



# BUCKINGHAM TOWN COUNCIL

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



29 October 2013

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 4<sup>th</sup> November 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 16<sup>th</sup> September 2013 ratified at the Full Council meeting held on Monday 30<sup>th</sup> September 2013.  
**FAP/03/13 Copy previously circulated**

### 4. Communications Strategy Group

To receive for information the minutes of the meeting held on 4<sup>th</sup> September 2013.  
**CSG/03/13 Previously circulated**

### 5. Action Report

To receive and discuss the attached report.

**Appendix A**

### 6. Accounts and Budgets

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

**Appendix B**

### 7. Policies

7.1 (773.5+269/13) To receive and agree the updated sickness absence policy.

**Appendix C**

### 8. Audit

8.1(272/13) To receive the Annual return with External Auditor comment for information.

**Appendix D**

8.2 To receive a report from the Internal Auditor regarding contracts.

**Appendix E**

8.3 To receive a written report from the Town Clerk to appoint the Internal Auditor for 2013/14

**FAP/31/13**



- 9. Time in Lieu** **FAP/32/13**  
To receive a written report from the Town Clerk
- 10. (897/12+390/13) Recording of Council Meetings** **FAP/34/13**  
To receive a report from the Deputy Town Clerk
- 11. (276/13+394/13) Community Centre Lease** **Appendix F**  
11.1 To receive a letter from the Buckingham Community Association  
11.2 To receive a letter from Chandler Ray Solicitors **Appendix G**
- 12. Chairman's Announcements**
- 13. Date of next meeting:** 6<sup>th</sup> January 2014

#### **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.

- 14. Review of the Events Assistant Position** **FAP/33/13**  
To receive a written report from the Deputy Town Clerk

**To:**

Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. Mrs. G. Collins - Chair  
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 - Vice Chair  
Cllr. M. Smith  
Cllr. R. Stuchbury  
Cllr. M. Try