MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON MONDAY 15th JANUARY 2007 IN THE COUNCIL CHAMBERS AT 7PM

PRESENT Councillors J. Barnett

H. Cadd

P. Collins (Mayor)

D. Isham

R. Lehmann (Chairman)

R. Stuchbury

Town Clerk Ms. P. J. Heath

APOLOGIES

Apologies were received and accepted from Ms. R. Newell.

250/2007 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

251/2007 MINUTES OF THE LAST MEETING

Members received and noted the minutes of the previous meeting held on 20th November 2006 which had been ratified on 11th December 2006.

252/2007 ACTION REPORTS AND UPDATES

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

253/2007 QUALITY PARISH COUNCIL HEALTH-CHECK

Members were informed that the election encouragement leaflet would be at the printers by the end of the month; a delivery to all households had been arranged in February. Members were conscious that the Council would need at least 5 new candidates in May.

254/2007 BUDGET REVIEWS

254.1 Finance and Administration Committee budgets

Members discussed the budget and out-turn predictions for the Finance and Administration Committee, which had been circulated with the agenda. Members noted the salary totals would be over budget due to the overtime worked.

254.2 Overview of all budgets

Members discussed the budget and out-turn predictions for the Council which had been circulated with the agenda.

Account 4503 Cinema Expenses – the Clerk confirmed that the £1000 budget from 2005/2006 had been spent.

Cost Centre 501 – the Town Clerk would check and amend as there appeared to be anomalies in the figures.

4203 Community Fair – the Town Clerk to check the figures.

254.3 Information of the Town Clerk's Hours

Members noted the Town Clerks TOIL which was still very high; the Town Clerk stated that once the office was covered she would be taking time off in February and March to clear the outstanding hours.

Members discussed and agreed the following RECOMMENDATION to the Council for

255/2007 DISCUSS AND AGREE THE GRANT APPLICATIONS AS CIRCULATED

grants to be awarded in the financial year 2006/2007. Members noted that Cllr. Cadd had not been circulated with the requests prior to the meeting. **ATC Squadron** £250 AV Dial A Ride £500 **Bourton Rd Allotments** £250 Buck. & District Community Care Forum £250 Buck. & District Horticultural Society £250 **Buckingham Scouts** £500 Buckingham Age Concern £250 Buckingham Baby Café £300 **Buckingham Canal Society** £100 Buckingham Centre for Arts (Film Place) £1200 **Buckingham Society** £100 **Buckingham Summer Festival** £750 Buckingham Tea Dance £150 West End Bowls Club £150 £1100 Cllr. Collins, Cllr. Lehmann and Cllr. Cadd declared a personal interest in the above grant Fremantle Trust £500 North Bucks. Care for Carers £200 St. Peter & St. Paul's Church £200 Project Street Life £1000 T V Air Ambulance £500 The Old Gaolers £250 **Buckingham Fair Trade** £100 **Buckingham Preschool Playgroup** £100 Friends of MM Avenue and HS £300 Vitalise £200 **Buckingham General Charities** £500 Cllr. Collins declared an interest as the Town Council representative, Cllr. Cadd declared an

£300

£200

interest as AVDC representative, in the above grant.

Buckingham Athletic Football Club

Well Street Church

256/2007 PROPOSED BUDGET FOR 2007/2008 AND MAKE RECOMMENDATION TO THE COUNCIL

Members discussed in detail the summary and proposed budget for 2007/2008 which had been circulated with the agenda. Concern was expressed at the figure put in for the professional and legal costs of the new extension and the effect this has on the precept total. It was noted that no figure had been put in the budget for income from Cemetery Lodge.

It was agreed that the Town Clerk would establish in time for the precept meeting 1) the cost of renting a room on a permanent basis on a Monday night for Council meetings; 2) what the anticipated income would be for the letting of Cemetery Lodge through a local agent; 3) the cost of renting the old AVDC offices for the two years remaining on their lease.

The amount recorded under Major Projects for the Extension would be renamed Major Building works. It was agreed to amend this amount to £20,000 plus any anticipated cash at bank over the £150,000 in the summary.

It was agreed to amalgamate Church Hill Wall and Flood Relief reserves into General reserves.

257/2007 THE FORMAT FOR THE PRECEPT MEETING ON 29TH JANUARY 2007

It was agreed that the format for the precept meeting was the responsibility of the Chairman but it was proposed that Members would discuss the summary and agree the area in which the precept increase should fall and then discuss in detail each committee's requirement.

258/2007 TO CONFIRM THE "DESTRUCTION POLICY"

Members agreed to the Management of Documents Policy which had been circulated with the agenda subject to the following changes: bank statements, bank paying in books and cheque books are to be retained for 6 years and not the legal requirement of 1 year, and Community magazines and newsletters to be retained for a minimum of 2 years and as long as they are useful.

259/2007 CLARIFY THE POSITION OF THE COUNCIL IN PAYING THE CLERK'S SLCC FEES AND TO DISCUSS AND MAKE A DECISION WHETHER TO COVER THE DEPUTY CLERK'S SLCC FEES

The Chairman explained that having read an article in Bucks. Association of Local Councils (BALC) magazine 'Matters Arising' he had queried the paying of the Clerk's fees to the Society of Local Council Clerks (SLCC). The Town Clerk had provided him with a booklet which sets out the legal position produced by the SLCC with guidance from other relevant bodies. Members discussed the information and were concerned to hear that the Clerk did not receive support or information from BALC; the Chairman would follow this up. The Clerk stated that without the information and support supplied by the SLCC she would have difficulty in undertaking the job.

Proposed by Cllr. Isham, seconded by Cllr. Collins, and **AGREED** that the Council should pay the SLCC fees for the Town Clerk and Deputy Town Clerk.

260/2007 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's Items for information

The following items were heard under section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 which excludes Members of the Public due to the confidential and financial nature of the business discussed

261/2007 REPORT FROM THE CHAIRMAN ON THE ASSESSMENT OF THE DEPUTY TOWN CLERK, TO DISCUSS THE REPORT AND CONFIRM THE ACTION TAKEN OR TO BE TAKEN.

Meeting closed at 9.10pm	
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