

# CROXLEY GREEN PARISH COUNCIL

THE COUNCIL OFFICES COMMUNITY WAY CROXLEY GREEN RICKMANSWORTH HERTS WD3 3SU

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## PUBLIC NOTICE OF MEETING/ SUMMONS FOR COUNCILLORS (Members of the public are welcome to attend)

Dear Councillor

You are hereby summoned to attend the ANNUAL GENERAL MEETING to be held in the Council Chamber, Council Offices, Community Way on THURSDAY 9 MAY 2013 at 8.00pm at which meeting the following business will be transacted and any other business which may be legally transacted at such a meeting.

### AGENDA

AGM82/13 Election of Chairman

To receive proposals for the Office of Chairman of the Council and elect a Chairman for the year 2013-2014.

AGM83/13 Acceptance of Office

To receive the Chairman's declaration of acceptance of office.

AGM84/13 To record those present and apologies for absence.

AGM85/13 Election of Vice Chairman

To receive proposals for the Office of Vice Chairman of the Council and elect a Vice Chairman for year 2013-2014.

AGM86/13 Appointment and Composition of Committees

AGM86.1/13 To appoint the following Standing Committees in accordance with Standing Order 19.2;

Finance and Administration Committee;  
HR and Compliance Committee;  
Planning and Development Committee;  
Environment and Amenity Committee  
Any other Committee

AGM86.2/13 To appoint Committee Members to the Standing Committees in accordance with Standing Order 19.1.3 subject to Standing Orders 19.4, 19.5 and 19.6.

AGM87/13 Chairman and Vice Chairman of Standing Committees

The Council to recess while Committees (with the exception of the HR and Compliance Committee) elect Committee Chairmen and Vice Chairmen.

The Council to reconvene and receive Committee Reports on their constitution for the year 2013-2014.

AGM88/13 To receive Reports from Council Representatives on Outside Bodies 2012/13:

AGM88.1/13 Road Safety – Cllr Martin

AGM88.2/13 Three Rivers Environmental Forum – Cllr Wynne-Jones

AGM88.3/13 NHS Local Representation (Community Voice) – Cllr Bennett

AGM89/13 Council Representation on Outside Bodies and Organisations 2013/14

To consider representatives to Outside Bodies and Organisations.

AGM89.1/13 **Road Safety**

Representative 2012/13 – Cllr Martin

AGM89.2/13 **Joint Committee of Parish Councils**

Current Representatives – Chairman, Vice Chairman and the Clerk

AGM89.3/13 **Three Rivers Environmental Forum**

Representative 2012/13 – Cllr Wynne-Jones (substitute Cllr Edmunds)

AGM89.4/13 **NHS Local Representation (*Community Voice*)**

Representative 2012/13 – Cllrs Baldwin and Bennett

AGM89.5/13 Any Other External Representation

AGM90/13 Direct Debits

To review the variable Direct Debit arrangements and to agree as appropriate their continuance, namely:

- TRDC Rates;
- British Telecom;
- Affinity Water;
- E-On;
- Shell (fuel for vehicles and equipment).

AGM91/13 Authorisation to obtain a Council debit/credit card

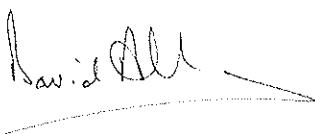
To discuss and agree as appropriate that the Council obtains a debit/credit card and to give delegated authority to the Clerk for its use – see attached.

AGM92/13 Annual Subscriptions

To consider the Council's annual subscriptions to the following organisations.

AGM92.1/13	Campaign to Protect Rural England	£29.00
AGM92.2/13	Community Development Agency for Hertfordshire	£25.00
AGM92.3/13	Hertfordshire Association of Parish & Town Councils	£1,498.58
AGM92.4/13	Society of Local Council Clerks	£203.00
AGM92.5/13	Direct Information Service (NALC)	£90.00
AGM92.6/13	The Open Space Society	£40.00
AGM92.7/13	The Croxley Green Society	£5,500.00

AGM93/13 Closure



David Allison  
Clerk to the Council  
2 May 2013

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**Annual General Meeting – 9 May 2013**

**Agenda Item AGM91/13**

## **Authorisation for the Parish Council to obtain a debit/credit card**

### **Introduction**

At present the Parish Council has to pay for all goods by cheque. On some occasions, the Clerk or Administrative Officer have had to pay for items by using their personal credit/debit cards from their personal bank accounts which is then reimbursed to them by the Council by cheque.

### **Discussion**

There have been occasions when to purchase an item the most effective, or only way, is to pay by debit/credit card. The purchase of Survey Monkey for the Community Plan and the purchase, and annual renewal, of the info@ and Cllr@ email addresses for this Council are such examples. Survey Monkey is based in America so the logistics of paying by cheque, the length of time for the cheque to arrive and cashed/cleared, or the prospect the cheque is lost in transit are unknown issues which could compromise the transaction. The provider of the Council's official email addresses no longer accepts cheques so payment to ensure continuity has to be made by debit/credit card.

A debit/credit card for the Parish Council would allow such transactions to take place without having to rely on employees to underwrite the Council's necessary expenditure whilst waiting for a reimbursement cheque to clear.

If a debit/credit card is approved the following basic procedures would be followed:

1. The debit/credit card would be specifically restricted to use by the Clerk (and in his absence by the Administrative Officer) and be restricted to a single transaction maximum value of £500 unless a purchase of larger value has been specifically authorised and documented by Council or the Finance Committee;
2. The card would be kept in the safe at all times;
3. Any purchases would be advised to the Chairman or Vice Chairman before they are made;
4. As with all purchases, a Purchase Order will be raised and marked that it has been paid by debit/credit card;
5. The electronic receipt of payment will be printed and entered into the Council's accounting system in the usual way as for all other payments and treated in the same way as the reconciliation of Direct Debits each month.

### **Recommendation(s)**

- That Council authorises the Clerk to obtain a debit/credit card for use with the Council's business bank account and to have delegated authority to a maximum of £500 unless a purchase of larger value has been specifically authorised by Council or the Finance Committee.

David Allison  
Clerk