

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON  
MONDAY 20<sup>TH</sup> DECEMBER 2004 AT COUNCIL CHAMBERS AT 7PM.**

**PRESENT**

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

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. Mrs. P. Stevens.

**54/2004 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda.

**55/2004 THE MINUTES OF THE LAST MEETING**

Members received the minutes of the previous meeting held on 8<sup>th</sup> November 2004 which were ratified by Council on 6<sup>th</sup> December 2004.

**55.1/2004 (45/2004) Subscription**

In response to a question on the breakdown of subscriptions and in particular the amount paid to BALC, the Clerk passed round the list of subscriptions and the leaflet received from NALC. NALC (National Association of Local Councils) is the national body with the County Branch being BALC (Bucks. Association of Local Councils) and the District Branch being AVALC (Aylesbury Vale Association of Local Councils); subscriptions are paid to NALC which supports the County Branch which in turn supports the District Branch. Members did not feel the information from NALC was sufficient to warrant the high subscription fee and asked that further information be sought by the Clerk prior to the Precept meeting.

**ACTION THE CLERK**

**55.2/2004 (53.2/2004) Youth Centre CCTV**

*Cllr. Lehmann and Cllr. Isham declared an interest as members of the Youth Centre Management Committee.*

Cllr Barnett, the Town Council representative, reported that the quotations for the system had been checked and one accepted. The Mayor, in a private conversation, had spoken to the Swan Leisure Pool Manager with a view to possibly involving the Swan Pool CCTV system and cameras.

## 56/2004 TO RECEIVE ACTION REPORTS AND UPDATES

56.1/2004 Information only - recommendations from Chairmen's meeting 1st December  
The Chairman commented on the minutes of the 1<sup>st</sup> December meeting of the Chairman's Strategy Group. Of the 4 recommendations listed the Chairman reported that Nos. 1 and 2 were still awaiting information from Cllr Newell, No 3 would be passed to E & P to action if agreed, No 4, which had been introduced without being on the agenda, was causing some concern and the Chairman notified Members that he would be putting forward an amendment as in its current form it was unworkable.

### 56.2/2004 (50/2004) Risk assessments

*Cllr. Newell arrived during the following item.*

The Chairman reported that the review of the Council's Risk Assessments would be made in the New Year. In response to a question the Chairman confirmed that the Risk Assessments would cover all the Council's assets. Cllr. Isham raised the issue of the land owned by the Town Council in Gawcott. It was agreed to pass this to the E & P Committee to consider the possibility of transferring the land to Gawcott and Lenborough Parish Council.

### 56.3/2004 (48/2004) To confirm style and layout for the Councillor's and Clerk's name badges

The Clerk informed members that 3 companies had been approached for quotations for the Councillor's Name Badge. Members were asked to agree the layout for the badges from the successful company of Vaughtons. It was agreed to accept the drawing sent with the Quotation excepting the text to be in Black not Red

Proposed by Cllr. Lehmann, seconded by Cllr. C. Strain-Clark, and **AGREED** by 8 votes to 0 with 1 abstention, that the style of the Councillor's name on the badges to be agreed by each individual Councillor.

**ACTION THE CLERK**

## 57/2004 QUALITY PARISH COUNCIL HEALTH-CHECK

Cllr. Lehmann reported that several articles promised for the next newsletter had not been received but sufficient information for the draft had been passed to Cllr. Mordue; it is hoped the Newsletter will be delivered in January 2005.

The Quality Parish Induction Fund application form had been circulated prior to the meeting. Members discussed the Council's aspirations in respect of Quality Parish Status and the need to improve the information distributed to parishioners on services provided by the various Councils.

Proposed by Cllr. Mordue, seconded by Cllr. Lehmann, and **AGREED** by 9 votes to 0 that in order to assist with the need for more varied forms of communication and increase the Council's ability to reach more parishioners the Council should place a grant bid for the following items:-

- Photocopier – currently the Council uses an old mono-photocopier but a coloured photocopier will give the Council the opportunity to provide newsletters and information sheets for small runs, which can be geared to particular visual impairments or larger text size.

- Portable Notice Board – this will enable the Council to display information both at the Council Chambers and other locations.
  - Portable Public Awareness Shelter – this will enable the Council to take displays to outside locations in all weathers.
  - Computer projector – presentations can then be made using the computer for meetings and forums around the Parish and locations other than the Council Chamber.
- The bid has to be with the Countryside Agency by 4<sup>th</sup> January; it was agreed that the Clerk and Chairman would complete the paperwork.

**ACTION THE CLERK**

## **58/2004 BUDGET REVIEWS**

### 58.1/2004 Finance and Administration Committee budgets

Members noted the current budget to actual status of the F & A Committee finances.

### 58.2/2004 Overview of all budgets

In response to a question the Clerk confirmed that no application for the Weekend in the Park donation had been received. Members requested that a copy of the accounts be obtained from AVDC prior to agreeing any amount to be paid to AVDC.

**ACTION THE CLERK**

## **59/2004 TO DISCUSS PRECEPT 2005/2006 – DOCUMENTS ATTACHED**

### 59.1/2004 F & A proposed budget bid for 2005/2006

Members discussed at length the proposed budget for 2005/2006 as known and circulated with the agenda.

4032 Rates Leaflet - the Clerk confirmed the figure quoted for the delivery of the Annual Report was for two deliveries one in 2005 and one in 2006.

4017 Subscriptions - subject to the subscription paid to NALC, members agreed the subscription total.

4031 Protective Clothing - it was felt that as much of this will relate to E & P items any additional protective clothing should be met from their budget.

4094 Youth Project following a discussion it was **AGREED** by 9 votes to 0 to move the control of account 4094 to E & P.

4096 All Weather Pitch – it was **AGREED** that this should remain in the control of F & A.

### 59.2/2004 Bids of other committees

Events Committee had submitted their budget figures to the Chairman of F & A, these had been included in the budget figures.

Members discussed the figures circulated with the agenda from the Chairman of F & A which shows the level of funding required or proposed by each committee. There was concern as to the possibility of E & P being able to work within the budget indicated. In previous years the Council had set the precept on the assumption that not all monies allocated would be spent thereby assuming a larger amount to be set against any future request. It was agreed that the Council should work towards a position that only money raised in the precept would be allocated to be spent, with any underspend being put to contingency reserves. It was agreed that the strategic reserves of the Council were too low and needed to be increased over the next couple of years to be equivalent to at least 3 months spend.

Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **AGREED** by 9 votes to 0 to accept the principle laid out by the Chairman of F & A, in that a) the Council builds its reserves over a 3 year period to equivalent to 3 months average spend. b) the Council at the end of the 3 year period only allocates to spend the amount raised at precept. c) the Council during the interim period allocates £40,000 from 2004/05 under-spend towards 2005/06 budget.

59.3/2004 Suggested Precept

It was AGREED to work towards a 3% precept rise.

**60/2004 GRANT REQUESTS 2005/2006**

Cllr Saul arrived during the following item.

	Applicant	Amount requested	Amount Rec by Cttee	Declared Interest	Comments
1	BCC Underage Project	500	0		No accounts had been provided
2	Bourton Meadow School	7500	0	RS.	Proposed by Cllr. Barnett, seconded by Cllr. Lehmann, and AGREED £0 due to balances held
3	Bourton Road Allotment Society	3000	500		
4	B & W Crossroad Caring for Carers	1004	500		Proposed by Cllr. Barnett, seconded by Cllr. Lehmann, that the grant should be £1000. Amendment proposed by Cllr C Strain-Clark seconded by Cllr. Stuchbury, and AGREED by 6 votes to 4 (and 9 votes to 0 as the substantive) that the grant should be £500
5	B & W Community Care Forum	600	250		
6	B & D Horticultural Society	200	0	DI,RN	Proposed by Cllr. C. Strain-Clark, seconded by Cllr. Stuchbury, and AGREED that the grant awarded should be £0
7	B Canal Society	175	100		
8	B Centre for the Arts	2000	1000		Following a long discussion: Proposed by Cllr. Barnett, seconded by Cllr. Cadd, that the grant awarded should be £1500 was defeated by 5 votes to 4 Proposed by Cllr. C. Strain-Clark, seconded by Cllr. Mordue, that the grant awarded should be £1000 was agreed by 6 votes to 0
9	B Chamber Orchestra	881.25	200		Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury that the grant awarded should be £450 was defeated by 5 votes to 3. Proposed by Cllr. C. Strain-Clark, seconded by Cllr Barnett that the grant awarded should be £200 was AGREED by 5 votes to 0
10	B Community Racing	500	250		
11	B Heritage Trust	460	200	DI, RN	
12	B School	1500	300		
13	B Summer Festival	2000	1000		
14	B Town Cricket Club	1200	0		
15	B Twinning Association	160	160	CSC	

16	B West End Bowls Club	1000	0		
17	B Age Concern	250	250		
18	CAB	750	750	RL,DI	
19	Dial a Ride	3000	500		
20	Friends of B Primary School	500	0		
21	Friends of the Old Goal Museum	1800	0		
22	Grenville Combined School	1500	0		
23	Maids Moreton and District Friend in Hand	50	50		
24	Old Gaolers	400	300		
25	Project Street Life	2500	1500		Following a discussion: Proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, that the grant awarded should be £750; amendment was proposed by Cllr. Barnett, seconded by Cllr. Cadd, that the grant awarded should be £1500 and AGREED by 6 votes to 5 with the Chairman's casting vote. The substantive motion AGREED by 7 votes to 1
26	Scope	500	0		
27	St Peters and St Paul's Church	1000	500		Proposed by Cllr. Cadd, seconded by Cllr. Lehmann, and agreed by 5 votes to 4 that the grant awarded should be £500
28	St Rumbolds Pre-School	1000	0		Proposed by Cllr. Lehmann, seconded by Cllr. Cadd, that the grant awarded should be £0 was AGREED. An amendment proposed by Cllr. C. Strain-Clark, seconded by Cllr. Stuchbury, was defeated by 7 votes to 2
29	TV Air Ambulance	1000	300		
30	B Society	250	100	RN	
31	B Tea Dance	200	100		
32	The Buzz Clubs	2000	200		
33	The Fremantle Trust	Not stated	1000		
34	Vale Volunteers	500	200		
35	Vitalize	176	0		
36	Wells Street United Church	3500	250		

**61/2004 CHAIRMAN'S ITEMS FOR INFORMATION**

There were no Chairman's items for information

Meeting Closed at 8.45 pm

CHAIRMAN ..... DATE .....