

R/07/25

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 27 April 2026 in the Council Chamber, Cornwalls Meadow, Buckingham at 8pm.

Present:	Cllr. F. Davies	Town Mayor
	Cllr. J. Harvey	
	Cllr. H. Haydock	
	Cllr. A. Mahi	
	Cllr. H. Mordue	Vice Chair
	Cllr. J. Mordue	
	Cllr. Ruth Newell	
	Cllr. L. O'Donoghue	Chair
	Cllr. A. Schaefer	
	Cllr. R. Stuchbury	
Also present:	Ms. C. Molyneux	Town Clerk
	Mr. S. Beech	Compliance and Projects Manager
	Mrs. A. Benoy	Committee Administrator
	Mrs. N. Stockill	Senior Administrator
Absent:	Cllr. M. Try	

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

661/25 Apologies for absence

Members received and agreed apologies for absence from Cllr. M Try.

662/25 Declarations of interest

There were none.

663/25 Minutes of last meeting

Members agreed the minutes of the Resources Committee meeting held on 2nd March 2026.

664/25 Budgets

Members received and agreed the budget reports:

664.1/25 Detailed Income and Expenditure report and summary of budget variances.

664.2/25 Purchase Ledger from February and March 2026.

665/25 Fund transfers

Members noted the following:

31st March 2026: £125,000.00 was transferred from CCLA to the current account.

22nd April 2026: £100,000.00 was transferred from the current account to CCLA.

666/25 Quarterly banking reconciliations

Members noted that the quarterly banking reconciliations were signed by the Vice Chair on the 21st April 2026.

667/25 Policies

Resources Meeting 27th April 2026

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/07/26

667.1/25 Equal Opportunities

Members received a report from the Compliance and Projects Manager.

It is recommended that Members review and recommend to Full Council the amended Equal Opportunities policy.

Cllr. Harvey Proposed, Cllr. Haydock seconded and Members unanimously **AGREED** the recommendation.
ACTION: COMMITTEE ADMINISTRATOR

667.2/25 Vulnerable Adults policy

Members received a report from the Compliance and Projects Manager.

It is recommended that Members agree to amend the Safeguarding and Protecting Children Policy to include references to young people and vulnerable adults.

Cllr. O'Donoghue Proposed, Cllr. Davies seconded and Members unanimously **AGREED** the recommendation.
ACTION: COMPLIANCE AND PROJECTS MANAGER

It is recommended that Members delegate to the Compliance and Projects Manager to make the relevant textual amendments to achieve this and to retitle the policy appropriately.

Cllr. O' Donoghue Proposed, Cllr. Davies Seconded and Members unanimously **AGREED** the recommendation.
ACTION: COMPLIANCE AND PROJECTS MANAGER

667.3/25 IT Policy

Members received a report from the Compliance and Projects Manager.

It is recommended that Members review and agree the proposed new IT Policy.

Cllr. Davies Proposed, Cllr. Haydock seconded and Members unanimously **AGREED** the recommendation.
ACTION: COMPLIANCE AND PROJECTS MANAGER

667.4/25 Newsletter policy

To agree the recommendation from CSSC:

That useful numbers and contact page is included under permanent fixtures.

Proposed by Cllr. Harvey, seconded by Cllr. O'Donoghue and unanimously **AGREED** that the Newsletter Policy be referred back to the Communications Strategy Sub-Committee for a redraft, with particular emphasis on advertising, governance, and picture credits, and with procedural arrangements removed.
ACTION: DEPUTY TOWN CLERK

668/25 Preventing Sexual Harassment Risk Assessment and Action Plan

Members received a report from the Compliance and Projects Manager, who highlighted an error in the workplace relationships section where a misplaced "x" needed to be moved from high risk to low risk.

It was recommended that Members note the unchanged Risk Assessment and refer it to Full Council for noting.

R/07/26

It was also recommended that Members review the completed Action Plan and refer it to Full Council for noting.

Proposed by Cllr. Harvey, seconded by Cllr. Davies, and unanimously **AGREED**, Members approved the recommendations, including the correction identified by the Compliance and Projects Manager.

ACTION: ACTION: COMMITTEE ADMINISTRATOR

669/25 Staff Handbook

Members noted that Worknest are currently working on amendments.

670/25 Health and Safety policy and handbook

Members noted that Worknest are currently working on amendments.

671/25 Financial Regulations

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

It is recommended that Members review and recommend to Full Council the amended Financial Regulations document.

The Compliance and Projects Manager advised Members that the report referenced the External Auditor where this should be the Internal Auditor.

Cllr. Schafer proposed, Cllr. Davies seconded and Members unanimously **AGREED** the recommendation.

ACTION: COMMITTEE ADMINISTRATOR

672/25 Financial and Management Risk Assessment and Scheme of Delegation

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

It is recommended that Members review and recommend the amended Financial and Management Risk Assessment document to Full Council.

It is recommended that Members review and recommend the unchanged Scheme of Delegation to Full Council.

Cllr. Davis Proposed, Cllr. Schafer Seconded and Members unanimously **AGREED** the recommendations.

ACTION: COMMITTEE ADMINISTRATOR

673/25 Review of Internal Controls

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

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

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

ACTION: COMMITTEE ADMINISTRATOR

674/25 Standing Orders

Members received a report from the Compliance and Projects Manager.

Resources Meeting 27th April 2026

3

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/07/26

Cllr. Harvey proposed changes to the process for submitting apologies, suggesting that Members should be able to submit apologies by email without needing to provide a reason, and that any reasons given should not be announced publicly for security purposes.

The Compliance and Project Manager explained that a confidential list of reasons would be developed and provided to Members. This would allow members to submit apologies without disclosing details to the public or to anyone outside the Council. However, it was noted that members present at the meeting must be informed of the reason, as this is a legal requirement to approve a member's absence, particularly where the absence extends over a prolonged period.

Cllr. Harvey raised a query regarding Section 10, "Motions at Meetings that Do Not Require Written Notice." The Town Clerk emphasised the importance of Members adhering to the three-day notice rule to ensure adequate time for investigation and the application of due diligence prior to decision-making.

The Town Clerk agreed to present a report to the next meeting of Full Council on the provision for Members to raise urgent matters outside of the three-day rule.

ACTION: TOWN CLERK

It is recommended that Members review and recommend the revised Buckingham Town Council Standing Orders to Full Council.

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

ACTION: COMMITTEE ADMINISTRATOR

675/25 Grants policy review

Members received a report from the Town Clerk.

It is recommended that the next review of the Grants Policy takes place in three years' time ready for the next four-year cycle.

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

676/25 Updates from representatives on outside bodies

There were none.

677/25 Complaints and compliments

Members received and noted the complaints and compliments log.

678/25 Action Report

Members received and noted the Action Report.

679/25 Chair's announcements – for information only

There were none.

680/25 Date of next meeting: Monday 22nd June 2026

Resources Meeting 27th April 2026

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/07/26

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**.

680/25 Debtors list

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

681/25 Payment endorsements

Members noted payment endorsement sheets 29 to 34 and to note that the payment on sheet 33 to Edwards Engineering was paid following authorisation by the Compliance and Projects Manager.

Meeting closed at: 9:03pm

Signed

Date