

# HUGHENDEN PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE

Meeting to be held in the Council Offices on Tuesday 31<sup>st</sup> January 2012 commencing at 8pm

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**Committee Membership:-**

Cllr P Conran (Chairman)	Cllr I Guy
Cllr R Beavil	Cllr A Konieczny
Cllr N Morris	Cllr L Smith
Cllr E Furness	Cllr B Swain
Cllr R Gould	

**To: All Committee Members,**  
YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS FOLLOWS.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Members' Interests in Items on the Agenda**  
(Under the Local Government Act 2000 and Code of Conduct, all members are required to register and declare personal and prejudicial interests as well as any gifts or hospitality received. This requirement applies to elected and co-opted members.)
3. **Minutes of the previous meeting held on 27th November 2011**
4. **Matters Arising**
5. **Clerks Finance Report**
6. **Requests for loans/grants**
  - a) Request from Great Kingshill Village Hall for grant for boiler replacement £1000
  - b) Request from Naphill Village Hall for insulation and new hot water cylinder £5000
7. **Correspondence**
  - a) Request for grant from Naphill Village Hall (as considered under Item 6)
8. **Other Matters**
  - a) **Proposed changes to Standing Orders**  
Changes as recommended by Standing Order Working Party
  - b) **Proposal for second external noticeboard**  
In order to increase the capacity of HPC to display community and other public services notices. The cost would be £250 incl installation to allow for an additional 12 A4 notices

- c) **Scheduling and undertaking of Staff Appraisals 2012**  
Proposal that Cllr Conran and Konieczny carry out a staff appraisal of the Clerk in March 2012 which will also mark the end of the Clerks probation period
- d) **Consideration of 2012/13 staff salaries**  
Review of staff salaries for a recommendation to Full Council in March 2012
- e) **Consideration of Road Safety issues**  
There are currently several road safety matters to be discussed including the funding of VAS units.
- f) **Online Banking Procedures**  
Consideration of the current use of online banking
- g) **Allotments for the Labouring Poor**  
A review of current position with the Allotments for the Labouring Poor charity and proposals for 'next steps'
- h) Proposal to discuss 'Tender Specifications' as a Confidential Item as the publicity of this would be prejudicial to the public interest by reason of commercial sensitivity

9. **Urgent Matters by permission of the Chairman**

10. **Confidential Items.**

In certain circumstances it may become necessary for the public and press to be excluded at this point in the meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 and is in view of the confidential nature of the business to be transacted.

Discussions may only be held in 'Confidential Items' after a proposal is made in the meeting and a majority of Councillors present agree to this by a show of hands.

11. **Date of the Next Meeting.**

The next meeting is scheduled for Tuesday 24<sup>th</sup> April 2012.

*Charlotte Watts*

Charlotte Watts - Clerk of the Council  
24/1/2012