

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON
MONDAY 7TH FEBRUARY 2005 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 Ms R. Newell Mrs C. Strain-Clark R. Stuchbury (Mayor)
	Town Clerk	Ms. P. J. Heath

APOLOGIES

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

62/2005 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

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

63/2005 MINUTES OF THE LAST MEETING

Members received the minutes of the previous meeting held on 20th December 2004 which were ratified at the Council meeting held on 17th January 2005.

64/2005 ACTION REPORTS AND UPDATES

There were no Action reports or updates not included elsewhere on the agenda

65/2004 QUALITY PARISH COUNCIL HEALTH-CHECK

65.1/2005 Newsletter – to agree draft sent by Cllr. Lehmann
Cllr. Lehmann informed Members that the newsletter had been sent to the printers.

66/2005 BUDGET REVIEWS

66.1/2005 Finance and Administration Committee budgets
Members noted the F & A Committee budgets with no comments.

66.2/2005 Overview of all budgets
Members noted the current position of the entire Committees budget with no comments.

Members discussed the precept meeting - in particular the long term reserves and whether there should be a specifically labelled account for the proposed extension. Members discussed at length the way the long term reserves are allocated and recorded in the accounts and also whether the allocation made at the Precept meeting should or could be changed.

A proposal to move on to next business was agreed by 6 votes to 0.

67/2005 INFORMATION ON THE WEB SITE & DEADLINE FOR REMOVAL

The Clerk explained the history behind the web site. Members agreed that the web site should build up a sufficient archive of minutes.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** that the minutes on the Town Council's web site should be retained for 10 years on the site.

68/2005 THE FORMAT FOR THE RISK ASSESSMENTS

The Chairman gave Members a brief history of the risk assessments. Members discussed the draft format which had been circulated with the agenda; Members agreed the format was fine but queried some of the responses shown. The Chairman explained this was for example only and the sample content was just to show how it would work. The working version would be periodically reviewed by this committee and then all the Council. Members were asked to think about the risks the Council could encounter in order to make the assessment as comprehensive as possible; any suggestions to be sent to the office prior to the next F & A meeting.

ACTION ALL COUNCILLORS

69/2005 THE EMPLOYMENT OF ADDITIONAL MEMBER OF STAFF

Members agreed that the new assistant should be known as the Administration Assistant; Mrs. McElligott is the Clerical Assistant.

It was **AGREED** to delegate authority to draw up the Job Description, Person Specification and Advert to the Clerk with the Chairman and Cllr. Newell; they would also conduct the interviews.

70/2005 THE NOTIFICATION FOR BUCKS CC RE THE EMPLOYERS RATE FOR THE PENSION, AND THE TIMING OF SUCH NOTIFICATION

Members were informed that the County Council notification of the new pension percentage payable by the employers had been received in the office on 26th January 2005; 335% of the Employee rate. The Clerk informed members that the County had been chased and had promised the information since October 2004. Members noted and accepted the new rate appreciating that the 2005/2006 budget for the Employers Pension may be overspent.

Members queried the sample entry in the Risk Assessment draft against id7 that before being appointed any new employee would have to satisfy a medical questionnaire. It was explained that because all new employees have the opportunity to join the Local Government Pension Scheme it could be considered necessary to reduce the risk of any

employee in the pension scheme taking early retirement on medical grounds. If an employee who is in the Local Government Pension Scheme retires early on medical grounds then the employer has to pay to the pension provider, in a lump sum, any shortfall in pension provision.

71/2005 THE PROCEDURES FOR POST RECEIVED & SENT, & METHOD OF DELIVERY

Cllr. Newell arrived during the following item

In view of recent incidents when letters had either not arrived or arrived late it was **AGREED** that where practical letters would be sent by post and email. The Clerk explained the current procedure for dealing with incoming and outgoing post.

Cllr. Cadd left the meeting

72/005 CHAIRMAN'S ITEMS FOR INFORMATION

72.1/2005 NALC – Direct Access

Following the agreement at the Precept meeting to continue with the NALC subscription Members **AGREED** that the Council should apply for “direct access” for NALC services; currently access is via the County Office.

Meeting closed at 7.35 pm.

CHAIRMAN DATE