

AMERSHAM TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

HELD ON MONDAY 27 JANUARY 2014

PRESENT: Councillor N. Shepherd – Town Mayor
Councillor Mrs L. Walsh – Deputy Town Mayor
Councillor Mrs D I Allen
Councillor A. Emmett
Councillor Mrs J. Heydon
Councillor Mrs V G Head
Councillor M. Lacey
Councillor Mrs A. Lamont
Councillor H. Newton
Councillor A. Seymour
Councillor H. Trevette

IN ATTENDANCE: Mrs Janet Wheeler (Town Clerk)
Cllr D. Schofield

It was noted that this was the first meeting in our own offices. Cllr H. Newton proposed a vote of thanks to the Town Clerk for her work in the purchase of the building.

124. **APOLOGIES:** Apologies were received from Councillor MJ Phillips; Cllr M. Vivis; Cllr A. Williams and Cllr M. Harker OBE.

125. **DECLARATIONS OF INTEREST:** There were no Declarations.

126. **MAYOR'S ENGAGEMENTS:** The engagements were circulated and noted.

127. **APPROVAL OF MINUTES OF THE COUNCIL MEETING HELD ON 18 NOVEMBER 2013:**

It was	Proposed	Councillor N. Shepherd
	Seconded	Councillor Mrs L. Walsh

RESOLVED to:

Approve the Minutes of the Council Meeting held on 18 November 2013.

128. **MATTERS ARISING:** Cllr Mrs L. Walsh queried the progress on the parking at the surgery. This matter was to be progressed by Cllr N. Shepherd and Cllr H. Newton.

129. **COMMITTEE MINUTES:**
a) **Community Services Minutes**

It was	Proposed	Councillor Mrs J. Heydon
	Seconded	Councillor A. Seymour

RESOLVED that the Minutes of the Community Services Meeting held on 09 December 2013 be confirmed as a true record.

b) Planning and Footpaths Minutes

It was **RESOLVED** that the Minutes of the Planning and Footpaths Committee Meetings held on 11 November, 02 and 16 December 2013 and 06 January 2014 be accepted and the recommendations therein be adopted.

c) Finance and General Purposes Minutes

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee Meeting held on 16 December 2013 be accepted and the recommendations therein be adopted.

130. **MATTERS ARISING:** Cllr Mrs V Head was concerned that a meeting with the Bowls Club should be arranged as soon as possible. The Town Clerk had received a letter and would organise a meeting after the office move on 12 February. It was agreed that the amended brief for Hervines should be resolved.

131. **FINANCE MATTERS:** To approve the following:

- (i) Income and Expenditure for the period ending 30 November and 31 December 2013
- (ii) Cash flow as at 30 November and 31 December 2013
- (iii) Balance sheet as at 30 November and 31 December 2013
- (iv) Accounts paid to 30 November and 31 December 2013

It was

Proposed	Councillor N. Shepherd
Seconded	Councillor H. Trevette

RESOLVED to:

Approve the financial reports.

132. **TO CONSIDER THE GRANT SUPPORT FROM CDC AND CONFIRMATION OF THE PRECEPT FOR 2013/2014:** For a second year of the new precept calculations, the Government has made available a partial mitigating grant to be used to offset a percentage of the Housing Benefit element. The Town Clerk was able to confirm that the level of the grant has fallen from £28,173 to £21,320 for this year. It was however appreciated that CDC were prepared to award the grant to support the Town Council. The tax base this year has fallen due to a rise in the number of Band D properties (6,294 last year and 6,556 this year). This means that if ATC keeps the precept unchanged there would be a small reduction in the average council tax per property – from £78.07 to £78.00 per Band D property.

It was **AGREED** to keep the precept unchanged at £519,621 for the 2014-2015 financial year. It was noted that there may not be a mitigating grant from the Government for next year and we may have a reduction of around £21,000 or more from our current precept levels.

133. **TO REVIEW THE EAR-MARKED RESERVES SPEND:** The TC presented a report on the movements of the ear-marked reserves this year. There has been more activity than normal with the payments for the Outdoor Fitness and then the property purchase. The Councillors noted the contents of the report.

134. **TO FORMALLY ADOPT THE CDC CODE OF CONDUCT:**

It was

Proposed	Councillor Mrs L Walsh
Seconded	Councillor N. Shepherd

RESOLVED that

Members should abide by the CDC Code of Conduct at all times. A copy would be sent to all Councillors.

135. **TO ADOPT THE REVISED FINANCIAL REGULATIONS:**

It was	Proposed	Councillor A. Seymour
	Seconded	Councillor Mrs L. Walsh

RESOLVED to

Approve the changes to items 5.3; 5.4; 6.1; 7.1 and 8.1 of the Financial Regulations as requested by our internal auditor. The changes cover the limited use of online banking; the Imprest Card; the credit balance on the Card and the use of payment vouchers to approved all salaries and wages. ACTION: JW/AA

136. **TO APPROVE THE CIVIC EVENT LIST FOR 2014:** It was AGREED to approve the calendar of civic events with one change – the Amersham in Bloom local judging should be on Thursday 19 June. Further up-dates would be made on the Arts Festival and the WW1 commemoration events.

137. **TO APPROVE THE QUOTES FOR THE OFFICE MOVE:**

It was AGREED to approve the following costs for the office move:

- Relocation of telephone system; ISDN channels; new analogue line for burglar alarm – with existing telephone contractor, Green Telecom £1296.00
- Close down and re-install computers and server; rack in Comms room and firewalls for Depot and offices – with existing IT contractor, Complete IT £2641.29
- Removal company – three quotes received – Clarkes £1686.04

Quotes for renewal of the existing burglar and fire alarms would be brought to the Community Services meeting.

138. **TO REVIEW THE RENTAL PRICES FOR ATC HALLS AND PAVILIONS:** It was AGREED to defer this item to the Community Services meeting where the Committee would have the delegated powers to make a decision.

139. **CHILTERN DISTRICT COUNCIL MATTERS:** There was nothing new apart from the precept.

140. **BUCKS COUNTY COUNCIL MATTERS:** Cllr David Schofield spoke of the huge sums of money needed to rebuild Bucks roads.

141. **MATTERS FOR REPORT:** The Town Clerk mentioned that the new offices would give enough work to employ a cleaner – she was asked to get quotes. It was AGREED that the Town Clerk would attend the SLCC Larger Councils Conference as a day delegate thus saving the hotel fees to enable two members of staff to attend on one day each. The possible visit of Dr Meister was discussed and it was agreed that the Town Council should host a lunch as a welcome during his short visit.

Part 2

EXCLUSION OF PUBLIC AND PRESS

That under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

142. **ITEM CONCERNING ATC STAFF:**

143. **ITEM CONCERNING ATC STAFF:**

144. **ITEM CONCERNING ATC WORKING PROCEDURES:**

145. **ITEM CONCERNING ATC STAFF HANDBOOK:**

146. **ITEM CONCERNING ATC PROPERTY:**

The meeting closed at 9.26pm.

Chairman Date

Council