

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

**Present:** Cllr. T. Bloomfield  
 Cllr. T. Chan  
 Cllr. P. Collins  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. R. Lehmann (Vice-Chairman)  
 Cllr. Ms. R. Newell  
 Cllr. M. Smith  
 Cllr. R. Stuchbury  
 Cllr. M. Try

**Also in attendance:** Anita Simonds Deputy Town Clerk

*Proposed by Cllr. Bloomfield, seconded by Cllr. Smith, and **AGREED** that Cllr. P. Collins take the Chair as the Chairman Cllr. Mrs Collins had submitted her apologies and the Vice Chairman Cllr. Lehmann was not present.*

**506/11 Apologies for Absence**

Apologies were received from Cllr. Mrs Collins (Chairman), Cllr. O'Donoghue, Cllr. Mordue and Cllr. Harvey. Members **AGREED** to accept these apologies.

**507/11 Declarations of Interest**

No declarations of interest were received at this point.

**508/11 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 19<sup>th</sup> September 2011 and ratified at Full Council on 3<sup>rd</sup> October 2011.

**ACTION TOWN CLERK**

**509/11 Minutes of the Communications Strategy Group**

**RESOLVED** to receive the minutes of the Communications Strategy Group meetings held on Thursday 28<sup>th</sup> July and Thursday 22<sup>nd</sup> September 2011 and **AGREED** the recommendation as follows:

This Committee recommends to the Town Centre and Events Committee that a method of labelling the hanging baskets with the names of sponsors is looked into and costs and implications submitted with a view to implementing this for the sponsorships of hanging baskets for 2012.

*Cllr. Lehmann joined the meeting at this point but did not take the Chair.*

Members also discussed the distribution of the Newsletter and **AGREED** that the existing arrangements with the current distributor were satisfactory and this would continue.

**ACTION COMMUNICATIONS STRATEGY GROUP**

**510/11 Action Report**

Members noted the Action Report. Members expressed concern that the first three items on the list had not moved. It was **AGREED** that the Deputy Town Clerk ask the Town Clerk that the first three items on the Action List be moved on and report back to the next meeting.

Members also noted that the letter written to Mr Pickles may warrant a response, but this would be considered when it arose.

Cllr. Try informed Members that regarding 139/10 on the Action list, a computer usage policy had been written which would be under review depending on the decision by the Communications Strategy Group regarding a recommendation to set up a Facebook page.

**ACTION TOWN CLERK**

**511/11 Accounts and Budgets**

Members noted the Income and Expenditure reports.

**512/11 Invoices passed for payment, Income and details of Councillors' Expenses**

These were noted, but it was **AGREED** that the Town Clerk identify items 4 and 5 on the list, ext 336a and ext 173.

*Clerk's note: These items are identified as grave numbers as it was agreed at the previous meeting that names would not be used as this constituted personal information.*

Members also requested that the Green Spaces Manager be asked to inform Members as to the condition of the quad as the amount of money needed to repair it was a concern.

Councillors expressed a wish to be informed if three tenders had been sought for the materials for the repairs to the paddock at Bourton Park and requested assurances that the Council's financial regulations had been adhered to.

Cllr. Try raised a concern that all expenditure over £500 was supposed to be published on the Town Council Website as he had noticed that this had not been carried out recently. It was requested that the Town Clerk be asked to look into this and report to the Committee at the next meeting.

Members requested that if there were no Councillors expenses to report upon, that the Town Clerk present a nil return in the agenda.

**ACTION TOWN CLERK**

**513/11 2012 Council Meeting Calender**

Cllr. Newell put forward a proposal to the Committee and requested that something similar to the summer recess be reinstated during August. Members felt that although this could be possible, the planning meetings would need to go ahead as the applications do not stop during this period.

Members enquired about the April meetings as there was a two week gap which was not explained and if a couple of meetings were added to April and taken out of August this would be a suitable solution to the problem.

*Clerk's note: The gaps in April are due to the need to place the first Full Council meeting of the year in May. The Town Clerk would look into rearranging the meeting dates and present the amended version to the Committee at the next meeting.*

**ACTION TOWN CLERK**

**514/11 Local Government Pension Scheme in England and Wales**

Members noted the document circulated with the agenda.

**515/11 Training Report**

Members considered the training report from the Town Clerk and **AGREED** that the Town Clerk would be requested to carry out the necessary assessment regarding training needs to ensure that a balance could be struck between the training needs of Councillors and Staff, with the urgent needs of staff taking priority. It was further **AGREED** that any unspent budget be ring fenced and carried forward.

**ACTION TOWN CLERK**

**516/11 External Audit**

The recommendations within the completed External Audit were noted and **AGREED**.

**517/11 Chairman's Items**

There were no Chairman's items.

**518/11 Date of Next Meeting:** Monday 19<sup>th</sup> December 2011

Meeting closed at: 7.50pm

Signed.....

Date.....