

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 19th April 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

**Present:** Cllr. H. Cadd Mayor  
Cllr. Mrs. G. Collins  
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:** Mr. C. P. Wayman Town Clerk  
Mrs. A. Simonds Deputy Town Clerk

**1043/09 Apologies for Absence**  
**RESOLVED** to receive apologies from Councillor Stevens.

**1044/09 Declarations of Interest**  
There were no declarations of interest.

**1045/09 Minutes**  
**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 22nd January 2010 and ratified by Full Council on 8th March 2010. **FAP/06/09**

*Cllr. Newell arrived during the next item.*

**1046/09 Action Report**  
Members noted the action report; particularly in respect of a report that should have been brought back to the Committee regarding the asset register. The Town Clerk explained that due to the amount of work in the office that there had not been time to compile the report though information had been gathered. However the most problematic aspect was dealing with the valuations for the regalia: companies charge a percentage of the value of the objects valued and this would greatly increase the cost. Councillor Smith volunteered to contact a local antiques expert to see if he would value the mace.

**ACTION CLLR. SMITH**

**1047/09 Accounts and Budgets**

Members queried 204/1017 Devolved Service and why the income was so low: it was noted that payment of approximately £7000 is awaited for the most recent period.

Members noted that February and March market income was still due and it would therefore increase by approximately £4,000.

*Cllr. Try arrived at the meeting*

**1048/09 Invoices passed for payment, Income and details of Councillor's Expenses**

Members noted the information provided.

**1049/09 Review of Policies**

Members discussed in depth the role of the Chairman's casting vote and if the Chairman needs to have had a first vote to then allow a casting vote.

Members **AGREED** to **RECOMMEND** the changes suggested by Cllrs. Lehmann and Newell and further changes to Standing Orders 21.1, 25.1 and 23.6.

Further **AGREED** that once the changes are made that the new versions are issued with version numbers and dates clearly marked on them.

**ACTION TOWN CLERK**

**1050/09 Insurance Claim**

Members received the correspondence from BCC.

Proposed by Cllr. P. Collins, seconded by Cllr. Stuchbury, and **AGREED** by 12 votes to 0 that all the correspondence be forwarded to our insurance company for their opinion.

**ACTION TOWN CLERK**

**1051/09 Computers**

Proposed by Cllr. Stuchbury and **AGREED** to purchase two new computers for the office.

**ACTION TOWN CLERK**

**1052/09 Stationery**

Cllr. Mordue offered to provide templates for the business cards and the compliments slips as well as the card for the business cards.

Proposed by Cllr. Lehmann, seconded by Cllr. Smith, and **AGREED** to accept Cllr. Mordue's offer.

**ACTION CLLR. MORDUE**

Members discussed the option of using heavier weight pre-printed letter-head paper or continuing to use copy paper quality printed in the office.

Proposed by Cllr. Stuchbury, seconded by Cllr. Newell, and **AGREED** that the issue over letter-headed paper be brought back to the next meeting of the Committee.

**ACTION TOWN CLERK**

**1053/09 Office Equipment**

Proposed by Cllr. Lehmann, seconded by Cllr. Smith, and **AGREED** that the Town Clerk should purchase the appropriate equipment.

**ACTION TOWN CLERK**

**1054/09 Office Server**

Cllr. Try explained the current situation with the office server. The server recommended is a like-for-like replacement, while the external hard drive would aid in backing up the information. Cllr. Try brought information regarding remote storage instead of purchasing a hard drive.

Proposed by Cllr. P. Collins, seconded by Cllr. Stuchbury, and **AGREED** that the new server be purchased and that information would be backed up into internet storage.

**ACTION TOWN CLERK**

**1055/09 RBS Software**

Members **AGREED** that the Year End accounting service be purchased.

**ACTION TOWN CLERK**

**1056/09 Practitioners Conference**

Members noted the report on the conference circulated with the agenda.

**1057/09 Chairman's Announcements**

There were none.

**1058/09 Date of Next Meeting:** Monday 7th June 2010

Signed.....

Date.....