

**CROXLEY GREEN PARISH COUNCIL**

MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD IN THE COUNCIL CHAMBER

ON THURSDAY 14 MAY 2009 FOLLOWING THE ANNUAL GENERAL MEETING

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

Cllrs Bains, Bennett, Martin, Norman and Shafe,

Voting Members: 6 (Finance & Administration Committee Members only)

In Attendance: Cllrs Brading, Brand, Dann, Hollands, C Jefford, Saxon, Seabourne (part of meeting), Seeley, Vassiliou and Wynne-Jones.

Public: 1

FA499/09 Apologies for Absence

There were no apologies for absence.

FA500/09 Declaration of Interests

The Chairman stated that declarations of interest may be made throughout the meeting if necessary. Cllr Brand declared an interest in item FA506/09, Guild of Sport.

FA501/09 Representations from the Public

There were no representations from the public.

FA502/09 Minutes

It was proposed by Cllr Norman and seconded by Cllr Shafe that the Minutes of the meeting held on 9 April 2009 be approved as correct. The proposal was agreed and the Chairman signed the Minutes.

FA503/09 Matters Arising

FA496/09 (Parish Council's Communications Strategy). The Clerk advised that in the Minutes it was stated that the software company were unaware that it was their task to arrange the domain name for the Parish Council website, yet in an email from them dated 10 March 2008, they confirmed that they could do this. The Clerk added that he had contacted Kantara regarding the revised domain name for the website and was currently awaiting a revised invoice and a domain name form.

FA504/09 Monthly Accounts

The Chairman introduced this item and referred Members to the Monthly Management Accounts Report for month 1 (April 2009) which was circulated at the meeting.

There were the usual comments about the accounts not being circulated with the Agenda. The Clerk explained again that the timing of the issue of the Agenda and of the meeting did not lend itself to be able to receive the previous month's invoices from suppliers, enter the invoices and produce the accounts any earlier than currently achieved. The Clerk continued that the accounts were only finished yesterday and following a final scrutiny today were not printed until later in the day. It was suggested that this meeting could be held one week later but the Clerk advised that this would need to have a change to Standing Orders. It was also pointed out that the accounts are available at the office on the day of the meeting and Cllrs could come in to view them on the afternoon of the meeting if they wished.

The Clerk advised that the accounts for April had been reconciled and went through the accounts in more detail. A number of queries were raised in respect of credits

appearing in the expenditure account codes to which the Clerk said that he would include post meeting notes about this.

The Committee reviewed the month 1 Management Accounts and it was proposed by Cllr Norman and seconded by Cllr Martin that the Management Accounts for Month 1 (April 2009) be approved. The proposal was agreed and the accounts were duly signed by the Chairman.

*[Post meeting note:*

*1051/102 - Advertising Income (-£97): this relates to monies that were physically banked in April 2009 (current financial year) but is income due relating to the previous financial year ending 31 March 2009.*

*4260/107- Community Hall Membership (£9,100) – no budget is shown in the budget column as the accounting system software does not lend itself easily to where Council have agreed in the budget for the allocation of funds from Reserves. Advice will need to be taken from our accountants in readjusting the budget columns and subject to advice, corrected in due course].*

FA505/09 Land rear of 115 New Road – services connections request

The Chairman introduced this item and the Clerk referred Members to the previously circulated documents. The Clerk advised that he understood that Three Rivers District Council (TRDC) had previously refused permission for a trench to be dug through the car park. Concerns were raised about the possible depletion of services to the Parish Council and Community Centre and also about the potential costs involved should there be problems with the drains. After a brief discussion it was agreed that the Parish Council ask TRDC in their capacity as Landlord their views on this matter.

FA506/09 Guild of Sport

Cllr Brand had earlier declared an interest in this item and refrained from the discussion. This item was introduced by the Chairman and after a very brief discussion it was proposed by Cllr Bennett and seconded by Cllr Norman that no further action is required by the Parish Council at the present time and the proposal was agreed. Members requested that the Clerk writes to the Guild of Sport to inform them of the decision and also asked that this item be placed on the Cllr requested correspondence list.

FA507/09 Closure

There being no further business, the Chairman closed the meeting at 8.58pm.