

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON  
MONDAY 8<sup>th</sup> MAY 2006 IN THE COUNCIL CHAMBERS AT 7PM**

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

**APOLOGIES**

There were no apologies for absence.

**178/2006 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

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

**179/2006 MINUTES OF THE LAST MEETING**

Members received and noted the minutes of the last meeting held on 20<sup>th</sup> March 2006 which were ratified on 10<sup>th</sup> April 2006.

**180/2006 REPORTS AND UPDATES ON ITEMS NOT ON THE AGENDA**

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

**181/2006 QUALITY PARISH COUNCIL HEALTH-CHECK**

181.1 Programme for 2006/2007 newsletters and leaflets

Members discussed the next 3 newsletters for 2006/2007.

June – based on Events Committee – Cllr. Stuchbury and Cllr. Mordue to edit and produce the newsletter giving details of forthcoming events plus a report on the Music Festival.

Sept – will be based on the Planning Committee giving details of the planning process, the Town Council's input to that system, major developments that affect the town and a guide to using the Internet to see planning information.

Dec – looking at major projects undertaken by the Council in the last year and plans for the forthcoming years. (See minute no. 186)

*Cllr Newell arrived during the above item*

**182/2006 BUDGET REVIEWS**

182.1 F & A Committee current budgets, Overview of all current budgets

Members looked at all the budgets based on the up-to-date figures produced prior to the meeting; questions were put to the Town Clerk on the detail of some of the figures.

**183/2006 ANALYSIS AND REPORT ON THE TOWN CLERK'S AND CLERICAL ASSISTANT'S TIME SHEET/HOURS WORKED/TYPE OF WORK.**

Members discussed the report compiled by Cllr. Cadd and Cllr. Barnett which had been circulated with the agenda.

Proposed by Cllr. Cadd, seconded by Cllr. Barnett, and **RECOMMENDED** that this Council employ a full time Deputy Town Clerk as detailed in the report.

Members agreed that if the above recommendation is approved Cllr. Newell, the Town Clerk and the Chairman will draw up a suitable job description and person specification, set a salary scale and investigate advertising costs for approval at the next F & A Committee on 26<sup>th</sup> June; with the aim of the successful candidate starting before the end of September.

Accommodation for the staff and Council was discussed at length and it was **AGREED** that the E & P Committee should investigate all possible options for relocating the office until the proposed alterations to the Town Council offices have been completed; the architect would be attending the July Council meeting with the final plans.

**ACTION ENVIRONMENT AND PROPERTY COMMITTEE**

**184/2006 POLICY CONCERNING THE TREATMENT OF ADDITIONAL HOURS WORKED BY THE TOWN CLERK, "TIME IN LIEU".**

Following a discussion it was agreed that "Time in Lieu" must be taken within the month, but Members also agreed that in the case of the Town Clerk this would not be enforced until after the proposed Deputy Town Clerk is in office.

Members requested that the Clerk's report on hours worked be produced for each F & A Committee meeting.

Members were informed that neither the Clerk nor the Clerical Assistant takes their allotted lunch break; the Clerk informed Members that although she works through her lunch hour it is not included in the total of hours worked. Members stated that all the office staff must take a minimum of half an hour break every day.

**185/2006 DRAFT JOB DESCRIPTIONS FOR THE STAFF**

Copies of the draft job descriptions had been circulated prior to the meeting. Proposed by Cllr. C Strain-Clark, seconded by Cllr. Isham, and **AGREED** to adopt the draft job descriptions. Members noted that all the job descriptions would change once the proposed Deputy Town Clerk was appointed.

**186/2006 STRATEGY TO PROMOTE THE TOWN COUNCIL'S WORK AND ENCOURAGE RESIDENTS TO STAND FOR THE TOWN COUNCIL IN MAY 2007.**

Members discussed how to encourage people to stand for the Town Council in May 2007. It was felt that the best way would be to promote the vibrancy of the Council and the opportunities to influence and change the town around them. The Members discussed the use of a profession organisation to assist in the promotion of the Town Council.

Proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, and **AGREED** that each Committee should designate a Councillor as 'Press and Public Relations officer' who will have the responsibility, with the Chairman, of promoting the work of that committee at every opportunity both in the press and on the radio; and that the Council should appoint a PR company to assist in the production of the December newsletter to promote the Council and highlight the May 2007 election.

**ACTION ALL COMMITTEE CHAIRMAN**

**187/2006 LETTER FROM BUCKINGHAM CANAL SOCIETY TO AGREE WHETHER TO SEND A LETTER OF SUPPORT.**

Members discussed the letter which had been circulated prior to the meeting and agreed that a letter of support should be sent to the Canal Society.

**ACTION THE CLERK**

**188/2006 CHAIRMAN'S ITEMS FOR INFORMATION**

188.1 Storage in the Chamber

Members agreed that the boxes in the chamber should be removed as soon as is feasible; the Clerk to investigate the installation of racking in the storage garage for the archive filing.

188.2 Letter Heading

Members noted that the web site address should be on the letter head when it is reprinted.

188.3 Annual Town Meeting

Cllr. Lehmann explained to Members that the Annual Town Meeting (held in March) is a meeting of the parish and not of the Town Council. The 1972 Act states that the meeting must be chaired by the Chairman of the Council but in all other matters the Council has no jurisdiction, even the Clerk does not need to clerk the meeting unless it is part of their contract. It was **AGREED** that this be placed on the next F & A Agenda for discussion on the format of the Annual Town Meeting.

Meeting closed 8.30 pm

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