

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 14 OCTOBER 2010

Present: Cllr Birch – In the Chair  
David Allison – Clerk to the Council  
Amanda Taft – Administrative Assistant

Cllrs Bennett, Martin and Shafe

Voting Members: 4

FA639/10 Apologies for Absence

Apologies had been received from Cllrs Hollands and Norman.

FA640/10 Declaration of Interests

There were no declarations of interest.

FA641/10 Representations from the Public

There were no public present.

FA642/10 Minutes

**Resolved:**

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

FA643/10 Matters Arising

FA634/10 (Matters Arising; FA627/10 Matters Arising; FA621/10 Monthly Accounts - 4024/101 Insurance). The Clerk was asked if had produced the schedule to show where potential monies may need to be taken from Reserves had been produced. The Clerk once again advised that as the Minute stated, once the schedule had been finished he would circulate it to Councillors. It was asked whether the Clerk could prepare this schedule by the next meeting.

FA634/10 (Matters Arising; FA627/10 Matters Arising; FA621/10 Monthly Accounts: 107/4200 Chairman's Charity Expenditure). It was again asked if the Scouts had acknowledged receipt of their cheque to which the Clerk advised that they had not. The Clerk added that all of the Chairman's charity cheques have now been posted.

FA644/10 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 6 (September 2010) which was available at the meeting. The Clerk gave Members an overview of the monthly expenditure. Some items noted included:

102/4201 Chairman's Allowance £143 – the Clerk advised that this was for the PA system at the dog show.

103/4006 Protective Clothing £472 and 103/4017 £558 – the Clerk explained that these sums were for the Rangers' work wear including chainsaw safety clothes for the new Ranger.

103/4051 Vehicle License & Insurance £419 – the Clerk informed Members that this amount covers the Land Rover for any driver with the Clerk's permission.

103/4070 Maintenance – Land Rover £143 – the Clerk stated that this amount was for repairs to the Land Rover step.

211/4609 Craft Workshop Day £200 – the Clerk advised that this was for the children’s entertainer.

211/4610 Fireworks on the Green £45 for the music license.

The Clerk was asked about the over budget item 101/4012 Water Rates and he advised that he would try to recover the cost for the leaked water.

**Resolved:**

- that the Management Accounts for Month 6 (September 2010) be approved and be signed by the Chairman.

FA645/10 Community Centre External Decoration

The Chairman introduced this item and the Clerk advised that now that the flood prevention works were almost completed he would like to have a specification of works drawn up to go out to tender to establish costs for the external decoration.

Cllrs considered this matter and decided that rather than go ahead with the tender for the external decoration, it should be deferred until next year’s budget provision had been received.

FA646/10 Budget 2011/12 and Beyond

Members were reminded that the budget procedure would be as per previous years and would be discussed in more detail next month.

FA647/10 Closure

There being no further business, the Chairman closed the meeting at 8.30pm.