

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON
MONDAY 16th JANUARY 2006 IN THE COUNCIL CHAMBERS AT 7PM**

<u>PRESENT</u>	Councillors	J. Barnett	
		H. Cadd	
		P. Collins	(Mayor)
		Mrs P. Desorgher	
		D. Isham	
		R. Lehmann	(Chairman)
		H. Mordue	
		Ms. R. Newell	
		Mrs. C. Strain-Clark	
		R. Stuchbury	
	Town Clerk	Ms. P. J. Heath	

APOLOGIES

Apologies were received and accepted from Cllr. Mrs. Stevens.

152/2005 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

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

153/2005 MINUTES OF THE LAST MEETING

Members received and noted the minutes of the last meeting held on 28th November 2005 which were ratified on 3rd January 2006.

154/2005 REPORTS AND UPDATES ON ITEMS NOT ELSEWHERE ON THE AGENDA

There were no updates on items that were not already on the agenda

155/2005 QUALITY PARISH COUNCIL HEALTH-CHECK

155.1 To discuss and agree layout and editorship of the Annual Rates Leaflet

The Annual Rates Leaflet needs to be printed by the middle of February. It was **AGREED** that Cllr. Mordue should act as the editor for the 2006/2007 leaflet which would show the 2006/2007 budget and have a small piece from each chairman detailing the work undertaken by the Committee in the past year and some of the plans for the forthcoming year; this to be emailed to Cllr. Mordue by 30th January 2006.

It was **AGREED** that Councillors details should include photographs of each councillor, along with their contact details and their Committee membership.

156/2005 BUDGET REVIEWS

Finance and Administration Committee current budgets; Overview of all current budgets

Due to the situation concerning the accounts and the lack of figures Members felt they could not comment on the current years budgets.

Cllr. Mordue left the meeting.

157/2005 RECOMMEND GRANT ALLOCATIONS FOR 2006/2007

Cllr. Newell arrived during the following item

Members discussed the grant requests individually. It was noted that as the F & A Committee were not making the final decision on the grants Members did not need to declare a personal interest in any organisation they were involved with, only prejudicial interest.

The following grant allocations were recommended to the Precept meeting.

Age Concern	£250	
Aylesbury Vale Dial a Ride	£500	
Bourton Road Allotment Association	£250	
Buckingham 3rd Scouts	£1000	
Buckingham Baby Café	£300	
Buckingham Canal Society	£100	
Buckingham Heritage	£300	
Buckingham Summer Festival	£750	
Buckingham Twinning Association	£60	
Buckingham West End Bowls Club	£300	
CAB	£1000	<i>Cllr Isham and Cllr Lehmann declared interests</i>
<i>as members of the Management Committee</i>		
Crossroad Carers	£1000	
Friends of the Old Gaol	£500	
Maids Moreton Friends at Hand	£50	
North Bucks Carers	£1000	
PSL	£1000	
TV Air Ambulance	£500	
TV Police – NAGS	£150	
The Old Gaolers	£250	
Buckingham Community Cinema		

Members discussed this grant request, put in by Mr Gadd, Buckingham Community Plan Manager, as part of the Buckingham Centre for the Arts “the Film Place” project at great length. There was concern expressed that the initial grant funding applications to the Council and other bodies had included the purchase of a projector and covered all start up costs. It was felt that further information on the costing, funding expected and funding received was required.

158/2005 DRAFT 2006/2007 BUDGET PRIOR TO PRECEPT MEETING.

A copy of the first draft had been circulated to all Committee Chairmen prior to the meeting and was presented to the Committee at the meeting. Members discussed long and

hard the adjustments that should be made to the budget for presentation at the Precept meeting. A copy of those recommendations is attached to the minutes for information.

It was **AGREED** that the updated figures should be sent with the draft figures for the precept meeting. Cllr. Barnett presented his overview figures and these were roughly amended at the meeting to the original draft figures then altered to show the F & A proposed figures. Cllr. Barnett explained about the Buckingham Community Plan's request for funding to assist with the bid for monies from SEEDA. Although no written request had been received a presentation had been made to the E & P Committee the previous week and a sum of £20,000 had been mooted for consideration at the precept meeting; this had not been included in the original draft figures. The F & A proposed figures show this sum to be £50,000.

159/2005 NOTES OF THE EMERGENCY CHAIRMEN'S STRATEGY GROUP AND CONFIRM ACTIONS AGREED

Members noted the Notes of the emergency Chairmen's meeting called following the resignation of the Accounts Assistant; Members supported the proposed actions.

160/2005 TEMPORARY APPOINTMENT ON A SIX MONTHS FIXED CONTRACT OF THE CANDIDATE.

Members confirmed the temporary appointment of Mrs Jodie Baughan on a 6 months fixed term contract. Mrs Baughan had originally been interviewed for the Accounts Assistant job and had been highly thought of by the interviewing team at that time. She would be working 10 hours per week mainly on a Monday.

161/2005 TIMESCALE AND APPOINT A COUNCILLOR TO ANALYSE THE TIME SHEETS FOR INDEPENDENT ASSESSMENT

It was **AGREED** that the timesheets would be completed for 8 weeks, although on more of a broad brush approach than the descriptive detailed originally agreed due to the amount of time the filling in of the detailed timesheets was taking.

Cllr. Cadd would carry out the analysis of the time sheets assisted, if required, by Cllr Barnett.

ACTION CLLR CADD

162/2005 PROCEDURE TO REVIEW THE COUNCIL'S STANDING ORDERS

It was **AGREED** that a working group of Cllr. Lehmann, Cllr. Isham and Cllr. Stuchbury would review the standing orders and submit recommendations to the next F & A Committee meeting on 20th March 2006.

ACTION CLLRS. LEHMANN, STUCHBURY, ISHAM

163/2005 DRAFT JOB DESCRIPTIONS FOR STAFF MEMBERS

163.1 The Town Clerk, the Clerical Assistant, the Caretaker

Copies of the job descriptions had been circulated to all members; it was **AGREED** that Cllr. Newell and the Clerk would draw up draft amendments in consultation with the staff and present them to the next F & A Committee Meeting on 20th March 2006.

ACTION CLLR NEWELL, TOWN CLERK

164/2005 ENTRY INTO ANY OF THE NALC AWARDS

Members decided that the Town Council would not enter any of the NALC awards for 2006.

165/2005 LETTER FROM BUCKINGHAM COMMUNITY CENTRE ASKING FOR THE TOWN COUNCIL TO FUND THE REPLACEMENT OF THE TOILET SEATS

Cllr. D. Isham and Cllr. H. Cadd declared an interest as members of the Management Committee. Members noted that Cllr. C. Strain-Clark's husband was a member of the Management Committee.

Proposed by Cllr. Collins, seconded by Cllr. Lehmann, and **AGREED** that the Council, as a token of goodwill, pays for the replacement toilet seats at a cost of £397.80 from the Contingency Budget.

166/2005 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's announcements.

Cllr. Collins asked Members to note that the hearing for the White Hart and Grand Junction licences had been adjourned till 8th February when he was unable to attend.

Meeting closed 9.05 pm

CHAIRMAN DATE