

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 13th September 2010** in Room ADRB1 in the Anthony de Rothschild Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

**Present:** Cllr. H. Cadd  
Cllr. Mrs. G. Collins Chairman  
Cllr. P. Collins  
Cllr. R. Lehmann Vice Chairman  
Cllr. H. Mordue  
Cllr. Ms. R. Newell  
Cllr. M. Smith Mayor  
Cllr. Mrs. P. Stevens  
Cllr. R. Stuchbury  
Cllr. M. Try

**Also present:** Mr. C. Wayman Town Clerk

**385/10 Apologies for Absence**

**RESOLVED** to receive apologies from Councillors Bloomfield, Hirons, and Isham.

**386/10 Declarations of Interest**

Cllrs. P. & G. Collins and Cllr. Try declared prejudicial interests in agenda item 9 being Trustees of the Buckingham Community Association.

**387/10 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 26<sup>th</sup> July 2010 and ratified by Full Council on 9<sup>th</sup> August 2010. **FAP/02/10**

**388/10 Action Report**

132/10

A valuation had been received from Bonham's who valued the mace at £150,000.

143/10

Cllr. Try had emailed Councillors out a draft policy and it would be placed on the next agenda.

### **389/10 Accounts and Budgets**

Members were notified of mistakes made on the inputting of amounts which would be changed. It was also confirmed that the circular walk monies had been split between the previously agreed headings.

Members raised concerns regarding the amount of money currently being used in relation to the budgets. This included some headings which it was felt would not be used in the coming year due to outside influences and whether these should be included in the forthcoming year was discussed.

### **390/10 Invoices passed for payment, Income and details of Councillor's Expenses**

Members noted the information provided. Members were informed that since the issuing of the agenda that members of staff had undertaken accounts training on the accounts system which will result in a new way of presenting the information for Councillors. Members requested clarification on a number of invoices and what the payments were for; also noted a cheque number was missing from the list of payments [*Clerk's note: - the cheque was cancelled due to a mistake when writing the cheque out*]

Members **AGREED** that the Chairman would go through the accounts.

**ACTION CHAIRMAN**

### **391/10 Motion from Councillor P. Collins**

Cllr. P. Collins spoke to his motion, indicating that its aim was to reduce the risk to the Council in relation to collection of the market rent. Members started to discuss the motion but were reminded that a motion had to be seconded before discussion could take place. Cllr. Smith agreed to second the motion to allow the item to be progressed.

Members discussed the how market rent had been collected in the past and what effect having the sole payment method change to cheques would bring. The Town Clerk informed Councillors how the rent for street market stallholders was collected currently and the procedure involved in the counting of monies and banking. Some Members expressed their pleasure with the new system for rent collection.

Proposed by Cllr. P. Collins, seconded by Cllr. Smith, and **REJECTED** by 1 vote to 8 that in order to make the administration of the markets more efficient in staff time and reduce risk, all market rent payments, regular or casual, should be by way of cheque payable to Buckingham Town Council.

### **392/10 Meeting Dates**

Proposed by Cllr. P. Collins, seconded by Cllr. Lehmann, and **AGREED** to note the correspondence and agree the new meeting dates subject to the date being changed from Monday 3<sup>rd</sup> January to Tuesday 4<sup>th</sup> January.

*Cllrs P&G Collins and Cllr. Try left the meeting; Cllr. Lehmann took over the role of Chairman.*

**393/10 Buckingham Community Association**

A statement from Cllr. Bloomfield was read out in support of continuing the agreement with the Association. Members discussed the letter received.

Members **AGREED** that the Committee is mindful to enter into an agreement, but more information was needed and the decision would have to be confirmed by the full council: a reply should be sent to that effect.

**ACTION TOWN CLERK**

*Cllrs P&G Collins and Cllr. Try returned to the meeting; Cllr. Mrs. G. Collins resumed the role of Chairman.*

**394/10 Member/Officer Relations Protocol**

Members discussed the protocol and **AGREED** to replace Chair and Vice Chair with Chairman and Vice Chairman.

Discussion took place over the inclusion of section 4 – Political Groups.

Proposed by Cllr. P. Collins, seconded by Cllr. Newell, that the protocol should be adopted subject to section 4.1 being removed.

An amendment was proposed by Cllr. Smith and seconded by Cllr. Lehmann that the protocol should be adopted subject to section 4 being removed; this was voted on with 7 voting in favour and 3 against. This then became the substantive motion and was **AGREED** by 10 votes to 0. A copy of the protocol will be circulated to all Councillors.

**ACTION TOWN CLERK**

**395/10 Christmas Opening Hours**

Proposed by Cllr. P. Collins and **AGREED** that the office shall be closed to members of the public for the week between Christmas and New Year. Emergency contact details shall be placed in the window and staff will be allowed to take the week off using holiday if they so wish.

**396/10 2010/2011 Grants**

Members noted the correspondence from Buckingham Art for All in relation to this year's grant.

**397/10 Finance, Administration & Personnel Budget for 2011/12**

Members were informed that if the proposed government plans to cap the precepts of local town and parish councils go ahead the 2011/12 year would be the last year that the figures would not be capped.

Proposed by Cllr. Lehmann, seconded by Cllr. Mordue, and **AGREED** that the Town Clerk prepare budget figures for the next financial year with a steer of a proposed increase of 3% for the Finance, Administration and Personnel Committee.

*Cllr. Mordue left during the next item*

**398/10      2011/2012 Precept**

Councillors discussed the issue of the next year's precept in great detail. Members discussed the total level of possible increase. Discussion also took place over current plans including the proposed office extension and what effect changes in plans could have on next year's precept.

Proposed by Cllr. Smith, seconded by Cllr. P. Collins, and **AGREED** by 5 votes to 2 that each committee should set a justified realistic budget with the aim of the overall Council setting a 0% precept.

**399/10      Chairman's Announcements**

There were no Chairman's announcements.

**400/10      Date of Next Meeting:** Monday 1<sup>st</sup> November 2010

**Meeting closed at 20.55**

**Signed.....**

**Date.....**

**Chairman**