

**MINUTES OF THE BUCKINGHAM TOWN COUNCIL MEETING HELD AT
BUCKINGHAM COUNCIL CHAMBERS ON MONDAY 14th MAY 2007 AT 7.05 pm.,
following the Annual Statutory Meeting**

PRESENT Councillors T. Bloomfield
H. Cadd
Mrs. G. Collins
P. Collins
Mrs. P. Desorgher
D. Isham
H. Lewis
G. Loftus
A. Mahi
H. Mordue (Mayor)
Ms. R. Newell
M. Smith
Mrs. P. Stevens
R. Stuchbury
M. Try
W. Whyte
Town Clerk Ms. P. J. Heath

Cllr Mordue thanked Members for his appointment as Chairman. He pointed out that with 17 Councillors it may be prudent to restrict the length of time Members speak to enable the work of the Council to be completed.

APOLOGIES FOR ABSENCE

There were no apologies for absence.

2929 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

There were declarations of personal interest for item 14 on the agenda, Community Centre letter re alterations, from Cllrs. T. Bloomfield, H. Cadd, G. Collins, P. Collins, H. Mordue, M. Try, as members of the Management Committee, and Cllr. Desorgher as Chairman of the Community Centre Management Committee. Cllr. Isham declared a prejudicial interest as Chairman of the Community Centre Trustees. Cllr M. Smith declared a personal interest on item 7.1 on the agenda, representative report, as a member of the Community Plan Steering Group.

2930 THE MINUTES OF TOWN COUNCIL MEETING

It was proposed, seconded and **RESOLVED**: that the Minutes of the meeting held on 26th March 2007, and the Interim meeting held 23rd April 2007 be approved as a correct record and signed by the Chairman.

Minute number 2819 – a query was raised whether the agreement of the motion to overturn the motion agreed under 2899 at the Council meeting held 5th April reinstated the resolution taken under minute no 2898. The Clerk explained that the motion agreed under 2819 was in relation to minute no 2899 and that 2898 had not

been included. It was agreed that Environment and Property would look at the motion considered under 2898.

ACTION E & P COMMITTEE

2931 TOWN CLERK'S ANNOUNCEMENTS

Members were informed of the following items

2931.1 NEWSLETTERS/BROCHURES

THE FOLLOWING BROCHURES AND NEWSLETTERS ARE IN THE OFFICE

CPRE – EMAILED NEWSLETTER MARCH 2007

BCC – OPTIONS NEWSLETTER APRIL 2007 & MAY 2007

BCC – PERFORMANCE SUMMARY 2006/2007

LCR – MAY 2007

2931.2 DIS

ISSUES NUMBER 653,654,655

2931.3 DIARY DATES – DETAILS ALREADY CIRCULATED TO MEMBERS

15TH MAY 2007 – AV TRANSPORT USERS GROUP , WELL STREET CENTRE

15TH JUNE 2007 – BCC WASTE DEVELOPMENT PLAN CONSULTATION, BEALES HOTEL

2932 RECEIPT OF COMMITTEE MINUTES

2932.1 PLANNING – 02.04.07 & 23.04.07

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*(5025 proposed by Cllr. Stevens, seconded by Cllr. Stuchbury, and **RECOMMENDED** that the Council set a time limit on responses to be received or actions carried out after which reminder notes would be sent.)*

AGREED

2932.2 ENVIRONMENT & PROPERTY 10.04.07

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*(406/2007 Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **RECOMMENDED** that in view of the termination of the agreement with the Community Centre for the payment for Public Toilets, that the budget code 4079 and 2007/2008 budget of £2600 be transferred to the E & P Committee for the facilitating the provision of public toilets in or near Cornwall's Meadow Car Park.)*

AGREED

2932.3 FINANCE & ADMINISTRATION 16.04.07

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*(281/2007 Following a discussion it was agreed to **RECOMMEND** that this Council adopts the Bullying and Harassment Policy based on the SLCC model with the adjustments as suggested at the meeting.*

AGREED

2932.4 EVENTS 30.04.07

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

2932.5 Chairman's Strategy Group 16.04.07

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*(It was proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **RECOMMENDED** that a separate Committee should be set up to be responsible for all aspects of the Council's relocation, meeting as required. The Committee should be known as "Town Council Premises Committee" being drawn from both the F & A and E & P committees and reporting to whichever committee meets next. The Terms of Reference will be*

1. *The Committee shall be known as the **TOWN COUNCIL PREMISES COMMITTEE***
2. *The Committee shall be responsible for and have the authority for:*
 - 2.1) *to investigate review and recommend to the Council on all matters relating to the purchase, lease, sale or disposal of land and / or property*
 - 2.2) *to obtain such professional advice as is necessary to ensure that the Council's position is protected in respect of any purchases or sales of land or property*
3. *The Committee has authority to proceed with all items within its budget, but must refer to full Council when non budgeted expenditure is anticipated.*

AGREED

2933 CORRESPONDENCE

The following correspondence had been circulated prior to the meeting.

AVDC News for the Parishes

Buckingham Athletic Football Club - Leaflet on the future project

BCC Local Transport Plan 2006-11 Area plan

TV Police Crime Details (confidential)

AVDC Children's Show 27th July 2007

Following a discussion it was proposed by Cllr. Cadd, seconded by Cllr. P. Collins, and **RESOLVED** by 11 votes to 0 that the cost of the Children's Entertainment hall hire would be taken from budget 4019/102.

BCC Advert for independent Education Appeals Panel Members

AVDC Changes to recycling collection by Budgens (Removal of the 1100l container and replacement with 8 cubic metre skip for paper)

2934 REPORTS FROM BUCKINGHAM TOWN COUNCIL'S REPRESENTATIVES ON OUTSIDE BODIES

2934.1 Buckingham Community Plan Steering Group

Cllr. P. Collins reported that the steering group had agreed the signage style, some of which would allow for information to be changed. The work was due to start 9th May 2007. Leaflets had been produced and were waiting to be sent.

2934.2 Buckingham Partnership minutes

Cllr. P. Collins reported that the next meeting of the Partnership would be on Thursday 17th May.

2934.3 Buckingham Twinning Association minutes

The Members noted the Twinning Association minutes which had been circulated with the agenda. The Chairman presented to the Council the tapestry which had been a gift from the twin town during the recent visit. Members felt it would be useful for the Twinning Association to attend a future meeting and talk about the work to link the two towns.

2934.4 Representatives on outside bodies

ORGANISATION	COUNCILLOR REPRESENTATIVE
AV Association of Local Councils	Cllr. D. Isham Proposed by Cllr. Stuchbury, seconded by Cllr. Desorgher
AV Local Committees	Cllr. D. Isham Proposed by Cllr. Stuchbury, seconded by Cllr. Desorgher
AV North Sports Council	Cllr. D. Isham Proposed by Cllr. Stuchbury, seconded by Cllr. Desorgher
Bernwood Jigsaw	Cllr. R. Newell This item has now finished so should be removed from the list
Buckingham & Gawcott Charitable Trust	The Mayor Cllr. R. Stuchbury Cllr. R. Newell Cllr. D. Isham
Buckingham Arts Steering Group	Cllr. H. Cadd
Buckingham Community Centre	Cllr. Mrs. P. Desorgher Cllr. P. Collins Cllr. H. Mordue
Buckingham Community Plan	Cllr. P. Collins
Buckingham Community Wildlife Project	Cllr. Newell
Buckingham General Charities	The Mayor Cllr. D. Isham Cllr. R. Newell Cllr. Mrs. P. Desorgher
Buckingham Partnership	The Mayor Cllr. Mrs. P. Stevens Cllr. R. Stuchbury Cllr. W. Whyte
Deputies	Cllr. P. Collins Cllr. R. Newell
Buckingham Youth Centre	Cllr. T. Bloomfield Cllr. Mrs. P. Desorgher Cllr. R. Stuchbury
Bucks. Association of Local Councils	The Mayor
CAB	The Mayor
Grenville Combined School Governor	<i>No one was prepared to be a Governor</i>
Licensing Forum	Cllr. P. Stevens Cllr. D. Isham
Neighbourhood Action Group	Cllr. M. Smith Cllr. P. Stevens
Public Transport Consultative	Cllr. R. Stuchbury
Tree Warden	Cllr. R. Newell Cllr. R. Stuchbury Cllr. H. Lewis Cllr. T. Bloomfield Cllr. D. Isham Cllr. H. Cadd

Twinning Association	The Mayor Cllr. G. Collins Cllr. R. Stuchbury
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An explanation of what each organisation does was made by the current representative for the benefit of the new Members.

2935 ACCOUNTS FOR PAYMENT

Proposed, seconded and **RESOLVED** that the invoices per attached list be approved.

Cllr. Lewis declared a prejudicial interest for the invoice of the AV Housing Trust, as a director of the trust.

2936 ACCOUNTS FOR RETROSPECTIVE PAYMENT

Proposed, seconded and **RESOLVED** that the list of retrospective payments per attached list be approved.

Cllr T. Bloomfield declared a prejudicial interest for Cheque n^o 3744.

2937 DISCUSS AND AGREE THE METHOD OF CO-OPTION FOR NORTH WARD VACANCY

The Members discussed in detail whether the Council should advertise that a vacancy exists or co-opt at the meeting. Members were informed that a previous Councillor who had not got his papers in to the returning officer in time had indicated he would be willing to be co-opted. It was noted that there was a candidate who had stood in the South Ward for election but had not been successful; the Town Clerk confirmed that there had been no request received in the office. Members discussed the method of co-option and the policy of the Council in previous years following an election. A copy of the legislation relating to co-options after an election had been circulated with the agenda.

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury, that the Council should co-opt Mr. R. Lehmann.

An amendment was proposed by Cllr. Cadd, seconded by Cllr. Stevens, that the Council should advertise the vacancy in the local press and on notice-boards, candidates to indicate in writing their interest; they would then be invited to a meeting to present their case to the Members for a decision as to the most appropriate person to join the Council.

The amendment was put to the vote and agreed by 9 votes to 5 and as the substantive motion it was **RESOLVED** by 10 votes to 4.

ACTION THE TOWN CLERK

2938 RECEIVE A REPORT FROM THE TOWN CLERK AND THE CHAIRMAN OF ENVIRONMENT AND PROPERTY ON THE MEETING WITH BCC CONCERNING THE HIRING OF THE BUCKINGHAM CENTRE AND ANY OTHER OPTION IDENTIFIED FOR THE COUNCIL'S USE

A copy of the notes from the meeting with the County Council and costs for the various options had been circulated with the agenda. The Chairman gave Members verbally the budget costs of the extension. It was noted that a copy of the cost base from the architect had not been circulated. For the benefit of the new Members the background of the project was explained. Members were informed that 3 other properties which had come on to the market recently, not on the list, could be considered; these would be investigated by the Town Clerk

ACTION THE TOWN CLERK

The facilities for the staff were discussed and concern expressed that the Chamber was not being used for office space due to lack of infrastructure. This was felt to be a priority for the Council to resolve and should be discussed at the next Environment & Property Committee meeting along with the new Town Council Premises Committee.

ACTION E & P COMMITTEE

Members were informed that a lottery grant had been applied for to assist with the funding of the provision of Council meeting facilities.

2939 RECEIVE DETAILS OF APPLICANTS FOR THE DEPUTY TOWN CLERK'S POSITION, TO AGREE AND DESIGNATE THE AUTHORITY TO THE INTERVIEWING PANEL FOR THE APPOINTMENT ON A 6 MONTHS TRIAL.

Members were informed there were 12 applicants for the Deputy Town Clerk's position. It was proposed by Cllr. Desorgher, seconded by Cllr. Cadd, and **RESOLVED** that Cllrs. Newell, Mordue and Lewis along with the Town Clerk should have designated authority to shortlist the candidates, conduct the interviews and appoint the Deputy Town Clerk on a 6 month probation period; Cllrs. Stuchbury and Stevens to act as substitutes.

2940 DISCUSS AND AGREE ATTENDANCE AT 2007 CONFERENCES, AND CONFIRM FUNDING FOR THE CONFERENCE PLUS TRAVEL AND ACCOMMODATION.- REPORT AND COSTING ATTACHED

Details of 3 conferences and their costs were circulated with the agenda. Members discussed the merits of attending; an explanation of each organisation was made for the benefit of new Members.

Proposed by Cllr. Lewis, seconded by Cllr. Collins, and **RESOLVED** that the Town Council should pay for attendance at each of the conferences as per the report. NALC – the Clerks and Councillors; SLCC – the Clerks; LCAS - the Clerks and Councillors; Councillors wishing to attend should notify the Town Clerk, "the Clerks" being either the Town Clerk or Deputy Town Clerk as appropriate.

ACTION THE TOWN CLERK

It was **AGREED** that the Town Clerk should produce a Training and Development programme to be reviewed by the Finance and Administration Committee.

ACTION THE TOWN CLERK

2941 TO RECEIVE A REQUEST FROM BUCKINGHAM COMMUNITY CENTRE TRUSTEES FOR PERMISSION TO INSTALL A VENTILATION SYSTEM IN THE COMMUNITY CENTRE

A copy of the letter from the Chairman of the Community Centre Trustees had been circulated with the agenda asking for permission to install a ventilation system. Cllr. Isham as Chairman of the Trustees explained why the ventilation system was needed.

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury, and **RESOLVED** by 11 votes to 0 that the Council would support the installation of the ventilation system in principle subject to detailed plans and the evaluation report being presented to the Council, planning permission being obtained, and a report by the Environmental Health Officer at AVDC on the effect of the ventilation system on local residents.

2942 TO RECEIVE THE NEW CODE OF CONDUCT, TO ADOPT THE CODE AND DECIDE IF CLAUSE 12(2) IS TO BE INCLUDED, AND IF SO TO GIVE GUIDANCE TO THE FINANCE AND ADMINISTRATION COMMITTEE ON CHANGES TO THE STANDING ORDERS TO CLARIFY WHEN AND HOW THE CLAUSE APPLIES.

A copy of the code of conduct as issued on the 3rd May 2007 had been circulated to all Members prior to the meeting. An explanation on the history of the code was made for the benefit of new Members.

Proposed by Cllr. Collins, seconded by Cllr. Isham, and **RESOLVED** that the Council adopts the Code of Conduct as issued on 3rd May 2007 including clause 12.

The Finance and Administration Committee were asked to include a clause in the Standing Orders to cover the use of section 12 and the parameters of any involvement in the meeting by Councillors who have declared a prejudicial interest in that item.

ACTION F & A COMMITTEE

2943 TO RECEIVE, IF REQUIRED, COMMENTS FROM DISTRICT AND COUNTY COUNCILLORS

There were no comments from the County and District Councillors present.

2944 TOWN MAYOR'S ITEMS

2944.1 Protocol and Dress

Cllr. Desorgher felt that new Members should be aware that it was protocol to rise when addressing the Council and also that Members should observe an unwritten dress code. It was noted that there is no stipulation in Standing Orders as to what Members should wear.

2944.2 Recording of the Meeting

The Chairman asked that Finance and Administration Committee look at whether it would be possible to record the Council meetings.

ACTION F & A COMMITTEE

2944.3 Social Trip

The Mayor proposed that in view of the number of new Councillors a social evening should be organised to allow Councillors and their partners to meet informally; Members supported this and agreed that a trip to a local brewery at a weekend, with Councillors and partners paying the cost and transportation, should be organised.

ACTION THE TOWN CLERK

The following items were heard under section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 which excludes members of the Public due to the confidential and financial nature of the business to be discussed.

2945 RECEIVE FOR APPROVAL THE CONFIDENTIAL MINUTES OF BUCKINGHAM TOWN COUNCIL MEETING HELD ON 26TH MARCH 2007 AND INTERIM MEETING HELD 23RD APRIL 2007.

2946 RECEIVE THE FOLLOWING MINUTES/NOTES AND ADOPT ANY RECOMMENDATION CONTAINED THEREIN

Finance and Administration Committee
Events Committee

Dated 16.04.07
Dated 30.04.07

2947 RECEIVE VERBAL REPORT FROM THE CHAIRMAN ON THE POSITION OF THE CARETAKER AND TO GIVE DESIGNATED AUTHORITY TO 3 OR MORE COUNCILLORS TO AMEND AND AGREE THE JOB DESCRIPTION AND PERSON SPECIFICATION PRIOR TO ADVERTISING OF THE POSITION, IF REQUIRED.

2948 RECEIVE LETTER FROM LAMBERT SMITH AND HAMPTON RE VERNEY CLOSE PURCHASE, TO DISCUSS THE CONTENTS AND AGREE THE INSTRUCTIONS TO BE SENT TO THE TOWN COUNCIL'S SOLICITOR - LETTER AND BACKGROUND REPORT ATTACHED.

Meeting closed at 10.05 pm.

CHAIRMAN..... DATE.....

W.P: -FC minutes 14th May 2007

26/02/2015

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RATIFIED 2ND JULY 2007