

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held prior to the Town Centre and Events Committee meeting on **Monday 24th March 2014** 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	
Cllr. H. Mordue	
Cllr. Mrs. O'Donoghue	Vice Chair
Cllr. M. Smith	
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present:

Cllr. Mrs. C Strain-Clark	
Cllr. A. Mahi	
Mr. R. Robson	Deputy Town Clerk
Mrs. C. Bolton	Committee Clerk
Mr. C. Wayman	Town Clerk

Due to the absence of Cllr G Collins, Cllr Donoghue chaired the meeting.

840/13 **Apologies for Absence**

RESOLVED to receive apologies from Councillors G & P Collins, and Cllr Newell.

841/13 **Declarations of Interest**

There were no declarations of interest.

842/13 **Financial Documents for approval**

842.1 To review and approve the Financial Regulations

Document marked up with deletions

842.1.1 NALC draft

Marked up with new inclusions

The Town Clerk informed Members that the meeting had been called before the next official FA&P meeting on 14th April due to changes to the documents being required by the financial year end – 31st March 2014. A number of changes to the financial regulations had been introduced by NALC following changes in legislation; some proposed changes to Standing Orders were received in October 2013. The Town Clerk pointed out that some of the financial regulations had changed significantly such as proposing that the Town Clerk sign off cheques which he felt was too open to abuse; Members **AGREED** that cheque signing should remain as is, with two signatories required.

Members **AGREED** the following changes:

1. Re-instate 1.3 on page 1 – ref responsibility for providing financial information.
2. Re-instate 6.2 verification of invoices
3. All new inclusions to the Financial Regulations were agreed.

Cllr Harvey queried what would happen when cheques were no longer in circulation. The Town Clerk reported that the current thinking was that the date for withdrawal of cheques would be 2017 or later; to be reviewed.

842.2 To review and approve the Standing Orders

Previous version attached for information and changes marked in blue on version 8.5

Members **AGREED** the following changes:

1. Item 1.13 page 2 – change to read that the recordings are not made without notice being given to the Chairman of the Committee.
2. Item 1.6 – Councillors discussed at length the statement that members of the public were not permitted to speak for more than 3 minutes - as dependant on the number of visitors to a meeting and the complexity of the issue that was not always enough; time allowed should be at the discretion of the Chairman of the Committee. The change was agreed to ‘the total time shall not exceed 15 minutes; members of the public would be permitted to speak for not more than 3 minutes on an item, subject to the number of speakers present and at the Chairman’s discretion.’
3. Items 1.5 and 1.6 are combined.
4. Item 13.4 page 12 – change to 3 quotes be sought, not obtained. This to allow for occasions when suppliers do not respond to requests.
5. 5.19 delete.

Proposed by Cllr Mahi, seconded by Cllr Stuchbury and **RECOMMENDED** that the full version of revised Standing Orders be reviewed and adopted at Full Council

Members went on to discuss the length of time Councillors were permitted to speak and generally agreed that Committees were self-regulating in that regard.

6. Item 7.2 to amend that all Councillors undertake training on their first acceptance of office.

Members continued to discuss the overall subject of induction and training for new Councillors. Cllr Strain-Clark commented that on joining the council she had received a very thorough induction program from the Deputy Town Clerk and Town Clerk. Members **AGREED** to change to ‘all Councillors shall undertake effective development of their understanding of – remove ‘training in’’.

Members also **AGREED** a contents page at the front of the document to allow easier reference.

The Standing Orders documents would be revised and returned to Full Council for further consideration.

ACTION: TOWN CLERK

842.3 To review and approve the Financial Risk assessment

The Town Clerk advised Members that only minor changes had been necessary; mainly updates to the back-up of the accounts system.

Cllr Hirons commented that a semi-colon be inserted on page 2 after ‘practice’.

Members **AGREED** the amendments.

ACTION: TOWN CLERK

843/13 Chairman's Announcements

None

844/13 Date of Next Meeting: Monday 14th April 2014

Meeting closed at: 7.50pm

Signed.....

Date.....

24th March 2014
27/05/2014

RATIFIED 6TH MAY 2014

Initial.....