

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 10 JUNE 2010

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

Cllrs Bennett, Martin, Norman and Shafe

Voting Members: 5

In Attendance: Cllr Saxon

FA616/10 Apologies for Absence

Apologies were received from Cllr Hollands.

FA617/10 Declaration of Interests

There were no declarations of interest.

FA618/10 Representations from the Public

There were no public present.

FA619/10 Minutes

**Resolved:**

- that the Minutes of the meeting held on Thursday 13 May 2010 be approved and be signed by the Chairman.

FA620/10 Matters Arising

FA611/10 Council Office, New Emergency Exit Door - The Clerk advised that under the Regulatory Reform (Fire Safety) Order 2005 which came into effect in 2006 the emphasis for fire safety is placed on the employer – the associated documentation is 141 pages long and is held in the office. However, as requested at the last meeting the Fire Brigade were contacted who confirmed that it is the employer who is responsible for the fire safety regime under the Fire Safety Order 2005 and they were unable to undertake a fire safety survey. After a further discussion it was suggested that the Clerk might wish to revisit his proposals to make the office area more 'open plan' which might assist in addressing the single office door restriction.

FA612/10 – Budget Virement for Vehicle Insurance. The Clerk advised that as a result of removing a named driver from the insurance cover, a refund on our insurance has been received of £461.35 which would leave the account in deficit by only £3.65. It was recognised that this may be a temporary situation but the Clerk stated that he would look into the possibilities of having a more general policy allowing 'authorised' drivers rather than specific named drivers.

FA621/10 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 2 (May 2010) which was circulated at the meeting. The Clerk gave Members an overview of the monthly expenditure. Some items noted included:

4024/101 Insurance – it was noted that this code was £372 over budget and that this sum should be taken from General Reserves. The Clerk reminded Members that it is not possible in the Management Accounts to show potential monies being utilised from General Reserves in this way, particularly as it may transpire that such overspends may be accommodated by underspends elsewhere, but he would look

into producing a Schedule which would itemise this type of situation.

4027/101 Computer IT – The Clerk stated that the budget had been exceeded taking into account web hosting and internet costs. The Clerk added that as a result of some of the serious and potentially catastrophic problems that had been experienced with the office computer systems that a fundamental review of the IT system should be undertaken, particularly as more and more information is being scanned to the computer (electronic filing) to minimise hard copy and paper files.

4260/107 Community Hall Membership – The Clerk apologised that he had not had the opportunity to correct the double entry reported in the 'Actual Year to date' column but this will be resolved by the next meeting.

4605/211 Christmas Lights – The Clerk reported that the £1,000 credit relates to the Grant given by District Councillor Steve Drury towards the extension of the festive decorations on Scots Hill.

**Resolved:**

- that the Management Accounts for Month 2 (May 2010) be approved and be signed by the Chairman.

FA622/10

Closure

There being no further business, the Chairman closed the meeting at 8.41pm.