 8.35pm.