

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on **Monday 15th June 2015** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present: Cllr. T. Bloomfield
 Cllr. Mrs. G. Collins
 Cllr. P. Collins
 Cllr. J. Harvey Chair
 Cllr. P. Hirons
 Cllr. A. Mahi Town Mayor
 Cllr. Ms. Newell
 Cllr. Mrs. O'Donoghue
 Cllr. Mrs. C. Strain-Clark
 Cllr. R. Stuchbury
 Cllr. M. Try

Also present: Mr. C. Wayman Town Clerk
 Mrs. C. Bolton Committee Clerk
 Cllr. J. Quayle

*Cllr Quayle joined the Resources Committee
 Cllr P Collins arrived during the following item*

141/15 Election of Chairman

To elect a Chairman of the Committee for 2015 – 2016
 Nominations were received for Cllr Harvey and Cllr G Collins.

Proposed by Cllr Strain-Clark seconded and **AGREED** by a majority of 7 votes that Cllr Jon Harvey take the position of Chair for 2015-16.

Cllr Harvey took the Chair for the remainder of the meeting.
 Members thanked Cllr Mrs G Collins for her service to the Committee as Chairperson.

142/15 Election of Vice Chairman

To elect a Vice Chairman of the Committee for 2015 – 2016
 Nominations were received for Cllr O'Donoghue and Cllr G Collins.

Proposed by Cllr Stuchbury, seconded by Cllr Hirons and **AGREED** by a majority of 6 votes that Cllr O'Donoghue take the position of Vice Chair for 2015-16.

143/15 Apologies for Absence

RESOLVED to receive apologies from Councillor Smith, Mordue and Isham.

144/15 Declarations of Interest

Cllr Harvey declared an interest in item 6, minute number 113 (CSG/01/15) as a Parish Councillor for Maids Moreton.

145/15 Minutes

RESOLVED to receive the minutes of the Resources Committee meeting held on Monday 13th April 2015 and ratified by Full Council on 11th May 2015.
Agreed.

146/15 Minutes of CSG Committee

To receive the minutes of the CSG Committee meeting held on 3rd June 2015

Circulated with this agenda CSG/01/15**108/15 Distribution of Newsletter**

Members agreed to increase the current print run from 5,800 by 400 copies to a total of 6,200, due to the increase in the number of houses.

Proposed by Cllr. Smith, seconded by Cllr. Harvey, and **RECOMMENDED** to increase the Newsletter budget to allow for the extra printing and production costs of the increased print run.

Agreed

109/15 Welcome Packs

Members felt that the welcome packs could include material from other councils and bodies, such as BCC, AVDC and the Police.

Proposed by Cllr. Harvey, seconded by Cllr. Smith, and **RECOMMENDED** to explore the potential of sponsorship of the welcome pack.

Members discussed what was included in the welcome packs, how they were distributed and the potential for including more information from District and County Councils. Members also discussed using the Town Council's website and social media for further signposting to relevant links.

An amendment proposed by Cllr Strain-Clark, seconded by Cllr Stuchbury and **AGREED** that the recommendation include the exploration of costs involved. The amended recommendation was **AGREED**.

111/15 Improvements and Maintenance of the Website

Members felt that this should be a regular item on the agenda. Members decided that all minutes and agendas for the year should be viewable on the relevant committee pages of the website.

Proposed by Cllr. Harvey, seconded by Cllr. Strain-Clark, and **RECOMMENDED** that forthcoming agendas and all attachments be downloadable from the Town Council website.

Cllr P Collins commented there should be a proviso covering confidential items. Members **AGREED** the recommendation 11:1; including the proviso.

112/15 Accessible democracy: IT infrastructure in the Council Chamber

Members discussed the need for a fast Wi-Fi connection in order to allow agendas and documents to be viewed electronically during Committee meetings.

Proposed by Cllr. Smith, seconded by Cllr. Harvey, and **RECOMMENDED** that the issue be reviewed and taken forward as appropriate.

Agreed

113/15 Chairman's Items

Members discussed the possibility of incorporating Maids Moreton Matters and into Buckingham Town Matters, with Maids Moreton having a page of BTM of which they would cover the proportionate cost of the printing & delivery to the houses in Maids Moreton.

Proposed by Cllr. Harvey, seconded by Cllr. Smith, and **RECOMMENDED** to leave the door open for discussion with Maids Moreton Parish Council if they wish to incorporate Maids Moreton Matters into Buckingham Town Matters.

Proposed by Cllr Mahi, seconded by Cllr Hirons and **AGREED** that if a formal request from Maids Moreton Parish Council is sent to the Town Clerk it should be brought back to this committee.

147/15 Action Report

(142/13) Chamber lobby - The Town Clerk updated Members regarding the Chamber lobby. Contact had been made with a company in Lillingstone Lovell for advice on the works needed. A small fee had been paid for a report to be used as part of the tender document.

Cllr Strain-Clark commented that the step at the Chamber door prevented a wheelchair user accessing the Chamber without help.

ACTION: TOWN CLERK

(141/13) Staff hours – Cllr Harvey noted it was 2 years since the item was discussed. Members considered whether the report was even relevant, it was felt that the office was run well by the Town Clerk. A possible solution would be to look at a snapshot of working hours in the office and how they are broken down by Committee.

Cllr Mrs G Collins commented although the specific report had not been written, at various times throughout the year hours worked had been scrutinised through committee processes.

A motion proposed by Cllr Mahi, seconded by Cllr Try to cancel the report was defeated by 8 votes to 3.

Proposed by Cllr Harvey, seconded by Cllr O'Donoghue and **AGREED** that the Chair continue discussion with the Town Clerk on the subject and report back at the next meeting with a proposal.

ACTION: TOWN CLERK

148/15 Accounts and Budgets

Queries –

Page 1 spelling mistake – deficit

Page 5 4602 Electricity bill at 114.6%

Clerks note: the Accounts Assistant advised that the electricity consumption was significantly higher than normal due to renovation works carried out at the chapels in the winter months.

Page 7 traffic order costs were high. The Town Clerk reported that the various orders for events are apportioned throughout the year.

149/15 (16/15) Recommendation from Full Council

Proposed by Cllr. Hirons, seconded by Cllr. Smith, and **RECOMMENDED** that the reporting structure for local District and County Members be re-vitalised.

(PL/14/14)

Members **AGREED** to refer the review of the reporting structure for local District and County Members to Resources Committee.

ACTION: RESOURCES AGENDA JUNE

Members **AGREED** that all relevant District and County Members were invited to contribute via the Full Council standing agenda item – to receive reports from District and County Councillors. No further action was required.

150/15 Terms of Reference

150.1 To agree the terms of reference for the Communications subcommittee
Cllr P Collins stated that the terms of reference need to include that CSG is a sub Committee of the Resources Committee, and that the Committee has the power to Co-opt other non-voting Members.

150.1 To agree the terms of reference for the Personnel sub-committee
As per Cllr Collins' comments above.

Proposed by Cllr P Collins, seconded by Cllr O'Donoghue and **RECOMMENDED** that the Personnel sub Committee, when discussed, can only make recommendations with regards to hiring, remuneration and termination of employment and that it should be a sub-committee of the Resources Committee.

For 6, against 4, abstentions 2

Cllr Newell specifically recorded warning of problems should this recommendation be carried.

The Town Clerk was asked to re-draft the document. **ACTION: TOWN CLERK**

151/15 Annual Investment Strategy

151.1 To receive a written report from the Town Clerk
Members requested a recorded vote on the recommendation to invest £100,000 in the CCLA property fund and to continue managing the deposits for investing at Lloyds.

For: Cllrs Newell, Hirons, Stuchbury, Harvey

Against: Cllrs Strain-Clark, P Collins, Try, O'Donoghue, Mahi, Bloomfield

Abstention Cllrs G Collins and Quayle

Proposed by Cllr P Collins, seconded by Cllr Mahi and **AGREED** that the Town Clerk look into using high street banks for the investment, and come back to the next meeting with options.

For 10, against 1, abstention 1.

ACTION: TOWN CLERK

151.2 To receive and agree the Annual Investment Strategy

Agreed

152/15 Strategic Report

To receive a written report from the Deputy Town Clerk

Agreed. The Chairman would work further on the subject with the Town Clerk.

ACTION: TOWN CLERK

153/15 Town Action Commission

To receive and discuss a proposal from Cllr Harvey
Cllr O'Donoghue asked how much officer time would be taken up with this proposal.
Cllr Harvey said a maximum of 4 days.
Cllr Stuchbury commented that the proposal would encourage methods of further
engaging with the public and assisting the Council with decision making.

Members **RECOMMENDED** the Town Action Commission paper to Full Council.

154/15 GPS Telecoms

To receive and discuss a proposal for the office telephone lines
Councillors rejected the proposal and felt the cost saving was insignificant for an
unacceptable amount of disruption.

155/15 Paperless Agenda

To receive a written report from the Deputy Town Clerk
Members held a discussion on the report produced and **AGREED** that
1. All Members would be sent a paper copy of the agenda unless they opted out.
2. All Members would be sent an e copy of the agenda and all associated back up
documents.
3. The Town Clerk would explore options of using 'the cloud' to view and download
documents.
ACTION: TOWN CLERK

156/15 Internal Audit Report

To receive and agree the report
Agreed

157/15 Honorary Freeman's Scroll

To discuss and agree a budget heading
Members **AGREED** to fund the scroll and frame from Contingencies, to be
presented at a Full Council meeting.
ACTION: TOWN CLERK

158/15 Chairman's Announcements

None

159/15 Date of Next Meeting: Monday 3rd August 2015

Meeting closed at: 9.10pm

Signed.....

Date.....