

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON  
MONDAY 26<sup>th</sup> JUNE 2006 IN THE COUNCIL CHAMBERS AT 7PM**

<b><u>PRESENT</u></b>	Councillors	H. Cadd D. Isham R. Lehmann (Chairman) Ms. R. Newell R. Stuchbury
	Town Clerk	Ms. P. J. Heath
	In attendance	Mrs. P. Stevens H. Mordue

**APOLOGIES**

Apologies were received and accepted from Cllrs J. Barnett, P. Collins (Mayor) and H Lewis.

**189/2006 ELECTION OF CHAIRMAN**

Proposed by Cllr. Isham, seconded by Cllr. Stuchbury and **AGREED** that Cllr. Lehmann should continue as Chairman of the Finance and Administration Committee.

**190/2006 ELECTION OF VICE CHAIRMAN**

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham and **AGREED** that Cllr. P. Collins should continue as Vice Chairman of the Finance and Administration Committee.

**191/2006 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

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

**192/2006 MINUTES OF THE LAST MEETING**

Members received and noted the minutes of the last meeting held on 8<sup>th</sup> May 2006 which were ratified on 30<sup>th</sup> May 2006.

**193/2006 REPORTS AND UPDATES ON ITEMS NOT ON THE AGENDA**

(183/2006) Relocation of the Office

In response to a question Cllr. Mordue confirmed the Environment and Property Committee were continuing their investigations and would report back when all the options are known; Members discussed ideas and suggestions in general.

## **194/2006 QUALITY PARISH COUNCIL HEALTH-CHECK**

194.1.1 (181.1) To receive an update on the June 2006 newsletter

Cllr. Stuchbury reported that the articles and information had been sent to the publisher and that the newsletter would be produced in early July.

Members were reminded that the September Newsletter would be based on the Planning Committee.

## **195/2006 BUDGET REVIEW**

Members discussed the budgets of all the Committees. The Town Clerk had produced the draft 2005/2006 accounts and the current position re 2006/2007, the latter having been sent with the agenda.

Following a discussion on the amount of budget brought forward on Christmas lights towards the taking down of the lights on Market Hill, Members agreed to adjust the post trial balance budget to show £1000 being carried forward.

Proposed by Cllr. Cadd, seconded by Cllr. Newell, and **AGREED** to vire within the 2005/2006 the balancing amount from code 4207/301 to make the budget allocated and carried forward of £1000 in Christmas Lights.

## **196/2006 THE TOWN CLERK'S HOURS TO DATE AS PER MINUTE NO. 184/2006**

Members noted the hours due to the Town Clerk since 1<sup>st</sup> April 2006 and it was agreed that the Town Clerk was not in a position to take any "time in lieu" until the Deputy was appointed, after which time the Town Clerk would take any outstanding "time in lieu" before the end of March 2007.

The Town Clerk provided the Members with the details of the "time in lieu" paid in April 2007 for the year 2005/2006; the payment is shown in 2006/2007 accounts.

## **197/2006 JOB DESCRIPTION/ PERSON SPECIFICATION /AND APPOINTMENT OF A DEPUTY TOWN CLERK**

Members discussed the job description, person specification and advert which had been circulated prior to the meeting; it was agreed to amend the specification by the inclusion of "personnel and administration in a private company". It was agreed that the advert would be altered in line with the specification and the size reduced to 8cm x 3 col; the advert to be placed with the Buckingham & Winslow Advertiser and Bucks. Herald including associated papers, the Town Clerk to negotiate a package deal of approximately £1400 plus the Milton Keynes News for approximately £600; a total budget of £2000. It was **AGREED** not to use the trade magazines other than DIS (Direct Information Service) unless Milton Keynes News is more than £600 then the Town Clerk has authority to place the advert in "The Clerk".

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury, and **AGREED** that the Deputy Town Clerk's job be offered at LC1 23 - 25 £18993 - £20235. The selection panel will be Cllr. Collins, Cllr. Lehmann and Cllr. Newell, with the Town Clerk.

**ACTION TOWN CLERK**

**198/2006 APPOINTMENT OF A REPLACEMENT CARETAKER/HANDYMAN;**

Members discussed the job description circulated with the agenda showing the amended job description based on the work currently undertaken by the Caretaker and also additional work that could be done by the Caretaker. There was concern expressed about the timing of the work during the day and whether this infringed the work hours directive. Cllr. Newell, who is a Human Resources officer for Milton Keynes Council and advisor to the Council on HR issues, was able to confirm that it did not infringe the code.

The selection panel would be Cllr. Lehmann, Cllr. Collins and Cllr. Mordue, with the Town Clerk. The interviews would be conducted on the basis of the job description with the additional work, although only the original job description had been sent out to applicants. The Town Clerk requested confirmation from Cllr. Newell that this did not contravene any employment law, as the Council were changing the specification from that originally sent; Cllr. Newell confirmed that as long as it was made clear at the interview the Council was not breaking employment law.

It was **AGREED** to amend the job title from Caretaker/Handyman to Caretaker and Maintenance Co-ordinator.

**199/2006 FORMAT FOR THE ANNUAL TOWN MEETING.**

The Chairman explained the legal requirements of the Annual Town Meeting, confirming that the Chairman of the Council should call and act as the Chairman but that Councillors were as residents on that night. The Annual Town Meeting was for the residents to question the Councils and any other body invited. A Councillor called into question the interpretation by the Chairman and the Town Clerk. It was **AGREED** to defer the item to the next meeting to allow the legal text plus best practice to be sent to all Members.

**ACTION TOWN CLERK, CLLR. LEHMANN**

**200/2006 SLCC SUMMER SEMINAR 12TH/13TH JULY TRAINING**

Members discussed the training available at the Summer Seminar and although appreciating the importance of the Town Clerk keeping up with the legislation and best practice did not feel that the Town Clerk could be spared from the Office. Members noted that the Annual SLCC Conference was in October agreeing that it was more appropriate for the Town Clerk to attend that, plus the Deputy Clerk should be in place by that time.

**201/2006 MEETING HELD WITH BCC TO DISCUSS THE TRANSFER OF SERVICES FROM THE COUNTY COUNCIL**

The Town Clerk explained the history behind the transfer of services from BCC following the attaining of Quality Parish Status and the details of the meeting held with officers from BCC on 19<sup>th</sup> June. Members discussed the report and felt the Town Clerk should continue to talk to BCC and bring a detailed report to the Council for decision.

**ACTION TOWN CLERK**

**202/2006 REVIEW OF TOWN COUNCIL CONTRACTS**

A list of the current contracts held and operated by the Town Council for purchase of services was distributed at the meeting. Members noted that most were yearly contracts although NALC recommend 3-year contracts.

Members discussed in detail the agreements with Keyskips over the collecting of the fair rubbish. The Town Clerk pointed out this had been in existence prior to May 1996 when she became Town Clerk so had no details of the original quotes and agreements; Cllr. Stevens explained that this had been done on goodwill. The Town Clerk explained that the office had in the past been unable to find companies to quote like for like. It was noted that the Cemetery Contract was only for a year; the Town Clerk informed members of the history behind this and explained that the writing of the specification was on the next E & P Agenda.

It was **AGREED** that the Chairman would highlight items from the NALC recommended financial recommendations to include with the current Town Council Financial Recommendations.

**ACTION CLLR. LEHMANN**

**203/2006 SET ESTABLISHED PROCEDURES FOR THE FLOW OF INFORMATION BETWEEN COUNCILLORS AND OFFICERS**

Members felt that there should be greater communication to all members of the Committee and not just the Chairman. It was **AGREED** that a schedule of actions required/those taken/those outstanding should be put on the back of the agenda for Members' information. Chairmen were reminded that it is part of their duty to ensure they were aware of all action points and the reasons for delay. It was **AGREED** to trial this for 2 complete meeting cycles.

The Chairman reported that there was a concern that the office was not responding to a Councillors email; the Town Clerk was unaware of the complaint which had not been raised with the office prior to the meeting. It was **AGREED** that all emails would be responded to within 2 working days.

**204/2006 CHAIRMAN'S ITEMS FOR INFORMATION**

There were no Chairman's items for information.

Meeting Closed at 9.25 pm

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