



# HADDENHAM Parish Council

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## MINUTES FINANCE AND GOVERNANCE COMMITTEE

Monday 19<sup>th</sup> July 2021, 8.35pm

Conference Room, Haddenham Village Hall and remotely via Zoom

**Present in person:** Cllrs: Mr. Brown, Mr. O'Hanlon (Chair), and Mr Wheeler.  
**Clerk:** Ms. Gilbert  
**Public:** Cllr Ms. Garrett

### Joining the meeting remotely:

**Deputy Clerk:** Mrs. Marsden  
**Assistant Clerk:** Ms. Griffiths  
**Members of Public:** 4 and Cllr Mr Truesdale

### F22 1 APOLOGIES

Apologies for absence were received and accepted from Mr Truesdale who joined the meeting remotely as he was self-isolating and Mr Sharp who was unable to attend for personal reasons.

### F22 2 VICE-CHAIR

It was AGREED to appoint Mr Truesdale as Vice-Chair of the Committee.

### F22 3 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PUBLIC PARTICIPATION

The Chair agreed that Mr. Truesdale should be allowed to participate remotely on any agenda item, he would not however be able to vote under current legislation.  
There were no other requests to participate.

### F22 4 MINUTES

The minutes of the meeting held on 7<sup>th</sup> December 2020 were AGREED as a true record and signed.

### F22 5 FINANCES

- (i) The finance reports for quarter ending 30<sup>th</sup> June 2021 were received and approved.
- (ii) The budgets for 2021/22 were reviewed and updated. It was AGREED to RECOMMEND to council that the updated budgets be approved.

## Facilities Expenditure Budgets

Source of expenditure	Original budget	Spend at Q1	Revised Budget	Reason for change
Ad-hoc Maintenance	£15,620	£7,146	£35,605	Some ad-hoc pitch maintenance tasks not included in the fixed price contract so moved to ad-hoc
Fixed Cost Maintenance	£100,100	£15,908	£80,115	Budget reduced due to confirmed tender price and some ad-hoc tasks not being included in contract for pitch maintenance.
Ponds	£1,200	-£428		Historically overcharged by Everflow but may even out if taps are turned on in the summer.
Tree Work	£6,600	£2,750		Work to the leylandii was an exceptional cost so it was agreed this should be taken from the tree work reserve rather than routine maintenance budget.
Street Light Maintenance	£7,140	£7,808	£12,000	over due to large number of new LEDs installed last month.
Parish Office Maintenance		£1,181	£3,000	New line for new PC office - cleaning and other minor work
Business Rates	£800	£190		moved from General to Facilities

## Facilities Income Budgets

Source of Income	Original budget	Spend at Q1	Revised Budget	Reason for change
Pitch Hire	-	-	£4,800	New entry. Estimate as will start hiring Tibbs Rd and Woodways directly to sports clubs in the next couple of months
Pavilion Hire	-	-	£2,400	New entry. Estimate as will start hiring Woodways directly to sports clubs in the next couple of months

## General Expenditure Budgets

Source of expenditure	Original budget	Spend at Q1	Revised Budget	Reason for change
Parish Office Supplies	£450	£21		New entry composed of stationery and postage from previous reports. May need to cover more as some supplies were previously provided by HVH for toilets
Office Rent / Room Hire	£950	£57		Office rent ended 18/07
S137 Grants & Donations	£11,500	-	£,6000	Library have said they don't need a grant his year. HYCC being wound up, but don't know when HPC will take on youth worker funding. Likely to underspend here.
Election Costs	£3,000	-	500? *didn't catch figure	Likely to be much reduced due to uncontested election - not yet invoiced
Capital Asset Fund	£2,080	£13,892		Purchase of parish office furniture not included in precept budget

## Communications Budgets

Source of Income/ Expenditure	Original budget	Spend at Q1	Revised Budget	Reason for change
Newsletter expenditure	-	-	£1,760	approved to produce new village guide
Newsletter income	-	-	-	no longer any income - delete line in accounts

- (iii) The accuracy of the bank reconciliations at 30<sup>th</sup> June 2021 were confirmed by Mr O'Hanlon prior to the meeting.

### F22 6 ACTION PLAN MONITORING

The Parish Council's action plan for 2021-22 was reviewed and updated.

### F22 7 SUB-COMMITTEE TERMS OF REFERENCE

Consideration of the terms of reference for the Personnel, and Policies and Procedures sub-committees was deferred as they weren't ready for review at the time of meeting.

### F22 8 POLICIES

The following policies were reviewed with some amendments identified. It was AGREED to RECOMMEND to council that the updated policies should be adopted.

- a) Public Participation
- b) Data Protection
- c) Reserves
- d) Health and Safety

It was AGREED to consider the below policy at a meeting of the Facilities Committee:

- e) Trees

**F22 9 GRANT APPLICATIONS**

- (i) It was AGREED to ask Haddenham Baptist Church whether there is a religious component to the youth work they are seeking funding for, as the Parish Council's grants policy prohibits financial support for religious organisations unless for a purpose which does not discriminate on grounds of belief.
- (ii) It was AGREED to delegate to the Clerk, in conjunction with the Chair, the decision as to whether to award an increased grant from the Heritage Fund for repairs to the witchert wall at 23 The Croft pending further investigation.

**F22 10 REVIEW OF HADDENHAM CHARITIES**

- (i) A report was received following a meeting with the trustees of Haddenham Parochial Charities.
- (ii) It was AGREED to investigate the possibility of amalgamating several local charities including the three Parochial Charities, Haddenham Educational Charity, Haddenham Youth and Community Centre and possibly Banks Park Recreation Ground Charity into one or two new charities. Further legal advice will be sought.
- (iii) It was AGREED in principle that the Parish Council is willing to provide the majority of the funding for the legal fees required, subject to obtaining a quotation.

**F22 11 TRANSFER OF LAND AT HADDENHAM AIRFIELD**

CALA would like to start the process of handing over the next phase of open space land, around the drainage ponds on the southern side of phase 2, and an area that is still in Lands Improvement ownership to the north of phase 1.

**F22 12 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

None.

**F22 13 DATE OF NEXT MEETING**

Monday 11<sup>th</sup> October 2021.

**F22 14 CONFIDENTIAL ITEMS**

None.

**CLOSURE OF THE MEETING**

The meeting closed at 10.00pm.

Signed: \_\_\_\_\_  
Chair

Date: 1<sup>st</sup> November 2021