

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 25 February 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. J. Harvey  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. R. Lehmann - Vice Chairman  
Cllr. H. Mordue  
Cllr. Ms. Newell - Town Mayor  
Cllr. M. Smith  
Cllr. R. Stuchbury  
Cllr. M. Try

**Also present:** Mr. C. Wayman Town Clerk  
Mrs. C. Bolton Committee Clerk

**769/12 Apologies for Absence**

**RESOLVED** to receive apologies from Councillor Cllrs G Collins, Cllr P Collins and O'Donoghue.

**770/12 Declarations of Interest**

There were no declarations of interest.

**771/12 Minutes**

The minutes of the meetings held on Monday 7<sup>th</sup> January 2013 and ratified by Full Council on 21<sup>st</sup> January 2013 were received and accepted.

*Cllrs Try and Harvey arrived during the following item*

**772/12 Accounts and Budgets**

Members received the reports and held a discussion over accrued additional hours and holiday entitlement that staff had put in over the course of the year. It was felt that there had been a number of unforeseen staff changes and employment issues that had resulted in significant additional hours accrued in some cases. Councillors **AGREED** that before authorising any additional payment for accrued time or holiday which cannot be taken before year end, that the Town Clerk should write a report of the breakdown, for the consideration of Full Council for the next meeting on 11<sup>th</sup> March.

**ACTION: TOWN CLERK  
MARCH FULL COUNCIL AGENDA**

Councillors continued to discuss further budget queries relating to repairs at Cemetery Lodge, Grants, CCTV, Town in Bloom and Bourton Park Play Area. The Town Clerk reported there was still approximately £150, 000 expected to be billed before the end of the financial year.

Cllr Stuchbury and Cllr Smith commented that the Town Council should also re-visit all commitments to other organisations, including grants and ensure lease agreements are for the bowls and tennis clubs are correct.

**773/12 Policies**

Councillors received the policies and commented as follows.  
773.1 Lone Workers. **AGREED.**

773.2 Complaints Policy

773.3 Complaints Procedure

Cllrs discussed that the policy and procedure be presented as one document, with a procedure first, in the format of a flow chart. The policy needed to incorporate all instances from a complainant, whether from a member of the public, staff or Councillor. The policy should also include a method for recording the complaint and its outcome.

Councillors **AGREED** that the Town Clerk should review any other current relevant policies i.e., bullying and health and safety which may impact the complaints procedure and amend the document to be represented to committee.

**ACTION: TOWN CLERK**

773.4 Local Government Pension Scheme: Employer Discretionary Policy

**AGREED.**

773.5 Sickness Absence Policy

The Town Clerk reported that this was an update to the existing policy previously agreed. Councillors had various queries regarding the terminology used in the document and **AGREED** that the Mayor would assist the Deputy Town Clerk with amendments and review the document at the next meeting.

**ACTION: DEPUTY TOWN CLERK**

**774/12 Communications Strategy Group**

774.1 Received.

774.2 **AGREED.**

**775/12 Review of Financial Documents**

Cllrs reviewed the following documents -

775.1 Standing Orders. Councillors discussed the need to review 1.1.13.

Proposed by Cllr Harvey, seconded by Cllr Stuchbury that recording, broadcasting or transmitting the proceedings of a meeting by any means be permitted.

An amendment proposed by Cllr Harvey that the Town Clerk research what is done by other Parish Councils with regard to recording and broadcasting proceedings before agreeing to a change. The motion was defeated by vote.

Proposed by Cllr Hiron, seconded by Cllr Lehmann that the word 'recission' on page 12 be changed to reversed or revoked.

With the exception of that change Councillors **AGREED** standing orders unchanged.

775.2 Financial Regulations **AGREED.**

775.3 Financial Risk Assessment. The Town Clerk reported a minor change to the procedure to allow the capacity to view online bank statements. **AGREED.**

**ACTION: TOWN CLERK**

**776/12 Chairman's Announcements**

None

**777/12 Date of Next Meeting:** Monday 15<sup>th</sup> April 2013

Meeting closed at: 8.10pm

Signed.....

Date.....