

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 13th October 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 26th August 2008
4. To receive action reports and updates as per attached list
  - 4.1 To receive list of responses for QPS reaccreditations, action list, & draft training policy statement
5. Budget Reviews
  - 5.1 To review Finance and Administration Committee budgets
  - 5.2 To review all Committee budgets
  - 5.3 To discuss a draft F & A Committee precept bid – (paperwork to be issued Friday)
6. To receive details of time in lieu outstanding and overtime claims, discuss current work procedures.
7. To discuss the temporary appointment of Accounts administrator and agree terms and conditions.
8. To review the office “open to public” hours
9. To discuss and agree recommendations on Staff level reviews – The Chairman
10. To review staff hand book, example issued by BALC, and agree way forward.

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

11. To discuss and agree a policy in line with Bucks County Council Pension Scheme request – policies as per attached paperwork
12. {min 435} To receive finance details from Buckingham Youth Centre
13. To receive request from 'The Film Place' for 3 years financial support.
14. To receive for agreement dates for 2009 meetings
15. Chairman's items for information

*The following items will be heard under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 which excludes members of the Public due to the confidential and financial nature of the business to be discussed*

16. Review of the Town Clerk's salary spine point as per terms & conditions" – The Chairman

To: Councillors

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