

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD
ON MONDAY 17th DECEMBER 2007 at 7PM**

PRESENT

Councillors	T. Bloomfield H. Cadd Mrs. G. Collins P. Collins (Chairman) P. Hirons D. Isham H. Mordue (Mayor) R. Newell P. Stevens R. Stuchbury W. Whyte
Town Clerk	Mrs. P. J. Heath

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. M. Smith and M. Try.

358/2007 DECLARATIONS OF INTEREST

There were no Declarations of Interest for items on the agenda. On the advice of the Town Clerk it was agreed Members would declare any interest on the grant applications at that point of the meeting.

359/2007 MINUTES OF THE LAST MEETING

The Members accepted the minutes of the last meeting held on 29th October 2007, which were ratified by Full Council on 26th November 2007.

360/2007 ACTION REPORTS AND UPDATES AS PER ATTACHED LIST

There were no reports on action points not included elsewhere on the agenda.

361/2007 QUALITY PARISH COUNCIL

361.1 To discuss and agree format for next year's newsletters and annual report.

Members discussed at length the style and format of the Annual Report and newsletters for 2008.

Proposed by Cllr. Stuchbury, seconded by Cllr. Stevens, and **AGREED** that the format for the Annual Report should be as in previous years with each Committee Chairman explaining what the Committee is responsible for and the anticipated spend for 2008/2009; the Report to be co-ordinated by the Mayor.

ACTION TOWN CLERK/CLLR. MORDUE

Proposed by Cllr. Stevens, seconded by Cllr. Stuchbury, and **AGREED** that the Town Clerk seek sponsorship for the quarterly newsletters starting with the June 2008 newsletter.

ACTION TOWN CLERK

362/2007 BUDGET REVIEWS

362.1 To review Finance and Administration Committee budgets

Members discussed the figures which had been emailed to all members prior to the meeting. The Town Clerk informed Members that the Inland Revenue had stated that the allowances were subject to Tax and National Insurance; a form requesting all Members' details would be circulated in the New Year.

ACTION THE TOWN CLERK

362.2 To review all Committee budgets

Members noted the figures which had been emailed to all Members; it was explained that this was a working document and would change as more details became available.

362.3 To receive information of the Town Clerk's Time in Lieu Hours

The Town Clerk had approximately 38 Hours outstanding after the payment of the 25 Hours and taking some days off. The Town Clerk was unable to say what the position would be at 31st March at this point but would provide some estimate for the Precept Meeting.

363/2007 DISCUSS THE BUCKINGHAM TOWN COUNCIL WEBSITE WWW.BUCKINGHAMTOWNCOUNCIL.GOV.UK AND ANY AMENDMENTS REQUIRED.

Members discussed the Council's current website which was felt not to be user-friendly. The Town Clerk explained the history of the site and how information is placed on the site. It was felt the site should be more informative and easier to navigate.

It was **AGREED** to draw up a specification and seek tenders for the provision and management of a Town Council web site.

ACTION TOWN CLERK

It was **AGREED** that the Councillor's details be re-entered to enable the date to show 2008.

*Proposed by Cllr. P. Collins, seconded by Cllr. Stuchbury, and **AGREED** to take agenda item 8.1 first before discussing the grant allocations*

364/2007 TO DISCUSS/RECOMMEND THE GRANT ALLOCATIONS AS PER REQUESTS ALREADY CIRCULATED.

364.1 To discuss and decide if the Committee wish to receive and include the following received after the deadline - Project Street Life, Buckingham Churches Holiday Club, Buckingham PCSO/Thames Valley Police

Members discussed at length whether the first two grant applications should be included as they were received after the deadline date; the application by Thames Valley Police was withdrawn. I

Proposed by Cllr. Newell, seconded by Cllr. Mrs. Collins, that the Committee consider the grant applications by Project Street Life and Churches Holiday Club as they had been received by the Meeting date; this failed by 5 votes to 3.

Therefore the applications would not be included in the grant request and the Town Clerk would write to each applicant explaining that they were sent and received after the deadline time and date.

GRANT REQUESTS

Members considered each application on its own merit and agreed the following amounts to be recommended to the Council for the grant allocation 2008/2009.

Organisation	Amount	Declaration of Interest/ Notes
Aylesbury Vale Dial a Ride	500	
Buckingham & Winslow Crossroad carers	400	
Bourton Road Allotment Association	250	
Buckingham & Winslow Community Care Forum	500	
Buckingham Age Concern	250	
Buckingham Baby Café	200	Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, that the grant allocation for the Baby Café should be £300 failed by 7 votes to 3
Buckingham Canal Society	175	
Buckingham Centre for the Arts (Film Place)	1000	The grant is awarded to subsidise the youth ticket prices.
Buckingham Dojo	0	Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and RECOMMENDED by 11 votes to 0 that funds for the Buckingham Dojo of £1000 be made available from the Youth Project 4094/301
Buckingham General Charities	500	Personal Interest was declared by Cllr. Cadd, Cllr. Newell, Cllr. Isham, Cllr. Mordue
Buckingham Heritage Trust	300	Pecuniary interest was declared by Cllr. Whyte as a trustee Personal interest was declared by Cllr. Newell
Buckingham Society	250	Pecuniary Interest was declared Cllr Whyte as Committee member Personal Interest was declared by Cllr Collins, Cllr Newell, Cllr Isham, Cllr Mrs Collins
Buckingham Summer Festival	750	Cllr. Stuchbury informed Members of the assistance being proposed by the

		Events Committee to assist with core funding which is different to the funding being sought by this application.
Buckingham Association	Twinning 300	Personal interest was declared by Cllr. P. Collins, Cllr. Mrs. Collins, Cllr. Newell, Cllr. Mordue
Buckingham West End Bowls Club	500	
CAB	1000	Personal Interest declared by Cllr. Mordue, Cllr. Cadd
Fremantle Trust	500	
Friends of the Old Gaol	300	
Friends of Buckingham Junior School	0	Personal interest declared by Cllr. Mordue. Members did not feel this was an appropriate way to support the school.
Friends of Maids Moreton Pre-school	0	Members felt they could not support a private fee-paying organisation which is located out of the Council's boundary.
Friends of Maids Moreton Avenue and Holloway Spinney	250	Personal interest was declared by Cllr. Newell
Maids Moreton Friend at Hand	50	
North Bucks Care for Carers	300	
Relate	250	
St. Peter & St. Paul's Church	500	Pecuniary interest was declared by Cllr. Hirons as a Member of the Church Council
Thames Valley Air Ambulance	500	
The Old Gaolers	350	
Vale Volunteers	300	
Vitalise	250	
Total	£10425	

365/2007 TO UNDERTAKE A HIGH LEVEL REVIEW OF ALL COMMITTEES FOR YEARS 2009 - 2014.

Members discussed the draft budget for 2008 to 2010, the amount of work that would be required to support the assets owned by the Council on behalf of the people of Buckingham and the realistic vision for those assets compared to the precept request.

Members discussed the promotion of the work of the Council and its role within Buckingham.

366/2007 CHAIRMAN'S ITEMS FOR INFORMATION

366.1 Christmas opening

Members confirmed that the Office would be closed to the public from 12 noon on 21st December to 10am on the 3rd January; there will officer presence in the office during that time.

366.2 Free Parking

Cllr Whyte brought to Members' attention that AVDC were advertising 2 free parking days in Aylesbury and Wendover.

Meeting closed at 9.25 pm.

CHAIRMAN DATE