

CROXLEY GREEN PARISH COUNCIL

NOTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 14 APRIL 2011

Present: Cllr Birch – In the Chair
David Allison – Clerk to the Council
Amanda Taft – Minute Taker

Cllrs Bennett, Hollands, Martin and Shafe

Voting Members: 5

In Attendance: Cllrs Brand, Saxon and Vassiliou

Public: 2 (left the meeting at 8.25pm after FA711/11).

FA703/11 Apologies for Absence

Apologies had been received from Cllr Norman.

FA704/11 Declaration of Interests

Cllr Brand declared an interest in FA711/11 – Application for a S137 Grant from Croxley Guild of Sports and Social Club.

FA705/11 Representations from the Public

Representations were made by Ms Wells, Treasurer of the Guild of Sport in support of the application for a S137 Grant to fund an all weather wicket for cricket (item FA711/11).

The Chairman sought approval that item FA711/11 be moved up the Agenda to the next item under Standing Order 15(d) and Members agreed.

FA711/11 Application for a S137 Grant from Croxley Guild of Sports and Social Club

The Chairman agreed to allow Members to ask questions and receive replies from the representatives of the Guild of Sport. In response to their questions, Members were advised that the site would be between the football pitches and that it was intended for use in all weathers. The cost of the project was £6,000 over the next two years, to include an all weather wicket and a scarifier and that local sponsorship would also be sought. Members were told that it was the intention to use orange fencing although the wicket would be very robust and would not need to be boarded off. If children wished to come and play, they would be allowed but this would not be advertised and the Guild of Sport were also going to provide a picnic area. It was not envisaged that there would be a problem with the overlap of football and cricket and interest in the cricket team was predicted to come from their general existing members although the aim was for a Croxley Green Cricket Club which welcomes all.

Cllrs asked if they had received any quotes for artificial turf and when the response was no, they said that they would like to see quotes and also that they were not supportive of the Parish Council funding 100% of the wicket. The Chairman asked the Clerk how much money was in the budget for grants and the Clerk advised that there was £2,500 in total. It was suggested that as there were elections in May it would not be fitting for this Council to make the decision and it was asked that this matter be adjourned for one month, to the first Finance and Administration meeting on 9 June. In the meantime, the Guild of Sport were asked to provide written quotations.

The representatives of the Guild of Sport left the meeting at this point.

FA706/11 Minutes

It was pointed out that under Matters Arising (FA698/11) the word 'contracted' should

read 'contacted'.

Resolved:

- It was proposed by Cllr Hollands and seconded by Cllr Shafe that the amended Minutes of the meeting held on Thursday 10 March 2011 be approved and be signed by the Chairman.

FA707/11 Matters Arising

FA698/11 (Matters Arising). The Clerk was asked if he had received a reply from the company who are going to erect the mobile phone antenna opposite Croxley station to see if they would be prepared to place a fitting or light on it to match the existing Christmas lights on the adjacent lamp posts. The Clerk replied that he had not seen a reply and Cllr Bennett asked that he chases this matter up. *[Post meeting note: a full briefing on this has been circulated to all Cllrs].*

FA708/11 Monthly Accounts

The Clerk gave members an overview of the monthly expenditure for month 12 (March). Items noted included:

4019/101 (Consultancy Fees) £440 – two months fees for Peninsular (February and March).

4027/101 (Computer Software & IT) £500 – the cost of the website maintenance. The Clerk was asked how long the contract was for but he did not have the information to hand. *[Post meeting note: the contract with INCO is on a 12 month rolling basis].*

4158/101 (Accountancy Fees) – the Clerk was asked why there was a £398 overspend but again he did not have the information to hand. *[Post meeting note: an extra cost was incurred when the Accountants had to come out to prepare the month 9 accounts (on 11 January 2011) and show the Administrative Assistant how to carry out the procedure £412.20 + VAT].*

4008/103 (Training) -£75 – Credit from Capel Manor for -£165 plus an invoice for a Hedge Laying Course for Jamie Marlow £90 which leaves a credit balance of £75.

4010/103 (Misc Staff Costs) -£625 – the Clerk advised that this was a re-coding made by the accountants to 4001/103 (Salaries and Wages) and was for the two temporary staff who helped last year when we were short staffed.

4046/103 (Equipment Purchased) – a new strimmer has been purchased.

4037/203 (Grounds Maintenance) £778 – the cost of two new benches and 1077/203 (Grants and Donations Received) £828 – the grant awarded for the two benches.

4042/221 (Equipment Maintenance) £825 – for replacement basketball hoops and backing board. The Clerk was asked if these had been installed yet and when he replied that they had not, he was asked to chase Broxap (Stadia Sports) and ensure they are installed by Easter.

Resolved:

- It was proposed by Cllr Hollands and seconded by Cllr Martin that the Management Accounts for Month 12 (March) be approved and be signed by the Chairman.
- It was proposed by Cllr Bennett and seconded by Cllr Hollands that the overspends are approved (en-bloc) and the proposal was agreed.

FA709/11 Employee Staff Manual

Cllr Saxon stated that he wished to make a formal complaint in that on 8 April when the Finance and Administration Agenda and supporting documents were delivered he found he had not received a copy of the Employee Staff Manual. He emailed the Clerk who advised that due to the document being 33 pages, he had only copied it for

the F&A Members. Cllr Saxon wanted to know if the Clerk had sought permission to only copy it for the F&A Members and added that he believed the Clerk had deliberately discriminated against other Cllrs. Cllr Saxon went on to say that there had been a lack of judgement and he suggested this item be removed from this Agenda and included on the June Agenda. The Chairman said that she was sorry he was so upset by this omission.

Resolved:

- It was proposed by Cllr Hollands and seconded by Cllr Martin that this item be adjourned to the June F&A together with a background paper.

The Clerk offered an unreserved apology and said that it had been a misjudgement.

FA710/11 Application for a S137 Grant for Redheath Archers

Cllr Bennett asked if this should be decided by this Council because of the forthcoming elections for a new Council. He added that as the new club outdoor venue was at York House School, Sarratt, perhaps Redheath Archers could apply to Sarratt Parish Council for a grant.

Resolved:

- It was proposed by Cllr Hollands and seconded by Cllr Shafe that this application is rejected and the proposal was agreed.

FA712/11 Post Office Bank Account

The Chairman introduced this matter and asked that it be moved to the June Finance and Administration Agenda with more supporting information and also information on the Co-op bank.

FA713/11 Annual Accounts ending 31 March 2011

The Clerk informed Members that the Annual Accounts would be approved at the Council meeting after the Annual Parish Meeting. It was pointed out that in Note 5 (Tenancies), the Landlord and the Tenant was shown as Croxley Green Parish Council and Three Rivers District Council respectively, when it should be the other way round. The Clerk advised that Note 7 (Fixed Assets) were now recorded by cost price rather than insurance value. Cllr Bennett asked for a copy of the recommendations of the Chartered Institute of Public Finance and Accountancy (CIPFA).

FA714/11 Closure

There being no further business, the Chairman closed the meeting at 8.55pm.