

# HUGHENDEN PARISH COUNCIL

## FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 6th July 2010

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### UNCONFIRMED

**Present:-**

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

Cllr Crawshaw and Cllr Sole attended as members of the public and took no part in the voting. There were three other members of the public present.

- Apologies for Absence.** Cllr Konieczny.  
Cllr Andrew had sent apologies that she would be arriving late.
- Election of Chairman.**  
**10FA15** – As Chairman of the Council, Cllr Ewart took the Chair and asked for nominations for Chairman of the Finance & Administration Committee for the coming year. Cllr Gibbs proposed Cllr Whitehouse and this was seconded by Cllr Jarman. There were no other nominations and it was **UNANIMOUSLY RESOLVED** that Cllr Whitehouse be elected as Chairman for the coming year. Cllr Whitehouse then took the Chair and thanked everyone for their vote.
- Declarations of Members' Interests in Items on the Agenda.**  
**10FA16** – Cllr Whitehouse and Cllr Ewart declared an interest in the item on a donation for Friends of Naphill Common, as they belong to that organisation and Cllr Whitehouse declared an interest in the item on annual grants to local organisations, as she is the editor of the Naphill Gazette.
- Minutes of the previous meeting held on Tuesday 27th April 2010.**  
**10FA17** – These were **RESOLVED** as a true record of the meeting and signed by the Chairman.
- Matters Arising.**  
**10FA18** – 10FA08 – Consideration of paying off the loan on the office building. The Clerk had obtained information on the cost of paying the loan off early and some discussion followed. As it was considered not cost effective, due to the necessity of increasing next year's precept to repay the amount held in reserves, it was **UNANIMOUSLY RESOLVED** to continue with the loan repayments.  
**10FA19** – 10FA10 - Request for donation from Community Impact Bucks. The Clerk confirmed that this request had been for a specific project (not specifically applicable to Parish Councils) and not connected to the annual subscription, which had been paid in November 2009. This was **NOTED**.
- Requests for loans/grants.**  
**10FA20** – Consideration of annual grants to local organisations. There was a short discussion, where the value of each of these organisations was recognised and it was then **RESOLVED** to **RECOMMEND** to full Council that the grants remain as in 2009, as follows:-  
For magazines/newsletters:-

Great Kingshill Res Assn	£ 385	Hughenden Valley Res Assn	£ 385
Naphill & Walters Ash Gazette	£ 385	Speen & North Dean News	£ 385
Widmer End Res Assn	£ 385		

  
For hall - Great Kingshill Village Hall £ 500  
For hall and playing field:-

Hughenden Valley Village Hall	£ 840	Naphill Village Hall	£ 840
North Dean Village Hall	£ 840	Widmer End Village Hall	£ 840

  
For ground maintenance:-

Hughenden Valley Boys Football Club	£ 685	Great Kingshill Cricket Club	£ 785
		Widmer End Junior Football Club	£ 685

  
Cllr Whitehouse declared an interest in the grants for newsletters and took no part in this decision.
- Review of quarterly figures for accounts to 31st March 2011.**  
**10FA21** – The Clerk had issued a copy of the quarterly accounts to 31st March 2010 and these were discussed briefly. Cllr Gould asked about the 'service provision' still being available and the Clerk confirmed this was due to work being completed at differing times of year and this was **NOTED**.

8. **Correspondence.**  
**10FA22** – HM Revenue & Customs – The Clerk clarified information on the dispensation regarding allowances for use of members’ personal computer equipment etc and confirmed that where receipts exist, a copy can be provided to the Clerk for the Council records. This was **NOTED**.  
**10FA23** – Request for donation from Friends of Naphill Common for equipment for path clearance and associated safety equipment. After some discussion, it was **RESOLVED** to **RECOMMEND** to full Council that a donation of £100 be made.  
Cllr Andrew arrived during the above item at 8.25pm.  
**10FA24** – Thames Valley & Chiltern Air Ambulance Trust – request for donation. Some discussion followed and, as this is a national organisation, which may set a precedent, it was **UNANIMOUSLY RESOLVED** not to make a donation to this organisation.  
**10FA25** – Chiltern Society - Request for annual subscription. It was **RESOLVED** to **RECOMMEND** to full Council that the annual subscription of £25 be paid.
9. **Other Matters.**  
**10FA26** – Consideration of purchase of replacement telephones for office. The Clerk gave information about the current telephone system. She had confirmed that it is not the line, merely the equipment which is failing. After a short discussion it was then **RESOLVED** to **RECOMMEND** to full Council to purchase two new telephones including an answering machine at a cost of no more than £80 net.  
**10FA27** – Consideration of use and/or publication of personal email addresses. This was discussed in some detail and it was **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that personal email addresses would not be made public by the Clerk or Clerical Assistant and that the ‘blind copy’ function would continue to be used. It was **NOTED** that a Code of Conduct for emails would be investigated at a future meeting.  
**10FA28** – Consideration of the cost of Clerk’s time taken to respond to queries. Cllr Gould spoke about the increasing difficulties which were being experienced in the time taken in responding to emails and the cost involved, not just financial, but also in other jobs not being able to be completed. After some discussion it was **UNANIMOUSLY RESOLVED** that the Clerk would instigate the sending of an automatic response, where appropriate, indicating that it may take up to 28 days to respond.  
**10FA29** – Consideration of the process followed for minuting of meetings, with particular regard to public speaking items. The Clerk gave information on this item and some discussion followed. It was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that public speaking items be kept to a record of the person speaking and the subject matter raised. This would prevent ‘paraphrasing’ which could be open to misinterpretation. It was **FURTHER RESOLVED** to continue to place ‘unconfirmed’ minutes on the Council’s website as it is important to have these available as soon as possible, particularly as amendments are rare and usually minor.  
**10FA30** – Consideration of the latest draft of housing needs survey questions. Cllr Gould spoke to this item and asked if drafts, in future, could be numbered, as this would make identification of the latest draft easier. One or two further amendments were **AGREED** and these amendments will be issued with the agenda for the July Council meeting, for consideration. Cllr Ewart then stated that, at the recent NWCLAF meeting, it had been mentioned that there was a possibility that a small number of Councillors may be able to be involved with the data collection from the forthcoming survey, although data protection legalities will have to be addressed. It was **AGREED** that the Clerk would ascertain if this would be possible and bring available information to the July Council meeting.
10. **Items for/from Strategy/Action Plan.** No items outstanding.
11. **Urgent Matters by Permission of the Chairman.**  
**As there was a personal urgent item that had arisen, the public and press were excluded from the meeting for the following item, 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 9.21pm and the members of the public left the meeting.  
**10FA31** – The Clerk informed members of various pieces of written information that had been issued in the Parish, some of which was of a personal nature to certain members. This was discussed in some detail and **NOTED**.  
The meeting was re-opened at 9.44pm.
12. **Date of the Next Meeting.**  
The next meeting is scheduled for Tuesday 2nd November 2010.  
  
There being no further business, the meeting closed at 9.45pm.

Signed: .....

Date: .....