



BUCKINGHAM TOWN COUNCIL

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



07 February 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 13th February 2012** at 7pm in the 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 a Public Session in accordance with Standing Order 1.4, 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 of the last Meeting

To receive the minutes of the Finance, Administration & Personnel Committee meeting held on Monday 19th December 2011 ratified at Full Council on 9th January 2012.

Circulated separately

4. Personnel Subcommittee Minutes

To receive the Minutes of the meeting held on 6th February 2012 and agree any recommendations therein.

To be circulated separately

5. Communications Strategy SubGroup Minutes

To receive for information the Minutes of the meeting held on 11th January 2012.

Appendix A

6. Action Report

To receive the updated Action List

Appendix B

7. Tourism South East

7.1 To receive, discuss and agree the terms of the VIC Management Agreement

Appendix C

7.2 To receive the Income & Expenditure account for the period ending 31 March 2012

Appendix D

8. Accounts and Budgets

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

Appendix E

9. Invoices passed for payment, income received and details of Councillor's Expenses

Members are asked to receive the attached schedule of invoices paid and Councillors' expenses. **Appendix F**

10. Policies

To receive, discuss and agree the following policies:

10.1	Adoption Leave and Pay	Appendix G
10.2	Bullying & Harassment Policy	Appendix H
10.3	Disciplinary Procedure	Appendix I
10.4	Environmental Policy	Appendix J
10.5	Equal Opportunities Policy	Appendix K
10.6	Equality 2011 Policy	Appendix L
10.7	Grievance Procedure	Appendix M
10.8	Maternity Leave and Pay	Appendix N
10.9	Paternity Leave and Pay	Appendix O
10.10	Sickness Absence Policy	Appendix P
10.11	Stress at Work Policy	Appendix Q
10.12	Whistleblowing Procedure	Appendix R

11. (633.3/11) Buckingham Old Gaol – application for grant

To receive and discuss the requested further information from the Old Gaol Trust, and agree a long term funding arrangement. **Appendix S**

12. University of Buckingham – application for funding.

To receive an application for funding for the Radcliffe Centre upgrade and associated email correspondence and agree any action. **Appendix T**

13. Local (Parish & Town) Councils Compact

To receive a NALC briefing for information and discuss whether this Council should implement such a scheme. **Appendix U**

14. Grants

To note that letters of thanks for Grant awards have been received from the Buckingham Canal Society, Relate and Stowe Sub-Aqua Club, and emails from the Friends of Grenville School, Swan Community Hub and Thames Valley & Chiltern Air Ambulance.

15. Chairman's Announcements

16. COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

17. To receive documentation and agree a course of action.

Appendix V

To:

Cllr. T. Bloomfield
Cllr. Mrs. G. Collins – Chairman
Cllr. P. Collins
Cllr. J. Harvey
Cllr. P. Hirons
Cllr. D. Isham
Cllr. R. Lehmann - Vice Chairman
Cllr. H. Mordue
Cllr. Ms. Newell
Cllr. Mrs. O'Donoghue

Cllr. M. Smith - Town Mayor
Cllr. R. Stuchbury
Cllr. M. Try