



BUCKINGHAM TOWN COUNCIL

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



8th June 2009

Sir/Madam,

A meeting of the **Finance and Administration Committee** of Buckingham Town Council will be held on **Monday 15th June 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. Election of Chairman

Members are asked to elect a Chairman of the Finance and Administration Committee for the ensuing municipal year.

2. Election of Vice-Chairman

Members are asked to elect a Chairman of the Finance and Administration Committee for the ensuing municipal year.

3. Apologies for Absence

Members are asked to receive apologies from members.

4. 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.

5. Minutes

To receive the minutes of the Finance and Administration Committee meeting held on Monday 27th April 2009

Copy previously circulated

6. Action Report

To receive the report and note the update information.

Copy attached Appendix A

7. Changing the name of the Committee

Members are asked to consider and discuss the proposal of Cllr. Ms Newell to change the name of this committee to the Administration, Finance and Personnel Committee.

8. 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)

9. Budget Reviews

Members are asked to receive and consider the information attached:

- a) Trial Balance Month No. 2
- b) All Committee Budgets

Copy attached Appendix B
Copy attached Appendix C

10. Invoices passed for payment

Members are asked to receive the attached schedule of invoices paid.

Copy attached Appendix D

11. Cheque Payments

Members are asked to consider the attached report with regard to amending the way in which invoices are paid at the Town Council to streamline the payment system.

Copy attached TC/05/09

12. Parish Precept

Members are asked to note that Aylesbury Vale District Council have notified the Town Council that with effect from this year Town and Parish Council are expected to schedule their precept meetings for November or December as of this year to enable the information to be with AVDC by the 31st December.

However the Town Clerk has spoken to AVDC and informed them that our precept meeting is not scheduled until the 25th January 2009. AVDC have on this occasion agreed that we can let them have our figures after the meeting of the 25th January but from December 2010 for the 2010/2011 Financial Year onwards Buckingham Town Council will need to have their precept figures to AVDC by 31st December of each year.

13. Cost of Rooms for Committee Meetings

Following discussion at previous meetings Members are asked to review the way the costs for committee meetings are re-charged back to the relevant committee.

14. HM Revenue and Customs Local Councils and VAT Workshop

Members are asked considering sending the Town Clerk and the Accounts Assistant on this free workshop given some of the subjects covered appear relevant to future projects for the Council including the redevelopment of the Town Council offices and the reclaiming of VAT on grants and donations.

Copy attached Appendix E

15. Review of Devolved Services

Members are asked to note that payment has been received for the devolved services work carried out from December 2008 – March 20-09 and from now on the work will be invoiced for quarterly.

Members are asked to note the attached paperwork with regard to Delegated Functions and review the provision of this service.

Copy attached TC/06/09

16. Staff Handbook

Members are asked to note that Councillor Ms Newell and the Town Clerk are going to be reviewing and increasing the number of policies to be included in the Town Council policies to be included in the proposed Staff Handbook and include them for consideration and agreement on the next agenda of this committee.

17. CRB Checks

Members are asked to given consideration to the issue of CRB checks given the events that Town Council run and the staff out in the play areas/parks/town on a daily basis and interaction between the staff and Councillors and children and young people as a result.

Members are asked to consider whether all staff and Councillors should have a CRB check.

18. Closing the Town Council Office to the Public

Members are asked to consider the attached Town Clerks report with regard to the closing of the Town Council offices to the public for three days.

Copy attached TC/0709

19. New Office Chairs

Members are asked to consider the attached report to purchase new office chairs for the Town Clerk and the Accounts Assistant.

Copy attached TC/0809

20. Licensing Application for Belci Food and Wine

This licensing application arrived in the office on the 9th June and the response date is the 18th June 2009 therefore with the permission of the Chairman of this Committee this item is on this agenda.

Members are therefore asked to consider the application for an alcohol license for Belci Food and Wine.

Copy attached Appendix F

21. Chairman's Announcements

22. Date of Next Meeting: Monday 3rd August 2009

COMMITTEE IN PRIVATE SESSION

23. 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.

24. Confidential Minutes

25. Stress Policy

26. Overtime Payments