



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman



08 June 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 13th June 2011** at 7pm in the Town Council Chamber, Cornwall's Meadow, 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. Chairman**
To elect the Chairman of the Finance, Administration and Personnel Committee for the forthcoming year.
- 2. Vice Chairman**
To elect the Vice Chairman of the Finance, Administration and Personnel Committee for the forthcoming year.
- 3. Apologies for Absence**
Members are asked to receive apologies for absence.
- 4. Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Model Code of Conduct 2001 as amended in 2007
- 5. Minutes** **Copy previously circulated**
To receive the minutes of the Finance and Administration Committee meeting held on Monday 4th April 2011 ratified at Full Council on 9th May 2011
- 6. Action Report** **Appendix A**
To receive the report and note the updated information.
- 7. Accounts and Budgets**
Members to note that due to problems with HMRC the year end has taken longer than expected to complete, and a report will be presented to the next meeting of this committee.

- 8. Invoices passed for payment, Income and details of Councillor's Expenses**
Members to note that due to problems with HMRC the year end has taken longer than expected complete, and a report will be presented to the next meeting of this committee.
- 9. Chamber Letting**
To give guidance on:
A lettings policy including:
Setting a rate for letting the Town Council Chamber to organisations
Considering the issue of discounted rates for certain organisations
Agree caretaking arrangements for room lets
- 10. Terms of Reference** **Circulated Previously**
To review the terms of reference (as circulated with the Full Council agenda) for the following:
Finance, Administration and Personnel
Personnel Sub-Committee
Communications Strategy Group
- 11. Finance Matters** **Appendix B**
To retrospectively agree:
To appoint Tearle and Carver as the Council's Internal Auditor for 2010/11
To review the system of Internal Control & Financial Risk Assessment
- 12. Chairman's Items**
To receive any announcements, for information only
- 13. Date of next meeting:**
Monday 1st August 2011

To:

Cllr. T. Bloomfield
Cllr. T. Chan
Cllr. Mrs. G. Collins
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. Mrs. L. O'Donoghue
Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury
Cllr. M. Try