

R/07/23

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 4<sup>th</sup> 2024 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:**

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

**Also present:**

Ms. C. Molyneux	Town Clerk
Ms. L. Stubbs	Deputy Town Clerk
Ms. P. Cahill	Committee Clerk

**Absent:** Cllr. G. Collins

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

#### 660/23 Apologies for Absence

Members received and accepted apologies from Cllr. Collins.

#### 661/23 Declarations of interest

Cllr. H. Mordue: Citizens Advice Bureau and the Buckingham Summer Festival.

Cllr. J. Mordue: Citizens Advice Bureau and the Buckingham Summer Festival.

Cllr. Try: Buckingham Pantomime.

Cllr. O'Donoghue: The Youth Centre

#### 662/23 Minutes of last meeting

Members agreed the minutes of the Resources Committee meeting held on 15<sup>th</sup> January 2024.

#### 663/23 Budgets

Members received and agreed the budget reports:

663/23.1 Detailed Income and Expenditure report and summary of budget variances.

663/23.2 Purchase Ledger from January and February 2024.

#### 664/23 Fund transfers

Members noted that on the 18<sup>th</sup> January 2024 £100,000 was transferred from the CCLA to the current account.

#### 665/23 Quarterly banking reconciliations

Members noted that the Vice Chair has reviewed and signed the quarterly banking reconciliations.

4<sup>th</sup> March 2024

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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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**666/23 Annual Community Grants**

666/23.1

Members received and discussed a written report from the Deputy Town Clerk recommending four year grant awards for 2024/25. Subject to procedure being followed (Jon Proposed).

It is recommended that payment to the following four-year grants are authorised, in line with their four year grant award agreements, for 2022/26:

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

Cllr. Osibogun queried the lack of information on the current state of affairs of recipients prior to confirming the grants at this meeting. The Deputy Town Clerk explained that recipients submit an annual report by the end of March. This is presented at the Annual Town Meeting in April and payments are not made until May. This gives time to request additional information if needed. The Town Clerk explained that this procedure is part of the contract, but that we use due diligence before any payments are made. They understand the point raised by Cllr. Osibogun and when this is reviewed, timings can be looked at.

Cllr. Harvey Proposed an amendment to the recommendation: to add 'subject to procedure being followed' after authorised. Cllr. Willett Seconded and Members unanimously **AGREED**.

Cllr. Stuchbury Proposed, Cllr. Mahi Seconded and a vote on the recommendation was taken. The result was:

For: 7  
Against: 0  
Abstentions: 4

4<sup>th</sup> March 2024

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Initial.....

Members received and discussed a written report from the Deputy Town Clerk recommending annual one year grant awards for 2024/25.  
Cllr. H. Mordue declared an interest in the Swan Community Hub.

It is recommended that the following one-year grants are awarded for 2024/25:

<b>Organisation</b>	<b>Recommended</b>
Chronic Pain Support Group	<b>£500</b>
Buckingham Pantomime	<b>£1,364</b>
BAFA (Buckingham Art4All)	<b>£1,389</b>
Buckingham & District Angling Association	<b>£271</b>
Jedidiah	<b>£808</b>
Open House (Community Care North Bucks)	<b>£808</b>
West End Bowls Club	<b>£941</b>
Buckingham Football Club	<b>£1,616</b>
Swan Community Hub	<b>£1,616</b>
Florence Nightingale Hospice Charity	<b>£0</b>
<b>TOTAL</b>	<b>£9,312</b>

Cllr. Osibogun queried the percentage allocation of grants. The Deputy Town Clerk explained that within our grants policy we have a specification that states that where there is more demand for one year grants than funding available, (which is the case this year) then new applicants are prioritised over those who have received funding in the last four years. This year there were 3 new applicants; the rest of the funding is split on a percentage basis, and the remaining applicants were recommended to receive 80.8% of what they had applied for.

Cllr. Osibogun questioned the policy. The Deputy Town Clerk explained that officers do not make value judgements on projects, but the Committee may make a judgement tonight if they feel that one project is more deserving than another. There will be a grants review in the summer where the policy is considered.

Cllr. Harvey Proposed, Cllr. Stuchbury Seconded and Members voted on the recommendation. The result was:

For: 9  
Against: 0  
Abstentions: 2

The Deputy Town Clerk left the meeting at 7:31pm

4<sup>th</sup> March 2024

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**667/23 Annual reviews**

667/23.1 Financial Regulations and Risk Assessment  
Members received a report from the Town Clerk and RFO.

The Town Clerk explained that we are expecting the New Model Financial Regulations in the next month or two and we will then undertake a full review of our Financial Regulations. The Risk Assessment will be reviewed in light of any resulting changes made to the Financial Regulations.

1.1. It is recommended that Members agree to recommend the unchanged Financial Regulations (Appendix D) to Full Council.

1.2. It is recommended that Members agree to recommend the amended Risk Assessment (Appendix E) to Full Council.

Cllr. Stuchbury Proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** the recommendations.

667/23.2 Investment Strategy  
Members received a report from the Compliance and Projects Manager and the Town Clerk.

1.1. It is recommended that the Buckingham Town Council Investment Strategy Policy be recommended to Full Council unchanged.

1.2. It is recommended that the Annual Strategy for the financial year 2024-25 be recommended to Full Council.

Cllr. Harvey Proposed, Cllr. Stuchbury Seconded and Members unanimously **AGREED** the recommendations.

667/23.3 Media policy  
Members received a report from the Deputy Town Clerk.

It is recommended that Members review, agree and recommend the unchanged Media Policy to Full Council.

Cllr. Schaefer Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** the recommendation.

**668/23 Internal Controls review**

Members received a report from the Compliance and Projects Manager.

It is recommended that Members review and agree to recommend the Internal Controls document to Full Council.

The Town Clerk explained that there is a supporting document missing from the agenda pack. They gave their sincere apologies and Members **AGREED** that this is brought to Full Council.

4<sup>th</sup> March 2024

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**669/23 Business rates update**

Members received a report from the Compliance and Projects Manager.

Members noted the Business Rates update report.

Members requested that their thanks to the Compliance and Projects Manager are recorded.

**670/23 Updates from representatives on outside bodies**

Members received verbal updates from Councillors.

Cllr. Stuchbury informed Members that Buckinghamshire Council has agreed its Precept and votes on amendments may be viewed as they are in the public domain.

**671/23 Action Report**

Members reviewed the Action Report.

**672/23 Chair’s announcements**

No announcements.

**673/23 Date of next meeting:**

Monday 29<sup>th</sup> April 2024

**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. Members unanimously **AGREED**.

**674/23 Debtors list**

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

**675/23 Payment endorsements**

Members noted payment endorsement sheets 11 to 15.

**676/23 Insurance**

Members received a report from the Town Clerk.

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

**677/23 Internal auditor**

Members received a report from the Finance Officer.

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

Meeting closed at: 7:50pm

Signed .....

Date .....

4<sup>th</sup> March 2024

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