

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 13<sup>th</sup> February 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. Mrs. G. Collins Chairman  
 Cllr. P. Collins  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. J. Harvey  
 Cllr. H. Mordue  
 Cllr. Mrs. L. O'Donoghue  
 Cllr. M. Smith Mayor  
 Cllr. M. Try

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

**760/11 Apologies for Absence**

**RESOLVED** to receive apologies from Cllr. T. Bloomfield, Cllr. Ms. R. Newell and Cllr. R. Stuchbury.

**761/11 Declarations of Interest**

The Mayor declared an interest in agenda items 7.1 (VIC Management Agreement) and 11 (Old Gaol grant).

**762/11 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 19<sup>th</sup> December 2011 ratified at Full Council on 9<sup>th</sup> January 2012.

**763/11 Personnel Subcommittee Minutes**

The Minutes of the meeting held on 6<sup>th</sup> February 2012 were circulated on the night. Cllr. Mordue noted that his report was not yet completed; Members agreed that Minute 733.2/11 consequently should have 'interim' inserted before 'report' and a spelling error corrected.

**764/11 Communications Strategy SubGroup Minutes**

Members noted the Minutes of the meeting held on 11<sup>th</sup> January 2012.

**765/11 Action Report**

Members felt that some action lines should have progress reports as they had been on the list for some time. The Town Clerk noted that the updated Action Plan showing how much had been completed would be circulated with the next agenda.

**766/11 Tourism South East**

766.1 VIC Management Agreement.

The Town Clerk advised that 'Tourist Information Centre' should be replaced by 'Visitor Information Centre' throughout the document.

Proposed by Cllr. Isham, seconded by Cllr. P. Collins, and **AGREED** that the three year contract be signed with Tourism South East.

766.2 TSE Income & Expenditure account for the period ending 31 March 2012  
Noted.

#### **767/11 Accounts and Budgets**

Proposed and **AGREED** that the balance in 102/4041 (Website) and 102/4032 (Publicity/Newsletter) be carried forward to the next financial year.

#### **768/11 Invoices passed for payment, income received & details of Councillor's Expenses**

Cllr. Try noted that there would be a small expenditure on the website, but the details would be submitted when the \$ exchange rate was factored in.

Members queried the analysis line 'carcassing treat'. *[Clerk's note: carcassing is structural, as opposed to cladding or boarding, timber; treated timber is necessary for outdoor work such as the park fences and bridges].*

#### **769/11 Policies**

To receive, discuss and agree the following policies:

- 10.1 Adoption Leave and Pay
- 10.2 Bullying & Harassment Policy
- 10.3 Disciplinary Procedure
- 10.4 Environmental Policy
- 10.5 Equal Opportunities Policy
- 10.6 Equality 2011 Policy
- 10.7 Grievance Procedure
- 10.8 Maternity Leave and Pay
- 10.9 Paternity Leave and Pay
- 10.10 Sickness Absence Policy
- 10.11 Stress at Work Policy
- 10.12 Whistleblowing Procedure

The Town Clerk explained the 10.1, 10.9 and 10.10 had been included in error; these were not yet completed.

Members discussed policies in general. The policies would form the basis of the Staff Handbook which was being produced.

Proposed by Cllr. Harvey, seconded by Cllr. P. Collins, and **AGREED** that the following policies were accepted: Bullying & Harassment Policy; Disciplinary Procedure; Environmental Policy; Equal Opportunities Policy; Equality 2011 Policy; Grievance Procedure; Maternity Leave and Pay; Stress at Work Policy; Whistleblowing Procedure

The remaining policies would be brought to the Committee when completed.

*The Mayor, having declared an interest, took no part in the following item.*

#### **770/11 (633.3/11) Buckingham Old Gaol – application for grant**

The Old Gaol had provided the further information requested.

Members felt the Old Gaol was an important feature of the town and should be supported. The grant was within the remit of the Committee to award.

Proposed by Cllr. Isham, seconded by Cllr. P. Collins, and **AGREED** to grant the £3000 pa for three years applied for.

**771/11 University of Buckingham – application for funding.**

The University had applied to AVDC's Community Chest for funding for a sound mixing desk and other sound equipment, lighting equipment and repairs to a grand piano for the Radcliffe Centre. The funding applied for (c£23000) represented rather less than 5% of the whole cost of the renovations at the Radcliffe Centre. AVDC's grants panel was quoted as having indicated that if the Town Council were willing to contribute to the sound and lighting elements, the Community Chest would match the amount.

Members discussed the application and the demand that the Town Council provide a financial contribution, noting that the amount was considerably more than the Town Council's normal grant awards and that the annual grant round had been completed. The proposed use of the grant was to be supported, but AVDC had no command over Town Council funds.

Cllrs. Isham and Mordue would investigate whether the Community Chest rules had changed and report back. The matter would be placed on the Full Council agenda for 27<sup>th</sup> February in case further information was available in time. The cut-off date for the next panel meeting was 4<sup>th</sup> April.

**ACTION CLLRS. ISHAM AND MORDUE/FC AGENDA****772/11 Local (Parish & Town) Councils Compact**

Members considered the NALC briefing insufficiently informative and gave no indication of the advantages to this Council if the compact was signed. Members declined to participate in the scheme.

**773/11 Grants**

Letters of thanks for Grant awards had been received from the Buckingham Canal Society, Relate, Stowe Sub-Aqua Club and the Film Place, and emails from the Friends of Grenville School, Swan Community Hub and Thames Valley & Chiltern Air Ambulance.

Noted.

**774/11 Chairman's Announcements**

There were none.

**775/11 Date of Next Meeting:** Monday 2<sup>nd</sup> April 2012

**COMMITTEE IN PRIVATE SESSION**

**776/11** There being no members of the public or press present, Members proceeded to the next item. The staff members present remained in the Chamber.

*Cllr. Mordue left early in the following discussion.*

**777/11 Personnel matters**

Members decided that, should matters come to a tribunal the Town Clerk should have legal assistance, and that a response be made so that the Council were not judged against by default.

Proposed by Cllr. Smith, seconded by Cllr. Mrs. G. Collins, and **AGREED** that, apart from the meeting with Cllr. Mordue already scheduled, given the pending

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01/03/2012

RATIFIED 27<sup>TH</sup> FEBRUARY 2012

Initial.....

Tribunal case instigated by Ms. Campbell, this Council considers it inappropriate for its members or officers to respond further to any direct enquiries received from the claimant on the issues forming the basis of the dispute.

The Mayor would circulate an email to this effect and contact Ms. Campbell.

**ACTION THE MAYOR**

Meeting closed at: 8.35pm

**Signed.....**

**Date.....**