

R/01/22

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 11th July 2202, following the Staffing Committee meeting at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Present:

Cllr. M. Gateley	Town Mayor
Cllr. S. Hetherington	
Cllr. A. Mahi	
Cllr. H. Mordue	Vice Chair
Cllr. L. O'Donoghue	Chair
Cllr. R. Stuchbury	
Cllr. M. Try	
Cllr. W. Whyte	
Cllr. R. Willett	

Also present:

Mr. P. Hodson	Town Clerk
Ms. P. Cahill	Committee Clerk

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

135/22 Election of Chair

Proposed by Cllr. Mahi, seconded by Cllr. Mordue and unanimously **AGREED** to elect Cllr. O'Donoghue as Chair of the Resources Committee for 2022-2023.

136/22 Election of Vice-Chair

Proposed by Cllr. Gateley to appoint Cllr. Harvey as Vice-Chair of the Resources Committee for 2022-2023. No seconder.

Proposed by Cllr. Willett, seconded by Cllr. O'Donoghue and unanimously **AGREED** to appoint Cllr. Mordue as Vice-Chair of the Resources Committee for 2022-2023.

137/22 Apologies for absence

Members received apologies from Cllr. Collins, Cllr. Harvey, Cllr. Osibogun, Cllr. Ralph and Cllr. Schaefer.

138/22 Declarations of interest

There were none.

139/22 Minutes of last meeting

Members received and accepted as a correct record the minutes of the Resources Committee meeting held on 16th May 2022 and received at the Full Council meeting held on 30th May 2022.

Cllr. Mordue left the meeting at 19:06.

140/22 Budgets

Members received and agreed the budget reports:

140.1 Summary Income and Expenditure Report

140.2 Detailed Income and Expenditure Report including variations explanation (new format, for comment)

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DRAFT SUBJECT TO CONFIRMATION

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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.....

The Town Clerk clarified that the red figures are income, the colour-shaded areas represent different committees and ear-marked reserves are now shown for each committee.

The Town Clerk provided a verbal update that the insurance figure has gone up to approximately £18,000 as the survey of assets reported back after the papers were published. This is still within the annual budget. The figures do not show the rising utility/fuel costs, but the new Town Clerk will offer a revised forecast and accurate figures in October.

ACTION TOWN CLERK

Cllr. Gateley asked whether the income from solar panels is fixed. The Town Clerk will check and bring this back to the next meeting.

ACTION TOWN CLERK

Members offered feedback on the new format:

- Some of the figures are incorrect.
- It would be helpful for the old format to be printed for each committee for the next meeting only.
- Formatting is a lot better.

ACTION TOWN CLERK /FINANCE OFFICER

140.3 Purchase Ledger from June 2022

Members discussed:

- Looking at local options before purchasing from Amazon – officers are very aware of this, and it was noted that for the items purchased it would have been difficult to sources locally.
- Publishing an end of year 'spent locally' figure.
- Continue listing in order of supplier.

ACTION FINANCE OFFICER

Cllr. Whyte left the meeting at 19:27.

141/22 20mph Speed Limits

Members considered funding the full cost of £10,359.78 for the proposed 20mph limit study from next year's Precept. Referred from Interim 7th March 2022 (708/21). Background report provided.

Members discussed the use of unofficial 20mph signs similar to those put up at Lace Hill.

The Town Clerk suggested raising awareness through Speedwatch and local groups/schools campaigns.

Members unanimously **AGREED** that the Town Clerk will write to Buckinghamshire Council to investigate the decision to refuse the grant; the Town Council will look at options again when a response has been received.

ACTION TOWN CLERK

142/22 Compliments and Complaints Log

Members agreed that Cllr. Gateley and the Town Clerk ensure a full response was provided.

ACTION TOWN CLERK

143/22 Banking Arrangements

Members received, discussed and noted the report from the Town Clerk outlining the impact of the closure of the Lloyds Bank branch in Buckingham on the Town Council's banking arrangements.

The Town Clerk confirmed that the Communications Clerk attended the banking hub meeting.

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It was agreed that a confidential item is included on the November agenda to reflect on the impact of the bank closure. **ACTION TOWN CLERK**

Cllr. Stuchbury noted that the link to Buckinghamshire Council's survey regarding a banking hub was not working. The Town Clerk agreed to investigate. **ACTION TOWN CLERK**

144/22 Lost Property Policy

Members received and discussed a report from the Estates Manager.

The Town Clerk clarified that we are not advertising that we accept lost property.

Members unanimously **AGREED** to adopt the policy.

145/22 New Website

Members received and discussed a verbal update from the Town Clerk.

The Town Clerk informed members that the new website is currently being built and will soon be released to Councillors for checking. It is hoped that it will be ready to go live by the next meeting. Members thanked officers for their hard work on the website.

146/22 Economic Regeneration Project

Members received and discussed a written report from the Town Clerk. Members voted unanimously to accept the recommendation: pending a full project plan, to accept funding from the Buckingham and Villages Community Board to deliver a 6-9 month 'Town Centre Needs' project; this is instead of the 'feasibility' project previously supported.

147/22 Climate Emergency Action Plan

Members received the latest action plan relevant to the Committee with recent updates.

The Town Clerk explained that the website may not be ready by 18th July deadline suggested in the Plan, and informed members that tetra water packs had been purchased and worked well.

148/22 Updates from Representatives on Outside Bodies

There were none.

149/22 Action Report

Members reviewed and discussed the Action Report.

Cllr. Try asked about Code of Conduct training. The Town Clerk confirmed that this was being arranged with the Monitoring Officer.

150/22 Chair's announcements

Members voiced thanks to the Town Clerk for his work on the Resources Committee.

151/22 Date of next meeting: Monday 26th September 2022

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. **AGREED.**

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152/22 Mace Bearer

Members received and discussed a written report from the Town Clerk.

Members discussed options for recognising the Mace Bearer's work given her recent resignation due to ill health. An Informal meeting of the Full Council will take place next week.

ACTION COMMITTEE CLERK

Councillors agreed an initial approach for recruiting a new Mace Bearer.

ACTION TOWN MAYOR

153/22 Debtors

Members received and discussed a written report from the Town Clerk.

Members unanimously **AGREED** the recommendation.

ACTION TOWN CLERK

Members received the current list of debtors over 3 months old. For the next meeting a report showing debts over 3 months will be included with an explanation for each.

ACTION FINANCE OFFICER

It was confirmed that hard copies of confidential items can be given to the office for shredding by laying them on the Council table at the end of meetings. Encrypted emails for confidential items will be considered.

ACTION TOWN CLERK

154/22 Staffing

Members received and discussed a written report from the Town Clerk.

The Town Clerk informed members that Ms. C. Molyneux begins her new role as Town Clerk on 25th July. This leaves her without a Deputy. Officers have been asked if they would like to apply for the Interim Deputy role; this will give time for the new Town Clerk to consider the role of her new Deputy.

The Community Board funding for 10 hours offers the potential to retain Ms. S. Hoareau in this role for the additional hours.

Two members of staff have been appointed for the Tourist Information Centre and Shopmobility: Kaur Sahilpreet and Bryony Norburn. [REDACTED] has been appointed as caretaker of Lace Hill for 12 months.

Members unanimously **AGREED** the recommendation to note the report.

Members unanimously **AGREED** to circulate an internal document providing Councillors with a full list of staff.

ACTION OFFICE APPRENTICE

Meeting closed at: 20:58

Signed

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Date

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