



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Anne L. Wilson BA (Hons) FILCM AIH



20th April 2009

Sir/Madam,

A meeting of the **Finance and Administration Committee** of Buckingham Town Council will be held on **Monday 27th April 2009** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Anne Wilson  
Town Clerk

Please note that the Finance and Administration 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. Apologies for Absence

Members are asked to receive apologies from members.

### 2. 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.

### 3. Minutes

To receive the minutes of the Finance and Administration Committee meeting held on Monday 9th March 2009

**Copy previously circulated**

#### **4. Action Report**

To receive the report and note the update information.

**Copy attached Appendix A**

#### **5. Standing Orders**

Members are asked to discuss and consider the addition of the following to the Standing Orders of Buckingham Town Council:

- No person may sit on more than 3 committees of the Town Council
- No Chairman of a Committee may hold the same office (i.e. over the same Committee) for more than three consecutive years (this rule does not apply to Vice-Chairman)
- No person may be Town Mayor for more than three consecutive years (this rule does not apply to Deputy Town Mayor)

#### **6. Budget Reviews**

To receive and consider the information attached:

- a) Finance and Administration Committee Budget **Copy attached Appendix B**
- b) All Committee Budgets **Copy attached Appendix C**

#### **7. Bowls Club Lease**

With reference to minute no.: **498/08** Members are asked to note that the Bowls Club in Chandos Park have a three year lease commencing on 1<sup>st</sup> April 2008 with an annual rent of £500. They have now been invoiced for the 2008/2009 financial year.

#### **8. Devolved Services**

With reference to minute no.: **498/08** Members are asked to note that a repayment has been received for works carried out between 1<sup>st</sup> April 2008 and the 30<sup>th</sup> November 2008. An invoice has now been sent for the period 1<sup>st</sup> December 2008 until the 31<sup>st</sup> March 2009.

#### **9. Cemetery Lodge**

With reference to minute no.: 500/08 Members are asked to note that Aylesbury Vale DC have confirmed that planning permission is not required for the use of Cemetery Lodge as it is already used as part of the Town Council and this would only be an extension of the office facilities.

## 10. Buckingham Air Cadet Squadron

Members are asked to consider the attached e mail from Adam Scott, Training Officer 1563 Buckingham ATC Squadron with regard to assisting with the purchase of IT equipment which will provide both the cadets and staff with access to computer facilities for work and internet access.

**Copy attached Appendix D**

## 11. Town Council Insurance

The Town Clerk has been reviewing the Town Council Insurance and has put the insurance out to tender. An extension has been granted on the existing insurance policy until the 30<sup>th</sup> April. The Council Insurance needs to be extended in what it covers and therefore it is taking longer than expected to receive quotes. The three companies quoting are the recognised companies in our sector.

Due to time constraints Members are therefore asked to confirm their agreement to the Town Clerk liaising with the Town Mayor and the Chairman of Administration and Finance as to which quote is accepted before it is reported to Council.

## 12. Office Opening Hours

Members are asked to note that there are no issues reverting to being open to the public five days per week and amending the opening hours to 10 a.m. – 5 p.m. Monday to Thursday and 10 a.m. – 3 p.m. on a Friday.

## 13. Chairman's Announcements

**14. Date of Next Meeting:** Monday 15th June 2009

## 15. COMMITTEE IN PRIVATE SESSION

### 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.

## 16. Confidential Minutes