

R/05/19

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday **6th January 2020** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. Bloomfield	
Cllr. Cole	Town Mayor
Cllr. J. Harvey	
Cllr. P. Hirons	
Cllr. A. Mahi	
Cllr. Ms. Newell	
Cllr. Mrs. O'Donoghue	
Cllr. M. Smith	Chair
Cllr. R. Stuchbury	
Cllr. M. Try	

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

652/19 Apologies for Absence

Members received and accepted apologies from Cllr. G. Collins.

653/19 Declarations of Interest

The following Town Councillors declared interest in agenda item 16 (community grants) as follows:

- Cllrs. Smith and Bloomfield as being Trustee and Treasurer of Buckingham Old Gaol Trust respectively
- Cllrs. Hirons and Newell as members of St Peter & St Pauls Church

654/19 Minutes of last meeting

Members received the minutes of the Resources Committee meeting held on Monday 11th November 2019 received at the Full Council meeting held on 18th November 2020. 524/19 (Community Grants Policy) – Proposed by Cllr. O'Donoghue, seconded by Cllr. Stuchbury and unanimously **AGREED** for the following line to be inserted at minute 524/19 "*Members **AGREED** for the Community Grants Policy to specify that a spreadsheet of the Cumulative Grants Awarded is circulated to Councillors alongside Grant applications each year.*" Members **AGREED** the above amendment.

ACTION DEPUTY TOWN CLERK

655/19 Minutes of Communications Strategy Group

To receive the minutes of the Communications Strategy Group meeting held on 28th November 2019. Members discussed whether to publish the draft minutes of all Council Sub-Committees on the Town Council website. Members **AGREED** for the Town Clerk to produce a report for the next meeting of the Resources Committee.

ACTION TOWN CLERK

656/19 Action Report

354/19 (Apprentice) Members congratulated Bethanie Dowden on her appointment to the role of Office Apprentice.

200106 Resources Minutes Ratified

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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.....

657/1 Accounts and Budgets

Members received and considered the Income and Expenditure reports.

Councillor Expenses – Cllr. Stuchbury said it was important to be open and transparent as to how much Councillors were claiming for transport costs/mileage.

Contingencies – Cllr. Stuchbury asked for a breakdown of the 2019/20 expenditures from the Contingencies budget to be circulated. **ACTION TOWN CLERK**

Cemetery Lodge – Cllr. Stuchbury asked for a breakdown of the 2019/20 costs against the Cemetery Lodge to be provided to the Environment Committee. **AGREED.**

ACTION TOWN CLERK

658/19 Complaints and Appeals

658.1/19 Members received a report and **AGREED** to recommend that Full Council agrees to the draft Terms of Reference and creation an Appeals Committee.

ACTION TOWN CLERK

658.2/19 Complaints Policy/Process

Members received, discussed and **AGREED** a revised Complaints Policy/Process

658.3/19 Freedom of Information Appeals Process

Members received, discussed and **AGREED** a Freedom of Information Appeals Process.

659/19 Staff Handbook Annual Review

Members received and reviewed a report from the Deputy Town Clerk. The following proposed changes were unanimously **AGREED**:

- Page 3 - amend the first paragraph to - Observe and adhere to the safety rules and guidance within the Council's Health and Safety Policy agreed at the meeting of the Resources Committee of 23/09/2019 (min. no. **357/19**).
- Page 3 - correct the fifth paragraph from 2011 to 2012.
- Page 25 paragraph f) - The words "or director" have been removed.
- Page 28 first line – add the word "the" before Town Clerk.
- Appendix 3 be amended to include the extra two day's statutory leave required by the Green Book.

660/19 Precept 2020/21

Members discussed Committee recommendations for the forthcoming Precept budget, including staffing costs.

Proposed by Cllr. Stuchbury and seconded by Cllr. Newell to accept the following report recommendations:

That the 2020/21 budget as set out be recommended to Full Council;

a) To recommend that the Council adopts the budgets attached and increases the precept by 8p per week on a band D property. The new cost per band D property would be £169.03 and would be a yearly increase of £4.28 or 2.6%.

b) To recommend the changes to ear-marked reserves listed.

c) That the total funding requirement for 2020/21 to be levied on the new Buckinghamshire Council be set at £903,800.

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d) To recommend that the Council adopts the five-year budget attached for budgetary planning purposes, noting that the Precept Meeting each year will decide the budget and precept for the coming year.

Cllr. Stuchbury called for a recorded vote.

A vote was taken and the results were:

In favour: Cllr. Bloomfield, Cllr. Cole, Cllr. J. Harvey, Cllr. P. Hirons, Cllr. A. Mahi, Cllr. Ms. Newell, Cllr. Mrs. O'Donoghue, Cllr. M. Smith, Cllr. R. Stuchbury and Cllr. M. Try.

661/19 Invoices passed for payment, and income received

Members received and noted the schedule of invoices paid.

662/19 Petitions Policy

Members received and **AGREED** a Petitions Policy prepared by the Deputy Town Clerk.

663/19 Buckinghamshire County Council Pension Fund

Members received and noted a written report from the Town Clerk. Cllr. Stuchbury reported on a £86m deficit in the County Council's budget and questioned implications on the Town Council's staff pension fund. Members discussed and **AGREED** for the Town Clerk to investigate the security and liability of the Town Council's Pension Fund.

ACTION TOWN CLERK

664/19 Financial Management and Risk Assessment

Members **AGREED** to recommend the updated version of the Financial Management and Risk Assessment to Full Council.

Members noted an error in the scoring of the Risk Assessment and **AGREED** for the town Clerk to make the necessary amendments and recirculate ahead of Full Council.

ACTION TOWN CLERK

665/19 Chair's Announcements None

666/19 Date of next meeting: Monday 2nd March 2020

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

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

667/19 Grant applications 2020

Members discussed a report from the Town Clerk and discussed the recommendations to the Precept meeting for community grants for 2020/21.

Cllr. Newell spoke in favour of assessing the environmental merit of future grant applications.

Organisation	Requested	Proposed	Description	Reason	Recommended
Buckingham Summer Festival	£2,000	£1,500	The hire of a full orchestra and soloist	Part funding recommended in light of the relatively high reserves (although reserves are not more than 12 months of expenditure). The applicant requested a three-year grant, but there were insufficient reasons to justify this.	£1,500
Chandos Park Bowls Club	£1,000	£1,000	Running costs for bowling green lawn extensive restoration	Valid application	£1,000
Friends of the Old Gaol	£1,000	£1,000	Filming of the museum, and a large screen that gives a visual and spoken tour of the museum	Valid application	£1,000
Swan Community Hub	£1,000	£1,000	Free Summer Club activities for children and Job Club	Valid application	£1,000
Buckingham and Stowe Running Club	£1,000	£1,000	A second gazebo	Valid application	£1,000
Mortonville Junior Football Club	£1,000	£1,000	Sand for pitch maintenance	Valid application	£1,000

Buckingham and District Angling Association	£916	£916	Building work to merge two swims (fishing points) together to allow better disabled access and for junior coaching	Valid application; while the site is not in Buckingham, the club serves Buckingham based anglers.	£916
Lace Hill Residents Association	£900	£900	Meeting space at the community centre once a month to work together to resolve snagging issues, admin, support for weekly parent and child meetings	Valid application	£900
Buckingham Churches Together Holiday Club	£750	£750	Running costs for holiday club	Valid application	£750
Project Street Life	£1,000	£700	Residential outdoor activity trip for at-need children	Part funded is recommended due to the relatively low number of beneficiaries and the high reserves in place	£700
<p>Proposed by Cllr. Harvey and seconded by Cllr. Newell to award Project Street Life with a Community Grant of £800. A vote was taken and the results were: In favour: 3 Against: 7 Motion fell.</p> <p>Proposed by Cllr. Harvey and seconded by Cllr. Newell to award Project Street Life with a Community Grant of £700. A vote was taken and the results were: In favour: 8 Against: 2 Motion carried.</p>					
Buckingham Twinning Association	£700	£700	Redeveloping the website	Valid application	£700

Buckingham Choral Society	£1,000	£500	Working capital	Part fund; limited details have been provided about how funds would be spent, but the organisation has strong outcomes.	£500
Buckingham West End Bowls Club	£1,000	£0	Score boards, bowling matts and junior woods	Could fund from current general reserves and leave more than 12 months expenditure in reserve.	£400
Proposed by Cllr. Hiron and seconded by Cllr. Stuchbury to award West End Bowls Club with a Community Grant of £400 in recognition of the club's benefit to the residents of Buckingham. A vote was taken and the results were: In favour: 6, against: 3, Abstentions:1 Motion carried.					
Friends of Bourton Meadow School	£1,000	£0	10% contribution towards the cost of a new sound system for the school hall	Recommended not to fund because there would be limited public use - the main focus would be on school use.	£0
Royal Latin School	£1,000	£0	Bike racks OR a yoga studio visualiser screen	Recommended not to fund because there would be limited public use - the main focus would be on school use. Insufficient detail provided on how the funds would be used.	£250

Proposed by Cllr. Newell and seconded by Cllr. Stuchbury to award The Royal Latin School with a Community Grant of £250 with the condition that it is spent on the purchase and installation of additional bicycle racks. A vote was taken and the results were: In favour: 8, against: 2 Motion carried.					
Buckingham Primary School	£1,000	£0	50% contribution towards new pupil computers for the refurbished library	Recommended not to fund because there would be no public use - the main focus would be on school use.	£0

Applications Received but not eligible

Pole to Pole	£500	£0	Advertising and equipment for Nordic Walking Group in Buckingham	Not eligible; application is from a commercial organisation.	£0
Tennis Club		£0		Application not valid; not received in time	£0

In light of the additional funding suggested, Members unanimously **AGREED** To recommend that the Council increases the precept by 0.85p per week on a band D property. The new cost per band D property would be £169.16 and would be a yearly increase of £4.41 or 2.67%.

668/19 Chamber Extension

Members received a written report from the Deputy Town Clerk and **AGREED** the recommendation to commission Meadway Construction Ltd to complete the renovations to the Council Chamber agreed by Full Council on the 30th September 2019 - 373/19. Members **AGREED** to commission AB Design to act as the JCT works Contract Administrator

ACTION DEPUTY TOWN CLERK

Cllr. Bloomfield declared an interest in the next agenda item as a Trustee of the Community Centre.

669/19 Community Centre Air Conditioning

Members received a written report from the Deputy Town Clerk and **AGREED** the recommendation to commission Spheretech Ltd to install air conditioning in the Buckingham Community Centre and Council Chamber (as agreed by Full Council on the 30th September 2019 - 373/19), subject to engineering confirmation that the roof structure is a suitable location.

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Members **AGREED** a press release on the Chamber extension, Photovoltaic Panels and investment in the Community Centre. **ACTION TOWN CLERK**

Meeting closed at: 20.18

Signed.....

Date.....