



BUCKINGHAM TOWN COUNCIL

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

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk



15th February 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 22nd February 2010** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Christopher Wayman
Town Clerk

Please note that the Finance and Administration and Personnel 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 9th November 2009 ratified at Full Council on 23rd November 2009.

Copy previously circulated

4. Personnel Committee

To receive the minutes of the Personnel Committee meetings held on Tuesday 1st December 2009 and Tuesday 8th December 2009.

Copies previously circulated

5. Computer working group

To receive the notes and any recommendations of the computer working group meeting of the 15th February 2010.

Appendix A

6. Action Report

To receive the report and note the update information.

Appendix B

7. Accounts and Budgets

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

Appendix C

8. Invoices passed for payment, Income and details of Councillor's Expenses

Members are asked to receive the attached schedule of invoices paid, income received and Councillor's Expenses.

Appendix D

9. Administrator

To agree to retain the current temporary administrator.

10. Review of Policies

To receive and agree the updated Standing Orders, Financial Regulations and the Financial Risk Assessment.

To be circulated on the night

11. Internal Auditor 2010/11

To agree to appoint Tearle & Carver as Internal Auditors for 2010/11 subject to the Town Clerk and Chairman meeting with them.

12. External Auditors Report

To receive the External Auditor Report for 2008/09

Appendix E

13. Insurance Claim

To receive an appeal over the Town Centre and Events Committee Meeting decision to not pay out on an insurance claim.

Appendix F

14. Accounts Software

To agree to the purchase of the Purchase Order Process Pack from RBS Software £295+VAT & £99 per year for support, which will enable purchase orders to be placed on the accounts package and ensure more accurate committed expenditure figures that currently.

15. Mayoral Cards

To agree if multi-use cards should be purchased for use by the Mayor.

Appendix G

16.2008/09 Grants

To note the correspondence from Maids Moreton Preschool and the Hospital Car service

Appendix H

17.Training

To receive details of training for the forthcoming year and agree any attendance at appropriate courses

Appendix I

18.Town Council Calendar

To discuss and agree if the Town Council should produce a Town Council Calendar.

Appendix J

19.S106 Request from Buckingham Ladies Hockey Club

To discuss the request from Buckingham Ladies Hockey Club

Appendix K

20.Chairman's Announcements

21.Date of Next Meeting: Monday 19th April 2010