

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD
ON MONDAY 4th JUNE 2007 at 7pm**

PRESENT

Councillors T. Bloomfield
H. Cadd
P. Collins
D. Isham
H. Mordue
R. Newell
M. Smith
R. Stuchbury
M. Try
Town Clerk Mrs P. J. Heath

In the absence of the previous Chairman the Mayor took the Chair for the start of the meeting.

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. P. Stevens and W. Whyte.

285/2007 ELECTION OF THE CHAIRMAN

Proposed by Cllr. Stuchbury, seconded by Cllr. Bloomfield, and **AGREED** that Cllr. P. Collins should be Chairman of the Finance and Administration Committee.

Cllr. Collins took the chair.

286/2007 ELECTION OF THE VICE CHAIRMAN

Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** that Cllr. Smith should be Vice Chairman of the Finance and Administration Committee.

287/2007 DECLARATIONS OF INTEREST

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

288/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 16th April 2007, which were ratified by Full Council on 14th May 2007.

289/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

278 – Councillor Badges – the Members were informed that the order would be placed once the co-opted Councillor was selected.

282 – Docking Station – The Clerk confirmed the email circulated to all Councillors that the docking station would be purchased once the Deputy Town Clerk was appointed to allow them to influence the equipment they use.

290/2007 QUALITY PARISH COUNCIL

(273.1)To receive update on the Council Tax Leaflet.

The Members were informed that prior to the election Mr. Lehmann had been contacted with reference to the Council Tax leaflet file. He had been contacted again after the election with a request to send all the information to the Mayor; no information had been received. Members asked that Mr. Lehmann be requested to provide all the data as soon as possible.

ACTION THE TOWN CLERK

291/2007 BUDGET REVIEWS

291.1 Finance and Administration Committee budgets & Overview of all budgets

Members noted the budget figures circulated with the agenda appreciating that it was too early in the financial year to make any judgements.

Cllr. Try arrived

291.2 To receive information of the Town Clerk's hours

The Clerk reported that as at 31.05.07 there were 34 TOIL hours outstanding. Members were concerned that both the Clerk and the Clerical Assistant were working over their contracted hours. The Clerk confirmed that the Clerical Assistant is paid overtime.

292/2007 TO CONSIDER AND AGREE THE WORDING FOR THE STANDING ORDER TO SPECIFY THE PARAMETERS OF SECTION 12 (2) IN THE NEW CODE OF CONDUCT AS ADOPTED BY THE COUNCIL ON 14TH MAY 2007

Following a discussion it was agreed by 8 votes to 0 with 1 abstention, Cllr. Cadd, that the following wording be **RECOMMENDED** for a new standing order no 16 (subsequent standing orders be renumbered accordingly)

16 PARTICIPATION AFTER DECLARATION OF PREJUDICIAL INTEREST

Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe the vote on the matter.

293/2007 TO CONSIDER PUTTING A COLLAR ON THE MAYORESS'S CHAIN TO MATCH THE MAYORS CHAIN.

Members discussed the protection of the Mayoress's Chain which is getting damaged by folding at the wrong point in the links. It was discussed whether the chain should be put on a collar similar to the Mayor's Chain.

Proposed by Cllr. Isham, seconded by Cllr. Bloomfield, and **RECOMMENDED** that the Town Clerk with the assistance of the Mayoress mount the Chain on a suitable collar, colour and material left to their discretion, up to a budget amount of £150 from 4112/201.

294/2007 TO REVIEW FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS TO COUNCIL IF REQUIRED: TO REVIEW CONTRACT AND TENDERING LIMITS UNDER 11.1.B I&II.

Members reviewed the Financial Regulations of the Council.

The following adjustments are **RECOMMENDED** by 9 votes to 0

11.1 b (ii) should be amended to £2500 to correspond with the figures quoted in 11.1.b (i).

A new 11.1 b (iii) and (iv) should be created

(iii) For expenditures of £100 to £500 the Clerk with the Mayor and relevant Chairman or Vice Chairman shall seek best value price.

(iv) For expenditures of £100 or less in value the Clerk shall have discretionary powers to seek the best price. The Clerk shall have no more than 10 discretionary purchases within any 7 week meeting cycle.

295/2007 TO CONSIDER AND CONFIRM THE INCREMENTAL INCREASES FOR STAFF MEMBERS AND RECEIVE NEWS ON THE PAY AWARD NEGOTIATIONS

The Clerk and Cllr. Newell explained for the benefit of new members the pay award and spine coding for Local Government employees.

Proposed by Cllr. Isham, seconded by Cllr. Smith, and **AGREED** by 9 votes to 0 to approve the increment point increase for the Caretaker and the Clerical Assistant. It was noted that the Town Clerk is on a set point and that the annual assessment is due in October.

296/2007 TO RECEIVE THE TRAINING AND DEVELOPMENT PROGRAMME FOR THE TOWN CLERK AND AGREE TIMESCALE FOR AN ANNUAL APPRAISAL REQUIRED UNDER THE TOWN CLERK'S CONTRACT SECTION 10.

The Clerk explained to the Members that the Town Council's server was Tiscali and that there had been problems for the couple of weeks with emails being lost; Tiscali believe they have now resolved the issue. The Training and Development Schedule

had been emailed out but it appears that it was one of the many lost emails the Council is aware of. This would be sent out in hard copy prior to the next Finance and Administration Meeting.

ACTION THE TOWN CLERK

297/2007 TO RECEIVE AND AGREE THE ACCOUNTS TO 31.03.07 AND RECOMMEND ACCEPTANCE TO COUNCIL SUBJECT TO THE INTERNAL AND EXTERNAL AUDIT

A copy of the draft accounts had been circulated prior to the meeting to all Members. A breakdown of Debtors and Creditors would be circulated to all Members; this would not form part of the 'Notes to the Accounts' due to Data Protection. Members noted the accounts.

298/2007 TO AGREE MEMBERS OF THE FINANCE AND ADMINISTRATION COMMITTEE WHO WISH TO SIT ON THE TOWN COUNCIL PREMISES COMMITTEE

It was **AGREED** that Cllr. Smith and Cllr. Collins should form part of the Town Centre Premises Committee. It was **AGREED** that the first meeting would be on 25th June and that subsequent meetings should be after the Finance and Administration Committee Meetings.

299/2007 TO RECEIVE AN UPDATE ON THE APPOINTMENT OF A DEPUTY TOWN CLERK

Members were informed that 6 candidates would be interviewed; Cllr. Newell, Cllr. Mordue and Cllr. Lewis would form the interview panel with Cllr. Smith as reserve.

300/2007 TO DISCUSS THE RECORDING OF THE COUNCIL'S MEETINGS.

Members discussed at length the recording of the Town Council meetings; Members felt that it would not be practical to record the meetings and would not assist the Clerk to produce the minutes.

Proposed by Cllr. Cadd, seconded by Cllr. Smith, and **AGREED** that Buckingham Town Council does not record or allow the recording of its meetings.

301/2007 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for Information

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 discussed

302/2007 TO CONSIDER THE RECOMMENDATIONS OF THE APPEALS COMMITTEE AND AGREE THE BUDGET TO COVER THE REFERRAL TO OCCUPATIONAL HEALTH AND THE PURCHASE OF SUITABLE TESTING EQUIPMENT

Meeting closed at 8.30 pm.

CHAIRMAN DATE