



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

25 February 2015

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 14<sup>th</sup> April 2014**, following an Extraordinary meeting of Full Council at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman  
Town Clerk

Please note that the Finance and Administration and Personnel Committee will be preceded by a Public Session in accordance with Standing Order 1.4, which will last for a maximum of 15 minutes.

## AGENDA

### 1. Apologies for Absence

Members are asked to receive apologies from Members.

### 2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

### 3. Minutes of last meeting

To receive the minutes of the Finance, Administration & Personnel Committee meetings held on Monday 24<sup>th</sup> February 2014 ratified at the Full Council meeting held on 10<sup>th</sup> March 2014, and Monday 24<sup>th</sup> March, to be put to Full Council for ratification on Tuesday 6<sup>th</sup> May 2014.

**Copies Previously Circulated FAP/06/13, FAP/07/13**

### 4. Minutes of Communications Strategy Group Meeting

To receive the minutes of the Meeting held on Wednesday 5<sup>th</sup> March 2014.

**CSG/06/13 Previously circulated**

#### 808/13 Website Design

Members discussed the progress of the new website and agreed the following:

Proposed by Cllr. J. Harvey, seconded by Cllr. M. Smith, and **RECOMMENDED** that though this Group recognises & values the good will, effort, attention & expertise that Cllr Try has put into working on the Town Council's website over many years, it now resolves, however, that the time has come to procure a commercial supplier to achieve a step change improvement in the website (with integrated blog & social media feeds) to meet the growing information needs of our growing town. The Group requests that FAP agree to allocate up to £3k from reserves to allow this procurement to go ahead.

Buckingham



Twinned with Mouvaux, France



**5. Action Report**

To receive and discuss the Action Report

**Appendix A**

**6. Accounts and Budgets**

Members are asked to receive and consider the attached Income and Expenditure reports.

**Appendix B**

**7. (796/13)Constitution**

Proposed by Cllr P Collins, seconded by Cllr Harvey that the Constitution paperwork (437.5) was dropped, it was not a required document, and had been on the Action list for some considerable time.

Cllr Mordue pointed out that all Councils were governed by the Local Government Act 1972, so any constitution developed would be subject to that act and would not have legal standing. Members continued to discuss the benefits of having all policies, procedures and standing orders in once place, which could be particularly useful to new Councillors. The Town Clerk confirmed there was already a pack in existence for new Councillors.

**Appendix C**

An amendment proposed by Cllr Stuchbury, seconded by Cllr Hirons and **AGREED** that a final decision be made at the next meeting once the original minute had been checked.

**ACTION: TOWN CLERK**

***For Members information minute 437.5 FAP meeting 26/08/2008 as requested below***

437.5 Create a Council Constitution including all of the Town Council policies

It was explained that the constitution was a document detailing all the policies and procedures of the Council, how the Council is run and its terms and conditions.

This would be compiled as time and workloads allow

**ACTION THE TOWN CLERK**

**8. Lease document for Office at Verney Close**

To receive and agree the documents

**Appendix D**

**9. (626/13+798/13) Grants**

Members agreed that it would be easier to receive all the paperwork via email and pdf to allow all Councillors time to assess grant applications fully.

Cllr Harvey said that applicants should be able to comply with a request for all submissions electronically; should smaller organisations not have the electronic facilities themselves, they could use the services of a local office bureau to assist.

Cllr Smith stated that guidance should be clearly stated in the grants application pack about how to go about an electronic submission.

The Town Clerk said that a caveat could be included to suggest smaller organisations if having difficulty could come into the Town Council office to assist with converting documents to an electronic format.

**Appendix E**

Members **AGREED** that the Town Clerk draft a formal notice for review at the next meeting.

**ACTION: TOWN CLERK**

**10. Chairman's Announcements**

**11. Date of next meeting:** Monday 16<sup>th</sup> June 2014

**To:**

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