

R/07/24

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 28th April 2025 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

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

Also present:

Mr. S. Beech	Compliance and Projects Manager
Ms. Z. Taylor	Deputy Town Clerk
Ms. P. Cahill	Committee Clerk

Absent:

Cllr. Collins
Cllr. Osibogun

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

The Chair thanked Members for their work during the council year and Members thanked the officers for their hard work.

696/24 Apologies for absence

Members received apologies for absence from Cllr. Osibogun and Cllr. Stuchbury.

697/24 Declarations of interest

There were none.

698/24 Minutes of last meeting

Members agreed the minutes of the Resources Committee meeting held on 3rd March 2025.

699/24 Minutes of Communications Strategy Group

Members received the minutes of the Communications Strategy Group meeting held on 6th March 2025.

700/24 Budgets

Members received and agreed the budget reports:

700/24.1 Detailed Income and Expenditure report and summary of budget variances.

The Compliance and Projects Manager confirmed that the additional expenditure for Shopmobility was for the repair of a damaged scooter.

Cllr. Davies thanked the Estates Administrator for securing the tree planting grant.

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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.

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700/24.2 Purchase Ledger from March 2025.

Cllr. H Mordue asked for an explanation of the extra legal advice expenditure to Hampshire County Council. The Compliance and Projects Manager will check this. Cllr. Mordue Proposed that a breakdown of expenditure to Hampshire County Council is reported. Members unanimously **AGREED**.

ACTION COMPLIANCE AND PROJECTS MANAGER AND TOWN CLERK

700/24.3 Correction to Lace Hill Community Centre Rates budget line.
Members received a report from the Compliance and Projects Manager.

It is recommended that £9291 is transferred from budget 103/4236 Election Costs to 250/4225 Rates.

Cllr. O'Donoghue Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation.

701/24 Fund transfers

Members noted that there have been no fund transfers.

702/24 Bank charges for Mayor's Charity account

Members received a report from the Assistant RFO.

It is recommended that Members discuss the changes to the bank accounts and agree to one of the following options:

- a) Maintain the Current and Mayor's Charity Accounts and absorb all charges.
- b) Maintain the Current account, close the Mayor's Charity Account and pay any funds collected on behalf of the Mayor directly to their chosen charities at a ratio to be agreed upon once the mayor has been elected.

Cllr. Stuchbury arrived at 7:12pm.

Cllr. Schaefer Proposed option b), Cllr. Davies Seconded. A vote was taken, and the result was:

For: 9
Against: 0
Abstentions: 1

ACTION FINANCE OFFICER

703/24 Quarterly banking reconciliations

Members noted that the Vice Chair has reviewed and signed the quarterly banking reconciliations from January 2025 to March 2025.

704/24 Chamber fees

Members received a report from the Office Administrator.

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It is recommended that the Chamber hire fees are increased as below, to reflect increased staffing costs.

Current Fees

	Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£12.50	£15.50
Adult / Commercial	£14.50	£20.00

Proposed Fees

	Chamber	
	Weekday	Weekend
	Hourly Rate	Hourly Rate
Concessions (Junior / Community)	£13.00	£16.00
Adult / Commercial	£15.00	£21.00

Cllr. Stuchbury asked if Members who are part of organisations that rent the Chamber should declare an interest and abstain from the vote.

The Compliance and Projects Manager informed Members that it is a matter for individual Members to consider whether they have an interest but advised that in this instance it would be acceptable to vote in order to remain quorate. Cllr. Schaefer agreed.

Cllr. Schaefer Proposed agreeing the recommendation and Cllr. Davies Seconded. A vote was taken, and the result was:

For: 9
Against: 0
Abstentions: 1

705/24 Investment Strategy Policy and Annual Investment Strategy

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

- 1.1. It is recommended that members review and agree the revised Investment Strategy Policy and recommend it to Full Council.

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- 1.2. It is recommended that members agree the Annual Investment Strategy for the financial year 2025-26 and recommend it to Full Council.

Cllr. Harvey requested information regarding how ethical the investments are.

Cllr. J. Mordue Proposed that the first line of the policy is amended to read: Buckingham Town Council acknowledges the importance of ethically and prudently investing the temporarily surplus funds held on behalf of the community. Cllr. Harvey Seconded.

The Deputy Town Clerk informed Members that there is a factsheet giving details of investments on this account which was set up for the public sector.

Cllr. Stuchbury Proposed that the factsheet is included with the recommendation to Full Council. Cllr. O'Donoghue Seconded.

Members voted on Cllr. J. Mordue's Proposed amendment, and the result was:

For: 7
Against: 2
Abstentions: 1

Members unanimously **AGREED** Cllr. Stuchbury's Proposal.

ACTION COMPLIANCE AND PROJECTS MANAGER

Cllr. Davies Proposed, Cllr. Harvey Seconded and Members unanimously **AGREED** recommendation 1.1.

Cllr. Harvey Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED** recommendation 1.2.

The Chair thanked the Compliance and Projects Manager and the Town Clerk for their work.

706/24 Preventing Sexual Harassment Risk Assessment and Action Plan

Members received a report from the Compliance and Projects Manager.

- 1.1. It is recommended that Members note this report.
- 1.2. It is recommended that Members review the Risk Assessment and recommend its adoption to Full Council.
- 1.3. It is recommended that Members review the Action Plan and recommend its adoption to Full Council.

Members raised the following points:

- Should page 32 needs to be amended to show that this assessment is for the whole Council areas?
- Why is there no 'sexual harassment against men' section?
- The risk assessment states that there are no power differentials which is not true.

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- There should be an additional column showing what the mitigation will achieve.
- Young workers should be looked at in more detail.
- There is a typo – ‘rage of actions’ should be ‘range of actions’.

ACTION COMPLIANCE AND PROJECTS MANAGER

The Compliance and Projects Manager informed Members that the risk assessment will be reviewed and updated annually as a minimum.

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

707/24 Staff Handbook

Members received a report from the Compliance and Projects Manager.

It is recommended that members review and recommend the revised Staff Handbook to Full Council to approve.

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

The Chair thanked the Compliance and Projects Manager for his hard work.

708/24 Financial Regulations

Members received a report from the Compliance and Projects Manager.

It is recommended that Members review and agree the new Financial Regulations for recommendation to Full Council.

Cllr. Stuchbury Proposed an amendment: that Vice-Chair, in the absence of the Chair, is included for Regulation 5.15. Cllr. Schaefer Seconded and Members unanimously **AGREED**.

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

ACTION COMPLIANCE AND PROJECTS MANAGER

709/24 Access to Work grant

Members received a report from the Compliance and Projects Manager.

- 1.1. It is recommended that members agree to accept the Access to Work grant of £7645.80 (including VAT) awarded by the Department for Work and Pensions to the Committee Clerk to assist them in their role.
- 1.2. It is recommended that members approve the purchase of the items specified in the DWP award letter from budget line 132/4500 (Future Planning/Contingencies) which will be reimbursed in full by the grant award.

Cllr. Davies Proposed, Cllr. O'Donoghue Seconded and Members unanimously **AGREED** the recommendations.

ACTION COMMITTEE CLERK

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710/24 **Date of next meeting:** Monday 23rd June 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**.

711/24 Debtors list

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

712/24 Payment endorsements

Members noted payment endorsement sheets 33 to 35 and financial year 25/26 sheet 1.

713/24 Staffing report

Members received a report from the Town Clerk.

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

Meeting closed at: 8:27pm

Signed

Date

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