



BUCKINGHAM TOWN COUNCIL

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



26 October 2010

Sir/Madam,

A meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council will be held on **Monday 1st November 2010** at 7pm 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 13th September 2010 ratified at Full Council on 27th September 2010.

Copy previously circulated

4. Action Report

To receive the report and note the update information.

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 and details of Councillor's Expenses

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

Appendix C

7. (393/10) Buckingham Community Association

To discuss and agree a course of action with respect to the agreement with the Association

TC/31/10

8. Health and Safety Audit

To receive three quotations and agree a contractor for the audit.

Appendix D



9. Town Council Minutes and Agendas

TC/32/10

To receive and discuss the report

10. Staffing report

TC/33/10

To receive and discuss the report

11. Recommendation from Interim Council 25/10/10

To source a budget as per

499/10 Recommendation from Planning (PL/07/10; Min. 442/10) agreed at Interim Council

*Proposed by Cllr. Smith, seconded by Cllr. Stuchbury, and **RECOMMENDED** to the Interim Council meeting on 25th October 2010 as time was of the essence that resources be found to complete the applications to List Well Street School and Buckingham Hospital.*

A majority of Members voted for the recommendation, and passed the decision to FA&P to find an appropriate budget.

Additionally

Recommendation from Planning 25/10/10 (PL/08/10; Min.516/10)

Proposed by Cllr. Mahi, seconded by Cllr. Stuchbury, and **RECOMMENDED** to the FA&P Committee that the 14½ hours additional to contract worked by the Committee Clerk in preparing information for the Listing of the Hospital and Well St. School be paid for; with the understanding that there will be further work to do to bring the submission to fruition.

12. Meeting Dates

To receive and agree the draft calendar of meetings for 2011

Appendix E

13. Annual Audit

To receive the Certified Annual Return for y/end 31st March 2010

Appendix F

14. Meeting Rooms

To note the rooms booked for meetings for the remainder of the year are:

Monday 15 th November	Full Council	AdRB1
Monday 22 nd November	Planning	MB1
Monday 29 th November	E & P	MB1
Monday 6 th December	TC & E	MB1
Monday 13 th December	Interim/Plan ⁹	AdRB1
Monday 20 th December	FA & P	MB1

15. Finance, Administration & Personnel Budget for 2011/2012

Appendix F

16. Chairman's Announcements

17. Date of Next Meeting: Monday 20th December 2010

To:

Cllr. T. Bloomfield
Cllr. H. Cadd
Cllr. Mrs. G. Collins - Chairman
Cllr. P. Collins
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann - Vice Chairman
Cllr. H. Mordue
Cllr. Ms. Newell
Cllr. M. Smith - Town Mayor
Cllr. Mrs. Stevens
Cllr. R. Stuchbury
Cllr. M. Try