

# HUGHENDEN PARISH COUNCIL

## FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices  
on Tuesday 28th October 2008 at 8pm

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### UNCONFIRMED

**Present:-** Cllr M E Ewart (Chairman) Cllr L O'Malley  
Cllr D L Davies Cllr J E Rogers  
Cllr D G Jarman Cllr L J Smith  
Cllr A M Konieczny Clerk: Mrs L M Turner

There were no members of the public present.

1. **Apologies for Absence.** Cllr Andrew, Cllr Gibbs, Cllr Gould, Cllr McCarthy & Cllr Whitehouse.
2. **Declarations of Interest in Items on the Agenda.**  
None.
3. **Minutes of the previous meetings held on Tuesday 22nd July 2008.**  
**08FA27** – 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.**  
**08FA28** – Great Kingshill Village Hall – consideration of principle of grant for heating improvements.  
The Clerk notified members that the grant information was not yet received but the committee was looking for agreement in principle. After a short discussion, it was **RESOLVED** to **RECOMMEND** that the principle of a grant be supported.  
**08FA29** – North Dean Village Hall – consideration of principle of grant towards multi use games area.  
Cllr Rogers informed members that the grant information was not yet available but the committee was looking for agreement in principle. After a short discussion, it was **RESOLVED** to **RECOMMEND** that the principle of a grant be supported.
6. **Review of quarterly figures for accounts to 31st March 2009.**  
**08FA30** – The Clerk had issued a copy of the quarterly figures to 20th October 2008 and these were discussed in some detail. The Clerk was asked to get specific information on costs of sickness cover earlier in the year; changes to grounds maintenance procedures including burial ground and to ensure that the previous year's figures are included, for the precept meeting.
7. **Correspondence.**  
**08FA31** – CPRE – request for annual membership of £28. After a short discussion, it was **RESOLVED** to **RECOMMEND** that payment be made.
8. **Other Matters.**  
**08FA32** – Consideration of modifications to current practice for Council meetings. Cllr Rogers asked if consideration could be given to stream-lining the full Council meetings, as they appear to be taking longer to complete. There was some lengthy discussion over possible improvements and it was **AGREED** that the members would try and keep this in mind when making reports or comments at future meetings. The Clerk stated that, if she could help in any way, for members just to let her know of their suggestions.  
**08FA33** – Annual Chairman's reception – consideration of arrangements. Cllr Rogers gave the suggested date of 7th December 2008 at North Dean Village Hall. It was **AGREED** that this would include Councillors, staff and their partners as well as District and County Councillors and their partners, as well as the contractors who regularly work for the Parish Council. It was **FURTHER AGREED** that each ward would nominate one or two extras and inform the Chairman of the details as soon as possible, for invitations to be issued.

**08FA34** - Consideration of upgrade to memory for office computers. The Clerk gave information on the problems being experienced and it was **RESOLVED** to **RECOMMEND** that memory upgrade to 2mb be considered (if possible), at a cost of up to £150.00.

**08FA35** - Clerk's report from SLCC Conference and Bucks Branch meeting. The Clerk had provided a report and this was **NOTED**.

**08FA36** – Consideration of fund raising for playgrounds within the Parish. Cllr Ewart gave information to members on the delay of the proposed grant from WDC for the playgrounds at Naphill and Great Kingshill, and that it may not materialise at all. Therefore other considerations will have to be made, but it was **AGREED** to continue with the request to the RAF for a grant and that the specification for Great Kingshill be pursued, so that the tight time-scale could be met if successful with WDC.

**08FA37** – Update on risk assessments. Cllr Ewart reported that the Clerk had now finalised the required amendments to four of the documents and these would be considered by the working party along with the one on governance and brought to a subsequent Finance meeting for consideration.

**08FA38** – Consideration of purchase of projector. Subsequent to recent meetings where a projector would have been useful, there was some discussion and it was **RESOLVED** to **RECOMMEND** to full Council that a projector be purchased.

**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 9.20pm.

**08FA39** – Update on Clerk's working hours. The Clerk informed members of her recent hours worked and hours owing and this was **NOTED**. Cllr Ewart mentioned that the recommendations for salaries had just been received from NALC and it was **RESOLVED** to discuss this matter prior to the November Council meeting. Cllr Ewart gave information to members and it was **RESOLVED** to **RECOMMEND** to full Council that the increase of 2.45% be implemented for Mrs Turner and Mrs Marsden and an increase of 50p per hour be implemented for Mrs Pearce.  
The meeting re-opened at 9.28pm.

9. **Items for Action Plan.**

**08FA40** – Cllr Davies asked members to consider what funds may be available through WDC/BCC when the Pathfinder is implemented. It was **NOTED** that this will be considered in the Strategy Working Party, which is due to meet after the November Council meeting.

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

None.

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

The next meeting is scheduled for Tuesday 25th November 2008 to consider the precept.

There being no further business, the meeting closed at 9.30pm.

Signed: .....

Date: .....