

**R/04/20**

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 4<sup>th</sup> January 2021 at 7pm online via Zoom.

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

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

No members of the public attended and so there was no public session.

**934/20 Apologies for Absence**

There were no apologies received.

**935/20 Declarations of Interest**

There were no declarations of interest.

**936/20 Minutes of last meeting**

Members received and agreed the minutes of the Resources Committee meeting held on Monday 9<sup>th</sup> November 2020 and received at the Full Council meeting held on 23<sup>rd</sup> November 2020.

**937/20 Minutes of Communications Strategy Group**

Members received the draft minutes of the Communications Strategy Group meeting held on the 26<sup>th</sup> November 2020.

**938/20 Action Report**

The updated Action Report was noted.

**939/20 Annual Grants**

Members received a written report from the Communications Clerk and unanimously **AGREED** that the grants underspend of up to £2,100 be moved to earmarked reserves and added to the 2021/22 Grants budget. **ACTION FINANCE OFFICER**

**940/20 Budgets**

940.1/20 Members received and noted the budget reports.

940.2/20 Members received the revised budget forecast, noting the report and thanking the Town Clerk for updating it.

(04/01/2020)

DRAFT SUBJECT TO CONFIRMATION

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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.*

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940.3/20 Members received and discussed a written report proposing the draft budget for 2021/22, the revised draft five-year budget and the proposed ear-marked reserves.

The Town Clerk reported a decrease in the base number of houses eligible for the Council Tax charge in the town of 129.96. This is due to a reduction from 5,346.84 to 5,216.88 caused by a substantial increase in the number of houses claiming Council Tax benefit, which has more than cancelled out any increase caused by the building of new homes. Members noted that the option of maintaining the current charge of £169.16 per band D property would lead to the total precept being reduced by £21,964.27 from £903,930 to £881,966. A vote was taken and members were unanimously in favour of the following recommendations:

- a) To recommend that the Council adopts the budgets attached and maintains the current precept of £903,930 at a cost of £173.27 per Band D household, an increase of £4.21 or 2.49% per year (just over 8p per week).
- b) To recommend the changes to ear-marked reserves, as listed.
- c) To recommend that the total funding requirement for 2021/22 to be levied on Buckinghamshire Council be set at £903,930.
- d) To recommend that the Council adopts the five-year budget attached for budgetary planning purposes, noting that the Precept Meeting each year will decide the actual budget and precept for the following year.
- e) To recommend that the Council's Reserves Policy is to hold between five and six months Net Revenue Expenditure as a General Reserve.

#### **941/20 Staffing Handbook**

**941.1/20** Members received a report from the Deputy Town Clerk and **AGREED** updates to the Staffing Handbook.

**941.2/20** Members **AGREED** to adopt the proposed Parental Bereavement Leave Policy.

#### **942/20 Pensions Review**

Members received a written report from the Town Clerk and **AGREED** for the Council to continue its membership of the Buckinghamshire Local Government Pension Scheme. Cllr. Hiron asked why Town Councils paid 27.1% of salaries towards the scheme which was the same as other parish councils but different to many other organisations who are members of the scheme. Town Clerk to investigate and feedback to a future meeting.

**ACTION TOWN CLERK**

#### **943/20 Financial & Management Risk Assessment**

Councillors received and discussed a revised version of the Council's Financial and Management Risk Assessment. A typographical error was noted at row 14. With the above amendment the revised document was **AGREED**.

#### **944/20 Internal Audit Updated Action List**

Members received and noted the updated action list, for which Members thanked to the Town Clerk.

#### **945/20 External Audit Report and Certificate**

Members received and discussed the External Audit Report. Members were satisfied

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DRAFT SUBJECT TO CONFIRMATION

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with the Town Clerk's explanation of the exception within the Annual Return, and noted the External Audit Report and Certificate.

**946/20 Direct Debits and Standing Orders**

Members received and **AGREED** an updated list of Standing Orders and Direct Debits (including expanded abbreviations).

**947/20 Committee Calendar 2021 & 2022**

Members received and discussed the Committee calendar for 2022, and an updated version of the 2021 calendar to account for the Parish elections on the 7<sup>th</sup> May 2021. It was **AGREED** that the format of the Annual Town Meeting be considered, including options for holding it online.

**948/20 Chair's Announcements – None.**

**949/20 Date of next meeting: Thursday** 18<sup>th</sup> February 2021 (Extra-ordinary meeting to decide annual grant awards)

CONFIDENTIAL SESSION

**950/20 AGREED** 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 was, therefore, **AGREED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**951/20 Staffing**

**951.1/20 Appraisal Feedback**

Members received, discussed and noted a report from the Town Clerk.

**951.2/20 Office Apprentice**

Members received and discussed a report from the Deputy Town Clerk. It was unanimously **AGREED** that the Office Apprentice be offered an eighteen-month contract to carry out a level 3 diploma in Business and Office Administration, Members recorded their thanks to the current post holder for all her hard work.

**951.3/20 Town Centre Manager**

Members received a report from the Deputy Town Clerk and unanimously **AGREED** that the Council amend the job title of the Tourist Information Centre Supervisor to Town Centre Manager.

**951.2/20** Members unanimously **AGREED** the job description for the Town Centre Manager.

Meeting closed at: 8pm

**Signed**

**Date**

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