

Dear Member,

You are hereby summoned to attend a meeting of the **Finance and Administration Committee** to be held in the Council Chamber, Town Council Offices, Buckingham, on Monday 23rd July 2007 at 7.00 pm

Signed by
Town Clerk

There will be a public session of no more than 15 minutes held at the start of the meeting

AGENDA

1. To receive apologies for absence
2. To receive declaration of interest for items on the agenda
3. To receive the minutes of the last meeting held on 4th June 2007
4. To receive action reports and updates as per attached list
5. Quality Parish Council
 - 5.1 To receive update on the Council Tax Leaflet.
6. Budget Reviews
 - 6.1 To review Finance and Administration Committee budgets
 - 6.2 To review all Committee budgets
 - 6.3 To receive information of the Town Clerk's Time in Lieu Hours
7. To receive the minutes of the Town Council Premises Committee held on 25th June 2007 and discuss the contents.
8. To receive the Training and Development programme for the Town Clerk and agree timescale for an annual appraisal required under the Town Clerks contract section 10.
9. To receive and agree the Accounts to 31.03.07 and recommend acceptance to Council subject to the internal and external audit.
10. To discuss the reports used to present amounts for payment and retrospective payments at the Council meetings; and discuss the Accounts package used by the Council.
11. To discuss the Allowances to Parish Councillors as per attached paper – Cllr Whyte
12. To discuss the appointment of another part time caretaker based on information from Events and E & P Committee, recommend to the Council the terms & conditions of any employment.
13. To receive details of the applicants for Deputy Town Clerk
14. To discuss the Council's web site, review the site and agree any changes. www.buckinghamtowncouncil.gov.uk

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting

15. To discuss creating a roll of honour for Mayors, Friend of Buckingham, Freemen of Buckingham, Town Clerks.
16. To discuss and review the Council's Discipline Policy – Cllr Newell
17. To review standing orders in particular rule 1d to clarify the use of this rule.
18. To discuss the purchase of a desktop computer for the use of the Deputy Clerk and the assignment of the Laptop for use with the Cemetery software until the data has been entered.
19. To discuss and review the current contracts for Chandos Park toilets.
20. Chairman's items for information

To: Councillors

T. Bloomfield
H. Cadd
P. Collins (Chairman)
P. Hiron
D. Isham
H. Lewis
H. Mordue (Mayor)
R. Newell
M. Smith
P. Stevens
R. Stuchbury
M. Try
W. Whyte

Staff Increment Increases - annual award pending subject to negotiations between NJC and Government

Paula Heath – spine point 38 (LC2 upper) – on spot point with annual review in November, last review 2005 £15.519

Katharine McElligott – Spine point 19 £8.701 – Increase to 20 £9.019

John Jones – Spine Point 20 £9.019 – increase to 21 £9.348

Jodie Baughan – hourly rate £6.44

Mark Gadd – under responsibility of Community Plan Group

Budget calculated on spine increase plus a 3% annual rise

Pay award

Negotiations are ongoing between Central Government and the National Joint Council they are due to meet at the beginning of June to discuss each side's position re offered and demanded amounts. As a local authority the staff wages are linked to the pay award which when decided will be back dated to 1st April 2007.

THE 2007 CLAIM – as issued by the joint unions on NJC

The joint NJC trade unions have lodged the following claim with the employers:

1. One year only
2. 5% or £1,000 whichever is the greater
3. To ensure a £6.30 underpin on the minimum hourly rate
4. An increase in annual leave of 1 day for all employees
5. An increase in basic annual leave entitlement to 25 days per year as the minimum entitlement for all employees
6. A reduction in the standard working week to 35 hours, without loss of pay
7. To increase the night shift allowance over a 3 year period from a time and a third, to time and a half, to time and three quarters, to double time in the final year
8. An increase in the sleep-in allowance to £60 for residential workers

(30/3/07) At the meeting of the National Joint Council on 20 March the local government employers made an offer of 2% in response to the NJC pay claim.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting