



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Mr. C. P. Wayman



7th September 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 13th September 2010** at 7pm in Room **ADRB1** in the **Anthony de Rothschild Building**, University of Buckingham, Hunter Street, Buckingham.

Mr. C. P. Wayman
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 26th July 2010 ratified at Full Council on 9th August 2010.

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, Income and details of Councillor's Expenses

Members are asked to receive the attached schedule of invoices paid, income received and Councillors' Expenses.

Appendix C



7. Motion from Councillor P. Collins

In order to make the administration of the markets more efficient in staff time and reduce risk, all market rent payments, regular or casual, should be by way of cheque payable to Buckingham Town Council

Appendix D

8. Meeting Dates

To receive correspondence from AVDC regarding the precept notification and to confirm the meeting dates.

Appendix E&F

9. Buckingham Community Association

To receive correspondence from the Buckingham Community Association and review the existing agreement and any other action

Appendix G

10. Member/Officer Relations Protocol

To agree the Member/officer Relations Protocol

Appendix H

11. Christmas Opening Hours

To agree the opening hours for the Town Council Office over the Christmas and New Year Period.

12. 2010/2011 Grants

To note correspondence from Buckingham Art for All in relation to the 2010/2011 grant they received from the Town Council

Appendix I

13. Finance, Administration & Personnel Budget for 2011/2012

To agree to, and how to prepare the committees budget for 2011/2012

14. 2011/2012 Precept

To agree a suggested steer to Full Council as to the overall precept for 2011/2012

15. Chairman's Announcements

16. Date of Next Meeting: Monday 1st November 2010

To:

Cllr. T. Bloomfield
Cllr. H. Cadd
Cllr. Mrs. G. Collins - Chairman
Cllr. P. Collins
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann - Vice Chairman
Cllr. H. Mordue
Cllr. Ms. Newell
Cllr. M. Smith - Town Mayor
Cllr. Mrs. Stevens
Cllr. R. Stuchbury
Cllr. M. Try