

# HUGHENDEN PARISH COUNCIL

## FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting held in the Council Offices on Tuesday 7th July 2009 commencing at 8pm

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### UNCONFIRMED

**Present:-**

|                               |                       |
|-------------------------------|-----------------------|
| Cllr A M Konieczny (Chairman) | Cllr D G Jarman       |
| Cllr A M Andrew               | Cllr N J Morris       |
| Cllr D L Davies               | Cllr L J Smith        |
| Cllr M E Ewart                | Cllr J A Whitehouse   |
| Cllr J A Gibbs                | Clerk: Mrs L M Turner |
| Cllr R F Gould                |                       |

Cllr Rogers attended as a member of the public.  
There were no other members of the public present.

- Apologies for Absence.** None.  
Cllr Andrew had sent apologies that she would be arriving late.
- Election of Chairman.**  
**09FA16** – The Chairman of the Council, Cllr Ewart, took the Chair and welcomed everyone to the meeting. She then asked for any nominations and Cllr Gould nominated Cllr Konieczny to be Chairman of the Finance & Administration Committee. This was seconded by Cllr Jarman and there were no other nominations. It was **UNANIMOUSLY RESOLVED** that Cllr Konieczny be Chairman of the Finance & Administration Committee for the coming year. Cllr Konieczny then took the Chair and thanked everyone for their confidence.
- Declarations of Members' Interests in Items on the Agenda.**  
**09FA17** – Cllr Whitehouse and Cllr Davies declared an interest in the item on grants to local organisations, with particular regard to Naphill & Walters Ash Gazette and Great Kingshill Cricket Club respectively.
- Minutes of the previous meeting held on Tuesday 28th April 2009.**  
**09FA18** – These were **RESOLVED** as a true record of those meetings and signed by the Chairman.
- Matters Arising.**  
There were no matters arising.
- Requests for loans/grants.**  
**08FA19** – Consideration of annual grants to local organisations. There was a lengthy discussion, where the purpose of providing assistance to these organisations was considered in detail. It was then **RESOLVED** to **RECOMMEND** to full Council to make the following grants:-

|  |       |
|--|-------|
| Great Kingshill Residents Association - for magazine       | £ 385 |
| Hughenden Valley Residents Association - for magazine      | £ 385 |
| Naphill & Walter's Ash Gazette - for magazine              | £ 385 |
| Speen & North Dean News - for magazine                     | £ 385 |
| Widmer End Residents Association - for magazine            | £ 385 |
| Great Kingshill Village Hall - for hall                    | £ 500 |
| Hughenden Valley Village Hall - for hall and playing field | £ 840 |
| Naphill Village Hall - for hall and playing field          | £ 840 |
| North Dean Village Hall - for hall and playing field       | £ 840 |
| Widmer End Village Hall - for hall and playing field       | £ 840 |
| Great Kingshill Cricket Club                               | £ 785 |
| Hughenden Valley Boys Football Club                        | £ 685 |
| Widmer End United Junior Football Club                     | £ 685 |

  
Cllr Whitehouse declared an interest in the grants for newsletters and Cllr Davies declared an interest in the grant for Great Kingshill Cricket Club and they took no part in this decision.

7. **Review of quarterly figures for accounts to 31st March 2010.**  
**09FA20** – The Clerk had issued a copy of the quarterly figures and there were no questions. The Clerk then mentioned the problems that were being experienced with the financial computer package. There was a lengthy discussion and it was **RESOLVED** that Cllrs Konieczny, Davies and the Clerk would visit a nearby Council to try ‘first hand’ the alternative suggestion and obtain further information from Cllrs Morris and Whitehouse over the summer break. They will then bring further information and recommendations to the next available meeting.
  
8. **Correspondence.**  
**09FA21** – Consideration of report from internal auditor. It was **RESOLVED** that Cllr Konieczny would meet with the Clerk on a quarterly basis and carry out a check on bank statements, as suggested. It was **NOTED** that the system for recording checks on bus shelters and seats has been altered in line with the auditors’ suggestions. It was **AGREED** the Clerk would continue to press HMRC for a dispensation regarding the Chairman’s and printing allowances and also ask BALC for assistance in this matter. It was **FURTHER NOTED** that the internal auditor’s report stated that the systems and procedures of the Council are robust and effective.  
**09FA22** – Southern Electric – request for renewal of agreement to supply electricity to garden of rest. The Clerk gave information on this matter, which amounted to approximately £100 over the two year agreement and, after some discussion, it was **RESOLVED** to **RECOMMEND** to full Council that this renewal be agreed.  
**09FA23** – Chiltern Society – request for renewal of annual subscription of £25. After a short discussion it was **RESOLVED** to **RECOMMEND** to full Council that this be paid. Cllr Davies and Cllr Ewart declared an interest in this item and took no part in the decision.
  
9. **Other Matters.**  
**09FA24** – Consideration of funding for Great Kingshill play areas. Cllr Gould gave information on this issue and after some discussion it was **RESOLVED** to **RECOMMEND** to full Council that these play areas be funded through the precept, using reserves from 2009-10, if necessary, which will be replaced through the precept in 2010-11.  
**09FA25** – Consideration of payment of printing allowance for members. There was a lengthy discussion on the procedure followed on this issue and it was then **RESOLVED** to **RECOMMEND** that an allowance of £40 towards the cost of ink be paid to each member for the 2009/10 financial year and that each member would provide receipts to the Clerk during the year to cover the cost of this re-imburement.  
**09FA26** – Consideration of date, content and organisation of Autumn public meeting. This issue was discussed in some detail and it was **RESOLVED** to **RECOMMEND** to full Council that a meeting be held in October/early November at a venue to be arranged. The Clerk is to ask if WDC’s Alistair Nicholson or Jerry Unsworth would come along and speak and it was **AGREED** that there would be a presentation on the working of the Council, particularly with regard to expenditure.
  
10. **Items for/from Strategy/Action Plan.**  
No items outstanding.
  
11. **Urgent Matters by Permission of the Chairman.**  
None.
  
12. **Date of the Next Meeting.**  
The next meeting is scheduled for Tuesday 3rd November 2009.  
  
There being no further business, the meeting closed at 9.30pm.

Signed: .....

Date: .....