

R/03/21

Minutes of a meeting of the Resources Committee of Buckingham Town Council held on Monday 8th November 2021 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

Present:

Cllr. Mrs. G. Collins
 Cllr. J. Harvey
 Cllr. H. Mordue
 Cllr. Gateley
 Cllr. Ralph
 Cllr. Mrs. O'Donoghue Chair
 Cllr. R. Stuchbury

Also present: Mr. P. Hodson Town Clerk
 Mrs. N. Stockill Committee Clerk

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

483/21 Apologies for Absence

Members received and accepted apologies from Cllr Try.

484/21 Declarations of Interest

None were received.

485/21 Minutes of last meeting

Minutes from the last meeting were previously circulated but incorrectly referenced on the agenda. Members **AGREED** to refer the minutes of the 20th September 2021 to the meeting of the 10th January 2022.

486/21 Minutes of Communications Strategy Group

Members received the minutes of the Communications Strategy Group meeting held on Wednesday 1st September 2021

487/21 Budgets

487.1/21 Members received a series of budget reports and the Town Clerk **AGREED** to add a cover report to the Precept paper for the 17th January 2022 summarising the background to the Council budgets.

487.1.1/21 Members noted a Highlight Report of main budget variations.

487.1.2/21 The Summary Income and Expenditure Report was received and noted.

487.1.3/21 Members noted a Detailed Income and Expenditure Report.

Cemetery Lodge, review of income - **AGREED** to be added to a future agenda.

ACTION TOWN CLERK

487.1.4/21 Purchase Ledger from 8th – 31st October 2021

Purchases from Amazon – Cllr. Harvey reminded Members that Buckingham Town Council's Climate Emergency Action Plan includes a commitment to *Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available*. The Town Clerk said online shopping platforms were only used when items could not be sourced cost effectively or locally.

(8/11/2021)

DRAFT SUBJECT TO CONFIRMATION

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.

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487.1.5/21 Direct Debits and Standing Orders; to resolve to approve the variable direct debits used by the Council in line with Financial Regulation 6.7.

APPROVED

487.2/21 Members received and discussed a written report from the Town Clerk proposing budget changes for 2022/23

The following recommendations were discussed and **AGREED**:

- The full budget proposals for 2022/23 are developed using the approach outlined in Section 4, including the use of 4.9% as the general increase.
- The proposed significant changes to the Resources Budget for 2022 23 outlined in Section 6 are included in the full budget proposal
- Any underspends in the codes listed under section 7 are transferred to an appropriate ear-marked reserve

Cllr. Stuchbury declared an interest in the next agenda item as a Member of the Labour Party and hirer of the Council Chamber

487/21 Policies Review

Members confirmed the following policies and procedures of Buckingham Town Council:

487.1/21 Council Chamber Hire Conditions

Members **AGREED** the proposed conditions

487.2/21 Community Engagement Strategy

Typographical errors - Incorrect references to AVDC

Friends of Buckingham University – Cllr. Mordue said he was happy to feedback informally to Full Council.

Alms-houses Charity and Swan Practice Patient Participation Group were missing from the list of partners

Members received, discussed and **AGREED** the Strategy with the above amendments

488/21 Interim Internal Audit Report

Members received and discussed the internal audit report. Members **AGREED** the Town Clerk's interim observations.

487.1/21 Cover Letter

Noted.

487.2/21 Interim Summary Report

Noted.

487.3/2 Interim Observations with Town Clerk summary

Noted.

488/21 Town Council Office Arrangements

Members received and discussed a written report from the Town Clerk. The following report recommendations were **AGREED**:

It is recommended that Members agree the proposed changes to the public description of the office's hours.

It is proposed to amend the public statement of the Council's office hours to say:

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Initial.....

- Monday: Appointments only
- Tuesday: 10am – 5pm
- Wednesday: 12am – 5pm
- Thursday: 10am – 5pm
- Friday: 10am – 3pm
- (Closed Weekends and Bank Holidays)

Town Council staff are available to answer phone calls made to the office number, 01280 816426 on:

Monday: 9am to 5pm

Tuesday: 9am to 5pm

Wednesday: 9am to 10am & 12am to 5pm

Thursday: 9am to 5pm

Friday: 9am to 3pm

Members **AGREED** to add the Town Council's phone number to the front of the building.

Cllr. Mordue left the Chamber at 19.44

489/21 Climate Emergency Action Plan

Members reviewed the updated Climate Emergency Action Plan.

Proposed by Cllr. Harvey and seconded by Cllr. Stuchbury to recommend to Full Council that: We recognise that as elected Members of Buckingham Town Council, we are custodians of the Climate Emergency Action Plan and commit to encourage Buckingham to become carbon neutral.

AGREED

Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and **AGREED** for a declaration to be drafted for review by Resources Committee on the 10th January 2022 if the above recommendation is approved by Full Council. The declaration would be recommended to Full Council to be signed by Councillors, pledging that Councillors will commit to helping them achieve their aim to make the Town Council carbon neutral by 2030 and encouraging the town's population, organisation and businesses to work with us in that aim.

A vote was taken and the results were:

4 in favour

1 abstention

490/21 Committee Calendar

490.1/21 Members received an updated calendar of committee dates for 2022.

Cllr. Stuchbury requested an additional copy of the calendars detailing the Town Events alongside the Committee Meetings.

TC&E and Environment committee dates to be reviewed and swapped if necessary to coincide with public events.

ACTION TOWN CLERK

AGREED

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490.2/21 To review, agree and recommend to Full Council the calendar of committee dates for 2023

AGREED

500/21 Action Report

Noted

501/21 Chair's Announcements

None

**502/21 Date of next meeting
COMMITTEE IN PRIVATE SESSION**

Exclusion of Public and Press

The Committee Clerk left the Chamber at this point in the agenda.

503/21 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**

503/21 Staffing

Members received a written report from the Town Clerk and a vote was taken on the following report recommendations:

- The provision for one salary point to be added on completion of the listed qualifications be added to the contracts of other staff than only the Town Clerk and Deputy Town Clerk as described.
- The Town Clerk be funded to complete the MA in Public Leadership and Management provided by De Montfort University.
- The Estates Administrator post be increased to 27 hours per week and the Communications Clerk to 33 hours per week, at a cost of £12,920 at the current salary scale.

The results of the vote were:

Five in favour

One abstention

504/21 Purchase of Estates Vehicle

Members received and discussed a written report from the Estates Manager. The following report recommendations were unanimously AGREED:

- To recommend to Full Council to agree to option C to purchase the Isuzu LWB Utilitruck from Cordwallis Group for £32,023 ex vat.

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- To recommend to Full Council to agree that funds are taken from the budgets listed in Table B. for the 2021/22 budget with a 10% deposit paid on order and the remaining funds to be placed in an earmarked reserve until the balance will have to be paid once the vehicle is received in May/June 2022.

| Amount | 2020/21 Budget | Code |
|----------------|------------------------------|-------------|
| £6,200 | Vehicle hire and maintenance | 205/4063 |
| £4,000 | Community Service | 201/4068 |
| £21,823 | New Cemetery Repayments | 253/4619 |
| £32,023 | Total | |

505/21 Website Rebuild and Maintenance contract

Members received and discussed a written report from the Communications Clerk. The following report recommendations were unanimously **AGREED** to be recommended to Full Council:

- It is RECOMMENDED that the introduction of the new website is scheduled for April 2022, using the forecast underspend in the 4041/102 Website Provision & Operation budget of approximately £4,000 in 2021/22 and the remainder from the same budget in 2022/23 to fund the setup cost and first year's running cost.
- It is RECOMMENDED that Zonkey are awarded the website rebuild contract at a setup cost of £7,995 and the ongoing maintenance, hosting and support contract for the website for the next three to five years at a cost of £1,560 per annum.

Meeting closed at:

Signed

Date

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