

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 7th June 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

**Present:** Cllr. H. Cadd  
Cllr. Mrs. G. Collins  
Cllr. P. Collins  
Cllr. P. Hirons  
Cllr. R. Lehmann  
Cllr. Ms. R. Newell  
Cllr. M. Smith Mayor  
Cllr. R. Stuchbury  
Cllr. M. Try

**Also present:** Mr. C. P. Wayman Town Clerk

**127/10 Chairman**

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins, and **AGREED** by 8 votes to 0 that Cllr. G. Collins be Chairman of the Finance, Administration and Personnel Committee for the forthcoming year.

**128/10 Vice Chairman**

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins, and **AGREED** by 8 votes to 0 that Cllr. Lehmann be Vice Chairman of the Finance, Administration and Personnel Committee for the forthcoming year.

**129/10 Apologies for Absence**

**RESOLVED** to receive apologies from Councillors Mordue, Isham and Mrs. Stevens.

**130/10 Declarations of Interest**

There were no declarations of interest.

**131/10 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 19<sup>th</sup> April 2010 and ratified by Full Council on 4th May 2010. **FAP/07/09**

**132/10 Action Report**

1046/09 – Cllr. Smith had contacted the antiques expert; however, the expert had been reluctant to carry out the valuation due to the history of the mace. Members

discussed how to obtain a valuation and **AGREED** that other authorities should be contacted to ask the value of their maces and that the insurance company be asked how they would prefer the mace to be valued. In addition, the mace would be taken to the next public evaluation at either the Old Gaol or the Community Centre. If a further evaluation is needed then the mace would be taken to Christie's or Sotherby's.

**ACTION TOWN CLERK**

**133/10 Accounts and Budgets**

Members raised a number of queries:

251/4601 Chandos Park/Repairs & Maintenance Fund – large expenditure: it was explained that this was due to the first payment being made for the equipment in Chandos Park and that the Section 106 money will soon be paid into the account by AVDC.

102/4022 Office Expenditure/Insurance – Expenditure against an unbudgeted heading: it was noted that this was incorrectly coded and should be coded to 104/4022

203/4102 Maintenance/Dog Bins – No expenditure: it was explained that this was invoiced to us on a 6 monthly basis.

301/4260 Annual Events/Twining – Expenditure against an unbudgeted heading: it was explained that this was an input mistake and payable from last years budget.

**134/10 Invoices passed for payment, Income and details of Councillor's Expenses**

Members noted the information provided. Members highlighted that Councillors Expenses needed to be attached and that a review should be done in October.

Members also queried the large payment for fuel, it was **AGREED** that the Town Clerk follow this up to ensure it was for two months usage.

**ACTION TOWN CLERK**

**135/10 Appraisal System**

Members discussed the draft appraisal system and the one which had been in place previously. Members **AGREED** that the Personnel Committee should look at the two systems and make a recommendation.

Members further **AGREED** that the first meeting of the Personnel Committee should be open for any Councillor to take part in as a Full Member and that the membership of all sub-committees and working groups should be reviewed at the next meeting of the relevant Committee.

**ACTION TOWN CLERK & PERSONNEL COMMITTEE**

**136/10 Asset Register**

Members discussed the report on the subject and what value an asset should be registered at.

Proposed by Cllr. Lehmann, seconded by Cllr. P. Collins and **AGREED** that the asset register should be prepared and that anything with a value over £500 be

placed on the list. Further **AGREED** that if it is felt necessary by the office to dispose of anything valued below the £500 then it should be disposed of.

**ACTION TOWN CLERK**

**137/10 Letter headed Paper**

Proposed by Cllr. P. Collins, seconded by Cllr. Lehmann, and **AGREED** that letters should be sent out in black and white print with letters attached to emails where possible.

**138/10 Training**

Proposed by Cllr. P. Collins, seconded by Cllr. Smith, and **AGREED** that the Town Council staff should attend the courses outlined in the report.

**139/10 Website Information**

Members discussed whether information relating to other organisations should appear on the Town Council website. A number of factors were debated including where the boundary would be set on which organisations would be allowed to have space on the website, due to the large number of charities and voluntary groups in the town.

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury, that the grants page on the website be expanded to include information on charities in the town which distribute funding.

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury and **AGREED** that an **AMENDMENT** to the above to also include that the Computer Working Party look at a protocol and that it be made clear that the other organisations are nothing to do with the Town Council.

**ACTION COMPUTER WORKING PARTY**

**140/10 Grants 2010/11**

Members **AGREED** to note the correspondence and send a reply thanking the organisation.

**ACTION TOWN CLERK**

**141/10 BCC Pensions**

Members **AGREED** to sign the Service Level Agreement with BCC Pensions department.

**ACTION TOWN CLERK**

**142/10 Insurance**

Members noted the reply.

**143/10 Internet usage policy**

Members discussed the policy.

Proposed by Cllr. Newell, seconded by Cllr. P. Collins, and **AGREED** that the Computer Working Party should look at the Internet usage policy and bring a recommendation back to the Committee.

**ACTION COMPUTER WORKING PARTY**

**144/10 Chairman's Announcements**

The Town Clerk announced that BCC had been in contact after the preparation of the agenda for the meeting asking for a person from the Council to attend a training day, at short notice. The training is for the use of Parish Consultation Portal and will take place on a Saturday morning with the Town Clerk attending.

**145/10 Date of Next Meeting:** Monday 26th July 2010

Signed.....

Date.....