



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman



11 September 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 17th September 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. 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 Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes of last meeting

To receive the minutes of the Finance, Administration & Personnel Committee meeting held on Monday 30th July 2012 ratified at the Full Council meeting held on 13th August 2012.

4. Action Report

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 received and details of Councillor's Expenses

Members are asked to receive the attached schedule of invoices paid and Councillors' expenses.

Appendix C

7. Committee names and Terms of Reference

To discuss and agree the name of the Committee, Personnel sub-Committee and Communications sub-Committee and terms of reference for the Committee per decision made at Full Council (Min. 268/12).

Appendix D

8. Policies

8.1 To receive, discuss and approve the Safeguarding Children and Child Protection Policy

Appendix E

8.2 To receive, discuss and approve the Confidentiality Policy

Appendix F



9. Consultation: Localising Support for Council Tax

To receive the DCLG document and discuss and agree any response.

Appendix G

10. Plasma screen

To receive a report from the Town Clerk and discuss and agree a replacement system and identify a budget source

TC/23/12

11. Chamber Lobby

To discuss the repair to the Chamber lobby, and agree whether to prompt action from AVE by sending a letter indicating that the Council will have the work carried out and bill AVE.

12. Internal Auditor

To discuss and agree the procedure for the appointment of an internal auditor.

13. Recommendation from Planning (Min.288.1; meeting of 20th August)

In light of the additional meetings required for the Buckingham Neighbourhood Plan Members noted that the Town Plan Officer and Committee Clerk were on fixed-hours contracts with additional hours to be taken as TOIL which would not be practical for the number of meetings planned.

Proposed by Cllr. Stuchbury, seconded by Cllr. Collins, and **RECOMMENDED** to the FA&P Committee that the additional hours be paid overtime.

14. Personnel

To receive for information details of the recently appointed member of the maintenance staff.

15. Chairman's Announcements

16. Date of next meeting

5th November 2012

17. 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.

18. Personnel

To receive a verbal report from the Town Clerk.

To:

Cllr. T. Bloomfield

Cllr. H. Cadd

Cllr. Mrs. G. Collins (Chairman)

Cllr. P. Collins

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. D. Isham

Cllr. R. Lehmann (Vice Chairman)

Cllr. H. Mordue

Cllr. Ms. Newell (Town Mayor)

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try