

AMERSHAM TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

**HELD ON MONDAY 14 JULY 2014**

**PRESENT:** Councillor Mrs L. Walsh – Town Mayor  
Councillor Mrs D I Allen  
Councillor Mrs J. Heydon  
Councillor H. Newton  
Councillor MJ Phillips  
Councillor A. Seymour  
Councillor N. Shepherd  
Councillor H. Trevette  
Councillor A. Williams

**IN ATTENDANCE:** Mrs Janet Wheeler (Town Clerk)

25. **APOLOGIES:** Apologies were received from Councillor M. Vivis; Mrs M. Harker OBE; Mrs A Lamont; M. Lacey; A. Emmett and Mrs V. Head.

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

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

28. **APPROVAL OF MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON 12 MAY 2014:**

It was	Proposed	Councillor Mrs L Walsh
	Seconded	Councillor Mr H. Newton

**RESOLVED to:**

Approve the Minutes of the Annual Statutory Meeting held on 12 May 2014.

29. **MATTERS ARISING:** There were no matters arising.

30. **APPROVAL OF MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING HELD ON 23 JUNE 2014:** These Minutes were unanimously approved. There was a second Extra Ordinary Meeting held on 12 May to approve the petition against HS2. The Councillors requested that these Minutes be deferred until the next Council Meeting.

ACTION: JW

31. **COMMITTEE MINUTES:**

a) **Community Services Minutes**

It was	Proposed	Councillor A. Seymour
	Seconded	Councillor N. Shepherd

**RESOLVED** that the Minutes of the Community Services Meeting held on 23 June 2014 be confirmed as a true record.

**b) Planning and Footpaths Minutes**

It was	Proposed	Councillor H. Newton
	Seconded	Councillor Mrs D. Allen

**RESOLVED** that the Minutes of the Planning and Footpaths Committee Meetings held on 19 May and 09 June 2014 be confirmed as a true record.

**c) Finance and General Purposes Minutes**

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

**RESOLVED** that the Minutes of the Finance and General Purposes Committee Meeting held on 16 June 2014 be confirmed as a true record.

32. **MATTERS ARISING:** From the Finance and General Purposes Committee Minutes, Cllr MJ Phillips requested that the Council think again on item 22. Cllr Phillips made a case for a recently qualified Youth Worker to second a fifth of his hours to work for ATC. Cllr Mrs L. Walsh suggested that the Youth Worker could be invaluable to provide holiday clubs for youth in the school holidays. Cllr Walsh suggested that our Graduate trainee could help organise a programme in term time that the Youth Worker could then deliver. Cllr Phillips stated that Action 4 Youth would be able to help with grant funding if the Youth Holiday Club became established. The sum paid to St Mary's Church would be a grant of £5,561 – to fund one fifth of the youth workers employment hours which would be spent working exclusively for ATC.

Cllr Mrs Allen queried Minute 23 of the Finance Meeting regarding the arrangement with a company to work from Flint Barn and the status of the planning permission.

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

- (i) Income and Expenditure for the period ending 31 May 2014
- (ii) Cash flow as at 31 May 2014
- (iii) Balance sheet as at 31 May 2014
- (iv) Accounts paid to 31 May 2014

It was	Proposed	Councillor M. J. Phillips
	Seconded	Councillor H. Trevette

**RESOLVED to:**

Approve the financial reports for May 2014. The new finance report entitled 'Variation' was not really helpful as it was just more figures to digest. It was agreed that a short written report of any comments would be useful monthly and the Variation should be quarterly to avoid a Councillor mis-understanding the position of the Council finances. The Mayor would like to see more use of pie charts.

34. **TO CONSIDER THE AMENDMENTS TO PENSION FUND DISCRETIONARY POLICY:** The Deputy Town Clerk had circulated a report and recommendations. It was **AGREED** to approve these recommendations. The Councillors thanked the Deputy Town Clerk for an excellent report. **ACTION: LW/AA**

35. **TO DISCUSS THE QUOTES FOR AMERSHAM SIGNS:** The Signs of the Times had presented several options for different shaped signs. The shield shaped signs would cost around £8776 for six signs including pattern, tooling and set up costs. The smaller signs cost £7658. There was a choice of rectangular scalloped corners or circular signage. It was AGREED that a small working group led by the Mayor would decide on the best design and progress the purchase. There would be three signs in Old Amersham and three in Top Town. The remaining funds in the Jubilee cost centre would be used. The LAT's would be consulted for final locations. ACTION: LW/JW

36. **TO CONSIDER THE COST OF PDQ MACHINE FOR ATC TRANSACTIONS:** The PDQ machine would give ATC the ability to accept card payment for goods and services without the reliance on cash and cheques. It would give hall hirers; sports clubs; allotment holders and even those paying for burials the chance to make a convenient payment. We could even have the facility of the cardholder not being present. The Town Clerk did not yet have the costs of the machine but Councillors were keen to move ahead with having to report back to Council. It was AGREED to delegate the responsibility to go ahead to the Town Clerk. ACTION: JW

37. **TO CONSIDER ANOTHER VEHICLE FOR THE DEPOT:** The Council leases four road vehicles but in the summer one of the vehicles is constantly used for watering. Another vehicle will be used with a two man crew for devolved and footpath work. Equipment needs to be locked away to prevent theft. The two remaining vehicles are used for general ground maintenance duties however we need to have a vehicle for any funerals and three times a week rubbish collection. Another vehicle would ease the busy periods and help out with increased contract and devolved work.

The Councillors wanted to wait until the extent of the devolved service work was known, They sanctioned the temporary leasing of an additional vehicle until the end of the summer.

38. **TO CONSIDER LOWERING THE AGE FOR DRIVERS OF ATC VEHICLES:** A large proportion of outside work requires the ability to be able to drive a range of vehicles and equipment. The current restriction on staff under 25 means that the younger staff are more limited as tractors and ride on mowers all require a driving licence to be used on the road. Our new motor insurance now covers younger drivers. The Contracts Manager suggests a training programme to slowly bring on the younger staff on the road. It was AGREED to follow the training with one proviso that there is no driving alone until they are 21 years old.

39. **TO REVIEW THE QUOTES FOR CLEANING ATC PROPERTIES:** Now that ATC has added Flint Barn and Seymour Hall to Hervines; Barn Meadow and Market Hall, it makes sense to employ professional cleaners to care for all ATC properties. Three quotes had been gathered. It was AGREED to place our business with Busy Offices at a cost of £10,140 per annum for 15 hours a week, including supply of equipment. ACTION: MR/JW

40. **TO CONSIDER THE SELLING OF ATC EQUIPMENT TO PART FUND A KUBOTA MOWER:** One of the main features of this mower is that it collects excess grass and litter debris leaving a better finish after every mow. The increased width of the cutting deck also shortens the time of each job. The sum of £5000 has been offered by a contractor for redundant items at the Depot – along with a 20% discount brings the Kubota down to approx. £7000 plus vat.

It was

Proposed

Councillor A. Williams

**RESOLVED to**

Purchase the Kubota mower in exchange for selling our redundant equipment.

41. **TO REVIEW THE RECENT DEMONSTRATIONS ON THE POT-HOLING EQUIPMENT AND TO AGREE A WAY FORWARD:** A group of interested Councillors are working with Mark to consider different options including possible purchase or lease. A meeting was due to be held the following Friday with County to discuss the requirements to achieve Approved Contractor Status. The cost of leasing was still to be confirmed. ATC would also need to consider the workload and how many extra staff would be needed. It was AGREED that we would continue to get costs and attend demos of the best equipment on the market before formulating a case to put before County. ACTION: MR/JW

42. **TO REVIEW THE ELECTRICAL QUOTES FROM JOHN PITTS FOR ATC BUILDINGS:** The recommendations for Seymour Hall electric is: 37 months with SSE to end of 31 August 2017 – giving a saving of £243 per annum. The recommendations for Hervines Pavilion electric is: 34 months with SSE to end on 31 August 2017 – giving a saving of £87 per annum. It was AGREED to follow these recommendations. It was also AGREED to remove the gas cooker and gas point from Market Hall and install an electric cooker. ACTION: JW/AA

43. **CHILTERN DISTRICT COUNCIL MATTERS:** Thanks were recorded to both CDC and Bucks for their help in making Amersham look the best ever in time for the judges in the Britain in Bloom Competition. The results are in September.

44. **BUCKS COUNTY COUNCIL MATTERS:** With the devolved services offer, many parishes were in discussion with Amersham to find a way forward.

45. **MATTERS FOR REPORT:** It was noted that the Depot staff and in particular, Paul Isom, had impressed the organisers of the Chiltern Cycling Festival with their professionalism. The Carnival was briefly discussed and it seems that a consortium of stakeholders will meet to take this event forward. Round Table would be encouraged to hold a Beer Festival as a separate event.

The meeting closed at 8.55pm.

Chairman ..... Date .....