

# RESOURCES COMMITTEE

R/03/19

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 11<sup>th</sup> November 2019 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

## Present:

Cllr. Mrs. G. Collins	Vice-Chair
Cllr. J. Harvey	
Cllr. D. Isham	
Cllr. A. Mahi	
Cllr. Ms. Newell	
Cllr. Mrs. O'Donoghue	
Cllr Smith	Chair
Cllr. R. Stuchbury	

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

## 508/19            Apologies for Absence

Members received and accepted apologies from Cllrs. Bloomfield, Cole, Hirons and Stuchbury.

## 509/19            Declarations of Interest

There were no declarations of interest.

## 510/19            Minutes of last meeting

Members received and **AGREED** the minutes of the Resources Committee meeting held on Monday 26<sup>th</sup> September 2019 and received at the Full Council meeting held on Monday 30<sup>th</sup> September 2019.

## 511/19            Minutes of CSG Committee

Members received the minutes and **AGREED** the recommendation therein of the CSG Committee meeting held on the 17<sup>th</sup> October 2019.

- a) It is recommended that the 4032/102 Publicity budget is increased by £500 to allow for cost increases due to the likely increased number of residents.
- b) It is recommended that the 901/9030 Earmarked Reserves/Tourism Leaflets budget for CSG remains the same to accommodate any additional printing of new leaflets over the next year.
- c) It is recommended that the 4041/102 Website Operation & Provision budget stays the same to accommodate the additional costs of redeveloping the events pages.

## 438/19 Communications Strategy Group Budget

## 512/19            Action Report

Members received and noted the action report. The Town Clerk explained the recruitment for an Apprentice was currently underway.

191111 Resources minutes                      Ratified    1  
*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.....

# RESOURCES COMMITTEE

## 513/19 Accounts and Budgets

Members received and **AGREED** the Income and Expenditure reports. The Town Clerk explained that 2018/19 and 2019/20 funding for Economic Development/Destination Buckingham would be received by the end of the financial year.

## 514/19 Invoices passed for payment, and income received

Members received and noted the schedule of invoices paid.

## 515/19 Mayor Making and the first Council meeting after the election in 2020

Members discussed a written report from the Town Clerk on whether to move the dates of the next Mayor's Reception and first Council meeting after the election.

It was unanimously **AGREED** to **RECOMMEND** the following recommendations to Full Council:

- That Members agree to move the date of the 2020 Mayor's Reception from Friday 29th May 2020 to Friday 5th June 2020.
- It is recommended the Members agree to move the Annual Statutory Meeting (ASM) from Monday 11th May 2020 to the start of Full Council on Monday 18th May 2020.
- It is recommended the Members agree to move the date of the Planning Committee planned for Monday 18th May 2020 to Thursday 21st May 2020.
- It is recommended that Members review the attached Committee calendar for 2020 (updated with the above recommendations) and recommend to Full Council to agree on the 18th November 2020.

## 516/19 Online Ticket Sales

Members received a written report from the Administrator and **AGREED** to **RECOMMEND** the following recommendations to Full Council:

- It is recommended that members **AGREE** to develop an online sales and ticket sales platform for the Town Council website using Stripe online payment platform, as a cost of approximately £440 which is to be paid for from the Website Provision and Operation Budget 4041/102
- It is recommended the Town Centre and Events Committee are invited to discuss and agree the use of online ticket sales for appropriate events.

## 517/19 Printing of Committee papers on colour paper

Members received a written report from the Town Clerk and voted on the following recommendations:

- All future Council minutes, agendas and reports are printed on plain, white paper.
- All Council minutes, agendas and reports continue to be clearly and accurately referenced.
- Confidential papers to be printed on pink paper.

The recommendations were put to the vote with the following results:

In favour: 6

Against: 1

The recommendations were therefore **AGREED**.

**ACTION COMMITTEE CLERK**

191111 Resources minutes

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.....

# RESOURCES COMMITTEE

## 518/19 Draft Business Plan 2020 – 2026

Members received a written report from the Town Clerk and **AGREED** the following recommendations:

- The Committee agree to add Communications to the remit of the Resources Committee in the revised Business Plan
- The Committee agree the proposed Introduction and Core Objectives for 2020-2016 as described. The Committee agree for the office to prepare proposed actions and timescales for the full Business Plan, to be considered by the next Resources Committee

**ACTION TOWN CLERK**

## 519/19 Draft Budget 2020 – 2026

Members received a written report the Town Clerk and **AGREED** the following recommendations:

- It is recommended that the Committee agree the proposed revisions to be included in the new Business Plan.
- It is recommended that the Committee consider the proposed five-year budget, including the proposed budget for 2020/21 to be included in the precept, and recommend any changes required to enable a revised version to be provided for the next meeting of the Environment Committee to review before the budget is provided for Full Council to consider at the Precept meeting in January 2020.

**ACTION TOWN CLERK**

## 520/19 Training and Development Policy

Members discussed and **AGREED** the Training and Development Policy for it to be reviewed in line with all other Town Council Policies in future years.

Cllr. Harvey outlined some of the recommendations he would be proposing at Full Council on the 18<sup>th</sup> November 2019, following completion of the BMKALC GDPR training. Cllr. Harvey said that specific training should be compulsory for all incoming councillors in May next year. Cllr. Mahi suggested creating a handbook for Councillors on key subjects such as planning law, GDPR, Standing Orders and Terms of Reference. Members **AGREED** for the Town Clerk to report back on options for making some training compulsory for Committee Members. **ACTION TOWN CLERK**

## 521/19 New Councillor Inductions

The Town Clerk explained that workshops for new Councillors would take place on Saturday 16<sup>th</sup> June 2020.

## 522/19 General Staffing update

Members received a written report from the Town Clerk and **AGREED** that the Role of Administrator be amended in line with the revised Job Description provided. The Town Clerk explained that the current office accommodation was cramped making it difficult for Officers to concentrate during busier periods.

## 523/19 Community Engagement Statement of Intent and Strategy

Members discussed and **AGREED** a recommendation that Council adopt the revised Community Engagement Strategy (previously known as the Community Engagement Statement of Intent and Community Strategy).

# RESOURCES COMMITTEE

## 524/19 Grants Policy

Members received a written report from the Town Clerk and **AGREED** the following recommendations:

- Set a fixed amount to be provided to local groups as one year grants in 2020/2021 at £12,499.
- Only considers grant applications from schools where the funding is not for the school's core responsibility and a clear benefit to the wider community can be demonstrated
- Only considers grant applications from organisations who have provided a clear and accurate record of accounts, and a clear statement as to how the requested funds would be used.
- That a working group be set up in June 2020 to carry out a review of the support the Council provides for voluntary and community sector groups, prior to the start of the 2021/2022 grant application process.

Cllr. O'Donoghue noted the following typographical errors:

- 5.2 - '...will be considered only if the funding...'
- 5.2 – '...educational visits; but it might...'

Members **AGREED** for the Community Grants Policy to specify that a spreadsheet of the Cumulative Grants Awarded is circulated to Councillors alongside Grant applications. Members **AGREED** the above amendments and asked for an up to date copy of the 'Cumulative Grants Awarded'. **ACTION TOWN CLERK**

## 525/19 Council Chamber

Members received a written report from the Town Clerk and reviewed the options given. The Town Clerk noted that the tender for the Council Chamber extension was going live in the morning.

Cllr. Mahi said the Town Council should look to modernise their furniture and equipment in order to accommodate new opportunities. Cllr. Newell spoke in favour of investigating costs for a specialist carpenter to extend and lift the Chamber table. Cllr. Newell remarked that the swan chairs were fairly comfortable and Councillors were not expected to sit at the table for long periods of time.

Cllr. O'Donoghue said she would like to keep the Chamber table and investigate costs for purchasing more ergonomically designed chairs.

Members **AGREED** for more detailed options to be brought back to a future Resources Committee.

## 526/19 Chair's Announcements

There were none.

## 527/19 Date of next meeting

Monday 6<sup>th</sup> January 2020

Meeting closed at: 19.37

Signed.....

Date.....