



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,
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Town Clerk: Mr. C. P. Wayman



19th July 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 26th July 2010** after the **Extraordinary Meeting of the Town Centre and Events Committee** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham.

Mr. C. P. Wayman
Town Clerk

Please note that the Finance and Administration and Personnel Committee will be preceded by Public Question time in accordance with Standing Order 1.2, 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 Parish Councils (Model Code of Conduct) Order 2001.

3. Minutes

To receive the minutes of the Finance and Administration Committee meeting held on Monday 7th June 2010 ratified at Full Council on 21st June 2010.

Copy previously circulated

4. Personnel Sub Committee Minutes

To receive the minutes and confirm the recommendations of the Personnel Sub Committee meeting held on Thursday 15th July 2010.

Copy previously circulated

5. Action Report

To receive the report and note the update information.

Appendix A

6. Accounts and Budgets

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

Appendix B

7. Invoices passed for payment, Income and details of Councillor's Expenses

Members are asked to receive the attached schedule of invoices paid, income received and Councillors' Expenses.

Appendix C

8. Co-opted Members of the Public

Members are asked to consider creating terms of reference for those members of the public co-opted onto Town Council Committees.

9. Internet, telephone and mobile phones

To receive a report and note the decision taken and to agree any action

TC/19/10

10. Internal Audit Report

To receive the report from the internal auditor for 2009/10 and to agree any action

Appendix D

11. Meeting Dates

To receive a report on meeting dates for the Town Council and its Committees and agree any action

TC/20/10

12. Chairman's Announcements

13. Date of Next Meeting: Monday 13th September 2010