



# BUCKINGHAM TOWN COUNCIL

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29th December 2009

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 4<sup>th</sup> January 2010** 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 9<sup>th</sup> November 2009 ratified at Full Council on 23<sup>rd</sup> November 2009.

**Copy previously circulated**

### 4. Personnel Committee

To receive the minutes of the Personnel Committee meetings held on Tuesday 1st December 2009 and Tuesday 8th December 2009.

**Copies previously circulated**

### 5. Recommendation from the Personnel Committee

To receive the recommendation regarding the Model Contract of Employment from the Personnel Committee meeting of the 1st December 2009 as attached to the Interim Council Agenda of the 21st December 2009



## **6. Communications Strategy Group**

To receive the minutes of the Communications Strategy Group meeting on the 30th November 2009.

**Copy previously circulated**

To receive the minutes and any recommendations of the Communications Strategy Group meeting on the 30th December 2009

**Copy to be circulated on the night**

## **7. Computer working group**

To receive the notes and any recommendations of the computer working group meeting of the 23rd December 2009.

**Copy to be circulated on the night**

## **8. Action Report**

To receive the report and note the update information.

**Appendix A**

## **9. Accounts and Budgets**

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

**Appendix B**

## **10. Invoices passed for payment**

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

**Appendix C**

## **11. Administrator**

To agree to retain the current temporary administrator until the vacant position is filled

## **12. Internal Auditor Review**

To receive a report regarding the performance of the Internal Auditor for 2008-2009

**TC/69/09**

## **13. Internal Auditor 2009-2010**

To receive a report regarding the appointment of the Internal Auditor for 2009-2010

**TC/70/09**

## **14. Review of Policies**

To agree to conduct a review of the current Standing Orders, Financial Regulations and the Financial Risk Assessment.

To agree who should carry out a review of the above documents

## **15.2010 Practitioners Conference**

To receive details of the 2010 Practitioners Conference and agree on any staff attendance

**Appendix D**

## **16.Cemetery Lodge Boiler**

To receive the attached quotes regarding the servicing of the boiler at Cemetery Lodge

**Appendix E**

## **17.Baby's First Cafe**

To receive correspondence from BCC regarding the Baby cafe.

**Appendix F**

## **18.Buckingham Youth Centre**

To receive a request for fund for the Buckingham Youth Centre.

**Appendix G**

## **19.2009-2010 Grants**

To discuss and agree the recommendation to Council of the 2009/2010 grant allocations

**Appendix H**

## **20.Chairman's Announcements**

**21.Date of Next Meeting:** Monday 22nd February 2010

## **COMMITTEE IN PRIVATE SESSION**

### **22.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.

**23.Accounts Assistant**

**24.Deputy Town Clerk**