

CROXLEY GREEN PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 13 MARCH 2014**

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

Cllrs, Jordan and Shafe

Voting Members: 3

Members of the Public: 5

FA973/14 Apologies for Absence

Apologies had been received from Cllrs Bennett, Edmunds and Seeley.

FA974/14 Declaration of Interests

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

The Chairman proposed to the meeting that Agenda item FA979/14 S137 Grant Application for Names Plaques for the Former Yorke Road School be moved up the Agenda under Standing Order 9.1.6 to after Agenda item FA975/14 Representations from the public. The proposal was agreed.

FA975/14 Representations from the Public

Representation was made by a representative of the Saving Yorke Road School group. He stated that considerable time and effort had put been put in by residents within the community to save the school building following its partial demolition by its former owners, Leukaemia Research. He continued that the building was a local historical asset and the community had been involved with its restoration. There had been community involvement in the naming of the new units and there had already been a financial input from a County Councillor to ensure that by way of covenant those names would be retained in perpetuity.

It was also stated that a grant from the Parish Council would be seen by the community as the Council's contribution to and involvement with the restoration project and would be recognising the community efforts that have been made.

The Chairman thanked those making representations.

FA979/14 S137 Grant Application for Name Plaques for the former Yorke Road School

The Chairman introduced this matter and invited members for their views.

The Clerk brought to Members attention that the Council's budget for S137 Grants was £1,000 and some £4,750 had already been agreed by Council with the necessary virement of funds by Council. The Clerk continued that if the Committee were minded to recommend approval of the grant to Council there would also need to be a recommendation for further virement of funds to finance it.

It was stated that the proposed plaques would not show that these had been funded by the Council and that whilst the idea was good perhaps it might be more appropriate that some form of historical interpretation board might be a more appropriate way for the Council to recognise the background of the school and community efforts in its restoration.

Some concern was expressed about the principle of public monies being used to fund these plaques on a private development which could be misinterpreted by other developers that funding was available for external décor particularly if there was a historical or conservation connotation.

It was commented that the proposed plaques would only be benefitting the private owner of the units and not the wider community as anyone walking past would not know the

background unless this was done by way of some interpretation of the historical nature and restoration of the building. The point was made that the Committee's views were not about the actual amount of money being requested via the grant application but that these are private homes on a private development.

The Committee considered that the grant proposal should be referred to Council in its entirety without a recommendation from the Committee in order that other Council members can have an opportunity of considering the application.

Resolved:

- That the S137 Grant Application be referred to Council without recommendation.

FA976/14

Minutes

Resolved:

- That the Minutes of the meeting held on Thursday 13 February 2014 be approved and be signed by the Chairman.

FA977/14

Matters Arising

There were no matters arising.

FA978/14

Monthly Accounts

There was an adjournment to allow Cllrs the time to peruse the accounts for month 11 (February).

The Clerk brought to Members attention:

4001/101 and 4001/103 Salaries and Wages (£18,832) – it was noted that this related to salary payments for the three months December, January and February which were cashed during Month 11.

4023/101 Stationery, Printing and Postage (£490) – it was noted that this related to the charges for the photocopier and office supplies.

4965/399 Community Plan Development (£202) – it was noted that this related to the purchase of an on line mapping system.

Resolved:

- That the Management Accounts for month 11 (February) be approved and be signed by the Chairman.

FA980/14

Closure

There being no further business, the Chairman closed the meeting at 8.49pm.

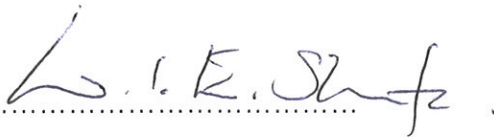
At : 12:14

Santander Business Account

List of Payments made between 01/02/2014 and 28/02/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2014	Expenses Dec 13	103316	26.20		Expenses Dec 13
20/02/2014	British Telecom PLC	DDR482	106.88		2949 Internet Services
20/02/2014	Watford Borough	103315	7,405.98		Salaries Dec 2013
20/02/2014	Watford Borough	103318	7,024.67		Salaries Jan 2014
25/02/2014	Watford Borough	103332	9,302.39		Salaries February 2014
26/02/2014	Expenses Feb 14	103334	26.20		Expenses Feb 14
28/02/2014	Shell U.K Oil Products Ltd	DDR483	78.20		2953 Fuel
28/02/2014	Peninsula Business Services Lt	DDR484	264.00		280214/2965/Peninsula Business
12/03/2014	Arco Ltd	103337	477.35		2945 Rangers work clothes PH
12/03/2014	Trade UK	103338	30.90		2948 Chainsaw oil
12/03/2014	Canon (UK) Ltd	103339	534.56		2960 Copies
12/03/2014	BWT UK Limited	103340	21.82		2963 Water
12/03/2014	DCK Beavers Limited	103341	78.00		2950 VAT return 31/03/2013
12/03/2014	Getmapping PLC	103342	242.40		2961 Annual Fee GIS mapping
12/03/2014	PC Pal	103343	40.00		2951 File sharing advice
12/03/2014	Staples UK Limited - Accounts	103344	53.47		2954 hand wash, post its etc
12/03/2014	SuperClean Commercial Limited	103345	120.00		2962 Office cleaning Feb 14
12/03/2014	TBS Hygiene Limited	103346	610.56		2964 Dog waste service Feb 14
12/03/2014	Three Rivers District Council	103347	100.00		2955 Lease of land
14/02/2014	Shell U.K Oil Products Ltd	DDR481	33.60		2952 Fuel
Total Payments			26,577.18		

Signed



Signed



Summary Income & Expenditure by Budget Heading 12/03/2014

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	25,959	163,498	221,107	57,609	0	57,609	73.9 %
Income	3	263,829	265,188	-1,359			99.5 %
Net Expenditure over Income	25,956	-100,331	-44,081	56,250			
<u>Environment & Amenity</u>							
Expenditure	509	27,025	35,514	8,489	0	8,489	76.1 %
Income	0	660	400	260			165.0 %
Net Expenditure over Income	509	26,365	35,114	8,749			
<u>Planning & Development</u>							
Expenditure	202	7,721	10,550	2,829	0	2,829	73.2 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	202	7,721	10,550	2,829			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	26,669	198,244	267,171	68,927	0	68,927	74.2 %
Income	3	264,489	265,588	-1,099			99.6 %
Net Expenditure over Income	26,667	-66,245	1,583	67,828			

L. I. E. Staff

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Finance & Administration								
101 General Administration								
4001	Salaries & Wages	18,832	64,398	67,000	2,602	2,602	96.1 %	
4008	Training	0	0	500	500	500	0.0 %	
4009	Travel	0	1,239	1,300	61	61	95.3 %	
4011	Rates	100	3,074	2,897	-177	-177	106.1 %	
4012	Water Rates	307	535	550	15	15	97.2 %	
4013	Rent	0	0	110	110	110	0.0 %	
4014	Light & Heat	0	2,340	2,000	-340	-340	117.0 %	
4016	Janitorial	100	1,201	1,400	200	200	85.8 %	
4017	Health & Safety	0	0	270	270	270	0.0 %	
4019	Consultancy Fees	220	2,420	2,700	280	280	89.6 %	
4020	Misc Establishment Costs	18	364	400	36	36	91.0 %	
4021	Telephone & Fax	0	1,511	1,600	89	89	94.4 %	
4023	Stationery, Printing & Postage	490	2,457	3,800	1,343	1,343	64.7 %	
4025	Insurance	0	3,917	4,400	483	483	89.0 %	
4027	Computer Software & IT	129	2,248	1,500	-748	-748	149.9 %	
4030	Recruitment Advertising	0	1,781	0	-1,781	-1,781	0.0 %	
4036	Property Maintenance	6	1,290	1,000	-290	-290	129.0 %	
4156	Audit Fees - External	0	43	1,000	957	957	4.3 %	
4157	Audit Fees - Internal	0	360	880	520	520	40.9 %	
4158	Accountancy Fees	65	65	850	785	785	7.6 %	
	General Administration :- Expenditure	20,267	89,242	94,157	4,915	0	4,915	94.8 %
1076	Precept	0	262,558	248,243	14,315		105.8 %	
1080	Miscellaneous Income	0	0	14,315	-14,315		0.0 %	
1090	Interest Received	3	27	30	-3		91.4 %	
	General Administration :- Income	3	262,585	262,588	-3		100.0 %	
	Net Expenditure over Income	20,264	-173,344	-168,431	4,913			
102 Local Democracy								
4024	Subscriptions/Publications	0	7,365	7,400	35	35	99.5 %	
4033	Parish Pump Newsletter	0	1,945	5,000	3,055	3,055	38.9 %	
4201	Chairman's Allowance	0	26	500	474	474	5.3 %	
4251	Election Expenses	0	0	1,250	1,250	1,250	0.0 %	
4300	Events - Revels on the Green	0	22	350	328	328	6.4 %	
	Local Democracy :- Expenditure	0	9,359	14,500	5,141	0	5,141	64.5 %
1051	Advertising Income	0	185	1,600	-1,415		11.6 %	
	Local Democracy :- Income	0	185	1,600	-1,415		11.6 %	
	Net Expenditure over Income	0	9,174	12,900	3,726			



Month No : 11

Committee Report

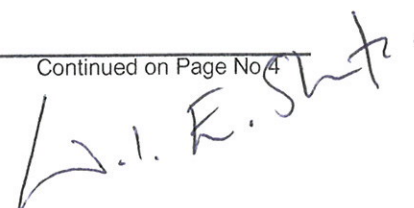
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 Groundworks							
4001 Salaries & Wages	4,901	18,521	48,900	30,379		30,379	37.9 %
4006 Protective Clothing	421	495	330	-165		-165	150.1 %
4008 Training	0	0	500	500		500	0.0 %
4010 Misc Staff Costs	52	314	700	386		386	44.9 %
4012 Water Rates	227	583	400	-183		-183	145.8 %
4017 Health & Safety	0	31	750	719		719	4.1 %
4036 Property Maintenance	0	84	500	416		416	16.8 %
4037 Grounds Maintenance	-19	242	2,100	1,858		1,858	11.5 %
4038 Maintenance Contracts	0	1,782	0	-1,782		-1,782	0.0 %
4042 Equipment Maintenance	15	15	590	575		575	2.5 %
4046 Equipment Purchased	0	12	500	488		488	2.5 %
4051 Vehicle License & Insurance	0	2,219	3,500	1,281		1,281	63.4 %
4055 Fuel & Oil - LS08 WCP	93	716	1,300	584		584	55.1 %
4060 Fuel & Oil - Groundworks	0	395	810	415		415	48.7 %
4070 Maintenance - LS08 WCP	0	902	540	-362		-362	167.1 %
4071 Maintenance - Tractor	0	446	1,100	654		654	40.5 %
4072 Maintenance - Ride on Mower	0	1,021	330	-691		-691	309.4 %
Groundworks :- Expenditure	5,691	27,779	62,850	35,071	0	35,071	44.2 %
Net Expenditure over Income	5,691	27,779	62,850	35,071			
107 Grants (incl S137)							
4200 Chairmans Charity Expenditure	0	3,651	3,000	-651		-651	121.7 %
4260 Community Hall Membership	0	7,100	7,100	0		0	100.0 %
4711 Grants, Permitted & Section 137	0	1,993	1,000	-993		-993	199.3 %
Grants (incl S137) :- Expenditure	0	12,744	11,100	-1,644	0	-1,644	114.8 %
1200 Chairmans Charity Income	0	1,059	1,000	59			105.9 %
Grants (incl S137) :- Income	0	1,059	1,000	59			105.9 %
Net Expenditure over Income	0	11,685	10,100	-1,585			
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 %
4903 CAP F & A New Village Centre	0	3,000	3,000	0		0	100.0 %
4963 F&A Project - PCSO	0	21,375	28,500	7,125		7,125	75.0 %
F & A Capital & Projects :- Expenditure	0	24,375	38,500	14,125	0	14,125	63.3 %
Net Expenditure over Income	0	24,375	38,500	14,125			
Finance & Administration :- Expenditure	25,959	163,498	221,107	57,609	0	57,609	73.9 %
Income	3	263,829	265,188	-1,359			99.5 %
Net Expenditure over Income	25,956	-100,331	-44,081	56,250			

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Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Environment & Amenity							
203 Open Spaces & Trees							
4048	Plants, Shrubs & Trees	0	399	1,000	601	601	39.9 %
4049	Dog Hygiene	509	8,229	10,000	1,771	1,771	82.3 %
4699	Stones Orchard Fund	0	0	3,000	3,000	3,000	0.0 %
	Open Spaces & Trees :- Expenditure	509	8,628	14,000	5,372	0	5,372 61.6 %
	Net Expenditure over Income	509	8,628	14,000	5,372		
211 Events							
4602	Events - Quiz Night	0	0	50	50	50	0.0 %
4605	Events - Christmas Lights	0	8,727	10,784	2,057	2,057	80.9 %
4609	Events - Craft Workshop Day	0	0	750	750	750	0.0 %
4610	Events - Fireworks on Green	0	4,466	4,500	34	34	99.2 %
4611	Events - Senior Citizens Trip	0	960	1,100	140	140	87.3 %
4615	External Xmas Tree - Library	0	3,784	1,700	-2,084	-2,084	222.6 %
4616	Picnic in the Park	0	0	500	500	500	0.0 %
4617	Wassail	0	0	250	250	250	0.0 %
4618	Dog Show	0	0	250	250	250	0.0 %
	Events :- Expenditure	0	17,938	19,884	1,946	0	1,946 90.2 %
	Net Expenditure over Income	0	17,938	19,884	1,946		
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 %
4938	Brown Bin Caddy Liners	0	320	180	-140	-140	177.8 %
4940	E & A Local Producers Market	0	140	250	110	110	56.0 %
	E & A Capital & Projects :- Expenditure	0	460	630	170	0	170 73.0 %
1082	Brown Bin Caddy Liners	0	660	400	260		165.0 %
	E & A Capital & Projects :- Income	0	660	400	260		165.0 %
	Net Expenditure over Income	0	-200	230	430		
	Environment & Amenity :- Expenditure	509	27,025	35,514	8,489	0	8,489 76.1 %
	Income	0	660	400	260		165.0 %
	Net Expenditure over Income	509	26,365	35,114	8,749		
Planning & Development							



Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Roads & Street Furniture							
4043 Salt Bins/Salt	0	0	200	200		200	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 %
Roads & Street Furniture :- Expenditure	0	0	1,300	1,300	0	1,300	0.0 %
Net Expenditure over Income	0	0	1,300	1,300			
302 Community Bus							
4702 Community Bus	0	5,720	6,900	1,180		1,180	82.9 %
Community Bus :- Expenditure	0	5,720	6,900	1,180	0	1,180	82.9 %
Net Expenditure over Income	0	5,720	6,900	1,180			
399 P & D Capital & Projects							
4965 Community Plan Developmt P & D	202	2,001	1,850	-151		-151	108.2 %
4967 Carbon Footprint Reduction	0	0	500	500		500	0.0 %
P & D Capital & Projects :- Expenditure	202	2,001	2,350	349	0	349	85.1 %
Net Expenditure over Income	202	2,001	2,350	349			
Planning & Development :- Expenditure	202	7,721	10,550	2,829	0	2,829	73.2 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	202	7,721	10,550	2,829			

W. I. E. Shute