

Minutes of the meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 4th April 2011** in Room AdRB1 in the Anthony de Rothschild Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present:

Cllr. H. Cadd	
Cllr. Mrs. G. Collins	Chairman
Cllr. P. Collins	
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. H. Mordue	
Cllr. Ms. R. Newell	
Cllr. M. Smith	Mayor
Cllr. R. Stuchbury	
Cllr. M. Try	

Also in attendance: Mr. C. Wayman Town Clerk

891/10 Apologies for Absence

RESOLVED to receive apologies from Cllrs. Bloomfield, Lehmann, O'Donoghue and Stevens.

892/10 Declarations of Interest

Cllr. Smith declared an interest in agenda item 15 Tourist Information Centre, and said that he would give a brief statement before withdrawing from the room.

893/10 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Tuesday 15th February 2011 ratified at Full Council on 28th February 2011. **FAP/07/10**

894/10 Minutes of the Communications Strategy Group Meeting

RESOLVED to receive the minutes of the Communications Strategy Group meeting held on Friday 17th September 2010.

895/10 Action Report

Members noted the Action Report.

896/10 Accounts and Budgets

Members raised a number of queries which included that the money from Contingencies for the Youth Centre was not shown.
Members were also informed that the item expenditure above £500 was shown on the website.

897/10 Invoices passed for payment, Income and details of Councillor's Expenses

Members queried the payment made to Anglian Water in respect of Overn Crescent: Members were advised that this had been checked within the office and was only for the part of the year the building was occupied by the Town Council.

898/10 Office Move

Members discussed the proposed move to the Buckingham Centre; some of the discussion centred around the use for the current offices once vacated, including the possibility of allowing the Community Centre use of the space.

Members noted the report and **AGREED** that a further report on fire safes be presented for the next committee meeting and that once the move was completed that a full list of costs be drawn up.

ACTION TOWN CLERK

899/10 New Employees

Members discussed and noted the report. Members **AGREED** that the advert should be sent out via email to Councillors. The possibility of approaching other planning authorities was discussed in relation to the Town Plan Officer, but it was decided to see if a suitable candidate could be found via advertisement.

ACTION TOWN CLERK

900/10 Request from TC&E

Proposed by Cllr. P. Collins, seconded by Cllr. Mordue, and **AGREED** to carry £900 forward from the Publicity budget into the financial year 2011/12 to give back to the Town Centre and Events Committee.

901/10 Computer software

Members noted the information.

902/10 Town Flags

Proposed by Cllr. Newell, seconded by Cllr. P. Collins, and **AGREED** to purchase the replacement flags and that the budget used should be Contingencies, both for this purchase and the purchase of the England flags for display around the town (Interim Council Min. 870/10).

ACTION TOWN CLERK

903/10 Standing Orders

Proposed by Cllr. Smith, seconded by Cllr. Hirons, and **AGREED** that the Standing Orders be accepted subject to alterations in the number layout.

ACTION TOWN CLERK

904/10 Insurance

Proposed by Cllr. P. Collins, seconded by Cllr. Stuchbury, and **AGREED** that Zurich should supply the insurance for the Town Council on a 5 year contract.

905/10 Tourist Information Centre

Cllr. Smith gave a brief statement on the current situation, highlighting that there is a meeting arranged with Tourism South East on the 18th April also that the Tourist Information Centre staff have been made redundant.

Cllr. Smith left the room

Members discussed in great detail the situation with the Tourist Information Centre including the need to keep the Tourist Information Centre running in the town.

Proposed by Cllr. Hiron, seconded by Cllr. Newell, and **AGREED** by 9 votes to 0 that the Town Council investigates the option for the management of the Tourist Information Centre by Tourism South East and that the Town Clerk negotiates on behalf of the Council for the transfer of management personnel and agrees a proposed contract with Tourism South East to be then brought back to the Full Council.

ACTION TOWN CLERK

Cllr. Smith returned to the meeting and was informed of the outcome.

906/10 New Councillor Training

Proposed by Cllr. Smith, seconded by Cllr. P. Collins, and **AGREED** that the Town Clerk should hold an introductory session for new Councillors on Saturday 7th May 2011; that new Councillors be asked if they wish to attend the BALC course (the Town Council funding their attendance - the training budget for next year is £4,000); that a further staff place is purchased on the course; and that further places are purchased for any other Members who may wish to attend.

ACTION TOWN CLERK

907/10 Buckingham Branding/Town Centre Manager

Members raised queries on how much time would be involved in the project and the possible future funding of the project.

Members **AGREED** that the Town Clerk be the Town Council's representative on the steering group, or that the Committee decide which Councillor should represent the Council and that once the office is moved into the Buckingham Centre that the Branding Manager is offered a place in the office.

908/10 Correspondence – Grants

Members noted the correspondence.

909/10 Chairman's Announcements

There were no announcements.

910/10 Date of Next Meeting: Monday 13th June 2011.

Meeting closed at: 8.40pm

Signed.....

Date.....