

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee held on Monday 1 June 2009. Meeting commenced at 6.00 pm.

Present Chairman: Cllr Mrs Binns
Cllrs P Adams, J Capel, P Davies, M Hewitt, Mrs P Plant, M Taylor
and Ms Hazell

Officer: Mrs Janet Holmes

1006. Election of Committee Chairman and Vice Chairman for the forthcoming council cycle

Proposed by Cllr Taylor, seconded by Cllr Ms Hazell

AGREED that Cllr Mrs Binns be the Chairman of the Finance and General Purpose Committee for the ensuing year

Proposed by Cllr Ms Hazell, seconded by Cllr Adams

AGREED that Cllr Mark Taylor be the Vice Chairman of the Finance and General Purpose Committee for the ensuing year

1007. Meeting Times

It was AGREED that the meetings of this committee should continue to be held at 6 pm

1008. Declarations of interest

Cllr L H declared an interest in item 1015d by reason of suggesting to Ms Fenwick that she should apply to the Parish Council for funding

Cllr Capel declared an interest in item 1015d by reason of having a number of members of Burnham Joggers as his clients

1009. Public Forum

Mr Andrew Strathdee was present and stated that the Neighbourhood Action Group had an interest in two items on the agenda. CCTV and traffic calming methods. The Chairman agreed to bring these two items forward for discussion.

1010. To receive an update on CCTV provision in the village

The Clerk informed members that the District Council had received two quotations for the capital costs of installing 8 cameras [£162K and £199K] and is awaiting a third quotation.

The Parish Council have only received an approximate costing for the on going running cost = £23,000 over three years. We have no information as to the expected costs after that time. Mrs Blackburn, the Community Safety Officer, is keen to have a meeting with a Parish Council representative, the local neighbourhood team and Chinda Virdee [the CCTV Control room supervisor at Wycombe DC].

Cllr Adams informed members that it would be discussed at the next meeting of the District Council's Community PAG [*Clerks note: to be held on 25 June 2009*] At the meeting he will press for further information to be made available to the Parish Council. Members agreed that no further discussion should take place on this topic until the Parish Council receives definite information on the running costs and the expected long term charge to the Council.

1011. To consider whether the Parish Council should support [financially] the installation of speed restrictions in parts of Burnham

a. Hitcham Lane

The Clerk informed members that a temporary speed awareness sign had been erected in Hitcham Lane pending the County's application to reduce the road speed to 30 mph. The temporary signs could only be displayed for 6 months whilst the national speed limit was reviewed. As the area is lit by street lights, and it is a 30 mph area, the signs could no longer be displayed.

A resident had contacted the County Council and the Parish Council to request that the signs be replaced but has been advised that this was not possible.

b. Lent Rise Rd and Hogfair Lane

Cllr Ms Hazell had received a number of requests from residents that speed signs should be erected in these roads. The Clerk explained the difference between the two types of signs available

VAS = Vehicle Activated Sign A £300 payment [non returnable] would have to be paid to the County Council to investigate the site. If suitable, a camera could then be permanently installed. It is possible to claim the costs of the installation from the County delegated budget. Discussion had taken place last year at the Full Council and the Recreation and Amenities committee but members had withdrawn their application as no site could be agreed upon.

TIS = Temporary Indicator Speed. The County Council would investigate a suitable site and install the camera for a two week period at a cost of £100 for 2 weeks. There is a waiting list for the camera and Burnham would have to take their turn with other parishes. There is no budget provision for such expenditure.

After discussion councillors agreed that speeding was not a matter for the Parish council as action should be taken by Thames Valley Police.

1012. Minutes of previous meetings

To accept the minutes of meetings held on 23 March 2009 and 14 April 2009

The minutes were duly approved and signed as a true record by the Chairman of the Committee.

1013. Matters arising from the minutes not covered in the agenda

None

1014. Local Government Pension Scheme

The Parish Council is a member of the Local Government Superannuation Scheme which is administered by Bucks County Council. The matter of "Discretions within the scheme policy" has been discussed on two previous occasions (see minute 921) Additional information was sought on the cost to the Parish Council if a member of staff requested early retirement. Having considered the County Council's reply and noting that clauses 3.1 and 3.3 state that " Each case to be considered on its merits"

AGREED that the Parish Council adopt the document entitled " Local Government Pension Scheme: Discretions within the Scheme Policy"

Clerk to inform Bucks County Council accordingly.

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1015. Finance

a. To note payments made between 1/4/2009 - 31/5/2009

Payments were duly noted

b. Balances in accounts up to 30 May 2009

Lloyds	8.89
Newbury Building society 1 & 2	524764.38
Nat West	63178.91
Co-op	<u>467082.36</u>
Total	1055034.54

It was noted that these figures were taken from bank statements and did not show unrepresented cheques.

AGREED that figures should be presented in an amended format in the next report [Full Council meeting of 6 July 2009]

c. Annual Pay Award

The Clerk informed members that the employer's side of the National Joint Council for Government Services had formally responded to the trade unions pay claim by making an offer of an across the board pay increase of 0.50%. This offer remains on the table until 1 June 2009.

It is the practise of the Parish Council to pay increases once agreed not in advance of any settlement.

d. To consider applications for grant funding

Applications under Section 137 Local Government Act 1972

Name	Item requested	Amount requested	Amount granted
Burnham Lighthouse 2009.	Financial support	£500	£500
Voluntary Action	Support to "volunteer recruitment scheme"	£250	£250
Rhonda Fenwick	Film project for Burnham Joggers exhibition	£495	

1. AGREED to grant £500 to the Burnham Lighthouse 2009 but sought assurances that all persons in contact with children would be CRB checked
2. AGREED to grant £250 to Voluntary Action to assist with their volunteer recruitment scheme
3. Members were interested in principle in supporting the project but are unable to grant funds to individuals. Applications must be from organisations which can provide evidence that they are a bono fida organisation with a written constitution or evidence that they are a registered charity. Further information on specific costings was required. It was suggested that members would look favourably at

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an application from either Burnham Joggers or Burnham Youth Centre towards this project.

Clerk to write accordingly

1016. To consider the training needs of staff and councillors

The Clerk outlined some of the courses that are available for staff and councillors and the various costs involved.

1. The trainee groundsman had undertaken a NVQ course at BCA [Berkshire College of Agriculture] As he only had one module outstanding when he joined the Council staff it was agreed with the college that he would complete this training in September 2008. Unfortunately the college experienced problems with some of the tutors and we now find that he was misinformed as to the amount of work required to achieve his qualification.
Mr Carr has been allocated a new assessor and has visited the college on a number of occasions. I had requested that the Council be reimbursed for the loss of Mr Carr's time at work. Although the college have no funds to refund expenses for employed status students, they have agreed to cover his travelling costs while he completes his qualification.
2. The Clerk, Assistant Clerk and Cllr Taylor have places at various LCAS training seminars organised by our insurers Zurich Municipal
Cost to the Council = one free place, two paid places at £30 each and travelling costs
3. Cllr Pepler will be attending a free seminar on looking after war memorials in Aylesbury on 15 July
Cost to the Council = free place with travelling costs
4. The Clerk will be assisting the Society of Local Council clerks at two training sessions and a regional conference during the year.
Cost to the Council NIL
5. South Bucks District Council are holding a half day training session on 20 July which is intended to show how the partnership can work together to deliver the outcomes in the new Sustainable community Strategy. Cllr Slater, the delegated representative, is unable to attend the meeting and volunteers are requested.
Cost to the Council = free place with travelling costs
6. The Clerk requested permission to attend the ILCM [Institute of Local Council Management] Conference and Summer School being held at Cheltenham on 14/15/16 July 2009 as part of her ongoing professional development.
Cost to the Council £193.95 plus accommodation and travelling

Permission was given for the Clerk to attend the conference and summer school

1017. To note the current use of Burnham Park Hall by the Fire and Rescue Service

The Clerk explained to members that there were a number of fire stations in the vicinity that had requested use of the flat, hall and cellar to undertake training sessions for their firemen pending the demolition of the building. The building would only be used when either the Clerk or assistant Clerk were in the office. The Council has a long history of connections with the fire brigade and it is good to see the building having some useful function.

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Minutes of Part 2 of the meeting of the Finance and General Purpose Committee held on Monday 1 June 2009. Meeting commenced at 7.35 pm.

Present Chairman: Cllr Mrs C Binns
Cllrs J Capel, P Davies, Ms L Hazell, Mrs P Plant, M Hewitt,
B Slater and M Taylor,

Officer: Mrs Janet Holmes

Due to the confidential nature of the business to be transacted [staffing and financial 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.

Councillor Slater joined the meeting

1018. To consider the staffing needs of the office for the next 12 months

Members agreed upon the need to provide additional assistance in the office. Cllr Lin Hazell updated members on the previous appointment and why she felt that it did not fully meet the needs of the office.

AGREED that the Clerk draw up a job description for two people sharing the post with one specialising in finance but each covering for one another. Thus two people would always be in the office.

[Clerk's note: the provision of a finance assistant would be in line with the auditor's recommendations]

AGREED that a special meeting be held to agree job description, hours and salary

1019. To note the recent break in to Burnham Park Hall

The Clerk informed members that there had been a break in, via the Huntercombe Room, in the early hours of Monday 25 May 2009. An attempt being made to gain access to the bar with damage being undertaken to the bar shutters in that room. The Assistant Clerk had met the police on site and secured the building. As the building will be demolished shortly it was agreed that no arrangements need be made for call out by the police or alarm company.

1020. To receive a progress report on the rebuilding work from Cllr Taylor

Cllr Taylor outlined the actions that had been taken in relation to the rebuilding since the annual Council meeting on 11 May 2009.

- The Parish Council Chairman, together with Mark Taylor and Perry Davies, two members of the previous Halls Committee, had met with the professionals to get an update on the rebuilding progress.
- Some design matters which had not been finalised had now been resolved
- The preferred building contractor [contractor Y] has agreed to extend the period of his quote [i.e hold his prices] till the end of June
- The Public Works Loan Board had a number of questions re our request for borrowing approval. These have now been answered and the Parish Council is waiting to receive a formal reply.

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7.45 Cllr Hewitt left the meeting

1021. To further consider the relocation of council offices

The Clerk informed members that the paperwork was ready to sign re the proposed Council office. As the moving date had been set back pending the formal borrowing approval, she had informed the owner’s solicitor accordingly. It was accepted that if an alternative tenant is found for the building, the Parish Council would need to source an alternative venue.

1022. To agree a procedure for dissemination of information on the Burnham Hall project

a. To Other Councillors

Members AGREED that there would not be a formal Halls committee.

Cllr Taylor AGREED to be the project co-ordinator for the Parish Council. All information from the professionals would be sent to him and the Parish Office.

Working party meetings to consider non financial matters will take place as required with the relevant professionals. The Clerk will send out details of meetings to all members. so that councillors who may have a specific expertise on part of the project may attend. e.g Cllr Davies is joining in with the discussions on the outfitting of the bar and kitchen

In accordance with section 86A [set out below] of the Council's Approved Standing Orders, the Parish Council Chairman, another member [usually Cllr Taylor] and the Clerk will meet to discuss any urgent financial matters.

86A Additional Financial Regulation

Where a matter arises in the building works for Burnham Park Hall that, due to its urgency, is unable to be dealt with through the normal Council/ Committee meetings process, the Clerk together with the Chairman of the Council plus 1 other Member has executive power to resolve the business. There is budgetary provision for the expenditure subject to a limit of £25,000

Cllr Taylor will be having meetings with the professionals and will report progress to the Finance and General Purpose Committee. Councillors will receive advance copies of all press releases.

b. To the Public

Members of the Halls committee during the last Council cycle had heard presentations from a number of PR companies. Two companies had been shortlisted and were seen on 14 April 2009. Those councillors present were asked to give their comments to Cllr Taylor as soon as possible. It was noted that the budgets and programmes proposed by each of the companies would be subject to further negotiation once an appointment was made.

Once a company has been appointed a press release would be issued. It is expected that further press releases would be issued when

- A] the loan is granted
- B] the contract is awarded
- C] the final plans are available for viewing

30% of the space on the hoardings around the building will be used to update the public on the progress of the building and to advertise the availability of the building

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8.15 pm Cllr Slater left the meeting

1023. To agree a response to a further request from Mr M Thomson regarding his claim for compensation for the use of the tree logo

The Parish Council do not accept Mr Thomson's claim and the Clerk was instructed to pass all the paperwork to the Council's solicitors.

There being no other business, the meeting closed at 8.35 pm

Chairman.....

Date