

HUGHENDEN PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices
on Tuesday 25th November 2008 at 8pm

UNCONFIRMED

Present:-

Cllr M E Ewart (Chairman)	Cllr A M Konieczny
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	Clerk: Mrs L M Turner
Cllr D G Jarman	

There were no members of the public present.

1. **Apologies for Absence.** Cllr McCarthy & Cllr Whitehouse.
2. **Declarations of Interest in Items on the Agenda.**
08FA41 – Cllr Davies declared an interest in the item on Equipment Storage in the budget setting process, as he provides storage facilities for the Council. Cllr Rogers declared an interest in the ground maintenance for the burial ground and in open spaces – service provision, as his son is one of the Council's approved contractors.
3. **Consideration of the Replacement of the Office Computers.**
08FA42 - The Clerk gave information on the problems being experienced and the Council had asked that consideration be given to replacement of the laptop. Some discussion followed whereupon it was **RESOLVED** to **RECOMMEND** that memory upgrade to as high as possible be considered to the tower computer and 1Gb for the laptop. It was **FURTHER RESOLVED** that consideration be given to data storage and details be brought to a subsequent Council meeting.
4. **Setting of Precept for 2009/10.**
08FA43 - Cllr Ewart reminded members that the budget setting process was to be thought of as a management tool, there being no requirement to vire monies if one area spent less or more than was anticipated. The papers prepared were to help in setting the budget for the following year but should not be considered as being set in stone. The budget for 2009/10 was considered in great detail and set. A copy will be provided with these minutes. It was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that a precept of £155,000.00 be set for the 2009/10 financial year. It was **NOTED** that this is at the same level as 2008/09, as in the current economic climate, the Council has decided to use a small amount of reserves to allow for natural increases.
The Clerk was thanked for her work on the budget and also for preparing the notes, which the members had found very helpful.
5. **Urgent Matters by Permission of the Chairman.**
6. **Date of the Next Meeting.**
The next meeting is scheduled for Tuesday 27th January 2009.

There being no further business, the meeting closed at 9.25pm.

Signed:

Date:

HUGHENDEN PARISH COUNCIL
Budget for 1/4/09 to 31/3/10

	Budget to 3/2010
Receipts:-	
Precept WDC	155000
Agency Services Reimbursed	1000
Allotment Rents	2500
Burial Ground Fees	9000
Grants/Donations Received	500
Grazing	250
Interest	2500
Interest on Loans	250
Miscellaneous	50
Sale of Assets	0
Fund from Reserves	7825
Total	178875
 Payments:-	
Administration:-	
Advertising	50
Audit Fee	650
Books/Publications	50
Chairman's Allowance	300
Election Costs	0
Entertaining	500
Expenses (incl printing/mileage)	900
Insurance	3000
Legal Fees	1000
Office Cleaning	600
Office Equipment	600
Office Running Costs	75
Postage	500
Rates	250
Room Hire	100
Salaries (incl Tax and NI)	41000
Stationery/Office Supplies	700
Telephones	800
Training/Conference	500
Utilities - Office	850
Website	1500
Agency Services	2000
Allotments (incl water)	750
Burial Ground:-	
Building Maintenance	1000
Energy Usage	50
General Maintenance	1000
Ground Maintenance	14500
Rates (incl water)	350
Toilet Hire	1900
Tree Work - Contractor	1000
Capital Expend:-	
Loan Repayments	3400
Purchase of Assets	0
Repairs/Renewals	1000
CCTV - Provision and maintenance	250
Equipment Storage	500
Grants:-	
Annual & Minor	10000
Major	15000
Office - Building Maintenance	750
Office - Fire Safety	450
Open Spaces:-	
Bus Shelters	400
Seats	400
Contractors - Grass	13000
Contractors - Hedges	4000
Contractors - Service Provision	8000
Contractors - Tree Work / Other	2000
Dog Bins (incl waste removal)	3600
Playground Equipment/Maint	30000
Street Lighting:-	
Energy Usage	2200
Maintenance & Repairs	5500
Subscriptions/Donations	1400
Sundries	50
Village Design Statements	500
Total	178875
 Receipts/(Payments)	 0