

**CROXLEY GREEN PARISH COUNCIL**

NOTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 10<sup>th</sup> FEBRUARY 2011

Present: Cllr Shafe – In the Chair Cllr Mark Saxon – Office Manager

Cllrs Bennett, Martin, Norman

Voting Members: 4

In Attendance: Cllr Brand

FA680/11 Apologies for Absence

Apologies received from Cllrs Birch and Hollands

FA681/11 Declaration of Interests

There were no declarations of interest.

FA682/11 Representations from the Public

Nil

FA683/11 Minutes

Proposed by Cllr Martin and seconded by Cllr Norman

**Resolved:**

- that the Minutes of the meetings held on Thursday 13<sup>th</sup> January 2011 be approved and be signed by the Chairman.

FA684/11 Matters Arising

670/11. The Minutes of the 9<sup>th</sup> December 2010 had been amended to show Cllr Brand in attendance.

671/11. Hertfordshire Police had indicated that Croxley had maintained its two PCSO's at all times and therefore payments had continued.

The Office Manager had paid in a personal cheque of £67 to the Councils Santander Account to cover the cash in the safe that we are unable to bank because its cash.

Salt had been delivered on the 1<sup>st</sup> February 2011. All salt bins that are the responsibility of the Parish Council have been filled.

Contracts of employment had been amended and signed to indicate the use of BACS in the future.

Councillor Shafe had purchased the vouchers and they had been given out. Agenda item 688/11 was noted.

FA685/11 Monthly Accounts

The Office Manager gave members an overview of the monthly expenditure for month 10 (January).

The Office Manager thanked the Administrative Assistant for the work she had undertaken in the preparation of the accounts.

Account Code: 4020 – Misc establishment costs. Cllr Brand asked what this covered.

**Note: BWT = Best Water Technology cheque for 82p for an 'Environmental Levy'**

Councillor Norman indicated that the matter of the Council's fuel storage tank would need investigation in the near future to ensure that it complied with legislation and the current threat of theft of diesel fuel.

A Councillor asked about the type of diesel the Council uses in its agricultural vehicles.

Proposed by Cllr Bennett and seconded by Cllr Martin

**Resolved:**

- That the overspends on the individual budget headings be noted, funds be nominally vired and that the Management Accounts for Month 10 (January) be approved and be signed by the Chairman.

FA686/11

Carers Policy

The Office Manager introduced this item and referred to the paper attached to the agenda.

Councillor Birch had indicated that all the Council's employment policies needed updating and was concerned that this policy could have an unforeseen effect of existing policies.

She had indicated that she was going to provide information concerning how the updating of the policies was going to be done.

It was thought that the carers policy could be taken forward to full Council as a interim policy and that when Councillor Birch's work was being undertaken, the policy form part of that review. It was generally thought better to have, at least, an interim policy in place than no policy at all.

It was proposed by Councillor Norman and seconded by Councillor Martin that the Carers policy be placed before full council (as an interim policy) on the 24<sup>th</sup> February for ratification.

**Resolved:** Agreed.

FA687/11

Grass Area between the Council Office and Community Centre

The Office Manager introduced this item and referred to the paper and photograph attached to the agenda.

It was proposed by Councillor Shafe and seconded by Councillor Bennett that the project proceeds in accordance with the plan shown on the supporting documentation.

**Resolved:** Agreed

**Note: Email + photographs sent to Three Rivers District Council 11.2.11**

FA688/11

Purchase of additional £50 vouchers for Mr Ron Jefford

The Office Manager introduced this item and referred to letter attached to the agenda.

After a brief discussion it was agreed that an additional £50 of Harlequin vouchers be purchased and given to Mr Ron Jefford in appreciation of the work he undertakes on behalf of the Parish Council on the 'Friday' bus service.

**Action: Councillor Shafe to purchase vouchers on behalf of the Council**

FA689/11

CRB Checks for Council staff working in schools.

The Office Manager indicated that both Rangers had supplied their details and the necessary forms to the Secretary of Harvey Road School who would be applying for CRB clearance. Once obtained, this clearance would cover their work in all the Schools.

**Action: Awaits return of information.**

FA690/11 Footpath 11 Frankland Road, Croxley Green

The Office Manager introduced this item and referred to the papers and photographs attached to the agenda.

After discussion it was proposed by Councillor Bennett and seconded by Councillor Norman that the Parish Council absorbs the cost of providing the materials for the anti – horse barrier along Footpath 11.

**Resolved:** Agreed

**Note:** email sent to Judy Raymond, Hertfordshire County Council Rights of Way department.

FA691/11 Christmas Lights – Contract Renewal

The Office Manager introduced this item and referred to the quotation for contract renewal attached to the agenda.

After discussion it was proposed by Councillor Norman and seconded by Councillor Shafe that the contract with Lamps and Tubes be extended for a further 3 years (2011/12 & 13) at a cost to the Council held at £7301.50 per year.

**Resolved:** Agreed

**Note:** email sent to M J Taylor, Managing Director Lamps & Tubes, 11.2.11

FA692/11 Request for Litter Pickers from Yorke Mead School

The Office Manager introduced this item and referred to letter attached to the agenda from the Yorke Mead School Council.

After discussion it was proposed by Councillor Norman and seconded by Councillor Bennett that 10 litter pickers be purchased by the Parish Council and presented to Yorke Mead School.

**Action:** Rangers to purchase items and Office Manager to arrange with school for delivery / presentation.

FA693/11 Closure

There being no further business, the Chairman closed the meeting at 8.45 pm.