

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 1st December 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 13th October 2008

#### **ITEM CARRIED OVER FROM 13th OCTOBER 2008 MEETING**

4. To receive details of time in lieu outstanding and overtime claims, discuss current work procedures {papers attached to 13.10.08 agenda} plus current position
5. To review staff hand book, example issued by BALC, and agree way forward. {papers attached to 13.10.08 agenda}
6. To discuss and agree a policy in line with Bucks County Council Pension Scheme request {papers attached to 13.10.08 agenda}

***The following item 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***

7. Review of the Town Clerk's salary spine point as per contract – The Chairman

***The Meeting will resume in open session***

8. To receive action reports and updates as per attached list
  - 8.1 437.6 Draft complaints procedure policy for discussion and agreement
9. Budget Reviews
  - 9.1 To review Finance and Administration Committee budgets
  - 9.2 To review all Committee budgets
10. To discuss the draft Finance and Administration precept bid

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 the placing of the Chamber table and Chairs into suitable storage to enable the chamber to be used as office space for all staff members.
12. To investigate the rental of appropriate accommodation for Council and Committee meetings for a 12 month period
13. [446]To discuss the forming of a “grants format policy” and agree criteria
14. To discuss and agree the recommendation to Council of the 2009/2010 grant allocations.
15. To receive the notes from the Web Site working group meeting on 28.10.08
16. To discuss the website and email also office computer support – Cllr Try
17. To discuss the formation of a Communication Strategy
18. To discuss the administration of wages for the Buckingham & Gawcott Charitable Trust in respect of their new Clerk a Town Council Employee.
19. To receive details of 2008/2009 pay negotiations and confirm retrospectively the interim pay award to staff members.
20. To review the opening hours of the office as per minute 444/2008
21. To discuss and agree contact details for the Environment Agency flood warning alert and also contact details for emergency planning following the departure of the Town Clerk
22. To discuss and agree working group to draft a response, for agreement at Council meeting on 15th December, on consultation “Communities in control: real people, real power. Codes of conduct for local authority members and employees”. Deadline 24th December 2008
23. To receive details of price changes for RBS software solutions support (accounts package and cemetery package)
24. To receive and recommend to Council the Freedom of Information Act new model publication scheme.
25. To discuss and decide if the Council wishes to apply for a Costco card in the Councils name.
26. Chairman’s items for information

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