

2nd March 2009

Sir/Madam,

A meeting of the **Finance and Administration Committee** of Buckingham Town Council will be held on **Monday 9th March 2009** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Anne Wilson  
Town Clerk

Please note that the Finance and Administration Committee will be preceded by Public Question time in accordance with Standing Order 1.2, which will last for a maximum of 15 minutes.

## **AGENDA**

### **1. Apologies for Absence**

Members are asked to receive apologies from members.

### **2. Declarations of Interest**

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.

### **3. Minutes**

To receive the minutes of the Finance and Administration Committee meeting held on 19th January 2009

**Copy previously circulated**

#### **4. Action Report**

To receive the report and note the update information.

**Copy attached Appendix A**

#### **5. Budget Reviews**

To receive and consider the information attached:

- a) Finance and Administration Committee Budget **Copy attached Appendix B**
- b) All Committee Budgets **Copy attached Appendix C**

#### **6. Training and Conferences**

Members are asked to consider the attached report with regard to the Training and Conferences for the Town Clerk and Deputy Town Clerk.

**Copy attached TC/010809/FAC**

#### **7. AVDC Council Tax Valuation**

Members are asked to discuss the attached correspondence from AVDC with regard to the Council Tax discount for the Cemetery Lodge.

**Copy attached Appendix D**

#### **8. Annual Audit**

Members are asked to consider the attached report with regard to the recommendations from Mazars, the Council external auditors.

**Copy attached TC/020809/FAC**

#### **9. Town Council Staff Name Badges**

Members are asked to consider the attached report with regard to the purchase of name badges for the staff of the Town Council.

**Copy attached TC/030809/FAC**

#### **10. Purchase of JCT 05**

Members are asked to agree to the purchase of JCT 05 standard Repair and Maintenance Contract to assist with the compiling of the standards contract for the Town Council at a cost of £17.50.

## **11. Buckingham Town Council Website**

Members are asked to consider the attached report with regard to the Town Council website.

**Copy attached TC/040809/FAC**

## **12. Dedicated e mail Addresses**

Members are asked to consider the following with regard to e mails at the Town Council:

- That a dedicated e mail address be set up for the Town Clerk
- That a dedicated e mail address be set up for the Deputy Town Clerk

## **13. Office Opening Hours**

Members are asked to agree to reverting to the Town Council offices being open to the public five days per week and amending the opening hours to 10 a.m. – 5 p.m. Monday to Thursday and 10 a.m. – 3 p.m. on a Friday.

**14. Date of Next Meeting:** Monday 27th April 2009

## **COMMITTEE IN PRIVATE SESSION**

### **15. 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.

### **16. OVERTIME AND TIME IN LIEU**

### **17. CONTRACT FOR ACCOUNTS ASSISTANT**