

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 6th January 2014** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. T. Bloomfield	
Cllr. H. Cadd	
Cllr. P. Collins	
Cllr. J. Harvey	
Cllr. P. Hirons	
Cllr. D. Isham	
Cllr. R. Lehmann	
Cllr. H. Mordue	
Cllr. Ms. Newell	Town Mayor
Cllr. Mrs. O'Donoghue	Chair
Cllr. M. Smith	
Cllr. R. Stuchbury	
Cllr. M. Try	

Also present:

Cllr. Mrs. C Strain-Clark	
Mr. C. Wayman	Town Clerk
Mrs. C. Bolton	Committee Clerk

Due to Cllr Mrs G Collins absence, Cllr Mrs O'Donoghue chaired the meeting.

619/13 Apologies for Absence

RESOLVED to receive apologies from Councillor Mrs G Collins.

620/13 Declarations of Interest

See table of grants below.

621/13 Minutes

RESOLVED to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 4th November 2013 and ratified by Full Council on 18th November 2013. **FAP/04/13**

622/13 Communications Strategy Group Meeting

To receive the minutes of the meeting held on 4th December 2013

Previously circulated CSG/04/13

623/13 Action Report

Members noted the Action Report.

(505.13) The Town Clerk reported that a new under lease would be progressed following his meeting with the Community Centre Management Association representatives on 20th November. Cllr Collins advised a new name for the Management Association was awaited from the Charity Commission.

ACTION: TOWN CLERK

624/13 Accounts and Budgets

Members received and consider the attached Income and Expenditure reports.

6th January 2014 (v2)
12/03/2014

RATIFIED 10TH MARCH 2014

1

Initial.....

Cllr Hirons queried a budget heading for Planning. The Town Clerk said that incidental costs for printing had come from 505/5003 Vale of Aylesbury Plan as the Planning Committee had no actual budget.

Cllr Mordue arrived during following item

625/13 Proposal for Apprenticeship

A written report from the Town Clerk was received.

The Town Clerk circulated additional information to Councillors; which due to illness over the Christmas break had not been available in time for the agenda. The Town Clerk also informed Members that should the project go ahead, then the Child Protection Policies of the Town Council would need to be reviewed.

Councillors discussed the report at length, considering the advantages of employing and training an apprentice from the local community; that the initiative could bring a young person into the Town Council who could benefit from the opportunity as a stepping stone to a further career in the local environment. Members agreed that the proposal required further in-depth investigation in terms of College courses, salary, terms of contract, how the person would be managed, and grants available from Central Government.

Proposed by Councillor Harvey, seconded by Cllr Try and **AGREED** that the Town Clerk investigate the possibilities further, a reserve of funds be made in the Precept budget, and that the Town Clerk report back to the Committee in 3 months' time.

For 10

Against 2

Abstention 1

ACTION: TOWN CLERK

626/13 Grants

The grant applications were received, discussed and agreed as below:

Applicant	Contact	Declarations Of interest	Proposer/Seconder	Voting	Grant applied for	Alternative amount proposed	Grant Awarded
Aylesbury Vale Dial A Ride	Mr.G. Dudley		P: Cllr Lehmann S: Cllr Smith	For: 9 Against: 2 Abstention: 2 CARRIED	£500		£500
Buckingham Canal Society	Athina Beckett	Cllr Smith	Amendment P: Cllr Newell Amendment S: Cllr P Collins	For:8 Against:3 Abstention: 2 CARRIED	£367	£250	£250
Buckingham Churches for Children – Holiday club	Stephen Townsend		1 st vote P: Cllr Smith 1 st vote S: Cllr Harvey	N/A N/A	£750	£0	£500
			Amendment P: Cllr Newell Amendment S: Cllr Stuchbury	For: 7 Against:6 CARRIED		£500	

Applicant	Contact	Declarations Of interest	Proposer/Seconder	Voting	Grant applied for	Alternative amount proposed	Grant Awarded
Buckingham Parish Church Saint Peter & St Paul Church	Raymond Mitchell	Cllr P Collins Cllr Hirons	Amendment P: Cllr Newell Amendment S: Cllr Bloomfield	For: 5 Against: 5 Abstention: 2 *Chair Casting vote declined MOTION FELL	£2,000	£1,000	£0
			P: Cllr Harvey S: Cllr Stuchbury	For: 6 Against: 5 Abstention: 2 CARRIED			
Buckingham Summer Festival	J.Walton		Amendment P: Cllr Stuchbury Amendment S: Cllr Hirons	For: 7 Against: 5 Abstention: 1 CARRIED	£2,250	£750	£750
Buckingham Tennis Club	Robert Rowlands		Amendment P: Cllr Hirons Amendment S: Cllr Harvey	For: 8 Against: 4 Abstention: 1 CARRIED	£2,261	£0	£0
Buckingham Youth Clubs LTD	John Barnett	Cllr O'Donoghue Cllr Stuchbury	P:Cllr Stuchbury	For: 11 Abstention: 2 CARRIED	£5,000		£5,000
			S:Cllr Try				
Buckingham West End Bowls Club	Mrs Lyn East		Amendment P: Cllr Stuchbury Amendment S: Cllr Bloomfield	For: 7 Against: 5 Abstention: 1 CARRIED	£2,000	£500	£500
Buckingham Winslow & Dist Citizens Advice	Mrs Janis Harding	Cllr Smith	P: Cllr Cadd S: Cllr Stuchbury	For: 12 Against: 0 Abstention: 1 CARRIED	£5,000		£5,000
Fibromyalgia	Jo Veglio		Amendment P: Cllr Try Amendment S: Cllr O'Donoghue	For: 10 Against: 3 Abstention: 0 CARRIED	£1,000	£500	£500
Friends of The Old Gaol Museum	Jean Summers	Cllr Smith Cllr Bloomfield	P: Cllr Cadd S: Cllr Mordue	For: 7 Against: 3 Abstention: 0 CARRIED	£500		£500
Frogs – Friends of Grenville Combined School	Caroline Ryan		1 st Vote P: Cllr Stuchbury	For: 3 Against: 9 Abstention: 1	£2,000	£250	£0
			1 st Vote S: Cllr Harvey				
			Amendment P: Cllr Smith	For: 9 Against: 3 Abstention: 0 CARRIED		£0	
Kit Cat Club C/o St Peters & St Pauls	Mrs Christine Barrell		P: Cllr Harvey S: Cllr Bloomfield	For: 12 Against: 0 Abstention: 1 CARRIED	£100		£100

Applicant	Contact	Declarations Of interest	Proposer/Seconder	Voting	Grant applied for	Alternative amount proposed	Grant Awarded
North Bucks Carers Support Group	Carol Penny	Cllr Cadd Cllr Stuchbury	P: Cllr Harvey S: Cllr Bloomfield	For: 12 Against: 0 Abstention: 1 CARRIED	£300		£300
Project Street Life	Jill Townsend		1 st Vote P: Cllr Newell	For: 5 Against: 8	£1,000	£500	£500
			1 st Vote S: Cllr Stuchbury				
			Amendment P: Cllr Try	For 13 Against: 0 Abstention: 0 CARRIED			
			Amendment S: Cllr Hirons				
Sue Ryder Nettlebed Hospice Nettlebed Hospice	Fern Haynes		Amendment P: Cllr Harvey Amendment S: Cllr Smith	For: 13 Against: 0 Abstention: 0 CARRIED	£200	£0	£0
The Swan Community Hub	Andy Ogden	Cllr Mordue	P: Cllr Stuchbury S: Cllr Newell	For: 11 Against: 0 Abstention: 2 CARRIED	£1,000		£1,000
Victim Support	Kostas Panagiotov		Amendment P: Cllr Try Amendment S: Cllr Hirons	For: 4 Against: 9 Abstention: 0 MOTION FELL	£250	£100	£250
			P: Cllr Stuchbury S: Cllr Newell	For: 7 Against: 5 Abstention: 1 CARRIED			
Vitalise	Clare Ellisdon		P: Cllr Try S: Cllr O'Donoghue	For: 9 Against: 4 Abstention: 0	£306		£306
TOTAL AWARDED							£15,956

Members discussed they would prefer to have the grant applications paperwork in soft copy format for future years, to be discussed at the next meeting.

ACTION: F, A & P 24TH FEBRUARY

Councillors held in depth discussions over all of the applications for the forthcoming year. Members **AGREED** the following recommendations to Full Council

Proposed by Cllr Harvey, seconded by Cllr Try and **RECOMMENDED** to Full Council that Buckingham Youth Clubs be considered for a longer term partnership agreement for funding.

Proposed by Cllr Harvey, seconded by Cllr Cadd and **RECOMMENDED** to Full Council that Buckingham, Winslow & District Citizens Advice Bureau be considered for a longer term partnership agreement for funding.

The following was agreed at Full Council 20th January 2014, Minute number 695/13 refers

An amendment to both motions above proposed by Cllr Whyte, seconded by Cllr Collins that the partnership agreements be considered from 2015/16 onward was carried. 9:3.

627/13 Precept

The Precept figures for F,A&P Committee were received. Cllr Collins commented that he had expected to see the Precept figures for all Committees as had been provided in previous year. Further discussion on all Committee budgets would take place at the Precept meeting on 13th January 2014.

102/4018 Cllr Try queried the telephone budget. The Town Clerk confirmed the amount included broadband provision and mobile telephones; also that a small amount may be required for a new fixed IP address for the security camera – this would come from E,P&H budgets.

The Town Clerk confirmed that should it be necessary to look at a new telephone system that would be funded from General Equipment. **ACTION: TOWN CLERK**

628/13 Internal Audit

Members received the report and discussed the options presented for 2014.

Proposed by Cllr Newell, seconded by Cllr Cadd and **AGREED** that the Town Council proceed with Company D at a cost of £465.

ACTION: TOWN CLERK

629/13 VAT Consultation Parish Councils

Members noted the consultation document from AVDC, and felt that further information be requested from AVDC at the appropriate time.

630/13 Chamber access evenings and weekends

Members discussed an email requesting a regular evening chamber booking by the Canal Society, which would require a key holder to come out to open and lock the chamber quite late in the evening. Cllr Bloomfield kindly agreed to carry out the access for the organisation for the time being. In the longer term, a more suitable arrangement for evening key holding was required, where a Councillor was not part of the attending group. **ACTION: TOWN CLERK**

631/13 Chairman's Announcements

The Town Clerk thanked all Councillors who had helped on the recent Neighbourhood Plan public consultation days. Attendance had been 15 on the 1st event, 16 on the 2nd and 25 on the final event.

632/13 Supplementary Agenda Item

To discuss the loss of the Aylesbury Vale District Council and Buckinghamshire County Council customer service receptions and the impact this will have on the Town Council. To discuss possible actions, including the feasibility and costing of employing subsidiary staff, and to authorise the Town Clerk to enter into discussions with the County Council on behalf of the Town Council.

Councillors discussed the item at length and were particularly concerned how members of public, those who were vulnerable, disabled or particularly in need of a face to face representation of AVDC and BCC Customer Service staff in the town would be able to access services should the Reception in Buckingham close.

Members held a vociferous debate with District Councillors over the total lack of consultation with the Town Council and the fact that the loss of the Customer Service desk in Buckingham had not even been publicly consulted on. District Council Members Cllr Stuchbury and Cllr Isham informed the meeting that they had not been made aware of the proposed closure until cabinet papers from the AVDC meeting were circulated; Members felt that as the town was served by 4 District Councillors it would perhaps be wise in future that the Town Council was informed with adequate notice, when an AVDC Cabinet meeting was to debate on important issues that would in turn affect the town and it's growing population. Cllr Mordue produced a 12 day survey of resident usage of the Service Centre, stating that the information clearly showed the service desks were under used. Members queried what the actual current and future attendance figures were and said a 12 day survey is not a comprehensive study, also that it was unfortunate that the true and detailed figures were not available at the meeting.

Proposed by Cllr Harvey, seconded by Cllr Smith and **AGREED** that the Town Council authorise the Town Clerk to discuss the possible loss of the Aylesbury Vale District Council and Buckinghamshire County Council customer service receptions and the impact this will have on the Town; to enter into discussions with and obtain the facts from AVDC and the County Council on behalf of the Town Council.
Unanimous vote.

Clerk's note: Supplementary agenda item; minute number 632/13 (AVDC and County Customer Service Receptions). It had subsequently come to light that Buckinghamshire County Council had not actually confirmed they were withdrawing Customer Service, but in the light of the AVDC decision were considering a decision.

633/13 Date of next meeting: Monday 24th February 2014.

634/13 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.

635/13 Staffing

To receive a report from the Town Clerk
Members **AGREED** the recommendation.

Meeting closed at: 9.45pm

Signed.....

Date.....