

R/03/22

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 14th November 2202 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. M. Gateley	Town Mayor
Cllr. S. Hetherington	
Cllr. L. O'Donoghue	Chair
Cllr. A. Osibogun	
Cllr. A. Ralph	
Cllr. A. Schaefer	
Cllr. R. Stuchbury	
Cllr. M. Try	
Cllr. W. Whyte	

Also present:

Ms. C. Molyneux	Town Clerk
Ms. P. Cahill	Committee Clerk

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

415/22 **Apologies for Absence**

Members received and accepted apologies from Cllr. Mordue and Cllr. Mahi.

416/22 **Declarations of Interest**

There were no declarations of interest.

417/22 **Minutes of last meeting**

Members received and accepted the minutes of the Resources Committee meeting held on 26th September 2022.

418/22 **Minutes of Communications Strategy Group**

Members received the minutes of the Communications Strategy Group meeting held on 20th July 2022.

419/22 **Budgets**

Members receive and **AGREED** the budget reports:

- 419/22.1 Summary Income and Expenditure report.
Agenda page 4: Cllr. Gateley noted more income than expected. The Town Clerk explained that the savings account had generated slightly more income due to the raised interest rate.
- 419/22.2 Detailed Income and Expenditure report and summary of budget variances.
Cllr. Gateley was pleased to see that the local procurement policy has reduced the number of purchases from Amazon.
- 419/22.3 Purchase Ledger from September to October 2022 was noted.

420/22 **Policies review**

Members reviewed and amended or confirmed the following policies:

- 420/22.1 Cover Report

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It is recommended that Members review and agree the proposed changes to the following policies: Pension Policy, Abandoned, Trolley Policy, Signage Policy, Training Policy, Safeguarding Children Policy, Photography Policy.

- 420/22.2 Pension Policy
 - 420/22.3 Abandoned Trolley Policy
 - 420/22.4 Signage Policy
 - 420/22.5 Training Policy
 - 420/22.6 Safeguarding Children Policy
 - 420/22.7 Photographic and Filming Policy
- Agenda page 38, Item 5 still has Paul Hodson as Town Clerk. This will be amended and all policies checked for typos. **ACTION COMMITTEE CLERK**

Cllr. Stuchbury Proposed, Cllr. Try Seconded and Members unanimously **AGREED** the recommendation.

421/22 Bank reconciliations

Members to check bank reconciliations - April to September 2022.

The Town Clerk explained to Members that there is a lot of paperwork for bank reconciliations and petty cash. She suggested that the Chair does this and reports back to the next Resources meeting. All Councillors are welcome to visit the office to go through the paperwork if they wish to.

Cllr. Try asked if there is a legal obligation for this to be completed by the Committee. The Town Clerk explained that the Chair can do this outside the meeting.

Cllr. Stuchbury Proposed that the Chair or the Vice Chair go through the paperwork and report back to the next meeting. Cllr. Try Seconded. Members unanimously **AGREED**.

ACTION COMMITTEE CHAIR/VICE-CHAIR AND FINANCE OFFICER

422/22 Petty cash

Members to check and agree petty cash - April to September 2022.

423/22 Meeting attendance questionnaire

Members reviewed the draft questionnaire.

Cllr. Try asked why a feedback form has been drafted. Cllr. O'Donoghue explained that Cllr. Harvey proposed an anonymous questionnaire following complaints from some members of public who had attended a meeting. It was agreed to remove 'required' from the form and to include a box to show which Committee was attended. Cllr. O'Donoghue explained that it will be accessible electronically, but paper copies will also be available. Cllr. Ralph suggested that feedback can be presented to Committee alongside Compliments and Complaints. Members **AGREED** the questionnaire with the amendments.

ACTION COMMITTEE CLERK

424/22 Echo Reduction Council Chamber

Members received a report from the Office Administrator.

It is recommended that Members agree the options to buy Supplier A: Option 2: 'SOLO' acoustic ceiling rafts. These are suspended from adjustable wire hangers to reduce echo in the Council Chamber and enhance the sound for meetings. This will cost £2,690, including installation, and be funded from the New Homes Budget.

Members discussed the following:

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DRAFT SUBJECT TO CONFIRMATION

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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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- The cost of the equipment.
- Measures already taken to reduce the echo.
- Using multiple microphones.
- The impact of re-hanging the pictures in the Chamber.
- Public complaints regarding sound quality.
- The quality of sound linked to the quality of equipment.

Cllr. Whyte Proposed that the item is put back on the January agenda in the Compliments and Complaints section. Cllr. O'Donoghue Seconded and Members unanimously **AGREED**. Members thanked the Office Administrator for her work.

It is recommended that Members agree the proposed list of items, as listed in section 5, to return to the Council Chamber.

Cllr. Ralph Proposed that all of the original pictures go back up, including non-living Mayors as this is historically important. Cllr. Whyte Seconded. Members unanimously **AGREED** the recommendation with the amendment.

ACTION TOWN CLERK

425/22 Updates from Representatives on Outside Bodies

There were no verbal updates from Councillors.

426/22 Action Report

Members reviewed and discussed the Action Report.

427/22 Chair's announcements

There were none.

428/22 Date of next meeting: Monday 16th January 2023

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 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**.

429/22 Staffing structure

Members received a report from the Town Clerk.

It is recommended that Members agree the new staffing structure.

Cllr. Stuchbury Proposed, Cllr. Gateley Seconded. Members unanimously **AGREED** the recommendation.

429/22.1 Existing Staffing Structure

429/22.2 Proposed Staffing Structure

429/22.3 Compliance and Projects Manager

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DRAFT SUBJECT TO CONFIRMATION

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Initial.....

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429/22.4 National Pay Award figures

430/22 Mace bearer update

Members received a verbal update from the Town Clerk. The Town Clerk updated Members that we now have two Mace Bearers who will be sharing the role: Ms. Ruth Newell and Mr. Terry Bloomfield.

431/22 Debtors list

Members received the current list of debtors over 3 months old.

432/22 Banking arrangements

Members noted a report from the Finance Officer.

433/22 Budget 2023-2024

Members noted the report in conjunction with the draft 2023/24 Resources Budget. Members **AGREED** to ask the Communications and Strategy Group to produce a written report looking at options to reduce spending on the newsletter. Cllr. Whyte informed Members that the Gold Award criteria has changed, and it is not a requirement to publish a newsletter four times a year. **ACTION TOWN CLERK/DEPUTY TOWN CLERK**

Meeting closed at: 20:53

Signed Date