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Community Way  
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MINUTES OF A MEETING OF THE  
**FINANCE AND ADMINISTRATION COMMITTEE**  
HELD Online using ZOOM secure video conference  
ON THURSDAY 29 OCTOBER 2020 at 8:00 PM

Present: Cllr Gallagher – In the Chair  
Ryan Bennett – Clerk to the Council  
Amanda Gardiner - Administrative Officer  
James Townley – Grounds Maintenance Manager  
Anthony Bassenger - Ranger

Present: Cllrs Benner, Cole, Mitchell, Montague and Walker

Voting Members: 6

In Attendance: Cllr Wallington

Members of the Public: 2

**FA1531/20** **Apologies for Absence**

Apologies were received from Cllrs Kyriakou and Tobin.

**FA1532/20** **Declaration of Interests**

Members were invited to declare interests as appropriate during the course of the meeting.

*[At this point the Chairman lost connection to the Zoom meeting. Vice-Chairman, Cllr Cole, chaired the meeting between 8:02-8:15 pm.]*

**FA1533/20** **Representations from the Public**

A representative from All Saints Church spoke about their grant application (FA1536/20) for £4,400 towards the total cost of replacing all windows in the Church Hall.

*[Under Standing Order 13.1.15 the meeting was temporarily suspended between 8:08 - 8:19]*

**FA1534/20** **Minutes**

The Minutes under review for this meeting were those of Thursday 17 September 2020.

**Resolved:**

- That the Minutes of the meeting held on Thursday 17 September 2020 are approved and signed by the Chairman.

**FA1535/20** **Matters Arising**

There were no matters arising.

FA1536/20

**Grant Application from All Saints' Church**

Members discussed a previous grant given to All Saints' Church in 2018 towards the cost of WW1 memorial glass doors. Members discussed alternative funding avenues available to the Church and commended All Saints' for selecting a local Croxley business to fit the replacement windows.

A recorded vote was requested:

<b>Against</b>	<b>For</b>
Cllr Cole Cllr Walker	Cllr Mitchell

Cllrs Montague, Benner and Gallagher did not state a preference either for or against the proposal.

**Resolved:**

- That the grant application from All Saint's Church of £4,400 be refused.

FA1537/20

**Monthly Accounts**

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

**Month 5 (August)**

The Clerk gave a verbal update on Month 5 accounts that had been shared with Councillors before the meeting. Month 5 accounts had been corrected to show money transferred to Earmarked Reserves did not appear as expenditure on corresponding budget lines.

**Month 6 (September)**

1080/101 – Miscellaneous Income (£10,000) Business Rates Relief Grant from TRDC.

4010/101 – Misc. Staff Costs (£109) Quarterly invoice from payroll provider.

4020/101 – Misc. Establishment Costs (£117) replacement doormat for the office.

4027/101 – Computer Software & IT (£340) – cost of new hard drive for one office computer and monthly charges for Microsoft, Google and Zoom.

4605/22 – Events – Christmas Lights (£5,558) – cost of hire of Christmas lights and installation.

4610/211 – Events – Fireworks on Green (£250) – refundable deposit for barrier hire for the New Year's Eve Fireworks.

4618/211 – Events – Dog Show (£45) – cost of rosettes for virtual Dog Show.

**Resolved:**

- That the Management Accounts for Month 5 (August) and Month 6 (September) be approved and signed by the Chairman.

FA1538/20

**School's Community Challenge**

Cllr Benner introduced the topic of the School's Community Challenge. The aim of the challenge is to engage with all 6 schools in Croxley Green to generate ideas on how to keep Croxley Green special and enhance the wellbeing of our residents. The best ideas will be allocated funding to enable the community idea to be implemented.

Members agreed that the School's Community Challenge is a great way to engage with schools and generate ideas that will benefit the whole community. The pitch needs to be carefully explained to each school.

Members requested that recommendation 1. is amended to “provide a total of £6,000” which can be allocated on a sliding scale to each school dependent on the financial needs to implement an idea.

**Resolved:**

- To amend recommendation 1. to add “a total of” and to remove “(£1k per school)”
- To provide up to a total of £6,000 to local schools to run a ‘Dragon’s Den’ style challenge and implement their initiative to enhance Croxley Green.
- To provide prizes such as book tokens for the students up to £600 total (£100 per school depending on whether an idea was presented by a group or individual).

**FA1539/20**      **Vehicle Replacement**

Following an extensive discussion of the merits of different vehicle and procurement options it was agreed that further investigation is required before a decision can be reached.

**Resolved:**

- The decision was deferred to the F&A Meeting on 17<sup>th</sup> December 2020

**FA1540/20**      **Council Website Replacement – Working Group**

The Clerk gave a verbal report on the creation of a working group to look into replacing the Council website. A paper will be presented at the Council meeting on 26 November 2020.

**FA1541/20**      **Hertfordshire Local Government Forum**

The Clerk gave a verbal update on the proposals for local government reform in Hertfordshire. Parish Clerks in Hertfordshire are working with HAPTC to understand the impact to Parish Councils.

**FA1542/20**      **Budget 2021/22**

The Clerk updated Members on the annual budget proposals for the financial year 1 April 2021 to 31 March 2022 and referred to the Budget Schedule CGPC 2021-22 Budget Draft v1 that had been circulated to all Councillors.

*[Under Standing Order 13.1.10 the following items were added to the Agenda]*

**FA1543/20**      **Watford & Three Rivers Trust Community Engagement Forum**

The Clerk introduced the topic of the Watford & Three Rivers Trust Community Engagement Forum and informed Members that a volunteer is needed to represent Council at the next meeting on 4<sup>th</sup> December 2020.

**Resolved:**

- That the committee nominates Cllr Gallagher to attend the forum on behalf of Council on 4<sup>th</sup> December 2020.

**FA1544/20**      **COVID Working Group Update**

Cllr Mitchell gave a verbal update on the activities of the COVID Working Group. The aim of the working group is to raise morale, lift spirits and help vulnerable people in Croxley Green. An article will be published in My Croxley November edition to ask residents for ideas of how we can help.

*[Cllr Benner left the meeting at 9:58 pm]*

**FA1545/20**      **Closure**

There being no further business the Chairman closed the meeting at 10.06 pm