

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 11 SEPTEMBER 2008 at 8.00pm

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

Cllrs Hollands, C Jefford, Seeley and Shafe

Voting Members: 5

In Attendance: Cllrs Brand and Vassiliou

FA442/08 Apologies for Absence

Apologies were received from Cllr Bains.

FA443/08 Declaration of Interests

The Chairman stated that declarations of interest may be made throughout the meeting if necessary.

FA444/08 Representations from the Public

There were no representations from the public.

FA445/08 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Hollands that the Minutes of the meeting held on 12 June 2008 be approved as correct. The proposal was agreed and the Chairman signed the Minutes. It was noted that the meeting scheduled for Thursday 10 July 2008 was cancelled due to it being inquorate.

FA446/08 Matters Arising

Under item FA432/08 it was asked why the matter of moving the monthly accounts to the Council meeting was not on the Agenda as had been indicated at the last meeting. The Clerk explained that it was not on the Agenda as a comprehensive background paper would need to be prepared to set out all the implications which included such things as the future of the Finance and Administration Committee itself, necessary changes to Standing Orders all of which needed to be carefully thought through. The Clerk continued that the detail would need to be discussed initially with the Chairman, who had been on holiday, but the matter will be placed on the Agenda at the earliest opportunity.

FA447/08 Monthly Accounts

The Chairman introduced this item and the Clerk referred Members to the Monthly Management Accounts Report for month 5 (August 2008). The Clerk explained the format of the report and proceeded to give an explanation of each expenditure item.

Acct Code 4046/101 Photocopy Charges – The Clerk explained that the £974.00 included both the lease cost of the copier (£270.26 ex VAT) and copy charges. The Clerk continued that the copy charges were for more than just one month. The Clerk reminded Members that the photocopier is linked to the office computers and is used as a printer as this is much more economical than using the desktop inkjet print which required regular replacement ink cartridges.

[Post meeting note: the copy charges covers the period 1 March 2008 to 31 August 2008 during which time 18,135 black & white and 13,273 colour printing had been performed].

Acct Code 4036/101 Property Maintenance - The Clerk explained that the £727.00 related substantially, but not exclusively, to costs associated with building a customised storage shed at the side of the office.

Acct Code 4070/103 Maintenance Land Rover - The Clerk explained that the expenditure of £570 related to necessary Health & Safety costs on installing a flashing beacon and reversing alarm on the Land Rover.

[Post meeting note: the cost also included the installation of a type 'S' towing electric socket to power the tipping function of the large trailer].

The Clerk pointed out that these costs would have been incurred on whatever new vehicle the Council had purchased as none are supplied with such equipment as standard.

Acct Code 4071/103 Maintenance Tractor – The Clerk explained that the £100 related to a replacement near side window on the tractor which had shattered.

Acct Code 4605/211 Events Christmas Lights – The Clerk explained that the Council had previously authorised in the budget for the provision of Christmas decorations on Scots Hill. The Clerk stated that whilst the matter of installing these lights had been raised with Highways previously, no satisfactory conclusion had been reached as to the structural integrity of the new lampposts to carry the decorations. Under the new Christmas decorations licensing arrangements that Highways have introduced, it is the responsibility of the Council to ensure that the lampposts are safe and fit for purpose and Highways had given written assurances that if the Scots Hill lampposts are structurally sound then they would have no objections to the decorations being installed. Accordingly, a structural survey was carried out which has confirmed the lampposts are safe and suitable and the cost of £1,200 relates to that survey. The Clerk concluded that the matter will be placed on the next Council Agenda in regard to the Christmas decorations themselves.

Acct Code 4934/299 E&A Project Lamppost planter – The Clerk explained that this account code was being used for the 'Flowers in Croxley' initiative and that both income and expenditure was being allocated to it. According the account was showing a credit of £2,376 (shown as -£2,376 in the accounts) as this included the £2,000 received from Croxley Green Local Area Forum under the auspices of Three Rivers District Council. Cllr Seeley added that she had also approached numerous retailers in Croxley Green and had been successful in raising considerable sums of money (donations) towards the 'Flowers in Croxley' initiative. The Committee commended and thanked Cllr Seeley for her efforts on this matter.

There being no other matters on the accounts, it was proposed by Cllr Hollands and seconded by Cllr Shafe that the Management Accounts for Month 5 (August) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA448/08

Closure

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