

**Minutes of a meeting of the Finance and Administration Committee of Buckingham Town Council held on Monday 9th March 2009 in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.**

**Present:** Cllr. P. Collins – Chairman  
Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. Mrs G. Collins  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. H. Mordue  
Cllr. Mrs R. Newell  
Cllr. M. Smith  
Cllr. R. Stuchbury  
Cllr. M Try

**Also present:** Anne Wilson - Town Clerk  
Chris Wayman – Deputy Town Clerk

**494/ 08 Apologies for Absence**

**RESOLVED** to note apologies from Cllr. Warren Whyte and Cllr. Mrs P Stevens.

**495/08 Declarations of Interest**

**RESOLVED** to note that there were no declarations of interest.

**496/ 08 Minutes**

**RESOLVED** to receive the minutes of the Finance and Administration of the meeting held on Monday 19th January 2009.

**497/ 08 Action Report**

**RESOLVED to recommend** to receive the report and note the update information.

- Min no. 478 – was not included on the action list
- Min no. 481 – No reply had been received to the letter sent by the Deputy Town Clerk to BCC asking them to waive the rent
- Min. 437.4 – The Town Clerk would follow up the buying in of services and look at the minutes of previous meetings and report back to members

Members asked that Chairman Announcements or Town Mayors Announcements are put back on the agenda. This was agreed but the Town Clerk pointed out it could only be for announcements and the item should not be treated as an any other business item.

## 498/ 08 Budget Reviews

**RESOLVED to recommend** to receive the Finance and Administration Committee Budget.

**FURTHER RESOLVED to recommend** that members receive and discuss the Committee Budgets.

- **Market Rents:** The Town Clerk was asked to look at the market rents and when the Town Council last received the income from the Tuesday and Friday market. The Clerk asked how the Council was sure that they received the correct amount of rent each market from the Toby as they did not collect the money direct. It was agreed that the Clerk look into the rents and report back at the next meeting of this Committee. The Council was arranging entertainment with some of the markets in an attempt to boost trade
- **Devolved Services:** The Deputy Town Clerk confirmed that the County Council had been invoiced up until the beginning of December 2008 for devolved services but as yet no money had been received
- **Circular Walk:** The Town Clerk will look at the budget for circular walk and report back to members on the expenditure this year. Cllr. Smith pointed out that the budget heading is wrong and that it should be Buckingham Community Plan (of which circular walk is just a part).
- **Bowls Club:** The income from the bowls club is £500 per year. The Town Clerk would look at the remaining length and the terms of the lease with the bowls club. She would also see if payment had been made for this financial year and if not she was asked to chase the payment.

## 499/08 Training and Conferences

**RESOLVED to recommend** that the Town Clerk and Deputy Town Clerk may attend the Society of Local Council Clerks National Conference (SLCC) in Daventry from the 23rd -25th October 2009 at a cost of approximately £375 each and may attend an SLCC Regional Conference at sometime throughout the year at £49 each.

**FURTHER RESOLVED to recommend** that the Town Clerk may attend the Larger Local Councils Conference in Nottingham on the 16th and 17th April 2009 at a cost of £310.00 and the Summer Seminar at the University of Gloucester on the 15th and 16th July 2009 at a cost of approximately of £120 plus accommodation.

**FURTHER RESOLVED to recommend** that the Town Clerk may attend the Local Government - Working Together Conference in Milton Keynes on Friday 24th April 2009. Cllr. Hirons expressed an interest in attending too subject to the content of the day and members agreed to pay for his attendance if he chose to go to the conference. The cost would be £50 for individual attendance and £45 each for two delegates or more

Members noted the additional information and **RESOLVED to recommend** that the Town Clerk may attend the Green Matters Conference on the 27th March 2009 at a cost of £60.00. Several Councillors were already attending this conference.

It was agreed that any officer of the Council attending a conference or training session in the evening or weekend may take time in lieu for attendance.

#### **500/08 AVDC Council Tax Valuation**

**RESOLVED to recommend** that members note the letter from AVDC with regard to the Council Tax discount for the Cemetery Lodge.

Cllr. Mordue stated that the Town Council were looking to use the lodge as an office during the building of the proposed extension of the Town Council offices. The Town Clerk was asked to look at the change of use for the lodge to enable this to happen.

#### **501/08 Annual Audit**

**RESOLVED to recommend** that members note the report with regard to the recommendations from Mazars, the Council external auditors with action points as follows:

- All documents requested to accompany the Annual Return are forwarded to the auditors
- The Internal Auditors are appointed annually – as part of the review of effectiveness
- There are inconsistencies between the asset register and the insurance schedule which should be reviewed for 2008/2009
- The level of fidelity cover should be reviewed to confirm it is appropriate

Proposed that Members:

- Note the four points raised
- Appoint Andrew Carver of Tearle and Carver as the Internal Auditor for 2008/2009
- Put out to tender the appointment of an Internal Auditor for 2009/2010
- Arrange for a new Asset Register to be obtained
- In line with the point above review the Town Council's insurance
- Review the level of Fidelity Guarantee

The Town Clerk had recommended that the appointment of the Internal Auditor be put out to tender. It was explained that Andrew Carver had been the Internal Auditor for several years and it was understood he donated his fee to charity each year. Members felt he should remain as the Internal Auditor.

Therefore it was proposed that the following recommendations be agreed:

- Appoint Andrew Carver of Tearle and Carver as the Internal Auditor for 2008/2009
- Arrange for a new Asset Register to be obtained
- In line with the point above review the Town Council's insurance
- Review the level of Fidelity Guarantee

A vote was taken - 4 in favour and 5 against the amendment

**RESOLVED to recommend** that the six proposals as outlined be agreed.

A vote was taken – 7 in favour and 3 against.

### **502/08 Town Council Staff Name Badges**

**RESOLVED to recommend** that the Town Council purchase name badges for the staff from Badgemaster for an origination cost of £25.00 and the purchase of six badges at £4.05 each - £24.30. Total Cost £49.30

### **503/08 Purchase of JCT 05**

**RESOLVED to recommend** the purchase of JCT 05 standard Repair and Maintenance Contract to assist with the compiling of the standards contract for the Town Council at a cost of £17.50.

### **504/08 Buckingham Town Council Website**

**RESOLVED to recommend** that the Town Council agree that:

- Web Builder 5 at a cost of £25 be purchased
- A £60 donation is made for the Freeware packages
- The Council upgrade to “PRO Standard” is made at a cost of £168.00
- A date be agreed for a Website Review Meeting

### **505/08 Dedicated e mail Addresses**

**RESOLVED to recommend** that Cllr. Try would look into the provision of a dedicated e mail address for the Town Clerk and the Deputy Town Clerk for confidential matters.

### **506/08 Office Opening Hours**

**RESOLVED to recommend** that with effect from Monday 16th March 2009 the Town Council Offices be open to the public five days per week from 10 a.m. – 5 p.m. Monday to Thursday and 9 a.m. – 3 p.m. on a Friday.

**507/08 Date of Next Meeting:** Monday 27th April 2009

**COMMITTEE IN PRIVATE SESSION**

**508/08 Exclusion of Public and Press**

**RESOLVED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**COMMITTEE IN PRIVATE SESSION**

**BUCKINGHAM TOWN COUNCIL**

**FINANCE AND ADMINISTRATION COMMITTEE**

**MONDAY 9TH MARCH 2009**

**509/08 OVERTIME AND TIME IN LIEU**

**RESOLVED** to recommend that the overtime and time in lieu payments to the staff as submitted to the meeting for February 2009 be made.

**510/08 CONTRACT FOR THE ACCOUNTS ASSISTANT**

Members noted that Jodie Baughan, Account Assistant came to the end of her sixth month temporary contract at the end of March 2009.

It was proposed that Jodie be given a further six month contract given that the Town Clerk had only just come into post and may need time to establish the working needs of the Council.

A vote was taken - 4 in favour of this proposal and 6 against.

Following further discussion it was **RESOLVED to recommend** to confirm that Jodie Baughan be employed as the Accounts Assistant on a permanent contract with effect from the 1st April 2009.

A vote was taken – 9 in favour and 1 against.

**Signed** ..... **Date** .....

At the end of the meeting the Chairman mentioned the e mail sent to all members regarding the Aylesbury Vale Transport Users Group. Members noted that the next meeting, which may be the last one of this group, will take place on Tuesday 21st April 2009 at 2 p.m. at County Hall.