

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

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

UNCONFIRMED

Present:-

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

There were no members of the public present.

1. **Apologies for Absence.** Cllr O'Malley.

2. **Election of Chairman.**

07FA27 - Cllr Rogers took the Chair, explained the process for the benefit of new Councillors and asked for nominations for Chairman of the Finance & Administration Committee for the coming year. Cllr Gould proposed Cllr Ewart and this was seconded by Cllr Jarman. There were no other nominations and it was **UNANIMOUSLY RESOLVED** that Cllr Ewart be elected as Chairman for the coming year. Cllr Ewart then took the Chair and thanked everyone for their support.

3. **Declarations of Interest in Items on the Agenda.**

07FA28 - Cllr Whitehouse declared an interest in the item on Requests for loans/grants and the application from Naphill Village Hall, as she is a member of that committee in her own right, not as a representative of the Parish Council. It was confirmed that she would be able to discuss the application and give information, but not take part in the vote.

4. **Minutes of the previous meeting held on Tuesday 24th April 2007.**

07FA29 – These were **RESOLVED** as a true record of that meeting and duly signed by the Chairman.

5. **Matters Arising.**

There were no matters arising.

6. **Requests for loans/grants.**

07FA30 – Naphill Village Hall – request for grant for replacement roof. The members discussed this application and were reminded of the principles upon which grants are made, being up to 20% of the cost of the project up to a maximum of £5,000. It was then **RESOLVED** to **RECOMMEND** to full Council that a grant of £2,628.20 be offered, this being 20% of the accepted quotation..

Cllr Whitehouse had declared an interest in this item and took no part in the decision.

7. **Review of Quarterly Figures for accounts year 2007/08.**

07FA31 – The Clerk presented the quarterly figures and these were discussed in some detail. Queries were raised and answered on salaries, vehicle insurance, dog bins, legal fees and service provision as well as CCTV and which category this will be allocated to. It was confirmed that the money budgeted for Templewood in purchase of assets is for the cost of the playground equipment and not for land costs. The Clerk was then thanked for her continued hard work in preparing these accounts and the report was accepted.

8. **Correspondence.**

07FA32 – BALC – Notification of new Councillor training in September 2007. It was **AGREED** that Cllr Jarman would attend the training on 25th September at a cost of £37, to be borne by the Council.

07FA33 – Information on Cockpit Hole Improvement Project – request for support. This report was discussed in some detail and it was then **UNANIMOUSLY RESOLVED** to write to Sarah Ball indicating that the Council supports the project in principle but that it could not commit to any maintenance until the extent and costs are known. It was further suggested that the Group contact Bucks County Council for maintenance costs, as they are the landowners.

07FA34 – Geoff Weir – report from Internal Auditor for 2006/07 accounts. The Clerk gave information on comments made by the internal auditor and the Committee **NOTED** his comments on the payment of the Chairman’s allowance and printing expenses for Councillors. It was **AGREED** that the Clerk would investigate the procedure for a special dispensation from the Inland Revenue. It was **AGREED** that the asset register and the risk assessments still need to be finalised and the Clerk was instructed to contact NALC with regard to the requirements for a wider ranging risk assessment.

07FA35 – Information from bank on signatories to the bank accounts. The Clerk gave confirmation of the current signatories and, as the bank is out of date with these, it was **AGREED** that she would inform the bank to remove Richard Pushman and Chris Morley from the mandate.

9. **Other Matters.**

07FA36 – Consideration of co-option process to be followed in relation to vacancies. The Clerk informed members that permission had now been given for each of the three vacancies to be co-opted and it was **AGREED** that she would advertise the vacancies by putting posters in each of the relevant wards and ask for interested parties to send in a letter. It was **AGREED** that interviews would be held on Tuesday 4/9/07 at 7.30pm in the Council offices.

07FA37 – Consideration of purchase of projector regarding planning meetings. This item was discussed in some detail and the Clerk was asked to get further information from WDC and Torix Solutions and bring definite costs to the next Finance & Administration Committee 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 8.56pm.

07FA38 – Update on Clerk’s working hours. The Clerk gave information about the hours she has worked in the last month and Cllr Ewart informed members that the Clerk had been instructed to keep her hours to a minimum over the summer break and take one of her week’s holidays as time in lieu, in order to reduce this further. It was **NOTED** that the office ‘core’ opening hours will be maintained either by the Clerk or the Clerical Assistant and the Clerk was asked to ensure that holiday times are recorded on the answerphone and on the door and notice board. It was further **NOTED** that there has been an impact on the office staff of the changes to the service provision. The Chairman of the Council, the Vice-Chairman and the Chairmen of Services should be conversant with the burial paperwork process before the Clerk’s holiday period commences.

The meeting was re-opened at 9.07pm.

10. **Items for Action Plan.**

None.

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

None.

12. **Date of the Next Meeting.**

The next meeting is scheduled for Tuesday 30th October 2007.

There being no further business, the meeting closed at 9.08pm.

Signed:

Date: