

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 18<sup>th</sup> April 2016** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. J. Bates  
 Cllr. T. Bloomfield  
 Cllr. P. Collins  
 Cllr. J. Harvey Chair  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. Ms. Newell  
 Cllr. Mrs. O'Donoghue  
 Cllr. M. Smith  
 Cllr. Mrs. Strain-Clark  
 Cllr. R. Stuchbury  
 Cllr. M. Try

**Also present:** Mr. C. Wayman Town Clerk  
 Mr. D. Jones Deputy Town Clerk  
 Mrs. C. Carter Committee Clerk

**864/15 Apologies for Absence**

**RESOLVED** to receive apologies from Councillors G Collins, Mahi and Mordue.

**865/15 Declarations of Interest**

There were no declarations of interest.  
 Cllr Newell declared an interest in item 9, Key Performance Indicators at that point in the meeting.

**866/15 Minutes**

**RESOLVED** to receive the minutes of the Resources Committee meeting held on Monday 29<sup>th</sup> February 2016 and ratified by Full Council on 14<sup>th</sup> March 2016.  
 Agreed **R/05/15** Previously Circulated

**867/15 Minutes of CSG Committee**

To receive the minutes of the CSG Committee meeting held on Wednesday 13<sup>th</sup> April 2016. **CSG/08/15** Previously circulated

**868/15 Action Report**

Members noted the Action Report.  
 (422/15) Industrial Unit - The Town Clerk reported that the office now had possession of the unit, extensive electrical and painting works had been completed and an alarm was being installed. The unit was almost ready to move into.  
 (533/15) Disabledgo – The Town Clerk reported that larger venues had been generally agreed, the organisation were hoping to recruit a local person from blindness aware to carry out surveys, beginning in June.  
 (800/15) Car parks – The Town Clerk advised Members there was no further news, though he had received some generic budgetary information from AVDC.  
 (418/15) Cotton End Steps

18th-April-2016  
 18/05/2016

DRAFT SUBJECT TO CONFIRMATION

1

Initial.....

Cllr Stuchbury asked for an update, Cllr Harvey advised the decision had already been taken at a recent Planning Committee meeting.

*Clerks note: Planning minutes 21/3/16; decision below for Members information*

Proposed by Cllr. Harvey, seconded by Cllr. Smith, and **AGREED** unanimously that the Town Council apply for planning permission to reinstate a ramped path.

Proposed by Cllr. Harvey, seconded by Cllr. Strain-Clark, and **AGREED** to action the NHB funding request as already agreed; to consider the safest place for such a ramp; and to ask DisabledGo for advice.

**ACTION: TOWN CLERK**

**869/15 Accounts and Budgets**

Members queries varied account codes which the Town Clerk would look into and report back.

**ACTION: TOWN CLERK**

**870/15 Lace Hill Sports and Community Centre**

870.1 To receive, discuss and agree the Job Description for Sports & Community Centre Cleaner

Members commented that the job description was rather long.

Proposed by Cllr Bates, seconded by Cllr O'Donoghue and **AGREED** that Cllr Harvey, the Deputy Town Clerk and Cllr Bates would re-visit the job description, and condense/re-write accordingly.

For 10

Against 2

**ACTION: CLLRS HARVEY AND BATES/ DEPUTY TOWN CLERK**

**870.2 Combining Market Manager/Facilities Co-ordinator**

To receive a written report from the Deputy Town Clerk

Members discussed the possibility of combining the 2 roles at length. Various options were discussed including considering how the role could develop in the future; to not only focus on the Lace Hill Sports and Community Centre, but other areas of the Council's business.

An amendment to the recommendation proposed by Cllr Harvey, seconded by Cllr P Collins that the contract be changed to a 1 year contract with a view to review was **AGREED**.

For 9

Against 3

The substantive motion became:

To combine the role of Market Manager and Community Centre Co-ordinator into one Markets and Facilities Co-ordinator; to be offered on the basis of a 1 year contract with a view to review. Annual salary £18,000 - £20,000 37hrs per week.

Members voted as follows:

For 5

Against 6  
Abstention 1

The motion fell.

**871/15 Report on Apprenticeship Recruitment Recommendation**

To Discuss and agree the ongoing recruitment of the Apprentice Grounds Maintenance Assistant.

The Deputy Town Clerk reported that no suitable applicants had been found in recent interviews.

Members discussed the possibility of a seasonal part time worker for some maintenance tasks, such as watering planters – to be referred to Town Centre & Events Committee

**ACTION: TCE MAY AGENDA**

Members also commented that it may be more appropriate to look at an apprentice position which incorporated other areas of Council operations, perhaps in the office.

Proposed by Cllr Harvey, seconded by Cllr O'Donoghue and unanimously **AGREED** that the Deputy Town Clerk and Town Clerk revisit the idea of a Town Council Grounds Maintenance Assistant and discuss suggestions raised by Members, specifically looking at alternative apprenticeship the Town Council may be able to offer.

The Deputy Town Clerk reminded Members of the set budget of £6,000.

**872/15 Strategic Plan Key Performance Indicators**

To receive a written report from the Town Clerk

Members received the initial report, presented as baseline information to work from.

It was **AGREED** to form a working group to take the report further – Cllrs Smith, Harvey and Try.

**ACTION: CLLRS SMITH, TRY, HARVEY**

**873/15 Ideas**

To receive a verbal update from the Town Clerk regarding how staff/councillors can put forward ideas to the Town Council

The Town Clerk explained the item had come forward as a result of his regular meetings with Cllr Harvey; Members **AGREED** that an initial workshop with both staff and Councillors would be arranged, though not compulsory.

**ACTION: TOWN CLERK**

**874/15 2017 Meeting Calendar**

To receive and agree the draft calendar

Agreed

**875/15 Chairman's Announcements**

None

**876/15 Date of Next Meeting: Monday 13<sup>th</sup> June 2016**

Meeting closed at: 8.35pm

Signed.....

Date.....

18th-April-2016

18/05/2016

DRAFT SUBJECT TO CONFIRMATION

Initial.....