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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 13 OCTOBER 2016 at 8.00pm

- Present: Cllr Hollands – In the Chair
David Allison – Clerk to the Council
Ryan Bennett – Minute Taker
- Cllrs Bains, Gallagher
Voting Members: 3
In Attendance: Cllr Saxon
- FA1191/16 Apologies for Absence
Apologies had been received from Cllrs Greenman, Mitchell and Wynne-Jones.
- FA1192/16 Declaration of Interests
The Chairman recommended that any declarations be made at the time.
- FA1193/16 Representations from the Public
Representations were made from, Sue Judge, Chairman of Croxley Green Bowls Club in relation to agenda item FA1197/16, and from Doug Flint & John Jowers from the Croxley Green Home & Produce Show regarding item FA1199/16.
The Chairman thanked the public representatives for their representations and proposed the items be moved up the agenda. The proposal was agreed.
- FA1197/16 Grant Application from Croxley Green Bowls Club
The Chairman introduced this item and asked Sue to elaborate. Sue informed the committee that Croxley Green Bowls Club were now undertaking renovation works and were seeking funding for the purchase of new heads for the green sprinklers. She informed the committee that they had already received a grant of over £8000 from TRDC for maintenance works carried out on paving by the entrance on The Green.
Members discussed the application and it was agreed to recommend the Grant for ratification at the next Council meeting.
- Resolved:**
- That the committee make a recommendation to Council of matching 50% of the application, a total of £773.
- FA1199/16 Grant Application from Croxley Green Home & Produce Show
The chairman introduced this item and asked Mr Flint and Mr Jowers to elaborate. Mr Flint informed the committee that they were asking for £900 this year, a £600 increase on the grant they received last year. The committee was informed that the show has expanded considerably in the last three years and had over 500 entrants to this year's event. The point was also made about the possibility of securing annual funding and making the show wholly funded by the Parish Council.
Members discussed the application and it was agreed to recommend the Grant for ratification at the next Council meeting.
- Resolved:**
- That the committee make a recommendation to council of matching 50% of the total cost of the Home and Produce Show, a total of £800.

FA1198/16 Grant Award in 2013 to Croxley Guild of Sports and Social Club

The chairman introduced this item and asked the Clerk to elaborate. The Clerk reminded the committee that the Guild of Sports had been awarded a grant in 2013 of matching funds worth up to £3700. He informed the committee that they had £619 left in their grant and that this was not sufficient to match the £789.86 figure that had been requested.

Resolved:

- That the committee make a recommendation to council of funding the grant up to the pre-determined amount laid out at the grants awarding and no more. A total of £619.

FA1195/16 Matters Arising

There were no matters arising.

FA1196/16 Monthly Accounts

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

The Clerk brought Members attention to:

4001/101/103 Salaries and Wages (£0) – this relates to the failure of the Parish Council's payroll provider (NorthgateArinso) to provide the Clerk with any information regarding the payment of council staff. This was repeated in months 5 and 6.

4010/101 Misc. Staff Costs (£250) – this relates to a fine Croxley Green Parish Council had to pay for the late payment of the end of year pension returns to Herts County Council by the payroll provider, NorthgateArinso. The Clerk informed the committee that he had invoiced NorthgateArinso for this charge.

4027/101 Computer Software & IT (£625) – this relates to the purchase and installation of a new laptop computer from Oaklands Computer Services.

4030/101 Recruitment Advertising (£1722) – this relates to the payment for the advertising of the then vacant Administrative Assistant position.

4036/101 Property Maintenance (£68) – this relates to the maintenance carried out on a leaking toilet in the council offices.

4033/101 Parish Pump Newsletter (£395) – this relates to the delivery of the parish magazine.

4976/299 Defibrillators (£327) – relates to the installation to the second defibrillator in Baldwins Lane and the purchasing of an operating notice.

4010/101 Misc. Staff Costs (£1193) – relates to the hiring of a temporary member of staff.

4156/101 External Audit Fees (£600) – relates to the fees sustained by the external audit.

4018/103 Refuse/Green Waste Disposal (£60) – relates to the payment for the disposal of green waste from the cutting of hedgerows to the West London Composting Company.

4605/211 Events – Christmas Lights (£459) – relates to the structural testing carried out on the lampposts on which Christmas lights shall be placed.

4611/211 Events – Senior Citizens Trip (£1050) – relates to the payment of a non-received invoice.

4036/101 Property Maintenance (£207) – relates to drain clearance carried out due to a blocked pipe. This was shared 50-50 with the Croxley Green Community Association.

On a further point the Clerk made comment on the recent problems with the council's payroll provider. The Clerk informed the council that the service provided in the last three months had been incredibly poor and had resulted in the Clerk not receiving any

previews of pay reports from NorthgateArinso, and situations arising in the payment of council staff. The Clerk further commented that it was also the opinion of the internal auditor that it was in the best interest of the council that alternative arrangements were made quickly.

There were no other comments regarding the monthly accounts.

Resolved:

- That the Management Accounts for Months 4, 5 and 6 be signed by the Chairman.
- That the Schedule of Payments for Months 4, 5 and 6 be approved and signed by the Chairman.
- That the Clerk seek alternative arrangements with payroll providers, due to the sustained poor performance of NorthgateArinso, as soon as it is convenient.

FA1200/16

Budgets 2017/18

The Chairman introduced this item and referred to the draft budget circulated with the Agenda. It was pointed out that the figures presented are provisional draft figures and represented a 'status quo' position from the current year and that the figures would need refining and amending throughout the budget process.

The Clerk commented that the average Band D tax base that is provided by Three Rivers District Council will not be known until 13 December and the effect of this would be taken into account at that time.

The Clerk informed the committee that only two budget proposals had been received so far.

FA1201/16

Closure

There being no further business, the Chairman closed the meeting at 9:18pm.