

# HUGHENDEN PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 26th January 2010

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## UNCONFIRMED

**Present:-**

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

There were no members of the public present.

- Apologies for Absence.** None.  
Cllr Andrew had sent apologies that she would be arriving late.
- Declarations of Members' Interests in Items on the Agenda.** None.
- Minutes of the previous meetings held on Tuesday 3rd November & 24th November 2009.**  
**10FA01** – 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.**  
There were no outstanding requests.
- Review of quarterly accounts figures to 31st December 2009.**  
**10FA02** – The Clerk had issued a copy of the quarterly figures and there were questions on the following:-
  - interest on investments – this is still low as the National Savings Account does not have interest added until January – this had been applied for;
  - office equipment – this is low, as the annual maintenance contract for the copier/printer still has to be allocated;
  - allotments – this is higher than expected as there had been some unexpected clearance work required at Louches Lane allotments, which amounted to £900. The Clerk notified members that the water rates for the allotments for the year are in excess of £980 and it was **AGREED** to refer this to Services Committee for consideration;
  - Garden of Rest – building maintenance – it was **NOTED** that there had been no requirement for work during the last season, but this will be addressed during the coming year;
  - grants – it was **NOTED** that major grants has not been used yet, although there are some outstanding claims not yet received for this financial year;
  - tree work – the Clerk reminded members that much more tree work had been done in the whole area this year and there was more to come at Cockshoot Wood and Little Burnham wood – although grants may be available for these to offset costs;
  - traffic calming – the Clerk informed members that this category had been set aside in the millennium year to include joint funding for the village 'gates' – this money was still set aside and there are still gates to be placed, which is why the category remains in the accounts list; the Clerk was asked to check what the £420 had been used for.
  - sundries – the Clerk informed members that the extra costs incurred were due to the signwriting changes required on the Chairman's board and this was **NOTED**.

It was **AGREED** that, at all quarterly meetings in future, the Clerk would also provide information on items where resolutions had been passed to spend money but they hadn't yet been paid and any other 'commitments' to be taken into account.

The accounts figures for the period to 31st December 2009 were then accepted.  
Cllr Andrew arrived during this item at 8.20pm.

**10FA03** – Information on revised budget categories in line with the new accounts package. The Clerk had issued a further document to assist with understanding the cost centres and nominal categories to be used. A lengthy discussion followed and it was **AGREED** that the Clerk would make further changes to the open spaces category to make the areas of land etc into cost centres, for clarity. Cllr Jarman asked if the maintenance carried out on the computers had helped and the Clerk advised that there is no apparent difference. He stated he would carry out further work to ‘clear up’ the hard drives to see if this would help.

7. **Correspondence.**

**10FA04** – Coombe Hill Monument Appeal – request for donation towards repair work for monument. The Clerk gave information on the problems and the work required. After some discussion, it was **RESOLVED** to **RECOMMEND** to full Council that a donation of £250 be made to this appeal.

8. **Other Matters.**

**10FA05** – Consideration of information from NALC on changes to method of making payments. The Clerk gave information to members about the possibility of changes to procedure to allow for automated payments to be made in future. This was discussed in some detail and it was **AGREED** that the Clerk would bring further information to Council as and when it is received.

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

No items outstanding.

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

None.

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

The next meeting is scheduled for Tuesday 27th April 2010.

There being no further business, the meeting closed at 8.50pm.

Signed: .....

Date: .....