

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 9th November 2009** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. H. Cadd Mayor
Cllr. Mrs. G. Collins
Cllr. P. Collins
Cllr. Mrs. P. Desorgher
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann Chairman
Cllr. Ms. R. Newell
Cllr. M. Smith
Cllr. P. Stevens
Cllr. R. Stuchbury
Cllr. M. Try

Also present: Christopher Wayman Deputy Town Clerk

596/09 Apologies for Absence

RESOLVED to receive apologies from Councillor Whyte.

597/09 Declarations of Interest

RESOLVED that there were no declarations of any personal or prejudicial interest under consideration on this agenda.

598/09 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 21st September 2009 and ratified by Full Council on 5th October 2009 **FAP/03/09**

Members asked the Minutes to be amended to show that Cllr. Mrs Desorgher had been present at the meeting.

599/09 Action Report

RESOLVED to receive the report and note the update information.

Further information on the following items was mentioned:

481/09 Baby Café - The Deputy Town Clerk had a telephone conversation with an officer from BCC who had said they were unwilling to progress the matter as the Baby Café were currently receiving discounted rent and pursuing the matter might result in their rent increasing. **AGREED** that BCC would be contacted to confirm this in writing.

Cllr. Newell arrived during the next discussion

319/09 Health Check on Computers - Cllr. Try explained that the health check was not the best way to proceed. Members discussed the current use of computers in the office and it was **AGREED** that a working party of Cllrs. Hirons, Isham & Try meets with the Deputy Town Clerk and brings prices of equipment back to the next Committee Meeting in time for discussion for Precept.

316/09 Lloyds TSB charge card – BALC had reported that this would be illegal.

600/09 Accounts and Budgets

AGREED to move spending which is not in non budgeted account codes be moved back to the account codes where they were originally.

Cllr. Hirons asked for the budget headings to be moved. It was **AGREED** that this would be done if possible.

ACTION DEPUTY TOWN CLERK

AGREED that the Chairman and the Deputy Town Clerk would meet to discuss next year's budget.

601/09 Invoices passed for Payment

Members **AGREED** the schedule of invoices to be paid, apart from a cheque for £200 to the SLCC for a cancellation fee for the National Conference for the previous Town Clerk.

Members also discussed whether there was a need for three telephone lines; it was explained that one was the main line and the others were a dedicated telephone line for the Cemetery and for the alarm system.

602/09 Personnel Committee

Members discussed the benefits of a Personnel Committee, namely that a small group of Councillors meeting as and when needed would enable quick decisions to be made on a subject that required speedy action.

Discussion also took place on the role of the Committee, with some Councillors believing that it should look at all aspects of personnel including staffing levels within the Council.

A long debate then took place over the make-up of the Committee.

Members **AGREED** to set up the Personnel Committee as a sub-committee of Finance, Administration and Personnel Committee comprised of Cllrs. Hirons, Newell and Smith, with Cllrs. Lehmann, Stuchbury and Whyte as ancillary members of the Committee, unless Cllr. Whyte wishes to be a permanent member.

603/09 Administrator

Members considered the need for an Administrator in the office; it was felt that the need was immediate. Discussion took place over if it would be best to employ through an agency or put an advertisement in the local paper.

Members **AGREED** to use an agency to obtain an Administrator. The position would be temporary for two months with the position being reviewed by this Committee on the 4th January 2010. Cllr. Smith and the Deputy Town Clerk would conduct the interviews and appoint to the position.

ACTION CLLR. SMITH AND THE DEPUTY TOWN CLERK

604/09 Investments

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury, and **AGREED** to **RECOMMEND** to Full Council to accept the draft Annual Investment Strategy (circulated with the Agenda) and to invest half of the precept money with Lloyds Bank for 3 months in a non-risk account, with a current return of 0.8%, once the precept money is received.

ACTION DEPUTY TOWN CLERK

605/09 Society of Local Council Clerks

Members discussed the benefits and disadvantages to the Council of paying the subscription. Members noted that BALC advises that Clerks should be Members, and also that the SLCC will act on behalf of the Clerk in a dispute. The benefits in reductions in price of attending conferences and training were also noted.

Proposed by Cllr. Lehmann, seconded by Cllr. Smith, that Buckingham Town Council pay the subscription to the SLCC for the Town Clerk (once appointed) and the Deputy Town Clerk.

Proposed by Cllr. Hirons, seconded by Cllr. Smith, and **AGREED** that the above be amended to read that Buckingham Town Council pay the subscription to the SLCC for the Town Clerk (once appointed) and the Deputy Town Clerk for the next 12 months.

This became the substantive motion and **AGREED**.

606/09 Institute of Local Council Management

Proposed by Cllr. Lehmann, seconded by Cllr. Smith and **AGREED** that Buckingham Town Council would not pay the subscription to the Institute of Local Council Management.

607/09 Staff Handbook

Members **AGREED** the staff handbook, which had previously been circulated, subject to the font being changed to Arial.

608/09 Payback Clauses

Members discussed when the payback clauses would be activated by a course and where the line should be drawn between a vocational course and a course considered part of the conditions of employment.

AGREED that the payback clauses be adopted and decision on their implementation will be on a course-by-course basis determined by the Personnel sub Committee.

609/09 Leave Policy

Members **AGREED** to adopt the Leave Policy.

610/09 Buying in of Human Resources and Health and Safety Services

Following discussion on the topics, it was felt that due to the decisions made earlier in the meeting (i.e. the setting up of a Personnel Committee) that the Human Resources section would not be needed. It was felt also that we were already receiving things provided under Health and Safety, such as insurance and the position of Competent Person.

AGREED to look into obtaining health and safety services. Cllr. Smith would provide the names of two other companies.

ACTION CLLR. SMITH AND DEPUTY TOWN CLERK

611/09 2010 Meeting Dates

Members **AGREED** the Meeting Dates for 2010.

612/09 Communications Strategy Group

Proposed by Cllr. Stuchbury and **AGREED** that the Communications Strategy Group be reactivated. (Cllrs Hirons, Isham, Smith & Whyte and the Deputy Town Clerk).

613/09 Grants 2008/09

Members noted the report from West End Bowls Club on their use of last year's grant.

614/09 Acknowledgement Cards

Members **AGREED** that these were not needed.

Cllr. Smith declared a personal interest in the following item as a Trustee of the Old Gaol.

615/09 Photocopier

Members discussed ways of reducing paper usage in the office, including emailing out all agendas; however, it was felt that Councillors may not always remember to print off or bring to meetings important paperwork to help make decisions.

Members **AGREED** to hire a iRC3080/i photocopier from Canon on a 4 year rental agreement and that the old photocopier be given to the Old Gaol.

ACTION DEPUTY TOWN CLERK

616/09 Chairman's Announcements: There were none.

617/09 Date of Next Meeting: Monday 4th January 2010

618/09 COMMITTEE IN PRIVATE SESSION

619/09 Exclusion of Public and Press

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

It was agreed at Full Council on 23rd November 2009 that the following minutes from the Confidential Section of the Minutes be released to the public.

621/09 Flexible Working Hours

Proposed by Cllr. Stuchbury, seconded by Cllr. Stevens and **AGREED** that flexible working hours be adopted for the Accounts Assistant to be administered by the line manager.

622/09 Deputy Town Clerk

622.2/09 Salary

Members **AGREED** to increase the Deputy Town Clerk's salary to scp 30 subject to confirmation from BALC regarding the recommended pay for Deputy Town Clerks; this would commence from the 1st December 2009. If the recommendation from BALC is different from SLCC then the matter will be referred to the Personnel Committee.