

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 16th September 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.10pm.

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

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

384/13 Apologies for Absence
 None.

385/13 Declarations of Interest
 Councillors Smith and Bloomfield declared an interest in item 6, Grants as Trustees of the Old Gaol.
 Councillor O'Donoghue declared an interest in item 6.
 Councillor Stuchbury declared an interest in item 6 as a member of Aylesbury Vale District Council.

386/13 Minutes
RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 29th July 2013 and ratified by Full Council on 12th August 2013. **FAP/02/13**
 The minutes were **AGREED**.

387/13 Action Report
 Members noted the Action Report. The Town Clerk had not updated the Action list, but advised Members that The Administration Assistant had agreed to update her Job description to formalise duties to assist the Mayor's administration. (145.2/13). (773.5) The updated sickness absence policy had been passed to the Town Clerk.

Cllr Try arrived during the following item

388/13 Accounts and Budgets

Members briefly discussed income and expenditure relating to office expenses; the Town Clerk informed Members that an invoice for the newsletter (£2,500) and the Town Clerk's Degree course (£1800) were due to be paid shortly.

Youth Council – The Town Clerk informed Members that the Open Mic night had been postponed, and was likely to take place before Christmas.

The following items were discussed together

389/13 Grants

389.1(140/13) Members received a report from the Town Clerk

389.2 The Grants Policy and application form were received and discussed.

Cllrs requested further information be provided to show the criteria to which applicants had to conform to (item 1, pg 2).

ACTION: TOWN CLERK

Members queried why the Town Council did not advertise the grant application period. The Town Clerk informed Members that the advertising in the press had been cancelled some 2 years previously due to cost.

The Town Clerk confirmed that adverts for the grant application dates would be displayed on Council notice boards and the Electronic notice board in the Chamber window.

Members went on to discuss the differences in Town Council expenditure between grants issued and those Service Level Agreements in place for contracted services provided, such as the agreement with the Tourist Information Centre and their expiry dates.

Councillors discussed the forthcoming precept commitments, and further cuts that may be introduced by Central Government. There would be a further Strategic Planning meeting of the Town Council on 23rd September to encourage debate on the Town Council's long term commitments before setting precept in January 2014.

390/13 (897/12) Recording of Council meetings

<http://www.bigbrotherwatch.org.uk/home/2013/06/you-do-have-the-right-to-record-council-meetings.html>

Member received the information and discussed the benefits of recording Council meetings.

Proposed by Cllr P Collins, seconded by Cllr Lehmann and **AGREED** unanimously that audio recordings be permitted if notified in advance to the Chairperson of the meeting.

Councillors went on to discuss how Council meetings could be recorded, broadcast or televised live and the equipment that may be required to facilitate any of the above. It was also discussed that further research into the subject was necessary, to include investigation of what other similar Councils were providing to the public in the way of recordings and broadcast.

Proposed by Cllr Harvey, seconded by Cllr O'Donoghue and **AGREED** by majority vote that the Town Clerk prepare a report inclusive of all options and costs, and report back to Finance, Admin and Personnel Committee.

ACTION: TOWN CLERK

16th September 2013

02/10/2013

RATIFIED 30TH SEPTEMBER 2013

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Initial.....

Proposed by Cllr Smith, seconded by Cllr Bloomfield and **RECOMMENDED** to Full Council that this Council move toward audio recordings of Council proceedings.

391/13 Town Council Meeting dates 2014

Members received and agreed the dates.

392/13 Photocopier Lease Renewal

Councillors received a report from the Town Clerk, who advised Members that the current lease would expire at the end of December 2013.

Members **AGREED** the recommendation, to proceed with Company B.

ACTION: TOWN CLERK

393/13 Council Depot – College Farm

Councillors received lease the documents, new proposed rent amount for a 3 years period, and **AGREED** the increase and extended term. The document would be signed by the Mayor on behalf of the Town Council.

ACTION: TOWN CLERK

394/13 Community Centre Lease

(276/13) A report from the Town Clerk was received. The Town Clerk confirmed that all the lease documentation had been provided with the appendices.

Councillors AGREED to suspend Standing Orders to discuss the lease documents with members of the Community Centre Management Association in a public meeting format

Cllr Isham left the meeting

Councillors discussed the formalities of what constituted suspending Standing Orders and whether interested parties should remain in the Chamber for the duration of the discussion.

Discussion then took place regarding the history of the leases relating to the Community Centre, the personal liability issues reportedly affecting the Management Association, and the Custodian Trustees of the Community Centre.

Cllrs G and P Collins, Cllr Try and Cllr Bloomfield left the meeting

Standing Orders were reinstated and Cllr O'Donoghue took the Chair

Members discussed the Town Clerk's report and recommendations. Councillors queried whether any of the Custodian Trustees had expressed a formal view of the situation in writing, as per the Town Council's letter sent to all Trustees. The Town Clerk confirmed no replies had been received.

It was generally agreed that the Town Council could not step in at the current time to sort out the problematic legal issues affecting the Management Association, as it had not been formally asked to do so; but that it would be wise to prepare advice in case immediate action was required; should the Management Association resign.

Proposed by Cllr Stuchbury, seconded by Cllr Lehmann and **RECOMMENDED** to Full Council that legal opinion be sought and a new under-lease drawn up removing

the liability for individual members of the existing Buckingham Community Association (or another new organisation if the Community Association does not wish to undertake new under-lease).

Cllr Try returned to the meeting

395/13 Chairman's Announcements

None

396/13 Date of Next Meeting: Monday 4th November 2013

Meeting closed at: 8.55pm

Signed.....

Date.....