

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 8 FEBRUARY 2007

Present: Cllr Saxon – In the Chair  
Cllrs Bennett, Duffy, C Jefford and Seeley  
Voting Members – 5  
In attendance – Cllrs R Jefford, Ridley and Vassiliou.

David Allison – Clerk to the Council

FA292/07 Apologies for Absence

Apologies were received from Cllr Wynne-Jones.

FA293/07 Declaration of Interests

Cllr Saxon declared an interest in Agenda item, FA298/07 Croxley Green Community Hall.

FA294/07 Representations from the Public

There were no public present.

FA295/07 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Bennett that the minutes of the meeting of the Finance & Administration committee held on Thursday 11 January 2007 be approved. The proposal was agreed and the Chairman signed the minutes.

FA296/07 Matters Arising

There were no matters arising.

FA297/07 Schedule of Payments

The Chairman introduced this item and asked whether there were any questions on the Schedule of Payments. The Clerk commented that as the meeting was so early in the month, it had not been possible to 'close' the month on the accounts system and as a result cheque numbers had not been allocated to the payments with the exception of those done manually.

There were no questions about the Schedule and it was proposed by Cllr Seeley and seconded by Cllr C Jefford that the February 2007 schedule of payments (copy attached) be approved. The proposal was agreed and the Schedule was duly signed.

FA298/07 Croxley Green Community Hall

The Chairman introduced this item and explained that as he had declared an interest in this matter, he would be leaving the Chamber and passing the Chair for this item to the Vice Chairman.

The Vice Chairman asked the Clerk to elaborate. The Clerk gave a brief resume of the current situation and that following a successful meeting with the Community Association concerning the Draft Agreement, the Community Association in turn had discussed the matter with their Committee. The Clerk continued that a couple of minor points had arisen which would be included into the Agreement.

Following a discussion, it was proposed by Cllr Seeley and seconded by Cllr Duffy that the Draft Agreement between the Parish Council and the Croxley Green Community Association to provide the facilities of a Community/Village Hall be

accepted and progressed to full Council for ratification. The proposal was accepted.

The Vice Chairman pointed out that timing on this matter is of essence and that the Chairman of the Council should be asked to call an Extraordinary Meeting of Council should this become necessary. It was agreed that the Chairman be asked to do this should it become necessary.

The Chairman returned to the Chamber.

FA299/07 Hiring of a temporary person for the Parish Office

The Chairman introduced the matter and asked that as there was no position paper setting out the context of the discussion whether the proposer could elaborate on the matter.

It was explained that historically, other than over the last 2 years, the Clerk's assistant had been a temporary person and that this may be more cost effective for the Council with someone only working 25 hours a week.

Following a discussion during which the merits for and against a permanent temporary person was discussed it was proposed by Cllr Bennett and seconded by Cllr Seeley that no further action be taken on considering a permanent temporary assistant for the Clerk. The proposal was agreed.

The Chairman stated that if during the recruitment of a permanent assistant The Clerk considered it necessary to have a temporary secretary in the meantime, he should approach the Chairman to progress that aspect.

FA300/07 Closure

The Chairman and Vice Chairman rejoined the meeting and there being no further business, the Chairman closed the meeting at 8.56pm.