

R/01/20

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday **29th June 2020** at 7pm online via Zoom..

Present:

Cllr. Mrs. G. Collins
 Cllr. J. Harvey
 Cllr. P. Hirons
 Cllr. A. Mahi
 Cllr. Ms. Newell
 Cllr. H. Mordue
 Cllr. Mrs. O'Donoghue Vice-Chair
 Cllr. M. Smith Chair
 Cllr. R. Stuchbury
 Cllr. M. Try

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

166/20 Election of Chair

To elect a Chair of the Committee for 2020-2021

Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and unanimously **AGREED** to appoint Cllr. Smith to the position of Chair of the Resources Committee for the forthcoming year.

167/20 Election of Vice Chair

To elect a Vice Chair of the Committee for 2020-2021

Proposed by Cllr. Newell and seconded by Cllr. Mordue to appoint Cllr. Harvey to the position of Vice-Chair of the Resources Committee for the forthcoming year.

Proposed by Cllr. Smith and seconded by Cllr. Stuchbury to appoint Cllr. O'Donoghue to the position of Vice Chair of the Resources Committee for the forthcoming year.

A vote was taken and the result were:

In favour of Cllr. Harvey: Cllrs. Mordue, Harvey and Newell.

In favour of Cllr. O'Donoghue: Cllrs. O'Donoghue, G. Collins, Smith, Stuchbury, Hirons and Try.

Cllr. O'Donoghue was declared Vice-Chair of the Resources Committee for the forthcoming year.

168/20 Apologies for Absence

Members received and accepted apologies from Cllr. Bloomfield.

169/20 Declarations of Interest

There were none.

29TH June 2020 DRAFT SUBJECT TO CONFIRMATION

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.....

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170/20 Minutes of last meeting

Members received and **AGREED** the minutes of the Resources Committee meeting held on Monday 27th April 2020 and received by the Full Council meeting held on Monday 11th May 2020.

171/20 Minutes of Communications Strategy Group

Members received the draft minutes of the Communications Strategy Group meeting held on 11th June 2020.

172/20 Terms of Reference

It was **AGREED** to amend all references to AVDC to the Buckinghamshire Council.

Members discussed the policies included with sections 10.14 – 10.16 and were in agreement that employee's mental health issues were covered within personnel issues.

173/20 Covid 19 Update

The Town Clerk reported on the reopening of the Tourist Information Centre, Lace Hill Sports and Community Centre and play areas that was planned for 4th July 2020 following government guidance. Cllr. G. Collins suggested that any publicity uses the term 'relaxing lockdown measures'. Cllr. Smith confirmed that the Buckingham Old Goal Museum would not be reopening for another few months. The Town Clerk **AGREED** to forward the appropriate risk assessments to the Chairs of Resources and Environment for comment. **ACTION TOWN CLERK**

174/20 Budget

174.1/20 Members received and discussed the budget reports.

Transfer of Precept - The Town Clerk confirmed that Buckinghamshire Council had transferred over the first half of the Precept for 2020/21.

Devolved services – The Town Clerk confirmed the Buckinghamshire Council had agreed to keep the same amount of money for the same services for the next two years.

Neighbourhood Development Plan – The Town Clerk confirmed there was £20,000 in earmarked reserve to cover the cost of the refreshing the Neighbourhood Development Plan.

174.2/20 Members received and discussed a revise budget forecast prepared by the Town Clerk. The Town Clerk explained that a budget exercise had been carried out to revise the budget forecast for 2020/21. The Covid 19 restrictions had impacted a number of Council services. For the Resources Committee, changes included:

- Lease of an additional van for the Green Spaces Team using the Contingencies Fund (132/4500)
- Lower cost of the additional office space than forecast
- Reduced cost of National Insurance of £5,500 due to a calculation error.

174.3/20 Members discussed and unanimously **AGREED** to create an additional budget of £5,000 to cover the additional costs of Covid19 restrictions to the Council.

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This would be drawn from the general reserve, and added to the Resources Committee's budget. **ACTION TOWN CLERK**

175/20 Inventory of Land and Assets (S.O. 5.k.xii)

Members reviewed the inventory of land and assets including buildings and office equipment. The Town Clerk advised Members that the Town Council's assets and land were now recorded within the accounts system for the first time. The report provided only showed the purchase prices and values, but the insured values were not shown. The Town Clerk **AGREED** to circulate an updated report. Members discussed the likely current value of the current land and assets of the Town Council. The Town Clerk **AGREED** to review whether it was time to carry out fresh valuations.

ACTION TOWN CLERK

176/20 NALC's consultation on the proposed new model member code of conduct

The Town Clerk explained that the proposed new Code had been developed in consultation with the sector and once agreed would be offered as a template for councils to adopt in whole and/or with local amendments. Cllr. Smith stated that it was a useful document on which to base a future code of conduct on.

Proposed by Cllr. Harvey, seconded by Cllr. Smith and unanimously **AGREED** to arrange a workshop to develop the code of conduct for Buckingham Town Council once the final model is provided by NALC; and **AGREED** for the Town Clerk to respond to the consultation on behalf of the Town Council in support of the proposed model.

ACTION TOWN CLERK

177/20 Motion – Cllr. R. Stuchbury

Following the Town Council decision on 22 June 2020 to continue making video recordings of Town Council meetings publicly available in perpetuity, I propose that suitable equipment for inclusion in (or in addition to) the currently scheduled refurbishment of the Council Chamber be explored, including their storage and public access options, and reported with costs to a future meeting of the Town Council.

Cllr. Smith seconded the motion which was unanimously **AGREED** by members.

ACTION TOWN CLERK

178/20 Action Report

Underspends – Members **AGREED** to discuss the item at the November meeting of Resources Committee. **ACTION COMMITTEE CLERK**

Members **AGREED** to remove completed items from the Action Report.

179/20 Insurances (S.O. 5.k.xiii)

Members reviewed and approved the arrangements for insurance cover in respect of all insured risks.

179/20 Chair's Announcements

There were none.

180/20 Date of next meeting: Monday 21st September 2020

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181/20 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.

182/20 Office Partitions

Members **AGREED** to purchase glass partitions from CMC Office Ltd. At a cost of £3,925. **ACTION TOWN CLERK**

Members discussed screening of the glass panelling for the office partitions, and **AGREED** for the Town Clerk and Chairman explore the potential for this in order to allow for more confidential meetings.

ACTION TOWN CLERK & CLLR. SMITH

Meeting closed at: 20.10

Signed.....

Date.....

