

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 14th April 2014** in the Council Chamber, Cornwalls Meadow, Buckingham, at 7.40pm following the Extraordinary Full Council meeting.

Present:

Cllr. Mrs. G. Collins	Chair
Cllr. P. Collins	
Cllr. J. Harvey	
Cllr. P. Hiron	
Cllr. D. Isham	
Cllr. H. Mordue	
Cllr. Ms. Newell	Town Mayor
Cllr. Mrs. O'Donoghue	Vice Chair
Cllr. M. Smith	
Cllr. R. Stuchbury	

Also present:

Mr. C. Robson	Deputy Town Clerk
Mrs. K. McElligott	for the Committee Clerk

902/13 Apologies for Absence

RESOLVED to receive apologies from Cllrs. T. Bloomfield, H. Cadd and M. Try.

903/13 Declarations of Interest

There were no declarations of interest.

904/13 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 24th February 2014 ratified at the Full Council meeting held on 10th March 2014, and the additional meeting held on Monday 24th March 2014 to be put to Full Council for ratification on Tuesday 6th May 2014.

FAP/06/13, FAP/07/13

905/13 Minutes of Communications Strategy Group Meeting

The minutes of the Meeting held on Wednesday 5th March 2014 were received.

CSG/06/13

(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.

Cllr. Harvey outlined the need for an updated and redesigned website; the Strategy Group had done some of the necessary groundwork, so the extent of the task was reduced from the previous tendering occasion with related cost savings. Also a site structure was required which could easily be updated by the office staff.

Members suggested contacting Buckingham General Charities and the Church, both of whom had recent website experience.

Cllr. Stuchbury advocated a second layer for Councillor-only information for meetings.

The Recommendation was agreed, budget source 132/4500 Contingencies.

ACTION COMMUNICATIONS STRATEGY GROUP

906/13 Action Report

Members noted the Action Report.

(505/13) Community Centre lease; was still with the solicitors. The Town Clerk has asked for speedy action.

(625/13) Apprenticeship; awaiting information about mentor standards

Members discussed whether accepting work-experience youngsters might be useful for holiday cover in the office.

907/13 Accounts and Budgets

Cllr. Collins asked about the apparent overspend on the EP&H budget.

Cllr. Stuchbury asked for all virements to be included in the next set of figures.

ACTION ACCOUNTS ASSISTANT

908/13 (796/13) Constitution

It had been proposed that the production of a constitution for the Council be dropped as it was not a required document, and had been on the Action list for some considerable time, subject to checking the original minute. Additional information was circulated with the agenda.

Proposed by Cllr. P. Collins, seconded by Cllr. Harvey and **AGREED** unanimously.

ACTION COMMITTEE CLERK

Cllr. Stuchbury declared an interest in the following item, as the building belonged to the County Council.

909/13 Lease document for Office at Verney Close

Cllr. Smith would have liked the length of notice to quit to be included as finding alternative accommodation quickly would not be easy. If this was not possible, note should be taken of the lease expiry date, and negotiations be started in good time.

A meeting between the Cabinet Member (Cllr. Martin) and the Town Clerk was advocated, to establish a good relationship.

Members agreed to enter into the leasing agreement, noting Cllr. Smith's reservations.

ACTION TOWN CLERK

910/13 (626/13+798/13) Grants

Members felt that efforts should be made to encourage smaller organisations to apply, by offering paper copies of the form if required, providing an earlier cut-off date was applied to allow for scanning in the application. "The Council was fully committed to awarding grants to organisations large and small" should be emphasised in the policy.

ACTION: TOWN CLERK

911/13 Chairman's Announcements

None.

912/13 Date of Next Meeting: Monday 16th June 2014

Meeting closed at: 8.15pm

Signed.....

Date.....

14th April 2014
27/05/2014

RATIFIED 6th MAY 2014

Initial.....