



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

Email: [office@buckingham-tc.gov.uk](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Anne L. Wilson BA (Hons) FILCM AIH



14<sup>th</sup> September 2009

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 21<sup>st</sup> September** 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 3<sup>rd</sup> August 2009

**Copy previously circulated**

### 4. Action Report

To receive the report and note the update information.

**Copy attached Appendix A**

## **5. Committee System and the Decision Making Process**

The Town Clerk has been asked to place this item on the agenda following the issue over membership of committees at the Annual meeting..

Members are asked to consider and review the current committee system and the decision making processes and whether they wish to amend these.

## **6. Accounts and Budgets**

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

**Copy attached Appendix B**

## **7. Invoices passed for payment**

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

**Copy attached Appendix C**

## **8. Pay Claim 2009/2010**

Members are asked to note the attached paperwork with regard to the pay claim agreed from 1<sup>st</sup> April 2009 for Town Council staff.

**Copy attached Appendix D**

## **9. Institute of Local Council Management**

Members are asked to consider the attached report with regard to membership of the Institute of Local Council Managers for the Town Clerk and the Deputy Town Clerk.

**Copy attached TC/42/09**

## **10. Society of Local Council Clerks**

Members are asked to consider the attached report with regard to paying the membership subscription of the Society of Local Council Clerks for the Town Clerk.

**Copy attached TC/43/09**

## **11. A Foundation Degree in Community Engagement and Governance**

Members are asked to consider the attached report with regard to the Deputy Town Clerk undertaking the Foundation Degree in Community Engagement and Governance.

**Copy attached TC/44/ 09**

## 12. Christmas Closure

Members are asked to consider the attached report with regard to the closure of the offices over the Christmas and New Year period.

**Copy attached TC/45/09**

## 13. Town Clerk's Office

Members are asked to consider the attached report with regard to the relocation of the Town Clerk into the Town Clerk's office.

**Copy attached TC/46/09**

## 14. 2010 Meeting Dates

Members are asked to confirm the attached list of meeting dates for 2010.

**Copy attached Appendix E**

## 15. Baby Café

For Members information the Town Clerk has now received an acknowledgement from Councillor Pushman with regard to the Baby Café in Buckingham and he has informed us that he will look into the issues raised however as it isn't a lease and hiring arrangement the reply will not be immediate.

## 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