



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

28 September 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 19th September 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 1st September 2011 ratified at Full Council on 15th September 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. **Training report** **FAP/32/11**
To receive details of training identified and courses available, and to make bookings.



- 8. Council Chamber lettings** **Appendix D**
To receive details of other rooms in the town and their prices
To agree on prices for the Town Council Chamber for letting (current prices £3ph
min £5 for charities and £6ph min £10 for others)
- 9. Tourist Information Centre Figures** **Appendix E**
To note the figures for the Tourist Information Centre.
- 10. External Audit**
To note that there will be an additional charge for the external audit. This is due to
an error found by the external auditors (a miscode in the account for £605). This
has since been corrected on the computer system to ensure that the figures are
correct.
- 11. Councillors Expenses** **TC/33/11**
To receive a report and the draft expenses policy on Councillors Expenses
- 12. Chairman's Items**
To receive any announcements, for information only
- 13. Date of next meeting:**
Monday 7th November 2011

To:

Cllr. T. Bloomfield
Cllr. T. Chan
Cllr. Mrs. G. Collins - Chairman
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hirons
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