

# HUGHENDEN PARISH COUNCIL

## FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices  
on Tuesday 22nd January 2008 at 8pm

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### UNCONFIRMED

**Present:-**

Cllr M E Ewart (Chairman)	Cllr H L McCarthy
Cllr A M Andrew	Cllr L O'Malley
Cllr P H Crawshaw	Cllr J E Rogers
Cllr D L Davies	Cllr L J Smith
Cllr R F Gould	Cllr J A Whitehouse
Cllr D G Jarman	Clerk: Mrs L M Turner
Cllr A M Konieczny	

There were no members of the public present.

1. **Apologies for Absence.** None.
2. **Declarations of Interest in Items on the Agenda.** None.
3. **Minutes of the previous meetings held on Tuesday 30th October & 27th November 2007.**  
**08FA01** – These were **RESOLVED** as a true record of that meeting and duly signed by the Chairman.
4. **Matters Arising.**  
There were no matters arising.
5. **Requests for loans/grants.**  
**08FA02** – Widmer End Village Hall – request for grant towards replacement chairs. This was discussed in some detail and it was **RESOLVED** to **RECOMMEND** to full Council that a grant of £600 be made for the replacement of the chairs.
6. **Correspondence.**  
**08FA03** – 7555/08 – Geoff Weir – notice of availability to act as internal auditor for 2007/08 accounts. The Clerk gave information on Mr Weir, who has acted as internal auditor for the last few years and it was then **RESOLVED** to **RECOMMEND** to full Council that Mr Weir be appointed for a further year.  
**08FA04** – 7557/08 – Came & Co – information on new local council insurance provider. The Clerk gave information on this matter and after some discussion, it was **RESOLVED** that the Clerk contact the new company to make a comparison for insurance cover from May 2008.
7. **Other Matters.**  
**08FA05** – Consideration of purchase of 'A' frame or alternative sign for contractors' use. The Clerk gave information on the signs available and it was then **RESOLVED** to **RECOMMEND** to full Council that 3 pavement signs be purchased, as long as the total net cost is under £350.00.  
**08FA06** – Consideration of report from Cllr Jarman and Cllr Whitehouse on community forums. Cllr Whitehouse and Cllr Jarman were thanked for their work on the provision of the report, which was comprehensive. Cllr Whitehouse spoke on the matter and there was a lengthy discussion. It was then **RESOLVED** to **RECOMMEND** to full Council not to proceed with a forum at this time, as it was not considered to be of any benefit to the Council.  
**08FA07** – Consideration of renewal of website maintenance for 2008/09. The Clerk gave information on this matter and Cllr Whitehouse raised concerns on the cost of the provision. After some discussion, it was **RESOLVED** that Cllrs Jarman and Whitehouse meet with the Clerk to investigate the options available and report to the February meeting of the Council, if possible.  
**08FA08** – Update on Clerk's working hours. The Clerk informed members of the hours outstanding at present and answered questions on the difficulties of the office being closed and she indicated that there were still one or two occurrences, but that this appeared to be reducing. She confirmed that the work on the CILCA course is still proceeding slowly.

- 8. **Items for Action Plan.**  
None.

- 9. **Urgent Matters by Permission of the Chairman.**

**08FA09** – Cllr Davies reported that there had been a query on an ash tree on the boundary of the recreation ground at Great Kingshill, with regard to safety. He had attended a site visit with the Clerk and the tree surgeon and it was stated that there may be safety implications, particularly regarding the play area and the roadside. It was RESOLVED to **RECOMMEND** to full Council that the tree be crown reduced by about 25% at a cost of £350.00 net.

- 10. **Date of the Next Meeting.**

The next meeting is scheduled for Tuesday 29th April 2008.

There being no further business, the meeting closed at 9.10pm.

Signed: .....

Date: .....