

Minutes of an **Interim Council Meeting** of Buckingham Town Council held at 7pm.  
on **Monday 2<sup>nd</sup> November 2009** in Room MB1 in the Masons Building, University of  
Buckingham, Hunter Street, Buckingham.

Present: Cllr. T. Bloomfield  
Cllr. H. Cadd (Mayor)  
Cllr. Mrs. G. Collins  
Cllr. P. Collins  
Cllr. Mrs P. Desorgher  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. R. Lehmann  
Cllr. A. Mahi  
Cllr. H. Mordue.  
Cllr. Mrs R. Newell  
Cllr. M. Smith  
Cllr. Mrs P. Stevens  
Cllr. R. Stuchbury  
Cllr. M. Try  
Cllr. W. Whyte  
In attendance: Mr. C.P.Wayman, Deputy Town Clerk  
For the Town Clerk: Mrs. K. McElligott

#### **561/09 Apologies**

Apologies were received and accepted from Councillor G. Loftus.

#### **562/09 Declarations of Interest**

The Deputy Town Clerk declared an interest in agenda items 5 – 9.

#### **563/09 Licensing Application**

Members discussed the application for an off-licence for Unit 5, Cornwall's Place, Buckingham.

Members had no objection to the application, but noted that the window notice does not give the proposed times of opening, and the plan supplied with the application does not mark the correct premises.

#### **ACTION THE MEETING CLERK**

Members discussed whether the next items should be in public or private session (as per the agenda) and decided that Items 5-9 should be dealt with openly.

#### **564/09 Job Advertisement – Proposal from Cllr. Smith**

Councillor Smith had proposed that:

“This Council advertise for a Town Clerk, a Deputy Town Clerk and a Green Spaces Officer at the same time to reduce costs”

Members discussed the proposal, with particular respect as to whether the Deputy Town Clerk post could ethically be advertised at the same time as the vacant posts.

Proposed by Cllr. Stevens, seconded by Cllr. Newell, that the proposal be amended to read "This Council should advertise for a Town Clerk and a Green Spaces Officer at the same time to reduce costs" – this was carried by 10 votes:4

This then became the substantive motion and was carried unanimously.

Proposed by Cllr. Stevens, seconded by Cllr. Smith, and carried unanimously that the next appropriate meeting consider hiring temporary admin. personnel to support the office staff until the Town Clerk was appointed.

#### **ACTION F&A COMMITTEE**

#### **565/09 Job Descriptions & Person Specifications**

Members discussed the job descriptions and person specifications for each post, as circulated with the agenda, and whether these were too restrictive; not insisting on the recognised local government qualification would open to the field to applicants from business and other areas. It was noted that this qualification was necessary to retain Quality Council status, and the Town Clerk must be able to give the Council legal advice appropriate to a Local Government environment. Many Members thought that the qualification could be gained before the next Quality Council renewal date, and that appointing the right person for the town was more important. Concern was expressed that the appointee might fail to gain the qualification within the time available, leading to loss of the Quality status which would seriously affect the future development of the Council. If Quality status was to be relinquished, this should be debated by Council as a policy change.

Proposed by Cllr. Lehmann, seconded by Cllr. Stuchbury, and **REJECTED** that the need for a LG qualification be moved from 'essential' to 'desirable';

Amended to read, and **AGREED**, that the Person Specification/Education/Essential section, second para. for the Town Clerk be "Holds, or is working towards, a recognised qualification in local government administration (CiLCA or Cert.Ed.Local Policy)".

Proposed by Cllr. Smith, seconded by Cllr. Whyte, that the Person Specifications for the Town Clerk and the Deputy Town Clerk be amalgamated, including the amendment above, and **AGREED** by a majority. Cllr. Lehmann wished his dissenting vote to be recorded.

This amended version became the substantive motion and was carried by a majority of 11:3, Cllr. Lehmann again voting against.

Previous Local Authority experience was not essential to the Green Spaces post and could be moved to 'desirable'; however a driving licence was considered essential given the distances involved.

Proposed by Cllr. Newell, seconded by Cllr. Stevens, that the Job Description and Person Specifications as circulated should be agreed, with the exception of 'previous experience working for a local authority' being moved from 'essential' to 'desirable'. Members agreed that the proposal should be modified to include Experience of handling budgets *and staff* under Experience and 'must be able to work with community and stakeholder groups' in Personal Qualities, and that the reference to Publisher could be deleted.

Members **AGREED**.

#### **ACTION DEPUTY TOWN CLERK**

**566/09 Salary Scales**

Proposed by Cllr. Newell, seconded by Cllr. Stevens, and **AGREED** by a majority of 12:3 that the salary offered for the Town Clerk post be LC3 (39-42);  
Proposed by Cllr. Smith, seconded by Cllr. Hiron, and **AGREED** unanimously that for the Green Spaces Manager be 65%-75% of the Town Clerk's salary.

**567/09 Job Advertisements**

Members discussed where the advertisements should be placed; quotations for various publications had been circulated with the agenda.

Proposed by Cllr. Whyte, seconded by Cllr. Stuchbury, and **AGREED** that advertisements be placed as follows:

Local Government Chronicle (online version); LGA, SLCC & NALC websites; internal staff bulletins produced by Milton Keynes Council, AVDC, BCC & Northants Council; Buckingham & Winslow Advertiser Group; and for the Green Spaces Manager a suitable horticultural magazine, details to be provided by Cllr. Stevens.

**ACTION DEPUTY TOWN CLERK/CLLR. STEVENS**

**568/09 Appointment Timescales**

Referred to Personnel Committee.

**ACTION PERSONNEL COMMITTEE**

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

**569/09 Cemetery Report**

**570/09 CHAIRMAN'S ANNOUNCEMENTS**

There were no Announcements

**571/09 DATE OF NEXT MEETING**

Full Council - Monday 23<sup>rd</sup> November 2009  
Interim Council - Monday 21<sup>st</sup> December 2009

Meeting closed at 8.45pm

**Signed** ..... **Date** .....