

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee held on Monday 23 March 2009. Meeting commenced at 6.00 pm.

Present Chairman: Cllr J Capel
Cllrs Mrs C Binns, P Davies, Ms L Hazell, S Tilbey and M Taylor,

Officer: Mrs Janet Holmes

916. Apologies for absence

Apologies for absence were received from Cllrs P J Adams; M Cole, M Hewitt

917. Declarations of interest

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

918. Public Forum

No members of the public were present.

919. To receive the minutes of the Finance and General Purpose Committee of 5 February 2009 Part 1 and 2

After the deletion of minute 864 [duplication of minute 862] the minutes of both meetings were duly approved and signed as a true record by the Chairman of the Committee

920. Matters Arising Item 857 South Bucks Association of Local Councils

Cllr Tilbey apologised for not attending the last meeting when the matter of attendance at SBALC was discussed. He stated that he regularly attended the meetings and felt that it was a good forum to meet representatives from other councils. Without the attendance of the "larger" parishes he felt that the group might become unviable to the detriment of the smaller parishes.

Members considered this new information and agreed to renew their membership for the forthcoming year, Clerk to inform SBALC accordingly

921. Local Government Pension Scheme

This item was deferred from the previous meeting [see minute 859] whilst Cllr Cole discussed the proposals, specifically item 3.1 "The discretion of employer to increase total membership of active member", with officers from Bucks County Council.

Cllr Cole was not present at the meeting and no information had been received from Bucks County Council

AGREED

1. That the matter be deferred to the next meeting
2. That Cllr Cole be urged to obtain an answer as soon as possible to the query
3. That, if necessary, an additional meeting of the Finance and General Purpose committee would be held to agree the policy

Cllr Cole

922. To consider, and amend where necessary, the following documents to be recommended to the Full Council for adoption

a. Standing Orders

Members considered each item of the document taking into account points made by councillors who were not able to attend the meeting

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It was noted that some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type** and cannot be altered
The attached document will be recommended to the next meeting of the Full Council

b. Financial Regulations

This document required by Audit Regulations and will be recommended to the next meeting of the Full Council

c. Risks Associated with Financial Regulations

This document will form part of the Council’s Risk Assessment Policy and will be recommended to the next meeting of the Full Council

d. Authorised and Unauthorised Absences Policy

This document tidies up items outlined in contracts of employments and various memos previously issued to staff and will be recommended to the next meeting of the Full Council.

e. IT Policy

This document is an update of previous policy and will be recommended to the next meeting of the Full Council

f. Data Protection Policy

This document is an update of previous policy and will be recommended to the next meeting of the Full Council

- 923. Due to the confidential nature of the business to be transacted [staffing matters] that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as applied by Section 100 of the Local Government Act 1972, members of the public and press were asked to leave the meeting.**

Members considered the following item

To receive an update on the agreement with Old Windsor

Copies of the CV of the proposed trainee were circulated to members and Cllrs Mrs Binns and Mr Taylor reported on their meeting with him earlier that day. After further discussion it was decided to reject the proposal and inform Old Windsor Parish Council accordingly.

Members agreed that the vacant post in the office [previously filled by Mrs Di Cioccio] would be reviewed and filled.

8.05 pm Cllr Taylor left the meeting

Councillors then resumed the meeting

- 924. To agree when to relocate the Council’s administration – see minute 790 1 December 2008 meeting. and minute 860 5 February 2009 meeting**
Members had agreed that the ground floor accommodation in the High St was the most suitable for the Council’s needs. The Clerk expressed her concern that the delay might mean that the premises were let to other people. She highlighted that a number of matters were time dependent e.g. One month’s notice in writing was need by Southern Electric to terminate their contract, time was required to arrange telephone and internet facilities; the existing photocopy contract expires in March.

AGREED that

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1. The Clerk contact the estate agent and arrange for a lease to commence on 1 May 2009.
2. The furniture would gradually be transferred to the new property with the aim of vacating the building during June 2009.

Clerk

925. To receive an update on the tendering process for Burnham Park Hall rebuild
 Members were informed that six tenders had been received with the lowest three being contacted for further information. The quantity surveyor was working through each quotation to see where savings could be made. Over the next few weeks the three companies involved will be reviewing their suppliers and costings. Carless and Adams will then report back to the Council for a formal decision to be made. It was noted that the decision would be made at meeting of the Full Council. An additional meeting would be called if necessary.

926. To receive an update on financial position of the Council reserves
 The Clerk circulated an income and expenditure report up to and including payments made on 23 March 2009. See attached.
 A limited number of invoices, including staff salaries, will be added to the final figures.

Balances in accounts up to 23 March 2009

Co-operative bank	329599
Newbury Building Society 1 & 2	507938
Nat West	63198
Consolidated Stock	14
Petty Cash	100
Lloyds TSB	9
Total	900858

NB 1st half year precept will not be received until the end of April 2009

Cllr Capel highlighted the fact that the halls had been closed since July and no income had been received. The delay in the hall rebuild has had an effect on the projected income and expenditure. He agreed to update his figures in the previously distributed feasibility study

Due to the confidential nature of the business to be transacted [contractual nature] that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as applied by Section 100 of the Local Government Act 1972, members of the public and press were asked to leave the meeting.

927. Part 2
To consider a further recommendation to the Full Council regarding the PWLB
 Councillors considered the confidential report [on pink paper] which had been distributed prior to the meeting.

Cllr Capel informed members that because of the drop in interest rates it would be possible to borrow more money, possibly over a longer term, for the same amount of repayments as had been originally agreed. He agreed to update his

It was noted that the Halls Committee was now discussing a different staffing regime to that set out in the original business plan. Once an agreement had been reached on

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the staffing structure and the contractor, the business plan and the feasibility study would be updated.

The Clerk reminded members that

1. A formal resolution would need to be made by the Full Council regarding the request to the Public Works Loan Board.
2. The Vice Chairman, when presiding at the last meeting of the Full Council on 9 March had alerted members to the fact that an extra meeting of the Full Council would need to be called to agree the contractor for the building works

AGREED that as the information should be available by 1 April 2009, a meeting of the Halls Committee be held at 6 pm that day followed by a meeting of the Finance and General Purpose Committee at 7 pm that day.

Cllr Capel agreed to have figures available for the meeting showing cash flows predictions for 20 and 25 years borrowing a possible £1.8 million

Proposed by Cllr Davies, seconded by Cllr Lin Hazell

AGREED that the Finance and General Purpose Committee would recommend to the Full Council;

1. That the amount of the requested loan approval be increased to cover the increase in costs
2. That the Full Council discuss the repayment term being extended from 20 years to a possible 25 years.

Unanimously Agreed

There being no other business the meeting closed at 9.30 pm