

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 12th June **2017** in the Council Chamber, Cornwall's Meadow, Buckingham at 7pm.

Present: Cllr. J. Bates
 Cllr. Mrs. G. Collins
 Cllr. P. Collins
 Cllr. J. Harvey Chair & Town Mayor
 Cllr. P. Hirons
 Cllr. D. Isham
 Cllr. A. Mahi
 Cllr. Ms. Newell
 Cllr. Mrs. Strain-Clark
 Cllr. M. Try

Also present: Mr. C. Wayman Town Clerk
 Ms. C. Childs Deputy Town Clerk
 Mrs. N. Stockill Committee Clerk

127/17 Election of Chair/Chairman

To elect a Chair/Chairman of the Committee for 2017-2018
 Proposed by Cllr. Newell, seconded by Cllr. Strain-Clark and **AGREED** unanimously that Cllr. Bates be Chair/Chairman for the forthcoming year.

Cllr. Bates took the Chair.

128/17 Election of Vice Chair/Chairman

To elect a Vice-Chair/Chairman of the Committee for 2017-2018
 Proposed by Cllr. Strain-Clark, seconded by Cllr. Hirons and **AGREED** unanimously that Cllr. Newell be Vice-Chair/Chairman for the forthcoming year.

129/17 Apologies for Absence

Members are asked to receive apologies from Cllrs. Mordue, O'Donoghue and Stuchbury.

130/17 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.
 None

131/17 Minutes of last meeting

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

AGREED

132/17 Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on: Wednesday 5th April 2017

AGREED

133/17 Terms of Reference

12th June 2017
 03/07/2017

Ratified 26th June 2017

1

Initial.....

To review and agree the terms of reference as agreed at Full Council
Proposed by Cllr. Strain-Clark, seconded by Cllr. Newell and **AGREED** unanimously to
add a section on Equal Opportunities to Section 9. **ACTION TOWN CLERK**

Members referred the following **RECOMMENDATION** to Full Council
Proposed by Cllr. Strain-Clark, seconded by Cllr. Mahi and **AGREED** unanimously to
remove Section 10.11 of the ToR (*Review of AVDC and County Councils' Corporate Plans*)
and place it on the next agenda for Full Council for review.

Cllr. Try entered chamber at 19.07

Members **AGREED** to amend the Committee title at Section 10.

ACTION TOWN CLERK

Proposed by Cllr. Bates, seconded by Cllr. Newell and **RECOMMENDED** to Full
Council to review and ratify the amend Terms of Reference.

134/17 Report from Steve Parkinson of the Parkinson Partnership LLP

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

Members discussed and unanimously **AGREED** to postpone a decision until the next
Resources Committee. The Town Clerk was tasked with producing a five year plan for
the LHSCC to be discussed alongside Mr. Parkinson's report. **ACTION TOWN CLERK**

135/17 Section 106

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

Cllr. G. Collins suggested adding a pedestrian crossing at Nelson Street, though felt
the crossing between the Kings Head and Prezzo should be prioritised. Members
discussed and **AGREED** for the Town Clerk to order the projects into appropriate
categories and forward to the AVDC with a request that the Town Clerk is consulted on
project ideas relevant to locality of any future development in Buckingham.

ACTION TOWN CLERK

136/17 HS2 Community Environment Fund

Members to review and discuss Committees' cumulative project suggestions

Members discussed how best to pursue an application and made a judgment on the
best projects based on the criteria laid out in the supporting documentation. The
following projects were proposed:

2nd Storey on Cornwalls Meadow Car Park - Members **AGREED** that any design need
only cover half the car park and would be better suited at the end closest to the new
toilets. A vote was taken and the results were:

9 in favour

1 against

Motion Carried

Bypass footbridge from Lace Hill to Badgers Estate – Members **AGREED** that it could be deemed a viable project as the bypass would inevitably see increased traffic once construction commenced. A vote was taken and the results were:

5 in favour

0 against

5 abstentions

Motion Carried

Picnic area and sensory garden – Cllr. Bates argued the merits of having a picnic area and sensory garden in the middle of town or by the riverside in Cornwall's Meadow. A vote was taken and the results were:

8 in favour

0 against

2 abstentions

Motion Carried

Sustainable Transport link between Brackley and Buckingham – Cllr. Harvey said he was in support of developing a path between Brackley and Buckingham similar to the recently opened Buckingham to Winslow cycle path. A vote was taken and the results were:

4 in favour

3 against

2 abstentions

Motion Carried

Bus Stop Toilets – Cllr. Mahi said it would be helpful to have a small community toilet located at the bus stop in town. Members **AGREED** and a vote was taken. The results were:

5 in favour

5 against

The Chair's casting vote was in favour

Motion Carried

Members asked the Town Clerk to form a scoping document and feedback to the next Resources Committee. **ACTION TOWN CLERK**

137/17 Update Paperless Agenda

To receive a written report from the Deputy Town Clerk

Members discussed and **AGREED** the report recommendations.

[The recommendations were as follows: 1) That the following options are available to Councillors, and that additional Councillors are encouraged to sign up to options a) and b):

a) To receive all papers electronically

b) To receive all papers electronically, and receive a hard copy agenda at the committee meeting (with wide margin for easy annotation)

c) To receive all papers electronically, and receive a hard copy of the full agenda pack at the committee meeting

d) To receive all papers hard copy

2) *That all non-committee members are issued with an electronic copy of the agenda pack and minutes, but can request a hard copy of the whole pack, or individual reports if there is a specific item of interest]*

ACTION DEPUTY TOWN CLERK/FULL COUNCIL AGENDA

Cllr. Hirons asked for tuition on using his personal tablet computer and tips on data management. The Deputy Town Clerk explained that provision of training sessions/user guides was already under development.

Cllr. G. Collins confirmed that she did not wish to use a tablet computer for Council business.

138/17 Upgrade to IT System/Infrastructure

To receive a written report from the Deputy Town Clerk

Members held a lengthy debate on the potential solutions.

Proposed by Cllr. Newell and seconded by Cllr. Strain-Clark to agree the Officer recommendation and opt for Company A.

A vote was taken and the results were:

4 in favour

5 against

1 abstention

Motion Fell

Proposed by Cllr. P. Collins and seconded by Cllr Hirons to opt for Company D with an offering to replace all the office PCs.

A vote was taken and the results were:

6 in favour

3 against

1 abstention

Motion Carried

Cllr. Harvey argued that the decision should be sent to Full Council for ratification.

Cllr. Newell raised concern that Members had decided to proceed with an option without knowing how much it would cost to replace all of the office PCs.

139/17 Policy Review: Part 1

139.1/17 Policy Review Summary Report

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

Cllr. Bates asked the Deputy Town Clerk to consider a statement on:

- Time off for IVF treatment
- Sick leave for elective surgery
- Religious festivals

Members **AGREED** the report recommendation **ACTION DEPUTY TOWN CLERK**

[The report recommendation read as follows: To review and agree the policies detailed above, and to adopt with immediate effect.]

139.1.1/17 Adoption or Surrogacy leave and pay

To receive and agree the updated policy

AGREED

139.1.2/17 Annual and other leave

To receive and discuss the updated policy

AGREED

12th June 2017

03/07/2017

Ratified 26th June 2017

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Initial.....

- 139.1.3/17 Maternity leave and pay
To receive and discuss the updated policy
AGREED
- 139.1.4/17 Parental leave
To receive and discuss the updated policy
AGREED
- 139.1.5/17 Paternity (partner) and shared parental leave and pay
To receive and discuss the updated policy
AGREED
- 139.1.6/17 Flexible working
To receive and discuss the updated policy
AGREED
- 139.1.7/17 Lone working
To receive and discuss the updated policy
AGREED
- 139.1.8/17 Pension auto enrolment
To receive and discuss the updated policy
AGREED
- 139.1.9/17 Training
To receive and discuss the updated policy
AGREED
- 139.1.10/17 Local Government Pension Scheme Discretion
To receive, discuss and agree the updated policy

Proposed by Cllr. Bates, seconded by Cllr. Mahi and unanimously **AGREED** the Officer Recommendation. A vote was taken and the results were:

ACTION DEPUTY TOWN CLERK

[The 15 report recommendations are as follows: Council Recommendation 1 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 2 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 3 That The Council considers requests for flexible retirement on a case by case basis, and only where it is in the best interests of the Council. All applications will be considered by the Personnel Sub-Committee and approved by the Resource Committee as required. In such cases where the early release of pension benefits is approved, an actuarial reduction factor will be applied to the pension benefits unless the Member satisfies the "Rule of 85" or the Council decides to waive the reduction.

Council Recommendation 4 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 5 That, applications for early release of benefits from members aged between 55 and 60 will only be accepted in cases where it can be demonstrated as being in the Council's best interests.

That, all applications be considered by the Personnel Sub-Committee and approved by the Resource Committee as required.

That, in such cases where the early release of pension benefits is approved, an actuarial reduction factor will be applied to the pension benefits unless the Member satisfies the "Rule of 85" or the Council decides to waive the reduction.

Council Recommendation 6 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 7 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 8 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 9 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 10 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 11 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 12 That, the 30 days will commence from the date set out in the SCAPC notification letter which will be issued to the employee. That, The Council will not extend the 30 day deadline but may consider extending the deadline in exceptional cases in the future.

Council Recommendation 13 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 14 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.

Council Recommendation 15 That The Council does not adopt this discretionary power but may consider its use in exceptional cases.]

The Deputy Town Clerk said that a revised sickness policy would be forthcoming.

140/17 Cheque Signing

Members to review the current list of authorised signatories

Proposed by Cllr. Newell, seconded by Cllr. P. Collins and unanimously **AGREED** for authorised signatories to be the appointed Committee Chairs, Mayor and Deputy Mayor.

ACTION TOWN CLERK

141/17 Accounts and Budgets

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

Noted

142/17 Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

Noted

Cllr. Harvey raised a point of order (no. 18.d) and highlighted that the additional expenditure resulting from report R/12/17 needed review and ratification by Full Council.

Members **AGREED** for the Town Clerk to seek three quotations for the replacement of all office PCs and present at the next Full Council.

ACTION TOWN CLERK

Propose by Cllr. Harvey, seconded by Cllr. Newell and RECOMMENDED to Full Council to review and update of report R/12/17 (<i>minute 138/17</i>).

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.

143/17 Confidential Item: Cleaning Responsibilities at Lace Hill

144/17 Chairman's Announcements

None

145/17 Date of next meeting: 31st July 2017

Meeting closed at:

Signed.....

Date.....