

# HUGHENDEN PARISH COUNCIL

## FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices  
on Tuesday 24th April 2007 at 8pm

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### UNCONFIRMED

**Present:-**

Cllr M E Ewart (Chairman)	Cllr D G Jarman
Cllr A M Andrew	Cllr J C McGee
Cllr D L Davies	Cllr C S Morley
Cllr T W Dean	Cllr L O'Malley
Cllr R F Gould	Cllr J E Rogers
Cllr J N Harris	Clerk: Mrs L M Turner

There were no members of the public present.

- Apologies for Absence.** Cllr Bond.
- Declarations of Interest in Items on the Agenda.**  
None.
- Minutes of the previous meetings.**  
**07FA17** – These were proposed by Cllr Rogers, seconded by Cllr McGee, **RESOLVED** as a true record of that meeting and duly signed by the Chairman.
- Matters Arising.**  
There were no matters arising.
- Requests for loans/grants.**  
None.
- Review of Year End figures for accounts for the financial year 2006/07.**  
**07FA18** – The Clerk presented the end of year accounts to be presented for audit and these were discussed in some detail and queries were raised and answered on burial fees and the non-turf pitch at Great Kingshill recreation ground. 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 24th May 2007, to be held at Hughenden Valley Village Hall, at 8pm.  
Cllr Gould then asked for a vote of thanks to the Clerk for her presentation of the accounts, which are always easy to follow and understand. This was **RESOLVED**.
- Correspondence.**  
**07FA19** – TVF – Costs for supply and maintenance of fire safety equipment. The Clerk presented information from the current supplier to update and upgrade the fire safety equipment in the office. It was **AGREED** that she should obtain a further quote from another reputable company and proceed with the replacement as soon as possible.  
**07FA20** – Geoff Weir – offer to act as internal auditor for 2006/07 accounts. This was **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council.
- Other Matters.**  
**07FA21** – Consideration of co-option process to be followed in relation to vacancies. The Clerk asked for direction for advertising the vacancies which will be on the Council after the election on 3rd May. It was **AGREED** that the Clerk would place notices in the Hughenden Valley and Naphill wards and the Community News column in the Bucks Free Press, asking for interested parties to write in. A preliminary interview date of Tuesday 15th May 2007, starting at 7pm, was scheduled.  
**07FA22** – Risk Assessments. The Clerk informed members that these are nearly ready for adoption and it was **AGREED** that these would be sent to working party members for agreement. It was **FURTHER AGREED** that the Clerk ask the Local Association if they have any generic ones for Local Councils, which can be adapted.

**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 8.46pm.**

**07FA23** – Further consideration of pension arrangements for staff. Cllr Ewart stated that she had asked for this to be brought back, as information should have been available from 1st April on the changes to legislation. However, this information was not yet available and it was **AGREED** that this would be brought to the next available meeting once the information is provided.

**07FA24** – Update on amended contracts for staff. The contracts for staff were discussed and it was **NOTED** that, as well as changes to the grievance/disciplinary procedures, there were also updates from NALC. It was **UNANIMOUSLY RESOLVED** that these would be adapted and copies made available to all members for discussion and approval at the May Council meeting.

**07FA25** – Update on Clerk's working hours. Cllr Ewart had stated that she had asked the Clerk to keep a separate diary annotating her hours and this had been done. It was **RESOLVED** that the Office Working Party, to consist of the Chairman of the Council, the Vice-Chairman and the Chairmen of Services and Planning, as well as Cllr Gould, should meet again to consider the implications of the recent pattern of hours worked.

The meeting was re-opened at 9.07pm.

9. **Items for Action Plan.**

**07FA26** – Land at Widmer End to be offered for sale by Wimpeys. Cllr Davies stated that he and Cllrs Guy and Rogers, with the Clerk, had been asked to meet with representatives of Hazlemere Parish Council in order to obtain further information about this sale and Hazlemere Parish Council's intentions in this regard. He asked for the Committees direction for this meeting, as the members had no specific remit. After some discussion, it was **AGREED** that the Councillors should attend the meeting, obtaining as much information as possible and bring this to the May Council meeting. The Clerk was asked to obtain a valuation of the land by the District Auditor, for information.

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

None.

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

The next meeting is scheduled for Tuesday 24th July 2007.

There being no further business, the meeting closed at 9.20pm.

Signed: .....

Date: .....