

**R/06/20**

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 1<sup>st</sup> March 2021 at 7pm online via Zoom.

**Present:** Cllr. Bloomfield  
 Cllr. Mrs. G. Collins  
 Cllr. J. Harvey  
 Cllr. A. Mahi  
 Cllr. H. Mordue  
 Cllr. Ms. Newell  
 Cllr. Mrs. O'Donoghue      Vice-Chair  
 Cllr Smith                      Chair  
 Cllr. R. Stuchbury  
 Cllr. M. Try

**Also present:** Mr. P. Hodson              Town Clerk  
 Mrs. N. Stockill                      Committee Clerk  
 Ms. C. Molyneux                      Deputy Town Clerk

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

**1116/20      Apologies for Absence**

Members received and accepted apologies from Cllr. P. Hiron and Buckinghamshire Councillor W. Whyte.

**1117820      Declarations of Interest**

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule

**1118/20              Minutes of last meeting**

Members received and **AGREED** minutes of the Resources Committee meeting held on the 4<sup>th</sup> Jan 2021.

Members received minutes from an Extraordinary meeting of the Resources Committee held on Thursday 18th February 2021.

Members **AGREED** to remove the partial grants for the Buckingham Summer Festival and Buckingham Lawn Tennis Group from Table 2 to avoid any confusion.

Cllrs. Newell and Hiron declared an interest as Members of St Peter and St Pauls PCC .  
 Members **AGREED** the minutes with these amendments.

**1119/20      Minutes of Communications Strategy Group**

Members received the draft minutes of the Communications Strategy Group meeting held on Thursday 14th January 2021.

**1120/20      Action Report**

Emergency Climate Action Plan – to be added to the next agenda.

**1121/20      Budgets**

1121.1/20      Members received and noted the budget reports.

(1/3/2021)

Ratified

1

*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/06/20

1121.2/20 Members received and noted the revised budget forecast (Covid-19 implications).

### 1122/20 Equality and Diversity Lead Officer

The Town Clerk reminded Members that The Diversity and Inclusion Working Group made the following recommendation during the meeting held on the 12th January 2021:

*That the Town Council considers appointing a member of staff to be the officer lead for equalities and diversity, to lead and to engage with communities.*

Members **AGREED** that the Town Clerk be the Council's lead officer for equality and diversity. It was **AGREED** that Town Clerk reports to the Resources Committee each year to explain how the role has been carried out. This report should be provided at the same meeting as the Equality and Diversity Policy is reviewed.

### 1123/20 Equality and Diversity Policy

The Town Clerk informed the Committee that The Diversity and Inclusion Working Group made the following recommendation during the meeting held on the 12th January 2021:

*That the Council's Equality and Diversity Policy could have more content regarding how the Council will achieve the aspirations listed. The group reflected that the Equality Policy has not been reviewed since 2013 and asked for it to be formally reviewed, including in comparison with NALC's best practice advice. It is proposed that the Town Council includes the policy with the list of key documents that are reviewed during the annual statutory meeting each year.*

Members **AGREED** that the Council adopt the revised Equality and Diversity Policy.

Members **AGREED** for all of the Council's Committees to review their relevant aspects of the Equality and Diversity Policy. **ACTION TOWN CLERK**

### 1124/20 Fees and charges

Members discussed a written report from the Deputy Town Clerk and noted a formatting error in the cemetery fees table, which should have included column labels showing that different fees applied to residents and non-residents.

Members unanimously **AGREED** the following report recommendations:

- It is recommended that Members agree the 2021-2022 Buckingham Town Council fees and charges listed in report R/127/20.
- It is recommended that the hourly fee for hiring the renovated Chamber be raised from £7/£10 to £9.50/£12.50 to match the weekday rate for the Committee Room at Lace Hill.

Members **AGREED** to pursue Buckinghamshire Council to devolved management of the Tingewick Road roundabout. **ACTION TOWN CLERK**

### 1125/20 Variation to Grant Request 2020/21

Members discussed a variation to the grant awarded to the Lace Hill Residents Association. Members were in full support of the campaign to tackle dog waste and unanimously **AGREED** the proposal for the Association to use some of their 2020/21 award to support their campaign.

(1/3/2021)

Ratified

2

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**R/06/20**

Members **AGREED** to issue a press release on the success of the Lace Hill Residents Association. thereby signposting options for venue hire for other resident associations across Buckingham.

**1126/20 CCLA Investments**

Members received and noted an advice note from CCLA regarding the CCLA Public Deposit Funds, which the Council uses for its General Reserves.

**1127/20 Chair's Announcements**

**1128/20 Date of next meeting: 26th April 2021**

**COMMITTEE IN PRIVATE SESSION**

**Exclusion of Public and Press**

**1128/20 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**.

**1129/20 Staffing Update**

Members received a verbal report from the Town Clerk.

**1129.1/20 Staff Training**

Members congratulated the Deputy Town Clerk on having passed her certificate in Local Council Administration. Members **AGREED** to issues a press release or newsletter article on the Town Council's newly qualified Town Clerk and Deputy Town Clerk, and the implications of such qualifications for the Council.

**ACTION TOWN CLERK**

**1129.2/20 Staff welfare**

Members received and noted a verbal update from the Town Clerk on staffing arrangements during the third national lockdown.

**1130/20 Insurance**

Members received and noted a verbal report from the Town Clerk.

**1131/20 Mobile Phones**

Members received and discussed a written report from the Deputy Town Clerk. Members noted that the Town Council currently has 14 mobile phones and 1 mobile data dongle. Thirteen of the phones currently share 150GB of data, unlimited calls and unlimited texts. The mobile broadband dongle provides 30GB internet to the Greenspaces depot. The fourteenth phone, used by the Lace Hill Caretaker, is currently on a separate contract which can now be cancelled.

Members acknowledged that over the past year the Council had expanded and improved its social media content. Much of this content has come from staff mobile phones which are used to produce video, photos and interviews.

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**R/06/20**

Members unanimously **AGREED** that Buckingham Town Council increase the number of mobile phones from 14 to 17.

Members **AGREED** to accept the 24-month contract from Cat5 Communication LTD to supply 10 Samsung S20FE, 5 Samsung X-Cover Pro, 2 SIM only, 152GB data and 35GB Mobile Broadband at £530per month. **ACTION DEPUTY TOWN CLERK**

**1132/20 Council Chamber**

Members received and discussed a verbal update from the Deputy Town Clerk on the progress of the Council Chamber extension.

Meeting closed at: 19.54

**Signed**

**Date**

(1/3/2021)

Ratified

4

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