

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 4th January 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. H. Cadd Mayor
Cllr. P. Collins
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann Chairman
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. M. Smith
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. W. Whyte

Also present: Christopher Wayman Deputy Town Clerk

764/09 Apologies for Absence

RESOLVED to receive apologies from Councillor Stevens.

765/09 Declarations of Interest

Cllr. Hirons declared a prejudicial interest in respect of St. Peter and St. Paul's application for a grant.

766/09 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 9th November 2009 and ratified by Full Council on 23rd November 2009 **FAP/04/09**

767/09 Personnel Committee

RESOLVED to receive the minutes of the Personnel Committee meetings on the 1st and the 8th of December 2009.

768/09 Recommendation from the Personnel Committee

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** to accept the recommendation to change the Model Contract of Employment.

Cllr. Newell and Cllr. P. Collins arrived at the meeting.

769/09 Communications Strategy Group

Members discussed if there was enough content to fill 3 newsletters at 8 pages of A5 and a combined newsletter and annual report at 16 pages with opinion divided on this point. Councillors also discussed the proposed recommendation for the budget increase from £4,000 to £7,000. Some Members felt that the higher cost would be reflected in the higher quality of the publication over previous years' and would justify the increased expenditure. Members asked for information regarding the quotations discussed.

Proposed by Cllr. Stuchbury, seconded by Cllr. Hirons, and **AGREED** to **RECOMMEND** to the Precept meeting by 10 votes to 0 that £7,000 be budgeted for heading 102/4032 Publicity and the additional information to be circulated to all Members.

Members then discussed the possibility of outsourcing the design and maintenance of the website to a specialist company. Members all appreciated the work Cllr. Try had done on the website. Explanation was given on the level of service likely to be received from a Town and Parish specialist website designer in that the display would be a generic style similar to that of other Town and Parish Councils. Members discussed the need for the current situation to change in the next financial year. It was suggested that the Communications Strategy Group investigate further website provision. Cllr. Try confirmed that he would be happy to manage the infrastructure of the website for the next 15 months.

Proposed by Cllr. Collins, seconded by Cllr Whyte and **REJECTED** by 4 votes to 5 with 1 abstention that that the budget for 102/4041 Website Provision should be £1,600.

770/09 Computer Working Group

Cllr. Try explained the minutes of the group in layman's terms. Members discussed the current issues in the office such as data back-up and the need for progression with the recommendations. The need for a laptop and a docking station was identified as being purchased only if any staff would need offsite use of the laptop with the docking station being needed for prolonged use in the office.

Proposed by Cllr. Smith, seconded by Cllr. Hirons, and **AGREED** that quotes from IT specialists be obtained and further discussions with each of them for the provision of IT support of the computer equipment and that two computers and laptop and docking station would need to be purchased using Microsoft professional versions of the operating system and "Office" programmes in the next financial year and that the computer equipment budget for next year be £3,500 to cover the cost of new equipment and IT support.

771/09 Action Report

Members action point 437.4 regarding the buying in of services and **AGREED** that the Town Clerk and the Green Spaces Manager once appointed would produce a report.

ACTION TOWN CLERK AND GREEN SPACES MANAGER

772/09 Accounts and Budgets

Members discussed the current budgets and what the expected market revenue would be at the end of the year. Cllr. Stuchbury stated that he felt that income should not be too far away from the budgeted amount apart from due to the date Christmas fell on that there was one less market than normal.

Members **AGREED** that the next budget should be updated with committed amounts shown.

ACTION DEPUTY TOWN CLERK

It was noted that due to the purchase of barriers and road signs that next year there should be some income from hiring these out.

Members **AGREED** that BALC should be contacted with regard to the expenditure of Cllr. Desorgher's Councillor Allowance.

ACTION DEPUTY TOWN CLERK

773/09 Invoices passed for payment

Members discussed the large amount given out as prizes for the Christmas Parade and were reassured that the larger amount was due to it being the 25th year of the Parade and that next year this would be lower. Questions were raised over the title of the grant advert (which should have read grant and job adverts). Clarification was also made regarding the payment to the probation service that this was for a 16 week period. The payment to the Fireside was explained as being the total payment for the Christmas meal (balanced by Councillor's own input).

Proposed by Cllr. Collins, seconded by Cllr. Isham, and **AGREED** to ensure that the money out and the money in regarding the Christmas meal is exactly the same.

Members **AGREED** that in future income sheets will also be added to the agenda in future and that Councillors expenses claims would also be included.

ACTION DEPUTY TOWN CLERK

774/09 Administrator

Members **AGREED** that the current temporary administrator be kept in position for the next two months with a review at the next meeting.

775/09 Internal Audit Review

Members discussed the report and **AGREED** that the Chairman and the Deputy Town Clerk contact Tearle and Carver to discuss the internal audit and future requirements.

FURTHER AGREED that BALC be contacted for a comprehensive list of the requirements for the Internal Auditor.

ACTION DEPUTY TOWN CLERK

776/09 Internal Auditor 2009-2010

Members **AGREED** to defer this item to the next meeting.

777/09 Review of Policies

Members **AGREED** that Cllr. Lehmann and Cllr. Newell would review the documents, update them and report to the next meeting.

778/09 2010 Practitioners Conference

Proposed by Cllr. Newell, seconded by Cllr. Isham, and **AGREED** that Mr. Wayman should attend the 2010 Practitioners Conference.

FURTHER AGREED that a comprehensive list of training courses and conferences be brought to the next committee meeting.

779/09 Cemetery Lodge Boiler

Members **AGREED** that Linden Gas should carry out a safety check and a service.

780/09 Baby's First Cafe

Members noted the response from BCC.

Cllr. Isham declared a Personal Interest in the next item being a member of the Management Committee of the Youth Centre.

781/09 Buckingham Youth Centre

Members discussed the history of the Town Council's relationship with the Buckingham Youth Centre. Members expressed their disappointment that the Youth Centre did not apply for the youth budget which was discussed at the last Local Area Forum meeting. Questions were also raised over the sustainability of the project as few details were given in the letter.

Members **AGREED** by 9 votes to 0 that the Youth Centre should be awarded a grant of £5,000 which should be taken from contingencies [132/4086]

782/09 2010-2011 Grants

Members considered each application on its own merit and agreed the following amounts to be recommended to the Precept Meeting for the grant allocation 2009/2010.

Organisation	Amount	Declaration of Interest/Notes
Age Concern Bucks	£200	
Baby's 1 st Cafe	£100	
Buckingham Art for All	£100	
Buckingham Athletic Sports and Social Club	£1000	
Buckingham Tea Dance	£150	
Buckingham Town Cricket Club	£1,000	
Buckingham Summer Festival	£1,000	
Bourton Road Allotment Holders Society	£200	
Buckingham Churches Children's Holiday Club	£500	
Aylesbury Vale Dial-a Ride	£500	
Buckingham Festival of Music & Drama	£400	
Friends of the Old Gaol	£300	
Grenville Combined School	£500	
Maids Moreton Pre-School	£100	
Neighbourhood Action Group	£500	
North Bucks Care of Carers	£300	
North Bucks and MK Crossroads Care	£250	
Old Gaolers Drama Group	£250	
Project Street Life	£1,000	
Buckingham Rugby Club	0	Members felt that due to the large reserves that a grant was not warranted.
St Peter & St Paul's Church	£2,000	Cllrs. Collins & Hiron declared prejudicial interests and left the room during the discussion.
Stowe Sub-Aqua Club	£500	
The Buckingham School Learning Resource centre	0	Members felt that this was a BCC responsibility
Vitalise	£249	
Buckingham West End Bowls Club	£500	
Total	£11,599	

783/09 Chairman's Announcements

There were none.

784/09 Date of Next Meeting: Monday 22nd February 2010

F & A 4th January 2010.doc

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Ratified 11th January 2010

Signed.....

Date.....