

R/05/21

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 14th March 2022 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. M. Gateley                      Town Mayor  
Cllr. J. Harvey                              Vice Chair  
Cllr. Mrs. O'Donoghue                  Chair  
Cllr. A. Ralph  
Cllr. R. Stuchbury  
Cllr. M. Try

**Also present:**      Mr. P. Hodson              Town Clerk  
                             Ms. P. Cahill              Committee Clerk

No members of the public attended and so there was no public session.

### 732/21              **Apologies for Absence**

Members received and noted apologies from Cllr. Mordue and Cllr. Collins.

### 733/21              **Declarations of Interest**

There were no declarations of interest.

### 734/21              **Minutes**

Members received and agreed the minutes of the Resources Committee meeting held on Monday 31<sup>st</sup> January 2022.

### 735/21              **Minutes of Communications Strategy Group**

Members noted that the minutes of the Communications Strategy Group meeting held on 2<sup>nd</sup> March 2022 will be presented at the next Resources Committee meeting.

### 736/21              **Budgets**

736.1 Members received the following budget reports:

- |         |   |
|---------|---|
| 736.1.1 | Highlight Report of main budget variations                                |
| 736.1.2 | Summary Income and Expenditure Report                                     |
| 736.1.3 | Detailed Income and Expenditure Report                                    |
| 736.1.4 | Purchase Ledger from 1 <sup>st</sup> November – 28 <sup>th</sup> February |

Comments on 736.1.1:

The Town Clerk clarified the following for members:

- The initial intention was to synchronise the IT and telephone system switchover but unfortunately there has been an overlap of the two different systems, resulting in increased expense for late closure of the old contract;
- increased costs for energy were budgeted for but not at the current unexpected, inflated cost.

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Comments on 736.1.2:

Members discussed the report.

The Town Clerk accepted Cllr. Harvey's offer to consider a way to present the figures more clearly.

Comments on 736.1.3:

The Town Clerk clarified the following for members:

- The recently agreed salary increases are backdated to last April and paid in one lump sum with this month's salary;
  - Cllr. Stuchbury asked for additional costs caused by the delay to the development of the new cemetery to be provided to Members. The Town Clerk agreed to circulate these with the minutes;
  - The committee noted the current underspend in Cost Code 262 and agreed to recommend to Full Council that any underspend from that budget be put into a suitable ear-marked reserve to allow further parks works in the following financial year.
- ACTION TOWN CLERK**

Comments on 736.1.4:

The Town Clerk accepted Cllr. Harvey's offer to look at options to present the information more clearly.

The Town Clerk clarified the following:

- Grey-dachshund is the Discover Buckingham Website;
- TCV costs are the Town Council's contribution towards the River Warden Scheme;
- CDS group is the agreed company that has been employed for the new cemetery design and project management;
- Memorial bench figure is not a cost.

The Town Clerk will endeavour to add consecutive page numbering for future budget reports.

735.2 Fees and charges

Members received and **AGREED** the report recommendations:

- to increase the Council Chamber hire rates as listed in the report;
- to note and confirm the remaining fees and charges which have already been agreed by the relevant committees.

### **737/21 Action Report**

Members reviewed and noted the Action Report.

### **738/21 Financial Regulations**

Members reviewed and **AGREED** to recommend to Full Council a revised version of the Financial Regulations.

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**739/21 Approval of signatories**

Members **AGREED** that the following Councillors are signatories:

Councillor Gateley	Mayor
Councillor Stuchbury	Chair of Town Centre and Events Committee
Councillor Whyte	Chair of Environment Committee
Councillor O'Donoghue	Chair of Resources Committee
Councillor Cole	Chair of Planning Committee

**740/21 Code of Conduct**

Members received and discussed a written report from the Town Clerk recommending a new Code of Conduct.

Members discussed Cllr. O'Donoghue's proposal to include the words 'gender identity' under unlawful discriminations. Members agreed that the wording within the section describe the legally agreed terms.

It was agreed by members that Code of Conduct training should be undertaken by all Councillors. This could take the form of an evening training session or an online training course. Cllr. Harvey **PROPOSED** that this be taken to the next Full Council. Cllr. O'Donoghue seconded. **ACTION TOWN CLERK**

Cllr. Try pointed out that 'Cabinet Member' on Page 11 needs to be amended.

The Town Clerk clarified the difference between pecuniary interests, prejudicial interests and personal interest for members.

Members **AGREED** to recommend that Full Council adopt the Code of Conduct with minor amendments.

**741/21 Compliments and complaints**

Members reviewed and noted all compliments and complaints from the last six months.

**742/21 Media Policy Review**

Members reviewed and **AGREED** the revised Media Policy.

**743/21 Chair's Announcements**

There were none.

**744/21 Date of next meeting:** Monday, 16th May 2022.

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**RECOMMENDED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual

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DRAFT SUBJECT TO CONFIRMATION 3

*PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.*

Initial.....

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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. **AGREED**

**745/21 Insurance Renewal**

Members received and discussed a written report from the Town Clerk and **AGREED** to renew the current policy for one year.

Cllr. Stuchbury queried when assets were last valued. The Town Clerk confirmed that this is being done presently.

**746/21 Debtors**

The Town Clerk apologised that the list of debtors was not included. This will be brought to Full Council on 28<sup>th</sup> March 2022. **ACTION TOWN CLERK**

**747/21 Cemetery Lodge Review of Income**

Members received and **NOTED** the updated report from the Estates Manager regarding the management of Cemetery Lodge.

Meeting closed at: 20:54

Signed

Date