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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 13 JULY 2017

Present: Cllr Saxon – In the Chair
David Allison – Clerk to the Council
Ryan Bennett – Administrative Assistant

Cllrs Cole, Edmunds, Gallagher, Hollands & Mitchell.

Voting Members: 6

FA1268/17 Apologies for Absence

All members were present.

FA1269/17 Declaration of Interests

The Chairman recommended that any declarations be made at the time.

FA1270/17 Representations from the Public

There were no representations made.

FA1271/17 Minutes

The Clerk drew Members attention to the fact that the Minutes under review for this meeting were those of Thursday 8 June 2017.

Resolved:

- That the Minutes of the meeting held on Thursday 11 May 2017 be approved and be signed by the Chairman.

FA1272/17 Matters Arising

A Cllr asked the Clerk about two re-codings in the council accounts that were due to take place.

The Clerk informed the Cllr that he would carry out the necessary changes.

FA1273/17 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk brought Member's attention to the following payments for the previous month:

4012/101 Water Rates (£909) – This relates to an annualised invoice received from Castle Water. The Clerk informed members that he would be reversing out the figure and would instead be entering in the monthly figures when they are received.

4027/101 Computer Software & IT (£163) – This refers to the renewal of the council's domain name.

4036/101 Property Maintenance (£320) – This relates to the out of hours security service supplied by Watford Keyholding.

4024/102 (£1,225) – This payment refers to the printing of the latest edition of the Parish Pump.

4300/102 Revels (£33) – This relates to the purchase of 5 books on trees that were given out to winners of the Ranger's Tree Quiz on the CGPC Revels stall.

4037/101 103 (£350) – This relates to the maintenance of the grounds on the Harvester roundabout.

A Cllr asked the Clerk about a payment of £262.12 made to Ducks Hill Garden Centre in the List of Payments. The Clerk informed the Cllr that this was a purchase made on behalf of Flowers for Croxley, a group which the council is in partnership with, when they suffered temporary difficulties accessing their finances during the absence of their treasurer.

Resolved:

- That the Management Accounts for Month 3 be approved and signed by the Chairman;
- That the Schedule of Payments for Month 3 be approved and signed by the Chairman.

At this point the Clerk introduced a paper entitled Croxley Green Parish Council's E-mail Provider under Standing Order 9.1.14 which would now become agenda item 1274/17. The numbering of the subsequent agenda items would change accordingly.

FA1274/17

Croxley Green Parish Council's E-mail Provider

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members that the Council had now been without e-mail capabilities since June 26 and that this had massively hindered both admin staff and councillors in their ability to meet the council's Corporate Objectives, specifically:

- To encourage residents to express their views, aspirations, expectations and concerns about Croxley Green;
- To facilitate taking forward residents ideas in partnership with others as appropriate;
- To provide a professional, economic and effective service

The Clerk has identified G Suite, Google's e-mail platform, as a suitable e-mail alternative. The Clerk advised that this situation fell well within the parameters of Financial Regulation 3.4 regarding business continuity and delivery of Council services.

The Cllrs accepted the seriousness of the situation and despite a few concerns from a Cllr over the choice of supplier it was agreed that the Clerk seeks arrangements with G Suite.

Resolved:

- That the Clerk seeks alternative e-mail arrangements for the Council from G Suite
- That this item will not be discussed at the meeting of the full council as it meets the requirements of Financial Regulation 3.4.

FA1275/17

Council's Bank Account

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members that the Council's new Current & Business Reserve accounts were fully operational.

FA1276/17

Closure

There being no further business the Chairman closed the meeting at 8:47pm

Summary Income & Expenditure by Budget Heading 30/06/2017

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Administration</u>							
Expenditure	13,984	60,106	245,999	185,893	0	185,893	24.4 %
Income	1	143,468	291,560	-148,092			49.2 %
Net Expenditure over Income	13,984	-83,362	-45,561	37,801			
<u>Environment & Amenity</u>							
Expenditure	2,173	3,028	44,961	41,933	0	41,933	6.7 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	2,173	3,028	43,961	40,933			
<u>Planning & Development</u>							
Expenditure	0	1,040	16,750	15,710	0	15,710	6.2 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	0	1,040	15,750	14,710			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	16,158	64,174	307,710	243,536	0	243,536	20.9 %
Income	1	143,468	293,560	-150,092			48.9 %
Net Expenditure over Income	16,157	-79,293	14,150	93,443			

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Finance & Administration								
<u>101 General Administration</u>								
4001	Salaries & Wages	5,511	16,159	75,000	58,841	58,841	21.5 %	
4008	Training	120	240	500	260	260	48.0 %	
4009	Travel	0	1,239	1,300	61	61	95.3 %	
4010	Misc Staff Costs	109	109	0	-109	-109	0.0 %	
4011	Rates	0	0	3,100	3,100	3,100	0.0 %	
4012	Water Rates	909	909	560	-349	-349	162.3 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	0	-91	2,800	2,891	2,891	-3.2 %	
4016	Janitorial	0	267	1,400	1,133	1,133	19.1 %	
4017	Health & Safety	0	0	270	270	270	0.0 %	
4019	Consultancy Fees	220	660	2,700	2,040	2,040	24.4 %	
4020	Misc Establishment Costs	23	103	400	297	297	25.8 %	
4021	Telephone & Fax	118	562	1,600	1,038	1,038	35.1 %	
4023	Stationery, Printing & Postage	0	484	3,500	3,016	3,016	13.8 %	
4025	Insurance	0	4,011	3,900	-111	-111	102.8 %	
4027	Computer Software & IT	163	565	2,500	1,935	1,935	22.6 %	
4030	Recruitment Advertising	0	0	2,500	2,500	2,500	0.0 %	
4036	Property Maintenance	320	607	400	-207	-207	151.8 %	
4037	Grounds Maintenance	0	22	0	-22	-22	0.0 %	
4046	Equipment Purchased	0	5	0	-5	-5	0.0 %	
4151	Bank Charges	6	11	0	-11	-11	0.0 %	
4155	Legal Fees	0	6	0	-6	-6	0.0 %	
4156	Audit Fees - External	0	-600	1,000	1,600	1,600	-60.0 %	
4157	Audit Fees - Internal	0	0	910	910	910	0.0 %	
4158	Accountancy Fees	0	0	880	880	880	0.0 %	
	General Administration :- Expenditure	7,499	25,267	105,330	80,063	0	80,063	24.0 %
1001	Rent Recieved	0	0	10	-10			0.0 %
1076	Precept	0	143,472	286,944	-143,472			50.0 %
1090	Interest Received	1	-4	6	-10			-74.8 %
	General Administration :- Income	1	143,468	286,960	-143,492			50.0 %
	Net Expenditure over Income	7,498	-118,200	-181,630	-63,430			
<u>102 Local Democracy</u>								
4024	Subscriptions/Publications	0	7,162	7,500	338	338	95.5 %	
4033	Parish Pump Newsletter	1,225	1,225	2,000	775	775	61.3 %	
4201	Chairman's Discretion Budget	0	0	500	500	500	0.0 %	



Month No : 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4251	Election Expenses	0	0	5,000	5,000		5,000	0.0 %
4300	Events - Revels on the Green	33	33	350	317		317	9.4 %
	Local Democracy :- Expenditure	1,258	8,420	15,350	6,930	0	6,930	54.9 %
1051	Advertising Income	0	0	1,600	-1,600			0.0 %
	Local Democracy :- Income	0	0	1,600	-1,600			0.0 %
	Net Expenditure over Income	1,258	8,420	13,750	5,330			
103	Groundworks							
4001	Salaries & Wages	4,675	13,708	60,300	46,592		46,592	22.7 %
4006	Protective Clothing	15	15	500	485		485	3.0 %
4008	Training	0	0	500	500		500	0.0 %
4010	Misc Staff Costs	54	108	730	622		622	14.8 %
4012	Water Rates	0	0	700	700		700	0.0 %
4017	Health & Safety	0	22	500	478		478	4.4 %
4020	Misc Establishment Costs	12	12	0	-12		-12	0.0 %
4036	Property Maintenance	0	0	500	500		500	0.0 %
4037	Grounds Maintenance	350	402	1,500	1,098		1,098	26.8 %
4038	Maintenance Contracts	0	0	2,000	2,000		2,000	0.0 %
4042	Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
4046	Equipment Purchased	51	351	500	149		149	70.1 %
4051	Vehicle License & Insurance	0	1,834	2,500	666		666	73.4 %
4055	Fuel & Oil - LS08 WCP	72	251	1,000	749		749	25.1 %
4060	Fuel & Oil - Groundworks	0	250	840	590		590	29.8 %
4070	Maintenance - LS08 WCP	0	472	560	88		88	84.3 %
4071	Maintenance - Tractor	0	98	1,100	1,002		1,002	8.9 %
4072	Maintenance - Ride on Mower	0	0	500	500		500	0.0 %
	Groundworks :- Expenditure	5,228	17,522	75,230	57,708	0	57,708	23.3 %
	Net Expenditure over Income	5,228	17,522	75,230	57,708			
107	Grants (incl S137)							
4200	Councils Charity Expenditure	0	0	3,000	3,000		3,000	0.0 %
4260	Community Hall Membership	0	9,699	9,699	0		0	100.0 %
4711	Grants, Permitted & Section 137	0	-1,000	6,500	7,500		7,500	-15.4 %
4871	Tfr from Capital Fund	0	0	-5,000	-5,000		-5,000	0.0 %
	Grants (incl S137) :- Expenditure	0	8,699	14,199	5,500	0	5,500	61.3 %
1200	Chairmans Charity Income	0	0	3,000	-3,000			0.0 %
	Grants (incl S137) :- Income	0	0	3,000	-3,000			0.0 %
	Net Expenditure over Income	0	8,699	11,199	2,500			

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
199 F & A Capital & Projects							
4046 Equipment Purchased	0	198	0	-198		-198	0.0 %
4102 Purchase Logo Printed T/Cloth	0	0	190	190		190	0.0 %
4823 Tfr to Vehicle Repl Fund	0	0	4,000	4,000		4,000	0.0 %
4824 Tfr to Equipt Repl Fund	0	0	3,000	3,000		3,000	0.0 %
4872 Tfr from Depot Extension Fund	0	0	-3,000	-3,000		-3,000	0.0 %
4902 CAP F & A Depot Extension	0	0	3,000	3,000		3,000	0.0 %
4963 F&A Project - PCSO	0	0	28,500	28,500		28,500	0.0 %
4973 Annual Civic Award	0	0	200	200		200	0.0 %
F & A Capital & Projects :- Expenditure	0	198	35,890	35,692	0	35,692	0.6 %
Net Expenditure over Income	0	198	35,890	35,692			
Finance & Administration :- Expenditure	13,985	60,106	245,999	185,893	0	185,893	24.4 %
Income	1	143,468	291,560	-148,092			49.2 %
Net Expenditure over Income	13,984	-83,362	-45,561	37,801			
Environment & Amenity							
202 The Green							
4044 Fly Tipping	0	0	500	500		500	0.0 %
The Green :- Expenditure	0	0	500	500	0	500	0.0 %
Net Expenditure over Income	0	0	500	500			
203 Open Spaces & Trees							
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0 %
4049 Dog Hygiene	2,173	3,924	14,000	10,076		10,076	28.0 %
4052 Purchase Dog Waste Bin Dispens	0	0	591	591		591	0.0 %
4699 Stones Orchard Fund	0	0	2,500	2,500		2,500	0.0 %
4883 Tfr from Stones Orchard Fund	0	0	-2,500	-2,500		-2,500	0.0 %
Open Spaces & Trees :- Expenditure	2,173	3,924	15,091	11,167	0	11,167	26.0 %
1084 Dog Bag Donations	0	0	200	-200			0.0 %
Open Spaces & Trees :- Income	0	0	200	-200			0.0 %
Net Expenditure over Income	2,173	3,924	14,891	10,967			
211 Events							
4601 Events - Garden Competition	0	0	250	250		250	0.0 %
4602 Events - Quiz Night	0	0	250	250		250	0.0 %

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4605 Events - Christmas Lights	0	459	8,500	8,041		8,041	5.4 %
4610 Events - Fireworks on Green	0	-4,500	5,000	9,500		9,500	-90.0 %
4611 Events - Senior Citizens Trip	0	0	1,200	1,200		1,200	0.0 %
4615 External Xmas Tree - Library	0	0	550	550		550	0.0 %
4617 Wassail	0	0	50	50		50	0.0 %
4618 Dog Show	0	0	50	50		50	0.0 %
4619 Local Travel Map	0	0	1,000	1,000		1,000	0.0 %
4620 Bird Boxes	0	0	150	150		150	0.0 %
4621 Ponds	0	-680	0	680		680	0.0 %
4622 Poppies on the Green	0	0	250	250		250	0.0 %
4623 Remembrance Day Brass Band	0	0	300	300		300	0.0 %
4624 The Great Pram Race	0	0	500	500		500	0.0 %
4884 Tfr from Local Travel Map Res	0	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	0	-4,721	17,050	21,771	0	21,771	-27.7 %
Net Expenditure over Income	0	-4,721	17,050	21,771			
<u>221</u> <u>M S C</u>							
4042 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0 %
M S C :- Expenditure	0	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	0	1,000	1,000			
<u>299</u> <u>E & A Capital & Projects</u>							
4883 Tfr from Stones Orchard Fund	0	0	-1,000	-1,000		-1,000	0.0 %
4885 Tfr from Comm.Tree Plaques Res	0	0	-1,460	-1,460		-1,460	0.0 %
4932 CAP E & A - War Memorial Refur	0	0	200	200		200	0.0 %
4933 CAP E & A - Stones Orchard Inf	0	0	1,000	1,000		1,000	0.0 %
4938 Brown Bin Caddy Liners	0	0	650	650		650	0.0 %
4940 E & A Local Producers Market	0	0	300	300		300	0.0 %
4941 Commemorative Tree Plaques	0	0	1,460	1,460		1,460	0.0 %
4969 Canal Adoption Scheme	0	0	400	400		400	0.0 %
4975 Defibrillators (Purchase)	0	3,826	4,270	445		445	89.6 %
4976 Defibrillators (Maint.)	0	0	500	500		500	0.0 %
4978 Youth Project	0	0	5,000	5,000		5,000	0.0 %
E & A Capital & Projects :- Expenditure	0	3,826	11,320	7,495	0	7,495	33.8 %
1082 Brown Bin Caddy Liners	0	0	800	-800			0.0 %
E & A Capital & Projects :- Income	0	0	800	-800			0.0 %
Net Expenditure over Income	0	3,826	10,520	6,695			
Environment & Amenity :- Expenditure	2,173	3,028	44,961	41,933	0	41,933	6.7 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	2,173	3,028	43,961	40,933			

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Planning & Development							
301	<u>Roads & Street Furniture</u>						
4043	Salt Bins/Salt	0	0	500	500	500	0.0 %
4047	Footpath Maintenance	0	0	1,000	1,000	1,000	0.0 %
4050	Bus Shelters	0	0	100	100	100	0.0 %
4056	Street Trees	0	0	2,000	2,000	2,000	0.0 %
	Roads & Street Furniture :- Expenditure	<u>0</u>	<u>0</u>	<u>3,600</u>	<u>3,600</u>	<u>0</u>	<u>0.0 %</u>
1077	Grants and Donations Received	0	0	1,000	-1,000		0.0 %
	Roads & Street Furniture :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>-1,000</u>		<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>2,600</u>	<u>2,600</u>		
302	<u>Community Bus</u>						
4702	Community Bus	0	1,040	6,900	5,860	5,860	15.1 %
	Community Bus :- Expenditure	<u>0</u>	<u>1,040</u>	<u>6,900</u>	<u>5,860</u>	<u>0</u>	<u>15.1 %</u>
	Net Expenditure over Income	<u>0</u>	<u>1,040</u>	<u>6,900</u>	<u>5,860</u>		
399	<u>P & D Capital & Projects</u>						
4881	Tfr from Village Plan Reserve	0	0	-5,000	-5,000	-5,000	0.0 %
4965	Community Plan Developmt P & D	0	0	10,000	10,000	10,000	0.0 %
4968	Carbon Footprint Reduction	0	0	250	250	250	0.0 %
4974	Tow Path Cyclist Speed Signs	0	0	1,000	1,000	1,000	0.0 %
	P & D Capital & Projects :- Expenditure	<u>0</u>	<u>0</u>	<u>6,250</u>	<u>6,250</u>	<u>0</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>6,250</u>	<u>6,250</u>		
	Planning & Development :- Expenditure	<u>0</u>	<u>1,040</u>	<u>16,750</u>	<u>15,710</u>	<u>0</u>	<u>15,710</u> 6.2 %
	Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>-1,000</u>		<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>1,040</u>	<u>15,750</u>	<u>14,710</u>		

At : 16:05

Santander Business Account

List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2017	Amazon	CP92	32.87		203-6950787-7486721/4080/Amazo
08/06/2017	TBS Hygiene Ltd	022011	-506.88		cheque cancelled-lost in post
08/06/2017	TBS Hygiene Ltd	022011	-1,267.20		cheque cancelled-lost in post
08/06/2017	TBS Hygiene Ltd	022011	-1,013.76		cheque cancelled-lost in post
12/06/2017	Numerus Payroll Services Ltd	TFR10	131.04		3691/4060/Numerus Payroll
12/06/2017	Auditing Solutions Limited	TFR9	453.60		A4894/4058/Auditing Solutions
14/06/2017	Mesh Digital Ltd	CP93	195.84		DM1917790/4081/Mesh Digital Lt
15/06/2017	BWT UK Limited	TFR13	28.00		I000292589/4063/BWT UK Limited
15/06/2017	Redacted	TFR14	27.05		JUN17/4064/Expenses
15/06/2017	Redacted	TFR15	27.05		JUNE17/4065/Expenses
15/06/2017	Shell U.K Oil Products Ltd	DDR365	19.20		1937060/4083/Shell U.K Oil Pro
15/06/2017	Croxley Green Parish Council	DDR364	10,185.89		May/June 17 Salaries
16/06/2017	SANTANDER	TFR20	5.76		May Charges
19/06/2017	Ducks Hill Garden Centre	TFR16	262.12		JUNE17/4066/Ducks Hill Garden
26/06/2017	TBS Hygiene Ltd	TFR17	2,787.84		Replacement payment re 022011
26/06/2017	British Telecom PLC	DDR366	43.16		Q056GM/4070/British Telecom PL
28/06/2017	British Telecom PLC	DDR368	98.46		M0901H/4073/British Telecom PL
28/06/2017	Peninsula Business Services Lt	DDR367	264.00		JUNE2017/4084/Peninsula Busine
28/06/2017	Shell U.K Oil Products Ltd	DDR369	66.76		1953852/4082/Shell U.K Oil Pro
30/06/2017	Watford Keyholding Company	TFR11	342.00		1609-648/4062/Watford Keyholdi
30/06/2017	Watford Keyholding Company	TFR12	42.00		1702-799/4061/Watford Keyholdi
30/06/2017	Paper Stone Ltd	CP95	13.98		342162/4078/Paper Stone Ltd
30/06/2017	Arcadia Printing Ltd	22012	1,225.00		11100/4072/Arcadia Printing Lt
30/06/2017	Arco Ltd	22013	78.78		930310092/4075/Arco Ltd
30/06/2017	Garden Scene	22014	157.32		04055/4068/Garden Scene
30/06/2017	HAPTC	22015	120.00		1718/180/4071/HAPTC
30/06/2017	JRB Enterprise Ltd	22016	326.88		16980/4074/JRB Enterprise Ltd
30/06/2017	TBS Hygiene Limited	22017	1,267.20		150776/4077/TBS Hygiene Limite
30/06/2017	Thames Water Utilities Ltd	22018	908.67		306516/4079/Thames Water Utili

Total Payments	16,322.63
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The above payments have been authorised for payment by Direct Debit, Cheque, BACS or direct bank to bank transfer to the recipient.

Signed:

Date:

13/7/2017

Signed: