

Minutes of the meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 13<sup>th</sup> June 2011** in the Town Council Chamber, Cornwall's Meadow, Buckingham at 7pm.

**Present:** Cllr. Mrs. G. Collins  
Cllr. P. Collins  
Cllr. J. Harvey  
Cllr. P. Hiron  
Cllr. D. Isham  
Cllr. R. Lehmann  
Cllr. H. Mordue  
Cllr. Ms. R. Newell  
Cllr. Mrs. L. O'Donoghue  
Cllr. R. Stuchbury

**Also in attendance:** Mr. C. Wayman                      Town Clerk  
Liz Campbell                                              Committee Clerk

*Cllr. Newell took the chair for the first item.*

**116/11 Election of Chairman**

Cllr. Mrs G. Collins was proposed as Chairman by Cllr. Stuchbury and seconded by Cllr. P. Collins. Cllr. Hiron was proposed as Chairman by Cllr. O'Donoghue and seconded by Cllr. Mordue. A vote was taken, and Cllr. Mrs G. Collins was **DECLARED** elected Chairman of the Finance, Administration and Personnel Committee by 6 votes to 3.

*Cllr. Mrs G. Collins took the chair for the remainder of the meeting.*

**117/11 Election of Vice Chairman**

Proposed by Cllr. Stuchbury and seconded by Cllr. Newell, and **AGREED** unanimously that Cllr. Lehmann be Vice Chairman of the Finance, Administration and Personnel Committee.

**118/11 Apologies for Absence**

**RESOLVED** to receive apologies from Cllr. Bloomfield, Cllr. Chan, Cllr. Smith, and Cllr. Try.

**119/11 Declarations of Interest**

Cllr. Mrs G. Collins and Cllr. P. Collins **DECLARED** personal interests in item 108/11 as members of the Community Centre Management Committee.

**120/11 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 4<sup>th</sup> April 2011 and ratified at Full Council on 9<sup>th</sup> May 2011.

**121/11 Action Report**

Members noted the Action Report, and accepted that the recent Council premises move had impacted on staff time to complete outstanding actions from the previous meeting.

Cllr. Hirons requested that a forecast date for the completion of outstanding actions was presented to the next meeting of the committee. This was **AGREED**.

**ACTION TOWN CLERK**

The Town Clerk reported that he is investigating the provision of free fire safes.

**ACTION TOWN CLERK**

The Town Clerk reported that CRB checks are only required for councillors involved with the youth council. It was **AGREED** that Cllr. Harvey would have a CRB check.

**ACTION TOWN CLERK**

**122/11 Accounts and Budgets**

The Town Clerk reported that the year-end had taken longer than expected to complete due to problems with HMRC. He anticipated that that this would be completed shortly, and it was **AGREED** that a report would be brought to the next meeting of the committee.

**ACTION TOWN CLERK**

**123/11 Invoices passed for payment, Income and details of Councillors' Expenses**

The Town Clerk reported that the year-end had taken longer than expected to complete due to problems with HMRC. He anticipated that that this would be completed shortly, and it was **AGREED** that a report would be brought to the next meeting of the committee.

**ACTION TOWN CLERK**

**124/11 Council Chamber Letting**

Members discussed letting the Council Chamber on a commercial basis. It was **AGREED** that the Council would investigate the hire charges for other community buildings in the town, and explore using the Community Centre caretaker to provide caretaking services for the letting, and that a paper outlining potential options would be brought to the next meeting.

**ACTION TOWN CLERK**

In the interim, it the following arrangements were **AGREED**:

- The Council Chamber could be let to charities and voluntary groups for £3 per hour (minimum charge of £5 and £5 deposit).
- The charge for other groups would be £6 per hour.
- Town Council staff would co-ordinate bookings.

**ACTION TOWN CLERK**

**125/11 Review of terms of Reference**

The committee **AGREED** the following amendments to the Terms of Reference, and **AGREED** that the Town Clerk would table revised copies of the TORs at the next meeting:

Finance, Administration and Personnel Committee

- To include the monitoring of expenditure and revenue
- To include oversight and reporting back from sub-committees

Personnel Sub-committee

- Should not have decision-making power but can make recommendations to Finance, Administration and Personnel Committee.
- Incorporate the changes in the management and recruitment structure.

Communications Sub-committee

- Should act on requests from other committees to produce material on specific issues.

**ACTION TOWN CLERK**

**126/11 Finance Matters**

It was **AGREED** to retrospectively approve Tearle and Carver as the Council's Internal Auditor for 2010/11.

The committee reviewed the Town Clerk's paper on Internal Control and Financial Risk Assessment, and **AGREED** that committees would have authority to vire up to £10,000 per annum between budget headings.

It was **AGREED** that a Financial Review would be presented to the next meeting of the committee.

**ACTION TOWN CLERK**

**127/11 Chairman's Items**

Cllr Lehmann raised a concern that non-urgent items were being included on the Interim Council agenda when they could wait until the next meeting of Full Council.

**128/11 Date of Next Meeting: Monday 1st August 2011**

Meeting closed at: 8.35pm

Signed.....

Date.....