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Community Way
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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 14 DECEMBER 2017

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

Cllrs Gallagher & Mitchell.

Voting Members: 3

Not Present: Cllr Edmunds

In Attendance: Cllrs Collingwood & Montague.

FA1306/17 Apologies for Absence

Apologies were received from Cllrs Cole & Hollands.

FA1307/17 Declaration of Interests

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

FA1312/17 Watford & Chorleywood Community First Responders Grant Application

Under Standing Order 9.1.16 It was agreed by members that this item be brought up the Agenda.

[The meeting was suspended at 20:02 to receive a presentation from the Watford & Chorleywood First Responders. The meeting was re-opened at 20:27]

After the presentation members were in general agreement that this scheme would be beneficial to Croxley Green. One Cllr commented that it expanded upon the 6 defibrillator installations already carried out by the Council.

Another Cllr spoke that any ideas that help to cut down the waiting time for the residents of Croxley Green in emergency situations is worth exploring.

A Cllr made comment that the project was entirely dependent on getting volunteers interested and participating in the scheme.

Resolved:

- That, subject to confirmation from Council, Croxley Green Parish Council awards the Watford & Chorleywood First Responders £2000 to help expand the current scheme into Croxley Green.

FA1308/17 Representations from the Public

No representations were made.

FA1309/17 Minutes

The Clerk drew member's attention to the fact that the Minutes under review for this meeting were those of Thursday 9 November 2017.

Resolved:

That the Minutes of the meeting held on Thursday 9 November 2017 be approved and be signed by the Chairman.

FA1310/17

Matters Arising

FA1300/17 – A Cllr asked what the current situation was in regards to the Citizens Advice Bureau continuing its service in Croxley Green. The Clerk informed them that the CAB would be making use of the Council Chamber until June 2018 when they have advised that they will have to close due to a lack of funding.

FA1311/17

Monthly Accounts

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

Month 8

4020/101 – Misc. Establishment Costs (£230) – £187 relates to the annual payment made to the Council's security alarm provider.

4034/101 – Equipment Purchased (£75) – Refers to the replacement of the office refrigerator.

4157/101 – Audit Fees - Internal (£378) – Relates to the fee paid to the Council's internal examiner.

4033/102 – Parish Pump Newsletter (£27) – Refers to the purchase of display stands for the Parish Pump Lite.

4201/102 – Chairman's Discretion Budget (£30) – Relates to the purchase of flowers for a funeral of a former Councillor.

4010/103 – Misc. Staff Costs (£64) – Refers to the purchase of 2 branded hi-vis waterproof jackets.

4601/211 Events – Garden Competition (£230) – Relates to the purchase of 2 shields to be presented to the winners of the Christmas Lights Competition.

4934/299 E&A Project – Flowers for Croxley (£436) – Refers to a payment made on behalf of Flowers for Croxley to Ducks Hill Nursery.

4965/399 Community Plan Development P&D (£26) – Relates to the purchase of lunch for the attendees of a meeting between the Neighborhood Plan working party and delegates from Three Rivers District Council.

Resolved:

- That the Management Accounts for Month 8 be approved and signed by the chairman.
- That the Schedule of Payments for Month 8 be approved and signed by the chairman.

FA1312/17

Watford & Chorleywood Community First Responders Grant Application

This item was taken after FA1297/17.

FA1313/17

Asset Replacement Policy / Programme – Replacement Ride on Mower

The Clerk informed members that he had met with a representative from George Browns and had talked over which vehicles and machinery the Council would be considering to replace via a potential Asset Replacement programme and discussed the potential current value of the Council's machinery.

Further details will be presented to Council in the new year.

FA1314/17

Budgets 2018/19

Members went through the budget for 2018/19 and made the following changes:

4036/101 – Property Maintenance (£410) – This figure was increased to £750.

Public Relations (£6000) – It was decided by members that this item be removed from the budget.

New Council Office (£5000) – This figure would be balanced to £0 by way of a transfer from reserves if required.

4038/103 – Maintenance Contracts (£2100) – This figure was reduced to £2000.

4049/203 – Plants, Shrubs & Trees (£520) – This figure was reduced to £500.

Sunflower Competition (£250) – This was increased to £300 to fund the purchase of seeds.

4975/299 – Defibrillators (£0) – This figure was increased to £1500.

Micro-Habitats (£1000) – This figure was reduced to £500.

Members also noted the following additions to the F&A Budget:

Purchase of 3 Parish Noticeboards (£3000).

Data Protection Officer/Services (£11, 200)

FA1315/17

Closure

There being no further business the Chairman closed the meeting at 10:17pm