

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 4<sup>th</sup> August 2014** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

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

**Also present:** Mr. C. Robson Deputy Town Clerk  
 Mrs. K. McElligott *for the Committee Clerk*

**239/14 Apologies for Absence**

**RESOLVED** to receive apologies from Cllr. J. Harvey.

**240/14 Declarations of Interest**

There were no declarations of interest.

**241/14 Minutes**

**RESOLVED** to receive the minutes of the Resources Committee meeting held on Monday 16<sup>th</sup> June 2014 ratified at the Full Council meeting held on 30<sup>th</sup> June 2014 (R/01/14).

**242/14 Communications Strategy Group**

The minutes of the meeting held on 16<sup>th</sup> July 2014 were noted.

**243/14 Action Report**

(142/13) Chamber lobby wall: Members felt that this should have progressed to tendering by now.

(505/13) Community Centre lease: Both the Chairman and the Town Clerk had been chasing this without result. Members advocated a similarly dilatory attitude to eventual payment.

**244/14 Accounts and Budgets**

244.1 Linnell: Picnic benches invoice and credit. Members would like to know the details.

*[The Accounts Assistant reports that Linnell's had sent an invoice in May, which was paid, and another – with a different number – in June which was posted to the system before she was able to check with the Green Spaces Manager whether he had, in fact, ordered more benches for the park. On finding that the error was Linnell's she posted a credit to 'undo' the addition of the duplicate, which is the accepted accounting practice.]*

244.2 PWLB payments (Environment Min.197/14 refers) – these cannot be listed as ‘committed’ under the current system as payment is debited by BACS – no invoice is received, just notification of the date of transfer. It might be possible to adapt the software to accommodate Councillor’s wishes.

Members agreed that the Accounts Assistant should investigate whether this could be done and the likely cost, and the information be brought back to the Committee.

**ACTION ACCOUNTS ASSISTANT**

*[RBS Software Support has responded (7/8/14): The Purchase Order module handles the Commitments for all orders placed that you will then receive an invoice for. You cannot allocate commitments in the cash book].*

The Deputy Town Clerk answered other queries to Members’ satisfaction.

**245/14 (121/14) Internal Audit Report**

245.1 To receive updated information and agree the Internal Audit Report.

Proposed by Cllr. Stuchbury, seconded by Cllr. O’Donoghue, and **RECOMMENDED** that the Council agree the Internal Audit Report and implement the recommendations therein.

245.2 To agree to increase the Fidelity Guarantee Insurance

Members agreed to increase the cover from £500,000 to £1,000,000 – an increase in annual fees from £415 to £505.

**ACTION TOWN CLERK**

**246/14 Procedure for Objection to the Accounts**

To receive and approve a policy suggested by the Internal Auditor.

**AGREED**

**247/14 Bullying and Harassment Policy**

To receive and approve the existing policy updated to reflect advice from the SLCC.

**AGREED**

**248/14 Ceiling Fan & Air Conditioning Unit**

248.1 To discuss the purchase and installation of a ceiling fan for the Council Chamber.

248.2 To discuss the purchase of a portable air-conditioning unit for the office.

The consensus was that a ceiling fan would just push warm air about, and that portable units were very noisy; what was required for both rooms was a permanent wall-mounted unit. BCC would be asked to install air-conditioning at Verney Close, and a permanent unit be investigated for the Chamber.

248.3 Cllr. O’Donoghue introduced the subject of lighting in the Chamber, if electrical work was to be done. She would prefer daylight bulbs. Members agreed to commission a lighting survey and the resulting report and recommendations be brought back to the Committee. The Chairman could supply contact details of a suitable source.

**ACTION CLLR. G. COLLINS**

**249/14 Draft Quality Scheme**

Members accepted the draft Quality Scheme for Local Councils as an updated version of the existing scheme.

**250/14 Chairman’s Announcements**

The Chairman reminded Members of the Lights Out ceremony at 10pm; people would be gathering at the War Memorial

**251/14**      **Date of Next Meeting:** Monday 22<sup>nd</sup> September 2014  
Cllr. G and Cllr. P. Collins apologised for not attending the next meeting.

Meeting closed at: 7.26pm.

**Signed**.....

**Date**.....