

208.2 Distribution of Newsletters

The Clerk has obtained details of another distribution company who is apparently cheaper than Royal Mail door to door; the clerk to investigate.

ACTION THE CLERK

209/2006 BUDGET REVIEWS

209.1 Finance and Administration Committee budgets

Members received and noted the budget figures circulated with the agenda. It was noted that the Mayor's allowance for the first quarter had not been paid.

209.2 Overview of all budgets

4609 Cemetery Lodge – it was agreed to show on the spreadsheet the loan from the Public Loan Board for the renovation of the Cemetery Lodge.

4084/4085 Community Centre – it was noted that this was a 3 year deal for the funding and that discussions would need to be held with the Community Centre before the current arrangements ran out. (Clerk's Note: agreement covers 2005/6, 2006/7, 2007/8)

Cllr. Cadd declared an interest in the above item

Cllr. Cadd asked if the Council could look at the upgrading or repair of the War Memorial – this is an E & P item and Cllr. Cadd was directed to contact the Chairman of E & P.

209.3 To receive information of the Town Clerk's hours to date

Members received and noted the hours worked by the Town Clerk, a copy of which had been circulated with the agenda. Members confirmed that the additional time in lieu would be taken once the new Deputy Clerk has been employed.

209.4 Priority of action

Cllr. Stuchbury with the Chairman's permission raised an issue not on the agenda.

Cllr. Stuchbury was concerned that the Committee allocate the priority of action items and not the Clerk. Although most Members felt that the new system of update will provide a check on what items have not been carried out, it was **AGREED** that a list of all outstanding items from all Committees be discussed at the next F & A meeting and a priority list recommended to Council on all outstanding items. Currently due to the office work load time critical items are actioned first.

210/2006 THE CRITERIA FOR THE APPOINTMENT OF THE PR COMPANY TO ASSIST IN THE PRODUCTION OF THE DECEMBER NEWSLETTER

The Chairman reported that the PR Company used by the Community Plan group have agreed to undertake the work free of charge for the December newsletter. Cllr. Barnett and Cllr. Lehmann would be designated to work with the Company to provide the information and oversee the production of the newsletter.

ACTION CLLR. BARNETT/CLLR. LEHMANN

It was **AGREED** that the December newsletter would be used to promote the Council in preparation for the May 2007 elections. It is hoped to include an article on the extension to the Council offices.

Cllr Stuchbury queried the funding for the Community Plan circular walk – he was reminded that this was not on the agenda but was informed that the Town Council would be the fund holders.

211/2006 FORMAT OF THE ANNUAL TOWN MEETING

Members discussed the information circulated after the previous meeting. It was agreed to **RECOMMEND** that the format for the Annual Town Meeting be changed to comply with the legislation being that the Mayor and Clerk to the meeting only be on the top table; that the Council asks representatives from Bucks. CC, AVDC, TV Police and the Health Authority to address the meeting and be available to answer questions.

212/2006 TO REVIEW AND UPDATE THE FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME

Members received and noted the Town Council's freedom of information publication scheme which had been circulated with the agenda. Members reviewed the scheme and the charges; they agreed no change.

213/2006 INVITE REPRESENTATIVE FROM THE OLD GAOL TO THE NEXT MEETING TO DISCUSS LONG TERM SUPPORT FOR THE ORGANISATION

Members discussed the invitation of a representative from the Old Goal to talk about future funding; it was **AGREED** to invite them to the next F & A meeting.

ACTION THE CLERK

214/2006 REQUEST FROM BTCV IN RESPECT OF FUNDING FOR TREE WARDENS

This item was deferred to the next meeting in order that Members could have a copy of the letter of request.

215/2006 PROPOSALS FOR AMENDMENTS TO THE FINANCIAL REGULATIONS

The Chairman reminded Members that the Council has already adopted financial regulations and at this time does not recommend any changes. A copy of the regulations are to be circulated to all Members with a request that each committee reviews its tendering and purchasing of goods procedure to ensure it falls within the criteria laid down in the financial regulations.

ACTION THE CLERK

216/2006 CHAIRMAN'S ITEMS FOR INFORMATION

The Clerk requested that 2 reviews be placed on the next agenda – the Council's Health and Safety Policy and the criteria and cost for the hiring of the Council Chamber; this was agreed.

Meeting closed at 8.40pm.

CHAIRMAN DATE