

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 8th July 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. Mrs. G. Collins	Vice-Chair
Cllr. J. Harvey	
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. A. Mahi	
Cllr. Mrs. O'Donoghue	
Cllr. Smith	Chair
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present: Mr. P.Hodson Town Clerk
Mrs. N. Stockill Committee Clerk

160/19 Election of Chair

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** to appoint Cllr. Smith to the position of Chair for 2019/20.

161/19 Election of Vice Chair

Proposed by Cllr. G. Collins and seconded by Cllr. Mahi to appoint Cllr. O'Donoghue to the position of Vice-Chair.

Proposed by Cllr. Harvey and seconded by Cllr. Stuchbury to appoint Cllr. Try to the position of Vice-Chair. Cllr. Try declined the nomination and the proposal fell.

A vote was taken was taken and it was unanimously **AGREED** for Cllr. O'Donoghue to be appointed as Vice-Chair of Resources Committee for 2019/20.

162/19 Apologies for Absence

Members received and accepted apologies from Cllrs. Cole, Newell and Bloomfield.

163/19 Declarations of Interest

There were no declarations of interest.

164/19 Minutes of last meeting

Members received and **AGREED** the minutes of the Resources Committee meeting held on Monday 29th April 2019 and received at the Full Council meeting held on 20th May 2019.

165/19 Minutes of Communications Strategy Group

Members received the minutes of the CSG meeting held on 13th June 2019.

166/19 Terms of Reference

166.1/19 Members received and **AGREED** the terms of reference for the Communications Strategy Group.

166.2/19 Members reviewed the terms of reference for the Resources Committee as agreed at Full Council (min 22.2.2/19) and **AGREED** to remove the word 'strategy' from section 9.

Members **AGREED** the amended Terms of Reference and recommended the Terms of Reference to Full Council for approval.

166.3/19 Members **AGREED** to recommend to Full Council to agree to the proposed changes to the Terms of Reference for the Staffing (Confidential Matters) Committee.

167/19 Standing Orders

Members received and discussed a written report from the Town Clerk regarding a proposal to amend the Council's Standing Orders following discussion at Full Council (min 22.4/19). Members went on to discuss the length of time Councillors were permitted to speak and generally agreed that Committees were self-regulating in that regard.

Members **AGREED** to recommend to Full Council to amend Standing Orders to specify that, "The contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting."

168/19 Councillor Attendance at Meetings 2018/19

Members noted Councillors' attendance at Committee meetings throughout 2018/19.

169/19 Civic Events Review

169.1/19 Mayor's Reception

Members received a written report from the Town Clerk and discussed options for the legal and ceremonial aspects of Mayor Making in 2020.

Members **AGREED** for the Town Clerk to bring back a more detailed report to the next meeting of Resources Committee. **ACTION TOWN CLERK**

169.2/19 Civic Service

Members noted a written report from the Town Clerk and **AGREED** to recommend to Full Council for the Town Mayor to arrange a date for the 2019/20 Civic Service.

170/19 Action Report

Members noted the report.

171/19 Insurance

Members received and discussed a written report from the Town Clerk.

The Town Clerk explained the cover provided was for losses resulting from damage and the associated business interruption costs to property caused by an act or acts of terrorism.

The only exclusions applying to the terrorism cover were in respect of:

- war and related risks;
- and damage caused by virus, hacking and similar actions.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** that the Town Council add insurance against terrorism to its current policy, at a cost of £436 per year.
ACTION TOWN CLERK

172/19 Accounts and Budgets

172.1/19 Members received and noted the Income and Expenditure reports

172.2/19 Managing Reserves

Members received and discussed a written report from the Town Clerk. The Town Clerk explained that the Local Authority Property Fund was the only product of its kind available to a council with a budget the size of Buckingham Town Councils. The fund was currently used by a wide range of local authorities these funding options were used by other similar sized Town Councils and offered the best possible return on investments. Cllr. Stuchbury spoke in favour of seeking assurances from the Shadow Authorities' Section 151 Officer on the transfer of funds relating to additional devolved services.

Members unanimously **AGREED** the report and recommended to Full Council that the Council:

1. Invests £50,000 in the CCLA's Local Authority Property Fund
2. Invests £100,000 in a one-year bond with the United Trust
3. Invests £250,000 in the CCLA's Public Sector Development Fund

ACTION TOWN CLERK

173/19 Invoices passed for payment, and income received

Members received and noted the schedule of invoices paid.

174/19 Bank Reconciliation

Members received the quarterly Bank Reconciliation and the Chair signed the statement.

175/19 Child Safeguarding Policy and Photography Policy

Members received and considered draft child safeguarding and Photography Policies. Child Safeguarding Policy – Cllr. O'Donoghue spoke in favour of reviewing the policies on an annual basis in line with all other Town Council policies. The Town Clerk explained that a full review would be undertaken in April 2020. Cllr. O'Donoghue offered assistance at events as she was already trained in child protection and fully DBS checked.

Cllr. O'Donoghue spoke in favour of DBS checking the Events Coordinator and the Town Clerk said that in almost all cases the Town Clerk, Deputy Town Clerk or Lace Hill Coordinator would be present at Town Council events and act as the child safeguarding officer. Once a policy was agreed, the Town Clerk would arrange a training session for all staff to brief them on the policy, and to ensure all staff are aware of the need to report concerns and the process for reporting

Photography Policy – Members discussed and **AGREED** the following amendments:

Page 3(d) - Cllr. O'Donoghue asserted that photographs taken during working hours by employees of the Town Council should belong to the Town Council.

Page 1(h) – Remove all titles and replace with Safeguarding Officer

Cllr. Hirons spoke in favour of banning drone photography/filming from the Town Centre. Cllr. Harvey referred Cllr. Hirons to the Civil Aviation Authorities guidelines.

Members asked the Town Clerk to clarify the retention schedule for historical photographs.

Page 1(c) – “The choice of photographs will include static photographs and ~~slide shows~~ videos of appropriate length. needs separating and define slideshows, films and static photos”

Page 1 (3rd paragraph) – “The Council is particularly mindful of its ~~child protection~~ obligations and this Policy seeks to explain what steps the Council can take to protect everyone and in particular children and vulnerable adults from unwanted photography or filming.”

Page 2 (L) – define the term ‘minor’

Members **AGREED** for the Town Clerk to bring back amended policies to a future meeting of the Resources Committee. **ACTION TOWN CLERK**

176/19 Inventory of Land and Assets

Members received, discussed and noted the detailed Asset and Buildings Register
Members **AGREED** to only include items with a value in excess of £1,000 on the new version of the Asset Register, and that a new inventory system is used for lower value items.

177/19 Staffing

Members received and discussed a written report from the Town Clerk. Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** that the Council increases the hours of the Administrator from 26 to 29 from September 2019 and increase the hours of the Estates Administrator from 9 to 15 from September 2019.
Members **AGREED** to recommend the report to Full Council.

178/19 Chair’s Announcements

179/19 Date of next meeting: Monday 23rd September 2019

Meeting closed at: 20.24

Signed.....

Date.....