

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD
ON MONDAY 29TH OCTOBER 2007 at 7PM**

PRESENT

Councillors	H. Cadd P. Collins (Chairman) D. Isham R. Newell M. Smith P. Stevens R. Stuchbury M. Try
Town Clerk	Ms P. J. Heath
In Attendance	A. Mahi
Guests	Mrs. P. Brooks Mr. T. Webster Mr. M. Kirby

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. T. Bloomfield, P. Hirons, H. Mordue (Mayor) and W. Whyte

*Proposed by Cllr. Collins, seconded by Cllr. Stuchbury, and **AGREED** to move item 11 to be heard next.*

*Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** to suspend Standing Orders to enable the invited speakers from the Buckingham Heritage Trust to address the Members.*

341/2007 PRESENTATION FROM THE TRUSTEES OF THE BUCKINGHAM HERITAGE TRUST

The guests from the Heritage Trust explained how the Trust had reviewed its structure and financial systems to enable them to continue to operate; details of the new structure were circulated at the meeting along with extracts from the accounts. They answered the Member's questions on the accounts.

The Chairman thanked the guests for attending and they left the meeting

*Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** to reinstate Standing Orders.*

Cllr. Smith declared a prejudicial interest as a member of the Heritage Trust Board; he remained seated at the council table.

Members discussed the presentation and the wish of the Buckingham Heritage Trust to have a 3 year agreement for funding of £3000 plus 5% increase each year.

Proposed by Cllr. Stuchbury, seconded by Cllr. Cadd, and **RECOMMENDED by 6 votes to 0 that this council sets up an agreement for £3000 per year for years 2008/09, 2009/10, 2010/11; the amount of the grant being reviewed in years 2 and 3.**

342/2007 DECLARATIONS OF INTEREST

Councillors P. Collins and Smith declared personal interests as members of the Circular Walk Group.

343/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 10th September 2007, which were ratified by Full Council on 8th October 2007.

344/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

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

345/2007 QUALITY PARISH COUNCIL

To receive an update on the Council Tax Leaflet

A draft copy of the report was circulated at the meeting; Members noted the changes already highlighted by the office.

It was agreed to distribute the document as soon as possible as it was noted that the next newsletter is now due.

ACTION CLLR. MORDUE/TOWN CLERK

346/2007 BUDGET REVIEWS

346.1 To review Finance and Administration Committee budgets

A copy of the recent accounts was circulated prior to the meeting; Members noted that they were not fully up to date due to staff illness.

Members noted the budget balance of the Finance and Administration Committee.

346.2 To review all Committee budgets

Members noted the budget balances for the remaining committees. Members discussed in general terms the Environment and Property budget requests for 2008/2009. Members were informed that the Riverside Walk was to be maintained out of the General Rate levied by AVDC; the Town Clerk to check the legal agreement with AVDC.

ACTION TOWN CLERK

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **RECOMMENDED** by 4 votes to 1 that the £4000 held in General Reserves be transferred to the Environment and Property Committee to undertake reed clearance in the Council's areas of riparian responsibility.

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

The Town Clerk informed Members that as at the end of September the TOIL was 71 hours, by the end of October it would be approximately 84 hours. Members were also reminded that the Town Clerk had 17 days annual holiday outstanding not counting the days already booked in November. Members discussed the situation.

Proposed by Cllr Newell, seconded by Cllr. Cadd, and **AGREED** that the Town Clerk be allowed to carry over a maximum of 5 days holiday from 2007/2008 entitlement.

Proposed by Cllr. Cadd, seconded by Cllr. Smith, and **AGREED** that the Council would pay the Town Clerk for 25 of the TOIL hours, with a view to paying for any outstanding hours as at the end of the year, 31st March 2008.

347/2007 RECEIVE AND DISCUSS THE FINANCE AND ADMINISTRATION PRECEPT BID FOR 2008/2009

Cllrs. Cadd, Isham and Collins declared a personal interest in respect of the Community Centre funding.

Members discussed the proposed 2008/2009 Finance and Administration budget compiled by the Chairman; it was **AGREED** as the basis of the budget request although Members noted that refinement of the figures would be undertaken nearer to Precept.

Cllr. Try arrived.

348/2007 UNDERTAKE A HIGH LEVEL REVIEW OF ALL COMMITTEE PRECEPT BIDS, POSITION IF ACCEPTED IN FULL, AND RECOMMENDATION TO FULL COUNCIL

The initial figures from each of the Committees were discussed in detail. It was noted that many items were indicative figures as budget quotes were being sought. In particular Members noted the large increase requested by the Environment and Property Committee. Following a detailed discussion

it was proposed to **RECOMMEND** to Full Council a headline budget increase of 38% with the following budget amounts per Committee: Finance and Administration £245K; Environment and Property £200K; Events £40K; Reserves £103K.

349/2007 RECEIVE AND DISCUSS THE FINANCE AND ADMINISTRATION BUDGET FOR YEARS 2009 - 2014

Members discussed the first draft of the Finance and Administration 5 Year budget as circulated with the agenda. This would be refined over the coming months.

ACTION TOWN CLERK

350/2007 UNDERTAKE A HIGH LEVEL REVIEW OF ALL COMMITTEES FOR YEARS 2009 - 2014.

This was deferred until the next meeting to allow each Committee to establish its current budget and proposed 5 year budget.

351/2007 DISCUSS THE BUCKINGHAM TOWN COUNCIL WEBSITE WWW.BUCKINGHAMTOWNCOUNCIL.GOV.UK AND ANY AMENDMENTS REQUIRED.

This was deferred as the item had originally been raised by Cllr. Whyte who was not present.

352/2007 DISCUSS AND FORMULATE A FUNDING POLICY AND STRATEGY

A funding and strategy policy was discussed and the following **AGREED**:

Policy – It is Buckingham Town Council's policy to apply for all funding possible
Strategy – the Town Clerk would set up a funding file with details and criteria of all funding streams. Members would inform the office of any funding opportunities they are aware of. Any date-specific funding would be recorded and the criteria obtained. A wish list of projects would be maintained and scrutinised as new funding streams were identified.

A list of all possible s106 agreements would be kept and where possible details of their funding conditions noted along with the expiry date.

Members noted the Town and Deputy Clerk's work load and agreed that this would not be a high priority project.

ACTION TOWN CLERK

353/2007 RECEIVE AND SIGN THE COPY OF THE MEMORANDUM OF UNDERTAKING BETWEEN REALITY CENTRE LTD. AND BTC ON BEHALF OF COMMUNITY PLAN GROUP.

A copy of the agreement had been circulated with the agenda.

Proposed by Cllr. Isham, seconded by Cllr. Stevens, and **AGREED** by 7 votes to 0 to authorise the Town Clerk to sign the agreement. This would be funded from the Community Plan Funding of the Community Plan Group.

ACTION TOWN CLERK

354/2007 DISCUSS & SET UP A REVIEW OF STANDING ORDERS – CLLR. SMITH

It was **AGREED** that Cllr. Smith and Cllr. Collins would review the Standing Orders and recommend to the Finance and Administration Committee any alterations.

ACTION CLLR. COLLINS/CLLR. SMITH

355/2007 AGREE COMMITTEE DATES FOR 2008 AS ATTACHED AND PREVIOUSLY CIRCULATED TO ALL CHAIRMEN.

Proposed by Cllr. Cadd, seconded by Cllr. Collins, and **RECOMMENDED** that the Council meeting dates for 2008 be as circulated with the proposed Cemetery Standing Committee being in addition to these dates.

356/2007 DISCUSS REQUEST FOR EXCEL ADVANCE FORMAT TRAINING AS PER TRAINING SCHEDULE AT A MAXIMUM COST OF 6 INDIVIDUAL LESSONS FOR £450.

Proposed by Cllr. Cadd, seconded by Cllr. Smith, and **AGREED** by 8 votes to 0 that the Deputy Town Clerk and Town Clerk undertake the Excel advance formula training at a cost of £450.

357/2007 CHAIRMAN'S ITEMS FOR INFORMATION

357.1 CPD and Institute of Local Council Management

The Town Clerk explained that at the Society of Local Council Clerks annual conference the new Institute of Local Council Management was launched, the Town Clerk having been a board member since the inauguration of the Draft Institute. Part of the requirements of the Institute would be the undertaking of formal Continuous Professional Development; there would be an online facility for a plan.

Members agreed that the Town Clerk could request the Town Council to pay for the Institute fees which for a principal, the level the Town Clerk would be at, is £80.

357.2 Rubbish in the Car Park

Members were told that the Car Park was not being cleaned early in the morning. The Town Clerk explained that the Car Park is owned by AVDC who employ SITA to clean the Car Park and Town Centre; any complaint would have to be made to AVDC or the District Councillors.

Meeting closed at 9.25 pm.

CHAIRMAN DATE