

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON
MONDAY 28th NOVEMBER 2005 IN THE COUNCIL CHAMBERS AT 7PM**

<u>PRESENT</u>	Councillors	J. Barnett	
		H. Cadd	
		P. Collins	(Mayor)
		Mrs P. Desorgher	
		R. Lehmann	(Chairman)
		H. Mordue	
		Ms. R. Newell	
		R. Stuchbury	
		Ms. P. J. Heath	
	Town Clerk		

APOLOGIES

Apologies were received and accepted from Cllr. D. Isham, Cllr. Lewis, Cllr. Mrs. Stevens, and Cllr. Mrs. C. Strain-Clark.

145/2005 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

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

146/2005 MINUTES OF THE LAST MEETING

Members received and noted the minutes of the last meeting held on 10th October 2005 which were ratified on 7th November 2005.

147/2005 ACTION REPORTS AND UPDATES

147.1 (135/2005) Update on office procedures

These are being reviewed but no real alterations recommended.

147.2 (139/2005) Office Opening Hours

Following the agreement of the recommendations Members asked that a press release be issued informing of the alteration. Cllr. Stuchbury was concerned, feeling that the retention of the flexibility to close at lunch time was essential, especially when Councillors need to consult the staff in confidence and without members of the public interrupting.

Proposed by Cllr. Lehmann, seconded by Cllr. Cadd, and **AGREED** by 7 votes to 1 to issue a press release on the office opening hours.

Cllr Stuchbury wished his objection recorded.

148/2005 QUALITY PARISH COUNCIL HEALTH-CHECK

Members were shown the draft leaflet which would be printed at the beginning of December and be available to hand out at the Christmas Parade.

149/2005 BUDGET REVIEWS

149.1 Finance and Administration Committee budgets

A copy of the 1st draft of budget figures had been circulated prior to the meeting. These were the Clerk's initial figures based on requests received so far and minuted items. Members discussed the sheets in detail and made recommendations as to changes in the proposed figures. The full figures would be circulated after the Jan 3rd Meeting in time for the next F & A Committee meeting.

149.2 Overview of all budgets

It was noted that not all the committee requests had been received and that these would be included in the final figures issued prior to precept.

Cllr. Barnett presented his formula for calculating the 2006/2007 precept along with comparison figures for previous years. These were discussed in great detail. Members felt there was a need to build up a reserve for the Council to call on for capital projects that require a quicker response than waiting for the following year's budget. Members felt that as a Committee the Terms of Reference did not allow for them to dictate a budget increase, but they felt they could suggest a guideline increase to the Chairman of the main spending committees of Events and E & P.

Proposed by Cllr. Lehmann, seconded by Cllr. Barnett, and **AGREED** that this Committee suggest that the Chairmen of Events and Environment & Property not increase their budget by more than 4%.

150/2005 VERBAL REPORT ON THE TOWN CLERK'S JOB EVALUATION AND AGREE PROPOSED AMENDED PAY SCALE

The Chairman and Cllr. Collins presented a verbal report on the Clerk's job evaluation following the increase of responsibilities; the evaluation showed that the Clerk should be on LC3 below substantive.

Proposed by Cllr. Collins, seconded by Cllr. Lehmann, and **RECOMMENDED** that the Clerk should be placed on spine code 39 which is at the bottom of LC3 on a spot point basis; this requires the Council to carry out a review every year.

The Following item was heard under section 1 (2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

151/2005 THE FUTURE STAFFING REQUIREMENTS OF BUCKINGHAM TOWN COUNCIL

*Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **AGREED** to resume the meeting in public as per the agenda.*

152/2005 (141) CONTRACTS TO RECEIVE THE INFORMATION FROM NALC AND SLCC ON SECTION 19.3 AND TO AGREE THE DRAFT CONTRACTS

The Clerk read the responses from both NALC and SLCC in respect of death in service; both admitted there was a problem with the wording but that the current wording should stand. Proposed by Cllr. Lehmann, seconded by Cllr. Newell, and **AGREED** to accept the alterations as listed in minute no 141/2005, amend clause no 18.3 to read *“In the event of your death in service any salary, pension or gratuities due to you will be paid to your estate or nominated next-of-kin.”*. The new contracts would then be issued to all members of staff; the individual elements of the contracts having been agreed by Cllr. Lehmann, Cllr. Newell, and Cllr. Collins.

153/2005 DRAFT STRESS POLICY – CLLR. NEWELL

Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **AGREED** to adopt the stress policy circulated with the agenda.

154/2005 PROVISION OF A SUMMER OUTFIT FOR THE TOWN CRIER

Members discussed the request of the Town Crier for a summer outfit as the coat was too hot. Members pointed out that an outfit had already been made especially for the current crier as the original costume was too big, and did not feel they could justify the expense of a purpose made summer outfit which would be gender based.

155/2005 PROCEDURES FOR THE RECOMMENDATION OF GRANTS ALLOCATIONS PRIOR TO THE PRECEPT MEETING

The Clerk explained to Members that the next meeting of the Committee would be on 16th January 2006, 1 week before precept. Members decided that they would discuss the grants allocation at that meeting.

156/2005 CHAIRMAN’S ITEMS FOR INFORMATION

There were no Chairman’s announcements

Meeting closed 8.40 pm

CHAIRMAN DATE