



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,  
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Town Clerk: Mr. C. P. Wayman

07 June 2017

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 12<sup>th</sup> June 2017** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman  
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

## AGENDA

### 1. Election of Chair/Chairman

To elect a Chair/Chairman of the Committee for 2017-2018

### 2. Election of Vice Chair/Chairman

To elect a Chair/Chairman of the Committee for 2017-2018

### 3. Apologies for Absence

Members are asked to receive apologies from Members.

### 4. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

### 5. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Tuesday 18<sup>th</sup> April 2017 ratified at the Full Council meeting held on 8<sup>th</sup> May 2017.

### 6. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on: Wednesday 5<sup>th</sup> April 2017  
Previously circulated

### 7. Terms of Reference

To review and agree the terms of reference as agreed at Full Council

#### Appendix A

Buckingham



Twinned with Mouvaux, France



**8. Report from Steve Parkinson of the Parkinson Partnership LLP**  
**Appendix B**

To agree to opt to tax Lace Hill Sports and Community Centre

**9. Section 106**

Committee Members to discuss and propose Section 106 projects (minute 915/16 refers)

**Appendix C**

**10. HS2 Community Environment Fund**

Members to review and discuss Committees' cumulative project suggestions

**Appendix D**

**11. Update Paperless Agenda**

To receive a written report from the Deputy Town Clerk  
**R/11/17**

**12. Upgrade to IT System/Infrastructure**

To receive a written report from the Deputy Town Clerk  
**R/12/17**

**13. Policy Review: Part 1**

13.1 Policy Review Summary Report

**R/09/17**

Members are asked to receive a written summary report from the Deputy Town Clerk

13.1.1 Adoption or Surrogacy leave and pay

To receive and agree the updated policy

**Appendix E**

13.1.2 Annual and other leave

To receive and discuss the updated policy

**Appendix F**

13.1.3 Maternity leave and pay

To receive and discuss the updated policy

**Appendix G**

13.1.4 Parental leave

To receive and discuss the updated policy

**Appendix H**

13.1.5 Paternity (partner) and shared parental leave and pay

To receive and discuss the updated policy

**Appendix I**

13.1.6 Flexible working

To receive and discuss the updated policy

**Appendix J**

13.1.7 Lone working

To receive and discuss the updated policy

**Appendix K**

13.1.8 Pension auto enrolment

To receive and discuss the updated policy

**Appendix L**

13.1.9 Training

To receive and discuss the updated policy

**Appendix M**

13.1.10 Local Government Pension Scheme Discretion

To receive, discuss and agree the updated policy

**R/10/17**

**14. Cheque Signing**

Members to review the current list of authorised signatories

**Appendix N**

**15. Accounts and Budgets**

Members are asked to receive and consider the attached Income and Expenditure reports.

**Appendix O**

**16. Invoices passed for payment, and income received**

Members are asked to receive the attached schedule of invoices paid

**Appendix P**

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**RECOMMENDED** 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, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**17. Confidential Item: Cleaning Responsibilities at Lace Hill**

To receive a verbal report from the Deputy Town Clerk

**18. Chairman's Announcements**

**19. Date of next meeting: 31st July 2017**

**To:**

Cllr Ms. J. Bates  
Mordue

Cllr. Mrs. G. Collins

Cllr. P. Collins

Cllr. J. Harvey                      Mayor and Chair

Cllr. P. Hirons

Cllr. D. Isham

Cllr. A. Mahi

Cllr. H.

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue      Vice Chair

Cllr. M. Smith

Cllr. Mrs. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try



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