

R/05/22

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 6th March 2203 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. M. Gateley	Town Mayor
Cllr. A. Mahi	
Cllr. H. Mordue	Vice Chair
Cllr. L. O'Donoghue	Chair
Cllr. A. Osibogun	
Cllr. A. Ralph	
Cllr. A. Schaefer	
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present:

Ms. C. Molyneux	Town Clerk
Ms. L. Stubbs	Deputy Town Clerk
Mr. S. Beech	Compliance and Projects Manager
Ms. P. Cahill	Committee Clerk

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

682/22 Apologies for Absence

Members received and accepted apologies from Cllr. Hetherington, Cllr. Whyte and from Cllr. Osibogun who will be late to the meeting.

683/22 Declarations of interest

Cllr. Stuchbury, whose mother is a volunteer at North Bucks Carers.
Cllr. Gateley as a Trustee of the Buckingham Fairtrade Steering Group.
Cllr. Mordue as Vice President of the money raising group for Citizens Advice Bucks and Chair of the Swan Community Hub.
Cllr. O'Donoghue as an employee of the Buckingham Youth Centre – she will pass the Chair to Cllr. Mordue when the Buckingham Youth Club grant is considered.

684/22 Minutes of last meeting

Members received and accepted the minutes of the Resources Committee meeting held on 16th January 2023.

685/22 Budgets

Members received and agreed the budget reports:

685/22.1 Summary Income and Expenditure report.

685/22.2 Detailed Income and Expenditure report and summary of budget variances.

The Town Clerk clarified the following:

- Advertising costs for the roles of Town Clerk and Deputy Town Clerk were high due to advertising with specialist recruiters.
- Pension costs are over budget due to the increased percentage set for staff salaries.
- Energy costs have gone up substantially more than we budgeted.

685/22.3 Purchase Ledger from January and February 2023.

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DRAFT SUBJECT TO CONFIRMATION

1

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 Town Clerk confirmed that fuel for all of our vehicles is bought through Ganderton's Garage. Confirmation of the costs for vehicle fuel will be brought to the next Resources Committee meeting. **ACTION TOWN CLERK**

686/22 Annual Community Grants

Cllr. O'Donoghue passed the Chair to Cllr. Mordue.

686/22.1 Members received and discussed a written report from the Deputy Town Clerk recommending four year grant awards for 2023/24.

Grant recipients are contacted every year and made aware when they will have to reapply for four year grants.

Organisation	2022	2023	2024	2025	TOTAL
Citizens Advice Bucks	£ 5,750	£ 5,951	£ 6,160	£ 6,375	£ 24,236
Buckingham Youth Clubs	£ 5,200	£ 5,382	£ 5,570	£ 5,765	£ 21,917
Buckingham Old Gaol Trust	£ 5,000	£ 5,175	£ 5,356	£ 5,544	£ 21,075
Buckingham Summer Festival	£ 2,000	£ 2,070	£ 2,142	£ 2,217	£ 8,429
Chandos Park Tennis Club	£ 1,500	£ 1,553	£ 1,607	£ 1,663	£ 6,323
Chandos Park Bowls Club	£ 1,000	£ 1,035	£ 1,071	£ 1,109	£ 4,215
Project Street Life	£ 500	£ 518	£ 536	£ 554	£ 2,108
Buckingham Fairtrade Steering Group	£ 373 Grant Returned	NIL	NIL	NIL	0
TOTAL	£ 21,323	£ 21,683	£ 22,442	£ 23,227	£ 88,302

Cllr. Stuchbury Proposed that the four year grants are awarded, Cllr. Schaefer Seconded. A vote was taken, and the results were:

For: 8
Against: 0
Abstained: 1

Cllr. O'Donoghue resumed the Chair.

686/22.2 Members received and discussed a written report from the Deputy Town Clerk recommending annual one year grant awards for 2023/26.

Cllr. Try will abstain from the Girl Guiding grant vote as his wife has involvement.

Cllr. Osibogun arrived at 19:28.

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DRAFT SUBJECT TO CONFIRMATION

2

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.....

The Deputy Town Clerk explained that the policy of prioritising first time applicants has been agreed.

Organisation	Recommended	Voted and AGREED
Buckingham Girl Guiding	£1,300	For: 8 Against: 0 Abstention 1 Members AGREED to award £1,300
Jedidiah	£2,000	Members unanimously AGREED to award £2,000
Buckingham Athletic Football Club	Consider partial award	Members unanimously AGREED to award £450
1563 (Buckingham) Sqn, Air Cadets	Consider partial award	Members unanimously AGREED to award £600
Buckingham Rugby Club	Consider partial award	Members unanimously AGREED to award £450
Moretonville Football Club	£1,000	For: 8 Against: 1 Abstention 0 Members AGREED to award £1,000
Open House (North Bucks Adult Carers)	£1,000	For: 8 Against: 0 Abstention 1 Members AGREED to award £1,000
Swan Community Hub	£1,450	For: 8 Against: 0 Abstention 1 Members AGREED to award £1,450
Buckingham & District Angling Association	Consider partial award	For: 8 Against: 1 Abstention 0 Members AGREED to award £250
Slade Indoor Recreation	Consider partial award	Members unanimously AGREED to award £500 with a stipulation that this is for equipment
TOTAL	£9,000	

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Members voted unanimously to **AGREE** overall the one year grants as above.

The Deputy Town Clerk left the meeting at 20:10

687/22 Internal audit report and financial regulations

Members received a report from the Town Clerk and the Compliance and Projects Manager.

It is recommended that Members recommend the revised Buckingham Town Council Financial Regulations to Full Council.

The Town Clerk and Compliance and Projects Manager responded to questions:

- 6.19 - the change regarding the credit card is the addition of a trade account and will not impact finances.
- 15.1 – the change is that the Town Clerk will oversee negotiations which allows for a specialist, where appropriate, to deal with specific negotiations. This is NALC standard wording.
- 15.3 – the change reflects the model financial regulations from NALC. Some issues should be reported to the relevant Committee.
- RFO and assistant RFO – where RFO only is indicated, this is where there is a legal obligation to do so.

It is recommended that Members review the Interim Audit report and note the BTC comments.

It is recommended that the Assistant RFO/ Finance Officer have their online banking status upgraded to full access.

Cllr. Stuchbury Proposed, Cllr. Schaefer Seconded. A vote was taken on the report recommendations above, and the results were:

For: 7
Against: 1
Abstention: 1

The recommendations were **AGREED**.

Rota of signatories prepared by the Town Clerk – Members unanimously **AGREED**.
Interim audit observations and BTC comments – new auditor and changes are highlighted on the interim report – Members unanimously **AGREED**.

688/22 Financial Risk Assessment

Members received a report from the Compliance and Projects Manager.

It is recommended that Members recommend the updated Financial and Management Risk Assessment to Full Council.

Members unanimously **AGREED**.

Financial and Management Risk Assessment.

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DRAFT SUBJECT TO CONFIRMATION

4

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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689/22 Investment Strategy

Members received a report from the Compliance and Projects Manager which includes the Annual Investment strategy prepared by the RFO.

It is recommended that the revised Buckingham Town Council Investment Strategy Policy be recommended to Full Council. Members unanimously **AGREED**.

It is recommended that the Annual Strategy for the financial year 2023-24 be recommended to Full Council. Members unanimously **AGREED**.

690/22 Coronation weekend – Civic Service

Members received a report from the Committee Clerk.

Cllr. Gateley informed Members that this is a Coronation Civic Service, not a Mayoral Civic Service.

The Town Clerk clarified that the date of the Service is Sunday 7th May, not 27th.

It is recommended that Members agree a Mayoral Civic Service to take place on Sunday 7th May 2023 at 10:30am.

It is recommended that Members agree that the costs of the Civic Service will be funded from Budget **103/4029 Mayor's Civic**.

Members unanimously **AGREED**.

691/22 Media Policy review

Members received a report from the Deputy Town Clerk.

It is recommended that Members review and agree the proposed changes to the following policies: Media Policy.

Members unanimously **AGREED**.

692/22 Updates from representatives on outside bodies

There were none.

693/22 Action report

Members reviewed and discussed the Action Report.

20mph action – Cllr. Stuchbury suggested that Buckinghamshire Council's policy is brought to the next Resources Committee. The Town Clerk agreed that a report is brought to the next meeting to explain and discuss Buckinghamshire Council's Policy on this.

ACTION TOWN CLERK

694/22 Chair's announcements

No announcements.

695/22 Date of next meeting:

Monday 15th May 2023

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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. Cllr. Stuchbury Proposed, Cllr. Gateley Seconded and Members unanimously **AGREED**.

696/22 Insurance

Members received a report from the Town Clerk.
Members unanimously **AGREED** the recommendation.

697/22 Debtors list

Members received the current list of debtors over 3 months old.
The Town Clerk updated Members on the progress of each debtor.
Cllr. Osibogun commended the Town Clerk and Officers on reducing the debtors' list.

Meeting closed at: 21:05

Signed Date

