

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 27th April 2010

UNCONFIRMED

Present:-

Cllr A M Konieczny (Chairman)	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
Cllr D G Jarman	

There were no members of the public present.

- Apologies for Absence.** Cllr Andrew.
Cllr Whitehouse had sent apologies that she would be arriving late.
- Declarations of Members' Interests in Items on the Agenda.** None.
- Minutes of the previous meeting held on Tuesday 26th January 2010.**
10FA06 – These were **RESOLVED** as a true record of the meeting and signed by the Chairman.
- Matters Arising.**
There were no matters arising.
- Requests for loans/grants.**
10FA07 – Consideration of rules with regard to awarding grants. The current rules were discussed in detail and slightly adjusted. It was then **RESOLVED** to **RECOMMEND** to full Council that the regulations be confirmed as follows:-
 - ❖ All grant or loan applications must be on the application form provided by the Clerk.
 - ❖ Any intention to apply for grants or loans must normally be submitted by September for the following financial year.
 - ❖ Applications for wear and tear will not normally be considered.
 - ❖ Small grants of up to £1,000 may be applied for at any of the Finance and Administration Committee meetings.
 - ❖ The Council will grant aid up to 20% of the total project to a maximum grant of £5,000.
 - ❖ When considering a grant, the Parish Council may take into account estimated self-help costs as part of the overall anticipated expenditure.
 - ❖ Loans can be applied for to a maximum of seven years.
 - ❖ The interest repayment in years 1 & 2 will be ¼ the average base rate; years 3 and 4 will be ½ the average base rate and years 5, 6 and 7 will be at the average base rate as supplied by the Council's bankers.
 - ❖ Payment of grants and loans will only be made upon completion of the project.
 - ❖ Applicants will have the opportunity to attend the Finance & Administration Committee meeting, at which the application is to be considered, and they may speak and answer questions from the Members at that time. **If you wish to speak to the application you must inform the Clerk in advance of the meeting.**Cllr Whitehouse arrived during the above item at 8.15pm.
- Review of year end accounts figures to 31st March 2010.**
10FA08 – The Clerk had issued a copy of the end of year accounts to be presented for audit and these were discussed in detail. Cllr Ewart thanked the Clerk for the explanation of variances information she had supplied, which had been very useful. A vote of thanks was given to the Clerk for all her hard work in the preparation of the accounts. A slight alteration was made to grants and donations received and a query on Vat was clarified. The Chairman asked members to consider the benefit of paying off the loan on the office building and it was **AGREED** that the Clerk would bring further information to the July Finance meeting. The amended accounts will be attached to these minutes. It was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that the un-audited accounts be accepted by the May meeting of the Parish Council and presented to the Annual Parish Meeting on 25th May 2010, to be held at North Dean Village Hall at 8pm.
- Correspondence.**
10FA09 – HM Revenue & Customs – The Clerk gave information of the dispensation received from HMRC with regard to the payment of computer/printing allowances. As there was still some ambiguity, it was **AGREED** that the Clerk would research further with BALC and BCC.

10FA10 – Request for donation from Community Impact Bucks – The Clerk gave information that the annual donation for Bucks Community Action had only been made in November 2009. It was therefore **AGREED** that the Clerk contact CIB to clarify this matter for their information.

8. **Other Matters.**

10FA11 – Consideration process for setting of fees for burials and allotments. Cllr Konieczny spoke to this item, which had been deferred from a previous Council meeting. This was with regard to the financial process for income as connected to the setting of the precept. A lengthy discussion followed after which it was **RESOLVED** not to change the current practice of the fees being proposed from the Services Committee.

Cllr Morris left the meeting at the end of this item.

10FA12 – Clarification of Clerk's and Councillors' roles and responsibilities. The Clerk had provided information to members and this was discussed briefly. Information on making statements in public was clarified. Particular points to remember were that Councillors make collective decisions and they represent the whole Parish electorate, not just those who vote for them. This was **NOTED**.

10FA13 – Consideration of current complaints procedure. The Clerk had provided the current policy, confirmed in 2003 and it was agreed that this needed to be updated. It was **AGREED** that the Clerk would ask BALC if there was a model procedure that could be adapted for Parish Council use. Proposals will be brought to the May Council meeting, if available in time.

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

No items outstanding.

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

10FA14 – The Clerk had received a copy of the Chairman's Welcome from the Hughenden Valley Residents Association newsletter in which certain statements were made about the Parish Council, its Councillors and its processes. The Chairman wanted to speak to this item, so it was **AGREED** that the Chairman of the Council take the Chair for this item only. A discussion then followed on the best course of action to be taken and it was then **RESOLVED** to **RECOMMEND** to full Council that a letter be sent to the HVRA Chairman and that this be delivered by an outside body to all households within the Parish who receive the newsletter, as well as being put on the HPC website for information. It was **NOTED** that a draft of the letter will be prepared and issued with the agenda for the May Council meeting for clarification.

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

The next meeting is scheduled for Tuesday 6th July 2010.

There being no further business, the meeting closed at 10.10pm.

Signed:

Date: