

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD
ON MONDAY 10th SEPTEMBER 2007 at 7pm**

PRESENT

Councillors	T. Bloomfield
	H. Cadd
	P. Collins (Chairman)
	P. Hiron
	D. Isham
	H. Mordue (Mayor)
	R. Newell
	M. Smith
	P. Stevens
	R. Stuchbury
	M. Try
Town Clerk	Mrs P. J. Heath
In Attendance	Cllr. A. Mahi

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. W. Whyte.

322/2007 DECLARATIONS OF INTEREST

Councillors P. Collins, Cadd, Mordue, Try, Isham, declared personal interests as members of the Management Committee and Cllr. T. Bloomfield declared a personal interest as the Community Centre Manager in respect of agenda item 13.

323/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 23rd July 2007, which were ratified by Full Council on 20th August 2007.

324/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

There were no reports on action points not included elsewhere on the agenda.

325/2007 QUALITY PARISH COUNCIL

It was **AGREED** that the Chairman, the Mayor and the Clerk would liaise on the layout and production of the Annual Report.

326/2007 BUDGET REVIEWS

326.1 To review Finance and Administration Committee budgets

Members discussed the budget sheets which had been circulated with the agenda, and their format.

326.2 To review all Committee budgets

Members discussed the budgets as per the sheets circulated with the agenda. It was noted that each Committee Chairman should monitor their individual budgets and be aware in advance if there was a potential overspend.

It was noted that the Car Park contribution had not been paid for 2006/2007 and 2007/2008 as AVDC had yet to provide the invoice.

326.3 To receive information of the Town Clerk's Time in Lieu Hours

The Town Clerk informed Members that the time in lieu hours had not increased during the last 6 weeks as time had been taken. Members discussed briefly the objective given to the Town Clerk that all hours be taken by 31st March 2008 if possible. Members would monitor the situation and if required would discuss cash payment at the year end to clear any outstanding hours.

326.4 Grant requests and allocation: prepare and agree timetables.

Members discussed the timetable for grants and the procedure the Town Council follows was explained to new Councillors. It was agreed that the adverts would be placed at the end of September with the deadline of 16th November for grant requests, and the Committee will discuss and make a recommendation on the grants at the 17th December meeting.

327/2007 TO PREPARE AND AGREE TIMETABLES FOR PRECEPT 2008

Members were reminded that the precept meeting would be on 21st January 2008. Members discussed at length the procedures and role of the Finance and Administration Committee in that process. It was noted that the F & A Committee could give a steer to the Committees and advise the Council on the financial requirements but the final decision could only be made by the Full Council.

It was agreed that each Committee should prepare their headline budget proposals for the 29th October meeting of the F & A Committee, and that the Committees should use a steer amount of 5% increase for routine expenses, with exceptional items being in addition with an explanation of cost. At the next Committee Meeting the proposals plus grant allocations can be factored into the calculations in order for the Committee to advise the Council on 26th November of the likely precept increase; the Council can then advise the Committee what their overall budget target should be, for them to provide the detailed breakdown for the precept meeting.

Proposed by Cllr. P. Collins, seconded by Cllr. Smith and **AGREED** that each committee shall provide by the 29th October a headline budget with routine expenditure at 5% increase, exceptional items being over and above, and that the F & A Committee shall make a recommendation to the Council Meeting on the 26th November to allow for any amendments to be made prior to the precept meeting on 21st January 2007.

ACTION THE COMMITTEE CHAIRMAN/THE TOWN CLERK

328/2007 TO AGREE TIMETABLE FOR THE PREPARATION OF 3 – 5 YEAR BUDGET PLAN

Proposed by Cllr. Collins, seconded by Cllr. Smith, and **AGREED** that a 5 year rolling budget should be produced for 2008/2009 onwards, with years 4 and 5 being indicative.

ACTION THE COMMITTEE CHAIRMAN/THE TOWN CLERK

329/2007 RECEIVE THE MINUTES OF THE TOWN COUNCIL PREMISES SUB-COMMITTEE HELD ON 23.07.07, 13.08.07, 29.08.07 AND DISCUSS THE CONTENTS.

Members received the minutes for the Town Council Premises Committee and noted their contents. Members thanked Cllr. Whyte for all his work on the project. The Town Clerk explained to Members the phased work that will be undertaken in respect of the internal office alterations.

It was **AGREED** that due to health and safety reasons an overhead light would be provided on the wall for the new work station as the current lighting falls below the legal requirement.

ACTION THE TOWN CLERK

330/2007 RECEIVE NOTIFICATION OF THE TOWN CLERK'S APPRAISAL.

The Chairman of the Committee informed Members that a list of objectives had been agreed with the Clerk.

331/2007 DISCUSS THE WORDING OF STANDING ORDERS SECTION 1D – AS PER THE REQUEST OF COUNCIL AND MAKE RECOMMENDATION OF ANY ADJUSTMENT

Members discussed the current wording of standing order 1d and the wording as presented to the Council on 20th August.

Proposed by Cllr Smith, seconded by Cllr Hirons and **RECOMMENDED** that the wording for 1d should read "*All Council and Committee meetings shall not exceed three hours in duration unless a majority of those present and sufficient to retain a quorum, plus the Clerk unless a Member agrees to take notes, agree to continue transacting business; to be reviewed hourly thereafter. The meeting will then stand adjourned to the first convenient meeting date agreed at the meeting*".

332/2007 RECEIVE LETTER OF REQUEST FROM THE TRUSTEES OF THE BUCKINGHAM HERITAGE TRUST TO MAKE A PRESENTATION TO THE COMMITTEE

Cllr. Smith declared a personal interest as a trustee of the Heritage Trust

Following a short discussion it was **AGREED** that the Trustees of Buckingham Heritage Trust will be invited to the 29th October meeting to make a presentation; a guide time of 10 minutes would be allowed.

ACTION THE TOWN CLERK

333/2007 RECEIVE A REQUEST FROM BUCKINGHAM COMMUNITY ASSOCIATION TO SET UP A MEETING TO DISCUSS FUTURE FUNDING OF THE CENTRE; NEED TO APPOINT 3 REPRESENTATIVES TO MEET WITH THE MANAGEMENT COMMITTEE.

Following a discussion it was **AGREED** that Councillors Stuchbury, Newell, Hirons and Smith would represent the Town Council. Members discussed at length the legalities of those councillors who declared interest remaining in the room and contributing to the discussion. The Clerk was requested to seek a ruling from the Monitoring Officer.

**ACTION THE TOWN CLERK
ACTION CLLR STUCHBURY/NEWELL/HIRONS/SMITH**

334/2007 RECEIVE REQUEST FROM BOURTON ROAD ALLOTMENTS TO SET UP A MEETING TO DISCUSS THE NEXT 3 YEARS GRANT AS PER THE AGREEMENT; NEED TO APPOINT 3 REPRESENTATIVES TO MEET AND PROVIDE A GUIDELINE TO THE REPRESENTATIVES.

It was **AGREED** that Cllrs. Mordue, Bloomfield and Isham would represent the Council.

ACTION CLLR MORDUE/BLOOMFIELD/ISHAM

335/2007 DISCUSS THE BUCKINGHAM TOWN COUNCIL WEBSITE WWW.BUCKINGHAMTOWNCOUNCIL.GOV.UK AND ANY AMENDMENTS REQUIRED.

It was **AGREED** to defer this item to the next meeting as it had been raised by Cllr Whyte.

336/2007 DISCUSS THE FORMAT FOR REPORTING OF THE PAYMENTS AND INVOICES FOR PAYMENT BASED ON THE ACCOUNTS PACKAGE

Members discussed the information circulated by the Town Clerk on the accounts package; it was noted that no Councillor had been in to look at the package in situ. The Clerk explained that each Council had wanted different formats and that a guideline from the Council as to what information they wanted would be required before the right report format could be produced. It was **AGREED** a small working party would look at the package and produce a draft report for Council's agreement.

ACTION CLLRS HIRONS/SMITH/WHYTE/COLLINS

337/2007 MIN NO 312/2007 TO DISCUSS AND AGREE THE CRITERIA FOR MILEAGE AND TRAVEL CLAIMS

Mileage payments would be made for all authorised travel outside of the parish, taking the most economical and reasonable route. The rate will be as per agreed by

the Allowances and Government legislation, the rates to be shown on the expenses claim form.

ACTION THE TOWN CLERK

338/2007 (320/2007) TO DISCUSS AND REVIEW THE CURRENT CONTRACTS FOR CHANDOS PARK TOILETS

This item had been passed to F & A from the Environment and Property Committee, details of the contracts having been given to that committee. Members felt that a full investigation of what the current contracts provide and what options were open to the Council were required before any decision was made. As there is 18 months of the contract to run it was agreed this would be carried out in the new financial year.

ACTION THE TOWN CLERK

339/2007 DISCUSS THE MEMBERS' ATTENDANCE REGISTER AND WHETHER THE DATA SHOULD BE PUBLISHED AND IF SO THE FREQUENCY OF PUBLICATION.

Members **AGREED** that the attendance register should be updated every 7 weeks, after the Full Council meeting, and be put on the notice-board and placed on the web site.

340/2007 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for information

Meeting closed at 9.05 pm.

CHAIRMAN DATE