

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 23rd September **2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. Bloomfield	
Cllr. Mrs. G. Collins	Vice-Chair
Cllr. Cole	Town Mayor
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. A. Mahi	
Cllr. Ms. Newell	
Cllr. Smith	Chair
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present: Mr. P. Hodson Town Clerk
 Ms. C. Molyneux Deputy Town Clerk
 Mrs. N. Stockill Committee Clerk

The Chair informed Members that a meeting of the Staffing (Confidential Matters) Committee would take place immediately following this committee.

344/19 Apologies for Absence

Members received and accepted apologies from Cllrs. Harvey and O'Donoghue

345/19 Declarations of Interest

There were no declarations of interest at this point in the agenda.

346/19 Minutes of last meeting

Members received and **AGREED** the minutes of the Resources Committee meeting held on Monday 8th July 2019.

347/19 Minutes of Communications Strategy Group

Members received minutes of the Communications Strategy Group meetings held on 1st August 2019 and 5th September 2019

348/19 Action Report

Members received the Action Report and noted that all items were to be discussed later in the agenda.

349/19 Complaints, compliments and FOI requests (six-month report)

Members received and noted the six-monthly report on complaints, compliments and FOI requests.

350/19 Accounts and Budgets

Members received, considered and noted the Council's Income and Expenditure reports.

190923 Resources minutes Ratified

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PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.

Initial.....

351/19 Invoices passed for payment, and income received

Members noted the Council's schedule of invoices paid and that the Chair had signed the bank reconciliation.

352/19 Annual Governance & Accountability Return (AGAR)

Members received and **AGREED** the Annual Return. The Town Clerk explained that in July 2018 there was a period when the Town Mayor was required to sign the Council's accounts in front of Full Council. Unfortunately, this did not happen on time and therefore the Council did not make the accounts available for public consultation within the required timeframe. Due to a change in staffing the process was not followed correctly and therefore the accounts for 2018/19 have been qualified by the External Auditor.

353/19 Support for Mayor and Mayor Making and other Civic Events

Members received a written report from the Town Clerk. Proposed by Cllr. Mahi, seconded by Cllr. Newell and unanimously **AGREED** that:

- a) Budget 4029 for the Mayor's Civic Expenses is increased from £1,200 to £1,550 from 2020/21 to allow for the cost of the venue and stationary for Mayor-Making
- b) In future the ordering and organisation of all catering for Mayor-Making be handled by the office team, working with the Mayor-elect, using approximately 40 hours of staff time.

ACTION TOWN CLERK

354/19 New Councillor Induction Programme

The Town Clerk said it was difficult to predict how many new Councillors would be joining the Council in May 2020 but plans were in place to arrange an Induction Workshop for the Saturday following the election. Initially there will then also be four thematic workshops based on the roles and responsibilities of the Town Council's four Committees. Cllr. Stuchbury recommended including training on prejudicial interests and Standing Orders. Members **AGREED** for the Town Clerk to progress the matter and report back at a future meeting of Resources Committee.

ACTION TOWN CLERK

Councillors Isham, Bloomfield, G. Collins, Mahi and Try declared an interest in the next agenda item.

355/19 Community Centre Upgrade Proposals

Members received and discussed a written report from the Deputy Town Clerk. It was noted that funding has been confirmed by AVDC. Proposed by Cllr. Stuchbury, seconded by Cllr. Newell and unanimously **AGREED** to RECOMMEND to Full Council for the renovations to take place to the revised scope described, providing this can be achieved within the revised budget of £150,000.

ACTION DEPUTY TOWN CLERK

356/19 Staffing; Apprenticeship Proposal

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

Proposed by Cllr. Stuchbury, seconded by Cllr. Bloomfield and unanimously **AGREED** that the Council recruits an Apprentice Administrator to take a two-year Level 3 diploma in Business Administration, with training arranged through Buckinghamshire College Group at a cost in 2019/20 of £4,538.

ACTION TOWN CLERK**357/19 To Approve Reviewed Health & Safety Policy**

Members received and unanimously **AGREED** the Health & Safety Policy.

<https://www.buckingham-tc.gov.uk/wp-content/uploads/2019/09/Health-and-safety-policy-V1.pdf>

358/19 To Approve Revised Child Safeguarding and Photography Policies

Members discussed and **AGREED** the following amendments to the Photography policy:

Paragraphs (b) and (c) - to combine both paragraphs and to include 'for example'.

Paragraph (d) – 'Guardians' to replace the word 'carer'

Paragraph (m) – to replace 'Head Teachers' with 'Community Group Leaders including Head Teachers'

Proposed by Cllr. Try, seconded by Cllr. Cole and unanimously **AGREED** the revised Child Safeguarding and Photography Policies.

ACTION DEPUTY TOWN CLERK

359/19 Process for Precept and Business Plan Setting

Members received a written report from the Town Clerk. Cllr. Stuchbury spoke in support of reviewing the Business Plan ahead of (and not coupled with) the Council's Precept Budget. Cllr. Hirons said it was an awkward time to roll out a Business Plan ahead of all the changes the new Unitary Council may introduce. The Town Clerk explained the proposed Plan would be drafted as 'business as usual' and could be adapted to any changes related to the Unitary Council. Cllr. Newell spoke in support of a five year plan.

Members were in agreement that the Business Plan would be subject to revision in light of changes to the Council's priorities and financial climate.

Proposed by Cllr. Stuchbury, seconded by Cllr. Hirons and unanimously **AGREED** that the Resources Committee agrees for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit.

ACTION TOWN CLERK

All Committee Members present declared a personal interest in the next agenda item.

360/19 Councillor Allowances

Members discussed and noted the Clerk's report and the Shadow Unitary Council's request for views. Cllr. Hirons expressed the view that Committee Chairs should receive an additional allowance, although Cllr. Collins disagreed.

Members discussed and **AGREED** for the Town Clerk to report back to Committee on feedback and advice from the Remuneration Committee and benchmarking Buckingham's Councillor Allowances against similar sized Town Councils.

ACTION TOWN CLERK

361/19 New vehicle

A written report from the Estates Manager was received by Members.

Proposed by Cllr. Bloomfield, seconded by Cllr. Newell and unanimously **AGREED** to the purchase of vehicle B to replace the Nissan Cabstar which has now been written off. Members **AGREED** to purchase the Renault Kangoo ZE33 along with the additional equipment required: the sign writing, chevrons, beacons, sound generator and charging point. With the total funds required coming totalling £16,300 and a predicted £12,800 to be taken from the Environment Committee forecast underspends from the following budgets:

Code	Centre	Description	Budget	Forecast Spend	Actual	Funds Available
201	4155	Solar Panels Loan Repayment	£7,844	£0		£7,844
204	4124	Devolved Non-Carriageway Works	£20,353	£10,000		£10,353

Cllr. Cole suggested 'pedestrians, cyclists and other road users....' should be referenced within paragraph 4.3. **AGREED**.

Cllr. Stuchbury queried whether an income could be generated from the Council's charging point and the Town Clerk **AGREED** to feedback to the Estates Manager.

362/19 Chair's Announcements

There were no Chair's announcements

363/19 Date of next meeting: 11th November 2019

Meeting closed at:19.53

Signed.....

Date.....