

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON  
MONDAY 8<sup>TH</sup> NOVEMBER 2004 AT COUNCIL CHAMBERS AT 7PM.**

**PRESENT**

Councillors J. Barnett  
P. Desorgher  
D. Isham  
R Lehmann (Vice Chairman)  
H. Mordue  
Ms. R. Newell  
Mrs. C. Strain-Clark  
R. Stuchbury (Mayor)  
Town Clerk Ms P J Heath

**APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs. H. Cadd, P. Collins (Chairman) and Mrs P. Stevens.

**41/2004 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

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

**42/2004 THE MINUTES OF THE LAST MEETING**

Members received the minutes of the previous meeting held on 27<sup>th</sup> September 2004 which were ratified by Council on 25<sup>th</sup> October 2004.

**43/2004 ACTION REPORTS AND UPDATES**

43.1/2004 Wages review and hours worked update

Members were informed that the Chairman's Group would be meeting on 1<sup>st</sup> December to discuss the staff wages and working policies. The Chairman's group would be able to consider the Town Clerk's wage structure in line with the new Terms and Conditions as negotiated by NALC and SLCC.

43.2/2004 Grant applications update

Members were informed that to date 6 grant applications had been received, with the deadline date of 26<sup>th</sup> November. Copies of the applications would be circulated for discussion at the 20<sup>th</sup> December meeting.

43.3/2004 Costs and make a decision for purchase of Photocopier

The Clerk reported that she was able to negotiate a similar deal with Canon as that for the current photocopier in that for a set fee per copy the company will provide all service, parts, labour and toner free. Member were given the option of 2 photocopiers and agreed to budget to purchase a colour copier at a cost of £5022 with a paper cost of .052p compared to .079p the Council currently pays.

43.4/2004 (2472 (Interim 23/8/04)) Parish Poll costs and procedures

A copy of the letter from AVDC describing the procedures and cost of a parish poll, approximately £4,000, had been circulated with the agenda. The Members thanked the Clerk for the useful information.

**44/2004 QUALITY PARISH COUNCIL HEALTH-CHECK**

44.1/2004 Notification of new headed notepaper with Quality Status Logo.

A copy of the new headed notepaper was circulated at the meeting. Members were pleased to see the new style heading which included the Quality Parish Council logo. After a discussion it was agreed that the Council's web address should be included in future runs; the address would be typed on the current stock of paper.

44.2/2004 Chesham

The Clerk informed Members that Chesham Town Council had been awarded QPC status and that an invitation had been received for the Clerk to attend the award ceremony; Members agreed the Clerk could attend.

**45/2004 BUDGET REVIEWS**

45.1/2004 Finance and Administration Committee budgets

Cllr. Isham declared a personal interest in 4084 and 4085 Community Centre.

Cllr. Lehmann declared a personal interest in 4086 Youth Centre.

The Committee went through the budgets for the Finance and Administration Committee and indicated the budget request for 2005/2006.

The following budget would be held for 2005/2006:-

4007 Staff Travel, 4008 Wages fees, 4028 Councillors' Mileage, 4033 Park Warden, 4011 Postage, 4018 Telephone, 4019 hall Hire, 4021 Hospitality, 4022 Insurance, 4023 Training, 4024 Bank Charges, 4025 Legal fees, 4026 Conference, 4029 Information Service, 4030 petty cash, 1010 Chamber hire, 4084 Community Centre cash underwriting, 4085 Community Centre capital purchase, 4094 Youth Project, 4096 All Weather Pitch, 4079 public toilets (via Community Centre)

Wages – the Clerk would calculate the wages for staff Members following the 1<sup>st</sup> December meeting.

4010 Stationery drop from £1100 to £800 in line with current spend

4012 photocopier drop from £400 to £200 in line with current spend

4013 Equipment purchase - £5022 Photocopier, £978 office equipment replacement

4014 Audit fee increase by £100 to £1100 being £900 external audit £200 internal audit

4015 drop from £700 to £500

4017 Subscriptions kept at £1300 for the present; the Clerk was requested to provide a breakdown of all subscriptions paid with details of service provided

4020 Mayors allowance increased by £100 to £2600

4031 Protective Clothing dropped from £200 to £100

4032 Annual Report and Newsletters increased from £800 to £1000

4080 Bye Election dropped from £3000 to £2000 as bye-elections cover part of the town only

1190 Interest Received increased by £500 to reflect increased interest rate

4092 Church Hill wall - this would be moved to Capital Reserves.

4081 Parade Signs Reserve increased by £200 to £1000

4086 Youth Centre Contingency would remain at £6500

4083 and 4500 would be discussed and increased at the Precept meeting dependant on the overall budget

4070 Grants would be calculated at the Precept Meeting

1011 Mug sales: it was agreed to give 200 mugs to the Old Gaol to resell as part of their fund raising; also Cllr. Newell and the Mayor would sell mugs at the Table Top and Community Fair respectively.

Members' Allowance: following a long discussion it was proposed by Cllr. Isham, seconded by Cllr. Barnett, and **RECOMMENDED** that Buckingham Town Council does not pay a Members' Allowance.

45.2/2004 Overview of all budgets

It was agreed to defer this item.

#### **46/2004 DISCUSS, AGREE AND MAKE ANY RECOMMENDATION RE 2005 DIARY DATES**

Members discussed the three diary dates options circulated prior to the meeting. Following a lengthy debate and a split vote of 4 for option 2 and 5 for option 3 with the Chairman's casting vote it was agreed to **RECOMMEND** to the Council 2005 diary dates option 3 which allows for the Council to meet on the Tuesday after a Bank Holiday Monday..

#### **47/2004 RECEIVE AND DISCUSS THE ATTACHED DOCUMENT BY THE CHAIRMAN ON PRECEPT 2005/06**

Members discussed the paper compiled by Cllr. Collins. Members felt that the whole system of the way the Council does its budget, allocates reserves and controls its bank accounts needs to be examined in detail. In line with Cllr. Collins' comments it was **AGREED** to compile a more stabilising budget increasing the reserves and reducing under spend.

#### **48/2004 PURCHASE BUCKINGHAM TOWN COUNCIL "COUNCILLOR" AND "CLERK" NAME BADGES.**

Members discuss the need for Councillors and the Clerk to have name badges, with the feeling that the Town Councillors should have a badge.

*The discussion continued in the absence of the Meeting Chairman.*

Upon his return it was proposed by Cllr. Mordue, seconded by Cllr. C. Strain-Clark, and **RECOMMENDED** that the Town Council should purchase name badges for all Councillors and the Clerk at a cost of £175 for the die and £12.50 each for the badges

**49/2004 THE SUPPLYING OF KEYS TO ALL MEMBERS OF STAFF AND IN PARTICULAR MARK GADD**

Members discussed the supplying of a set of keys and the alarm code to Mr. M. Gadd, the Community Plan Group project co-ordinator, who is employed by the Town Council. The Clerk explained that historically all members of staff have keys to the building and that the Community Plan Group and its Committees book the chamber for 5 meetings a month most within a 10 day period causing the Caretaker to be on call every night within a two week period each month. Concern was raised over the number of sets of keys for the building.

Proposed by Cllr. Barnett, seconded by Cllr. Newell, and **RECOMMENDED** that a set of keys and the alarm code be supplied to Mr. M. Gadd for the Main entrance door, the Chamber door and the intermediate door; the keys would not include the Clerk's Office

**50/2004 RISK ASSESSMENT REQUIREMENTS OF THE COUNCIL, SET UP A ROLLING PROGRAMME OF ANNUAL REVIEW.**

Members were reminded that it is a legal duty for the Council to carry out risk assessments. Cllr. Mordue and Cllr. Isham agreed to carry out the Risk Assessments for the Council.

To agree the review the Internal Audit risk assessment by the Chairman and Town Clerk.

Members agreed that the Clerk and the Chairman, Cllr Collins, would carry out the Financial and procedural risk assessments.

**51/2004 AN APPLICATION FOR GRANT FROM 2004/05 GRANT CONTINGENCY**

Members discussed the letter circulated with the Agenda which explained that Anne Frohock had been chosen with 19 others to represent the UK at the International Girl Guiding event in Australia with a promise of speaking to groups about her trip.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **RECOMMENDED** that a sum of £100 from section 137 payments be made to Anne Frohock to support her attending the "Friendship Train" in Australia representing Buckinghamshire.

**52/2004 CRITERIA FOR CONFIDENTIAL ITEMS TO BE DISCUSSED UNDER SECTION 1(2) PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Members discussed the Criteria for discussing items under the Public Bodies Act 1960. It was agreed that the Clerk and the Chairman of the Committee should decide if an item is to be heard excluding the public and that this should be restricted to Employment and discipline matters, contract discussions and costs until the contract is awarded and any item which in the Clerk's and Chairman's opinion would be detrimental to the Parish if its content became public knowledge. All Members would have the right to challenge the decision of the Chairman and the Clerk.

**53/2004      CHAIRMAN'S ITEMS FOR INFORMATION**

53.1/2004    Audit

The Clerk informed Members that the External Audit had been completed and signed off with no comments from either the Internal or External Auditors.

53.2/2004    Youth Centre

Cllr. Lehmann declared a personal interest but remained in the Chair.

The Meeting Chairman explained that this item had been referred to the Finance and Administration Committee from the Council meeting held on 25<sup>th</sup> October 2004.

Cllr. Stuchbury spoke of a private meeting he had attended along with the Police, Buckingham School, and the Management Committee at the Youth Centre. The meeting had been called to discuss the increasing amount of problems in and around the Youth Centre caused by unsociable behaviour. The police and the Buckingham School support the installation of CCTV in and around the building with the school offering to link the system into their monitoring system.

Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** (under the delegated authority of the Council, Minute 2513) that the Town Council releases the total Youth Centre contingency budget of £6500 to the Management Team to pay for the CCTV and other items listed in the original letter from the Youth Centre Management Committee.

Meeting closed at 8.55 pm

CHAIRMAN ..... DATE .....