



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk



Town Clerk: Mr. C. P. Wayman

15 August 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 1st August 2011** at 7pm in the Town Council Chamber, Cornwall's Meadow, 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 for absence.
- 2. Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Model Code of Conduct 2001 as amended in 2007
- 3. Minutes** **Copy previously circulated**
To receive the minutes of the Finance and Administration Committee meeting held on Monday 13th June 2011 ratified at Full Council on 7th June 2011
- 4. Action Report** **Appendix A**
To receive the report and note the updated information.
- 5. Accounts and Budgets** **Appendix B**
Members are asked to receive and consider the attached Income and Expenditure reports.
- 6. 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.
- 7. Motion from Cllr. Harvey** **Appendix D**
"As part of the Council's ongoing commitment to do all that it can do to end all forms of discrimination in Buckingham, and whilst acknowledging that the word 'Chairman' is used within English law to denote the people who chair the whole Council, committees and sub-committees, we resolve that these office holders are entitled to choose to be referred to as Chair (or other suitable title) in all minutes,

press releases, external communication and correspondence, on the understanding that such a term is equivalent to the statutory term in usage in Acts of Parliament etc.”

Discussion paper attached

- 8. Email Signatures – Cllr. Harvey** **Appendix E**
Item requested by Cllr. Harvey to formulate a policy regarding the information that councillors should include on emails to constituents. Copy of possible signatures attached.
- 9. Town Council Officers seating at Committee Meetings**
To agree if Officers should have a standing invitation to be sat at the table for Committee Meetings.
- 10. Payback of Public Works Board Loan** **TC/18/11**
To receive and consider the attached report regarding repayment options.
- 11. Town Council bank accounts** **TC/19/11**
To receive and consider the attached report regarding the use of the Town Council bank accounts.
- 12. Work experience placements**
To decide whether the Town Council wishes to offer work experience placements.
- 13. Internal Audit** **Appendix F**
To receive the report from the Council’s internal auditors, and to agree any recommendations arising from it.
- 14. Changes to Lloyds Bank Safe Custody service** **Appendix G**
To agree arrangements for the storage of the Council mace in the light of the letter from Lloyds Bank.
- 15. Financial Matters** **Appendix H**
To consider and agree the following draft documents:
Financial Risk Assessment
Financial Regulations
- 16. Action Plan** **Appendix I**
To receive an updated Action Plan (originally before Committee on the 15th February 2011)
- 17. Chairman’s Items**
To receive any announcements, for information only
- 18. Date of next meeting:**
Monday 19th September 2011

To:

Cllr. T. Bloomfield
Cllr. T. Chan
Cllr. Mrs. G. Collins - Chairman
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hiron
Cllr. D. Isham

Cllr. R. Lehmann
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. Mrs. L. O’Donoghue
Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury
Cllr. M. Try