

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 3rd November 2009 commencing at 8pm

UNCONFIRMED

Present:-

Cllr A M Konieczny (Chairman)	Cllr R F Gould
Cllr A M Andrew	Cllr D G Jarman
Cllr D L Davies	Cllr J E Rogers
Cllr M E Ewart	Cllr J I Sole
Cllr J A Gibbs	Clerk: Mrs L M Turner

There were no members of the public present.

- Apologies for Absence.** Cllr Morris & Cllr Whitehouse.
Cllr Andrew had sent apologies that she would be arriving late.
- Declarations of Members' Interests in Items on the Agenda.**
09FA27 – Cllr Konieczny declared an interest in the item on grants for Hughenden Valley Village Hall, as he is an officer of that organisation. Cllr Rogers declared an interest in any items on the maintenance of the Garden of Rest.
- Minutes of the previous meeting held on Tuesday 7th July 2009.**
09FA28 – These were **RESOLVED** as a true record of those meetings and signed by the Chairman.
- Matters Arising.**
There were no matters arising.
- Requests for loans/grants.**
09FA29 – Hughenden Valley Village Hall – request for grant for replacement boiler and associated building works. Cllr Konieczny declared an interest in this item and took no part in the discussion or decision. For this item, the Council Chairman, Cllr Ewart took the Chair. There followed a discussion on this item and it was then **RESOLVED** to **RECOMMEND** to full Council that a grant of £2,246 be made upon completion of this work. It was **NOTED** that the Clerk will remind the village hall committee that retrospective applications will not normally be considered and it was further **AGREED** to consider all the rules for awarding grants at the January Finance Committee meeting.
09FA30 – Hughenden Valley Village Hall – request for grant for replacement kitchen. Cllr Konieczny declared an interest in this item also and Cllr Ewart remained in the Chair. As final figures were not available for the total cost it was **RESOLVED** to **RECOMMEND** to full Council that a grant of £5,000 be made, in principle, subject to confirmation of quotations. This will be made out of the 2009/10 financial year.
Cllr Konieczny then resumed the Chair and continued with the meeting.
09FA31 – Great Kingshill Village Hall – request for grant for heating system changes. There was some discussion about the 'piece-meal' method of these continual small applications and it was **AGREED** to consider this aspect in the consideration of the rules, previously mentioned. After a short discussion, it was **RESOLVED** to **RECOMMEND** to full Council that a grant of £59 be made upon completion of this work.
- Review of quarterly figures to 20th October 2009.**
09FA32 – The Clerk had issued a copy of the quarterly figures and there were questions on the following:-
 - publications – the extra cost is due to the purchase of 2 x Charles Arnold Baker books at £111.20;
 - equipment storage – it was **NOTED** that most of the machinery has now been sold/donated and although some of the small items can be stored at the garden of rest building, the larger items, such as fencing materials, still require a larger space. It is possible that there may be the possibility of more space in the garage on the recreation ground;
 - postage – it was **NOTED** that the overall cost of stamps has increased and that larger amounts were due for the planning applications in particular as well as having 211 allotment tenants, (an increase of nearly 20%) which contributes to the increases in cost;

- d) allotments – the Clerk notified members that there had been further clearance work required on a couple of plots and informed them that there will be further costs involved in the clearance work required at Louches Lane allotments, which will be carried out over the next few weeks;
- e) contractors – tree work – it was **NOTED** that there had been increasing work required in various locations for tree work and this does have to be completed by specialists, as there are safety implications;
- f) garden of rest – general maintenance – it was **NOTED** that this includes £585 for the clearance work and £305 for the skip required to remove the rubbish. This work entailed removing the rubbish that had been stored for some time at the back meadow and this had been on the schedule for a number of years;
- g) contractors – service provision – Cllr Davies informed members that this included £1,175 for clearance work at Four Ashes field, which had been on the schedule for a couple of years; Cllr Konieczny mentioned Hughenden Valley Village Hall using Community Service Order people for some of their clearance work and this was discussed but Cllr Ewart reminded members that this had been considered before and the work was unsuitable for this function.
- h) expenses – it was **NOTED** that this includes £600 for printing/computer allowances and this must be borne in mind when setting the precept for 2010/11;
- i) website – the Clerk informed members of the extra costs that had been incurred due to changes required in the website. It was **NOTED** that a working party meeting will be scheduled before the end of the year to consider this issue.

The accounts figures for the period to 20th October 2009 were then accepted.

7. **Correspondence.**

None received.

8. **Other Matters.**

09FA33 – Consideration of changes to computer hardware. This was discussed in some detail and it was **AGREED** that Cllr Konieczny, Cllr Jarman, the Clerk and Clerical Assistant would meet with a couple of providers and bring suggestions to a future Finance meeting for consideration.

09FA34 – Consideration of implementation of 'Emergency Planning' document. The Clerk had provided papers on this matter and then informed members of some information from the Emergency Planning Officer at WDC. It was **AGREED** that the Clerk would discuss this issue further with the WDC officer and bring further suggestions to a future Finance meeting for consideration.

For the following items, the public and press were excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted. The meeting closed at 9.15pm.

09FA35 – Consideration of NALC recommendations for salary and holiday changes for staff. The Clerk had provided detailed information for members and, after some discussion, it was **RESOLVED** to **RECOMMEND** to full Council that the NALC and percentage changes be implemented for the Clerk and Clerical Assistant and that the recommended increase of one days' holiday (pro-rata) per year be implemented for the Clerical Assistant.

The meeting re-opened at 9.25pm.

9. **Items for/from Strategy/Action Plan.**

No items outstanding.

It was **NOTED** that a Strategy working party meeting would be scheduled to meet in November.

10. **Urgent Matters by Permission of the Chairman.**

None.

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

The next meeting is scheduled for Tuesday 24th November 2009 to consider the precept.

There being no further business, the meeting closed at 9.27pm.

Signed:

Date: