

R/01/21

Minutes of a meeting of the Resources Working Group of Buckingham Town Council held on Monday 5th July 2021 after a meeting of the **Staffing (Confidential Matters) Working Group**, held online via Zoom.

Present:

Cllr. Mrs. G. Collins
Cllr. M. Gateley (Town Mayor)
Cllr. J. Harvey
Cllr. H. Mordue
Cllr. Mrs. O'Donoghue Chairman
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

201/21 Election of Chairman

Proposed by Cllr. Mordue and seconded by Cllr. Try to appoint Cllr. Harvey as Chairman of the Resources Working Group for 2021/22.

Proposed by Cllr. G. Collins, seconded by Cllr. Stuchbury to appoint Cllr. O'Donoghue as Chairman of the Resources Working Group for 2021/22.

A vote was taken and the results were:

In favour of Cllr. Harvey: 3

In favour of Cllr. O'Donoghue: 4

202/21 Election of Vice Chairman

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** to appoint Cllr. Harvey as Vice-Chairman of the Resources Working Group for 2021-22.

203/21 Apologies for Absence

Members received and accepted apologies from Cllr. Ralph.

204/21 Declarations of Interest

There were no Declarations of Interest at this point in the agenda

205/21 Minutes of last meeting

Members received and **AGREED** minutes of the Resources Committee meeting held on [Monday 26th April 2021 received at the Full Council meeting held on 17th May 2021](#). The Town Clerk reminded Members that the meeting was currently functioning as a Working Group and that he was delegated powers by Full Council to make decisions regarding the

R/01/21

responsibilities of the Working Group. Members noted that the group could also make recommendations to Full Council on budgetary issues in the usual way.

206/21 Minutes of Communications Strategy Group

Members received and noted the minutes of the Communications Strategy Group meeting held on the [22nd April 2021](#)

207/21 Budgets

Members discussed the full Income and Expenditure report and the summary Income and Expenditure report. The following points were raised:

Publicity (4032) – Cllr. Try queried why the budget was showing a spend of 81%. The Town Clerk explained this accounted for a year's worth of newsletter printing.

Roundabout 2 Ella (1052) – Cllr. Harvey reported an absence of advertising on roundabout two. The Town Clerk explained that Ella Homes did not wish to renew their sponsorship agreement and the Estates Manager was reviewing the waiting list to ensure an alternative sponsor was in place. The Town Clerk confirmed that he would update Councillors on progress.

Devolved services (1017) – Cllr. Stuchbury queried why the budget line was at 100% spend. The Town Clerk clarified that budget line 1017 was income and 4124 was the expenditure (currently at 7.1% spend). The Town Clerk explained that the majority of the budget line would be spent on the Social Enterprise (grass cutting) scheme but that expenditure was on track. The Town Clerk confirmed that he would report back on any update to the Devolved Services agreement with Buckinghamshire Council for future years.

Waste Disposal (4033) – The Town Clerk explained the 50.9% spend was attributed to a half-yearly order for waste disposal at the depot.

Public Toilets (249) Cllr. Stuchbury asked for an explanation of the budgetary impacts of Covid for the Shopmobility service. The Town Clerk agreed to update councillors on the status of the service later in the year. **AGREED ACTION TOWN CLERK**

Lace Hill Playing Fields (4050) – The Town Clerk reminded Members of Buckingham United's agreement to maintain the playing fields, resulting in an annual drop in income and expenditure. It was noted that 2021/22's budget including a one off capital contribution of £3,000 towards the construction of a new footpath to the football pitches.

New Cemetery Maintenance (4265) – The Town Clerk explained the spend was related to additional costs for creating the garden of rest at Brackley road cemetery and would be moved within cost codes before the end of the financial year.

208/21 Action Report

Members received and noted the updated Action Report.

209/21 Updated Climate Emergency Action Plan

Members received the updated Action Plan and raised the following:

Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets (Action 14) - Members **AGREED TO RECOMMEND** to the Town Clerk that all Town Council owned buildings are considered for retrofitting rainwater harvesting for watering the town's planters and hanging baskets.

ACTION TOWN CLERK/ESTATES MANAGER

(5/7/21)

Ratified

2

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.....

R/01/21

Encourage practical action by local people through proactive communication campaigns (Action 3) – Members **AGREED** to **RECOMMEND** to the Communication Strategy Group to discuss a newsletter article on 'communicating decarbonisation & leading the local conversation about tackling the climate crisis'.

Flooding: Advise residents on steps to increase resilience (Action 29) – Members **AGREED** to **RECOMMEND** to the Communication Strategy Group to discuss a newsletter article on the Town Council's response during the December 2020 floods and promotion of the Flood Warden Scheme.

210/21 Community Grants

Members received and discussed a written report from the Communications Clerk. The Town Clerk explained that after a thorough review in 2020, changes were made to the grants application process. These have started with the 2021-2022 one year grant applications and will continue to be implemented with the beginning of the new four year grants systems, in October 2021. The new grants policy included a number of changes designed to tackle identified areas for improvement within the grant system.

Proposed by Cllr. Harvey and seconded by Cllr. Stuchbury to **AGREED** to **RECOMMEND** the following report recommendations to the Town Clerk:

It is **RECOMMENDED** that Members recommend the following changes to be made to the grants application forms, for both one-year and four year applications:

- Application forms to ask for applicants' website address
- Application forms to ask for applicants' social media handles
- Letters discussing post-project photographs to ask for these photographs to include people, if possible.

A vote was taken and the results were:

In favour: 6

Abstentions: 1

Cllrs. Gateley and O'Donoghue declared an interest in the agenda item (Community Grants) as Members of the Fairtrade Steering Group and Youth Club respectively.

211/21 Sustainable Purchasing and Procurement Policy

The Town Clerk reassured Members that, if agreed, the policy would be incorporated into relevant reports to Working Groups/Full Council. Members **AGREED** to **RECOMMEND** to Full Council to adopt a Sustainable Purchasing and Procurement Policy

212/21 Internal audit report and action updates

Members received the Internal Audit Report and discussed the Auditor's observations. Members **AGREED** to **RECOMMEND** the report to Full Council.

213/21 Chair's Announcements

214/21 Date of next meeting: Monday 20th September 2021

215/21 COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

(5/7/21)

Ratified

3

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.....

R/01/21

216/21 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.
AGREED

217/21 Cemetery Design

Members received and discussed a written report by the Estates Manager.

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** to **RECOMMEND** that Full Council decides to agree to appoint the CDS Group to provide consultancy and project management services for the new cemetery and allotments. For the total cost of £167,460 (from budget 901/9002).

218/21 Eco Audits

Members received and discussed a written report from the Greenspaces Administrator.

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously **AGREED** To **RECOMMEND** that Full Council decides to commission Ian Byrne to undertake an Eco Audit of Buckingham Town Council's building operations and emissions at a cost of £1,415 to be taken from 132 4500 Future Planning (Contingencies).

219/21 Lace Hill Solar Panels

Members received and discussed a written report from the Deputy Town Clerk.
Cllr. Harvey declared an interest in the agenda item as a previous customer of the recommended supplier.

Members **AGREED** to **RECOMMEND** to Full Council that Greenway Solar be commissioned to install 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre at a cost of £22,047 using the ear-marked reserve created for the purpose, 901 9004.

A vote was taken and the results were:

6 in favour

1 abstention

220/21 ICT for the Council Chamber

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

Proposed by Cllr. Try and seconded by Cllr. Harvey to **AGREE** to **RECOMMEND** Option 4, ie that Option 4 the Logitech Meet Up system be purchased from Cloudy Group at a cost of £1,179 including installation and staff training.

If Option 4 is selected then it is recommended that a dedicated laptop costing no more than £500 be purchased to control the equipment, record and stream the footage and power Zoom in hybrid meetings.

It is recommended that if Option 4 is selected then a review takes place after the first round of meetings, to decide whether the system is sufficient, or to offer the purchased equipment for hirers of the Meeting Room at Lace Hill, and purchase a more expensive option as described in Option 5.

A vote was taken and the results were:

(5/7/21)

Ratified

4

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.....

R/01/21

In favour: 6

Abstentions: 1

Meeting closed at: 9.21pm

Signed

Date

(5/7/21)

Ratified

5

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.....