



TO: THE MEMBERS OF HUGHENDEN PARISH COUNCIL

Cllr M Byrom, Cllr G Cadwallader, Cllr K Cormack, Cllr L Derrick, Cllr C Janes, Cllr S Jones, Cllr S Kearey, Cllr U Prashar, Cllr S Thomas, Cllr Y Wilding

You are hereby summoned to attend a Meeting of the Council to be held on Tuesday 16th of January 2024 at 7:30 pm In the Hughenden Parish Council Office, The Common, Great Kingshill, High Wycombe, HP15 6EN

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Signed: *Philip Truppin*
Locum Clerk

Date: 11th January 2024

The Chair may, at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.

AGENDA

1. Apologies for Absence

To consider and approve apologies for absence.

2. Declarations of Interests and Dispensations

In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011 and Hughenden Parish Council Code of Conduct, Councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

3. Public Participation

Members of the public are permitted by the Chair to speak once in respect of business itemised on the agenda for no more than 2 minutes. Answers to questions raised may not be discussed unless already within this agenda and then only at that time. Outstanding questions may be referred to a future agenda for attention. The period for public participation shall not exceed 15 minutes.

4. Minutes

To approve the minutes of the Full Council Meeting on 21st November 2023 Meeting
- Appendix A

5. Election of Vice Chair of the Council

Due to the resignation of Cllr Debra Main to receive nominations for Deputy Chair of the Council to serve for the remainder of the Municipal Year.

6. Finance and Accounts:

6.1 Budget report & balance Sheet

To receive the latest budget reports and balance sheet -Appendix B

6.2 Monthly Payments & Reports

To receive the list of monthly payments – Appendix C

6.3 Bank Account Signatories

To appoint councillor signatories to both the HSBC and Unity Trust Bank Accounts. Also, to authorise the Locum Clerk and the RFO to have access to the bank accounts to input payments for councillors to authorise.

At present the account users are:

HSBC

Cllr L Derrick

Cllr S Kearey

Unity Trust

Cllr Gareth Cadwallader

Cllr Linda Derrick

Cllr S Kearey

In addition, Louise Steele has access but cannot authorise payments

6.4 Report from RFO

To receive a report from the Responsible Financial Officer (RFO)-Appendix D

6.5 Report from the Internal Auditor

To receive a report from the Internal Auditor - Appendix E

6.6 Precept 2024/25

To set the Parish Precept for 2024/25.

7. Grant Applications

To consider the following applications:

7.1 Grange Area Trust – Appendix F

7.2 Hughenden Street Association – Appendix G

7.3 Hughenden Valley Community Shop – Appendix H

7.4 Widmer End Residents' Association – Appendix I

8. Report from Monitoring Officer

To consider a Report to Hughenden Parish Council following a meeting of the Buckinghamshire Council Hearings Sub-Committee held on 22 November 2023 – Appendix J

9. Committees & Working Groups

9.1 To consider recommendations from the Human Resources Committee held on 12th December 2023:

Exit Interview: Cllr Prashar (Chair) held an exit interview with the previous Clerk – Alice Fisher. From this interview Cllr Prashar gave information on the learnings and actions to be considered. After discussion, it was RESOLVED to RECOMMEND to Full Council that these points be considered in the recruitment of a new Clerk

9.2 To consider recommendations from the Environment & Services Committee held on 12th December 2023:

Cockpit Hole: It was RESOLVED to RECOMMEND to Full Council for the inclusion in the budget for 2024/25 expenditure up to £1,400 for an artist's time and materials to produce a nature-themed art for the wall.

Site Management Plans: It was RESOLVED to RECOMMEND to Full Council that the Site Management Plan submitted by Mike Deegan for Vincents Meadow and Pond be accepted -Appendix K.

10. Calendar of meetings 2023/24

To consider an amendment to the revised calendar of Council and Committee meetings for the remainder of the Municipal Year 2023/24, to reconstitute a Finance Committee – Appendix L

11. Calendar of meetings 2024/25

To consider a draft calendar of Council and Committee meetings for the Municipal Year 2024/25– Appendix M

12. Appointment of members to the Finance Committee

Subject to the decision taken at Agenda item 11, to appoint members to the Finance Committee for the remainder of the Municipal Year.

13. Exclusion of Press and Public

To resolve to exclude the Press and Public from the following item, due to the confidential nature of the business to be transacted. That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

14. Cemetery Management Package

To consider a report prepared by the Burials & Allotments Administrator – Appendix N.

Councillors are asked, in accordance with Financial Regulation 16.2, to suspend Financial Regulation 11.1 h), to accept the single quotation from Gower, being a specialist provider of a complete Cemetery Management package to incorporate the required Mapping Facility.

There is very minimal risk involved since the system is well tried and used by many local councils and burial authorities.

If you would like to request to view any of the listed public appendices, please email the Clerk at clerk@hughenden-pc.gov.uk or call 01494 715 296