

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 1<sup>st</sup> November 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

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

**Also present:** Cllr. A. Mahi  
Mr. C. Wayman Town Clerk

**522/10 Apologies for Absence**

**RESOLVED** to receive apologies from Councillors Bloomfield and Mrs. Stevens.

*Cllr. Newell arrived at the meeting*

**523/10 Declarations of Interest**

Cllrs. P. & G. Collins, Isham and. Try declared prejudicial interests in agenda item 7 being Committee Members of the Buckingham Community Association.

**524/10 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 13<sup>th</sup> September 2010 and ratified by Full Council on 27<sup>th</sup> September 2010. **FAP/03/10.**

**525/10 Action Report**

143/10 – Would be placed on the next agenda.

*Cllr. Try arrived during the next item*

**526/10 Accounts and Budgets**

Members noted that 251/4601 Chandos Park Maintenance should have the initial S106 income (£40,000) removed and placed into the new budget heading.

**527/10 Invoices passed for payment, Income and details of Councillor's Expenses**

The issue of Councillors' expenses was highlighted; the Clerk would bring details of Councillors' Expenses to the next meeting.

**ACTION TOWN CLERK**

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

**528/10 (393/10) Buckingham Community Association**

While Members were aware of the special relationship between the Community Centre and the Town Council it was felt that the Community Centre should provide accounts for the last three years as well as a forecast of future expenditure and income.

Proposed by Cllr. Stuchbury and **AGREED** that the Committee **RECOMMENDS** that the Council agree in principle to support the Community Centre to the tune of £13,000 on the condition that the accounts are viewed by the Council and that a forecast is provided. The Council will give due consideration to other organisations.

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

**529/10 Health and Safety Audit**

Members discussed the proposed changes due to be implemented by Central Government and if it was prudent to arrange for an outside company to carry out the work when the legislation might be changing.

Proposed by Cllr. Mordue, seconded by Cllr. Lehmann, that in view of the report from Lord Young and his directive to the Health and Safety Executive that the Town Council will review and update current policies as necessary.

Proposed by Cllr. Stuchbury, seconded by Cllr. Hirons, that an amendment be put to ask The Executive Edge to undertake the health and safety work needed.

Cllr. Stuchbury, seconded by Cllr. Smith, requested a recorded vote; however the support of two further Councillors necessary for the motion was not forthcoming.

Councillors voted on the amendment first, which was **REJECTED** by 4 votes to 7. The original motion was then **AGREED** by 7 votes to 4.

**530/10 Town Council Minutes and Agenda**

Members commented on the report circulated with the agenda. Members **AGREED** to keep the word summoned on the agenda to Councillors and to issue public minutes of confidential items. Members **REJECTED** creating an additional reminder on agendas of important legislation, altering the public participation or altering Interim Council meetings.

**531/10 Staffing Report**

The Town Clerk introduced the report and commented that he felt that a budget could be prepared for next year which would allow the increase in staff while also providing no rise in the precept per house.

Members discussed in great detail what they felt were the areas where more staff were needed or where too much staff time was currently focused. Members noted that Cllr. Hirons had not been able to start his review; he hoped to complete it before the next meeting.

Proposed by Cllr. Newell, seconded by Cllr. Lehmann, that the Clerical Assistant be paid the hours worked during the period of leave by the Town Clerk.

Proposed by Cllr. Smith, seconded by Cllr. Hirons, that the Clerical Assistant be paid the hours worked during the period of leave by the Town Clerk and have the hours increased to full time and also an additional post be budgeted for if the staffing review recommends it. This was **AGREED** by 7 votes to 4. This then became the substantive motion and was **AGREED** by 9 votes to 2.

**532/10 Recommendation from Interim Council 25/10/10**

Members discussed the recommendation from Interim Council and the subsequent recommendation from the Planning Committee. There was concern that the recommendation listed was not that which appeared in the Planning Committee minutes.

Proposed by Cllr. P. Collins and **AGREED** by 7 votes to 3 that the budget heading for expenditure be 101/4000 Personnel Costs Wages & Salaries - Admin

**533/10 Meeting Dates**

Members **AGREED** the meeting dates for the next year.

**534/10 Annual Audit**

Members noted the information from the External Auditor.

**535/10 Meeting Rooms**

Members noted the information

**536/10 Finance, Administration & Personnel Budget for 2011/12**

Members agreed to defer this item until the next meeting.

**537/10 Chairman's Announcements**

There were no Chairman's announcements.

**538/10**      **Date of Next Meeting:** Monday 20<sup>th</sup> December 2010

**Meeting closed at 21.15**

**Signed.....**

**Date.....**

**Chairman**