

**CROXLEY GREEN PARISH COUNCIL**

NOTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 13 JANUARY 2011

Present: Cllr Birch – In the Chair Yvonne Merritt (Chorleywood Parish Council) –  
Clerk to the Council  
Cllr Mark Saxon – Office Manager

Cllrs Bennett, Hollands, Martin, Norman and Shafe

Voting Members: 6

In Attendance: Cllrs Vassilliou, Brand

FA666/11 Apologies for Absence

There were no apologies to note.

FA667/11 Declaration of Interests

There were no declarations of interest.

FA668/11 Representations from the Public

Representations were made by a representative of the Croxley Community Association regarding agenda item FA 678/11 (Budget) and the paper put forward by the Association concerning the grant for Village Hall services.

The comments were noted and the representative thanked for his attendance.

FA669/11 Minutes

Proposed by Cllr Bennett and seconded by Cllr Hollands

**Resolved:**

- that the Minutes of the meeting held on Thursday 9 December 2010 be approved and be signed by the Chairman.

FA670/11 Matters Arising

Cllr Brand indicated that he as not shown as in attendance at the meeting of the 9<sup>th</sup> December 2010.

The Chair amended the minutes.

**Action: Minutes to be changed and website updated with corrected minutes.**

FA671/11 Monthly Accounts

The Office Manager gave members an overview of the monthly expenditure for month 9 (December).

A discussion took place concerning the need to vire funds into budget headings that were shown as overspent. It was noted that as long as the Committee agreed to the accounts, the overspend should still be shown as a true reflection of monies spent.

Account code 4963 – PCSO. It was noted that Croxley Green Parish Council had had only one PCSO for some time due to illness. The Committee was informed that until such time as the Council had two PCSO's no charge should be levelled against them by Hertfordshire Constabulary.

It was asked that the office manager write to Insp George Holland asking for an update on the recruitment process for another PCSO.

**Action: Office manager to write as requested.**

**Note:** email sent to Inspector George Holland 14.1.2011

Account code 1200 – Chairman’s Charity Income. It was noted that there was an amount of cash in the safe and that there was no method of banking this cash.

It was proposed by Cllr Bennett and seconded by Cllr Hollands that the office manager change the cash into a personal cheque and bank the cheque.

**Resolved:** Agreed

**Action:** The sum of £67 (sixty seven pounds) was checked by the office manager and administrative assistant on the 14.1.2011 and a personal cheque was issued for that amount and made out to the Council by the office manager.

Account code 4936 - School flower beds. A discussion took place about the issues surrounding purchase of materials and the need for correct invoicing.

Account code 4043 – Salt Bins/Salt. It was proposed by Cllr Hollands and seconded by Cllr Bennett that an additional £1500 be placed into the budget for the provision of salt.

**Resolved:** Agreed

It was recommended that County Supplies and others be contacted to obtain quotes for 170 bags of 25kg salt.

**Action:** Administrative Assistant to make enquiries as above.

Proposed by Cllr Bennett and seconded by Cllr Norman

**Resolved:**

- That the Management Accounts for Month 9 (December) be approved and be signed by the Chairman.

FA672/11 Appointment of Temporary Responsible Finance Officer

Note was made of the paper supplied with the agenda on this subject.

It was proposed by Cllr Norman and seconded by Cllr Martin that Yvonne Merritt and Tim Perkins be appointed as Temporary Responsible Finance Officers.

**Resolved:** Agreed

Yvonne Merritt was thanked for her work for the Parish Council by the Chair.

FA673/11 Appointment of Locum Clerk

Note was made of the paper supplied with the agenda on this subject.

It was proposed by Cllr Martin and seconded by Cllr Shafe that Yvonne Merritt and Tim Perkins be appointed as locum Clerks to the Council until such time as their services were no longer needed.

**Resolved:** Agreed.

Note was made of the remuneration system whereby Croxley Green Parish Council would be invoiced by Chorleywood or Abbots Langley Parish Council for services provided.

FA674/11 BACS Payment of Staff Salaries

Note was made of the paper supplied with the agenda on this subject. Discussion took place regarding the requirement for all payments to be signed by two signatories.

It was noted that a print out of BACS payments made for salaries should be printed out and signed by two signatories each month and stored as required.

It was mentioned that once a year probably at the Annual General Meeting details of any direct debits and BACS payments should be placed on the agenda, discussed and voted upon.

It was proposed by Cllr Holland and seconded by Cllr Shafe that from the start of the new financial year, salaries should be paid via BACS.

**Resolved:** Agreed

**Action:** Contracts of employment to be amended and signed to reflect the new payment method.

**AGM agenda to reflect details of Direct Debits, Standing Orders and BACS payment.**

FA675/11

Staff Appraisals

Note was made of the paper supplied with the agenda on this subject.

It was proposed by Cllr Martin and seconded by Cllr Bennett that retrospective permission be given to Cllrs Saxon and Hollands to perform annual appraisals.

**Resolved:** Agreed

It was noted that appraisals had been undertaken for both the Administrative Assistant and a Ranger.

FA676/11

DCK Beavers – Accounting Solutions

Note was made of the paper supplied with the agenda on this subject.

After discussion it was agreed that for the immediate future DCK Beavers would continue to undertake the accounting processes they historically had provided and that the training and ongoing support provided to the Council's Administrative Assistant should provide enough resilience within the Parish Council setup for financial governance.

FA677/11

PART 2

It was proposed by Cllr Martin and seconded by Cllr Norman that having regard to the nature of the business to be transacted the Press & Public be excluded from the next item on the agenda.

**Resolved:** Agreed

FA677.1/11

Review of Salary Scales & Allowances

A discussion took place concerning the salary review paper supplied by Cllrs Saxon and Hollands.

It was agreed that the resolutions be placed before full Council for ratification.

FA678/11

Budget 2011/12 and Beyond

Version 6 of the budget dated 13<sup>th</sup> January 2011 was discussed. Yvonne Merritt explained that part of the briefing paper supplied with the budget proposal was incorrect. The office manager apologised for his mistake.

Account code 4201 – Chairman's Allowance. Mention was made of the work undertaken for and on behalf of the Council by members of the public who act as conductors on the Parish Council Friday bus service.

Mention was also made of a Councillor who undertakes the cleaning of towels for the Council Offices.

It was proposed by Cllr Birch and seconded by Cllr Shafe that £150 of Harlequin vouchers be purchased and that these three persons each receive £50 of vouchers by way of an acknowledgment of their service to the people of Croxley and the Council.

**Resolved:** Agreed

**Action:** Cllr Shafe to purchase vouchers on behalf of the Council.

Account code 4025 – Insurance. It was agreed to increase this figure to £4500

Account code 4251 – Election Expenses. It was noted that £5000 had been placed into the budget for election expenses. Mention was made that if the forthcoming election was uncontested, this money should be placed into earmarked reserves thereby negating the need to place money into future budgets.

It was proposed by Cllr Hollands and seconded by Cllr Shafe that the agreed precept for financial year 2011/ 2012 placed before full council on the 27<sup>th</sup> January 2011 would be £256,820

**Resolved:** Agreed

FA679/11

Closure

There being no further business, the Chairman closed the meeting at 1011 pm.