

R/06/24

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 3<sup>rd</sup> March 2025 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

<b>Present:</b>	Cllr. J. Harvey	
	Cllr. A. Mahi	
	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	
<b>Also present:</b>	Ms. C. Molyneux	Town Clerk
	Mr. S. Beech	Compliance and Projects Manager
	Ms. P. Cahill	Committee Clerk
<b>Absent:</b>	Cllr. G. Collins	
	Cllr. F. Davies	
	Cllr. H. Mordue	

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

#### **602/24 Apologies for Absence**

Members received and accepted apologies from Cllr. Davies and Cllr. H. Mordue.

#### **603/24 Declarations of Interest**

Cllr. O'Donoghue declared an interest in the Youth Club and suggested that, in the absence of the Vice Chair, the Mayor chair the meeting for agenda item 7, subject to Members' agreement.

Cllr. J. Mordue declared an interest in Citizens Advice Bucks.

#### **604/24 Minutes of last meeting**

Members agreed the minutes of the Resources Committee meetings held on 9<sup>th</sup> December 2024 and 13<sup>th</sup> January 2025.

#### **605/24 Budgets**

Members received and agreed the budget reports:

605/24.1 Detailed Income and Expenditure report and summary of budget variances.

605/24.2 Purchase Ledger from January and February 2025.

Cllr. Try expressed thanks to the Finance Officer for the clear layout of the ledgers.

3<sup>rd</sup> March 2025

*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.....

R/06/24

#### 606/24 Fund transfers

Members noted that there have been no fund transfers.

#### 607/24 One year grants

Members received and discussed a written report from the Finance Officer recommending annual one year grant awards for 2025/26.

- 1.1 It is **RECOMMENDED** that the following one-year grants are awarded for 2025/26. This recommendation is based purely on factual application of the grants policy, officers have not made any judgement on the worthiness of any of the applications.

Organisation	Recommended
Autism early Support	£1500
1 <sup>st</sup> Buckingham Rangers	£475
Buckingham & District Angling Association	£300
Buckingham Football Club	£1169
Buckingham Choral Society	£1000
Connection Support	£1558
Open House (Community Care North Bucks)	£1496
Swan Community Hub	£2142
<b>TOTAL</b>	<b>£9640</b>

Cllr. Harvey questioned the grant for Connection Support as they have £8m in their bank account. The Town Clerk explained that officers have made no judgement; applications have been referenced against the Grants Policy to ensure that they are legitimate. Cllr. Schaefer noted that a report will be requested to show how the grant has been used specifically for Buckingham.

Cllr. Stuchbury Proposed accepting the recommendation. Cllr. Schaefer Seconded. Members **AGREED**. There was one abstention.

#### 608/24 Annual Community Grants

Members received and discussed a written report from the Finance Officer recommending four year grant awards for 2025/26.

- 1.1 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.
- 1.2 It is recommended that a working group be set up in the summer to review the four-year grant process before the start of the new cycle.

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>

Members unanimously **AGREED** that the Mayor will chair this agenda item.

Cllr. Stuchbury Proposed, Cllr. Harvey Seconded and Members **AGREED** the recommendations. There were two abstentions. **ACTION TOWN CLERK**

Cllr. O'Donoghue resumed the chair and thanked the Finance Officer.

#### **609/24 H&S policy**

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

- 1.1 It is recommended that Members recommend to Full Council that, subject to any typographical corrections required, the new Health and Safety Policy be adopted.
- 1.2 It is recommended that Members recommend to Full Council that, subject to any typographical corrections required, the new Health and Safety Handbook be adopted.

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

#### **610/24 Draft Financial Regulations – working document for feedback**

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

- 1.1 It is recommended that Members review the working draft of the new Financial Regulations and provide any written feedback to the Compliance and Projects Manager by 5pm on Monday 17 March 2025.

The Town Clerk explained that this is a working document. The Compliance and Projects Manager apologised that the key was omitted and explained:

Text highlighted in yellow - options which are relevant to this Council.

3<sup>rd</sup> March 2025

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**R/06/24**

Text highlighted in blue and crossed through – will not appear in the final document as not relevant to this Council.

Text highlighted in green – still working on; areas that may be a bit more complex.

Text in red – needs more thought; feedback from Members would be helpful.

Cllr. J. Mordue asked if there is a tabular format for the figures. The Town Clerk said that this can be produced.

**ACTION TOWN CLERK**

Members unanimously **AGREED** the recommendations.

**611/24          Compliments and Complaint Log**

Members reviewed compliments and complaints from September 2024.

**612/24          Quarterly banking reconciliations**

The Town Clerk explained that the Finance Officer is liaising with the Vice Chair to make arrangements to sign the reconciliations.

**613/24          Updates from representatives on outside bodies**

Cllr. Stuchbury informed Members that the Buckinghamshire Council Precept meeting is available as a public record.

**614/24          Action Report**

Members reviewed and noted the Action Report.

**615/24          Chair's announcements – for information only**

No announcements.

**616/24          Date of next meeting:**                      Monday 28<sup>th</sup> April 2025

**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**.

**617/24          Debtors list**

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

**618/24          Payment endorsements**

Members noted payment endorsement sheets 26 to 31.

3<sup>rd</sup> March 2025

4

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Initial.....

R/06/24

**619/24 Insurance**

Members received a report from the Town Clerk.

It is recommended that this Committee agree to recommend the Town Council extend the agreement with Zurich Insurance to provide cover for 2025/26 in accordance with the attached policy at a cost of £20,767.39.

Members unanimously **AGREED** the recommendation.

**620/24 IT Provision**

Members received a report from the Town Clerk.

It is recommended that this Committee agree to extend the agreement with CloudyIT to provide cover for 2025/26 in accordance with the attached quotation at a cost of £12,382.80.

Members unanimously **AGREED** the recommendation.

Meeting closed at: 8:03pm

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

3<sup>rd</sup> March 2025

5

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