

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices
on Tuesday 30th October 2007 at 8pm

UNCONFIRMED

Present:-

Cllr M E Ewart (Chairman)	Cllr A M Konieczny
Cllr A M Andrew	Cllr L O'Malley
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 H L McCarthy.
2. **Declarations of Interest in Items on the Agenda.**
None.

Cllr Ewart informed members of one urgent matter which will be taken at the end of the meeting with regard to the CCTV coverage at Great Kingshill play area.

3. **Minutes of the previous meeting held on Tuesday 24th July 2007.**
07FA39 – 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.**
07FA40 – Widmer End Village Hall – request for grant for emergency roof repairs. Cllr Rogers spoke to this matter and informed members that there are no facilities for emergency work to be grant aided within the current guidelines. Cllr Andrew gave information to members about the work required and after some discussion it was **RESOLVED** to **RECOMMEND** to full Council that the Clerk write to the village hall confirming that retrospective applications cannot be considered for something which was not an emergency repair and that in this case the Council will not be awarding a grant.
6. **Correspondence.**
07FA41 – WDC – Information on Biffaward funding for Community Schemes or Conservation Initiatives. This was **NOTED** and it was **AGREED** to keep this information for future projects.
07FA42 – SEC Lighting Services – Costs of further work on street lighting columns at Widmer End. The Clerk gave information on the work still required on various lighting columns. It was **RESOLVED** to **RECOMMEND** to full Council that this work is carried out over three years at a cost of approximately £3,000 per year.
07FA43 – CPRE – request for renewal of membership at a cost of £27. It was **RESOLVED** to **RECOMMEND** to full Council that this is renewed.
Cllr Jarman declared an interest in this item and took no part in the decision.
07FA44 – Action 4 Youth – request for donation towards work with young people. After some discussion it was **RESOLVED** to **RECOMMEND** to full Council that a donation of £50 be made.
7. **Other Matters.**
07FA45 – Consideration of costs for projector. The Clerk gave further information on this matter and after some discussion it was **RESOLVED** not to proceed with a projector at this time. It was **FURTHER AGREED** that the Chairman would bring up this issue at the WDC Chairman's meeting on 22/11/07.
07FA46 – Consideration of adding a 'forum' to the Council website. Cllr Jarman and the Clerk gave information on this matter but there were several questions for which answers were not readily available. It was **RESOLVED** to **RECOMMEND** to full Council not to proceed with this at this time.

07FA47 – Consideration of review of standing orders. Cllr Rogers informed members that he believed the Council's standing orders and other regulations should be reviewed as they had not been considered for some time. It was then **RESOLVED** that a working party consisting of Cllrs Rogers, Gould, Andrew and Ewart with the Clerk consider these documents and report back to a future Finance & Administration Committee meeting.

07FA48 – Consideration of Chairman's allowance with particular regard to the Christmas reception. The Clerk gave information on how the system works at present. After some discussion it was **AGREED** that Councillors attending the Christmas reception would contribute £5 each towards the cost.

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 9.10pm.

07FA49 – Update on Clerk's working hours. The Clerk gave information about the hours outstanding at present and it was **NOTED** that she had agreed with the Chairman and Vice-Chairman that she would be taking at least seven days holiday over the Christmas period. Cllr Ewart informed members that the Clerk had been instructed to take time in lieu for evening meetings within the same week as the meeting, where possible. It was stated that it was necessary to reduce the hours owing still further and evaluate the workload to see what changes need to be made. After further discussion it was **RESOLVED** that the office working party would meet in the new year in order to consider the office workload. Cllr Rogers wished to congratulate the Clerk who has made a big effort to reduce the hours over the summer period. This was only managed by restricting herself to the important issues and focusing on urgent items.

07FA50 – Consideration of changes to holiday entitlements from 1st October 2007. The Clerk gave some information and then Cllr Andrew stated that there was further information required. It was **AGREED** that the Office Working Party would also consider this issue in the new year.

The meeting was re-opened at 9.28pm.

8. **Items for Action Plan.**

None.

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

07FA51 – Consideration of additional expenditure on Great Kingshill play area. Cllr Ewart gave details of a meeting with the Police Community Safety Team with regards to the problems of anti social behaviour. There was some discussion about the CCTV provision and improvements which had been suggested and it was then **RESOLVED** that the possibility and costs of moving one camera, and putting permanent lighting in the play area, be investigated. This information is then to be brought to the full Council for consideration. It was **FURTHER RESOLVED** that the nearby residents should be consulted prior to the full Council meeting so that their views can be taken into account.

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

The next meeting is scheduled for Tuesday 27th November 2007 and will be for precept setting.

There being no further business, the meeting closed at 9.44pm.

Signed:

Date: