

Minutes of the meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 19<sup>th</sup> September 2011** in the Town Council Chamber, Cornwall's Meadow, Buckingham at 7pm.

**Present:** Cllr. T. Bloomfield  
 Cllr. T. Chan (from minute 373/11)  
 Cllr. P. Collins  
 Cllr. J. Harvey  
 Cllr. P. Hiron  
 Cllr. R. Lehmann (Vice-Chairman)  
 Cllr. H. Mordue (until minute 375/11)  
 Cllr. Mrs. L. O'Donoghue  
 Cllr. M. Smith  
 Cllr. R. Stuchbury  
 Cllr. M. Try (from minute 371/11)

**Also in attendance:** Mr. C. Wayman      Town Clerk  
 Liz Campbell              Committee Clerk

*Cllr. Lehmann was in the Chair.*

**368/11              Apologies for Absence**

Apologies were received from Cllr. Mrs Collins (Chairman), Cllr. Isham and Cllr. Newell. Members **AGREED** to accept these apologies.

**369/11              Declarations of Interest**

All Members present declared a personal interest in minute 378/11 as Members of the Town Council.

**370/11              Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 1<sup>st</sup> August 2011 and ratified at Full Council on 15<sup>th</sup> August 2011. The Town Clerk advised that the minutes from the Communications Sub-Committee would be placed on the agenda for the next meeting. **ACTION TOWN CLERK**

*Cllr. Try arrived during the next item*

**371/11              Action Report**

Members noted the Action Report. The Town Clerk reported that progress had been made with the asset register, with all parks assets now listed. He also hoped to complete a draft electronic communications policy before the next meeting. **ACTION TOWN CLERK**

**372/11              Accounts and Budgets**

Members noted the Income and Expenditure reports, subject to revisions to the coding for the Cemetery Lodge rent account. The Town Clerk reported that the rental agreement for the lease of the van expires in July 2012. It was **AGREED** to obtain costs for purchasing the van at the end of the lease. **ACTION TOWN CLERK**

*Cllr. Chan entered the Chamber.*

**373/11 Invoices passed for payment, Income and details of Councillors' Expenses**

These were noted, but it was **AGREED** that names of the deceased would not be identified in the public burial accounts, as this constitutes personal data.

**ACTION TOWN CLERK**

**374/11 Training Report**

Members considered the training report from the Town Clerk and **AGREED** that the Town Clerk would chase responses from those Members who had not yet completed their training questionnaires, and bring the updated information to the next meeting. It was **AGREED** that the Town Clerk would attend the NALC Larger Councils' Conference and that the Green Spaces Manager would attend the Management of Memorials and Inspection Workshop. It was also noted that the Deputy Town Clerk and the Committee Clerk would be attending training as well.

**ACTION TOWN CLERK**

*Cllr. Mordue left the Chamber.*

**375/11 Council Chamber lettings**

Members considered a paper from the Town Clerk outlining current letting charges for venues in Buckingham. Cllr. Harvey proposed, seconded by Cllr. Bloomfield, that the Chamber would be let to charities and not-for-profit groups at £3 per hour (minimum £5) and to others at £6 per hour (minimum £10), but in view of this relatively low charge, Council meetings would always take priority over outside bookings, and that the Town Clerk would ask the Community Centre to manage the Chamber lettings. This was **AGREED**, with 9 votes in favour.

**ACTION TOWN CLERK**

**376/11 Tourist Information Centre figures**

Members noted the recent visitor figures for the Tourist Information Centre, and were pleased to see the increased usage. It was **AGREED** that a representative of Tourism South East should attend the meeting on the 19<sup>th</sup> December to give a progress report on the first six months of management, and to answer questions on it. Cllr. Smith reported that Tourism South East is attending the next Buckingham Economic Group meeting.

**ACTION TOWN CLERK**

**377/11 External Audit**

Members noted the additional external audit charge.

**378/11 Councillors' Expenses**

Members considered a draft expenses policy for councillors, and were keen to recognise that the mayoral role carries a significant amount of hidden expenses, such as telephone and printing costs. Members were broadly supportive of taxing the Mayor's allowance at source, but recognised that this would result in the Mayor paying personal income tax on an allowance designed to cover the cost of organising civic receptions. Cllr. Stuchbury proposed, seconded by Cllr. O'Donoghue, that the Town Clerk investigate providing an allowance for the Deputy Mayor. This was **AGREED** unanimously. It was also **AGREED** that the Town Clerk would research the arrangements for paying mayoral allowances in other town and parish councils and report back to the next meeting. Members also

**AGREED** that the Council would write to Rt. Hon. Eric Pickles MP to ask him to consider changing the law so that co-opted town and parish councillors could receive an allowance.

**ACTION TOWN CLERK**

**379/11 Chairman's Items**

There were no Chairman's items.

**380/11 Date of Next Meeting:** Monday 7<sup>th</sup> November 2011

Meeting closed at: 8.15pm

**Signed**.....

**Date**.....