

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices
on Tuesday 29th April 2008 at 8pm

UNCONFIRMED

Present:-

Cllr M E Ewart (Chairman)	Cllr L O'Malley
Cllr A M Andrew	Cllr J E Rogers
Cllr P H Crawshaw	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.** Cllrs Davies and McCarthy.
Cllr Konieczny had sent apologies that he would be arriving late.
- Declarations of Interest in Items on the Agenda.**
None.
- Minutes of the previous meetings held on Tuesday 22nd January 2008.**
08FA10 – 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.**
08FA11 – Hughenden Valley Community Shop – request for grant towards setting up of this facility.
This was discussed in some detail and it was **RESOLVED** to **RECOMMEND** to full Council that a grant of £1,000 be made with the condition that, if this becomes a commercial project within three years, the grant must be repaid.
- Review of Year End Figures for Accounts to 31st March 2008.**
08FA12 – The Clerk had issued a copy of the end of year accounts to be presented for audit and these were discussed in detail and queries were raised on payments of legal fees, repairs and renewals and allotments. The Clerk also explained Section 137 payments for the benefit of newer members.
It was then proposed by Cllr Rogers, seconded by Cllr Gould and **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 20th May 2008, to be held at Widmer End Combined School at 8pm.
The Chairman then asked for thanks to be given to the Clerk for the clarity of the accounts as presented and for all her hard work involved in their preparation. This was **AGREED**.
- Correspondence.**
08FA13 – Consideration of renewal of local council insurance policy. The Clerk had provided information from Zurich and Norwich Union on renewal quotes for the coming year and, after some discussion, it was **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that the quote from Norwich Union be accepted.
08FA14 – Farming & Wildlife Advisory Group – request for annual subscription of £42.00. Cllr Ewart gave information on this matter and it was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that the subscription of £42.00 be paid.
- Other Matters.**
08FA15 – Consideration of changes to procedure for Chairman's allowance, including amount and purpose. Cllr Ewart gave background information on this matter and there was a lengthy discussion. Cllr Konieczny arrived during this item at 9pm.

It was then UNANIMOUSLY RESOLVED to **RECOMMEND** to full Council that:-

- a) 'entertaining' will include the cost of the Christmas function and refreshments after meetings and this will be increased to £325 for 2008/09, subject to review at the next budget meeting;
- b) staff gifts will remain under 'special expenses' and will be considered by Council on each occasion;
- c) Chairman's allowance will be reduced to £225 for 2008/09 and will be given at the start of the Council year and will not require receipts.

08FA16 – Consideration of changes to date for payments of grants to local organisations. Cllr Ewart gave information on this issue and after a short discussion it was RESOLVED to **RECOMMEND** to full Council that this item be place on the July Finance and Administration Committee meeting in future, in order that grants can be paid after 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 9.09pm.

08FA17 – Consideration of payment for extra hours for Clerical Assistant covering the Clerk's absence. Details contained in accompanying Confidential Minute.

08FA18 – Update on Clerk's working hours. The Clerk provided a sheet for members indicating her recent hours worked and hours owing. She gave further information on the procedure being followed with regard to taking her extra holiday times and, after a short discussion, this was **NOTED**. Cllr Ewart confirmed that she and Cllr Rogers will be meeting with the Clerk in early May to keep up to date with the situation.

9. **Items for Action Plan.**

No items outstanding.

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

None.

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

The next meeting is scheduled for Tuesday 22nd July 2008.

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

Signed:

Date: