

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 9 OCTOBER 2008 at 8.00pm

Present: Cllr Shafe – In the Chair
David Allison – Clerk to the Council
Amanda Taft – Minute Taker

Cllrs Bains, Hollands, C Jefford and Seeley

Voting Members: 5

FA449/08 Apologies for Absence

Apologies were received from Cllr Norman.

FA450/08 Declaration of Interests

The Chairman stated that declarations of interest may be made throughout the meeting if necessary.

FA451/08 Representations from the Public

There were no public present.

FA452/08 Minutes

The Clerk informed Members that the post meeting note relating to Account Code 4070/103 (Maintenance of the Land Rover) was incorrect and should be deleted from the Minutes. He added that the invoice for the installation of the towing electric socket has actually gone through in the September accounts and was not included in the sum of £570 relating to necessary Health and Safety costs. It was proposed by Cllr Hollands and seconded by Cllr Seeley that the amended Minutes of the meeting held on 11 September 2008 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA453/08 Matters Arising

There were no matters arising.

FA454/08 Monthly Accounts

The Chairman introduced this item and the Clerk referred Members to the Monthly Management Accounts Report for month 6 (September 2008). The Clerk explained the format of the report and proceeded to give an explanation of each expenditure item.

A/c Code 4016/101 Rates – The Clerk was asked why, at month 6 we were about to reach budget on this item to which the Clerk responded that at the time of preparing the budget, the figure was unclear but that there would be a more accurate forecast for next year.

A/c Code 4036/101 Property Maintenance – The Clerk advised that the sum of £718 was for health and safety works to replace the broken wooden railings with metal railings at the rear of the Parish Council office.

Under 101 (General Administration) the Clerk highlighted that that £125 (under the heading of Janitorial) was for office cleaning and £20 (under the heading of Misc Establishment Costs) was for the filtered water. The Clerk advised that the second payment of the precept had been received from Three Rivers District Council, this figure being £119,515.00. Other income received included £493 Interest Received and £201 Advertising Income from the Parish Pump magazine.

A/c 4006/103 Protective Clothing – The Clerk reported that £219 was for two pairs of steel capped boots and an item of clothing (part of the corporate uniform). The Chairman stated that it seemed awfully expensive and noted that this account had been grossly under budgeted. The Clerk explained that this was due to the introduction of corporate work wear (a contractual matter) which had been held in abeyance until agreement with the work force had been made as to the type/colour etc of the corporate work wear.

A/c 4060/103 Fuel and Oil – Groundworks – The Clerk pointed out that £395 was for topping up the red diesel tank.

A/c 4070/103 Maintenance – LS08 WCP – The Clerk informed those present that the sum of £479 was for the towing electric socket for the Land Rover.

A/c 4049/203 Dog Hygiene – The Clerk clarified that £1,291.00 was for dog waste bags as well as the emptying of the bins.

A/c 4609/211 Events – Craft Workshop Day – The Clerk advised that this sum of £795 included £250 for printing the leaflets, £250 for the Clown, £25 for the stallholders' refreshments, £120 for the hire of Little Green School hall and £120 for the advertising.

A/c 4934/299 E&A Project – Flowers in Croxley – The Clerk stated that the September expenses were for wire trellis for the climbing rose bed on the wall of the Red Cross building.

There being no other matters on the accounts, it was proposed by Cllr Hollands and seconded by Cllr Bains that the Management Accounts for Month 6 (September) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

FA455/08 Monthly Accounts Approval at Council Meetings

The Chairman introduced this item and Members expressed their opinions which featured mainly on the fact that the Chair and Vice-Chair of each Committee are very well placed to assess/monitor their Committee's expenditure on behalf of the Council. After a brief discussion it was proposed by Cllr Hollands that the Finance and Administration meetings remain the same as in the past and the Accounts are dealt with at Finance and Administration meetings and not at full Council and this was seconded by Cllr Seeley and the proposal was agreed.

FA456/08 Closure

There being no further business, the Chairman closed the meeting at 8.25pm.