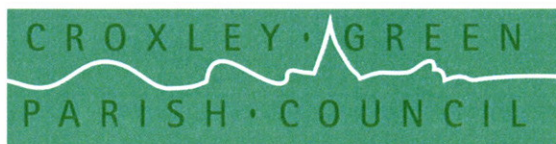


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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 10 MARCH 2016 at 8.00pm

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

Cllrs Bains and Hollands.

Voting Members: 3

FA1149/16 Apologies for Absence

Apologies had been received from Cllrs Edmunds, Greenman and Saxon

FA1150/16 Declaration of Interests

There were no declarations to note.

FA1151/16 Representations from the Public

There were no members of the public present.

FA1152/16 Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 11 February 2016 be approved and be signed by the Chairman.

FA1153/16 Matters Arising

There were no matters arising.

FA1154/16 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk brought Members attention to:

4027/101 Computer Software & IT (£329) – this relates to software fees for online mapping (£182) and for internet line rental and fees (£147).

4036/101 Recruitment Advertising (£1,259) – this relates to the advertisement for a new Ranger.

4036/101 Property Maintenance (£27) – this relates to 50% of the charge for filling a pothole at the entrance to the Council Offices and Community Association carparks – the Community Association funded the other 50%.

There were no other comments regarding the monthly accounts.

Resolved:

- That the Management Accounts for Month 11 (February) be signed by the Chairman;
- That the Schedule of Payments for Month 11 be approved and signed.

FA1155/16 Closure

There being no further business, the Chairman closed the meeting at 8.27pm.

12:12

Summary Income & Expenditure by Budget Heading 29/02/2016

Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Of Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>Finance & Administration</u> | | | | | | | |
| Expenditure | 13,205 | 175,988 | 239,372 | 63,384 | 0 | 63,384 | 73.5 % |
| Income | 0 | 283,605 | 286,232 | -2,627 | | | 99.1 % |
| Net Expenditure over Income | 13,205 | -107,616 | -46,860 | 60,756 | | | |
| <u>Environment & Amenity</u> | | | | | | | |
| Expenditure | 4,500 | 29,092 | 41,120 | 12,028 | 0 | 12,028 | 70.7 % |
| Income | 0 | 935 | 400 | 535 | | | 233.8 % |
| Net Expenditure over Income | 4,500 | 28,157 | 40,720 | 12,563 | | | |
| <u>Planning & Development</u> | | | | | | | |
| Expenditure | 520 | 13,821 | 33,800 | 19,979 | 0 | 19,979 | 40.9 % |
| Income | 0 | 0 | 1,000 | -1,000 | | | 0.0 % |
| Net Expenditure over Income | 520 | 13,821 | 32,800 | 18,979 | | | |
| <u>INCOME - EXPENDITURE TOTALS</u> | | | | | | | |
| Expenditure | 18,225 | 218,901 | 314,292 | 95,391 | 0 | 95,391 | 69.6 % |
| Income | 0 | 284,540 | 287,632 | -3,092 | | | 98.9 % |
| Net Expenditure over Income | 18,225 | -65,639 | 26,660 | 92,299 | | | |

Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget | |
|--|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|---------------|
| <u>Finance & Administration</u> | | | | | | | | |
| <u>101 General Administration</u> | | | | | | | | |
| 4001 | Salaries & Wages | 5,842 | 64,310 | 73,000 | 8,690 | 8,690 | 88.1 % | |
| 4007 | Courses / Conferences | 0 | 40 | 0 | -40 | -40 | 0.0 % | |
| 4008 | Training | 0 | 310 | 500 | 190 | 190 | 62.0 % | |
| 4009 | Travel | 0 | 1,239 | 1,300 | 61 | 61 | 95.3 % | |
| 4011 | Rates | 0 | 3,090 | 2,897 | -193 | -193 | 106.7 % | |
| 4012 | Water Rates | 324 | 608 | 560 | -48 | -48 | 108.5 % | |
| 4013 | Rent | 0 | 100 | 110 | 10 | 10 | 90.9 % | |
| 4014 | Light & Heat | 0 | 1,652 | 3,200 | 1,548 | 1,548 | 51.6 % | |
| 4016 | Janitorial | 140 | 1,293 | 1,400 | 107 | 107 | 92.4 % | |
| 4017 | Health & Safety | 0 | 40 | 270 | 230 | 230 | 14.8 % | |
| 4019 | Consultancy Fees | 220 | 2,420 | 2,700 | 280 | 280 | 89.6 % | |
| 4020 | Misc Establishment Costs | 0 | 333 | 400 | 67 | 67 | 83.2 % | |
| 4021 | Telephone & Fax | 73 | 861 | 1,600 | 739 | 739 | 53.8 % | |
| 4023 | Stationery, Printing & Postage | 846 | 4,562 | 4,000 | -562 | -562 | 114.1 % | |
| 4025 | Insurance | 0 | 3,674 | 3,900 | 226 | 226 | 94.2 % | |
| 4027 | Computer Software & IT | 329 | 6,165 | 1,500 | -4,665 | -4,665 | 411.0 % | |
| 4030 | Recruitment Advertising | 1,259 | 1,259 | 0 | -1,259 | -1,259 | 0.0 % | |
| 4036 | Property Maintenance | 27 | 956 | 400 | -556 | -556 | 239.0 % | |
| 4046 | Equipment Purchased | 0 | 712 | 0 | -712 | -712 | 0.0 % | |
| 4156 | Audit Fees - External | 0 | 234 | 1,000 | 766 | 766 | 23.4 % | |
| 4157 | Audit Fees - Internal | 0 | 369 | 910 | 541 | 541 | 40.5 % | |
| 4158 | Accountancy Fees | 0 | 0 | 880 | 880 | 880 | 0.0 % | |
| | General Administration :- Expenditure | 9,059 | 94,226 | 100,527 | 6,301 | 0 | 6,301 | 93.7 % |
| 1001 | Rent Received | 0 | 10 | 0 | 10 | | 0.0 % | |
| 1076 | Precept | 0 | 273,174 | 273,174 | 0 | | 100.0 % | |
| 1083 | Precept Support Grant | 0 | 8,428 | 8,428 | 0 | | 100.0 % | |
| 1090 | Interest Received | 0 | 6 | 30 | -24 | | 19.0 % | |
| | General Administration :- Income | 0 | 281,618 | 281,632 | -14 | | 100.0 % | |
| | Net Expenditure over Income | 9,059 | -187,392 | -181,105 | 6,287 | | | |
| <u>102 Local Democracy</u> | | | | | | | | |
| 4024 | Subscriptions/Publications | 0 | 7,378 | 7,400 | 22 | 22 | 99.7 % | |
| 4033 | Parish Pump Newsletter | 0 | 318 | 3,400 | 3,082 | 3,082 | 9.4 % | |
| 4201 | Chairman's Discretion Budget | 0 | -400 | 500 | 900 | 900 | -80.0 % | |
| 4251 | Election Expenses | 0 | -5,810 | 5,000 | 10,810 | 10,810 | -116.2 % | |
| 4300 | Events - Revels on the Green | 0 | 0 | 350 | 350 | 350 | 0.0 % | |
| | Local Democracy :- Expenditure | 0 | 1,486 | 16,650 | 15,164 | 0 | 15,164 | 8.9 % |



Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 1051 Advertising Income | 0 | 152 | 1,600 | -1,448 | | | 9.5 % |
| Local Democracy :- Income | 0 | 152 | 1,600 | -1,448 | | | 9.5 % |
| Net Expenditure over Income | 0 | 1,334 | 15,050 | 13,716 | | | |
| 103 Groundworks | | | | | | | |
| 4001 Salaries & Wages | 3,756 | 41,316 | 52,000 | 10,684 | | 10,684 | 79.5 % |
| 4006 Protective Clothing | 0 | 104 | 340 | 236 | | 236 | 30.6 % |
| 4008 Training | 0 | 125 | 500 | 375 | | 375 | 25.0 % |
| 4010 Misc Staff Costs | 33 | 744 | 730 | -14 | | -14 | 102.0 % |
| 4012 Water Rates | 288 | 662 | 700 | 38 | | 38 | 94.6 % |
| 4017 Health & Safety | 0 | 215 | 500 | 285 | | 285 | 43.1 % |
| 4018 Refuse/Green Waste Disposal | 0 | 48 | 0 | -48 | | -48 | 0.0 % |
| 4036 Property Maintenance | 0 | 155 | 500 | 345 | | 345 | 31.0 % |
| 4037 Grounds Maintenance | 0 | 495 | 1,500 | 1,005 | | 1,005 | 33.0 % |
| 4038 Maintenance Contracts | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4041 Equipment Hire | 0 | 181 | 0 | -181 | | -181 | 0.0 % |
| 4042 Equipment Maintenance | 0 | 149 | 1,500 | 1,351 | | 1,351 | 9.9 % |
| 4046 Equipment Purchased | 0 | 318 | 750 | 432 | | 432 | 42.5 % |
| 4051 Vehicle License & Insurance | 0 | 1,886 | 2,500 | 614 | | 614 | 75.4 % |
| 4055 Fuel & Oil - LS08 WCP | 69 | 913 | 1,000 | 87 | | 87 | 91.3 % |
| 4060 Fuel & Oil - Groundworks | 0 | 288 | 840 | 552 | | 552 | 34.3 % |
| 4070 Maintenance - LS08 WCP | 0 | 498 | 560 | 62 | | 62 | 88.9 % |
| 4071 Maintenance - Tractor | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0 % |
| 4072 Maintenance - Ride on Mower | 0 | 255 | 500 | 246 | | 246 | 50.9 % |
| Groundworks :- Expenditure | 4,146 | 48,353 | 67,520 | 19,167 | 0 | 19,167 | 71.6 % |
| Net Expenditure over Income | 4,146 | 48,353 | 67,520 | 19,167 | | | |
| 107 Grants (incl S137) | | | | | | | |
| 4200 Councils Charity Expenditure | 0 | 2,630 | 3,000 | 370 | | 370 | 87.7 % |
| 4260 Community Hall Membership | 0 | 8,425 | 8,425 | 0 | | 0 | 100.0 % |
| 4711 Grants, Permitted & Section 137 | 0 | -507 | 6,500 | 7,007 | | 7,007 | -7.8 % |
| Grants (incl S137) :- Expenditure | 0 | 10,548 | 17,925 | 7,377 | 0 | 7,377 | 58.8 % |
| 1200 Chairmans Charity Income | 0 | 1,835 | 3,000 | -1,165 | | | 61.2 % |
| Grants (incl S137) :- Income | 0 | 1,835 | 3,000 | -1,165 | | | 61.2 % |
| Net Expenditure over Income | 0 | 8,713 | 14,925 | 6,212 | | | |

Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 199 F & A Capital & Projects | | | | | | | |
| 4823 Tfr to Vehicle Repl Fund | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % |
| 4824 Tfr to Equipt Repl Fund | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4872 Tfr from Depot Extension Fund | 0 | 0 | -3,000 | -3,000 | | -3,000 | 0.0 % |
| 4901 CAP F & A - Eqpt Purchase | 0 | 0 | 1,250 | 1,250 | | 1,250 | 0.0 % |
| 4902 CAP F & A Depot Extension | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4963 F&A Project - PCSO | 0 | 21,375 | 28,500 | 7,125 | | 7,125 | 75.0 % |
| F & A Capital & Projects :- Expenditure | 0 | 21,375 | 36,750 | 15,375 | 0 | 15,375 | 58.2 % |
| Net Expenditure over Income | 0 | 21,375 | 36,750 | 15,375 | | | |
| Finance & Administration :- Expenditure | 13,205 | 175,988 | 239,372 | 63,384 | 0 | 63,384 | 73.5 % |
| Income | 0 | 283,605 | 286,232 | -2,627 | | | 99.1 % |
| Net Expenditure over Income | 13,205 | -107,616 | -46,860 | 60,756 | | | |
| Environment & Amenity | | | | | | | |
| 203 Open Spaces & Trees | | | | | | | |
| 4048 Plants. Shrubs & Trees | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4049 Dog Hygiene | 0 | 11,114 | 10,000 | -1,114 | | -1,114 | 111.1 % |
| 4699 Stones Orchard Fund | 0 | 71 | 2,500 | 2,429 | | 2,429 | 2.9 % |
| Open Spaces & Trees :- Expenditure | 0 | 11,186 | 13,000 | 1,814 | 0 | 1,814 | 86.0 % |
| Net Expenditure over Income | 0 | 11,186 | 13,000 | 1,814 | | | |
| 211 Events | | | | | | | |
| 4602 Events - Quiz Night | 0 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4605 Events - Christmas Lights | 0 | 9,987 | 9,500 | -487 | | -487 | 105.1 % |
| 4610 Events - Fireworks on Green | 4,500 | 5,317 | 5,000 | -317 | | -317 | 106.3 % |
| 4611 Events - Senior Citizens Trip | 0 | 1,100 | 1,200 | 100 | | 100 | 91.7 % |
| 4615 External Xmas Tree - Library | 0 | 541 | 500 | -41 | | -41 | 108.3 % |
| 4616 Picnic in the Park | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4617 Wassail | 0 | 0 | 150 | 150 | | 150 | 0.0 % |
| 4618 Dog Show | 0 | 50 | 200 | 150 | | 150 | 25.0 % |
| 4619 Local Travel Map | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4620 Bird Boxes | 0 | 0 | 150 | 150 | | 150 | 0.0 % |
| 4621 Ponds | 0 | -1,000 | 0 | 1,000 | | 1,000 | 0.0 % |
| 4622 Poppies on the Green | 0 | 230 | 230 | 0 | | 0 | 100.0 % |
| Events :- Expenditure | 4,500 | 16,225 | 18,480 | 2,255 | 0 | 2,255 | 87.8 % |
| Net Expenditure over Income | 4,500 | 16,225 | 18,480 | 2,255 | | | |



Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 221 M S C | | | | | | | |
| 4042 Equipment Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| M S C :- Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 1,000 | 1,000 | | | |
| 299 E & A Capital & Projects | | | | | | | |
| 4932 CAP E & A - War Memorial Refur | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4933 CAP E & A - Stones Orchard Inf | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4937 Development of Play Areas | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % |
| 4938 Brown Bin Caddy Liners | 0 | 960 | 180 | -780 | | -780 | 533.3 % |
| 4940 E & A Local Producers Market | 0 | 471 | 300 | -171 | | -171 | 157.0 % |
| 4941 Commemorative Tree Plaques | 0 | 0 | 1,460 | 1,460 | | 1,460 | 0.0 % |
| 4969 Canal Adoption Scheme | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4972 WW2 Ve/VJ Commemorative | 0 | 250 | 0 | -250 | | -250 | 0.0 % |
| E & A Capital & Projects :- Expenditure | 0 | 1,681 | 8,640 | 6,959 | 0 | 6,959 | 19.5 % |
| 1082 Brown Bin Caddy Liners | 0 | 935 | 400 | 535 | | | 233.8 % |
| E & A Capital & Projects :- Income | 0 | 935 | 400 | 535 | | | 233.8 % |
| Net Expenditure over Income | 0 | 746 | 8,240 | 7,494 | | | |
| Environment & Amenity :- Expenditure | 4,500 | 29,092 | 41,120 | 12,028 | 0 | 12,028 | 70.7 % |
| Income | 0 | 935 | 400 | 535 | | | 233.8 % |
| Net Expenditure over Income | 4,500 | 28,157 | 40,720 | 12,563 | | | |
| Planning & Development | | | | | | | |
| 301 Roads & Street Furniture | | | | | | | |
| 4043 Salt Bins/Salt | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 4047 Footpath Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4050 Bus Shelters | 0 | 0 | 100 | 100 | | 100 | 0.0 % |
| 4056 Street Trees | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| Roads & Street Furniture :- Expenditure | 0 | 0 | 3,600 | 3,600 | 0 | 3,600 | 0.0 % |
| 1077 Grants and Donations Received | 0 | 0 | 1,000 | -1,000 | | | 0.0 % |
| Roads & Street Furniture :- Income | 0 | 0 | 1,000 | -1,000 | | | 0.0 % |
| Net Expenditure over Income | 0 | 0 | 2,600 | 2,600 | | | |

Month No : 11

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>302</u> <u>Community Bus</u> | | | | | | | |
| 4702 Community Bus | 520 | 6,240 | 6,900 | 660 | | 660 | 90.4 % |
| Community Bus :- Expenditure | <u>520</u> | <u>6,240</u> | <u>6,900</u> | <u>660</u> | <u>0</u> | <u>660</u> | <u>90.4 %</u> |
| Net Expenditure over Income | <u>520</u> | <u>6,240</u> | <u>6,900</u> | <u>660</u> | | | |
| <u>399</u> <u>P & D Capital & Projects</u> | | | | | | | |
| 4965 Community Plan Developmt P & D | 0 | 7,581 | 23,000 | 15,419 | | 15,419 | 33.0 % |
| 4968 Carbon Footprint Reduction | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| P & D Capital & Projects :- Expenditure | <u>0</u> | <u>7,581</u> | <u>23,300</u> | <u>15,719</u> | <u>0</u> | <u>15,719</u> | <u>32.5 %</u> |
| Net Expenditure over Income | <u>0</u> | <u>7,581</u> | <u>23,300</u> | <u>15,719</u> | | | |
| Planning & Development :- Expenditure | <u>520</u> | <u>13,821</u> | <u>33,800</u> | <u>19,979</u> | <u>0</u> | <u>19,979</u> | <u>40.9 %</u> |
| Income | <u>0</u> | <u>0</u> | <u>1,000</u> | <u>-1,000</u> | | | <u>0.0 %</u> |
| Net Expenditure over Income | <u>520</u> | <u>13,821</u> | <u>32,800</u> | <u>18,979</u> | | | |

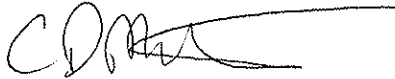
At : 12:02

Santander Business Account


List of Payments made between 01/02/2016 and 29/02/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-----------------------------|
| 15/02/2016 | Shell U.K Oil Products Ltd | DDR621 | 20.40 | | 3582 Fuel |
| 22/02/2016 | British Telecom PLC | DDR622 | 176.06 | | 3577 Internet services |
| 29/02/2016 | Watford Borough Council | 103757 | 9,597.96 | | 3574 Pensions |
| 29/02/2016 | Whizzz Bang Fireworks | 103758 | 4,500.00 | | 3573 NYE Firework Display |
| 29/02/2016 | Thames Water Utilities Ltd | DDR265 | 192.30 | | 3584 Waste water |
| 29/02/2016 | British Telecom PLC | DDR266 | 87.66 | | 3578 01923 710250 |
| 29/02/2016 | Shell U.K Oil Products Ltd | DDR623 | 62.27 | | 3583 Fuel |
| 29/02/2016 | Peninsula Business Services Lt | DDR624 | 264.00 | | PROFORMA/3589/Peninsula |
| 29/02/2016 | Canon (UK) Ltd | 103759 | 1,015.46 | | 3586 Photocopier |
| 29/02/2016 | Croxley Green Community Associ | 103760 | 27.00 | | 3579 50% of tarmac repair |
| 29/02/2016 | Desi Coaches Ltd | 103761 | 520.00 | | 3585 Friday Bus Feb 2016 |
| 29/02/2016 | Getmapping PLC | 103762 | 218.40 | | 3581 Annual Fee |
| 29/02/2016 | Newsquest London | 103763 | 1,510.32 | | 3580 Ranger Advert |
| 29/02/2016 | Redacted | 103764 | 6.55 | | 3590 March Expenses |
| 29/02/2016 | Redacted | 103765 | 26.20 | | 3591 Expenses March 2016 |
| 29/02/2016 | SuperClean Commercial Limited | 103766 | 168.00 | | 3588 office cleaning Feb 16 |
| Total Payments | | | <u>18,392.58</u> | | |

Signed:



Signed:



Date:

10/3/16

