

Tel: 01923 710250
Fax: 01923 896425
info@croxleygreen-pc.gov.uk
www.croxleygreen-pc.gov.uk



Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
ON THURSDAY 19 MAY 2016 at 8.40pm after the AgM**

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

Cllrs Bains, Gallagher, Greenman, Hollands and Wynne-Jones

Voting Members: 6

In Attendance: Cllr Saxon

FA1163/16 Apologies for Absence

There were no apologies.

FA1164/16 Declaration of Interests

There were no declarations to note.

FA1165/16 Representations from the Public

There were no members of the public present.

FA1166/16 Minutes

Resolved:

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

FA1167/16 Matters Arising

There were no matters arising.

FA1168/16 Monthly Accounts

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk advised that the accounts were dealing Month 1, April 2016. The Clerk explained that as this was Month 1, Members will see as they go through the accounts there will be a number of credits appearing (shown with 'minus' signs) and these relate to accruals which he would explain in more detail at the time. The Clerk also explained that as the next Finance and Administration Committee meeting was not for another month, in the interests of expediency there are a number of invoices that need authorising for payment which relate to Month 2 (May) accounts.

There was an adjournment to allow Cllrs the time to peruse the accounts.

The Clerk brought Members attention to:

4009/101 Travel (£1,136) – this relates to the essential car user allowance for the Clerk but given his hoped intention to retire in March 2017 the figure is for 11months and not 12mths.

4156/101 Audit Fees – External (-£600) – this is an accrual to fund the 2015/16 External Audit Fees once the invoice has been submitted by the External Auditor.

4158/101 Audit Fees – Internal (-£369) - this is an accrual to fund the 2015/16 Internal Audit Fees once the invoice has been submitted by the Internal Auditor.

1090/101 Interest Received (-£4) – this is an accrual for interest on the savings account.

4201/101 Chairman's Discretion Budget (-£323) – this is the accrual for the defibrillators (£400) less expenditure (£77) for the Annual Parish Meeting.

4037/103 Grounds Maintenance (£192) – this relates to the temporary funding for purchasing new oak barrels for Flowers 4 Croxley. The Clerk explained that F4C were in the process of changing banking arrangements and as F4C is a joint initiative with the Parish Council, the Council purchased the barrels which F4C would then refund to the Council. The refund has been received and will be credited against this accounts code.

4051/103 Vehicle License & Insurance (£1,833) – this related to insurance of the Council's vehicles and road tax for the Land Rover.

4070/103 Maintenance – LS08 WCP (£521) – this relates to the MOT and associated works for the Land Rover.

4260/107 Community/Village Hall (£8,988) – this relates to the Council's contribution to Croxley Green Community Association for the Village Hall.

4711/107 Grants (-£1,314) – this relates to accruals of £1,000 to the Little Green Residents Association for pond restoration and for the Croxley Green Mummers.

4621/211 Ponds (-£1,000) – this relates to an accrual from the Environment & Amenity Budget for the restoration of Little Green Lane Pond (a £2,000) project.

4975/299 Defibrillators (Purchase) (£3,585) – this relates to the purchase of three defibrillators funding being provided by HCC (£2,900) and the Council's budget provision (£1,500).

4965/399 Community/Neighbourhood Plan (£1,054) – this relates to professional fees (£750), purchase of envelopes for consultation distribution (£55) and renewal of Survey Monkey (£249).

A Cllr remarked on the financial provisions allocated to the restoration of the Little Green Lane Pond and suggested that a Cllr(s) should provide a report on progress to the Environment and Amenity Committee.

Resolved:

- That the Management Accounts for Month 1 (April) be signed by the Chairman;
- That the Schedule of Payments for Month 1 be approved and signed;
- That the payments listed on the Schedule of Payments for Month 2, May 2016, be approved and signed.

FA1169/16

Closure

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

Summary Income & Expenditure by Budget Heading 30/04/2016

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Administration</u>						
Expenditure	26,623	249,138	222,515	0	222,515	10.7 %
Income	144,145	292,938	-148,793			49.2 %
Net Expenditure over Income	-117,522	-43,800	73,722			
<u>Environment & Amenity</u>						
Expenditure	2,847	31,900	29,053	0	29,053	8.9 %
Income	0	600	-600			0.0 %
Net Expenditure over Income	2,847	31,300	28,453			
<u>Planning & Development</u>						
Expenditure	1,704	21,750	20,046	0	20,046	7.8 %
Income	0	1,000	-1,000			0.0 %
Net Expenditure over Income	1,704	20,750	19,046			
<u>INCOME - EXPENDITURE TOTALS</u>						
Expenditure	31,174	302,788	271,614	0	271,614	10.3 %
Income	144,145	294,538	-150,393			48.9 %
Net Expenditure over Income	-112,971	8,250	121,221			

Month No : 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Finance & Administration							
<u>101</u>	<u>General Administration</u>						
4001	Salaries & Wages	5,960	80,000	74,040		74,040	7.4 %
4008	Training	0	500	500		500	0.0 %
4009	Travel	1,136	1,300	164		164	87.4 %
4011	Rates	307	2,900	2,593		2,593	10.6 %
4012	Water Rates	308	560	252		252	55.1 %
4013	Rent	0	110	110		110	0.0 %
4014	Light & Heat	0	3,000	3,000		3,000	0.0 %
4016	Janitorial	112	1,400	1,288		1,288	8.0 %
4017	Health & Safety	0	270	270		270	0.0 %
4019	Consultancy Fees	220	2,700	2,480		2,480	8.1 %
4020	Misc Establishment Costs	72	400	328		328	18.1 %
4021	Telephone & Fax	110	1,600	1,490		1,490	6.9 %
4023	Stationery, Printing & Postage	61	4,000	3,939		3,939	1.5 %
4025	Insurance	0	3,900	3,900		3,900	0.0 %
4027	Computer Software & IT	0	2,500	2,500		2,500	0.0 %
4030	Recruitment Advertising	0	2,500	2,500		2,500	0.0 %
4036	Property Maintenance	0	400	400		400	0.0 %
4156	Audit Fees - External	-600	1,000	1,600		1,600	-60.0 %
4157	Audit Fees - Internal	-369	910	1,279		1,279	-40.5 %
4158	Accountancy Fees	0	880	880		880	0.0 %
	General Administration :- Expenditure	7,318	110,830	103,512	0	103,512	6.6 %
1001	Rent Received	0	10	-10			0.0 %
1076	Precept	142,011	284,021	-142,011			50.0 %
1080	Miscellaneous Income	2,139	0	2,139			0.0 %
1083	Precept Support Grant	0	4,277	-4,277			0.0 %
1090	Interest Received	-4	30	-34			-12.2 %
	General Administration :- Income	144,145	288,338	-144,193			50.0 %
	Net Expenditure over Income	-136,827	-177,508	-40,681			
<u>102</u>	<u>Local Democracy</u>						
4024	Subscriptions/Publications	7,214	7,400	186		186	97.5 %
4033	Parish Pump Newsletter	0	3,400	3,400		3,400	0.0 %
4201	Chairman's Discretion Budget	-323	500	823		823	-64.7 %
4251	Election Expenses	0	5,000	5,000		5,000	0.0 %
4300	Events - Revels on the Green	0	350	350		350	0.0 %
	Local Democracy :- Expenditure	6,890	16,650	9,760	0	9,760	41.4 %

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1051 Advertising Income	0	1,600	-1,600			0.0 %
Local Democracy :- Income	<u>0</u>	<u>1,600</u>	<u>-1,600</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>6,890</u>	<u>15,050</u>	<u>8,160</u>			
<u>103</u> <u>Groundworks</u>						
4001 Salaries & Wages	2,091	57,200	55,109		55,109	3.7 %
4006 Protective Clothing	0	340	340		340	0.0 %
4008 Training	0	500	500		500	0.0 %
4010 Misc Staff Costs	44	730	686		686	6.0 %
4012 Water Rates	0	700	700		700	0.0 %
4017 Health & Safety	0	500	500		500	0.0 %
4036 Property Maintenance	0	500	500		500	0.0 %
4037 Grounds Maintenance	192	1,500	1,308		1,308	12.8 %
4038 Maintenance Contracts	0	2,000	2,000		2,000	0.0 %
4042 Equipment Maintenance	0	1,500	1,500		1,500	0.0 %
4046 Equipment Purchased	0	500	500		500	0.0 %
4051 Vehicle License & Insurance	1,833	2,500	667		667	73.3 %
4055 Fuel & Oil - LS08 WCP	59	1,000	941		941	5.9 %
4060 Fuel & Oil - Groundworks	0	840	840		840	0.0 %
4070 Maintenance - LS08 WCP	521	560	39		39	93.0 %
4071 Maintenance - Tractor	0	1,100	1,100		1,100	0.0 %
4072 Maintenance - Ride on Mower	0	500	500		500	0.0 %
Groundworks :- Expenditure	<u>4,740</u>	<u>72,470</u>	<u>67,730</u>	<u>0</u>	<u>67,730</u>	<u>6.5 %</u>
Net Expenditure over Income	<u>4,740</u>	<u>72,470</u>	<u>67,730</u>			
<u>107</u> <u>Grants (incl S137)</u>						
4200 Councils Charity Expenditure	0	3,000	3,000		3,000	0.0 %
4260 Community Hall Membership	8,988	8,988	0		0	100.0 %
4711 Grants, Permitted & Section 137	-1,314	6,500	7,814		7,814	-20.2 %
4871 Tfr from Capital Fund	0	-5,000	-5,000		-5,000	0.0 %
Grants (incl S137) :- Expenditure	<u>7,674</u>	<u>13,488</u>	<u>5,814</u>	<u>0</u>	<u>5,814</u>	<u>56.9 %</u>
1200 Chairmans Charity Income	0	3,000	-3,000			0.0 %
Grants (incl S137) :- Income	<u>0</u>	<u>3,000</u>	<u>-3,000</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>7,674</u>	<u>10,488</u>	<u>2,814</u>			

Month No : 1

Committee Report

		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	4,000	4,000		4,000	0.0 %
4824	Tfr to Equipt Repl Fund	0	3,000	3,000		3,000	0.0 %
4872	Tfr from Depot Extension Fund	0	-3,000	-3,000		-3,000	0.0 %
4902	CAP F & A Depot Extension	0	3,000	3,000		3,000	0.0 %
4963	F&A Project - PCSO	0	28,500	28,500		28,500	0.0 %
4973	Annual Civic Award	0	200	200		200	0.0 %
	F & A Capital & Projects :- Expenditure	<u>0</u>	<u>35,700</u>	<u>35,700</u>	<u>0</u>	<u>35,700</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>35,700</u>	<u>35,700</u>			
	Finance & Administration :- Expenditure	<u>26,623</u>	<u>249,138</u>	<u>222,515</u>	<u>0</u>	<u>222,515</u>	<u>10.7 %</u>
	Income	<u>144,145</u>	<u>292,938</u>	<u>-148,793</u>			<u>49.2 %</u>
	Net Expenditure over Income	<u>-117,522</u>	<u>-43,800</u>	<u>73,722</u>			
	Environment & Amenity						
202	The Green						
4044	Fly Tipping	0	500	500		500	0.0 %
	The Green :- Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>500</u>	<u>500</u>			
203	Open Spaces & Trees						
4048	Plants. Shrubs & Trees	0	500	500		500	0.0 %
4049	Dog Hygiene	262	10,000	9,738		9,738	2.6 %
4699	Stones Orchard Fund	0	2,500	2,500		2,500	0.0 %
4883	Tfr from Stones Orchard Fund	0	-2,500	-2,500		-2,500	0.0 %
	Open Spaces & Trees :- Expenditure	<u>262</u>	<u>10,500</u>	<u>10,238</u>	<u>0</u>	<u>10,238</u>	<u>2.5 %</u>
1084	Dog Bag Donations	0	200	-200			0.0 %
	Open Spaces & Trees :- Income	<u>0</u>	<u>200</u>	<u>-200</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>262</u>	<u>10,300</u>	<u>10,038</u>			
211	Events						
4602	Events - Quiz Night	0	50	50		50	0.0 %
4605	Events - Christmas Lights	0	8,500	8,500		8,500	0.0 %
4610	Events - Fireworks on Green	0	5,000	5,000		5,000	0.0 %
4611	Events - Senior Citizens Trip	0	1,200	1,200		1,200	0.0 %
4615	External Xmas Tree - Library	0	500	500		500	0.0 %
4617	Wassail	0	150	150		150	0.0 %

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4618 Dog Show	0	200	200		200	0.0 %
4619 Local Travel Map	0	1,000	1,000		1,000	0.0 %
4620 Bird Boxes	0	150	150		150	0.0 %
4621 Ponds	-1,000	0	1,000		1,000	0.0 %
4622 Poppies on the Green	0	250	250		250	0.0 %
4623 Remembrance Day Brass Band	0	250	250		250	0.0 %
4624 The Great Pram Race	0	500	500		500	0.0 %
4884 Tfr from Local Travel Map Res	0	-1,000	-1,000		-1,000	0.0 %
Events :- Expenditure	-1,000	16,750	17,750	0	17,750	-6.0 %
Net Expenditure over Income	-1,000	16,750	17,750			
<u>221 M S C</u>						
4042 Equipment Maintenance	0	1,000	1,000		1,000	0.0 %
M S C :- Expenditure	0	1,000	1,000	0	1,000	0.0 %
Net Expenditure over Income	0	1,000	1,000			
<u>299 E & A Capital & Projects</u>						
4883 Tfr from Stones Orchard Fund	0	-1,000	-1,000		-1,000	0.0 %
4885 Tfr from Comm.Tree Plaques Res	0	-1,460	-1,460		-1,460	0.0 %
4932 CAP E & A - War Memorial Refur	0	200	200		200	0.0 %
4933 CAP E & A - Stones Orchard Inf	0	1,000	1,000		1,000	0.0 %
4938 Brown Bin Caddy Liners	0	250	250		250	0.0 %
4940 E & A Local Producers Market	0	300	300		300	0.0 %
4941 Commemorative Tree Plaques	0	1,460	1,460		1,460	0.0 %
4969 Canal Adoption Scheme	0	400	400		400	0.0 %
4972 WW2 Ve/VJ Commemorative Servic	0	2,000	2,000		2,000	0.0 %
4975 Defibrillators (Purchase)	3,585	0	-3,585		-3,585	0.0 %
E & A Capital & Projects :- Expenditure	3,585	3,150	-435	0	-435	113.8 %
1082 Brown Bin Caddy Liners	0	400	-400			0.0 %
E & A Capital & Projects :- Income	0	400	-400			0.0 %
Net Expenditure over Income	3,585	2,750	-835			
Environment & Amenity :- Expenditure	2,847	31,900	29,053	0	29,053	8.9 %
Income	0	600	-600			0.0 %
Net Expenditure over Income	2,847	31,300	28,453			

Planning & Development

Month No : 1

Committee Report

	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	500	500		500	0.0 %
4047 Footpath Maintenance	0	1,000	1,000		1,000	0.0 %
4050 Bus Shelters	0	100	100		100	0.0 %
4056 Street Trees	0	2,000	2,000		2,000	0.0 %
Roads & Street Furniture :- Expenditure	<u>0</u>	<u>3,600</u>	<u>3,600</u>	<u>0</u>	<u>3,600</u>	<u>0.0 %</u>
1077 Grants and Donations Received	0	1,000	-1,000			0.0 %
Roads & Street Furniture :- Income	<u>0</u>	<u>1,000</u>	<u>-1,000</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>2,600</u>	<u>2,600</u>			
302 Community Bus						
4702 Community Bus	650	6,900	6,250		6,250	9.4 %
Community Bus :- Expenditure	<u>650</u>	<u>6,900</u>	<u>6,250</u>	<u>0</u>	<u>6,250</u>	<u>9.4 %</u>
Net Expenditure over Income	<u>650</u>	<u>6,900</u>	<u>6,250</u>			
399 P & D Capital & Projects						
4965 Community Plan Developmt P & D	1,054	10,000	8,946		8,946	10.5 %
4968 Carbon Footprint Reduction	0	250	250		250	0.0 %
4974 Tow Path Cyclist Speed Signs	0	1,000	1,000		1,000	0.0 %
P & D Capital & Projects :- Expenditure	<u>1,054</u>	<u>11,250</u>	<u>10,196</u>	<u>0</u>	<u>10,196</u>	<u>9.4 %</u>
Net Expenditure over Income	<u>1,054</u>	<u>11,250</u>	<u>10,196</u>			
Planning & Development :- Expenditure	<u>1,704</u>	<u>21,750</u>	<u>20,046</u>	<u>0</u>	<u>20,046</u>	<u>7.8 %</u>
Income	<u>0</u>	<u>1,000</u>	<u>-1,000</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>1,704</u>	<u>20,750</u>	<u>19,046</u>			

At : 14:56

Santander Business Account

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2016	Affinity Water Limited	DDR273	370.05		09MARCH2016/3647/Affinity Wate
08/04/2016	Carrick Cooperage & Garden Sup	CP34	174.95		3622 5 Barrels Flowers4Croxley
14/04/2016	E-ON	DDR274	1,119.66		3624 Electricity 18100-236795
15/04/2016	Shell U.K Oil Products Ltd	DDR276	68.89		3628 Fuel
15/04/2016	TRDC	DDR275	307.47		Rates
20/04/2016	British Telecom PLC	DDR277	43.16		3619 BT Business Bill
27/04/2016	British Telecom PLC	DDR278	88.84		3620 01923 710250
28/04/2016	Peninsula Business Services Lt	DDR279	264.00		PROFORMAAPR16/3648/Peninsula B
28/04/2016	DVLA	CP35	230.00		1151474058971617/3644/DVLA
29/04/2016	Shell U.K Oil Products Ltd	DDR280	2.40		3632 Fuel
29/04/2016	Safety Tec	CP36	4,409.55		14627/3645/PO1462/Safety Tec
30/04/2016	Croxley Green Society	103783	5,500.00		29MAR2016/3616/Croxley Green S
30/04/2016	Croxley Green Community Associ	103784	8,988.00		010416/3614/Croxley Green Comm
30/04/2016	Redacted	103785	1,135.75		01APR2016/3615/Essential User
30/04/2016	Watford Borough Council	103786	8,050.95		Pensions Apr 2016
30/04/2016	SurveyMonkey Europe	CP37	299.00		26450155/3646/SurveyMonkey Eur
30/04/2016	Arco Ltd	103787	20.38		3618 Barrier / Zebra tape
30/04/2016	Chambers Goodwin & Partners	103788	900.00		3635 NP Stage 2
30/04/2016	CPRE	103789	36.00		3623 Subscriptions
30/04/2016	BWT UK Limited	103790	86.90		3621 Water
30/04/2016	DCK Beavers Limited	103791	1,008.72		3629 Year End Accounts
30/04/2016	Desi Coaches Ltd	103792	650.00		3636 Friday Bus April 2016
30/04/2016	HAPTC	103793	1,632.64		3625 Subscriptions
30/04/2016	Harris-Mayes Country Cars	103794	617.04		3634 MoT and Service
30/04/2016	JRB Enterprise Ltd	103795	314.64		3630 30,000 Dog waste bags
30/04/2016	Redacted	103796	17.46		MAY2016/3649/Expenses May 2016
30/04/2016	Lyreco UK Ltd	103797	218.68		3637 pens batteries books soap
30/04/2016	NFU Mutual	103798	1,603.14		3631 Vehicle Insurance
30/04/2016	Open Spaces Society	103799	45.00		3627 Subscriptions
30/04/2016	Redacted	103800	26.20		3626 Expenses May 2016
30/04/2016	SuperClean Commercial Limited	103801	134.40		3638 Office cleaning
30/04/2016	TBS Hygiene Limited	103802	1,013.76		3633 Dog waste service March

Total Payments	<u>39,377.63</u>
-----------------------	------------------

Signed:



Signed:



Date:

19/5/16



At : 11:09

Santander Business Account

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2016	Sirens Driving Academy Ltd	103803	655.00		3650 Trailer training JT
31/05/2016	Watford Borough Council	103804	9,508.00		3651 Pensions
31/05/2016	Arco Ltd	103805	232.82		3652 Boots, trousers, tops
31/05/2016	Trade UK (6331640008774572)	103806	30.57		3654 Hammer, gloves, glasses
31/05/2016	Canon (UK) Ltd	103807	162.16		3656 Photocopier
31/05/2016	New Road Service Station	103808	171.84		3657 New tyre
31/05/2016	Zurich Insurance Company	103809	3,898.88		3660 Insurance

Total Payments	<u>14,659.27</u>
-----------------------	------------------

Signed:



Signed:



Date:

19/5/2016

