

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 6th November 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:	Cllr. J. Bates	Chair
	Cllr. P. Collins	<i>(from minute 509/17)</i>
	Cllr. J. Harvey	Town Mayor
	Cllr. P. Hirons	
	Cllr. A. Mahi	
	Cllr. H. Mordue	<i>(until minute 509/17)</i>
	Cllr. Ms. Newell	Vice-Chair
	Cllr. Mrs. O'Donoghue	
	Cllr. Mrs. Strain-Clark	
	Cllr. R. Stuchbury	
	Cllr. M. Try	

Also present:	Mr. C. Wayman	Town Clerk
	Mrs. N. Stockill	Committee Clerk
	Ms. C. Childs	Deputy Town Clerk
	Cllr. M. Cole	Deputy Town Mayor <i>(until minute 507/17)</i>

502/17 Apologies for Absence

Members received and accepted apologies from Cllrs. Isham, G. Collins, District Councillor Mills and County Councillor Whyte.

503/17 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4. There were no declarations of interest.

504/17 Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 18th September 2017 ratified at the Full Council meeting held on 2nd October 2017.
AGREED.

505/17 Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 4th October 2017.
AGREED.

506/17 Motion – Cllr. Mark Cole

That this council ends the archaic and costly system of payment by cheque, which incurs extra expense to both the council and the recipient, and makes all future payments by bank transfer. Current cheque signatories would instead sign a bank transfer approval.

Members acknowledged it maybe a lengthy process and agreed to maintain cheque signatories during the interim period.

An amendment to the motion was proposed by Cllr. Bates, seconded by Cllr. Harvey and unanimously **AGREED.**

171106 Resources Minutes Ratified 20th November 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.....

That this council ends the archaic and costly system of payment by cheque, which incurs extra expense to both the council and the recipient, and makes all future payments, *where possible*, by bank transfer. Current cheque signatories would instead sign a bank transfer approval.

ACTION: TOWN CLERK

Cllr. Cole left the chamber at 19.07

507/17 Action Report

Noted.

508/17 Paperless Savings

To receive a written report on the estimated savings (since Jan 2017) of the Paperless trial.

Cllrs Stuchbury and Mahi emphasized that they hoped that when requested, councillors would be able to continue receiving paper copies.

Proposed by Cllr. O'Donoghue, seconded by Cllr. Mordue and unanimously **AGREED** the report recommendation that Members continue to support the initiative with the aim of moving towards a more paperless system.

509/17 Comedy Night Income & Expenditure Breakdown

To receive a written report and supplementary report on the Comedy Night Income & Expenditure as requested at the previous Resources Committee meeting..

Proposed by Cllr. Bates, seconded by Cllr. Harvey and unanimously **AGREED** to accept the report recommendation and refer the report to TC&E Committee for implementation.

Cllr. P Collins entered the chamber at 19.16

Cllr. Mordue left the Chamber at 19.18

510/17 Buckingham Town Council Interim Report 2017-18

To receive the draft Interim Audit Report for 2017/18.

AGREED

511/17 Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports.

Members requested that a % spend column be included in all future reports.

512/17 Invoices passed for payment, and income received

Members are asked to receive the attached schedule of invoices paid

Noted.

513/17 Human Resources Policies:

513.1/17 Sickness Absence Management Policy

To receive and agree the updated policy

AGREED

513.2/17 Capability (Work Performance) Policy

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Initial.....

To receive and agree the updated policy

AGREED

Members noted their thanks to the Deputy Town Clerk and Chair of Resources.

513.3/17 Discipline (Misconduct) Policy

To receive and agree the updated policy

AGREED

Cllr. Harvey said that Members should be bound by the words of the Discipline Policy. Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and **AGREED** for the Deputy Town Clerk to explore with NALC to see if there were any best practice arrangements that could be emulated in Buckingham for Councillors and Officers to report confidentially any concerns to someone independent.

514/17 Chairman’s Announcements

Access Awareness Day - 7th November 2017 at Buckingham Community Centre.

Members noted their thanks to the members of staff that worked at Bonfire Fireworks.

515/17 Date of next meeting 2nd January 2018

CONFIDENTIAL SESSION

Members **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 is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

Exclusion of press and public

516/17 Administrator

Proposed Cllr. P. Collins, seconded by Cllr. Stuchbury and unanimously **AGREED** to allow the Deputy Town Clerk to arrange whatever is required to produce an increase in salary for the Administrator role but not an increase in the overall number of posts. **ACTION DEPUTY TOWN CLERK**

Members discussed and **AGREED** to archive the current job description for the Administrator role at entry level in case it was required for future recruitment.

517/17 Caretaker

Proposed by Cllr Newell, seconded by Cllr Stuchbury and **AGREED** the report recommendation to recruit an Assistant / Caretaker for LHSCC, for 12 hours per week (To be flexible but as a guide this will be 5 hours during the week and 7 hours over the weekend).

A vote was taken and the results were:

9 in favour

1 against

Motion Carried

ACTION DEPUTY TOWN CLERK

Meeting closed 20.05

Signed.....

Date.....