

MINUTES OF THE FINANCE AND ADMINISTRATION COPMMITTEE HELD ON MONDAY 4TH JULY 2005 IN THE COUNCIL CHAMBERS, CORNWALLS MEADOW, BUCKINGHAM.AT 7PM

PRESENT Councillor J. Barnett
P. Collins (Mayor)
P. Desorgher
D. Isham
R Lehmann (Chairman)
H. Mordue
Ms R. Newell
R. Stuchbury
Town Clerk Ms P J Heath

APOLOGIES

Apologies were received and accepted from Cllrs. H. Cadd, Mrs P. Stevens and Mrs C. Strain-Clark.

102/2005 ELECTION OF CHAIRMAN

Proposed by Cllr. Desorgher, seconded by Cllr. Stuchbury, and **AGREED** that Cllr. R. Lehmann should be the Chairman of the Finance and Administration Committee.

103/2005 ELECTION OF VICE CHAIRMAN

Proposed by Cllr. Stuchbury, seconded by Cllr. Mordue, and **AGREED** that Cllr. Collins should be Vice Chairman of the Finance and Administration Committee.

104/2005 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

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

105/2005 MINUTES OF THE LAST MEETING

Members received and accepted the minutes of the previous meeting held on 16th May 2005, which were ratified on 13th June 2005.

106/2005 ACTION REPORTS AND UPDATES

There were no action points or updates on items not already on the agenda.

107/2005 QUALITY PARISH COUNCIL HEALTH-CHECK

107.1 Newsletter

Members noted the recommendation from the Events Committee that the newsletter should be in the control and responsibility of the F & A Committee, as this was a publication from the Council as a corporate body.

The 4 newsletters are due – April, Annual Report and tax leaflet
July
October, ½ year report
January

Members discussed the content and form of the newsletters and agreed the newsletters being themed at the start of the year and allocating each committee to an edition. The Committees would be requested to nominate a member to be responsible for producing articles for their designated newsletter. Members felt the articles should be interesting and informative from a layman's point of view. There would be a standard format and design incorporating each councillor and the office contact details, plus future events. The Annual Report will continue to be sent out via the Royal Mail 'door to door' the other 3 to be distributed as widely as possible in the parish. A copy will also be displayed on the electronic notice board.

Proposed by Cllr. Barnett, seconded by Cllr. Stuchbury, and **AGREED** to request each Committee to take responsibility for a newsletter edition and produce the newsletter in conjunction with the F & A Committee nominated editor.

It was **AGREED** that the July Edition editors would be Cllr. Mordue and Cllr. Lehmann with Cllr. Isham producing an article on the pavement survey.

108/2005 BUDGET REVIEWS

108.1 Finance and Administration Committee budgets

It was noted that this is a standing item on the agenda but it was felt that it was too early in the year to analyse the spending trend.

108.2 Overview of all budgets

It was noted that this is a standing item on the agenda but it was felt that it was too early in the year to analyse the spending trend

109/2005 RECEIVE THE 2005 YEAR END ACCOUNTS AND ANNUAL RETURN

Members discussed the 2004 year accounts which had been circulated with the agenda the following comments or amendments to the style were noted;

Note 7 S137 payments – it was explained that this was for grant amounts paid to outside organisations for which the council does not have the power under any other legislation.

Note 8 pensions – it was agreed to amend the wording to show clearly that the 320% employers contribution related to the 6% employees contribution and not to the whole amount.

Note 9 contingency liability – an additional note would be included explaining that the capital reserve included a contingency liability for the Moreton Road toilets.

Members discussed the way in which the Council accounts are done with the mixture of Actual Accounts and Budget Accounts at the year end. It was **AGREED** that Cllr. Lehmann, Cllr. Collins, the Clerk and the Accounts & Admin Assistant would look at the format for producing the year end accounts keeping the actual and budget accounts separate.

ACTION THE CHAIRMAN, VICE CHAIRMAN, THE CLERK, A & A ASSISTANT

Proposed by Cllr. Isham, seconded by Cllr. Collins, and **RECOMMENDED** that the 2005 year end accounts are approved subject to the above adjustments; these would be taken to the Interim Council Meeting on 11th July for approval.

Proposed by Cllr. Isham, seconded by Cllr. Collins, and **RECOMMENDED** that the 2005 Annual Return be approved; this would be taken to the Interim Council Meeting on 11th July for approval.

110/2005 RECOMMENDATION MADE UNDER MINUTE NO 94/2005 AND AGREED AMOUNTS TO BE USED BY THE E & P COMMITTEE

An email from Cllr. Collins had been circulated prior to the meeting with details of the amounts, it was explained that Cllr. Mordue and Clerk had not seen the figures prior to them being circulated. Cllr. Collins explained that at the time of the precept the Clerk had done a forecast based on worst case scenario as per normal accounting practices; the year end outturn was better. Thereby there are moneys allocated against E & P Accounts at Precept that had not been spent at year end. Members discussed the Email and comments made in great detail, and also the way the precept accounts are produced. The Chairman of E & P explained that over the last few years AVDC have produced figures for the parks, but because of the way the management agreement had been written we had not got invoices or details in order to accurately forecast the spend. This will change in the forthcoming year as we now control the contractors. Due to the lack of spend over the years the Council is now in a position that capital outlay is required on the maintenance and infrastructure of the parks.

Proposed by Cllr. Collins, seconded by Cllr. Isham, and **RECOMMENDED** by 7 votes to 1 that £60,000 difference between expected spend at precept and actual spend be allocated £20,000 to capital reserves and £40,000 to E & P Committee.

It was **AGREED** that in future worst case and best case scenarios would be produced for the precept meeting.

Following a comment from a member it was agreed, to assist Councillors who had not been able to read the referencing minute, that in future copies of the minute would be included with the agenda.

111/2005 THE ACTUARIAL VALUATION REPORT FROM BCC PENSION

It was noted that this had only been given to the previous Chairman who reported on its contents.

112/2005 POSSIBILITY OF CHANGING TO A WIRELESS SYSTEM FOR THE COUNCIL'S COMPUTERS

The Clerk explained that the three computers were linked so generating a lot of wires in the office, there will also be a need to have wires connecting the photocopier to the Cemetery Computer. A quotation to create a wireless link was discussed by members who felt that a wireless system was not required at this point in time.

113/2005 ITEMS TO BE ORDERED FROM THE QUALITY PARISH COUNCIL FUND AS PER MINUTE NO 76/2005.

Members noted that the cheque for the grant had been received from the Countryside Agency for the QPS Funding; it was **AGREED** to designate the Clerk with the Chairman to investigate the items initially agreed upon and to place the orders within the funding total. (Computer Projector, Display Boards, Public Awareness Marquee)

ACTION THE CLERK/CHAIRMAN

114/2005 FIXED OR E.I.P LOAN REPAYMENTS FROM PUBLIC LOAN BOARD FOR CEMETERY LODGE REFURBISHMENT LOAN

Copies of the Public Loan Board interest calculations and explanations had been circulated with the agenda. Members discussed the difference between the two repayment methods. E.I.P would mean a higher yearly instalment at the beginning which will reduce annually giving a lower overall repayment cost; Fixed would be equal instalments for the life of the loan but would have a higher overall repayment cost. Members were given an example of the difference in the total costs if the loan had been taken out that day which would give an E.I.P. loan cost of £129841 and a fixed loan cost of £141073 on the £77,000. PLB interest rates change daily therefore the final interest rate for the loan would not be known till it is fixed 2 days before its commencement. The loan is due to start on 1st August 2005 and will run to 31st July 2035

Proposed by Cllr Barnett seconded by Cllr Isham and **AGREED** that the Council should have a Fixed Instalment Loan for 30 years

115/2005 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items.

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

116/2005 TO RECEIVE FOR INFORMATION A LETTER FROM SOLICITORS ACTING FOR MR B. PAGE

Meeting Closed at 8.30 pm.

CHAIRMAN DATE

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COPMMITTEE HELD ON MONDAY 4TH JULY 2005 IN THE COUNCIL CHAMBERS,
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APOLOGIES

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**116/2005 TO RECEIVE FOR INFORMATION A LETTER FROM SOLICITORS
ACTING FOR MR B PAGE**

Members were informed of the letters which had been received from Mr Page's solicitor concerning his allegation that the Council owe him the lost profit for installing the Christmas lights in 2004 and 2005. This matter had been dealt with by the previous Mayor currently Chairman of Events, Current Mayor who was the former chairman of the Finance and Administration Committee and the Current Chairman of the Finance and Administration Committee who was the Chairman of the Events Committee; they had been instructing the Clerk as to responses to be made. The Members were given the history of the Christmas Lights contract. Mr Page solicitor had informed the Council that he would be making a claim in the small claims court. Members agreed that the 3 Councillors had acted in the Council's interest and that should proceeding be commenced the Council would seek legal advice, before conducting its own defence. Council were informed at all relevant stages.

Chairman Date