

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **31st July 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present: Cllr. J. Bates Chair
 Cllr. P. Collins
 Cllr. J. Harvey Town Mayor
 Cllr. P. Hirons
 Cllr. D. Isham
 Cllr. A. Mahi
 Cllr. Mrs. O'Donoghue
 Cllr. Mrs. Strain-Clark
 Cllr. R. Stuchbury
 Cllr. M. Try

Also present: Ms. C. Childs Deputy Town Clerk, for the Town Clerk
 Mrs. K. McElligott for the Committee Clerk

265/17 Apologies for Absence

RESOLVED to receive apologies from Cllrs. Newell (Vice-Chair) and Mrs. G. Collins.

Apologies for non-attendance were also received from Cllrs. T. Mills (AVDC) and W. Whyte (AVDC & BCC)

266/17 Declarations of Interest

There were no declarations of interest.

267/17 Minutes

RESOLVED to receive the minutes of the Resources Committee meeting held on Monday 12th June 2017 ratified at the Full Council meeting held on 26th June 2017. There were no matters arising.

268/17 Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on Wednesday 25th July 2017.

Agreed.

269/17 Internal Audit

269.1 Internal Audit Report 2016-17

To receive and agree the Internal Audit report for 2016/17

AGREED, though concern was expressed at the number of minor adjustments.

269.2 Internal Auditor 2018

Members **AGREED** the officer recommendation that the Internal Auditor for 2017/2018 be Auditing Solutions.

270/17 Action Report

270.1 (723/16; Shopmobility); the Chairman asked whether a completion date was available; the Deputy Town Clerk reported that the Town Clerk had checked the previous Friday, and it was supposed to be the current week.

270.2 (969/16; HS2 Fund) Members agreed a scoring of 3/4/3 = 10

Resources 31/7/17 RATIFIED 14th AUGUST 2017

EQUALITIES ACT 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, racial equality or diversity.

Initial.....

270.3 (135/17; s106) Members discussed the list drawn up from suggestions from all Committees. The Deputy Town Clerk would check with the Town Clerk whether it had yet been sorted into categories. Councillors felt that it ought also to be prioritised, and then when new applications were in the pipeline discussions could take place with the developer on projects suitable for s106 funding.

ACTION DEPUTY TOWN CLERK/TOWN CLERK

Cllr. O'Donoghue was concerned that the BMX track had been part of the draft s106 for Moreton Road III, which the Secretary of State had recently refused. The Mayor said that was also true of the path links to bus stops which should have been included in the previous phases, and he had asked that these be put on the Full Council agenda. He asked for a robust briefing note to accompany the item.

Cllr. Hiron said it also needed to be clear which Committee would have responsibility for the s106 list.

ACTION TOWN CLERK/14TH AUGUST AGENDA

271/17 Apprenticeship

The Town Clerk had proposed that the money set aside for an apprentice be used to fund admin support for the Estates Manager until March; it was unlikely that an apprentice could be found now for September, there had been no interest from the colleges contacted, and pressure of work meant that there was little time available for training. There was budget for 9 hours a week for 6 months, and it would release the Estates Manager from the paperwork involved with the Cemetery and other tasks.

The Recommendation from the Town Clerk read: "That a trial until the end of March is undertaken with a person employed for 9 hours to undertake work for the Estates Department with the money being transferred from 101/4003 Apprenticeship."

Members expressed regret that the apprenticeship scheme had not been progressed, and there was criticism of the linking of additional admin staff to it on the agenda. It should have been a separate item to discuss extra office staff.

Proposed by Cllr. Stuchbury, seconded by Cllr. Mahi, that the Recommendation be amended with the addition of "and that after the six-month period Members will expect a full report on the success of the additional staff hours in reducing costs and delays, and another on the implementation of the apprenticeship scheme in 2018".

Cllr Hiron questioned the type of candidate who would apply for a 9 hour/week admin post, suggesting that it would only be attractive to young mothers seeking some additional income. He added that he felt that increasing admin hours provided no benefit to the people of Buckingham. Cllr Collins concurred with these views. Cllr Strain-Clark voiced her concern with the tone of these comments which was shared by other members of the Committee. The Chairman emphasised that the proposal in the paper was that the 9 extra hours should be offered to an existing part-time admin member of staff.

Cllr Harvey proposed, seconded by Cllr. O'Donoghue, that the Recommendation should be taken to Full Council with a more detailed report/business case listing the requirements and reasons; that a real Action Plan be drawn up with the aim of appointing an apprentice – not necessarily a young person - in June or July 2018; and whether other Councils have arranged apprenticeships and in what skill areas.

Members voted on Cllr Stuchbury's amendment 4 for: 6 against, so the amendment fell.

Members then voted on Cllr. Harvey's proposal 9 for with 1 abstention.

ACTION TOWN CLERK/14TH AUGUST AGENDA

272/17 Accounts and Budgets

(250/4158) Members asked if there was further information on the Lace Hill gas usage. The Deputy Town Clerk said that the building management system installed had now been changed, to see if it made a difference. Cllr. Collins felt that the system should be switched off until September - it would then be possible to see if it was the showers that were the problem. Cllr. Stuchbury suggested that, as the same builder had built the school, and he had seen the school system to be immensely complicated, the school be contacted to see what economy measures they had carried out.

(252/4106) Members asked why 78% of the year's Bourton Park Play Area Maintenance budget had been spent already.

ACTION ESTATES MANAGER

273/17 Invoices passed for payment, and income received

Members had no comments on the schedule of invoices paid.

274/17 Bank Charge Cards

Members discussed the written report from the Finance Officer, and what level of limit per item and per month should be imposed. A spending report for the card should be created and circulated.

It was **AGREED** to have the Lloyds card, and that the Chairman and the Mayor should liaise with the office staff over procedures and limits.

275/17 Scenario Planning

To receive a written report from the Town Clerk on the meeting held on 6th March, and subsequent Action Plan.

Members debated whether the Council should involve itself in business at all, or whether this was an innovative idea that should be pursued.

Cllr. Strain-Clark mentioned that Brackley had done a bench-marking exercise, and this would be a good starting point.

Members agreed with Cllr. Harvey that the sets of bullet points 2 to 5 should be deleted, research should be carried out as Brackley had, and a plan produced and brought back to the Committee.

ACTION TOWN CLERK

276/17 Cemetery Training

To receive a written report from the Town Clerk recommending additional training for the ground maintenance staff to enable them to carry out grave-digging and related tasks. The cost would exceed the yearly training budget, and a claw-back was proposed to recoup the training costs if the employee left within two years.

Some Members felt the claw-back clause would dissuade staff from taking up the offer of training; other Members felt this was a standard practice. A tapered repayment scheme was suggested.

An amendment to the Town Clerk's Recommendation, to book the training but remove the clawback was defeated 4:6.

The recommendation was then **AGREED**.

277/17 Chairman's Announcements

None.

278/17 Date of Next Meeting: Monday 18th September 2017 at 7pm.

Meeting closed at 8.10pm

Signed.....

Date.....