

**R/08/23**

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 29<sup>th</sup> April 2024 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. J. Harvey  
 Cllr. L. O'Donoghue Chair  
 Cllr. A. Osibogun  
 Cllr. A. Ralph  
 Cllr. R. Stuchbury  
 Cllr. M. Try  
 Cllr. R. Willett

**Also present:** Ms. C. Molyneux Town Clerk  
 Ms. P. Cahill Committee Clerk  
 Mr. S. Beech Compliance and Projects Manager

**Absent:** Cllr. G. Collins  
 Cllr. A. Mahi  
 Cllr. H. Mordue  
 Cllr. J. Mordue  
 Cllr. A. Schaefer

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

#### **772/23 Apologies for Absence**

Members received and accepted apologies from Cllr. Collins, Cllr. Mahi, Cllr. H. Mordue, Cllr. J. Mordue and Cllr. Schaefer.

#### **773/23 Declarations of interest**

Cllr. O'Donoghue is employed by Buckingham Youth Centre; she will leave the room for agenda item 8 (grants update).

#### **774/23 Minutes of last meeting**

Members agreed the minutes of the Resources Committee meeting held on 4<sup>th</sup> March 2024.

#### **775/23 Minutes of Communications Strategy Group**

Members received the minutes of the Communications Strategy Group meeting held on 7<sup>th</sup> March 2024.

#### **776/23 Budgets**

Members received and agreed the budget reports:

776/23.1 Detailed Income and Expenditure report and summary of budget variances.

The Town Clerk will double check the roundabout sponsorship, explained that outstanding invoices for defibrillator servicing will account for the spending percentage, and that the Shopmobility income is from wheelchair hire.

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Members noted that the income from Lace Hill Sports and Community Centre shows excellent use and thanked the Town Centre and External Services Manager for their work.

VAT refund - the Compliance and Projects Manager explained that some activities in sports centres should not have paid VAT and councils were allowed to claim this back.

The Town Clerk confirmed that the planters outside the Old Town Hall are the responsibility of Villiers.

Members thanked the Market Manager for the work that they have done to increase income from the market and flea market.

776/23.2 Purchase Ledger from March 2024.  
The Town Clerk explained that the removal of the tree in Railway Walk was a specialised job due to the narrow path and the situation of the tree and confirmed that People and Places is the town centre research for the Neighbourhood Plan and also for Town Centre & Events.

**777/23 Fund transfers.**

Members noted that there have been no fund transfers.

**778/23 Quarterly banking reconciliations**

Members noted that the Vice Chair will attend the Office on the 9<sup>th</sup> May.

**779/23 Grants update**

Members received a report from the Deputy Town Clerk.

Cllr. Try Proposed that Cllr. Stuchbury Chair this item. Cllr. Osibogun Seconded and Members unanimously **AGREED**. The Chair left the room at 7:27pm and abstained from the vote.

It is recommended that Members decide how they would prefer to proceed with payment of the Buckingham Youth Clubs Four Year grant, from the following two options:

**Option 1:** Pay the £5,570 as agreed in May, if, for any reason, the Youth Clubs do not restart, Buckingham Youth Clubs Ltd will be required to return the money to the Town Council.

**Option 2:** Delay the payment of the Buckingham Youth Clubs Ltd grant until confirmation has been received that at least one club will be restarting in 2024/2025.

The Town Clerk understands that all three clubs have been suspended due to lack of attendance rather than lack of funds.

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Members considered and discussed both Options in detail with the following outcome:

Cllr. Harvey Proposed that we agree to write to Buckingham Youth Club declaring that we will pay them the agreed grant upon confirmation that at least one youth club is running, and we will review the overall grant in January depending on pro rata number of clubs functioning then. Cllr. Willett Seconded. A vote was taken, and the result was:

For: 3  
Against: 3  
Abstention: 0

The Chair had the casting vote, and the Proposal was **AGREED**. **ACTION TOWN CLERK**

Cllr. O'Donoghue returned to the meeting and resumed the Chair at 8:13pm.

**780/23 Updates from representatives on outside bodies**

Cllr. Stuchbury informed Members of an agreed motion at County which would strengthen the protection of women and girls to make it safer for them to go out in the evening.

Cllr. Osibogun drew attention to the contribution from Active Travel, England and the improvements planned for the Railway Walk.

Cllr. Willett has forwarded the Buckingham Youth Club accounts to the Office.

**781/23 FOI and Data Protection Policies**

Members received a report from the Compliance and Projects Manager.

It is recommended that Members recommend to Full Council that there are no amendments to the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

Cllr. Try suggested clarification of the term 'good practice' on page 31 and Cllr. Harvey suggested replacing it with 'good evidence-based practice'. The Town Clerk recommended that we retain the standard wording rather than complicate the policy.

Cllr. Harvey Proposed, Cllr. Ralph Seconded and Members unanimously **AGREED** the recommendation.

**782/23 Draft Staff Handbook**

Members received a report from the Compliance and Projects Manager.

- 1.1 It is recommended that Members review the draft Staff Handbook.
- 1.2 It is recommended that Members agree to send the draft Staff Handbook to Full Council for agreement subject to expected amendments by our HR and Employment Law consultants following changes in legislation from 1 April 2024.

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The Compliance and Projects Manager explained that we have recently changed our HR advisor and they have re-drafted the Handbook. The Council bases its Terms and Conditions on the Green Book and we have worked to ensure that our HR partners have made the correct points. Comments also refer to further legislation which may result in changes to legal requirements; these cannot be modified.

Cllr. Harvey informed Members that BMKALC have an assistance programme which is also open to Councillors. Details will be checked and circulated.

The Town Clerk explained that there is a full employee assistance programme in place from Worknest.

Cllr. Stuchbury Proposed that 'the legal right to join a trade union' is included. Cllr. Harvey Seconded and Members **AGREED**. There was one abstention.

**ACTION COMPLIANCE AND PROJECTS MANAGER**

Cllr. Harvey commended the Office Administrator for their work on the window display for International Workers' Memorial Day.

Members unanimously **AGREED** 1.2 with the amendment.

**783/23 Action Report**

Members reviewed and discussed the Action Report.

**784/23 Chair's announcements**

No announcements.

**785/23 Date of next meeting:** Monday 24<sup>th</sup> June 2024, following the Staffing meeting

**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**.

**786/23 Debtors list**

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

**787/23 Payment endorsements**

Members noted payment endorsement sheets 16 to 21.

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**788/23 Printer/Photocopier contract**

Members received a report from the Compliance and Projects Manager.

It is recommended that Members agree to accept quotation A including the folding facility.

Cllr. Stuchbury Proposed, Cllr. Willett Seconded and Members unanimously **AGREED** the recommendation and thanked the Compliance and Projects Manager.

Meeting closed at: 8.38pm

Signed ..... Date .....

DRAFT

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