



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman



19 February 2013

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 25<sup>th</sup> March 2013** 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 7<sup>th</sup> January 2013 ratified at the Full Council meeting held on 21<sup>st</sup> January 2013.

### 4. Accounts and Budgets

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

**Appendix A**

### 5. Policies

To receive, discuss and agree the following policies:

5.1 Lone Workers

5.2 Complaints Policy

5.3 Complaints Procedure

5.4 Local Government Pension Scheme: Employer Discretionary Policy

5.5 Sickness Absence Policy

**Appendix B**

**Appendix C**

**Appendix D**

**Appendix E**

**Appendix F**

### 6. Communications Strategy Group

6.1 To receive for information the minutes of the meeting held on 10th January 2013.

**CSG/06/12**

6.2 To receive and agree the Recommendation arising

**CSG/42/12**



**7. Review of Financial Documents**

To review and approve Standing Orders, Financial Regulations and Financial Risk Assessment  
Standing Orders **Appendix G**  
Financial Regulations **Appendix H**  
Financial Risk Assessment **Appendix I**

**8. Chairman's Announcements**

**9. Date of next meeting**

Monday 15<sup>th</sup> April 2013

**To:**

Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. Mrs. G. Collins  
Cllr. P. Collins  
Cllr. J. Harvey  
Cllr. P. Hiron  
Cllr. D. Isham

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