



BUCKINGHAM TOWN COUNCIL

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



1st June 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 7th July 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. Chairman

To elect the Chairman of the Finance, Administration and Personnel Committee for the forthcoming year.

2. Vice Chairman

To elect the Vice Chairman of the Finance, Administration and Personnel Committee for the forthcoming year

3. Apologies for Absence

Members are asked to receive apologies from Members.

4. 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.

5. Minutes

To receive the minutes of the Finance and Administration Committee meeting held on Monday 19th April 2010 ratified at Full Council on 4th May 2010.

Copy previously circulated

6. Action Report

To receive the report and note the update information.

Appendix A

7. Accounts and Budgets

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

Appendix B

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 Councillors' Expenses.

Appendix C

9. Appraisal System

To agree the draft Appraisal System for use by the Town Council

Appendix D

10. Asset Register

To receive a report on compiling an asset register and agree any action

TC/09/10

11. Letter headed Paper

To receive a report on using letter headed paper and agree any action

TC/10/10

12. Training

To receive a report on training needs for the remainder of the year and agree any action

TC/11/10

13. Website Information

To agree what information about outside bodies should be incorporated onto the Town Council's website following a request from Buckingham General Charities to place information on what aid they offer and their contact details onto the website.

14. Grants 2010/11

To receive a letter from Buckingham's Baby 1st Café in respect of the 2010/11 grants and agree any action.

Appendix E

15. BCC Pensions

To agree to sign a Service Level Agreement with BCC in regard to the pensions

Appendix F

16. Insurance Claim

To note the letter from Zurich Insurance

Appendix G

17. Internet usage policy

To discuss and agree an internet usage policy – Cllr. Newell

Appendix H

18. Chairman's Announcements

19. Date of Next Meeting: Monday 26th July 2010

COMMITTEE IN PRIVATE SESSION

20. 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.

21. Accounts Assistant

22. Clerical Assistant