

**R/04/24**

Minutes of a meeting of the **Resources Committee** of Buckingham Town Council held on Monday 9<sup>th</sup> December 2024 in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:**

Cllr. G. Collins	
Cllr. F. Davies	
Cllr. J. Harvey	
Cllr. A. Mahi	
Cllr. H. Mordue	Vice Chair
Cllr. J. Mordue	
Cllr. L. O'Donoghue	Chair
Cllr. A. Osibogun	
Cllr. A. Ralph	
Cllr. A. Schaefer	Town Mayor
Cllr. R. Stuchbury	
Cllr. M. Try	

**Also present:**

Mr. S. Beech	Compliance & Projects Manager
Ms. P. Cahill	Committee Clerk

**Absent:** None

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

**439/24 Apologies for Absence**

There were no apologies.

**440/24 Declarations of interest**

There were none.

**441/24 Minutes of last meeting**

Members agreed the minutes of the Resources Committee meeting held on 21<sup>st</sup> October 2024.

**442/24 Minutes of Communications Strategy Group**

Members received the minutes of the Communications Strategy Group meetings held on 6<sup>th</sup> June 2024 and 5<sup>th</sup> September 2024.

**443/24 Budgets**

Members received and agreed the budget reports:

- 443/24.1 Detailed Income and Expenditure report and summary of budget variances. Members noted the success of the Dog Show and the Skate Park event and thanked the Town Centre and External Services Manager for her hard work.
- 443/24.2 Purchase Ledger from November 2024. Members were pleased to note that a lot of local businesses are listed.

9<sup>th</sup> December 2024

*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/04/24**

443/24.3

Members received a report from the Town Clerk.

It is recommended that Members review, discuss and agree to send the attached Resources budget 2025-2026 to the Precept Meeting via the 13<sup>th</sup> January 2025 Resources Committee.

Cllr. Harvey Proposed that a small budget line of £200 is created for the Equality, Community Diversity, and Inclusion Working Group. Cllr. Stuchbury Seconded.

The Compliance and Projects Manager explained that a Working Group cannot legally have its own budget, or make expenditure decisions, but that this Committee could hold a budget for the Working Group. A request to spend would then be made to this Committee. He suggested that the Proposal should include that this is recommended to Full Council. If it is found that this is not a feasible option, a report will be brought to Full Council.

Members unanimously **AGREED** the amendment to add a small budget line of £200 and to recommend this to Full Council.

Members unanimously **AGREED** the amended recommendation.

**ACTION TOWN CLERK**

**444/24 Fund transfers**

Members noted that there have been no fund transfers.

**445/24 Authorised payments**

Members noted that a payment of £680.40 (including VAT) was made for road signs. Payment was required to process the order.

Members noted that a payment of £540 (including VAT) was made to Pump Technologies to fix a sewage pump at Chandos Park toilets.

Members noted that a payment of £750.00 was paid to Sound and Light Guys to secure the screen.

**446/24 Auditor's report**

Members noted the Internal Auditor's Letter.

Members noted the Internal Auditor's Observations and RFO's response.

Members noted the Internal Auditor's Summary.

Members thanked Officers for their hard work.

**447/24**

Members noted that, following the above Auditor's report, Fidelity insurance has been increased to £2M.

9<sup>th</sup> December 2024

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**448/24 Motion: Cllr. Davies.**

I propose that, since workloads in the office are at a high level due to the Neighbourhood Plan and other large projects, together with the other staffing changes we have encountered over the past 12 months, this Committee instructs the Town Clerk to take steps to identify any skills or manpower shortages that currently exist and take the necessary steps to recruit accordingly. This measure will be to add to our already talented workforce.

Cllr. Schaefer Seconded the Motion.

Members raised the following points:

- We are a growing town, with future projects planned, and we may need extra help in the future.
- We should consider the workload in the office.
- This is quite open ended – what skill set are we seeking?
- The Motion should be amended to request that the Town Clerk identifies skills and staff shortages and brings the findings back to Committee to consider.

Cllr. Schaefer Proposed an amendment:

I propose that, since workloads in the office are at a high level due to the Neighbourhood Plan and other large projects, together with the other staffing changes we have encountered over the past 12 months, this Committee instructs the Town Clerk to identify any skills or workforce shortages that currently exist and report back to the appropriate Committee.

Cllr. Davies and Cllr. Schaefer accepted the amendment and Cllr. O’Donoghue Seconded.

Cllr. Davies requested a recorded vote on the amendment and the amended Motion.

A vote on the amendment was taken, and the result was:

For: Cllr. Collins, Cllr. Davies, Cllr. Harvey, Cllr. Mahi, Cllr. H. Mordue, Cllr. J. Mordue, Cllr. O’Donoghue, Cllr. Osibogun, Cllr. Ralph, Cllr. Schaefer, Cllr. Stuchbury and Cllr. Try.

Against: 0

Abstentions: 0

A vote on the amended Motion was taken, and the result was:

For: Cllr. Collins, Cllr. Davies, Cllr. Harvey, Cllr. Mahi, Cllr. H. Mordue, Cllr. J. Mordue, Cllr. O’Donoghue, Cllr. Osibogun, Cllr. Ralph, Cllr. Schaefer, Cllr. Stuchbury and Cllr. Try.

Against: 0

Abstentions: 0

**ACTION TOWN CLERK**

9<sup>th</sup> December 2024

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**449/24 Updates from representatives on outside bodies.**

There were none.

**450/24 Action Report**

Members noted the Action Report.

**451/24 Chair’s announcements – for information only**

No announcements.

**452/24 Date of next meeting:** Monday 13<sup>th</sup> January 2025

**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**.

**453/24 Debtors list**

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

The Compliance and Projects Manager explained that the power to write off a debt can not be legally delegated and must remain with the Full Council. He therefore recommends that this Committee recommends to Full Council to write off debt P025.

Members **AGREED**. There was one abstention.

**454/24 Payment endorsements**

Members noted payment endorsement sheets 19 to 21.

**455/24 Staffing report – confidential**

Members unanimously **AGREED** recommendation 1.1 to note the report.

Cllr. Stuchbury Proposed, Cllr. Schaefer Seconded and Members unanimously **AGREED** recommendation 1.2.

Meeting closed at: 8:05pm

Signed .....

Date .....

9<sup>th</sup> December 2024

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