

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON  
MONDAY 2<sup>ND</sup> OCTOBER 2006 IN THE COUNCIL CHAMBERS AT 7PM**

<b><u>PRESENT</u></b>	Councillors	J. Barnett	
		H. Cadd	
		P. Collins	(Mayor)
		D. Isham	
		R. Lehmann	(Chairman)
		Ms. R. Newell	
		R. Stuchbury	
	Town Clerk	Ms. P. J. Heath	
	Guests	Mrs. P. Brooks	Buckingham Heritage Trust
		Mr. M. Kirby	Buckingham Heritage Trust
		Mr. E. Grimsdale	Buckingham Heritage Trust

**APOLOGIES**

There were no apologies received from those not present.

*Proposed by Cllr. Lehmann, seconded by Cllr. Collins, and **AGREED** to move item 8 “presentation from representatives from the Old Gaol on future funding of the building and Museum”*

*Proposed by Cllr. Isham, seconded by Cllr. Stuchbury, and **AGREED** to suspend standing orders to allow the invited representatives from Buckingham Heritage Trust to address the Committee.*

**217/2006 PRESENTATION FROM REPRESENTATIVES FROM THE OLD GAOL  
ON FUTURE FUNDING OF THE BUILDING AND MUSEUM**

Mrs. Brook thanked the Committee for allowing the Buckingham Heritage Trust to attend and explain the difficulties they were having in respect to future funding requirements. Mr. Kirby as the Trust’s treasurer explained that the Accountants have highlighted to the Trust that within the near future the depreciation allocation would be greater than the operational profits and therefore they would need to qualify the accounts, which the Charity Commission are unhappy about; this could also affect any grant applications. The Trust has been told it needs to increase its operational profit which is why it was seeking an agreement with the Town Council for a regular operational grant; currently a specific capital grant is applied for once a year.

Members heard about the importance of the building and the Trust’s desire to work in partnership with the Council. The Trust offered to act as archivist for the Council but were not in a position to store the documents currently held by the Council.

It was **AGREED** that the Buckingham Heritage Trust will provide a copy of their last audited accounts for the next meeting of the Committee, when they will be beginning the discussion for the 2007/2008 budget.

*Proposed by Cllr. Lehmann, seconded by Cllr Stuchbury, and **AGREED** to reinstate standing orders.*

**218/2006 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

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

## **219/2006 MINUTES OF THE LAST MEETING HELD 14<sup>TH</sup> AUGUST 2006**

Members received and noted the minutes of the previous meeting held on 14<sup>th</sup> August 2006 which had been ratified on 4<sup>th</sup> September 2006.

## **220/2006 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST**

The Members reviewed the action list which had been circulated with the agenda and received information on the outstanding items.

## **221/2006 QUALITY PARISH COUNCIL HEALTH-CHECK**

Members were informed that the draft newsletter would be circulated to all members for their information; it is due to be printed by the middle of October.

**ACTION CLLR. MORDUE, CLLR. LEHMANN**

## **222/2006 BUDGET REVIEWS**

### 222.1 Finance and Administration Committee budgets

Members reviewed the Finance and Administration budget.

### 222.2 Overview of all budgets

Members looked at the current position on each of the Committee's budgets and requested that the projected outturn be produced for the next meeting to enable the Committee to give an indication to the Council for their steer to all Committees on budget allowances for 2007/2008 as per minute no 172/2006.

*(Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury and **RECOMMENDED** the following procedures 1) prior to the individual Committee budget consideration the Committees are to be given a steer by the Council on either the percentage indicative range or the amount to spend. 2) The individual Committees to set their budget with the Councils steer in mind 3) the F & A Committee would upon receipt of the individual Committee requests provide for the Precept meeting an indication and overview of the requests in the respect of precept.)* Ratified on 10<sup>th</sup> April 2006

**ACTION THE CLERK**

### 222.3 To receive information of the Town Clerk's hours

Copies of the Town Clerk's TOIL had been circulated with the agenda; Members noted that the Clerk also had 18 days holiday due. It was **AGREED** that the Town Clerk could carry over 5 days holiday into 2007/2008 holiday year as per clause 13.6 of the Clerk's contract of employment. Members requested that all the TOIL was taken by the end of the Financial Year. The Clerk proposed taking every Friday afternoon off, subject to office requirements; this was accepted.

## **223/2006 REQUEST FROM BTCV FOR FUNDING**

The letter of request was discussed and it was **AGREED** to include this for consideration with budget 2007/2008 requests.

**224/2006 LIST OF ALL OUTSTANDING ACTION ITEMS FROM ALL THE COUNCIL'S COMMITTEES AND AGREE THE PRIORITY OF THOSE ITEMS.**

Members discussed the action list initiated under minute number 203/2006 and **AGREED** that it was a useful tool to keep Members informed and would be continued. It was felt that as each Member received the action list for all Committees with their agenda there was no need for the Finance and Administration to review the actions unless requested to by a Committee, each Member having the ability to address their concerns to the Committee Chairman, and therefore to the Committee concerned.

**225/2006 REVIEW THE COUNCIL'S HEALTH AND SAFETY POLICY**

Members reviewed the Health and Safety policy document and accepted it with no material change.

**226/2006 REVIEW CRITERIA FOR THE HIRING OF THE COUNCIL CHAMBER TO OUTSIDE ORGANISATIONS**

Members were aware that the increasing requirements of the office for additional work space meant that the chamber is required during the day and that for security the chamber could not be let to outside organisations. It was agreed that the Council would honour the current bookings for 2006 but that as from 1<sup>st</sup> January 2007 the chamber would not be available for use other than Town Council meetings.

**ACTION THE CLERK**

**227/2006 TO DISCUSS AND AGREE THE COUNCIL MEETING DATES FOR 2007**

**227.1 To discuss and confirm the allocation of Committees**

Members agreed to discuss the allocation of Committees first as this would have a direct effect on the proposed committee dates in 2007.

Members expressed concern that the understood allocation of officers to Committees had been changed by the Chairman of F & A and the Mayor, with the agreement of the other Committee Chairmen without the agreement of the Council; Members felt that the acceptance of the report by Cllr. Barnett and Cllr. Cadd on the appointment of a Deputy Town Clerk by the Council meant that any alteration had to be agreed by the Council. Members discussed the reasoning behind the alteration in that the Town Clerk should clerk the F & A Committee as the RFO and the proper and responsible officer of the Council and that the Deputy should Clerk the E & P and Events Committees. It was acknowledged that the Deputy would have to shadow the Clerk on E & P for several months and that the Clerk would continue to deal with the Burials; both the Clerk and the Deputy Clerk would have to have a working knowledge of the other's Committee. The Clerk expressed concern at the lack of consultation over the alteration of allocation of Committees with the office and it was agreed that in future there would be a specific meeting of the Chairmen to agree any major adjustments.

Proposed by Cllr. Collins, seconded by Cllr. Lehmann, that the Town Clerk clerks the Finance and Administration Committee; the Deputy Town Clerk clerks the Environment & Property and Events Committees and that the Clerical Assistant clerks the Planning Committee. This was defeated by 4 votes to 3.

Proposed by Cllr. Barnett, seconded by Cllr. Isham, and **RECOMMENDED** that the Town Clerk clerks the Finance and Administration Committee; the Deputy Town Clerk clerks the Environment & Property and Events Committees and that the Clerical Assistant clerks the Planning Committee.

It was **AGREED** that the diary dates sent prior to the meeting be amended by the reversing of the two main committees to enable the specific Clerk to have a break between clerking their meetings.

It was **AGREED** not to have meetings on 24<sup>th</sup> December 2007 and 31<sup>st</sup> December 2007 but to double up meetings in January 2008 to enable the timetable to keep with the 7 week full Council meeting rotation. A corrected list would be circulated with Council agenda

**ACTION THE CLERK**

**228/2006 BUDGET FOR THE PURCHASE OF NEW COMPUTER AND PRINTER, AND DISPOSAL OF GATEWAY COMPUTER.**

It was discussed and **AGREED** that the Clerk could purchase a new computer, flat screen monitor and keyboard up to a budget of £1000, and that the Clerk arrange for the disposal of the Gateway computer.

**ACTION THE CLERK**

**229/2006 BUDGET FOR THE REPAIR OF OFFICE COMPUTERS AND TO CREATE LINK TO THE PHOTOCOPIER FROM THE COMPUTER**

It was discussed and **AGREED** that the Clerk could arrange the connection of the Canon photocopier to the office computers up to a budget of £200.

**ACTION THE CLERK**

**230/2006 'DESTRUCTION POLICY' FOR THE COUNCIL'S PAPERWORK**

Members discussed the destruction of the Town Council's paperwork. It was **AGREED** that the Town Clerk would draw up a destruction policy based on the following guidelines: minutes and personnel records to be retained indefinitely, finance records as per the legal requirements, completed plans 1 year from their receipt in the office, correspondence at the Clerk's discretion.

**ACTION THE CLERK**

**231/2006 EMAIL ADDRESSES FOR STAFF MEMBERS**

It was **AGREED** to set up personal email addresses for each member of staff for internal communication only.

**ACTION THE CLERK**

**232/2006 TO RECEIVE THE FOLLOWING MOTION FROM CLLR. COLLINS**

*"There are elections on 4th May 2007 and therefore we cannot with certainty choose the new Mayor until after that date. In order to provide more time for the incoming Mayor to make suitable arrangements, for 2007 the legal process of choosing of the Mayor within 14 days of the election be*

*separated from the Mayor Making celebration and the Mayor Making celebration be held on either Friday 25th May 2007 or Friday 1st June 2007"*

Members discussed at length the motion and felt that it would simplify the process next year when choosing a Mayor straight after the election and allow the incoming Mayor to make arrangements for his reception.

The motion was **AGREED** by 5 votes to 1; therefore the 14<sup>th</sup> May 2007 will be a Council meeting plus the Annual Statutory Meeting and the Mayor's reception will be held on 1<sup>st</sup> June 2007.

**233/2006 CONTINGENCY PLANS FOR CARRYING OUT THE CARETAKING DUTIES DURING THE CARETAKER'S SICK LEAVE**

Members were informed that as in the past the staff cover some of the Caretaker's work i.e. the opening and closing of the chamber; emptying the bins; washing up etc. Mr East has volunteered to assist with other aspects such as the Charter Fair if required. Mr Jones has returned back to work today; the Clerk will monitor the situation.

**234/2006 CHAIRMAN'S ITEMS FOR INFORMATION**

Meetings with BCC & AVDC

With the agreement of the members Cllr. Mordue reported verbally on the meetings held with AVDC concerning the transfer of open space to the Town Council and BCC concerning the devolvement of services. Notes on the meetings will be on the 23<sup>rd</sup> October Council meeting for discussion.

MEETING CLOSED at 9.25pm

CHAIRMAN ..... Date .....