

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 12 NOVEMBER 2009

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

Cllrs Bains, Bennett and Martin

Voting Members: 4

In Attendance: Cllr Saxon

FA546/09 Apologies for Absence

Apologies were received from Cllrs Norman and Shafe.

FA547/09 Declaration of Interests

There were no declarations of interest.

FA548/09 Representations from the Public

There were no members of public present.

FA549/09 Minutes

It was proposed by Cllr Bains and seconded by Cllr Bennett that the Minutes of the meeting held on Wednesday 21 October 2009 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA550/09 Matters Arising

There were no matters arising.

FA551/09 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 7 (October 2009) which was circulated at the meeting.

The Clerk gave Members an overview of the monthly expenditure for month 7. The Clerk was asked why there was nothing in the budget for 4036/150 (Property Maintenance) and 4937/299 (Development of Play Areas) and the Clerk advised that these items should have a budget sum of £6,000 and £20,000 respectively. The Clerk was asked to amend the columns.

*[Post meeting note: the necessary changes to the budget column is in hand with advice from the Council's accountants].*

4610/211 (Events – Fireworks on the Green), the Clerk informed Members that the sum of £4,600 was for the display held 31 December 2008. It was questioned whether this should have been an accrual from last year and the Clerk advised that he would talk to the auditors about this matter.

4934/299 (Flowers in Croxley), the Clerk stated that the sum of £809 would be paid by the Parish Council and recouped from Flowers 4 Croxley and added that this would be a short term situation until the group open their own accounts with suppliers.

It was proposed by Cllr Bennett and seconded by Cllr Bains that the Management Accounts for Month 7 (October 2009) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA552/09 Budget 2009/2010 and beyond

The Chairman introduced this item and the Clerk asked that any queries are raised as soon as possible and that proposals are put forward speedily in order that the schedule can be developed.

FA553/09 Music for Fireworks on New Year's Eve

This item was introduced by the Chairman who invited the Cllr whose initiative this was to elaborate. It was explained that both this Cllr and the Clerk had researched the requirements of the Performing Rights Society and had found that there was a whole host of tariffs. The most suitable was tariff 'O' for the occasional performance of music and this would cost in the region of £40.

It was proposed by Cllr Bains and seconded by Cllr Martin that the £250 virement which was agreed at Council be increased by £50 to £300 and the proposal was agreed.

FA554/09 Parish Council Staffing Structure and External Sourcing Sub-Committee

The Chairman introduced this item and advised that this matter was on the Agenda for information and that the terms of reference (as detailed in the previously circulated document) can be amended if necessary. The group have met twice already and will continue to meet regularly.

FA555/09 Community Village Hall Flood Prevention Measures

Following an introduction by the Chairman, the Clerk referred Members to the previously circulated report for flood protection at the Community Village Hall and advised those present that accompanying A1 size plans were available for inspection at the office. The Clerk advised that the next stage was to ask for details of the work required and he added that the company that had prepared the report were able to administer and oversee the works on our behalf if so desired.

The Chairman requested that although money had been budgeted for flood prevention, she would like the matter to be brought back to Council although in the mean time the Clerk could obtain a specification of works quote. It was proposed by Cllr Bains and seconded by Cllr Bennett that the Clerk requests a full specification of works to go to tender and the proposal was agreed.

FA556/09 Festive Lighting – Watford Road and Scots Hill

This matter was introduced by the Chairman and the Clerk explained that, for the first time, the Parish Council would be charged for the electricity used for the Christmas lights. The approximate cost is £310.32 but the Clerk considered that this sum could be contained within the £7,000 budget.

FA557/09 The use of staff toilets in the Parish Council's office by the public

The Chairman introduced this item and advised Members that the Cllr who requested this matter be placed on the Agenda for discussion was unable to attend this meeting. A very brief discussion ensued whereby Members considered this to be a ludicrous idea. It was proposed by Cllr Bennett and seconded by Cllr Bains that the Parish Council negates this item and does not pursue it any further and the proposal was agreed.

FA558/09 Closure

There being no further business, the Chairman closed the meeting at 8.47pm.