

HUGHENDEN PARISH COUNCIL

FINANCE & ADMINISTRATION COMMITTEE

Minutes of the meeting of the Finance & Administration Committee held in the Council Offices
on Tuesday 27th January 2009 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	Cllr J A Whitehouse
Cllr D G Jarman	Clerk: Mrs L M Turner

There were no members of the public present.

- Apologies for Absence.** Cllr Morris.
- Declarations of Members' Interests in Items on the Agenda.**
None.
- Minutes of the previous meetings held on Tuesday 28th October and 25th November 2008.**
09FA01 – 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.**
09FA02 – Great Kingshill Village Hall – consideration of grant for heating improvements by replacement of windows. The Chairman and Cllr Jarman gave information on this application and it was then **RESOLVED** to **RECOMMEND** to full Council that a grant of £55.00 be made for this work.
- Review of third quarter figures for accounts to 31st March 2009.**
09FA03 – The Clerk had issued a copy of the third quarter figures up to and including 21st January 2009 and these were **NOTED**. Cllr Gould mentioned that burial income was down and it was noted that this had been allowed for in the budget to 31/3/2010. Cllr Davies asked about the grazing income and the Clerk clarified that this figure included the 2007/08 payment, which had been received late.
- Correspondence.**
None received.
- Other Matters.**
09FA04 – Consideration of risk assessment documents. Papers had been provided and these were considered in some detail. Some minor amendments were made and it was then **UNANIMOUSLY RESOLVED** to **RECOMMEND** to full Council that these be adopted.
09FA05 – Consideration of maintenance works required to lighting columns at Widmer End. The Clerk gave information on the work required during the next financial year and it was **RESOLVED** to **RECOMMEND** that this work be carried out by SEC Lighting Services as soon as possible after 1st April 2009 at a cost to be clarified (£3,311.76 – price at December 2007).
09FA06 – Update on costs/grant for information notice boards for Cockshoot Wood and Vincents Meadow. The Clerk gave information on the difficulties in obtaining the relevant specification for these boards and the likely costs involved compared to the grant available. After some discussion it was then **UNANIMOUSLY RESOLVED** not to proceed any further for the time being with the provision of these boards.
09FA07 – Update on memory upgrade for office computers. The Clerk informed members that the Clerical Assistant's computer is now upgraded to 4Gb's and is working very well and the laptop has been partially upgraded, with a bit more work to be done. This was **NOTED**.

09FA08 – Update on website provision. The Clerk informed members that a working party meeting was scheduled for later in the week, to discuss matters including maps, updating of news items and archiving material and would report to the full Council meeting in February. This was **NOTED**.

9. **Items for/from Strategy/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 28th April 2009.

There being no further business, the meeting closed at 8.45pm.

Signed:

Date: