



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr. C. P. Wayman



27 March 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 2nd April 2012** at 7pm in the Council Chamber, Cornwalls 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 last meeting

To receive the Minutes of the Finance Administration and Personnel Committee meeting held on Monday 13th February 2012 ratified at the Full Council held on 27th February 2012. **Copy previously circulated (FAP/06/11)**

4. Action Report

To receive and discuss the Action report

Appendix A

5. Communications Strategy SubGroup Minutes

To note the Minutes of the meeting held on 14th March 2012

Copy attached (CSG/07/11)

6. Accounts and Budgets

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

7. 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 C**

8. Personnel Policies

To receive, discuss and agree the following policies:

8.1	Adoption Leave and Pay	Appendix D
8.2	Annual Leave Policy	Appendix E
8.3	Bereavement Policy	Appendix F
8.4	Data Protection	Appendix G
8.5	Drugs and Alcohol Abuse Policy	Appendix H
8.6	Equal Pay Policy Statement	Appendix I
8.7	Flexible Working	Appendix J
8.8	Parental Leave Policy	Appendix K
8.9	Paternity Leave and Pay	Appendix L
8.10	Relationships at Work Policy	Appendix M
8.11	Safeguarding Children and Child Protection Policy	Appendix N
8.12	Sickness Absence Policy	Appendix O
8.13	Time off for Dependents	Appendix P

9. Pre Employment Questionnaire

To receive for information the Pre Employment Questionnaire Form **Appendix Q**

10. Committees

(Min.668/11) To receive a report from the Town Clerk, and discuss changes to the Committee structure. **FAP/82/11**

11. (FC Min. 791/11) Council Chamber Booking Policy

To receive, discuss and agree a policy for letting the Council Chamber **Appendix R**

12. Action Plan

To receive and discuss the updated Action Plan **Appendix S**

13. Financial Regulation

To receive for information copies updated to reflect staff changes during the past year:

13.1	Financial regulations	Appendix T
13.2	Standing orders	Appendix U
13.3	Financial Risk Assessment	Appendix V
13.4	The appointment of the Internal Auditor	

14. Grants

To receive a report from the Town Clerk on the Grants process. **FAP/83/11**

15. Insurance Valuation, various Town Council properties

To receive a report from the Town Clerk **FAP/84/11**

16. Destination Buckingham

To receive a report from the Town Clerk **FAP/85/11**

17. www.Buckinghamuk.info

At the request of Cllr. Smith:

To cancel the Memorandum of Understanding (attached for information) and agree a way forward. **Appendix W**

18. Safe Housing of the Mace

To receive information on accommodating the mace in the Old Gaol Museum **Appendix X**

19. Tourism South East

To receive for information the latest Buckingham VIC statistics **Appendix Y**

20. Correspondence

- 20.1 To note that letters of thanks have been received from the Aylesbury Vale Fibromyalgia Support Group, the Churches Holiday Club and the Buckingham Winslow & District Citizens Advice Bureau
- 20.2 To receive information about leaflet display from AVDC **Appendix Z**

21. Chairman's Announcements

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