



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

14 December 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 19th December 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 Session in accordance with Standing Order 1.4, which will last for a maximum of 15 minutes.

AGENDA

1. Apologies for Absence

Members are asked to receive apologies for absence.

2. 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

3. Tourism South East

3.1 To receive a presentation from Tourism South East regarding the Tourist Information Centre.

3.2 To receive the visitor figures for the Tourist Information Centre **Appendix A**

4. Minutes

Copy previously circulated

To receive the minutes of the Finance and Administration Committee meeting held on Monday 7th November 2011 ratified at Full Council on 21st November 2011.

5. Minutes of the Communication Strategy Group **Copy previously circulated**

To receive the minutes of the meetings of the Communications Strategy Group meeting held on Wednesday 26th October and agree any recommendations therein.

6. Minutes of the Personnel Sub-Committee

Copy previously circulated

To receive the minutes of the meetings of the Personnel Sub-Committee meeting held on Monday 5th December and agree any recommendations therein

7. Action Report

Appendix B

To receive the report and note the updated information.



8. Accounts and Budgets

Appendix C

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

9. Invoices passed for payment, income received and details of Councillor's Expenses

Appendix D

Members are asked to receive the attached schedule of invoices paid and Councillors' expenses. Members are to note that due to the bank statements arriving late it has been impossible to add details of income received. If possible this will be compiled and brought to the meeting.

10. 2012 Council Meeting Calendar

Appendix E

To review and agree the schedule of meeting dates for the forthcoming year.

11. Grant Applications

11.1 To discuss the grant applications received by the Town Council and make a recommendation to the precept meeting.

11.2 To decide whether to discuss the following applications which were received after the deadline for grant applications:

Well Street Church on behalf of Buckingham Churches' Children's Holiday Club

North Bucks Carers Support Group

Fibromyalgia Support Group

Appendix F

11.3 To receive a report on long term grant funding to organisations and agree any action

TC/60/11

12. Chamber Hiring

To discuss the following request from Buckingham Economic Group:

The group has been meeting at the University since its inception for free, however, this arrangement may not continue and although we will continue this arrangement for as long as possible, would wonder if we might instead meet at the Council Chamber also free of charge. BEG has no funding of its own. We meet no more than once each calendar quarter, with a usual meeting attendance of no more than 12.

13. Health and Safety Policy

Appendix G

To receive the draft health and safety policy and to agree any changes

14. Asset Register – valuation of Town Council buildings

To receive a report on the valuation of the Town Council's buildings and agree any action

TC/61/11

15. Precept

15.1 To agree the Committee Recommendations to the Precept Meeting **TC/62/11**

15.2 To receive a report on the budgeting of staff costs and to agree any action

TC/6311

16. Correspondence

16.1 To receive correspondence from The Department of Communities and Local Government regarding co-opted Councillors Allowances and to note that a letter has been sent back to express the desire to be involved in these discussions and to have consultations sent to the Town Council.

Appendix H

16.2 Buckingham Centre for the Arts

Appendix I

17. Conference

To agree for the Town Clerk and Deputy Town Clerk to attend the SLCC Larger Local Council's Conference

TC/64/11

18. Chairman's Items

To receive any announcements, for information only

19. 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.

20. Staffing Update

To receive a verbal update from the Town Clerk

21. Staffing Report

To receive a report regarding the staff appraisals

TC/65/11

To:

Cllr. T. Bloomfield

Cllr. T. Chan

Cllr. Mrs. G. Collins - Chairman

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