



BUCKINGHAM TOWN COUNCIL

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



29 March 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 4th April 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 Tuesday 15th February 2011 ratified at Full Council on 28th February 2011.

4. Minutes: Communications Strategy Group meeting

Copy previously circulated

To receive the minutes of the Communications Strategy Group Meeting held on Friday 17th September 2010.

5. Action Report

Appendix A

To receive the report and note the update information.

6. Accounts and Budgets

Appendix B

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

- 7. 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.
- 8. Office move** **FAP/63/10**
To note the attached report regarding purchases and costs involved in moving the office.
- 9. New employees** **FAP/64/10**
To note the attached report.
- 10. Request from TC&E** **Appendix D**
To discuss and agree the return of monies to the TC&E budget.
- 11. Computer software**
To note the purchase of ESET NOD32 antivirus software for the office system. This was purchased at a cost of £97.19 for three years to cover all the Town Council PC's. This was purchased due to the immediate need to protect the Town Council computers from viruses.
- 12. Town flags** **FAP/65/10**
To agree the purchase of two Town flags and a similar item to act as table frontal for civic occasions.
- 13. Standing Orders** **Appendix E**
To receive and agree the attached standing orders, the changes and queries identified at the last meeting have been incorporated.
- 14. Insurance** **FAP/66/10**
To agree the length of term for the new insurance policy
- 15. Tourist Information Centre** **FAP/67/10**
To receive a report and agree on the future management of the Tourist Information Centre
- 16. New Councillor Training** **FAP/68/10**
To receive a report and agree any action in regard to training for new Councillors.
- 17. Buckingham Branding/Town Centre Manager** **FAP/69/10**
To receive a report on the Buckingham Branding and the Town Centre Manager for Buckingham and to agree the extent of the Town Council's involvement in the management of the Town Centre Manager.
- 18. Correspondence - Grants** **Appendix F**
To note letters of thanks from Buckingham Churches Children's Holiday Club, Grenville Nursery and St. Peter & St. Paul's Church.
- 18. Chairman's Items**
To receive any announcements, for information only
- 19. Date of next meeting:**
Monday 13th June 2011

To:

Cllr. T. Bloomfield

Cllr. H. Cadd

Cllr. Mrs. G. Collins – Chairman

Cllr. P. Collins

Cllr. P. Hiron

Cllr. D. Isham

Cllr. R. Lehmann - Vice Chairman

Cllr. H. Mordue

Cllr. Ms. R. Newell

Cllr. Mrs. L. O'Donoghue

Cllr. M. Smith - Town Mayor

Cllr. Mrs. P. Stevens

Cllr. R. Stuchbury

Cllr. M. Try