



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Mr. C. P. Wayman



12th April 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 19th April 2010** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Mr. C. P. 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 22nd February 2010 ratified at Full Council on 8th March 2010.

Copy previously circulated

4. Action Report

To receive the report and note the update information.

Appendix A

5. Accounts and Budgets

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

Appendix B

6. 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 C



7. Review of Policies

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

Copies Previously Circulated

8. Insurance Claim

To receive correspondence from BCC regarding the claim

Appendix D

9. Computers

To agree to purchase two new computers as per minute number 770/09 as the same specification previously purchased in February 2010.

10. Stationery

To receive quotations for business cards and compliment slips and agree if any should be purchased.

Appendix E

11. Office Equipment

To agree to purchase a new office chair and a new shredder after both existing having been condemned

Appendix F

12. Office Server

To receive the attached report from Cllr. Try and agree any recommendations.

Appendix G

13. RBS Software

To purchase RBS Software's Year End accounting service as per last year at a cost of £425 + 35p per mile travel.

14. Practitioners Conference

To receive a report on the Practitioners Conference.

Appendix H

15. Chairman's Announcements

16. Date of Next Meeting: Monday 7th June 2010

COMMITTEE IN PRIVATE SESSION

17. 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.

18. Accounts Assistant

19. Clerical Assistant