

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 10 June 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present: Cllr. T. Bloomfield
 Cllr. Mrs. G. Collins Chair
 Cllr. P. Collins
 Cllr. J. Harvey
 Cllr. P. Hirons
 Cllr. D. Isham
 Cllr. R. Lehmann Vice Chair
 Cllr. H. Mordue
 Cllr. Ms. Newell Town Mayor
 Cllr. Mrs. O'Donoghue
 Cllr. M. Smith
 Cllr. R. Stuchbury
 Cllr. M. Try

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

134/13 Election of Chairman

Proposed by Cllr. Isham, seconded by Cllr. Bloomfield, and **AGREED** that Cllr. G Collins become Chair of the Committee for 2013-2014.

135/13 Election of Vice Chairman

Proposed by Cllr P Collins, seconded by Cllr Bloomfield and **AGREED** that Cllr O'Donoghue become Vice Chair of the Committee for 2013-2014.

Cllr Lehman stood down as Vice Chair and was thanked by the Committee for all his hard work.

136/13 Apologies for Absence

RESOLVED to receive apologies from Councillor Cadd.

137/13 Declarations of Interest

There were no declarations of interest.

138/13 Minutes

The minutes of the Finance, Administration and Personnel Committee meeting held on Monday 15th April 2013 and ratified by Full Council on Tuesday 7th May 2013 were received and accepted. There were no matters arising.

139/13 Communications Strategy Meeting

The minutes of the meeting held on 17th April 2013 were received.

Cllr Try arrived during the following item

140/13 Town Council Grants Awarded/Precept

In light of precept 2013/14 to look into grants awarded by the Town Council to outside bodies; and to review the Council's policy for grant provisions in light of the Government's changes to Council Tax Support and their effect on budget commitments.

To agree that a report by the Town Clerk be written to understand the impact on the Town Council's Budgets and Council Grants, how much of the precept should be allocated and whether this should be limited to a set sum or a percentage of the precept.

To agree that grant applicants provide details of either cost benefits to the Council on the improvement in the well-being of the community, on sections of it; and to also review all written agreements.

To ask the Chair to update Members on their thoughts on the way forward in this matter.

Cllr Stuchbury explained that the item had been put on the agenda as 2012/13 had been a difficult financial year for the Town Council; and that maintaining a 0% increase in the Precept had meant drawing on the Council's reserved funds. It had been discussed at the Precept meeting that to review all grants would be prudent in the early part of the new financial year.

Councillors discussed that the financial situation going forward would be more challenging and that the distinction between the longer term commitments of the Town Council compared to those smaller organisations in need of local support should be identified and then reviewed.

An amendment was proposed by Cllr P Collins, seconded Cllr Isham to change the wording of the 3rd paragraph and delete the 4th paragraph was agreed by unanimous vote.

The substantive motion then became:-

"In light of precept 2013/14 to look into grants awarded by the Town Council to outside bodies; and to review the Council's policy for grant provisions in light of the Government's changes to Council Tax Support and their effect on budget commitments.

To agree that a report by the Town Clerk be written to understand the impact on the Town Council's Budgets and Council Grants, how much of the precept should be allocated and whether this should be limited to a set sum or a percentage of the precept.

To agree that grant applicants provide to the council details of the cost benefits on the improvement in the well-being of the community, on sections of it; and to review all written agreements."

The substantive motion was also **AGREED** unanimously.

ACTION: TOWN CLERK

141/13 Motion Cllr Stuchbury – Staff hours

In light of the staffing report on hours worked within Events, in order that total staff Members should we now undergo a full staffing time report. Report to be provided as and when staff hours allow.

Because looking at one committee alone is not a policy and should not lead to any action until a full report has taken place; for the betterment of the Council's long term interests and also community interest and benefits and the wellbeing of Buckingham alongside other towns.

Councillors discussed the recent motion to Full Council reviewing staff hours (minute 16/13); Members commented that all major areas of work should be tracked by way of project plans and accounted for. Cllr Stuchbury informed Members that the amount of additional hours spent on events in 2012/13 was unusual and due to the Queens Jubilee celebrations.

The Town Clerk informed Councillors that it was often difficult to apportion time spent on specific projects and that the Neighbourhood Plan, for example, was taking up many hours of several staff's time; that could not have been previously foreseen.

The motion was proposed by Cllr Stuchbury, seconded by Cllr O'Donoghue and **AGREED.**

ACTION: TOWN CLERK

142/13 Action Report

Members noted the Action Report.

527 Devolved Services – The Town Clerk reported that information from Bucks County Council had been received and there would be a meeting to discuss further services that may be devolved to Town and Parish Councils.

385/585 Cllrs discussed Aylesbury Vale Estate's attendance at a recent District meeting and commented that the company appeared to be selling company assets and buildings. Cllrs commented that as soon as available AVE's statutory accounts should be reviewed. The Town Clerk was also asked to obtain further quotes for the repair of the Chamber Lobby.

ACTION: TOWN CLERK

256 Communications Policy. Cllr Try had written a draft policy and would circulate.

ACTION: CLLR TRY

143/13 Accounts and Budgets

Councillors noted the budgets. Cllr Lehmann raised queries on the Skate Park Competition, Silver Salver costs, and Comedy night costs.

The Town Clerk reported increased ticket sales for the Comedy night on 16th June.

144/13 Policies

144.1 Retention and Preservation of Council Records Policy – **AGREED.**

144.2 Disciplinary Procedure – **AGREED.**

145/13 Mayoral Events

145.1 Councillors discussed moving the date of the Annual Statutory Meeting; to be held at the same time as Mayor Making. It was **AGREED** the matter should be referred to Full Council. The Mayor would put a motion to Full Council.

ACTION: THE MAYOR/JUNE FULL COUNCIL AGENDA

145.2 Cllr Newell requested that administration support for the Mayor be formalised through the office, in order to help with both the Mayor's Reception arrangements and general administration.

Councillors discussed and **AGREED** that the Mayor and the Town Clerk consider and review the implications of providing additional support before Council take any decision; but that it was important to facilitate the post holder to effectively carry out the duties of the Mayor and Chair of the Town Council.

ACTION: TOWN CLERK/MAYOR

146/13 BT Fast Broadband Services

Councillors discussed an offer from BT regarding review of call plans. It was agreed not to proceed further for the time being.

147/13 Chairman's Announcements

None

148/13 Correspondence

None

149/13 Date of Next Meeting: Monday 29th July 2013

Meeting closed at: 8.50pm

Signed.....

Date.....