

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 5th November 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. Bloomfield	
Cllr. Mrs. G. Collins	
Cllr. J. Harvey	Town Mayor
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. Ms. Newell	
Cllr. Mrs. O'Donoghue	Vice-Chair
Cllr. Mrs. Strain-Clark	
Cllr. Smith	Chair
Cllr. R. Stuchbury	
Cllr. M. Try	

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

473/18 Apologies for Absence

Members received and accepted apologies from Members Cllrs. P. Collins, Mordue, Mahi, District Councillor Mills and County Councillor Whyte.

474/18 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.

475/18 Minutes of last meeting

The minutes of the Resources Committee meeting held on Monday 17th September 2018 tabled at the Full Council meeting held on 1st October 2018 were received and AGREED.

476/18 Minutes of CSG Committee

The minutes of the CSG Committee meeting held on 4th October 2018 were received and noted.

477/18 Action Report

Town Action Commission (366/18) Cllr. Stuchbury was pursuing a response from officers at the District Council.

478/18 Members' Written Questions

Members received a written report from the Town Clerk and discussed the following three recommendations:

1. No change; continue with the current arrangement whereby Members can submit agenda items and propose motions, and Committees can then direct Officers to carry out particular work.

2. To include an additional column within each committee's action report indicating which Councillor had instigated the work and thereby allowing residents to see what their representatives were doing on their behalf.
3. Introduce an administrative process whereby all Members' questions and answers are printed and combined with the next available agenda for Full Council.

Cllr. Stuchbury favoured the introduction of a trial administrative process whereby all Members' questions and answers are printed and combined with the next available agenda for Full Council. Cllr. O'Donoghue expressed support for option 3 where a process is trialled for three months and reviewed thereafter by the Town Clerk. Cllr. Try spoke in favour of option 3 with an amendment of '...combined with the next relevant Committee agenda'. Members debated the value and benefit of creating an additional administrative process, or whether Councillors were satisfied with existing processes.

A vote was taken on the report recommendations and the results were:

Votes in favour of amended option 3: *To introduce an administrative process whereby all Members' questions and answers are printed and combined with the next relevant committee agenda.* 4

Votes in favour of option 1: *No change.* 7

It was **RESOLVED** that Members would continue with the current arrangement whereby Members can submit agenda items and propose motions, and Committees can then, when appropriate, direct Officers to carry out particular work.

479/18 Town Council Opening Ceremonies

Members discussed the following list of invitees to be issued invitations 14 working days in advance of any opening ceremony of Town Council events and/or projects. The standard list of invitees includes our MP, Lord Lieutenant, High Sherriff, Town, County and District Councillors and any other relevant stakeholders.

Proposed by Cllr. Harvey, seconded by Cllr. Smith and **AGREED** to amend the policy to read:

'...no less than 14 days in advance'.

ACTION TOWN CLERK

480/18 Motion – Cllr. Harvey

To agree that the Town Council applies for the Community Hospital to become an asset of community value.

Cllr. Harvey moved the above motion, seconded by Cllr. O'Donoghue. The Town Clerk explained that the Town Council, along with other community organisations, can apply to the District Council to register assets such as buildings to become an Asset of Community Value. Assets can qualify if their main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The effect of registering an asset would be that should the owner wish to sell the asset, they would be obliged to provide up to six months for community organisations to make plans and raise funds to bid commercially to purchase the asset. A vote was taken and the results were:

In favour 10

Abstentions 1

Motion carried

ACTION TOWN CLERK

481/18 Accounts and Budgets

481.1/18 Members received and considered Income and Expenditure reports. Proposed by Cllr. Hirons, seconded by Cllr. Harvey and **AGREED** for the Finance Officer to include a new column showing a year to date figure for the entire Council's budget.

ACTION FINANCE OFFICER

Lace Hill – Cllr G. Collins questioned why the Lace Hill staffing costs were not represented next to other relevant expenditure thereby giving a true picture of Lace Hill's running costs. Cllrs. Newell and Harvey spoke against allocating staffing costs to specific areas, because Councillors have previously agreed for staffing costs to be allocated by Committee.

Members **AGREED** that an overall figure for all staff costs should be made available for the Resources Committee to review

ACTION TOWN CLERK/FINANCE OFFICER

Members **AGREED** that the earmarked reserves for Destination Buckingham are to be transferred to the newly formed Economic Development Working Group.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **RECOMMENDED** to Full Council to carry forward any unspent earmarked reserves into the new budget.

A vote was taken and the results were:

In favour: 5

Against: 3

Abstentions 2

Motion carried

ACTION TOWN CLERK

481.2/18 To receive and discuss proposed budgets for 2019/20

The Town Clerk highlighted that each Committee would be reviewing its possible budget for 2019/20 twice during autumn 2018, to enable the Precept meeting in January 2019 to consider a proposed Full Council budget which that had already been considered in some detail. Member noted the preliminary figures for the new cemetery.

482/18 Invoices passed for payment, and income received

Members received and noted the schedule of invoices paid.

483/18 DisabledGo

483.1/18 Members received and **AGREED** written report from the Town Clerk on the renewal of the DisabledGo contract, and noted that the organisation had been renamed "AccessAble". Members **AGREED** to issue a press release on the renewal of the contract.

ACTION TOWN CLERK

483.2/18 Members received correspondence from Sarah Newton Minister for Disabled People, Health & Work. Cllr. Harvey expressed disappointed at the lack of notice provided to promote 'Purple Tuesday' on the 13th November 2018.

484/18 Staff Handbook

Members received a written report from the Town Clerk.

Cllr. Newell suggested the addition of a covering note referencing Senior Managers and Directors as the Town Clerk.

Proposed by Cllr Harvey and seconded by Cllr. O'Donoghue for Members to forward their amendments to the HR advisor allowing the legal advisers to respond to any amendments in line with the Council's current policies.

Cllr. Stuchbury suggested remitting the Staff Handbook to the Town Clerk asking for him to report back to Resources Committee on any conflicts or overlaps between the Council's current policies and the proposed Handbook.

Cllr. O'Donoghue referred to a number of elements within the Handbook that were not relevant to Buckingham Town Council such as reference to HR department and IT departments. Cllr. G. Collins said that staff policies should remain separate from any staff handbook.

Proposed by Cllr Strain-Clark and seconded by Cllr. Newell to accept the report recommendation and RECOMMEND to Full Council. Cllr Newell spoke in favour of the accepting the report as it had been written by HR professionals in line with the latest legislation.

Cllr Stuchbury proposed an amendment to agree in principle to the report's recommendation and remit any concerns to the Town Clerk for investigation and consideration at the next meeting of the Resources Committee. A vote was taken and the results were:

A vote for the amendment
In favour: 3
Against: 8

A further vote was taken on the original motion and the results were:
In favour: 6
Against: 5

Motion carried

ACTION TOWN CLERK

485/118 Banking Processes

Members received a verbal report from the Town Clerk on the application of the current process for approvals and monitoring finances. The Town Clerk also updated Members on the most recent External Audit. Members thanked the Town Clerk and welcomed a further update at the next meeting of the Resources Committee.

Cllr. G. Collins left the chamber at 20.43

486/18 Review of Financial Risk Assessment

Members reviewed and approved the Financial Risk Assessment.

487/18 Chairman's Announcements

Cllr. Smith reminded Members of the following events:

- The River Great Ouse Restoration Community Event on Wednesday 7th November 2018, 2pm - 7pm with presentations at 3.30pm and 6pm at Buckingham Community Centre MK18 1RP.
- An Extra-ordinary meeting of the Full Council of Buckingham Town Council on Thursday 8th November 2018 at 7pm
- The Remembrance Parade on Sunday 11th November 2018

- The Armistice event in the town centre from 5.15pm on Sunday 11th November

488/18

Date of next meeting: Monday 7th January 2019

Meeting closed at: 8.53pm

Signed.....

Date.....

DRAFT