

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING
HELD ON MONDAY 16th April 2007 at 7pm

PRESENT

Councillors H. Cadd
D. Isham
R. Lehmann (Chairman)
Ms. R. Newell
H. Mordue
P. Stevens
R. Stuchbury

Town Clerk Mrs P. J. Heath

APOLOGIES FOR ABSENCE

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

270/2007 DECLARATIONS OF INTEREST

There were no declarations of interest for items on the agenda

271/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 26th February 2007 which were ratified by Full Council on 26th March 2007.

272/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

There were no reports on outstanding actions

273/2007 QUALITY PARISH COUNCIL

273.1 To receive an update on the Council Tax Leaflet.

The Chairman reported that he had only received the Events Committee section of the tax leaflet; the Clerk was requested to chase the other Chairmen for their contributions which had been due on 20th March 2007.

273.2 To discuss the non delivery of the election leaflets by the Royal Mail.

Members were informed of the history of the non delivery of the tax leaflet. The publisher had tried twice to deliver the leaflets to the Royal Mail, the first time they were rejected as the delivery was a day before the handover date and the second time no reason was given for the refusal; Royal Mail had credited the invoice for delivery. It was **AGREED** that the Council should seek compensation for the non delivery of the election leaflet.

ACTION THE TOWN CLERK

274/2007 BUDGET REVIEWS

274.1 Finance and Administration Committee budgets & Overview of all budgets

Copies of the most current figures were circulated at the meeting; it was **AGREED** that the review of the budgets be placed on the Interim Agenda to allow all Members to discuss the figures before the election of the new council.

ACTION RFO

274.2 To receive information of the Town Clerk's hours

The Clerk reported that as at 31.03.07 there were 8.5 TOIL hours outstanding, but this had started to increase again with the work load; the Clerk and Committee would monitor the increase.

275/2007 RECEIVE AND NOTE THE REVISIONS TO THE MODEL CONTRACT AS PER NALC/SLCC AND CONFIRM ACCEPTANCE OF THE AMENDMENTS TO THE STAFF'S CONTRACTS

Members noted the amendments which had been circulated with the agenda; these were accepted and **AGREED** to be added to the base contract for all employees.

276/2007 CONFIRM RECEIPT OF THE EXTERNAL AUDITOR'S FORM AND NOTES.

Members noted and accepted the information from the External Auditors which had been circulated with the agenda to all Councillors. Members noted that the internal auditor was Mr Andrew Carver, the internal audit being scheduled for after the finalising of the year end figures in May.

277/2007 NOTE THE REQUEST BY THE PLANNING COMMITTEE (MIN NO. 5020.1 05.03.07) AND AGREE ACTION REQUIRED.

Members discussed at length the principal Health and Safety and Risk Assessments in respect of the activities of the Town Council and in particular the areas raised by the Planning Committee in its minute 5020.1. Members concluded that a full Risk Assessment plus alterations to the Health and Safety policy would have to be carried out as part of the decision making on the future accommodation of the Town Council.

278/2007 DISCUSS THE PURCHASE OF NEW COUNCILLOR BADGES FOR THOSE ELECTED AND TO DECIDE WHAT WILL HAPPEN ABOUT RETIRING COUNCILLORS BADGES

It was **AGREED** to purchase badges for the new Councillors and to allow the retiring Councillors to keep theirs.

279/2007 CONFIRM TRAINING SESSION FOR NEW COUNCILLORS ON SATURDAY 12TH MAY 2007 TO EXPLAIN COUNCIL PROCEDURES, PROTOCOL, STANDING ORDERS, LEGALITIES OF BEING A COUNCILLOR. TO AGREE ANY FUTURE TRAINING PROGRAMMES.

It was agreed that the Town Clerk along with a senior Councillor would organise a training session for all new Councillors on Saturday 12th May 2007 9.30am – 11.30am on the protocol, procedures and legal requirements of being a Councillor including the Code of Conduct. A notice would be sent to all prospective candidates.

ACTION THE TOWN CLERK

280/2007 DISCUSS THE SETTING OF A STANDARD TYPEFACE AND POINT SIZE FOR COUNCIL DOCUMENTS

Members looked at the examples of the current type face 'Times Roman' at 12 point and the proposed type face of 'Arial' at 12 point. Members **AGREED** that the Council's corporate type face should be Arial at 12 point.

281/2007 RECEIVE A DRAFT BULLYING AND HARASSMENT POLICY, AND MAKE RECOMMENDATIONS TO COUNCIL.

The Members had been circulated with 2 versions of a Bullying and Harassment Policy with the agenda, One, by Cllr. Newell, was based on the Milton Keynes Council document and one, by the Clerk, based on the Society of Local Council Clerks model.

Following a discussion it was agreed to **RECOMMEND** that this Council adopts the Bullying and Harassment policy based on the SLCC model with the adjustments as suggested at the meeting.

282/2007 DISCUSS THE PURCHASE OF A DOCKING STATION AND KEYBOARD FOR THE LAPTOP

Members discussed the need for a docking station and keyboard for use with the laptop to comply with Health and Safety requirements. It was **AGREED** that the Clerk investigate and purchase the station and keyboard up to a budget limit of £200 from 4013/102 in 2006/2007 budget.

ACTION THE TOWN CLERK

283//2007 CHAIRMAN'S ITEMS

283.1 Mayor Elect

Members felt it would be beneficial to the Council to have an informal meeting directly after the election to agree a Mayor Elect; this was agreed to be on Saturday 5th May 2007 at 10 am.

283.2 Digital Camera

Cllr. Cadd sought Councillor's opinions on a digital camera that he was requested to buy by the Events Committee.

Due to the sensitive nature of the item it was proposed by the Chairman and agreed by all present to hear an emergency item 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.*

284/2007 TO HEAR A VERBAL REPORT ON MR. JOHN JONES, THE CARETAKER.

Meeting closed at 7.50 pm.

CHAIRMAN DATE