

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 24th February 2014** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

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. H. Mordue
 Cllr. Ms. 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
 Mrs. C. Bolton Committee Clerk

792/13 Apologies for Absence

No apologies were received.

793/13 Declarations of Interest

There were no declarations of interest.

794/13 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 6th January 2014 to be ratified by Full Council on 10th March 2014. **FAP/05/13**

AGREED

795/13 Communications Strategy Group

To receive for information the minutes of the meeting held on 8th January 2014.
 CSG/05/13 Previously circulated

Noted.

Cllr Harvey reported the Spring Newsletter would be out shortly.

796/13 Action Report

Members noted the Action Report.

(527/12)The Town Clerk reported that he had received a proposition from Devolved Services at County to take on further hedge cutting work to the footpaths. The details would go to the EP&H committee.

ACTION: TOWN CLERK

Proposed by Cllr P Collins, seconded by Cllr Harvey that the Constitution paperwork (437.5) was dropped, it was not a required document, and had been on the Action list for some considerable time.

Cllr Mordue pointed out that all Councils were governed by the Local Government Act 1972, so any constitution developed would be subject to that act and would not

have legal standing. Members continued to discuss the benefits of having all policies, procedures and standing orders in once place, which could be particularly useful to new Councillors. The Town Clerk confirmed there was already a pack in existence for new Councillors.

An amendment proposed by Cllr Stuchbury, seconded by Cllr Hirons and **AGREED** that a final decision be made at the next meeting once the original minute had been checked.
ACTION: TOWN CLERK

797/13 Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports.
Noted.

798/13 (626/13) Grants

To discuss the possibility of receiving future grants paperwork via soft copy format. The Town Clerk reported that 4 complete folders of paperwork were normally sent for Members to consider in time for the appropriate Finance, Admin and Personnel meeting. Members agreed that it would be easier to receive all the paperwork via email and pdf to allow all Councillors time to assess grant applications fully.

Cllr Harvey said that applicants should be able to comply with a request for all submissions electronically; should smaller organisations not have the electronic facilities themselves, they could use the services of a local office bureau to assist.

Cllr Smith stated that guidance should be clearly stated in the grants application pack about how to go about an electronic submission.

The Town Clerk said that a caveat could be included to suggest smaller organisations if having difficulty could come into the Town Council office to assist with converting documents to an electronic format.

Members **AGREED** that the Town Clerk draft a formal notice for review at the next meeting.
ACTION: TOWN CLERK

799/13 Chairman's Announcements

Cllr G Collins advised Members that Louise Bird, Administrative Assistant would be leaving the Town Council.

The Town Clerk confirmed that Ian Saunders, Grounds Maintenance Assistant had started work on 24/02/2014

800/13 Date of Next Meeting: Monday 14th April 2014.

801/13 COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

802/13 PERSONNEL SUBCOMMITTEE MEETING

24th February 2014
12/03/2014

RATIFIED 10TH MARCH 2014

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Initial.....

To receive a verbal report from Cllr. Mrs. Collins on the outcome of the Personnel Sub-committee meeting held on the 11th February 2014.
Members were updated of the recommendations as discussed by the Personnel sub committee

Meeting closed at: 8pm

Signed.....

Date.....

24th February 2014
12/03/2014

RATIFIED 10TH MARCH 2014

Initial.....