

CROXLEY GREEN PARISH COUNCIL

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 9 SEPTEMBER 2010

Present: Cllr Shafe – In the Chair David Allison – Clerk to the Council

Cllrs Bennett, Martin and Norman

Voting Members: 4

Non Committee Members in Attendance: Cllrs Brand, Seeley and Vassiliou.

FA630/10 Apologies for Absence

Apologies had been received from Cllrs Birch and Hollands.

FA631/10 Declaration of Interests

There were no declarations of interest.

FA632/10 Representations from the Public

There were no public present.

FA633/10 Minutes

Resolved:

- that the Minutes of the meeting held on Thursday 8 July 2010 be approved and be signed by the Chairman.

FA634/10 Matters Arising

FA627/10 (Matters Arising: FA621/10 (Monthly Accounts: 4024/101 Insurance). A question was raised whether the Clerk had produced the schedule to show where potential monies may need to be taken from Reserves had been produced. The Clerk advised, as the Minute stated, that once the schedule had been finished he would circulate it to Councillors. It was asked whether there was a time scale on this and the Clerk said that he would do his best endeavours to complete the schedule within 2 weeks.

FA627/10 (Matters Arising: FA621/10 (Monthly Accounts: 103/4010 Misc Staff Costs). A question was raised regarding a sub-contractor to complete Rickmansworth School garden project. The Clerk advised that this was in relation to the fact that the Council had only one Ranger and that assistance was required to complete the work for health and safety reasons.

FA627/10 (Matters Arising: FA621/10 (Monthly Accounts: 107/4200 Chairman's Charity Expenditure). A question was raised as to whether the previous years' charity cheques had been sent and whether the Scouts had acknowledged receipt of theirs. The Clerk advised that the Scouts had not acknowledged receipt and the remaining cheques were pending.

FA635/10 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 4 (July 2010) which had been previously circulated with the Agenda and month 5 (August) which was available at the meeting. The Clerk gave Members an overview of the monthly expenditure. Some items noted included:

Month 5 101/4012 Water Rates – The Clerk pointed out that the bill for water which is

used to the allotments and the depot appeared excessive and that he was investigating this matter.

Month 5 101/4023 Stationery, Printing & Postage – The Clerk advised that there had been a significant amount of hard copy printing required recently.

Resolved:

- that the Management Accounts for Month 4 and 5 (July and August 2010) be approved and be signed by the Chairman.

FA636/10 New Year's Eve Firework Display Update

Following an introduction by the Chairman referring to the paper circulated with the Agenda, the Clerk advised that the cost of printing for the firework display flyers had now been received with a cost of £160.00. The Clerk continued that as a result of this and excluding the cost for St John's Ambulance to attend the event (estimated at £30.00 as in previous years), the balance of the budget was £4,375.

Resolved:

- that an order for £4,000 be placed with the firework contractor for the firework display itself.

FA637/10 PART 2

The Chairman asked for a Councillor to propose and another to second the proposal, in order that the meeting progress to a Part 2 session.

Resolved:

- It was resolved that the meeting continue into a Part 2 session (from which members of the public and press would be excluded).

FA637.1/10 Update on Ranger Recruitment

The Chairman referred Members to the paper circulated to Members with the Agenda and asked the Clerk for an update. The Clerk advised that since the issue of the supporting paper, the matter had made further progress and as a result the potential offer for employment for a new Ranger had been made and that a new Ranger (Mark Fox) would be starting shortly.

FA638/10 Closure

There being no further business, the Chairman closed the meeting at 8.55pm.