

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD ON
MONDAY 7th July 2008 AT 7.05pm**

PRESENT Councillor T. Bloomfield
Mrs. G. Collins
P. Collins (Chairman)
P. Hirons
D. Isham
H. Mordue (Mayor)
R. Newell
R. Stuchbury
M. Try
W. Whyte

Clerk to the meeting Miss L. Fahey, Deputy Town Clerk
In Attendance Ms. P. J. Heath MILCM, Town Clerk

APOLOGIES FOR ABSENCE

Apologies were received from Councillors H. Cadd, Mrs. P. Stevens, M. Smith and A. Mahi.

403/2008 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

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

404/2008 TO RECEIVE THE MINUTES OF THE LAST MEETING

Members accepted the minutes of the last meeting held on 19th May 2008, which were ratified at the Council meeting held on 2nd June 2008.

401/2008 – the last sentence mentioned a contract for Devolved Services explaining the background would be circulated with the next agenda, this was not done.

ACTION THE TOWN CLERK

405/2008 ACTION REPORT AND UPDATES

405.1 (352) Section 106 Monies

The Clerk would circulate the date of the meeting to be held with Buckingham Town Council and AVDC to discuss the Section 106 monies. Members discussed this at great length and agreed to continue with the current process until an answer has been received; it would then be taken to the Environment & Property Committee.

ACTION DEPUTY TOWN CLERK

Cllr. Newell arrived.

405.2 (394) Town Council Newsletter due June 2008

Production details of 14 other Council's newsletters were circulated with the agenda. Editorial board to compile and produce the Newsletter.

ACTION CLLRS. MORDUE, SMITH & TRY

406/2008 BUDGET REVIEWS

406.1 (395.1) To review Finance and Administration Committee Budgets
Members agreed the figures.

406.2 (395.2) To review all Committee budgets
The figure of £756.44 in 4213/301 'Buckingham Summer Festival' was incorrectly coded and the Clerk would adjust the figures to the correct coding.

ACTION THE DEPUTY TOWN CLERK

407/2007 TO RECEIVE OFFICE STAFF TIMESHEETS AND DISCUSS AND AGREE ANY ACTION REQUIRED

The copies of Timesheets were circulated with the agenda. The Town Clerk informed the Committee that staff are taking Time off in Lieu wherever possible to reduce extra hours worked clerking evening meetings, and covering weekend events etc.

Cllr. Newell left the meeting.

408/2008 TO RECEIVE THE END OF YEAR ACCOUNTS 2007-2008; TO RECEIVE THE ANNUAL RETURN

Members queried the value of the Deputy Mayor's Medallion and asked when the last asset check was done. The Town Clerk informed the Committee that most were checked in 2005. Members discussed the Accounts and subject to the typing errors being amended it was proposed by Cllr. Isham, seconded by Cllr. Hiron, and **RECOMMENDED** that the Accounts for 2007 – 2008 be accepted and agreed, and that the annual return be accepted and agreed.

ACTION THE TOWN CLERK

409/2008 TO RECEIVE A REVIEW OF FINANCE STANDING ORDERS – CLLR. SMITH AND CLLR. COLLINS

This item was deferred to the next agenda as the Office had not received the paperwork.

ACTION CLLR. COLLINS & CLLR. SMITH / DEPUTY TOWN CLERK

410/2008 TO DISCUSS AND REVIEW THE TOWN COUNCIL'S EMAIL ADDRESSES

Cllr. Try informed the Committee that Buckingham.gov.uk had not yet been purchased. The Chairman pointed out that the office is currently running the email system on the Town Clerk's domestic account and this was only supposed to be a temporary measure. Members decided that minute number 383/2008 should be auctioned with the utmost urgency.

ACTION CLLR. TRY

411/2008 TO RECEIVE A REPORT FROM THE WEBSITE WORKING GROUP

The website working group had nothing to report pending the purchase of the domain name.

ACTION THE CLLRS. TRY / WHYTE / ISHAM & COLLINS

412/2008 TO DISCUSS THE LEAFLET ON SERVICE PROVISION WHO DOES WHAT COMPILED BY CLLR. TRY

The Chairman thanked Cllr. Try for compiling the leaflet. It was created to help the Office staff when dealing with the public. Members felt listing the responsibilities in alphabetical order would be more effective and a copy would be sent to BCC and AVDC for comments and corrections. Leaflets would also be available in larger print.

ACTION THE DEPUTY TOWN CLERK

413/2008 TO DISCUSS AND AGREE PROCEDURE / KEY HOLDER ACCESS FOR THE BURGLAR ALARM AND PREMISES KEYS

The Town Clerk updated the Committee on who are the 5 current key holders:

1. R. Calder 2. H. Mordue 3. P. Heath 4. T. Bloomfield 5. R. Stuchbury.

Key holder number 1, 2 & 3 already have full sets of keys. A further three full sets of keys will be purchased for the two remaining key holders and the Chairman of Finance. The alarm code would be circulated to the key holders with a procedure list should an activation happen on the alarm system outside of working hours.

ACTION THE DEPUTY TOWN CLERK

414/2008 TO DISCUSS THE RATIONALISATION OF ELECTRIC FILING PER COMMITTEE AND PC

Members enquired if there was a disaster recovery procedure. The Town Clerk informed the Committee that the Office currently use a zip drive which was purchased 2 years ago as authorised by the Council. Ten USB flash drives have been purchased and are now in use for each Committee and for regular full system backups on each machine. It was noted that a server had been included in the new building costing.

415/2008 TO RECEIVE A VERBAL REPORT FROM THE CHAIRMAN ON THE TOWN CLERK'S APPRAISAL AND AGREE PROCEDURE FOR THE ANNUAL REVIEW OF THE TOWN CLERK'S SALARY / SPINE POINT

It was agreed that the Town Clerk's salary would be reviewed by Cllr. Mordue, Cllr. Newell and Cllr. Collins with their recommendation coming back to this committee.

ACTION CLLRS. COLLINS / MORDUE / NEWELL

416/2008 TO DISCUSS AND AGREE A STUDY LEAVE POLICY

The Chairman, Mayor and Town Clerk to decide study leave as and when appropriate.

ACTION CHAIRMAN / MAYOR/ TOWN CLERK

417/2008 TO DISCUSS THE PURCHASE OF NAME BADGES FOR ALL STAFF MEMBERS, AGREE BUDGET FOR THE PURCHASE

The quotation from Vaughtons was circulated with the agenda. The Deputy Town Clerk would look into obtaining additional quotes of a similar standard and size to the Councillor's badge.

ACTION THE DEPUTY TOWN CLERK

418/2008 TO DISCUSS THE PURCHASING OF LOCAL PAPERS FOR USE IN THE OFFICE; AGREE A BUDGET FOR THE PURCHASE

Proposed by Cllr. Collins, seconded by Cllr. Try and **AGREED** that the Bucks Herald and the Buckingham & Winslow Advertiser would be purchased each week from petty cash 4030/102.

ACTION THE DEPUTY TOWN CLERK

419/2008 TO DISCUSS THE DISTRIBUTION OF AGENDA ITEMS AND DOCUMENTATION TO COUNCILLORS AND EMPLOYEES

Members felt that all staff should have access to Agendas and Minutes; the current system was explained. The Town Clerk informed the Committee that the office staff meet on a Tuesday morning to discuss the previous night's meeting and action points so everyone is aware.

Proposed by Cllr. Whyte, seconded by Cllr. Hirons, and **AGREED** that all paperwork would be circulated with the agenda and clearly marked which Committee, marked with an agenda item number, or marked if it was for information only.

ACTION THE DEPUTY TOWN CLERK

420/2008 CHAIRMAN'S ITEMS FOR INFORMATION

The Chairman agreed to Accounts training for the Deputy Town Clerk on 9th September 2008 and Cemetery training for the Town Clerk on 1st October 2008 with RBS Software from budget 4023/102.

The Committee were informed that the details of which Post Offices were closing would be announced on Tuesday 8th July. A meeting was being held at 7pm on 22nd July 2008 at the Winslow Centre.

Meeting closed at 10.02pm

CHAIRMAN DATE