

Minutes of a meeting of the Finance and Administration Committee of Buckingham Town Council held on Monday 27th April 2009 in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. P. Collins – Chairman
Cllr. H. Cadd
Cllr. D. Isham
Cllr. P. Hirons
Cllr. R. Lehmann
Cllr. H. Mordue – Mayor
Cllr. Ms. R. Newell
Cllr. M. Smith
Cllr. Mrs. P. Stevens
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. W. Whyte

Also present: Chris Wayman – Deputy Town Clerk

511/08 Apologies for Absence

RESOLVED to note apologies from Cllr. T. Bloomfield.

512/08 Declarations of Interest

RESOLVED to note that there were no declarations of interest.

513/08 Minutes

RESOLVED to receive the minutes of the Finance and Administration of the meeting held on Monday 9th March 2009 and ratified at the Full Council Meeting on the 23rd March 2009.

Cllr. Lehmann arrived

514/08 Action Report

RESOLVED to receive the report and note the updated information.

515/08 Budget Reviews

Members considered and discussed the attached information on all Committee Budgets and expressed concern that costs had not been assigned to the correct budget headings thus showing incorrect balances and felt that they could not agree the budget review. Members requested a summary of large variances in budgets and reasons for these to be attached to the final accounts.

Cllr. Newell arrived

516/08 Insurance Review

RESOLVED by 11 votes to 0 to keep the Town Council's insurance with Zurich at a cost of £11,482.97 for the coming year.

517/08 Buckingham Air Cadet Squadron

RESOLVED to review the Town Council's Grant Policy at the next Finance and Administration Committee Meeting and to inform the Air Cadet Squadron of the normal grants procedure and make them aware of other grant opportunities they can apply for including Aylesbury Vale's Community Chest.

518/08 Bowls Club Lease

RESOLVED to note the information on the Bowls Club Lease and that any further issue could be dealt with by the Environment and Property Committee.

519/08 Devolved Services

RESOLVED to note the information on Devolved Services and to ensure that invoices are issued on a monthly basis.

RESOLVED that the Town Clerk compile a report on devolved services for the next meeting.

520/08 AVDC Council Tax Valuation

RESOLVED to note the information; however, Members wished for clarification on whether the Town Council should be paying rates on Cemetery Lodge.

521/08 Office Update

Members discussed the implications of the Town Clerk moving into the office known as the Mayor's Parlour. Members discussed if the decision on the Town Clerk should be one for her as office manager or for this committee as it deals with Administration with a number of members feeling that the Town Clerk should have presented her views to the committee for a decision to be made. Councillors also discussed if the move would hurt communication between the office staff. Some members felt that the Town Clerk should prepare a report on how work and arrangements in the office are progressing.

522/08 Office Opening Hours

RESOLVED to continue with the new opening hours.

523/08 Chairman's Announcements

There were no Chairman's Announcements

524/08 Date of Next Meeting: Monday 15th June 2009

COMMITTEE IN PRIVATE SESSION

525/08 Confidential Minutes

RESOLVED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

Signed **Date**