



# HADDENHAM Parish Council

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE  
Phone: 01844 292411 Email: clerk@haddenham-bucks-pc.gov.uk

## MINUTES

### FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Monday 3<sup>rd</sup> February 2025, 7.45pm

Conference Room, Haddenham Village Hall and remotely via Zoom

**Present:** Cllr. Brown, Cllr. Kidby, Cllr. Thawley, Cllr. Truesdale (Chair), and Cllr. Wheeler.

**Clerk:** Ms. Gilbert

**Members of the public:** 0

**Joining remotely via Zoom:**

**Finance and General Admin Assistant:** Mr. Gilbert

0 members of the public

#### F25 27 APOLOGIES

No apologies received from Cllr Desmier.

#### F25 28 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### PUBLIC PARTICIPATION

There were no requests to speak.

#### F25 29 MINUTES

The minutes of the meeting held on 11<sup>th</sup> November 2024 were **AGREED** as a true record and signed.

#### F25 30 BUSINESS PLAN 2024-2029

Progress against the Business Plan and Action Plan to Q3 2024 was **NOTED**.

Progress with the biodiversity policy was queried and it was confirmed that a policy based on a recommended template had been adopted but a management plan for each site will be needed. With regard to the project to ensure Haddenham stream is kept clear, the flooding in September had been reported to Buckinghamshire Council but it wasn't as significant as in other areas so doesn't seem to be prioritised. Several issues were identified including sewage overflow. It would be helpful to have more updates on work carried out by Bucks Highways to clear gullies etc. so that we have a clear idea of the causes of the flooding being addressed.

#### F25 31 FINANCES

(i) The finance report for Q3 was received and noted. The finances were reviewed in detail at the last meeting for precept setting and there are no significant changes since then. It was noted that the final payment to Tivoli is outstanding as the invoices still haven't been issued correctly, but this has been accrued for.

- (ii) The bank reconciliations for Q3 will be checked against the bank statements at the end of the meeting.

**F25 32 ALLOTMENTS SUB-LEASE**

It was **NOTED** that a 1-year grazing lease has been agreed for use of part of the former paddocks on the allotment site. This is for 1 year in the first instance with the intention of extending it if all goes well in the future. It was **AGREED** that a £200 deposit should be required.

**F25 33 LICENCES FOR WOODWAYS PAVILION AND PITCHES 2025/26**

As a concession this year HUFC have changed to a book ahead system for individual matches, however this has created more admin and has led to disputes about the pitches being paid for when they have been lined by HPC but the match is cancelled, and the amount changed for training sessions. Next year we want all clubs to be on the same footing.

It was **AGREED** that all Sports Clubs who wish to use Woodways Pavilion and Football Pitches as their seasonal home venue, are required to sign an annual Licence.

**F25 34 EXPANSION OF THE DENTAL PRACTICE AT BANKS COTTAGE**

- (i) The record of the meeting held with Haddenham Dental Centre was **NOTED**.
- (ii) The plans, pre-planning advice and QS report for the extension were received and **NOTED**.
- (iii) There was a discussion of funding options to facilitate an expansion of the dental practice. The Parish Council will need to consider the amount it is able to contribute toward the building costs which are estimated to be in the region of £310,000. It will also need to consider increases to the rent following the expansion, which may depend on the contribution made to the building costs by the dental practice pays for it themselves. It isn't clear what contribution the dental practice can afford, although they have indicated the fit-out costs could be covered.
- (iv) Appointment of an architect / project management consultant to manage the Dental Practice expansion will need to be agreed once the arrangements with the Dental Practice are in place .

**F25 35 CCTV SERVICE**

It was **AGREED** to appoint Crime Wave Solutions to monitor the CCTV's as the council's data processor for a year at a cost of £300 a month

**F25 36 YOUTH CLUB**

A report from the Youth Club Leader was received. The Youth Club has good attendance, a mixture of people with some children with special needs welcomed. Some of the equipment will need replacing. Overall, it's a very positive report and they are using their budget well.

**F25 37 WOODWAYS LAND TRANSFER**

There hasn't been much progress as we still don't have a fee estimate from the bucks Council solicitor. The PC's solicitor at IBB law has estimated a time based fee of around £1,000.

**F25 38 PERSONNEL COMMITTEE**

- (i) An update on recruitment of two new office staff was received. Adverts have gone out locally initially in the newsletter and on Facebook and will go out on Indeed next week, for a part-time Committee and Communications Officer and a full/part-time Finance and General Admin

Officer. It is hoped we can have new recruits in place in April.

- (ii) Work is underway with WorkNest and meetings have been held with the health and safety advisor and HR advisor. It is generating a lot of additional admin work that we will be better placed to deal with once the vacant office positions are filled.

**F25 39 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

None.

**F25 40 DATE OF NEXT MEETING**

Monday 14<sup>th</sup> July 2025.

**CONFIDENTIAL ITEMS**

None

**CLOSURE OF THE MEETING**

The meeting closed at 20:56

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

Date: 14<sup>th</sup> July 2025