



BUCKINGHAM TOWN COUNCIL

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2nd November 2009

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 9th November** at 7 p.m. in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Christopher Wayman
Deputy Town Clerk

Please note that the Finance and Administration and Personnel 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 21st September 2009 ratified at Full Council on 5th October 2009.

Copy previously circulated

4. Action Report

To receive the report and note the update information.

Appendix A

5. Accounts and Budgets

Members are asked to receive and consider the attached Income and Expenditure reports.

Appendix B

6. Invoices passed for payment

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

Appendix C

7. Personnel Committee

Members are asked to consider the establishment of a sub committee to consider personnel matters.

8. Administrator

To agree the following in respect of the position of Administrator:

- Working hours
- Length of contract
- Job description
- Person Specification
- Advertisement
- Salary
- Where to advertise

Appendix D
Appendix E
Appendix F

9. Investments

Members are asked to consider the attached report with regard to the Town Council making investments.

TC/53/09

10. Society of Local Council Clerks

Members are asked to consider the attached report with regard to the membership of the Society of Local Council Clerks.

TC/54/09

11. Institute of Local Council Management

Members are asked to consider the attached report with regard to membership of the Institute of Local Council Management.

TC/55/09

12. Staff handbook

Members are asked to consider the Staff Handbook and agree the contents.

Copy Previously Circulated

13. Payback Clauses

Members are asked to consider the attached payback clauses with regard to training for employees.

Appendix G

14. Leave Policy

Members are asked to consider the attached Leave Policy.

Appendix H

15. Buying in of Human Resources and Health and Safety Services

Members are asked to consider the attached report with regard to buying in Human Resources and Health and Safety services.

TC/56/09

16. 2010 Meeting Dates

Members are asked to confirm the attached list of meeting dates for 2010.

Appendix I

17. Communications Strategy Group

Members are asked to consider if the Communications Strategy Group should be reactivated. The original members were Cllr. Hiron, Cllr. Smith, Cllr. Try, Cllr. Whyte and the Deputy Town Clerk. Members are further asked to consider the attached Terms of Reference for the group.

Appendix J

18. Grants 2008/09

To receive for information a report from West End Bowls Club on the use of the grant given to them by Buckingham Town Council.

Appendix K

19. Acknowledgement Cards

To discuss if the Town Council should purchase more acknowledgement cards, as per the one attached.

Appendix L

20. Photocopier

To receive a report on options for a new photocopier.

TC/57/09

21. Wages

Members are asked to consider a request from staff that the wages for the month of December be paid during the week beginning 21st December.

22. Chairman's Announcements

23. Date of Next Meeting: Monday 4th January 2010

COMMITTEE IN PRIVATE SESSION

24. 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.

25. Accounts Assistant

26. Deputy Town Clerk

27. Flexible Working Hours