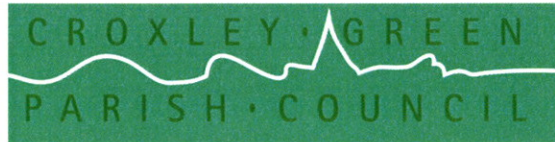


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Community Way
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Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 11 FEBRUARY 2016 at 8.00pm

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

Cllrs Bains, Edmunds and Saxon.

Voting Members: 4

FA1142/16 Apologies for Absence

Apologies had been received from Cllrs Greenman and Mitchell

FA1143/16 Declaration of Interests

There were no declarations to note.

FA1144/16 Representations from the Public

There were no members of the public present.

FA1145/16 Minutes

The Clerk brought to the meetings attention that in the Minutes of the meeting held on Thursday 14 January 2016 the suffix of the Minute items were showing as "/15" when in fact they should have been "/16". The Clerk apologised for the error which arose as a result of copying the Minute template from 2015.

Resolved:

- That the Minutes of the meeting held on Thursday 14 January 2016 be approved and be signed by the Chairman.

FA1146/16 Matters Arising

There were no matters arising.

FA1147/16 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that in addition to Month 10 (January) accounts there was also a short Schedule of Payments list for Month 11, February 2016, as two payments need to be authorised against invoices received to date. As the next Finance and Administration Committee meeting was not for another month, in the interests of expediency these should be authorised at this meeting. The Clerk stated that the two invoices have been entered onto the accounts system as February payments and will show on the February Management Accounts not on the January Management Accounts being reviewed at this meeting.

The Clerk reported that during the month there had been a VAT recovery receipt from HMRC of £5,875 for the period 1 April 2015 to 30 September 2015. The Clerk pointed out that this received payment does not show in the Management Accounts as VAT is coded to a suspense account.

The Clerk brought Members attention to:

4027/101 Computer Software & IT (£120) – this relates to replacing a graphics card on a PC as it was not compatible with Windows 10.

4036/101 Property Maintenance (£210) – this relates to the annual service for the

fire extinguishers. Three water extinguishers and one dry powder extinguisher had fallen out of date and were therefore replaced.

4711/107 Grants (£24) – this relates to the purchase of a new costume for the Croxley Mummers under the previously awarded Grant by Council.

4610/211 Events – Fireworks on the Green (£767) – this relates to the provision of the sound system for the fireworks and the hire of Road Closure notices.

4940/299 E&A Local Market (£250) – this relates to the Brass Band for the Council's Festive Market.

There were no other comments regarding the monthly accounts.

Resolved:

- That the Management Accounts for Month 10 (January) be signed by the Chairman;
- That the Schedule of Payments for Month 10 be approved and signed;
- That the two payments listed on the Schedule of Payments for Month 11, February 2016, be approved and signed.

FA1148/16

Closure

There being no further business, the Chairman closed the meeting at 8.11pm.

11:02

Summary Income & Expenditure by Budget Heading 31/01/2016

Month No : 10

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	19,438	162,783	239,372	76,589	0	76,589	68.0 %
Income	0	283,605	286,232	-2,627			99.1 %
Net Expenditure over Income	19,438	-120,821	-46,860	73,961			
<u>Environment & Amenity</u>							
Expenditure	4,589	24,592	41,120	16,528	0	16,528	59.8 %
Income	0	935	400	535			233.8 %
Net Expenditure over Income	4,589	23,657	40,720	17,063			
<u>Planning & Development</u>							
Expenditure	1,170	13,301	33,800	20,499	0	20,499	39.4 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	1,170	13,301	32,800	19,499			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	25,197	200,676	314,292	113,616	0	113,616	63.9 %
Income	0	284,540	287,632	-3,092			98.9 %
Net Expenditure over Income	25,197	-83,864	26,660	110,524			

Month No : 10

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>								
101 General Administration								
4001	Salaries & Wages	5,842	58,468	73,000	14,532	14,532	80.1 %	
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	309	3,090	2,897	-193	-193	106.7 %	
4012	Water Rates	0	284	560	276	276	50.7 %	
4013	Rent	100	100	110	10	10	90.9 %	
4014	Light & Heat	918	1,652	3,200	1,548	1,548	51.6 %	
4016	Janitorial	112	1,153	1,400	247	247	82.4 %	
4017	Health & Safety	0	40	270	230	230	14.8 %	
4019	Consultancy Fees	220	2,200	2,700	500	500	81.5 %	
4020	Misc Establishment Costs	47	333	400	67	67	83.2 %	
4021	Telephone & Fax	110	788	1,600	812	812	49.2 %	
4023	Stationery, Printing & Postage	264	3,716	4,000	284	284	92.9 %	
4025	Insurance	0	3,674	3,900	226	226	94.2 %	
4027	Computer Software & IT	120	5,836	1,500	-4,336	-4,336	389.1 %	
4036	Property Maintenance	210	929	400	-529	-529	232.2 %	
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	8,251	85,167	100,527	15,360	0	15,360	84.7 %
1001	Rent Recieved	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	8,251	-196,451	-181,105	15,346			
102 Local Democracy								
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 : 10

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	37,560	52,000	14,440		14,440	72.2 %
4006 Protective Clothing	0	104	340	236		236	30.6 %
4008 Training	0	125	500	375		375	25.0 %
4010 Misc Staff Costs	176	712	730	18		18	97.5 %
4012 Water Rates	0	374	700	326		326	53.4 %
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	46	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	60	844	1,000	156		156	84.4 %
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	4,037	44,207	67,520	23,313	0	23,313	65.5 %
Net Expenditure over Income	4,037	44,207	67,520	23,313			
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	24	-507	6,500	7,007		7,007	-7.8 %
Grants (incl S137) :- Expenditure	24	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	24	8,713	14,925	6,212			

Month No : 10

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	7,125	21,375	28,500	7,125		7,125	75.0 %
F & A Capital & Projects :- Expenditure	7,125	21,375	36,750	15,375	0	15,375	58.2 %
Net Expenditure over Income	7,125	21,375	36,750	15,375			
Finance & Administration :- Expenditure	19,438	162,783	239,372	76,589	0	76,589	68.0 %
Income	0	283,605	286,232	-2,627			99.1 %
Net Expenditure over Income	19,438	-120,821	-46,860	73,961			

Environment & Amenity

203 Open Spaces & Trees							
4048 Plants. Shrubs & Trees	0	0	500	500		500	0.0 %
4049 Dog Hygiene	2,161	11,114	10,000	-1,114		-1,114	111.1 %
4699 Stones Orchard Fund	44	71	2,500	2,429		2,429	2.9 %
Open Spaces & Trees :- Expenditure	2,205	11,186	13,000	1,814	0	1,814	86.0 %
Net Expenditure over Income	2,205	11,186	13,000	1,814			
211 Events							
4602 Events - Quiz Night	0	0	50	50		50	0.0 %
4605 Events - Christmas Lights	1,047	9,987	9,500	-487		-487	105.1 %
4610 Events - Fireworks on Green	767	817	5,000	4,183		4,183	16.3 %
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	1,814	11,725	18,480	6,755	0	6,755	63.4 %
Net Expenditure over Income	1,814	11,725	18,480	6,755			

Month No : 10

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	320	960	180	-780		-780	533.3 %
4940 E & A Local Producers Market	250	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	570	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	570	746	8,240	7,494			
Environment & Amenity :- Expenditure	4,589	24,592	41,120	16,528	0	16,528	59.8 %
Income	0	935	400	535			233.8 %
Net Expenditure over Income	4,589	23,657	40,720	17,063			

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 : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 Community Bus							
4702 Community Bus	1,170	5,720	6,900	1,180		1,180	82.9 %
Community Bus :- Expenditure	1,170	5,720	6,900	1,180	0	1,180	82.9 %
Net Expenditure over Income	1,170	5,720	6,900	1,180			
399 P & D Capital & Projects							
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	0	7,581	23,300	15,719	0	15,719	32.5 %
Net Expenditure over Income	0	7,581	23,300	15,719			
Planning & Development :- Expenditure	1,170	13,301	33,800	20,499	0	20,499	39.4 %
Income	0	0	1,000	-1,000			0.0 %
Net Expenditure over Income	1,170	13,301	32,800	19,499			

At : 11:13

Santander Business Account

List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2016	Desi Coaches Ltd	103735	650.00		231743/3543/Desi Coaches Ltd
05/01/2016	Oaklands Computer Services	103736	144.00		13300/3542/Oaklands Computer S
11/01/2016	Three Rivers District Council	DDR614	100.00		3565 Lease of land
13/01/2016	BWT UK Limited	103738	28.74		I000157308/3548/BWT UK Limited
15/01/2016	Shell U.K Oil Products Ltd	DDR615	6.00		1226819/3544/Shell U.K Oil Pro
15/01/2016	TRDC	DDR614	309.00		Rates
21/01/2016	British Telecom PLC	DDR616	43.54		LW56546376/3546/British Teleco
26/01/2016	E-ON	DDR617	1,101.16		HEC0210B8/3545/E-ON
28/01/2016	Peninsula Business Services Lt	DDR618	264.00		3562 Employment Services
28/01/2016	British Telecom PLC	DDR619	87.91		3550 01923 710250
29/01/2016	Shell U.K Oil Products Ltd	DDR620	66.02		3564 Fuel
31/01/2016	Watford Borough Council	103734	9,597.96		Pensions January 2015
31/01/2016	Three Rivers District Council	103737	320.00		90094704/3547/PO1438/Three Riv
31/01/2016	Geo Browns Implements Limited	103739	54.82		3549 Harness and chain catcher
31/01/2016	Canon (UK) Ltd	103740	162.16		3551 photocopier
31/01/2016	Complete Fire Protection Limit	103741	252.00		3552 Fire extinguisher service
31/01/2016	BWT UK Limited	103742	27.35		3566 Water
31/01/2016	David Bennett	103743	24.00		3553 Croxley Mummies Cloak
31/01/2016	Desi Coaches Ltd	103744	520.00		3554 Friday Bus January 2016
31/01/2016	DJC SOUND SYSTEMS	103745	622.10		3555 Sound system
31/01/2016	Hertfordshire Constabulary	103746	7,125.00		3556 PCSO Oct - Dec 2015
31/01/2016	HSS Hire Service Group Ltd	103747	298.29		3557 Road closed sign hire
31/01/2016	JRB Enterprise Ltd	103748	312.24		3567 30,000 dog waste bags
31/01/2016	Ken Muir Ltd	103749	52.97		3568 Cox Minarette
31/01/2016	Lamps & Tubes Illuminations Li	103750	1,556.82		3559 Xmas Market lighting
31/01/2016	Lyreco UK Ltd	103751	155.09		3560 paper, date stamp
31/01/2016	Redacted	103752	26.20		3561 Expenses February 2016
31/01/2016	Redacted	103753	149.41		3563 Feb 16 Exp inc mileage
31/01/2016	SuperClean Commercial Limited	103754	134.40		3569 Office Cleaning
31/01/2016	TBS Hygiene Limited	103755	2,280.96		3570 Dog waste collect Dec 15

Total Payments 26,472.14

Signed:



Signed:

Date:

11/2/16



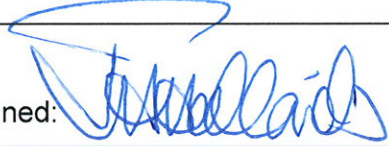
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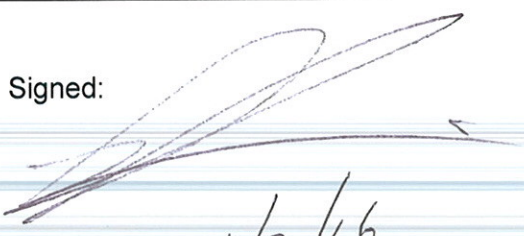
Santander Business Account

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>
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
Total Payments			<u>14,097.96</u>		

The above payments relate to Month 11, February 2016, for authorisation for payment at the Finance & Administration Committee meeting on 11 February 2016.

Signed: 

Signed: 
11/2/16

Date: 11/2/16.