

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 17<sup>th</sup> September 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. T. Bloomfield  
 Cllr. H. Cadd  
 Cllr. Mrs. G. Collins  
 Cllr. P. Collins  
 Cllr. P. Hirons  
 Cllr. H. Mordue (from min. 387)  
 Cllr. L. O'Donoghue  
 Cllr. M. Smith  
 Cllr. R. Stuchbury  
 Cllr. M. Try

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

**375/12            Apologies for Absence**

Apologies were received and accepted from Cllr. D. Isham and Cllr. Ms. R. Newell (Mayor).

**376/12            Declarations of Interest**

There were no declarations of interest.

**377/12            Minutes**

The minutes of the Finance, Administration and Personnel Committee meeting held on Monday 30<sup>th</sup> July 2012 ratified at the Full Council meeting held on 13<sup>th</sup> August 2012 were received. There were no matters arising.

**378/12            Action Report**

Members noted the Action Report.

(919/11) Communications Strategy Group. Members discussed the Website tenders and were advised that a drop in session for Councillors to discuss what they wish to see on the website had been arranged for the 22<sup>nd</sup> October.

In addition Members discussed the fact that a number of Councillors had been approached by Student Keys over a recent article in Buckingham Town Matters. Councillors were advised that the office had requested a written detail of the complaint and that Councillors if contacted should refer Student Keys to the office. Members wished for their support of the office and the article to be noted.

Members **AGREED** that the Communications Strategy Group should be a standing agenda item.

437.4 Buying in of Services

Proposed by Cllr. Stuchbury and seconded by Cllr. P. Collins and **AGREED** by 8 votes to 1 to remove the action from the action list

**ACTION COMMITTEE CLERK**

**379/12            Accounts and Budgets**

Noted.

**380/12 Invoices passed for payment, Income and details of Councillor's Expenses agreed.**  
Noted.

**381/12 Committee names and Terms of Reference**

Proposed by Cllr. Smith, seconded by Cllr. Cadd and **AGREED** by 9 votes to 0 that the Terms of Reference are adopted subject to the Committee's name remaining Finance, Administration and Personnel and the sub committee's Terms of Reference being adjoined on to the Committee's Terms of Reference.

**382/12 Policies**

382.1 Members **AGREED** the Safeguarding Children and Child Protection Policy  
382.2 Members **AGREED** that the Confidentiality Policy be brought back to the next meeting and include details relating to commercial aspects.

**383/12 Consultation: Localising Support for Council Tax**

Members discussed the wider repercussions of this policy

*Cllr. Cadd declared an interest as a member of the Fire Authority*

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins that the Town Council responds to the first question as below:

This Council agrees that it is correct to remove Town and Parish Councils from the scope of Localising Support for Council Tax benefits. The Town Council however, regrets that other authorities including unelected authorities such as the Police and Fire Brigades are being forced into reductions due to this policy and that the government is bring this effective tax on those receiving benefits in at the same time as legislation to promote Localism

Cllr's. Stuchbury and Hirons requested a recorded vote

For: Cllr. Bloomfield, Cllr. Mrs. G. Collins, Cllr. P. Collins, Cllr. Mrs. O'Donoghue, Cllr. Smith, Cllr. Stuchbury and Cllr. Try

Against: Cllr. Hirons

Abstention: Cllr. Cadd

Therefore the motion was **AGREED** by 7 votes to 1 with 1 abstention.

**ACTION TOWN CLERK**

**384/12 Plasma Screen**

Members **AGREED** that a new smaller screen (so it can fit to one side of the window without obstruction) should be purchased and **AGREED** that the Town Clerk be delegated to do so.

**ACTION TOWN CLERK**

**385/12 Chamber Lobby**

Members **AGREED** to contact AVE and request that the work is carried out and if it is not done that the work be carried out and charged back to them.

**ACTION TOWN CLERK**

**386/12 Internal Auditor**

Members **AGREED** that the Town Clerk draw up an agreement between the Council and prospective internal auditors and then to obtain quotes based on that agreement for the current financial year.

**ACTION TOWN CLERK**

*Cllr. Mordue arrived at the meeting*

**387/12 Recommendation from Planning (Min. 288.1; meeting of 20<sup>th</sup> August)**

Members **AGREED** the recommendation that additional hours be paid.

**388/12 Personnel**

The Town Clerk announced the appointment of a new Grounds Maintenance Assistant, Mr. Ken Horne, who had started on 10<sup>th</sup> September.

**389/12 Chairman's Announcements**

There were no announcements

**390/12 Date of Next Meeting:** Monday 5<sup>th</sup> November 2012

**391/12 Exclusion of Public and Press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**AGREED**

**392/12 Personnel**

Members received the Town Clerk's report and voted 10 for the proposal by Cllr. Smith, seconded by Cllr. Bloomfield, with none against.

Meeting closed at: 9.00pm

**Signed**.....

**Date**.....