

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 **Tuesday 26th August 2008 7pm.**

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 7th July 2008
4. To receive action reports and updates as per attached list
5. Budget Reviews
  - 5.1 To review Finance and Administration Committee budgets
  - 5.2 To review all Committee budgets
6. To discuss the format and content of the Town Council newsletter due Sept 2008
7. To discuss the creation of a Communication Strategy

*394/2008 Members discussed the formation of a Communications Strategy Group; it was agreed to place this on the agenda for the Finance & Administration meeting on the 26<sup>th</sup> August 2008.*
8. To discuss Buckingham Rotary Club's request for a link from our website to theirs.
9. To discuss and agree the appointment of a Press Officer; and agree Terms of Reference.
10. To discuss Training Courses available
  - a) VAT – The Complexities of Local GMT VAT, £95 + VAT + Travel 2/12/08
  - b) Continuity Management £130 + VAT + Travel 3/11/08
11. To review the Cheque Signatories;

Cllr. Mordue/ Cllr. Stuchbury/ Cllr. P.Collins/ Cllr. Isham/ Cllr. Loftus

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

12. To receive letter from HMC&E following their visit on 14/5/08; and receive details of partial exemption calculations.
13. To review Internal Audit arrangements in respect of Councils day to day management
14. To receive preliminary report on Timesheet analysis.
15. To receive a request for Buckingham Youth Centre for financial support for recommendation to Council
16. To receive details of the revised Quality Parish Status Scheme.
17. To discuss action points included in the Larger Local Council report.
  - a) To review all policies after Oct 2008 Employment Law changes
  - b) Create a leave policy covering holiday and sickness
  - c) Investigate the creation of a Staffing Committee to deal with Personnel issues
  - d) Investigate the buying in of expert services such as HR Services, Health & Safety risk assessment.
  - e) Create a Council Constitution including all of the Town Council policies
  - f) Create policies; Member / Officer Protocol
    - Confidential Information Policy
    - Public Complaints Policy & Procedures
    - Corporate Risk Management Policy
    - Management Plan
18. To review the Financial Regulations.
19. Chairman's items for information

To: Councillors

T. Bloomfield	H. Cadd
P. Collins (Chairman)	H. Mordue (Mayor)
Mrs G Collins	P. Hirons
D. Isham	R. Lehmann
A. Mahi	M. Smith
R. Newell	R. Stuchbury
P. Stevens	W. Whyte
M. Try	