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MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 13 SEPTEMBER 2018

Present: Cllr Saxon – In the Chair
David Allison - Clerk
Ryan Bennett – Administrative Assistant

Present: Cllrs Cole, Gallagher, Hollands, Mitchell & Montague.

Voting Members: 6

FA1381/18 Apologies for Absence

All Members were present.

FA1382/18 Declaration of Interests

The Chairman recommended that any declarations be made at the appropriate time.

FA1383/18 Representations from the Public

No members of the public were present.

FA1384/18 Minutes

The Clerk drew Member's attention to the fact that the Minutes under review for this meeting were those of Thursday 12 July 2018.

Resolved:

- That the Minutes of the meeting held on Thursday 12 July 2018 be approved and be signed by the Chairman.

FA1385/18 Matters Arising

FA1379.1/18 – Neighbourhood Plan – Cllr Gallagher informed members that informal approaches had been made to some of the organisations on the list of Leisure and Community facilities but no further action will be taken at this point.

FA1386/18 Monthly Accounts

The Clerk brought Member's attention to the following payments for the previous months:

Month 4

4027/101 – Computer Software / IT (£267) –Relates to the payment made for software repair following a computer operating system update and the council's e-mail service.

4036/101 – Property Maintenance (£96) – Refers to the purchase of a new flag.

4042/103 – Equipment Maintenance (£167) – Relates to repair work carried out on the strimmer fuel tank.

4712/107 – Stained Glass All Saints Church (£7000) – Refers to the grant payment awarded to the All Saints Church WW1 Memorial Glass Doors Committee.

Month 5

4003/101 – Data Protection Officer / Services (£132) – Payment made to Croxley Kitchen for lunch provided for meeting held between the DPO Centre and the Parish Councils of Three Rivers.

4008/101 – Training (£300) – £250 payment made to SLCC for CiLCA registration for the Administrative Assistant & £50 to HAPTC for a Cllr to attend a finance course.

4156/101 – Audit Fees / External (£600) – Payment made for the conduction of the Council's external audit.

4037/103 – Grounds Maintenance (£1480) – Payment made for the installation of the wooden fencing on the border of Weston Wood & Mill Lane.

4041/103 – Equipment Hire (£441) – Relates to the hire of a mini-digger to aid the installation of the new Stone's Orchard gate.

4046/103 – Equipment Purchased (£576) – Refers to the purchase of a new long reach hedge cutter.

4618/211 – Dog Show (£51) – Payment made to TRDC for the hire of Stone's Orchard for the 2018 Dog Show.

4628/211 – Promotional Banners etc. – Purchase of 3 banners promoting CGPC's sponsorship of local events.

Resolved:

- That the Management Accounts for Month 4 (July) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 4 (July) be approved and signed by the Chairman.
- That the Management Accounts for Month 5 (August) be approved and signed by the Chairman.
- That the Schedule of Payments for Month 5 (August) be approved and signed by the Chairman.

FA1387/18

Groundworks Equipment Assets Replacement and Policies

The Chairman opened the item and asked the Clerk to elaborate. The Clerk drew Member's attention to the supporting paper supplied with the agenda detailing the type of arrangement the Council were looking for and the year by year financial cost to the Council.

The Clerk informed Members that the replacement of the assets was badly needed and that the lease purchase arrangement represented the most cost effective way of replacement. He added that the items to be replaced first, and in the first year, would be the tractor, ride-on mower, roller mower and trailer.

A Member asked if the asset replacement programme would have any effect on the precept. The Clerk explained that as CGPC had been building up reserves to replace the groundworks equipment over a number of years, the replacement of the equipment would have no effect on the precept.

A Member asked if these figures were the exact figures that the Council would have to pay. The Clerk commented that these figures were supplied a few months ago and that he would be speaking to a representative from George Browns to attain the most up to date figures for the Council. He added that he expected there to be no large variations between the figures as supplied in the supporting paper as there had been no change to the equipment since it was last inspected.

Members were fully supportive of the asset replacement programme, recognized that the machinery was in need of replacing and that this was the most cost effective way of doing so.

The Clerk thanked Cllr Cole for his efforts in helping produce the financial programme.

Resolved:

That the F&A committee recommends:

- Council approves the replacement of assets via a lease purchase arrangement spread over a number of years rather than outright purchase.
- Council agrees the structured programme of replacement.
- Council agrees a revised retention policy for new equipment that permits some staggering of expenditure and a uniform treatment leading to controlled replacement.
- Council agrees to a progressive increase in the annual transfer to reserves for asset replacement until the transfer reaches £10,000 per annum.
- Council agrees annual increases in the annual transfer to reserves based on the published price index for agricultural machinery.

FA1388/18

Report of the Review of Council (working & meetings) Working Party

The Chairman introduced the item and asked Cllr Mitchell to elaborate. Cllr Mitchell explained that the working party had met a number of times, most recently on August 23, and that the comprehensive supporting paper reflected their recommendations for how they thought the Council could best be adapted.

There was a long discussion between members on how they thought the Council could be adapted to make it more efficient and productive. After the discussion, it was agreed that each committee would be best suited discussing amongst themselves how they best saw their committee moving forwards along with producing recommendations to full Council in the near future.

Resolved:

The working party recommends that:

- Each of the Council's three standing committees (E&A, F&A and P&D) should consider how they might arrange their business and run their meetings to be:
 - a. More efficient
 - b. More effective and
 - c. (possibly) less frequent.

FA1389/18

Closure

There being no further business the Chairman closed the meeting at 9:21pm