

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 22nd February 2010** 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. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann Chairman
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. M. Smith
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. W. Whyte

Also present: Mr. C. Wayman Town Clerk

903/09 Apologies for Absence

RESOLVED to receive apologies from Councillor Stevens.

904/09 Declarations of Interest

There were no declarations of interest.

905/09 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 4th January 2010 and ratified by Full Council on 11th January 2009. **FAP/05/09**

906/09 Personnel Committee

RESOLVED to receive the minutes of the Personnel Committee meetings on the 1st and the 8th of December 2009.

Cllr. Newell arrived during the next item

907/09 Computer Working Group

Members discussed the options for technical support and noted the Computer Working Group Minutes.

Proposed by Cllr Stuchbury, seconded by Cllr. Isham, and **AGREED** that Cara Networks be contracted to offer technical support to the Town Council.

Further **AGREED** that a new computer from Insight be purchased to include Microsoft Office Professional.

ACTION TOWN CLERK

908/09 Action Report

Members noted the Action Report and highlighted that 437.4 Buy in Services should be conducted in conjunction with the new Green Spaces Manager.

909/09 Accounts and Budgets

Members were pleased to see that committed expenditure was included on the reports.

101/4000 Wages – Admin, Members enquired as to why this was over budget, it was explained that the some of the committed expenditure had been placed into the wrong account code and that this would be rectified.

ACTION TOWN CLERK

910/09 Invoices passed for payment, Income and details of Councillor's Expenses

Members discussed in depth the level of detail needed for Councillor's Expenses. Members **AGREED** that a single line indicating what the expense related to would suffice.

911/09 Administrator

Members **AGREED** that the current temporary administrator be kept in position until the new Deputy Town Clerk is in post and then reviewed at the next appropriate meeting.

912/09 Review of Policies

Members received copies of the review of policies at the meeting and **AGREED** that Councillors should look at the review and comment on it at the next meeting of the Committee.

Further **AGREED** that up to date copies of the documents should be emailed to all Councillors.

ACTION TOWN CLERK

913/09 Internal Auditor 2009-2010

Cllr. Lehmann felt that due to personal reasons another Councillor should meet with Tearle & Carver to discuss the Internal Auditor requirements.

Members **AGREED** that Cllr. Newell and the Town Clerk should meet with Tearle & Carver and have designated authority to appoint them as the internal auditors so long as they are completely satisfied that the firm can meet the new requirements. Cllr. Newell and the Town Clerk would then bring a report back to Committee.

ACTION TOWN CLERK AND CLLR. NEWELL

914/09 External Auditors Report

Members noted the External Auditor's Report.

Members **AGREED** that the level of Fidelity Guarantee should be reviewed and that BALC should be contacted to see if they have any guidance about the level.

ACTION TOWN CLERK

Members discussed the need for an Asset Register and **AGREED** that the Town Clerk should bring a report back to the next meeting

ACTION TOWN CLERK

Cllr. Whyte left the meeting during the next item

915/09 Insurance Claim

Members discussed the insurance claim. Members felt that the area was well lit and that there may be no liability in this instance. Members **AGREED** to contact BCC Legal to enquire as to if there is any liability in this case and to seek guidance.

ACTION TOWN CLERK

916/09 Accounts Software

Members **AGREED** to the purchase of the Purchase Order Process Pack.

917/09 Mayoral Cards

Members discussed the idea of the cards and the fact a number of other local Councils send professional cards. Members **AGREED** that the decision to do in-house cards should be for individual Mayors to make.

918/09 2008/09 Grants

Members noted the correspondence and that the minute heading should be 2009/10 Grants

919/09 Training

The Town Clerk was asked if any attendance was needed at the course presented. It was felt that currently there was no need to attend any of the courses; however, it would be reviewed on the appointment of a Deputy Town Clerk.

920/09 Town Council Calendar

Members **AGREED** that a calendar should not be produced this year and noted that a number of different organisations already produce a calendar in the town.

921/09 S106 Request from Buckingham Ladies Hockey Club

Members discussed the request. Councillors pointed out that the proposed activities take place outside the Parish of Buckingham. It was also highlighted that Section 106 monies carry very strict rules and that the monies for the Moreton Road Development have already been earmarked for potential projects.

Members suggested that the all-weather pitch next to the Swan Pool is already marked for hockey and also that AVDC own the changing rooms at Embleton Way and that green should be large enough to accommodate a hockey pitch.

Members **AGREED** to write a letter to the Hockey Club encompassing the points made above.

ACTION TOWN CLERK

922/09 Chairman’s Announcements

There were none.

923/09 Date of Next Meeting: Monday 19th April 2010

Signed.....

Date.....