

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING
HELD ON MONDAY 1ST DECEMBER 2008 at 7PM

PRESENT	Councillors	T. Bloomfield Mrs. G. Collins P. Collins (Chairman) P. Hiron D. Isham R. Lehmann A. Mahi H. Mordue (Mayor) Ms. R. Newell M. Smith Mrs. P. Stevens R. Stuchbury M. Try W. Whyte
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Town Clerk	Mrs P. J. Heath
Deputy Town Clerk	Mr C. Wayman

APOLOGIES FOR ABSENCE

Apologies for late arrival were received from Councillor Mrs G. Collins.

451/2008 DECLARATIONS OF INTEREST

There were no declarations of interest for items on the agenda; it was decided that declarations of interest on grant requests would be declared at the appropriate time.

452/2008 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 13th October 2008, which were ratified by Full Council on 27th October 2008.

ITEM CARRIED OVER FROM 13TH OCTOBER MEETING:

453/2008 TO RECEIVE DETAILS OF TIME IN LIEU OUTSTANDING AND OVERTIME CLAIMS, DISCUSS CURRENT WORK PROCEDURES PLUS CURRENT POSITION

Copies of Timesheets were circulated with the agenda. Members agreed to pay the overtime for the Clerical Assistant.

Cllrs. Mahi and Mordue arrived during the following item.

**454/2008 TO REVIEW STAFF HAND BOOK, EXAMPLE ISSUED BY BALC,
AND AGREE WAY FORWARD**

Members discussed the merits of the sample hand book. It was agreed that Cllr. Newell would with the Town Clerk's help go through the handbook and Council documentation and bring a summary to the next meeting.

ACTION CLLR. NEWELL AND TOWN CLERK

Cllr. G. Collins arrived during the following item.

**455/2008 TO DISCUSS AND AGREE A POLICY IN LINE WITH BUCKS.
COUNTY COUNCIL PENSION SCHEME REQUEST**

Members discussed the policy and the Council's obligations regarding pension provision. It was proposed by Cllr. P. Collins, seconded by Cllr. Try, and **AGREED** by 11 votes to 0, with Cllr. Stuchbury abstaining, to not take up the discretion contained in Section 12.

It was proposed by Cllr. P. Collins, seconded by Cllr. Mordue, and **AGREED** by 10 votes to 0, with Cllr. Stuchbury abstaining, to not take up the discretion contained in Section 13.

It was proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **REJECTED** by 4 votes to 7 to take up the discretion contained within Section 18.

It was proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** to take up the discretion contained within Section 30. Cllrs. Stuchbury, Newell and Smith requested a recorded vote.

Cllrs: Isham, Lehmann, Stuchbury, Bloomfield, Try, Whyte, G. Collins, Smith, Mordue, Newell and Stevens voted for;

Cllrs: Hirons and P. Collins voted against;

Cllr Mahi abstained.

The following item was heard under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 which excludes members of the Public due to the confidential and financial nature of the business to be discussed:

**456/2008 REVIEW OF THE TOWN CLERK'S SALARY SPINE POINT AS PER
CONTRACT**

Agenda order was resumed and the public invited to return.

457/2008 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

Members noted the Action reports and updates sent with the agenda.

363 & 399 The website was discussed later on the agenda.

417 The Clerk provided a number of examples of name badges from one supplier for Members to view and decide on a style for the staff name badges. It was proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **AGREED** by 7 votes to 6 to adopt a silver badge for staff Members.

437.2 Cllr. Newell provided a draft Annual Leave document. Members discussed the document and Members asked if unpaid leave could be included in the document and that the Town Clerk and Cllr. Newell would review the Annual Leave document for presentation to the next meeting.

ACTION CLLR. NEWELL AND TOWN CLERK

437.3, 437.4, 437.5 & 437.6 The Town Clerk reported that these action points would be passed on to the new Town Clerk.

457.1 (437.6) Draft complaints procedure policy for discussion and agreement
A copy of the draft complaints procedure had been circulated with the agenda. It was proposed by Cllr. Isham, seconded by Cllr. Stuchbury, and **AGREED** by 13 votes to 0 to adopt the draft complaints procedure.

458/2008 BUDGET REVIEWS

458.1 To review Finance and Administration Committee budgets
The Members discussed the budget for the remainder of the year.

458.2 To review all Committee budgets
Concern was raised over the income from the markets. It was agreed that the Events Committee should deal with any shortfall in the income from the remainder of their budget.

459/2008 TO DISCUSS THE DRAFT FINANCE AND ADMINISTRATION PRECEPT BID

A copy of the draft precept bid had been circulated with the agenda. It was agreed to change the following precept amounts:
4022 Insurance would be changed from £11,350 to £9,500
4023 Training would be changed from £5,300 to £3,500
1190 Interest received would be changed from £6,000 to £2,000
4080 By-elections would be changed from £1,500 to £0 and any elections would be paid from contingencies
4025 Major Building Works – Clerk to review quotes and base figures on completion in financial year 2009-10

ACTION TOWN CLERK

4070 Grants – To be decided after this current year's grants have been awarded.

460/2008 TO DISCUSS THE PLACING OF THE CHAMBER TABLE AND CHAIRS INTO SUITABLE STORAGE TO ENABLE THE CHAMBER TO BE USED AS OFFICE SPACE FOR ALL STAFF MEMBERS

Members discussed the storage options and other alternatives for the Chamber table and chairs. It was agreed for the Clerk to obtain 3 quotes for suitable storage and to report to the next Full Council meeting.

ACTION TOWN CLERK

461/2008 TO INVESTIGATE THE RENTAL OF APPROPRIATE ACCOMMODATION FOR COUNCIL AND COMMITTEE MEETINGS FOR A 12 MONTH PERIOD

Members discussed possible meeting rooms in the town; Members were informed that Town Clerk had received prices from Buckingham School and the Royal Latin School and was awaiting the University's price. It was proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, and **REJECTED** by 4 votes to 6 to investigate leasing the Chamber table and chairs out to other organisations in the town.

462/2008 (466) TO DISCUSS THE FORMING OF A "GRANTS FORMAT POLICY" AND AGREE CRITERIA

Members discussed the draft Grants Policy which had been circulated with the agenda and agreed the following changes to be **RECOMMENDED** to Council:
To add Section 2.4 Funding will be up available for up to three years and any subsequent years will be at the discretion of the Council.
6.1 Changed to read: An advert will be displayed on the website and the details will be published in two of the Council's newsletters.
6.2 Removed.
6.8 Changed to read: Recipients of £1,000 or more are invited to present a report to Council on their activities and use of the grant money at the Annual Town Meeting following the financial year end in which the grant has been allocated.
To add Section 6.9 Recipients of £1,000 or more are encouraged to use the Town Council's logo and the wording 'supported by Buckingham Town Council' on their correspondence and in their publicity.
To add section 6.10 Recipients of £1,000 or more will be invited to receive a cheque from the Mayor at a suitable occasion.

Members agreed that letters sent out in respect of this year's grant awards will be told that there will be no reminder sent out next year.

ACTION TOWN CLERK

Cllr. Newell left the meeting.

463/2008 TO DISCUSS AND AGREE RECOMMENDATION TO COUNCIL OF THE 2009/2010 GRANT ALLOCATION

Cllr. Lehmann informed the Committee that he had not received the documentation for the grant applications. It was proposed by Cllr. Lehmann, seconded by Cllr. Isham and **AGREED** 9 votes to 3 to defer the decision on grants until the next meeting on 19th January 2009.

Cllr. Mahi left the meeting.

It was agreed by the Members for the Clerk to reissue the paper showing the grants issued to the organisations over the last 10 years.

ACTION TOWN CLERK

464/2008 TO RECEIVE THE NOTES FROM THE WEBSITE WORKING GROUP MEETING ON 28.10.08

Members agreed to receive the notes from the website working group meeting.

465/2008 TO DISCUSS THE WEBSITE AND EMAIL, ALSO OFFICE COMPUTER SUPPORT – CLLR. TRY

Cllr. Try discussed the content of the notes of the website working group meeting. Cllr. Try informed the Committee that he had upgraded the hosting package and would pass on the disclaimer for emails to the Town Clerk for use. It was agreed that links would be written out so users could paste them into the web browser, if they so wish, as well as providing a link to click on. Members agreed for Cllr. Try to upload the text and pictures which the Town Council owns, which he requested.

ACTION CLLR. TRY

Cllr. Lehmann left the meeting.

It was **AGREED** to defer agenda item 17 until the end of the meeting

466/2008 TO DISCUSS THE ADMINISTRATION OF WAGES FOR THE BUCKINGHAM & GAWCOTT CHARITABLE TRUST IN RESPECT OF THEIR NEW CLERK, A TOWN COUNCIL EMPLOYEE

Cllr. Stuchbury as a Town Council representative on the Buckingham & Gawcott Charitable Trust gave some background to the letter received. It was proposed by Cllr. Whyte, seconded by Cllr. P. Collins, and **AGREED** by 9 votes to 0 to request more information from Buckingham & Gawcott Charitable Trust.

ACTION TOWN CLERK

467/2008 TO RECEIVE DETAILS OF 2008/09 PAY NEGOTIATIONS AND CONFIRM RETROSPECTIVELY THE INTERIM PAY AWARD TO STAFF MEMBERS

Members confirmed the retrospective interim pay award.

468/2008 TO REVIEW THE OPENING HOURS OF THE OFFICE AS PER MINUTE 444/2008

Members agreed to keep the current opening hours. Members confirmed that the Office would be closed to the public from 3pm on the 18th December to 10am on the 6th January 2009. Although all Members of staff will be on holiday during this period, it was confirmed that if there was an emergency the ground staff would be available. Members agreed to put this item on the agenda for the meeting on 19th January 2009.

469/2008 TO DISCUSS AND AGREE CONTACT DETAILS FOR THE ENVIRONMENT AGENCY FLOOD WARNING ALERT AND ALSO CONTACT DETAILS FOR EMERGENCY PLANNING FOLLOWING THE DEPARTURE OF THE TOWN CLERK

Cllr. Stuchbury volunteered to be the contact for a temporary period of time until the new Town Clerk comes into post. Members agreed for Cllr. Stuchbury to be the contact person.

470/2008 TO DISCUSS AND AGREE WORKING GROUP TO DRAFT A RESPONSE, FOR AGREEMENT AT COUNCIL MEETING ON 15TH DECEMBER, ON CONSULTATION "COMMUNITIES IN CONTROL: REAL PEOPLE, REAL POWER. CODES OF CONDUCT FOR LOCAL AUTHORITY MEMBERS AND EMPLOYEES". DEADLINE 24TH DECEMBER 2008

It was agreed to not set up a working group and that if Members wish to respond, they could do so individually.

471/2008 TO RECEIVE DETAILS OF PRICE CHANGES FOR RBS SOFTWARE SOLUTIONS SUPPORT

Members noted the change in prices.

472/2008 TO RECEIVE AND RECOMMEND TO COUNCIL THE FREEDOM OF INFORMATION ACT NEW MODEL PUBLICATION SCHEME

Members agreed to **RECOMMEND** to Council to adopt the new Freedom of Information Act New Model Publication Scheme. Members were concerned over the time frame. The Clerk informed the Members that there had been no information received from BALC regarding the Freedom of Information Act and that we had to wait until NALC had sent through the details. It was agreed to write to BALC to find out why they had not circulated the information.

ACTION TOWN CLERK

473/2008 TO DISCUSS AND DECIDE IF THE COUNCIL WISHES TO APPLY FOR A COSTCO CARD IN THE COUNCIL'S NAME

Members agreed that they should not apply for a Costco Card.

474/2008 TO DISCUSS THE FORMATION OF A COMMUNICATIONS STRATEGY

It was proposed by Cllr. Whyte, seconded by Cllr. Stevens, and **AGREED** 10 votes to 0 to create a Working Group of four Councillors and the Deputy Town

Clerk to formulate a Communications Strategy. It was agreed that the four Councillors would be Cllrs. Hirons, Whyte, Smith and Isham.

ACTION NAMED CLLRS./DEPUTY TOWN CLERK

475/2008 CHAIRMAN'S ITEMS

Precept

The Chairman reminded Members to budget accordingly for the coming year.

Meeting closed at 10.00 pm.

CHAIRMAN DATE