



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Anne L. Wilson BA (Hons) FILCM AIH



27th July 2009

Sir/Madam,

A meeting of the **Finance and Administration Committee** of Buckingham Town Council will be held on **Monday 3rd August 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 Monday 15th June 2009

Copy previously circulated

4. Action Report

To receive the report and note the update information.

Copy attached Appendix A

5. Status of the Chairman's Committee

Members are asked to discuss the status of the Chairman's Committee and its terms of reference.

Copy of the latest terms of reference found attached Appendix B

6. Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports attached.

Copy attached Appendix C

6. Invoices passed for payment

Members are asked to receive the attached schedule of invoices paid.

Copy attached Appendix D

7. Lloyds TSB Business Charge Card

Members are asked to consider the attached report with regard to the application for a Lloyds TSB Charge Card.

Copy attached TC/20/09

8. Quarterly Accountant Visits

Members are asked to consider the attached report with regard to the possibility of having quarterly visits from an accountant.

Copy attached TC/21/09

9. Petty Cash

Members are asked to agree to the petty cash float being increased to £200. The float is currently £100 and is used to buy the stamps for the Council, which are bought in 50's of any class which uses the majority of the £100 at any one time leaving limited amounts for any other expense.

10. Computers

Members are asked to consider the attached report with regard to the computers in the office.

Copy attached TC/22/09

11. Members and staff events

Members are asked to consider joint members and staff events and training as per the attached report.

Copy attached TC/23/09

12. Cemetery Lodge

Members are asked to consider the attached report with regard to the boiler and heating system in cemetery lodge.

Copy attached TC /24/09

13. Buckingham Partnership

Members are asked to note the attached report with regard to the changes to the Buckingham partnership.

Copy attached TC/25/09

14. Publication of Report – Local Authority Investments

Members are asked to note the attached information on Local Authority Investment practices.

Copy attached Appendix E

15. Items for Note

- To consider dissemination of information to members

16. Chairman's Announcements

17. Date of Next Meeting: Monday 3rd August 2009

COMMITTEE IN PRIVATE SESSION

18. 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.

19. Confidential Minutes

20. Accounts Assistant

21. Overtime Payments

COMMITTEE IN PRIVATE SESSION

BUCKINGHAM TOWN COUNCIL

FINANCE AND ADMINISTRATION COMMITTEE

MONDAY 3RD AUGUST

19. Confidential Minutes

Members are asked to confirm the confidential minutes of the Finance and Administration Committee Meeting held on Monday 27th April 2009.

Copy previously circulated

20. Accounts Assistant

Members are asked to consider the attached report with regard to the role of the Accounts Assistant at Buckingham Town Council.

Copy attached TC/26/09

21. Overtime Payments

Members are asked to consider the attached report from Cllr. Ms Newell with regard to overtime payments for staff.

Copy attached TC/27/09