

Minutes of the meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Tuesday 15th February 2011** in Room AdRB1 in the Anthony de Rothschild Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present:

Cllr. T. Bloomfield	
Cllr. Mrs. G. Collins	Chairman
Cllr. P. Collins	
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. H. Mordue	
Cllr. Ms. R. Newell	
Cllr. Mrs. L. O'Donoghue	
Cllr. M. Smith	Mayor
Cllr. R. Stuchbury	
Cllr. M. Try	

Also in attendance: Mr. C. Wayman Town Clerk
Mrs. L. Carter

765/10 Apologies for Absence
RESOLVED to receive apologies from Cllr. Cadd.

766/10 Declarations of Interest
Cllr. Smith declared a personal interest in agenda item 12 Tourist Information Centre.

767/10 Minutes
RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 20th December 2010 ratified at Full Council on 4th January 2011. **FAP/05/10**

768/10 Minutes of the Extraordinary Meeting
Members noted that the minutes from the meeting had not yet been circulated, but would be for the Full Council meeting on the 28th February 2011.

769/10 Committee Membership
Members **AGREED** that Cllr. O'Donoghue should become a member of the Finance, Administration and Personnel Committee. The Chairman welcomed Cllr. O'Donoghue to the Committee.

770/10 Action Report
Members noted the Action Report.

771/10 Accounts and Budgets
Members noted the figures provided. Members requested the renaming of account code 9027 – Green Buckingham Group

772/10 Invoices passed for payment, Income and details of Councillor's Expenses

Members queried Chq no. 5424 to Buckingham Community Centre: it was confirmed that this was in relation to the services charge and a smaller fee for cup and saucer hire. A further query over a returned cheque would be reported back to the next meeting.

It was highlighted by Mrs. L. Carter that a new requirement has come in for Councils to publish Councillor Expenses. A report will be drawn up and brought to a future meeting.

ACTION TOWN CLERK

773/10 Staffing Level Review

Members discussed the recommendation and requested further information from Mrs. L. Carter as clarification.

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury that the six recommendations (shown below) from the report be adopted:

To employ the following (pay scales included):

Town Plan Officer on (part-time) SCP 23-26

Events Assistant SCP 14-17

Either a Committee Clerk (part-time) SCP 18-21 and a General Admin (part time) SCP 10-13 or a Trainee Full Time on NMW

Groundsman SCP17-20

To reallocate the Town Clerk's salary to SCP 43-47

To reallocate the Deputy Clerk's salary to SCP 31-34

Cllr. Smith requested a recorded vote.

For: Cllrs. Bloomfield, Mrs. G. Collins, P. Collins, Hiron, Isham, Mordue, Ms. Newell, Mrs. O'Donoghue, Smith, Stuchbury, Try.

Against: None

Therefore the above proposition was **AGREED** by 11 votes to 0

The Town Clerk raised a new proposition for the Town Plan Officer, a secondment from AVDC.

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins and **AGREED** unanimously that the Town Clerk and the Chairman of the relevant committee compile application packs relating to the new positions, detailed above and that the Clerk investigate and keep the Chairman of Planning and of Finance, Administration and Personnel apprised regarding the possibility of a secondment to the position of Town Plan Officer.

The Chairman thanked Mrs. L. Carter for her work.

ACTION TOWN CLERK AND CHAIRMAN

774/10 Recommendation from Town Centre and Events Committee [744.2/10]

Members discussed the information and felt that it would be prudent to carry out the checks if possible before there was any change in legislation which may raise costs.

Members **AGREED** by 11 votes 0 to adopt the Umbrella Code of Practice and the Recruitment of Ex Offenders Policy and that the Town Clerk be authorised as an Approved Checker.

ACTION TOWN CLERK

775/10 Review of Buckingham Town Council Standing Orders [652/10]

Members raised a number of points where clarification was needed, namely section 23, 1(x), 1(m) and 5(a) XIX. It was also asked that a list of consultations responded to should be included under 3 (b) XV and that Roman Numerals should be changed and the layout be the same as the previous standing orders.

Members **AGREED** that the Clerk would clarify the points above and that the Standing Orders would be placed on the Interim Council meeting for agreement.

ACTION TOWN CLERK

776/10 Tourist Information Centre

The Town Clerk gave an update on the situation and reported that further information was still awaited from Tourism South East.

Members discussed the possibility of the Town Council taking on the direct management of the Tourist Information Staff. Some Members were reluctant to undertake this route whilst it was also highlighted that the Town Council did not want to see an end to this service.

777/10 Recruitment Policy

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury and **AGREED** that the policy be adopted.

ACTION TOWN CLERK

778/10 Scheme of Delegation

Members discussed the scheme.

Members **AGREED** to adopt the scheme of delegation and further **AGREED** to include the Terms of Reference for each committee within the scheme when they have been reviewed.

ACTION TOWN CLERK

779/10 PAT Testing

Proposed by Cllr. Smith, seconded by Cllr. Hirons and **AGREED** that company 2 be employed to carry out the PAT testing.

ACTION TOWN CLERK

780/10 Computer Equipment

Members discussed the report and **AGREED** to the purchasing of the equipment subject to the Town Clerk checking the provision of the licenses for Microsoft Office.

ACTION TOWN CLERK

781/10 Project Action Plan

Members thanked the Town Council staff for creating the document and noted the information.

782/10 2011-2012 Grants

Members noted the correspondence.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **AGREED** that a press release be issued highlighting the fact that the Town Council has awarded the grants to the organisations in the town.

Cllr. Mordue left the meeting

783/10 Chairman's Announcements

Cllr. Stuchbury informed Members that The Buckingham School had agreed to become a strategic partner to the Youth Centre Management Committee to run the Youth Centre

784/10 Date of Next Meeting: Monday 4th April 2011

Meeting closed at: 8.25pm

Signed.....

Date.....