

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 20th December 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. Mrs. G. Collins Chairman
Cllr. P. Collins
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann
Cllr. M. Smith Mayor
Cllr. Mrs. P. Stevens
Cllr. R. Stuchbury

For the Town Clerk: Mrs. K. McElligott

645/10 Apologies for Absence

RESOLVED to receive apologies from Councillors T. Bloomfield, H. Cadd, H. Mordue and Ms. R. Newell.

646/10 Declarations of Interest

Cllr. Smith declared a personal interest in item 12, Tourist Information Centre.
Other Councillors declared interest as necessary during item 14, Grants.

647/10 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 1st November 2010 ratified at Full Council on 15th December 2010. **FAP/04/10**

648/10 Minutes of the Extraordinary Meeting

RESOLVED to receive the minutes of the extraordinary meeting of the Finance, Administration and Personnel Committee meeting held on Monday 29th November 2010. **PERS/02/10**

649/10 Action Report

Members noted the Action Report.

650/10 Accounts and Budgets

Members noted the figures provided, and asked why no total was appended.

ACTION TOWN CLERK

651/10 Invoices passed for payment, Income and details of Councillor's Expenses

In answer to queries, it was confirmed that this was the total for College Farm legal fees, and "Earl of Northampton" was the regiment of the Sealed Knot hired for the Christmas Parade.

Cllr. Stevens arrived.

652/10 Review of Buckingham Town Council Standing Orders

The Mayor pointed out that some parts of the BTC Standing Orders needed amendment – for example those dealing with the election of a Deputy Mayor. Some others required bringing into line with current legislation. In general, Members felt that the council's current Standing Orders were fine and had been continuously amended as necessary.

It was **AGREED** to defer the matter to the next meeting (scheduled for 14th February 2011, but see below. Min.663) so that the Town Clerk could explain the relevance of any changes.

FEBRUARY AGENDA

653/10 Embleton Account

Proposed by Cllr. Collins, seconded by Cllr. Lehmann and **AGREED** that the account be closed and the balance donated to Stowe Church where Mr & Mrs Embleton are buried.

ACTION TOWN CLERK

Cllrs. Isham and G.Collins declared an interest in the following item, as the Community Centre was involved.

654/10 Tai Chi Classes

Members felt that to subsidize the class as requested would set a precedent, and suggested the Youth Wing as an alternative, cheaper, venue with the added advantage of free parking. Details would be sent to the officer.

ACTION COMMITTEE CLERK

655/10 Internet Usage Policy

Members felt the document circulated was too large and asked if BALC had a briefer model policy. Members also discussed whether a blanket "no personal use" was easier to enforce.

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins, and **AGREED** to adopt this document for the time being, and for the Town Clerk to monitor its terms for review 2011/12 by the Computer Working Group.

ACTION TOWN CLERK/WORKING GROUP

656/10 Tourist Information Centre Grant

Members discussed the figures provided in depth, and suggested projected costs over the next 3-5 years might be of use.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, that the figures provided be accepted and the matter referred to the Precept meeting for decision.

PRECEPT MEETING

657/10 Staffing Review

Concern was expressed at the difference between the quotes received; this was explained by the Chairman. It was also pointed out that there were several Councillors with experience of running companies, and with HR experience, and this was an unnecessary expense for a Council of this size..

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins, and **AGREED** that the quotation of £2000 + £100 expenses be accepted.

Cllr. Lehmann wished his opposing vote to be recorded.

658/10 2011-2012 Grants

The following amounts are subject to agreement at the Precept meeting in January.

<u>Organisation</u>	<u>Grant</u>	<u>Interests declared.</u>
AV Dial-a-Ride	£ 500	
Buck.Athletic S&S Club	£1500	
Buck.Summer Festival	£1000	
BW&D CAB	£5000	Cllrs. Isham, Smith
Chandos Pk.Bowls Club	£ 500	
Church Holiday Club	£ 500	
Fr. Grenville School	£ 250	
Grenville Nursery	£ 150	
MM Ave.Conservation Gp.	£ 200	
MM.PreSchool Playgroup	£ 280	
N.Bucks Carers	£ 300	Cllr. Stuchbury (family interest)
Fr.Old Gaol Museum	£ 500	
Project Street Life	£ 500	
S ^t .Peter & S ^t .Pauls Church	£1000	Cllrs. Hiron & P.Collins left the meeting for this discussion
Swan Community Hub	£1000	Concern was voiced that this could be construed as a politically originated scheme
B.Twinning Association	£ 280	Cllr. Hiron as BTC appointed rep.
Total	£13460	

659/10 Training

Members agreed the training listed in the report, and suggested that a summary of costs be added to the bottom of such reports for convenience of reference.

660/10 Publication of Spending

Members agreed that publication should proceed as outlined.

661/10 Finance, Administration & Personnel Budget for 2011/2012

Agreed.

662/10 Chairman's Announcements

There were no announcements.

663/10 Date of Next Meeting: Monday 14th February 2011

This was an inconvenient date for several of the Committee and it was proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins, and **AGREED** that the meeting be arranged for Tuesday 15th February 2011 if a meeting room could be arranged.

ACTION TOWN CLERK

664/10 COMMITTEE IN PRIVATE SESSION

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.

665/10 **Staffing Appraisals**

Members accepted the report's recommendations and commented that the staff had worked extremely hard over the year.

Meeting closed at: 8.38pm

Signed.....

Date.....