

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 5th November 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present: Cllr. T. Bloomfield
 Cllr. H. Cadd
 Cllr. Mrs. G. Collins - Chairman
 Cllr. P. Collins
 Cllr. P. Hirons
 Cllr. R. Lehmann
 Cllr. Ms. Newell - Town Mayor
 Cllr. M. Smith
 Cllr. R. Stuchbury
 Cllr. M. Try

Also present: Mrs. K. McElligott

511/12 Apologies for Absence

RESOLVED to receive apologies from Cllrs. D.Isham, J.Harvey, Mrs.L.O'Donoghue and H. Mordue.

512/12 Declarations of Interest

There were no declarations of interest.

513/12 Minutes

The minutes of the Finance, Administration and Personnel Committee meeting held on Monday 17th September 2012 ratified at the Full Council meeting held on 1st October 2012 were received and accepted. There were no matters arising.

514/12 Communications Strategy Group

The minutes of the minutes of the meetings held on 5th September 2012 and 17th October 2012 (CSG/03/12 & CSG/04/12) were noted.

Cllr. Newell arrived during the following item.

515/12 Action Report

(385/12) Chamber Lobby. Members noted that the present wall was a substandard replacement for the original glass wall which had suffered frequent damage. It would be sensible to rebuild the wall as a proper cavity wall and the Town Clerk was asked to get costs for this. **ACTION TOWN CLERK**

516/12 Accounts and Budgets

Members felt that the majority of budgets should be showing 50% expenditure as it was 6 months since April. **101 Personnel total** and **103/4044 Councillor mileage** were particularly noted as being deficient in the year-to-date total. It was pointed out that some Councillors collated several occasions before claiming this, so it might not be a true reflection of the position.

103/4020 Mayor's Allowance – Members believed that it had been agreed to split this into **Mayor's duties** and **Mayor's events** (Reception, Civic Service); the Town Clerk to check what was agreed and implement the split accordingly.

ACTION TOWN CLERK

102/4018 Telephone – the Deputy Town Clerk and Events Assistant were using their personal mobile phones for events, and a contact number was needed for Event Management Plans and marshalling. Members felt that giving out personal numbers in this way was not appropriate and **AGREED** that work phones be obtained for event use. **ACTION TOWN CLERK**

It was confirmed by Members that the suggestion of obtaining a credit card for Council purchases had been turned down.

517/12 Invoices passed for payment, income received and details of Councillor's Expenses

Noted.

In answer to questions asked in the meeting:

'root rain metro' = plastic tubes inserted beside newly planted trees for watering purposes

'laser brake socket' = set includes 5-sided allen keys required for dismantling playground equipment amongst other things

518/12 Annual return for the year ending 31 March 2012

Noted.

519/12 Internal Audit

Members discussed the Town Clerk's report and recommendation, but were unclear about the difference between the high and low specifications. The current internal auditors were not conversant with the specific requirements of Local Authority auditing but had nevertheless been asked to quote; Cllr. Try pointed out that the BALC presentation attended by himself and Cllr. Harvey had highlighted differences between current practices and best practice. Members agreed that a competent auditor would point up matters that needed attention, however they would not agree a recommendation without information as to what the additional fee for the higher specification bought. **ACTION TOWN CLERK**

520/12 Payroll system purchase

Members noted the deficiencies in the current package and **AGREED** the Town Clerk's recommendation with the amendment that the costs be taken from Contingencies rather than 102/4041.

521/12 Occupational Health

The following was added to the list of work related illness or injury:

- stress related to office work

Proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **AGREED** to accept the Deputy Town Clerk's recommendation. **ACTION DEPUTY TOWN CLERK**

522/12 Policies

Members felt the shade of blue used for one of the sources was difficult to read.

522.1 Confidentiality Policy/Procedure **AGREED**

522.2 Freedom of Information Act Publication Scheme **AGREED**

Cllr. Lehmann asked about the pricing of photocopies and Members felt they should be charged per side of paper not per sheet. **ACTION DEPUTY TOWN CLERK**

523/12 Calendar of meetings 2013

Members were asked to note that the date for BandJam should be 25th August.
The Mayor asked that the Annual Statutory Meeting revert to being on the same date as the Mayor's Reception.

ACTION TOWN CLERK

The Informal Meeting to discuss the Mayor for 2013-2014 was agreed to be between Interim and Planning on 18th February.

The calendar, with its revised dates for January 2013, was **AGREED**.

524/12 Christmas/ New Year Closing

It was agreed that the office could be closed to the public between Christmas and New Year, but staff could choose whether to take holiday or come in, providing adequate cover was maintained in the office and a member of the outdoor staff was on call (paid hours if called on). The Chairman and Town Clerk to discuss details.

ACTION CHAIRMAN/TOWN CLERK

525/12 Personnel

The Committee Clerk outlined the timetable for the two posts advertised and the number of requests for details received so far.

Mr. Dix would be able to attend at interviews for the Town Plan Officer before he left the Council's staff.

526/12 Play Around the Parishes

Members discussed the request for payment, noting that smaller parishes would have difficulty finding the funds. they also asked whether parishes in Aylesbury would be required to contribute to play events mounted by AVDC. It was generally agreed that the play scheme was of benefit.

It was agreed to obtain more information and consider the matter at the next TC&E meeting; the funding might be sourced from Youth Projects or precepted for separately.

ACTION TC&E COMMITTEE

527/12 Devolved Services – BCC

It was **AGREED** that meetings be set up to discuss an extension of the devolved services work with BCC & TfB, and should extra staff be required, to balance this against the fees for viability. Spraying weeds in road gutters was suggested as a service that could be offered.

It was also felt that discussions should be started with AVDC for similar work, such as car park maintenance.

ACTION TOWN CLERK/GREEN SPACES MANAGER

528/12 News releases

None agreed.

529/12 Chairman's Announcements

Remembrance Parade

With the Chairman's permission, Cllr. Stuchbury gave a brief resume of the points agreed at the meeting with the Royal British Legion that afternoon, as there would be no other opportunity before Sunday. The Events Assistant would circulate details.

ACTION EVENTS ASSISTANT

530/12 Date of Next Meeting: Monday 7th January 2013

Cllr. Try gave his apologies for this meeting.

Meeting closed at: 8.15pm

Signed..... Date.....

FAP 5th November 2012
20/11/2012

Ratified 19th November 2012

Initial.....