

Minutes of a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council held on **Monday 11<sup>th</sup> June 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7pm.

**Present:** Cllr. T. Bloomfield  
 Cllr. H. Cadd  
 Cllr. Mrs. G. Collins Chairman  
 Cllr. P. Collins  
 Cllr. J. Harvey  
 Cllr. P. Hirons  
 Cllr. D. Isham  
 Cllr. Ms. L. O'Donoghue  
 Cllr. D. Seabrook  
 Cllr. R. Stuchbury  
 Cllr. M. Try

**Also present:** Mr. C. Wayman Town Clerk

**108/12 Election of Chairman**

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **AGREED** unanimously that Cllr. G. Collins be Chairman for the forthcoming year.

**109/12 Election of Vice Chairman**

Proposed by Cllr. Stuchbury, seconded by Cllr. P. Collins and **AGREED** unanimously that Cllr. Lehmann be Vice Chairman for the forthcoming year.

**110/12 Apologies for Absence**

**RESOLVED** to receive apologies from Councillors Mordue, Newell and Smith.

**111/12 Declarations of Interest**

There were no declarations of interest at this point.

**112/12 Minutes**

**RESOLVED** to receive the minutes of the Finance, Administration and Personnel Committee meeting held on Monday 2<sup>nd</sup> April 2012 ratified at the Full Council held on 8<sup>th</sup> May 2012 (FAP/07/11).

**113/12 Minutes of the Communications Strategy SubGroup**

It was noted that no official meeting had taken place as the meeting was not quorate. Members were asked if they wish to join the group with Cllr. O'Donoghue volunteering.

**114/12 Action Report**

Members noted the Action Report.

139/11, 256/11& 919/11: the Communications Strategy Group would be investigating.

633.3/11 would be chased up with The Film Place.

**ACTION TOWN CLERK**

**115/12 Accounts and Budgets**

Members noted the Accounts and Budgets.

Members **AGREED** to write to AVDC over clarification of a possible 10% reduction in the precept due to a knock-on effect of the Council Tax Benefit Reduction precepting authorities need to make.

**ACTION TOWN CLERK**

**116/12 Invoices passed for payment, income received and details of Councillor's Expenses**

Members noted the information.

**117/12 To agree cheque signatories for the forthcoming year**

Proposed by Cllr. Stuchbury and **AGREED** that Cllr. Mordue be replaced by Cllr. Newell.

**ACTION TOWN CLERK**

**118/12 Annual Report**

A number of changes were noted including the addition of sections about the Youth Council, Youth Projects and Visitor Information Centre. The Report was **AGREED** subject to the changes being made.

**ACTION TOWN CLERK**

**119/12 Internal Auditor**

Proposed by Cllr. Stuchbury, seconded by Cllr. Cadd and **AGREED** to accept the report.

**120/12 Policies**

120.1/12 Community Engagement Statement of Intent and Community Strategy  
Members **AGREED** the Strategy subject to two changes.

120.2/12 Councillor Allowances Policy  
Members **AGREED** the Policy.

*Cllr. Seabrook arrived*

120.3/12 Risk Management Policy  
Members **AGREED** the Policy.

**ACTION TOWN CLERK**

**121/12 Risk Management Register**

Members **AGREED** the Register.

**122/12 Tourism South East**

Members noted the figures. Cllr. Stuchbury raised the issue of a report the District Council had produced which indicated that the Visitor Information Centre was under their control. The Town Clerk advised that he had already contacted the District Council over the report.

**123/12 Correspondence**

Members noted the correspondence.

**124/12 News Releases**

There were none.

**125/12 Chairman's Announcements**

Cllr. Stuchbury had his request to speak granted. He wished to bring to Members' attention that he had been approached by a member of the public who may put a Freedom of Information request to the Town Council over the proposed Town Council office extension.

Furthermore he wished Members to know that there had been on-going correspondence with members of the Christmas Parade committee; however, he was perplexed by some of the correspondence due to the fact that the committee had seen all the information requested previously.

**126/12 Date of Next Meeting:** Monday 30<sup>th</sup> July 2012

Meeting closed at: 8:30pm.

**Signed**.....

**Date**.....