

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 12 SEPTEMBER 2013

Present: Cllr Mitchell – In the Chair Amanda Taft – Administrative Officer

Cllrs Bennett, Seeley and Shafe

Voting Members: 4

FA920/13 Apologies for Absence

Apologies had been received from Cllrs Edmunds and Jordan.

FA921/13 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

FA922/13 Representations from the Public

There were no public present.

FA923/13 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 11 July 2013 be approved and be signed by the Chairman.

FA924/13 Matters Arising

FA918/13 (4200/107 Chairman's Charity Expenditure). It was asked if both the cheques had now been issued to which the Admin Officer replied that they had. The delay with the cheque for the Peace Hospice was due to the fact that the then Chairman had intended to present it personally but alternative arrangements were made instead.

FA925/13 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for months 4 and 5 (July and August).

The following matters were raised:

Month 4 – July

4042/103 (Equipment Maintenance -£232) this was a recoding to 4072/103 (Maintenance – Ride on Mower).

Month 5 – August

4001/101 (Salaries & Wages £0) it was explained that Watford Borough Council had not paid the cheque in until September (month 6) which is why the figure is zero.

4038/101 (Maintenance Contracts £1,449) it was pointed out that this should have been coded to 4038/103 and it was clarified that this was the invoice for the contractor.

4012/103 (Water Rates £356) it was asked if this was a quarterly bill

[Post meeting note: this was a quarterly bill and the previous bill had been estimated].

4823/199 (Transfer to Vehicle Replacement Fund) It was asked when this is transferred into the Vehicle Replacement Fund

[Post meeting note: the transfer takes place at the end of the financial year].

Resolved:

- That the Management Accounts for months 4 and 5 (July and August) be approved and be signed by the Chairman.

FA926/13

Closure

There being no further business, the Chairman closed the meeting at 8.22pm.