

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING
HELD ON MONDAY 26th FEBRUARY 2007 at 7PM

PRESENT

Councillors	J. Barnett	
	H. Cadd	
	P. Collins	(Mayor)
	D. Isham	
	R. Lehmann	(Chairman)
	Ms. R. Newell	
	P. Stevens	
	R. Stuchbury	
Town Clerk	Ms P. J. Heath	

APOLOGIES FOR ABSENCE

There were no apologies received.

262/2007 DECLARATIONS OF INTEREST

There were no declarations of interest for items on the agenda

263/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 15th January 2007, which were ratified by Full Council on 5th February 2007.

264/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

There were no reports or outstanding actions.

265/2007 QUALITY PARISH COUNCIL

265.1 Receive information on the review of the Quality Parish Council Scheme.

The Clerk informed Members that due to the ongoing QPS review the re-accreditation process would be extended on the current criteria which included the provision for 80% elected members not the 100% expected. For the 17 candidates in May 2007 required by Buckingham Town Council a minimum of 14 must be elected.

265.1 Tax Leaflet and Election Leaflet

Members were reminded that the 'door to door' collection booked through the Royal Mail was to be at the collection point on 19th March 2007. It was noted that the Election leaflet had not yet been sent out nor had the work to create and collate the tax leaflet been started.

Following a discussion it was proposed by Cllr. Collins, seconded by Cllr. Stuchbury, and **AGREED** that the Royal Mail 'door to door' service be used for the election leaflet, and that each of the Chairmen of Committee should write a summary of their committee's work and its intentions for the forthcoming financial year, to be with the Chairman of Finance and Administration by 20th March 2007. The Tax leaflet will be printed and distributed at the end of March using the mail service intended for the election leaflet.

ACTION TOWNCLERK/CHAIRMAN OF F & A

266/2007 BUDGET REVIEWS

266.1 Finance and Administration Committee budgets

Members noted the Finance and Administration budgets for the current year as circulated with the agenda.

266.2 Overview of all budgets

Members noted the budgets for all Committees for the current year as circulated with the agenda. Members requested a breakdown of the Market rents between street market and flea market

A query was raised on the Community Centre Toilet provision in the 2007/2008 budget; this would be discussed when the Town Council representatives report on the recent meeting at the next Council meeting.

ACTION TOWN CLERK

266.3 To receive information of the Town Clerk's hours

The Clerk reported that as at 23.02.07 there were 77 TOIL hours outstanding, the Clerk was taking time off in March which equates to approximately 59 hours leaving a balance of 18 plus any due from the March month.

Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **RECOMMENDED** that the Council allows the Town Clerk to carry forward any TOIL hours still owing at 31st March 2007.

267/2007 REVIEW OF STANDING ORDERS

Members discussed at great length the standing orders and amendments for clarification.

Secunder – at the present time the standing orders do not state that a seconder is required for a motion or when a motion should be seconded.

Proposed by Cllr. Collins, seconded by Cllr. Stuchbury, and **RECOMMENDED** that a new sub-section under 8 MOTION be created as follows “DISCUSSION of MOTION AND AMENDMENTS: Any motion issued under 8 (a) or an amendment of a motion shall be moved but not discussed or a vote taken unless a seconder has been named prior to that discussion but after the motion has been put.”

Chairman's casting vote – at the present time there is no guidance or standing order relating to the Chairman's casting vote. LGA 1972. sch. 12 para. 39.2 states that the

person presiding at a meeting shall have a second or casting vote. It was pointed out that unless the Chairman had voted in the initial vote they can not have a second vote. Proposed by Cllr. Isham, seconded by Cllr. Stuchbury, and **RECOMMENDED** that an additional sub section under 13 VOTING be created as follows “CASTING VOTE: In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.

It was noted that 13 (a) already states that a recorded vote must be requested before the vote is taken.

In response to a question it was confirmed by the Town Clerk that recoding individual votes after the vote was not a problem providing Members specified the vote they made.

268/2007 TO DISCUSS RESPONSE TO “CONSULTATION ON AMENDMENTS TO THE MODEL CODE OF CONDUCT FOR LOCAL AUTHORITY MEMBERS”

Members decided to make no further response to the Model Code of Conduct for Local Authority Members as the original response had been included in the amendments.

269/2007 CHAIRMAN’S ITEMS

269.1 Committee Review

Following a discussion Members agreed that a review of committee responsibilities would be helpful; concern had been expressed over the workload of the Environment and Property Committee. It was **AGREED** that the Chairmen would hold a strategy meeting prior to the elections and make recommendations to the new council on the Committee structure, responsibilities and terms of reference.

ACTION TOWN CLERK

The following item was 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 to be discussed.

270/2007 TO RECEIVE A REPORT FROM THE CHAIRMAN ON THE DEPUTY TOWN CLERK, AND CONFIRM ANY ACTION TAKEN.

Meeting closed at 7.50 pm.

CHAIRMAN DATE