

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 4th November 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. T. Bloomfield	
Cllr. H. Cadd	
Cllr. Mrs. G. Collins	Chair
Cllr. P. Collins	
Cllr. J. Harvey	
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. R. Lehmann	
Cllr. H. Mordue	
Cllr. Ms. Newell	Town Mayor
Cllr. Mrs. O'Donoghue	Vice Chair
Cllr. M. Smith	
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present:

Mr. C. Wayman	Town Clerk
Mr. C. Robson	Deputy Town Clerk
Mrs. C. Bolton	Committee Clerk

495/13 Apologies for Absence

RESOLVED to receive apologies from Councillor Mordue for late arrival.

496/13 Declarations of Interest

There were no declarations of interest.

497/13 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 16th September and ratified by Full Council on 30th September 2013. **FAP/03/13**

498/13 Communications Strategy Group

The minutes of the meeting held on 4th September 2013 were received.

CSG/03/13

499/13 Action Report

Members noted the Action Report.

Cllrs Lehmann and Try arrived during the following item

500/13 Accounts and Budgets

Cllr Hirons queried when the interest received (130/1190) would be paid in. The Town Clerk advised this had been moved to the high interest deposit account and did not automatically appear on the reports.

The Town Clerk reported that further to conversations he had held with the Head of Finance, AVDC (Andrew Small), it was likely that the Council Tax top up grant received by Town and Parish Councils from Central Government, normally topped

up by the District Council would be considerably reduced in 2014. The final figures from AVDC would not be known until mid-December 2013.

Councillors discussed the possibility of delaying the announcement of the precept figures, should the confirmation of the grant from AVDC be late. The Town Clerk expected to receive information by 17th December.

501/13 Policies

(773.5+269/13) Members received the updated sickness absence policy. Cllr P Collins noted that the statutory sick pay eligibility bullet points were not a complete list and should include a footnote to the effect of 'correct as at November 2013, please check HRMC websites for updates'; the policy should also include the wording 'inter alia' to reflect that.

Proposed by Cllr G Collins, seconded by Cllr Stuchbury and **AGREED** that the sickness absence policy be finalised with the above note.

ACTION: DEPUTY TOWN CLERK

Cllr Mordue arrived during the following item

502/13 Audit

502.1(272/13) The Annual return report with the External Auditor's comment was received.

502.2 A report from the Internal Auditor regarding contracts was received and discussed. Councillors commented that a list of contracts; both those with and without comment or attention required should have been listed. Members discussed the content of the report, and the meeting held between Councillors and the Auditor on 14th October at which the Auditor had discussed with Members what level of involvement individual Councillors should have in areas of the Council's work, and consider 'championing' areas, reviewing them as necessary with the Town Clerk.

The Town Clerk reported that some of the contracts and recommendations had already been progressed by the office since the report had been issued.

Proposed by Cllr Harvey, seconded by Cllr Stuchbury and **AGREED** that the Town Clerk prepare a report in response to the Auditor's comments and bring back to the FAP Committee.

ACTION: TOWN CLERK

502.3 To receive a written report from the Town Clerk to appoint the Internal Auditor for 2013/14.

Members received the report, and discussed what cost would be involved for the following financial year's report. The Town Clerk advised Members that previous auditors had examined the trial balance accounts and internal systems; then completed a further more in-depth examination on specific areas of the accounts; changing areas of focus each time, in accordance with the recommendations of the Practitioner's guide.

Proposed by Cllr P Collins, seconded by Cllr O'Donoghue and unanimously **AGREED** that the Town Clerk present a full specification with costs and proposals for the Internal Audit 2013/14.

ACTION: TOWN CLERK

503/13 Time in Lieu

A written report from the Town Clerk was received by Members. The Town Clerk reported that over 80 hours accrued was due to the work carried out on the Buckingham Neighbourhood Development Plan; the majority of hours should be worked down by Christmas. Councillors discussed the number of hours worked over and above staff's standard hours.

Proposed by Cllr Lehmann, seconded by Cllr P Collins, that staff take all time in lieu by the end of January 2014; with the exception of any agreement already individually made by a member of staff with the Town Clerk.

The motion was defeated by majority vote.

504/13 (897/12+390/13) Recording of Council Meetings

Members received a report from the Deputy Town Clerk which included information on both voice and visually recorded options. Members discussed the benefits of recording meetings, becoming more accessible and open to the public by allowing access through a variety of media. Councillors also discussed the technical difficulties and prohibitive cost; and whether there was any proven demand from the public for the recordings.

Proposed by Cllr Hirons, seconded by Cllr Newell that recording of Council meetings be left for 6 months and revisited at a future date.

The motion was **AGREED** by majority vote.

An amendment proposed by Cllr Lehmann, seconded by Cllr Stuchbury that the Council 'soft' trial audio recording for 6 months and make it known that recordings exist with limited expenditure was defeated by vote.

505/13 (276/13+394/13) Community Centre Lease

505.1 Councillors received a letter from the Buckingham Community Association. Cllr P Collins invited the Town Clerk to the next meeting of the Buckingham Community Association on Thursday 28th November at 7.30pm, to further discuss the lease. The Town Clerk confirmed his attendance.

ACTION: TOWN CLERK

505.2 A letter from Chandler Ray Solicitors was received. Cllr P Collins reported that the hope was for the Buckingham Community Association to convert to a Charitable Incorporated Organisation by the end of 2014 to remove the personal liability issues incumbent on Members. The Town Clerk explained that in accordance with the advice from Chandler Ray the proposal would be for the Community Association to cease, with the new Charitable Incorporated Organisation being set up concurrently; thus ensuring a smooth transition. A new under lease could then be signed by the Town Council.

The Town Clerk would report back to the Town Council following the meeting on 28th November.

ACTION: TOWN CLERK

506/13 Chairman's Announcements

FAP 4th November 2013

20/11/2013

RATIFIED 18TH NOVEMBER 2013

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Initial.....

Cllr G Collins informed Members of the arrangements for the forthcoming funeral of Dennis Foote – previous Mayor 1994 – 1997.

507/13 **Date of Next Meeting:** Monday 25th November 2013

COMMITTEE IN PRIVATE SESSION

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.

508/13 Review of the Events Assistant Position

Members received a written report from the Deputy Town Clerk.

Proposed by Cllr P Collins, seconded by Cllr Lehmann that the job role be scale point 18 – 21 (SLCC/NALC nationally agreed scale)

An amendment proposed by Cllr Harvey, seconded by Cllr Stuchbury that the job role be scale point 19 – 22 (SLCC/NALC nationally agreed scale) was **AGREED** by recorded vote.

Amendment:

A recorded vote was called for:

FOR: Cllr Newell, G Collins, Try, Harvey, O’Donoghue, Bloomfield, Stuchbury and Isham

AGAINST: Cllr Cadd, P Collins, Smith, Hirons and Lehmann

ABSTENTION: Cllr Mordue

The substantive motion was then voted on.

Substantive:

FOR: Cllrs Newell, Smith, Hirons, Harvey, O’Donoghue, Bloomfield, Stuchbury, G Collins, Try, Mordue and Isham

AGAINST: Cllr P Collins

ABSTENTIONS: Cllrs Lehmann and Cadd

The substantive motion was carried.

Councillors **AGREED** the contents of the report and that the job title is changed to Events Co-ordinator.

Meeting closed at: 8.50pm

Signed.....

Date.....