



BUCKINGHAM TOWN COUNCIL

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



09 February 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Tuesday 15th February 2011** at 7pm in Room AdRB1 in the Anthony de Rothschild 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

Copy previously circulated

To receive the minutes of the Finance and Administration Committee meeting held on Monday 20th November 2010 ratified at Full Council on 4th January 2011.

4. Extra - Ordinary Minutes

Copy previously circulated

To receive the minutes of the Extra – Ordinary Meeting of the Finance and Administration Committee held on Monday 17th January 2011.

5. Committee Membership

Cllr. Mrs. O'Donoghue wishes to become a Member of the Finance, Administration and Personnel Committee.

To agree if Cllr. Mrs. O'Donoghue should become a Member of the Finance, Administration and Personnel Committee.

6. Action Report

Appendix A

To receive the report and note the update information.

- 7. Accounts and Budgets** **Appendix B**
Members are asked to receive and consider the attached Income and Expenditure reports.
- 8. Invoices passed for payment, Income and details of Councillor's Expenses** **Appendix C**
Members are asked to receive the attached schedule of invoices paid, income received and Councillors' Expenses.
- 9. Staffing Level Review** **Copy Previously Circulated**
To consider the recommendations put forward in the report and agree any action.
To agree that the Town Clerk and the Chairman of the relevant committee compile the application packs (job descriptions, person specifications etc.) relating to any new positions which might be agreed.
Mrs. Linda Carter will be present to answer any further questions Members may have regarding the report.
- 10. Recommendation From Town Centre and Events Committee [744.2/10]** **Appendix D**
This Committee **RECOMMENDS** to the Finance, Administration and Personnel Committee that the Umbrella Code of Practice and the Recruitment of Ex Offenders Policy be approved and adopted by Buckingham Town Council. It is further recommended that the Town Clerk be authorised as an Approved Checker in order to comply with the conditions that AVDC require to be met in order to act as an Umbrella body for the purpose of the processing of CRB checks on Councillors and Town Council Officers.
- 11. Review of Buckingham Town Council Standing Orders [652/10]** **Appendix E**
To receive a copy of new draft standing orders based on the NALC model Standing Orders.
- 12. Tourist Information Centre** **Appendix I**
To receive correspondence from Buckingham Heritage Trust (Enterprises) Ltd regarding the management of the Tourist Information Centre
- 13. Recruitment Policy** **Appendix F**
To receive a draft Recruitment Policy and agree any action
- 14. Scheme of Delegation** **Appendix G**
To receive a draft scheme of delegation and agree any action
- 15. PAT Testing** **TC/54/10**
To receive a report on PAT Testing and agree any action
- 16. Computer Equipment** **TC/55/10**
To receive a report on computer equipment for the Town Council Office
- 17. Project Action Plan** **TC/56/10**
To receive for information an action plan compiled for projects for the Town Council
- 18. 2011-2012 Grants** **Appendix H**
To receive correspondence from organisations regarding the 2011/2012 grant allocation.

19. Chairman's Announcements

20. Date of Next Meeting: Monday 4th April 2011

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. P. Stevens
Cllr. R. Stuchbury
Cllr. M. Try