

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

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

UNCONFIRMED

Present:-

Cllr M E Ewart (Chairman)	Cllr H L McCarthy
Cllr A M Andrew	Cllr L O'Malley
Cllr D L Davies	Cllr J E Rogers
Cllr J A Gibbs	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	

Cllr Morris attended as a member of the public.
There were no other members of the public present.

- Apologies for Absence.** None.
- Election of Chairman.**
08FA19 - Cllr Rogers took the Chair, explained the process and proposed Cllr Ewart for the role of Chairman. This was seconded by Cllr Konieczny and there were no other nominations. It was then **RESOLVED** that Cllr Ewart be elected as Chairman for the coming year. Cllr Ewart then took the Chair and thanked everyone for their support.
- Declarations of Interest in Items on the Agenda.**
None.
- Minutes of the previous meetings held on Tuesday 29th April 2008.**
08FA20 – These were **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.**
08FA21 – Cllr Ewart reminded members that these grants were being considered at this meeting, so that they can be paid after the September Council meeting. After some discussion it was then **RESOLVED** to **RECOMMEND** to full Council the following grants to local organisations:-

Great Kingshill Residents Association - for magazine	£ 365
Hughenden Valley Residents Association - for magazine	£ 365
Naphill & Walter's Ash Gazette - for magazine	£ 365
Speen & North Dean News - for magazine	£ 365
Widmer End Residents Association - for magazine	£ 365
Great Kingshill Village Hall - for hall	£ 470
Hughenden Valley Village Hall - for hall and playing field	£ 800
Naphill Village Hall - for hall and playing field	£ 800
North Dean Village Hall - for hall and playing field	£ 800
Widmer End Village Hall - for hall and playing field	£ 800
Great Kingshill Cricket Club	£ 750
Hughenden Valley Boys Football Club	£ 650
Widmer End United Junior Football Club	£ 650

Cllrs McCarthy and Whitehouse declared an interest in the grants for newsletters and took no part in that decision. Cllr Davies declared an interest in the grant for Great Kingshill Cricket Club and took no part in that decision.

It was **NOTED** that the costs of insurance, heat and light are rising faster than previously, and would be an increasing drain on the resources of village halls.

7. **Review of quarterly figures for accounts to 31st March 2009.**
08FA22 – The Clerk had issued a copy of the quarterly figures and these were discussed in some detail. Cllr McCarthy asked if detailed explanations could be provided in future and after some discussion it was **AGREED** that this would not be done for the quarterly figures. Members were encouraged to consider the accounts carefully and to raise queries as they arose. Members were reminded that these papers are not issued to the public and explanations are given at the Annual Parish Meeting, particularly where there are variances.

8. **Correspondence.**
None received.

9. **Other Matters.**
08FA23 – Consideration of changes to standing orders, terms of reference for committees and financial regulations. Draft documents had been provided by the Clerk and some further amendments were made. It was then **RESOLVED** to **RECOMMEND** the amended drafts to full Council. Papers to be provided with these minutes. It was **NOTED** that these will be presented to the September meeting and then discussion deferred until the October meeting, when they will be formally considered.
08FA24 – Consideration of adoption of Child Protection policy. Papers had been provided through WDC and Cllr Ewart spoke to this item. It was **RESOLVED** that Cllrs Ewart, Konieczny and Whitehouse would look at the document and bring a report and recommendation to the September Council meeting.
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 9.40pm.
Cllr Morris left the meeting at this point.
08FA25 – Update on Clerk’s working hours. The Clerk informed members of her recent hours worked and hours owing and this was **NOTED**.
The meeting re-opened at 9.42pm.

10. **Items for Action Plan.**
No items outstanding.

11. **Urgent Matters by Permission of the Chairman.**
08FA26 – Consideration of payment of printing allowance for members. Cllr Ewart explained that this had been missed off the agenda and she had agreed to place it before the membership. There was a lengthy discussion and Cllr McCarthy gave information on the procedure followed at the District Council in this regard. It was then **RESOLVED** to **RECOMMEND** that an allowance of £40 towards the cost of ink be paid to each member for the 2008/09 financial year.

12. **Date of the Next Meeting.**
The next meeting is scheduled for Tuesday 28th October 2008.

There being no further business, the meeting closed at 9.55pm.

Signed:

Date: