



# BUCKINGHAM TOWN COUNCIL

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



16 December 2010

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 20<sup>th</sup> December 2010** at 7pm in Room MB1 in the Masons 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

**Copy previously circulated**

To receive the minutes of the Finance and Administration Committee meeting held on Monday 1<sup>st</sup> November 2010 ratified at Full Council on 15<sup>th</sup> December 2010.

### 4. Extra - Ordinary Minutes

**Copy previously circulated**

To receive the minutes of the Extra – Ordinary Meeting of the Finance and Administration Committee held on Monday 29<sup>th</sup> November 2010.

### 5. Action Report

**Appendix A**

To receive the report and note the update information.

### 6. Accounts and Budgets

**Appendix B**

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

### 7. Invoices passed for payment, Income and details of Councillor's Expenses **Appendix C**

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

### 8. Review of Buckingham Town Council Standing Orders **Appendix D**

The Town Mayor proposes that the Town Council's Standing Orders either now be thoroughly reviewed to ensure that they include current policies and to remove existing anomalies, or replaced by the National Association of Local Authorities (NALC) model Standing Orders.



- 9. Embleton Account** **TC/40/10**  
To receive a report on the Embleton Account and agree a way forward
- 10. Tai Chi Classes** **Appendix E**  
To receive a request from the Community Development Officer at Aylesbury Vale District Council and agree a response
- 11. Internet Usage Policy** **Appendix F**  
To agree the draft Internet Usage Policy
- 12. Tourist Information Centre Grant** **Appendix G**  
To receive figures for the expected grant needed for the Tourist Information Centre for 2011/12 and agree a grant amount for precepting.
- 13. Staffing Review** **Appendix H**  
To receive quotations and the terms of reference for the work identified by the committee on the 29<sup>th</sup> November 2010 and agree which organisation should undertake the work.
- 14. 2011-2012 Grants** **Copies of applications previously circulated**  
To discuss and agree the recommendation to Council of the 2011/2012 grant allocations
- 15. Training** **TC/41/10**  
To receive a report regarding training and agree any action
- 16. Publication of Spending** **TC/42/10**  
To receive a report and agree any action.
- 17. Finance, Administration & Personnel Budget for 2011/2012** **Appendix I**
- 18. Chairman's Announcements**
- 19. Date of Next Meeting:** Monday 14<sup>th</sup> February 2011

**20. 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.

- 21. Staffing Appraisals** **TC/43/10**  
To receive a report on the yearly staff appraisals and agree any action.

**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