



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

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Town Clerk: Mr. C. P. Wayman

28 July 2015

Councillor,

You are summoned to a meeting of the **Resources Committee** of Buckingham Town Council to be held on **Monday 3rd August 2015** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Resources Committee will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Members.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes of last meeting

To receive the minutes of the Resources Committee meeting held on Monday 15 June 2015 ratified at the Full Council meeting held on 29th June 2015.

4. Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 15th July 2015

Circulated previously CSG/02/15

Proposed by Cllr. Quayle, seconded by Cllr. Harvey, and **RECOMMENDED** to propose that all Councillors should have a hot link on the website either to their own email or newly created tc.gov.uk email (with auto forwarding).

5. Action Report

To receive and discuss the report

Appendix A

6. Accounts and Budgets

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

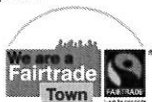
Appendix B

7. (147/15) Staff hours

To receive a written report from the Town Clerk

R/20/15

Buckingham



Twinned with Mouvaux, France



8. Charter Fair

To review and discuss the draft contract with Nichols Amusements

Appendix C

9. Keep Britain Tidy Survey

To receive a report from the Deputy Town Clerk

R/21/15

10. (150/15) Terms Of Reference

To receive and agree amended Terms of Reference:

10.1 Personnel

Appendix D

Members are reminded that as per Full Council minute 183/15 Recommendation to change further policy wording fell.

10.2 CSG

Appendix E

11. Recruitment – Deputy Town Clerk

Members are requested to note for information the attached documents associated with recruitment of the new Deputy Town Clerk.

Appendix F

12. Chairman's Announcements

13. Date of next meeting

To:

Cllr Ms. J. Bates

Cllr. T. Bloomfield

Cllr. Mrs. G. Collins

Cllr. P. Collins

Cllr. J. Harvey Chair

Cllr. P. Hirons

Cllr. D. Isham

Cllr. A. Mahi Mayor

Cllr. Ms. Newell

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. J. Quayle

Cllr. Mrs. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try

Vice Chair

Min No	Title	Meeting Date	Work undertaken	Completed On
385/12 585/12 142/13	Chamber Lobby	17.09.12	Replace wall	Plans drawn up – tenders going out
141/13 147/15	Report on all staff hours	10.06.13	Undertake report on all staff hours when time allows	On agenda
502/13	Audit Report	04.11.13	Prepare a report in response to auditors comments	Working through recommendations
625/13	Apprenticeship	06.01.14	Delay decision	Precepted for apprenticeship. Obtained more information
749/14	Strategic Planning	23.03.15	Regular report to be provided to monitor the performance indicators, suggested every other meeting.	
874/14	Red Cross Centre	13.04.15	Review Community Right to bid Annually until expiry in January 2020	
150/15 & full council 183/15	Terms of Reference		Personnel CSG Changes as per minutes RECOMMENDATION at Full Council ref changes to Personnel policy not approved	TOR's changed on August Agenda
151/15	Annual Investment Strategy	15.06.15	Look into high st banks for investment	Report on Agenda
155/15	Paperless Agenda	15.06.15	Set up ecopy of agenda Explore using the cloud for agendas	Done
157/15	Headley's Freeman Scroll	15.06.15	Arrange framing and presentation	Done presentation on next Full Council

Date: 28/07/2015

Buckingham Town Council

Page No: 1

Time: 11:34

Cash Book No : 1

User : CR

CURRENT

Receipts received between 08/06/2015 and 31/07/2015

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked on : 09/06/2015	1,451.00						
500465	var	1,451.00			1006	302	371.00	flea
					1005	302	1,080.00	market
	Banked on : 09/06/2015	2,114.82						
	Sales Recpts Page 210	2,114.82	2,114.82		100			Sales Recpts Page 210
	Banked on : 30/06/2015	5,000.00						
	Sales Recpts Page 211	5,000.00	5,000.00		100			Sales Recpts Page 211
	Banked on : 30/06/2015	855.00						
500466	fringe income	855.00			1065	505	780.00	fringe income - comedy
					1065	505	75.00	fringe income - ofg
	Banked on : 30/06/2015	958.00						
500468	market	958.00			1006	302	154.00	flea
					1005	302	804.00	market
	Banked on : 30/06/2015	65.05						
500469	flamenco fringe	65.05			1065	505	65.05	flamenco fringe
	Banked on : 30/06/2015	40.00						
	Sales Recpts Page 212	40.00	40.00		100			Sales Recpts Page 212
	Banked on : 30/06/2015	521.37						
	Sales Recpts Page 213	521.37	521.37		100			Sales Recpts Page 213
	Banked on : 30/06/2015	1,575.20						
bacs	cem lodge x 2	1,575.20			1061	258	1,575.20	cem lodge x 2
	Banked on : 01/07/2015	607.00						
500471	market	607.00			1010	102	78.00	chamber hire
					1006	302	168.00	flea
					1005	302	361.00	market
	Banked on : 01/07/2015	279.98						
	Sales Recpts Page 214	279.98	279.98		100			Sales Recpts Page 214
	Banked on : 15/07/2015	173.50						
500472	dog event takings	173.50			4213	301	173.50	dog event takings
	Banked on : 15/07/2015	4,090.00						
500474	var	4,090.00			1010	102	30.00	chamber hire
					1041	253	4,060.00	burial fees
	Banked on : 15/07/2015	1,499.00						
500475	markets	1,499.00			1006	302	224.00	flea
					1005	302	1,275.00	markets
	Banked on : 15/07/2015	1,471.20						
	Sales Recpts Page 215	1,471.20	1,471.20		100			Sales Recpts Page 215
Sub Total Carried Forward		20,701.12	9,427.37	0.00			11,273.75	

Date: 28/07/2015

Buckingham Town Council

Page No: 2

Time: 11:34

Cash Book No : 1

User : CR

CURRENT

Receipts received between 08/06/2015 and 31/07/2015

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Total Receipts :		20,701.12	9,427.37	0.00			11,273.75	

Ledger No 1 for Month No 4**Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
09/07/2015	APR15-		ANGLIAN WATER	A015	241.21	48.24	289.45	4603	251	241.21	water apr 15 - jul 15
10/07/2015	412523		B.T.	B003	140.33	28.07	168.40	4018	102	140.33	mobile bill
02/07/2015	318900		BROWNS	B031	50.39	10.08	60.47	4124	204	46.23	oil, redline
08/07/2015	319179		BROWNS	B031	31.75	6.35	38.10	4112	201	4.16	plant food
01/07/2015	318833		BROWNS	B031	5.94	1.19	7.13	4124	204	31.75	head autocut
02/07/2015	318955		BROWNS	B031	25.68	5.14	30.82	4124	204	5.94	mower parts
10/07/2015	319281		BROWNS	B031	17.83	3.56	21.39	4124	204	25.68	mower parts
10/07/2015	319377		BROWNS	B031	8.42	1.68	10.10	4112	201	17.83	side cutter
10/07/2015	319378		BROWNS	B031	31.00	0.00	31.00	4124	204	8.42	long time grease
01/07/2015	CHAPAJUL		E-ON	E006	52.75	2.64	55.39	4602	253	31.00	light helmet set
01/07/2015	CHAPELB		E-ON	E006	25.55	1.28	26.83	4602	253	52.75	chapel a elec
31/07/2015	FEEDERPILL		EDF	E014	89.17	4.46	93.63	4052	102	25.55	CHAPEL B ELEC
31/07/2015	TILETSANN		EDF	E014	444.71	22.24	466.95	4602	251	89.17	feederpillar annual elec
01/07/2015	5452		GANDERTON	G008	246.02	49.20	295.22	4063	203	444.71	fuel vans and quad
01/07/2015	GI01754780		GRUNDON	G050	34.30	6.86	41.16	4112	201	246.02	WHEELIE BINS
01/07/2015	14488		HERON	H009	88.00	17.60	105.60	4063	203	88.00	vehicle sign writing
01/07/2015	16077		HIGHGEAR	H32	514.60	95.92	610.52	4063	203	514.60	van maint & MOT
01/07/2015	17021		HIGHGEAR	H32	223.64	44.73	268.37	4063	203	223.64	brake repairs
01/07/2015	167198		JOHNSTON PRESS	J010	260.00	52.00	312.00	4219	505	260.00	fringe leaflet distribution
01/07/2015	167199		JOHNSTON PRESS	J010	99.00	19.80	118.80	4219	505	99.00	fringe leaflet distribution
01/07/2015	62609		PARAGON	P008	38.80	7.76	46.56	4112	201	38.80	mower hire
01/07/2015	62610		PARAGON	P008	350.10	70.02	420.12	4620	253	350.10	digger hire
01/07/2015	62611		PARAGON	P008	72.88	14.58	87.46	4106	251	72.88	digger hire
01/07/2015	62744		PARAGON	P008	91.42	18.28	109.70	4112	201	91.42	consumables
01/07/2015	62815		PARAGON	P008	75.25	15.05	90.30	4620	253	75.25	digger hire
03/07/2015	344327850		PARKER	P027	35.97	7.19	43.16	4124	204	35.97	safety specs, wellies, hi vis
15/07/2015	568992		QUEST	Q002	32.17	6.43	38.60	4112	201	32.17	PADLOCK, KEY CUPS

Ledger No 1 for Month No 4**Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/07/2015	SM15781		RBS	R001	265.00	53.00	318.00	4038	102	265.00	cemetery software maint & netw
01/07/2015	CORRECT		ROGERS	R010	-265.00	-53.00	-318.00	4038	102	-265.00	canc mispost
01/07/2015	SM15781		ROGERS	R010	265.00	53.00	318.00	4038	102	265.00	cem software maint & network
18/07/2015	1153-		ROGERS	R010	20.40	0.00	20.40	4010	102	20.40	newspapers 30/6 - 18/7
08/07/2015	102462		REECE	R043	22.90	4.58	27.48	4112	201	22.90	elec symbols
08/07/2015	1516067		SEAHAWKS	S007	39.47	0.00	39.47	4213	301	7.49	trophies
								4107	301	31.98	trophies
10/07/2015	652269028		SCREWFIX	S044	87.48	17.50	104.98	4112	201	87.48	mesh panel
20/07/2015	1000140		THAMES VALLEY	T012	1,560.00	312.00	1,872.00	4068	201	1,560.00	comm serv apr,may & June
TOTAL INVOICES										5,322.13	
										947.43	
										6,269.56	
										5,322.13	

BUCKINGHAM TOWN COUNCIL

RESOURCES COMMITTEE

MONDAY 3RD AUGUST 2015

Agenda Item no. 7

Committee Chair: Cllr. Jon Harvey
01280 812711

Contact Officer: Mr Christopher Robson
01280 816426

Staff Hours

The staff hours report was requested in June 2013. The motion agreed was:

“In light of the staffing report on hours worked within Events, in order that total staff members should we now undergo a full staffing time report. Report to be provided as and when staff hours allow.”

Following the Resources meeting of the 15th June it was agreed to bring back a plan for completing the report to this meeting, following a discussion between the Town Clerk and the Chair of the committee.

As a result it was discussed that a fortnight in November would be used as a test to ascertain where each staff member allocated their time. Members of staff will be required to note down which area of their job they have spent the day working on. This will be collated at the end of the fortnight and totals presented to the January meeting.

November was chosen as there are few staff holidays taken at this time and the alternative discussed date was in September but now there is likely to not be a Deputy Town Clerk in post at that time. A date in October was discounted due to the Charter Fairs possibly distorting the figures.

Recommendation

That Members note the report.



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
BUCKINGHAM. MK18 1RP

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Email: Townclerk@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

Contract of agreement between **BUCKINGHAM TOWN COUNCIL** and **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of **NICHOLS AMUSEMENTS** for the rent and fees relating to the annual fairs held in Buckingham Town Centre on the first two Saturdays after the 11 October.

The estimated rent due for the year 2016 will be £6,281, 2017 £6,400, 2018 £6,515 and 2019 £6,647. Exact rent is related to the Retail Prices Index over the preceding 3 years, as agreed in 2010. Precise figures will be calculated as they become due.

The above rent will be paid to the Town Council one week before the first fair.

The Agreement is that:-

- **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall rent for the purpose of holding the Buckingham Charter Fair the area indicated on the attached map from 10am on the Friday preceding the Saturday fair day.
- **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall indemnify the Council against any accidents and incidents which occur during the setting up, operating and the taking down of the Charter Fair.
- **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall ensure that all rides/stalls are operated with a minimum of £10,000,000 Public Liability Insurance; that all rides/stalls hold a current safety certificate; and that all rides/stalls adhere to all health and safety procedures prescribed by law.
- **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** shall supply Buckingham Town Council with copies of all insurance documents for all rides/stalls attending the fair.
- The liabilities and responsibilities of **MR. MARSHALL NICHOLS, AND MR WILLIAM NICHOLS** are on a joint end several basis.
- **BUCKINGHAM TOWN COUNCIL** shall erect the advance warning signs no later than 3 weeks prior to the first fair at such places as the Town Council decides.
- **BUCKINGHAM TOWN COUNCIL** shall erect the road diversion signs on the Thursday prior to the first fair; will cover or remove the signs on the Monday after the first fair; will erect or uncover the signs on the Thursday prior to the second fair; will remove all signs on the Monday after the second fair.
- **BUCKINGHAM TOWN COUNCIL** will apply for all necessary road and traffic restriction orders and implement those orders once obtained.



- **BUCKINGHAM TOWN COUNCIL** will not be held liable for any loss of trade in the event a road closure is not obtained for reasons outside the Town Councils control.
- In the event a road closure was not granted **BUCKINGHAM TOWN COUNCIL** will assist **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** in finding a suitable alternative venue.
- **BUCKINGHAM TOWN COUNCIL** shall inform, as soon as reasonably possible, **MR. MARSHALL NICHOLS AND MR. WILLIAM NICHOLS** of any works or highway alterations known to the Town Council which may affect the area designated on the attached map.

Signature Print name.....

SIGNED BY MR. MARSHALL NICHOLS

Signature Print name.....

SIGNED BY MR WILLIAM NICHOLS

Signature Print name.....

SIGNED ON BEHALF OF BUCKINGHAM TOWN COUNCIL

DATE.....

BUCKINGHAM TOWN COUNCIL
RESOURCES COMMITTEE
MONDAY 3rd AUGUST 2015

CHARTER FAIR SUPPLIMENTARY INFORMATION

The Charter Fair Contract between Nichols Amusements and Buckingham Town Council will expire in October 2015 following this year's fairs.

Buckingham Town Council's expenditure for this event is currently estimated at £6,136.67 (Based on 2014 & 2015 costs) This year's income will be approx. £6,146.00

Breakdown of the total:

Road Closure Order:	£372.41
Rubbish Provision:	£1,458.48
Traffic Bollard Removal/Replacement:	£2,505.78
Buckingham Town Council Staff Cost (Est):	£1,000.00
Admin Charges (est):	£800.00
Total	£6,136.67

In a report issued to the Town Centre and Events Committee in 2010 expenditure was estimated at £4,813.83, making a 27% increase in costs over a five year period. The increased costs related to the removal of bollards and rubbish removal.

BUCKINGHAM TOWN COUNCIL

TOWN CENTRE AND EVENTS COMMITTEE

MONDAY 3 AUGUST 2015

Agenda Item no. 9

Committee Chairman: Cllr. Jon Harvey

Contact Officer: Mr Christopher Robson
01280 816426

Keep Britain Tidy Survey

As councillors are aware, one of the eight core objectives in the Town Council's strategic plan is to: -

*'Maintain, improve and expanded our green spaces
(including allotments and cemetery)'*

It was agreed that a way of measuring how well the Town Council is achieving this target would be to carry out a 'Keep Britain Tidy' (KBT) Survey.

Background

By way of background KBT report to be an expert on cleaner and greener places, with over 60 years of knowledge working in this area. Work undertaken is supported by researched knowledge and their surveys help them look at the issues, growing trends and baseline figures that show increases or decreases in litter and related environmental quality activity. KBT developed and has undertaken the Department for Environment, Food and Rural Affairs (DEFRA) commissioned annual Local Environmental Quality Survey of England (LEQSE) since 2001, and also developed the BV199 and NI195 indicators on behalf of DEFRA.

Prior to 2010 certain funding was made available to Local Authorities, providing they evidenced ward areas were been kept clean and tidy. To ensure Local Authorities were all working towards the same expected level a benchmark was created, known as NI195. This identified 7 different grading for litter, graffiti, weeds, etc. KBT carried out these surveys so LA's could provide evidence to receive funding.

Post 2010 LA's have not needed to provide evidence and as such the number of LA's commissioning surveys has reduced. KBT mainly carries out surveys for Councils at County and District level, in part because in the past it was a requirement for these authorities to have the surveys done. They have not as yet carried out a survey for a town or parish.

Proposal from Keep Britain Tidy

As mentioned, KBT has not carried out a survey for a town council in the past, as they have focused mainly on district and borough councils. So carrying out a survey like this is new to them.

The survey they have proposed is designed to provide a baseline for the council and would reflect the NI195 methodology used in all their surveys, allowing for comparisons with previous years should subsequent surveys be carried out.

For the avoidance of doubt, the overall purpose of the proposed project would be to undertake the street/area surveying operation across the following:

- Ward name (within which is the survey site)
- The land use class
- Date and time (of the survey)
- Surveyor ID
- Site location (street name)
- From and to (site start and end points)
- Description of the site if necessary
- GIS co-ordinates* where signal allows
- Litter grade
- Detritus grade
- Graffiti grade
- Fly-posting grade
- Dog fouling grade

They could carry out a one off survey to provide the council with a snap shot of the state of Buckingham's environmental quality. Based on 2 wards (North & South) with approximately 13,000 people a survey would carry out between 60 and 100 randomly selected transects per ward. We would be provided with a report on the findings.

It would require 2 surveyors and take between 2 to 3 days. The total cost would be in the region of **£1,800**.

The Deputy Town Clerk went back to KBT querying if the survey could be limited to just one ward (As Town Council assets rest mainly in the South Ward). KBT confirmed this would be possible, but that it would only result in a slight reduction in the £1,800 fee.

Recommendation

There is currently no budget for the survey. While the information it would provide could be useful it would need to be followed up by at least one other survey so as to provide evidence of improvement/decline over a selected period. A one off survey would provide a snapshot of Buckingham in one particular week of the year, it would not show differences between seasons or demonstrate

I therefore recommend that that Council do not proceed with a Keep Britain Tidy survey and that Members and Officers focus on achieving Green Flag Status for our parks and look for alternative performance indicators for measuring maintained and improved green spaces.



Buckingham Town Council

Terms of Reference

Date Agreed: 27/09/2012

Minute Number: 381/12

Prepared by:

Christopher Wayman

Version: 1.2

Name

1. This Sub Committee of Resources shall be known as the **PERSONNEL SUB COMMITTEE**.

Membership

2. Membership of the Sub Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Sub Committee may attend the meeting, but they may not vote on a decision
 - 2.2. The Committee has the power to Co-opt non-voting Members
3. The Sub Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Sub Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Sub Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The Chairman if present shall Chair the Sub Committee meeting.

Conduct of the Meeting

7. The Personnel Sub Committee will meet from time to time as necessary to discuss personnel matters.
8. All meetings of the Personnel Sub Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
9. All business undertaken at the Personnel Sub Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

10. The Sub Committee has the delegated responsibility from the Resources Committee to make decisions as set out in the Town Council's Personnel Policies (unless specified elsewhere).

Powers and responsibilities

11. In addition to the areas of operation above the Personnel Sub Committee has the following specific responsibilities:

11.1. To deal with complaints regarding the Town Clerk

11.2. To act as the decision making body when personnel problems require Member input.



Buckingham Town Council

Terms of Reference

Date Agreed: 17/09/2012
 Minute Number: 381/12
 Prepared by:
 Christopher Wayman
 Version: 1.2

Name

1. **This Sub Committee of Resources** shall be known as the **COMMUNICATIONS SUB COMMITTEE**

Membership

2. Membership of the Sub Committee is open to any Councillor who wishes to be a member
 - 2.1. Councillors who are not Members of the Sub Committee may attend the meeting, but they may not vote on a decision
 - 2.2. **The Committee has the power to Co-opt other non-voting Members**
3. The Sub Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chairman

4. The Sub Committee shall elect a Chairman at the first meeting after the Annual Town Council Meeting. The Chairman's period of office is for one year.
5. The Sub Committee shall elect a Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chairman's period of office is for one year.
6. The Chairman if present shall Chair the Sub Committee meeting.

Conduct of the Meeting

7. All meetings of the Communications Sub Committee shall be convened in accordance with the Town Council's standing orders and current legislation.
8. All business undertaken at the Communications Sub Committee shall be done so in accordance with the Town Council's standing orders and current legislation

Area of Operations

9. The Sub Committee has the delegated responsibility from the Resources Committee to make decisions in all aspects relating to Communications, for example newsletters, websites, leaflets and social media.

Powers and responsibilities

10. In addition to the areas of operation above the Communications Sub Committee has the following specific responsibilities:
 - 10.1. To discuss and agree articles for inclusion within the Town Council's newsletter
 - 10.2. To compile and arrange for distribution of the Town Council's newsletter.
 - 10.3. To agree procedures for the communication methods the Council uses.
 - 10.4. To review and arrange for the management of any website under the Town Council's control
 - 10.5. The Sub Committee has authority to proceed with all items within the publicity budget and the website budget, or any budget from time to time which falls within communications. However, the Sub Committee must refer to the Resources Committee when non budgeted expenditure is anticipated

BUCKINGHAM TOWN COUNCIL

DEPUTY TOWN CLERK: JOB DESCRIPTION

Grade: £27,123 - £29,558 scp 31-34 (SLCC/NALC nationally agreed scale)

Responsible to: The Town Clerk

OBJECTIVES OF THE POST

The Deputy Town Clerk will assist and deputise for the Town Clerk. The post-holder will aid the Town Clerk to ensure that the instructions of the Council in connection with its functions as a Local Council are carried out, and in particular to produce all information required to assist the Council to make effective decisions. The post-holder is also required to help the Town Clerk to implement all Council decisions and account to the Council for the effective management of its resources.

DUTIES

Policy

1. To undertake research analysis (e.g. policy and resources implications and costs) and to report and advise the Town Clerk accordingly.
2. To make suggestions for the administration of the Council and/or the appropriate conduct of Council business.
3. To study data on the activities of the Council and on matters bearing on these activities and make appropriate enquiries and reports.
4. To assist the Town Clerk to monitor the implemented policies of the Council to ensure they are achieving the desired objectives.

Management and Administration

5. To assist the Town Clerk to manage all resources and activities of the Council to achieve its aims and objectives with the greatest value for money.
6. Support Town Councillors in carrying out their role.
7. To research and provide HR advice, to update and implement new HR policies and procedures when required.
8. To line manage other members of staff, namely: the Events Coordination, Committee Clerk, Accounts Assistant and Market Manager.

Events and Markets

9. To attend evening meetings and events if necessary which may take place at weekends or during Bank Holidays as a representative of the Town Council.

10. To oversee the Town Centre and Events Committee working closely with the Chair of the Town Centre and Events Committee and staff to ensure the work required is carried out.
11. To be the designated Market Co-ordinator and to administer the Town Council's Markets.

Finance

12. To assist with the calculation of the budget requirements and the annual Precept.
13. To oversee the monthly payroll and pensions process.
14. To research and provide advice on changes to the pensions and payroll procedure.
15. To aid in the completion of the Financial Year End.

Mayoral and Civic Related Matters

16. To attend Civic and Mayoral events if required and in accordance with Council policy and protocols.
17. To assist and promote Buckingham Town Youth Council in carrying out the preparation of agendas and minutes and any other such admin and support as may be needed.

General

18. To attend training courses in accordance with identified training requirements.
19. If required, to attend conferences, seminars and meetings on behalf of the Town Clerk.
20. Such other duties as the Council may reasonably require from time to time.

BUCKINGHAM TOWN COUNCIL

Person Specification: Deputy Town Clerk

	Essential	Desirable
Education	<p>Good general education with a minimum of 5GCSEs, including English and Maths and two A Levels or equivalent.</p> <p>Willingness to work towards a qualification in local government administration</p>	<p>Degree or HNC in relevant discipline</p> <p>Certificate in Local Council Administration</p>
Experience	<p>Minimum 2 years experience of public sector employment in finance, personnel or administration, or in the finance, personnel or administration departments of a private company</p> <p>Experience of Health and Safety at Work</p>	<p>Experience of using a computerised finance package in a local authority context</p> <p>Experience with OMEGA accounts package</p> <p>Experience with Sage Payroll package</p> <p>Experience of personnel procedures and record keeping</p> <p>Experience as the Clerk or Deputy Clerk of a large parish or small town council</p> <p>Experience of working as, or supporting Responsible Financial Officer, handling precept, budget planning, keeping accounts and generating financial reports and statutory returns, including year end and audit.</p>
Skills & Knowledge	<p>IT skills including Word, Excel, Publisher, Power Point and an understanding of how to search for information and materials on the internet</p>	<p>Minute taking, Record keeping</p> <p>Knowledge of local government law, administrative and committee procedures and planning law</p>

		Knowledge of managing and updating websites
Personal Qualities	<p>Must be able to work under pressure</p> <p>Positive, 'can do' attitude</p> <p>Honesty</p> <p>Flexibility</p> <p>Diplomacy and tact</p> <p>A friendly disposition</p> <p>Ability to work both alone and harmoniously with staff and public</p> <p>Trustworthiness with confidential information</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and solve them</p>	
Other	<p>Willingness to attend evening meetings and to work at weekends if necessary</p> <p>Willingness to undergo a Disclosure and Barring Service (DBS) Check.</p>	Driving licence