



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Mr. C. P. Wayman



06 June 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 11th June 2012** at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Finance and Administration and Personnel Committee will be preceded by a Public Session in accordance with Standing Order 1.4, which will last for a maximum of 15 minutes.

AGENDA

1. **Election of Chairman**
To elect a Chairman of the Committee for 2012 – 2013
2. **Election of Vice Chairman**
To elect a Vice-Chairman of the Committee for 2012 – 2013
3. **Apologies for Absence**
Members are asked to receive apologies from Members.
4. **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.
5. **Minutes of last meeting**
To receive the Minutes of the Finance Administration and Personnel Committee meeting held on Monday 2nd April 2012 ratified at the Full Council held on 8th May 2012.
Copy previously circulated (FAP/07/11)
6. **Minutes of the Personnel Committee**
To receive the Minutes of the Personnel Committee meeting held on Monday 5th December 2012 and agree any recommendations therein
PERS/01/11
7. **Minutes of the Communications Strategy SubGroup**
To receive the Minutes of the Communications Strategy SubGroup meeting held on Wednesday 6th June 2012 and agree any recommendations therein.
Copy to be circulated at the meeting
8. **Action Report**
To receive the Action report. **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, income received and details of Councillor's Expenses**
Members are asked to receive the attached schedule of invoices paid and Councillors' expenses. **Appendix C**
- 11. To agree the cheque signatories for the forthcoming year**
The current signatories are Cllrs. P. Collins, Isham, Mordue, Smith, Stuchbury and Whyte.
- 12. Annual report**
To discuss and agree the Annual Report **Appendix D**
- 13. Internal Auditor**
To receive the information from Tearle & Carver that the Annual Return is satisfactory (and will be circulated with the Full Council agenda for 25th June 2012). **Appendix E**
- 14. Policies**
To receive, discuss and agree
13.1 Community Engagement Statement of Intent and Community Strategy **Appendix F**
13.2 Councillor Allowances Policy **Appendix G**
13.3 Risk Management Policy **Appendix H**
- 15. Risk Management Register**
To receive, discuss and agree the 2012 Register **Appendix I**
- 16. Tourism SE**
To receive the Visitor & Accommodation statistics for April & May 2012, and the totals sheet for 2011-12. **Appendix J**
- 17. Correspondence**
16.1 Audit Commission: Consultation on appointment of external auditor **Appendix K**
16.2 (771/11) Community Chest Funding re university application **Appendix L**
- 18. News releases**
- 19. Chairman's Announcements**
- 20. Date of next meeting:**
Monday 30th July 2012

To:

Cllr. T. Bloomfield
Cllr. H. Cadd
Cllr. Mrs. G. Collins
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann

Cllr. H. Mordue
Cllr. Ms. Newell - Town Mayor
Cllr. Mrs. O'Donoghue
Cllr. D. Seabrook
Cllr. M. Smith
Cllr. R. Stuchbury
Cllr. M. Try