



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman

02 November 2011

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 7th November 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 Session 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 19th September 2011 ratified at Full Council on 3rd October 2011.

4. Minutes of the Communication Strategy Group

Copy previously circulated

To receive the minutes of the meetings of the Communications Strategy Group meeting held on Thursday 28th July and Thursday 22nd September and agree any recommendations therein.

5. Action Report

Appendix A

To receive the report and note the updated 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. 2012 Council Meeting Calendar

Appendix D

To review and agree the schedule of meeting dates for the forthcoming year.

9. Local Government Pension Scheme Interests in England and Wales

Appendix E

To receive a document detailing the changes to contribution rates in England and Wales.

10. Training report

FAP/47/11

To receive details of training identified and courses available, and to make bookings.

11. External Audit

Appendix F

To receive the completed the completed Annual audit and to note the recommendations therein from the external auditor.

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