

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON
MONDAY 27TH SEPTEMBER 2004 AT COUNCIL CHAMBERS AT 7PM**

<u>PRESENT</u>	Councillors	J Barnett H Cadd P. Collins (Chairman) Mrs P. Desorgher D. Isham R Lehmann H. Mordue Mrs C. Strain-Clark R. Stuchbury (Mayor)
	Town Clerk	Ms P J Heath

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. R Newell.

21/2004 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

Cllr. D. Isham declared a prejudicial Interest for Item 8 on the Agenda –Buckingham Community Centre – as a member of the Management Committee

22/2004 THE MINUTES OF THE LAST MEETING

Members received the minutes of the previous meeting held on 5th July 2004 which were ratified by Council on 2nd August 2004.

23/2004 TO RECEIVE ACTION REPORTS AND UPDATES

Update on Audit 2003/04 Accounts.

Members were informed that the Internal Audit had been completed with no report from the Internal Auditor. The paperwork had been compiled and sent to the External Auditor.

Members thanked the Clerk for the work that had been undertaken to complete the Accounts.

24/2004 QUALITY PARISH COUNCIL HEALTH-CHECK

24.1/2004 Contract and Service transfer

The Clerk informed Members that the County and District Councils were working together to produce a Charter as required under the QPC scheme.

24.2/2004 SLCC Conference

The Clerk informed Members that she would be chairing a fringe meeting at this year's SLCC conference on QPC, which would be attended by Mr Crispin Moore of the Countryside Agency at his request.

24.3/2004 Newsletter

The Chairman of Events informed Members that this would be discussed at the next Events Committee Meeting with the intention of producing another newsletter prior to Christmas.

24.4/2004 Elections

Members were reminded that in order for the Council to retain its QPS in 4 years all Members would have had to be elected at the 2007 elections.

25/2004 BUDGET REVIEWS

25.1/2004 Finance and Administration Committee budget

Members had been circulated with the current financial statements prior to the meeting.

Cllrs. Lehmann and Isham declared a personal interest as Members of the Youth Centre management team for the following item

4086/132 Youth Centre – Members were informed that this contingency budget may be required by the Youth Centre.

25.2/2004 Overview of all budgets

4260/303 Twinning – Members were informed that the minus figure was due to a brought forward figure for the Civic reception in 2003, as the Villiers Hotel had not yet raised the invoice.

1017/501 Grants – Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **AGREED** by 7 votes to 0 to show the Countryside Agency grant on a separate line to the Town Council's budgeted amount.

26/2004 DIAL A RIDE LETTER OF SUPPORT

This item had been deferred at the last meeting but had become urgent in the intervening 12 weeks. The Members gave retrospective agreement of the letter of support sent by the Clerk.

27/2004 3 YEAR FINANCIAL PACKAGE DEAL FOR BUCKINGHAM COMMUNITY ASSOCIATION

Cllr C Strain-Clerk arrived during the following item

Members discussed in depth the provision of monies for the Community Centre - both underwrite of the cash flow and the 50/50 funding of capital items. Members were reminded that the Building was leased by the Town Council from AVDC and sub-let to the Community Centre Trustees.

Proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, and **RECOMMENDED** by a vote of 7 – 0 that this Council provides the following undertaking to the Community Centre:-

1. That Buckingham Town Council provides an underwriting of cash flow up to £10,000 for the financial years 2005/6, 2006/7 and 2007/8
2. that Buckingham Town Council will provide £6000 per year for 50/50 funding of capital expenditure, the balance each year being carried forward, for the financial years of 2005/6, 2006/7 and 2007/8

3. that Buckingham Town Council will provide 3 Councillors as designated representatives
4. That Buckingham Community Centre Management Committee will continue to fundraise where possible
5. That any profits made in a financial year by the Community Centre are divided 50/50 with the Town Council.

28/2004 AMENDMENTS TO STANDING ORDERS

Prior to the discussions Members were reminded about Standing Order n°. 27 which relates to amendments to Standing Orders.

Following discussion Members agreed that items discussed by the Council should have relevance to the business of the Council.

Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **RECOMMENDED** that the following be included in the Council's Standing Orders:-

Issues considered by the Council or any of its committees shall be relevant to some matter in relation to which the Council has powers or duties or which affects the area of the Town Council.

The length of some meetings had been causing concern, many Members citing the Precept Meeting which ended at 1am.

Proposed by Cllr. Collins, seconded by Cllr. Isham, and **RECOMMENDED** that the following be included in the Councils Standing Orders:-

All Council and Committee meetings are to finish at 10pm unless all Members present and the officiating Clerk agree to continue; to be reviewed hourly thereafter. The meeting will then stand adjourned to the first convenient date agreed at the meeting

29/2004 RESPONSES TO THE FOLLOWING CONSULTATIONS:

29.1 A model code of conduct for Local Government Employees

Members were informed that the document which relates to all Local Government employees had been read by the Chairman and the Clerk, who did not find there was anything for the Council to comment on.

29.2 A review of the regulatory framework governing the political activities of Local Government Employees.

Members were informed that the document which relates to all Local Government employees had been read by the Chairman, who did not find there was anything for the Council to comment on; in fact it had clarified some of the grey areas in respect of political activities.

Members **AGREED** to make no comment.

30/2004 RESPONSES TO "LICENSING POLICY STATEMENT CONSULTATION PAPER ON THE LICENSING ACT 2003"

The Chairman informed Members that he had read the document, parts of which were specific to Aylesbury Town Centre and Buckingham Town Centre which included the

expectation for premises to have CCTV and be Members of the Pub Watch Scheme. Members asked for confirmation this was supported by the Police.

It was **AGREED** that Cllr Lehmann and the Chairman would draw up a response which would be placed before the Council at the Interim meeting on 11th October 2004.

ACTION CLLR LEHMANN/THE CHAIRMAN

31/2004 WAGES REVIEW AND HOURS WORKED OF ALL THE COUNCIL STAFF, SET UP SYSTEM OF MEASUREMENT OF THE WORK LOAD FOR RECOMMENDING ANY ALTERATION TO HOURS AND PAY FOR 2005 BUDGET

Cllr Cadd arrived during the following item

Members discussed at length the current pay structure and the work load of the office, and noted that the Clerk had not received an increment increase for several years although the population of 11572 now took the Clerk into the next spine point on the Government Scale. Members also noted the increasing demands on the office staff and that they would work more hours than they were contracted to, or paid. The difficulty of measuring the workload was discussed.

Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **AGREED** by 8 votes to 0 that this item would go to the next Chairman's Group meeting to formulate a recommendation to Council; Cllr. Newell as an HR Officer would be asked to attend.

The Clerk and the Chairman would provide a report to the Chairman's Group on costs and options.

ACTION CHAIRMAN'S WORKING GROUP.

32/2004 TIMETABLE AND APPLICATION FORM FOR 2005/2006 ANNUAL GRANTS

Members agreed the Application form which had been circulated prior to the meeting with a few changes and the inclusion of the Council's Logo and contact details. The Grant Scheme would be advertised for 2 weeks in the local newspaper, plus notices on the web site and the notice-board. All grant forms and supporting papers were to be received in the office by 12noon on 26th November. Copies of the applications would be circulated as in previous years prior to the December F & A Committee meeting.

33/2004 CONFIRMATION OF MEETING DIARY FOR 2005

Members discussed the draft diary dates issued by the Clerk in keeping with the current Standing Order of a 6 week cycle. Members felt that with the proposed new deadline of 10pm Planning and Full Council could not be on the same night. Members felt that Planning was the most important meeting for public participation and that this Council should facilitate their involvement where possible.

Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **RECOMMENDED** that Standing Order 1 A (2) and 1 A (3) should be amended to read "... every 7 weeks..." and that the Clerk draw up a meeting schedule based on this amendment for when this item is placed before Council.

34/2004 OPTIONS FOR THE PURCHASE/LEASE OF NEW PHOTOCOPIER

The office photocopier will need to be replaced in 2005 as it is becoming unreliable. Currently the Council has a deal with Canon. The photocopier was purchased with a 50% discount; copies cost .0079p which includes the toner, maintenance, annual service and all parts (due to the machine's age this is causing a problem). This type of deal does not now appear to be available as most companies use outside organisations for their machine maintenance. Of the companies approached, leasing is the main option for 3, 4 or 5 years but the cost per copy is higher than we currently pay. Members **AGREED** that the Clerk should investigate further leasing of a photocopier on a 5 year deal.

35/2004 PURCHASE SOFTWARE TO CREATE @BUCKINGHAMTOWNCOUNCIL. GOV.UK EMAIL ADDRESS

The Clerk explained that this had arisen following the registration of the buckinghamtowncouncil.gov.uk domain name. Netscape, the web servers, had indicated that in order to create the email address @buckinghamtowncouncil.gov.uk, which does not currently exist, it would cost £10 per box (prefix name) per quarter. Cllr. Mordue explained that the software VPOP3 would allow for this to be done at a cost of £50.

Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **AGREED** that the Clerk purchase the software VPOP3 at a cost of £50.

36/2004 TO NOTE THE VACANCY ON THE COUNCIL AND TIMETABLE FOR ANY CO-OPTION

Members agreed the following timetable should it be necessary for the Council to co-opt to fill the current vacancy.

2nd October Deadline date for request for an election

8th and 15th Advert in the local newspaper, also notices on the web site, on notice-boards, in the library and local shops.

20th October Deadline for applications for co-option

25th October Special meeting of the Town Council to co-opt – details of the voting system to be explained at the meeting.

37/2004 DISPOSAL OF THE OLD 486 COMPUTER C.1995

Members **AGREED** that the Clerk could dispose of the old 486 computer and monitor c.1995.

38/2004 LETTER FROM BCC REQUESTING 50% FUNDING TOWARDS A DROPPED KERB.

Members discussed this but agreed that we had no budget, nor could the Council set a precedent to undertake this type of funding, for work being carried out by the appropriate authority. The Clerk was requested to remind the County Council that funding was available from Access for All.

39/2004 CHAIRMAN'S ITEMS FOR INFORMATION

39.1/2004 Local Forum

Members were asked to note the cancellation of the Local Forum meeting due to the trial amalgamation with the County Council's AV Local Committee.

39.2/2004 Clerk and Chairman Charter

A copy of the Clerk and Chairman's Charter as agreed by the Council had been circulated to all Chairmen. It was agreed that copy should be sent to all Members for their information.

39.3/2004 Names in Meeting and Minutes

The Clerk confirmed that it was normal procedure not to name Councillors within the body of the minutes unless necessary.

The following item will be heard under Public Bodies (Admission to Meetings) Act 1960 s 1 (2) due to the confidential nature of the business to be discussed

40/2004 CHAIRMAN'S ITEMS FOR INFORMATION

CHAIRMAN DATE