

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 10 SEPTEMBER 2009

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

Cllrs Bains, Bennett, Norman and Shafe

Voting Members: 5

In Attendance: Cllrs Brand, C Jefford, Saxon, Seeley, Vassiliou and Wynne-Jones

Public: None

FA526/09 Apologies for Absence

Apologies were received from Cllr Martin.

FA527/09 Declaration of Interests

There were no declarations of interest.

FA528/09 Representations from the Public

There were no members of public present.

FA529/09 Minutes

It was proposed by Cllr Shafe and seconded by Cllr Bains that the Minutes of the meeting held on 9 July 2009 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA530/09 Matters Arising

FA521/09 (Monthly Accounts). The Clerk's interpretation regarding the matter of budgetary control was questioned. One Cllr believed that the budget figures for individual account numbers should be considered if exceeded. However, the Clerk stated that our Accountants had advised that as long as the overall Committee budget was not exceeded, there was leeway for flexibility within individual account numbers. Another Cllr stated that existing Standing Orders were open to interpretation and current Standing Orders discussions would be an opportune time to clarify this matter.

After some discussion the Clerk advised that Matters Arising is for information exchange only and is not an opportunity for extended debate, discussion, voting or actions.

FA531/09 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 5 (August 2009) which was circulated at the meeting. The Clerk gave Members an overview of the monthly expenditure and items noted included 101/4019 Consultancy Fees, 102/4024 Subscription/Publications, 4001/103 Salaries and Wages, 4006/103 Protective Clothing and 4010/103 Miscellaneous Staff Costs. The Clerk informed those present that 4046/103 Equipment Purchased £3,030 related to replacement equipment following the recent theft of items from the depot. The Clerk added that there was currently an insurance claim pending for this sum.

As there was no Finance and Administration meeting in August, the Clerk was asked if the Accounts for Month 4 (July 2009) could be placed on the October Agenda with the Accounts for Month 6 (September 2009).

It was proposed by Cllr Bennett and seconded by Cllr Bains that the Management

Accounts for Month 5 (August 2009) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA532/09 Review of Standing Orders

This item was introduced by the Chairman who recommended that Cllrs study the new draft Standing Orders in depth and if there are any issues they feel strongly about they should send in their comments for the Clerk to take into consideration.

A discussion followed whereby a number of Cllrs raised constructive points and the Clerk stated that he would use these points to prepare a second draft version of Standing Orders. Members wishing to raise any further comments on Standing Orders are to send them to the Clerk **by Friday the 2nd October 2009** in order that they can be included in the second draft of Standing Orders which will be issued with the Finance and Administration Agenda on Friday 2nd October for debate and discussion at the meeting to be held on 8th October as part of the drafting process.

Standing Orders will also be on the October Council Agenda where this item will be adjourned without debate until the November Council meeting when the document will be agreed and adopted.

FA533/09 Parish Council Staffing Structure and External Sourcing

The Chairman introduced this item and advised those present that the role of Clerk is multi faceted in that it covers many areas of expertise and this is a lot to expect from one person. To reduce the potential of risk and liability to the Parish Council, the Chairman suggested that a Sub-Committee be set up to discuss whether the Parish Council buys in this expertise or manages these areas internally. It was proposed by Cllr Bains and seconded by Cllr Norman that those Cllrs who had volunteered to be on this sub-Committee, namely Cllrs Bennett, Birch, Shafe and Vassiliou do indeed form the sub-Committee and the proposal was agreed.

FA534/09 Future of the Planning and Development Committee

The Chairman introduced this item and stated that she was surprised that the Planning and Development Committee meet so regularly when many applications were for information only and there was a distinct lack of objections to planning applications. The Chairman added that she had concerns regarding the staffing resource at these meetings which are often very short and which often have very few Cllrs present.

A Cllr informed the Chairman that although there is no need for the Planning and Development Committee as it has no statutory authority, it is important to have two meetings per month due to the consultation period. The Clerk then advised that some Parish Councils manage to have one planning meeting per month dealing with the applications that would not meet the consultation deadline electronically. A member of the Planning and Development Committee agreed that this was a good suggestion as everyone on the committee had computers making this possible and then stated that he would only be attending the first meeting of the month in future.

Suggestions were made regarding extra responsibilities for the Committee to make it more meaningful and it was generally agreed that ideas and opportunities to do this would be welcome.

A Cllr then suggested that this discussion was not in order as it contravened 38f(i) of Standing Orders. It was proposed by Cllr Saxon and seconded by Cllr Bains that this item is not discussed and the proposal was agreed. Members asked that the discussion be Minuted and given to the Chairman of the Planning and Development Committee.

FA535/09 Parish Pump Distribution/Delivery within Croxley Green

This item was introduced by the Chairman and the Clerk informed Members that following the Environment and Amenity meeting, this item had been referred to this Committee in order that a distributor for the Parish Pump is selected. Following a

discussion on the quotes received, it was proposed by Cllr Bennett and seconded by Cllr Shafe that as Marbles Business Services more than meet our specification they would be the best choice and the proposal was agreed.

FA536/09 Flowers 4 Croxley

The Chairman introduced this item and the Clerk referred those present to the Nominal Ledger details which had been circulated with the Agenda. The Clerk asked Members to recommend to Council that these funds be released to Flowers 4 Croxley. There had been some questions raised by a member of the Flowers 4 Croxley Committee prior to this meeting but the Clerk had answered these questions satisfactorily.

The amount to be transferred comprises of £1,698.53 as per the balance on the Nominal Ledger plus £1,630.00 from the original budget proposal plus £350.00 vired from the Wind Turbine Project making the total sum to be handed over £3,678.53. It was acknowledged that this sum includes 3 x £274.11 for the School Gardening Clubs and also the funds for the signs on Two Bridges roundabout.

It was proposed by Cllr Bennett and seconded by Cllr Shafe that subject to the Flowers 4 Croxley Committee's agreement with this sum, that £2,856.20 is transferred from the Parish Council to Flowers 4 Croxley.

The sum of £2,856.20 means that the Parish Council will retain the 3 x £274.11 and will pay the schools upon receipt of their invoice. Flowers 4 Croxley will be responsible for purchasing the signs for Two Bridges roundabout.

FA537/09 Closure

There being no further business, the Chairman closed the meeting at 9.50pm.