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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 NOVEMBER 2014

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

Cllrs Isard-Brown, Seeley and Shafe
Voting Members: 4

FA1028/14 Apologies for Absence

Apologies had been received from Cllrs Edmunds and Jordan.

FA1029/14 Declaration of Interests

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

FA1030/14 Representations from the Public

There were no public present.

FA1031/14 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 9 October 2014 be approved and be signed by the Chairman.

FA1032/14 Matters Arising

FA1025/14 Matters Arising, FA1018/14(2) Banking Arrangements. The Clerk advised that progress has been made.

FA1033/14 Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for month 7 (October).

The Clerk brought to Members attention in Month 7 accounts:

4001/101 and 4001/103 Salaries & Wages (£0) – the Clerk advised that the necessary cheques to Watford Borough Council would be signed at this meeting.

4036/101 Property Maintenance (£76) – this relates to the purchase of a new flag for the flag pole given that the previous flag had significantly deteriorated.

4046/101 Equipment Purchased (£249) – this relates to the replacement of the projector in the Council Chamber following the catastrophic failure of the previous projector which had resulted in planning applications having to be viewed on the Clerk's computer in the office.

4251/101 Election Expenses (£7,936) – the Clerk advised that although the Invoice to TRDC will not be paid until further information is received from them (Council Minute CC1411/14 30 October 2014 refers), the Invoice has been entered into the Council's accounts system but recorded as a disputed invoice. The Clerk added that as it is recorded as disputed the value will appear in the Management Accounts as it is a potential financial liability for the Council but as it is not being paid it does not show in the accounts Cash Book as a payment made. The Clerk advised that a print out from the accounts system listing the item as disputed will be presented for signing with the Management Accounts at this meeting.

4038/103 Maintenance Contracts (£1,085) – this relates to the works undertaken by the

Councils contingency contractor when the Senior Ranger was on annual leave and prior to the second Ranger taking up employment with the Council.

4042/103 Equipment Maintenance (£493) – this relates to essential safety repair work to the roller feed on the chipper (£433) and for the purchase of two gas struts for the rear window of the Land Rover (£60) which were fitted by the Rangers.

4200/107 Chairmans Charity Expenditure (£2,195) – this relates to the two equal payments made to the Council's Charities for 2013/14 from fund raising activities.

4966/399 Neighbourhood Plan (CDF) (£1,500) – this relates to the professional fees for the architect assisting with the development of the Neighbourhood Plan.

Resolved:

- That the Management Accounts for month 7 (October) be approved and be signed by the Chairman;
- That the "List of Disputed Invoices" be approved and signed by the Chairman;
- That the Schedule of Payments for Month 7 be approved and signed.

FA1034/14

Budgets 2015/16

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk referred to the budget schedule v2 dated 6 November circulated with the Agenda as a separate document. The Clerk advised that a number of budget submissions had been submitted as itemised on the budget submission forms attached to the schedule.

The Clerk continued that it will be unlikely that the Council Tax Base will be advised to the Council by TRDC until sometime in December. It is likely there would be a slight increase to the Tax Base given that there have been more houses built in Croxley Green but it not likely to be significant. Equally no definitive figure as to the Grant that TRDC will allocate to the Council following the benefit changes made by HMG has been given as yet. The Clerk added that for the purposes of budget preparation at the current time the 2014/15 Tax Base is used temporarily and given the previous indicative figures from TRDC as to the likely grant being 15% lower than last year a figure of £10,657 is being used. Any changes in these figures, when known, will affect the basis of the Council's budget/Precept.

The Clerk concluded that budget submissions have to be submitted by the end of November 2014 (Finance Regulations) so the budget picture is by means complete.

Resolved:

- The Committee noted the current position with the budget preparation.

FA1035/14

There was no Agenda item FA1035/14, this having been deleted in a previous non published draft agenda.

FA1036/14

Closure

There being no further business, the Chairman closed the meeting at 8.34pm.

Summary Income & Expenditure by Budget Heading 31/10/2014

Month No : 7

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	14,573	117,469	229,307	111,838	0	111,838	51.2 %
Income	135,458	271,570	275,187	-3,617			98.7 %
Net Expenditure over Income	-120,885	-154,101	-45,880	108,221			
<u>Environment & Amenity</u>							
Expenditure	1,417	13,524	44,280	30,756	0	30,756	30.5 %
Income	0	405	400	5			101.3 %
Net Expenditure over Income	1,417	13,119	43,880	30,761			
<u>Planning & Development</u>							
Expenditure	3,320	6,809	11,000	4,191	0	4,191	61.9 %
Income	0	5,220	1,000	4,220			522.0 %
Net Expenditure over Income	3,320	1,589	10,000	8,411			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	19,309	137,802	284,587	146,785	0	146,785	48.4 %
Income	135,458	277,195	276,587	608			100.2 %
Net Expenditure over Income	-116,149	-139,393	8,000	147,393			

Month No : 7

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>								
<u>101</u>	<u>General Administration</u>							
4001	Salaries & Wages	0	34,244	71,000	36,756	36,756	48.2 %	
4008	Training	0	0	500	500	500	0.0 %	
4009	Travel	1,239	1,239	1,300	61	61	95.3 %	
4010	Misc Staff Costs	0	50	0	-50	-50	0.0 %	
4011	Rates	303	2,123	2,897	774	774	73.3 %	
4012	Water Rates	0	218	560	342	342	38.9 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	0	1,771	2,900	1,129	1,129	61.1 %	
4016	Janitorial	112	671	1,400	729	729	47.9 %	
4017	Health & Safety	12	12	280	268	268	4.3 %	
4019	Consultancy Fees	220	1,540	2,700	1,160	1,160	57.0 %	
4020	Misc Establishment Costs	0	122	400	278	278	30.4 %	
4021	Telephone & Fax	309	1,018	1,600	582	582	63.7 %	
4023	Stationery, Printing & Postage	97	962	3,900	2,938	2,938	24.7 %	
4025	Insurance	0	3,693	4,400	707	707	83.9 %	
4027	Computer Software & IT	6	807	1,500	693	693	53.8 %	
4030	Recruitment Advertising	0	1,259	0	-1,259	-1,259	0.0 %	
4036	Property Maintenance	76	276	400	124	124	69.1 %	
4046	Equipment Purchased	249	249	0	-249	-249	0.0 %	
4156	Audit Fees - External	0	0	1,000	1,000	1,000	0.0 %	
4157	Audit Fees - Internal	0	369	900	531	531	41.0 %	
4158	Accountancy Fees	0	0	870	870	870	0.0 %	
	General Administration :- Expenditure	2,623	50,623	98,617	47,994	0	47,994	51.3 %
1076	Precept	128,989	257,978	257,978	0			100.0 %
1083	Precept Support Grant	6,290	12,579	12,579	0			100.0 %
1090	Interest Received	2	19	30	-11			62.0 %
	General Administration :- Income	135,281	270,576	270,587	-11			100.0 %
	Net Expenditure over Income	-132,658	-219,953	-171,970	47,983			
<u>102</u>	<u>Local Democracy</u>							
4024	Subscriptions/Publications	0	7,115	7,400	285	285	96.1 %	
4033	Parish Pump Newsletter	0	1,675	3,400	1,725	1,725	49.3 %	
4201	Chairman's Discretion Budget	0	41	500	459	459	8.3 %	
4251	Election Expenses	7,936	7,936	1,250	-6,686	-6,686	634.9 %	
4300	Events - Revels on the Green	0	0	350	350	350	0.0 %	
	Local Democracy :- Expenditure	7,936	16,767	12,900	-3,867	0	-3,867	130.0 %

Month No : 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1051 Advertising Income	177	177	1,600	-1,423			11.1 %
Local Democracy :- Income	177	177	1,600	-1,423			11.1 %
Net Expenditure over Income	7,759	16,590	11,300	-5,290			
103 Groundworks							
4001 Salaries & Wages	0	19,280	51,500	32,220		32,220	37.4 %
4006 Protective Clothing	0	457	340	-117		-117	134.4 %
4008 Training	0	0	500	500		500	0.0 %
4010 Misc Staff Costs	52	379	720	341		341	52.6 %
4012 Water Rates	0	369	400	31		31	92.2 %
4017 Health & Safety	0	26	750	724		724	3.4 %
4036 Property Maintenance	0	260	500	240		240	52.0 %
4037 Grounds Maintenance	18	412	2,100	1,688		1,688	19.6 %
4038 Maintenance Contracts	1,085	1,085	2,000	915		915	54.3 %
4042 Equipment Maintenance	493	1,166	600	-566		-566	194.3 %
4046 Equipment Purchased	42	922	500	-422		-422	184.3 %
4047 Footpath Maintenance	33	33	0	-33		-33	0.0 %
4051 Vehicle License & Insurance	0	2,124	2,500	376		376	85.0 %
4055 Fuel & Oil - LS08 WCP	96	431	1,300	869		869	33.1 %
4060 Fuel & Oil - Groundworks	0	737	830	93		93	88.8 %
4070 Maintenance - LS08 WCP	0	352	550	198		198	63.9 %
4071 Maintenance - Tractor	0	1,203	1,100	-103		-103	109.3 %
4072 Maintenance - Ride on Mower	0	75	500	425		425	14.9 %
Groundworks :- Expenditure	1,819	29,308	66,690	37,382	0	37,382	43.9 %
Net Expenditure over Income	1,819	29,308	66,690	37,382			
107 Grants (incl S137)							
4200 Chairmans Charity Expenditure	2,195	800	3,000	2,200		2,200	26.7 %
4260 Community Hall Membership	0	8,542	7,100	-1,442		-1,442	120.3 %
4711 Grants, Permitted & Section 137	0	-2,821	3,000	5,821		5,821	-94.0 %
Grants (incl S137) :- Expenditure	2,195	6,521	13,100	6,579	0	6,579	49.8 %
1200 Chairmans Charity Income	0	817	3,000	-2,183			27.2 %
Grants (incl S137) :- Income	0	817	3,000	-2,183			27.2 %
Net Expenditure over Income	2,195	5,704	10,100	4,397			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
199 F & A Capital & Projects							
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 %
4903 CAP F & A New Village Centre	0	0	2,500	2,500		2,500	0.0 %
4963 F&A Project - PCSO	0	14,250	28,500	14,250		14,250	50.0 %
F & A Capital & Projects :- Expenditure	0	14,250	38,000	23,750	0	23,750	37.5 %
Net Expenditure over Income	0	14,250	38,000	23,750			
Finance & Administration :- Expenditure	14,573	117,469	229,307	111,838	0	111,838	51.2 %
Income	135,458	271,570	275,187	-3,617			98.7 %
Net Expenditure over Income	-120,885	-154,101	-45,880	108,221			
<u>Environment & Amenities</u>							
203 Open Spaces & Trees							
4048 Plants, Shrubs & Trees	0	0	1,000	1,000		1,000	0.0 %
4049 Dog Hygiene	1,067	6,279	10,000	3,721		3,721	62.8 %
4699 Stones Orchard Fund	0	230	3,000	2,770		2,770	7.7 %
4700 Projects	0	0	1,000	1,000		1,000	0.0 %
4870 Tfr From Earmarked Reserves	0	0	-3,000	-3,000		-3,000	0.0 %
Open Spaces & Trees :- Expenditure	1,067	6,509	12,000	5,491	0	5,491	54.2 %
1077 Grants and Donations Received	0	405	0	405			0.0 %
Open Spaces & Trees :- Income	0	405	0	405			
Net Expenditure over Income	1,067	6,104	12,000	5,896			
211 Events							
4602 Events - Quiz Night	0	0	50	50		50	0.0 %
4605 Events - Christmas Lights	0	4,625	8,500	3,875		3,875	54.4 %
4610 Events - Fireworks on Green	0	-80	4,500	4,580		4,580	-1.8 %
4611 Events - Senior Citizens Trip	0	1,060	1,200	140		140	88.3 %
4615 External Xmas Tree - Library	0	0	500	500		500	0.0 %
4617 Wassail	0	50	250	200		200	20.0 %
4618 Dog Show	0	0	250	250		250	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	0	1,000	1,000		1,000	0.0 %
4700 Projects	350	350	0	-350		-350	0.0 %
Events :- Expenditure	350	6,005	17,400	11,395	0	11,395	34.5 %
Net Expenditure over Income	350	6,005	17,400	11,395			

Month No : 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>399</u> P & D Capital & Projects							
4965 Community Plan Developmt P & D	0	299	2,000	1,701		1,701	14.9 %
4966 Neighbourhood Plan (CDF)	1,500	3,000	0	-3,000		-3,000	0.0 %
4971 Cycle Hire Project	0	0	500	500		500	0.0 %
P & D Capital & Projects :- Expenditure	<u>1,500</u>	<u>3,299</u>	<u>2,500</u>	<u>-799</u>	<u>0</u>	<u>-799</u>	<u>132.0 %</u>
1077 Grants and Donations Received	0	5,220	0	5,220			0.0 %
P & D Capital & Projects :- Income	<u>0</u>	<u>5,220</u>	<u>0</u>	<u>5,220</u>			
Net Expenditure over Income	<u>1,500</u>	<u>-1,921</u>	<u>2,500</u>	<u>4,421</u>			
Planning & Development :- Expenditure	<u>3,320</u>	<u>6,809</u>	<u>11,000</u>	<u>4,191</u>	<u>0</u>	<u>4,191</u>	<u>61.9 %</u>
Income	<u>0</u>	<u>5,220</u>	<u>1,000</u>	<u>4,220</u>			<u>522.0 %</u>
Net Expenditure over Income	<u>3,320</u>	<u>1,589</u>	<u>10,000</u>	<u>8,411</u>			

LIST OF DISPUTED INVOICES FOR LEDGER 1

Invoice Date	Invoice Number	Supplier Code	Short Name	Dispute Text	Net Value	VAT Value	Total
14/10/2014	90079325	TRDC	THREE		7,936.15	0.00	7,936.15
					<u>7,936.15</u>	<u>0.00</u>	<u>7,936.15</u>



At: 09:17

Santander Business Account

List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/10/2014	E-ON	DDR520	348.26		3107 93627-95862
15/10/2014	Shell U.K Oil Products Ltd	DDR521	4.80		3126 Fuel
15/10/2014	TRDC	DDR522	303.00		Rates
15/10/2014	The Croxley Stroke Scheme	103442	1,097.32		Council Chairty 2013/14 paymen
16/10/2014	British Telecom PLC	DDR523	295.71		3123 01923 710250
17/10/2014	Redacted	103459	1,239.00		3122 Car user allowance
20/10/2014	British Telecom PLC	DDR524	74.94		3124 BT Statement
22/10/2014	Kingsfield Computer Products L	CP8	298.76		3131 Projector
22/10/2014	Auto Styling UK Ltd	CP9	72.10		3129 Gas strut for Landrover
22/10/2014	AutoStyling	CP9	0.01		Payment adjustment
23/10/2014	Lynda Jackson Mac Centre	103443	1,097.32		Council Charity 2013/14 paymen
28/10/2014	Peninsula Business Services Lt	DDR525	264.00		3140 Employment services
30/10/2014	Shell U.K Oil Products Ltd	DDR526	110.83		0675837/3142/Shell U.K Oil Pro
31/10/2014	Mesh Digital Ltd	CP7	7.19		DM1610621/3143/Mesh Digital Lt
31/10/2014	Geo Browns Implements Limited	103460	519.07		3133 Chipper feed roller fault
31/10/2014	Chambers Goodwin & Partners	103461	1,800.00		3134 Consultancy on NP
31/10/2014	Chiltern Hills Brass	103462	350.00		3135 WW1 Commemoration
31/10/2014	Garden Scene	103463	21.00		3136 Pansies
31/10/2014	Hampshire Flag Company	103464	91.73		3130 3 yard St George flag
31/10/2014	Jewson Limited	103465	89.79		3137 Premium FSC
31/10/2014	JRB Enterprise Ltd	103466	312.24		3138 30,000 dog waste bags
31/10/2014	Lyreco UK Ltd	103467	111.63		3139 Coffee, diaries, loo roll
31/10/2014	Rui M Gardening Services Ltd	103468	1,302.00		3125 Watford Rd hedge etc
31/10/2014	SuperClean Commercial Limited	103469	134.40		3141 Office cleaning
31/10/2014	Redacted	103470	12.00		3127 Redacted flu vaccination
31/10/2014	TBS Hygiene Limited	103471	967.68		3132 Dog waste service Sept 14
31/10/2014	Redacted	103474	26.20		NOVEMBER2014/3144/Expenses
31/10/2014	Redacted	103475	26.20		NOVEMBER2014/3145/Expenses
31/10/2014	Mullanys Coaches Limited	103477	1,820.00		3146 4 Jul - 9 Oct 14 fri bus

Total Payments	<u>12,797.18</u>
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Signed:



Signed:



Date:

13/11/14

