



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM. MK18 1JP

Telephone/Fax: (01280) 816 426

Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman



24 July 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 30th July 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 11th June 2012 ratified at the Full Council meeting held on 25th June 2012.
(FAP/01/12) Copy previously circulated

4. Minutes of the Communications Strategy Group meetings

To receive the minutes of the meetings held on 20th June 2012 & 18th July 2012. **(CSG/01/12 & CSG 02/12) Copies circulated with agenda**

5. Action Report

To receive and discuss the action report

Appendix A

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. Memorandum of Understanding – Delivery of Newsletter

To receive, discuss and agree the draft MoU for the delivery of the newsletter.

Appendix D



9. Policies

To receive, discuss and agree the following policies:

9.1 Agency Workers 2012 Policy

9.2 Absence: Trade Union Activities, Jury Duty, etc

9.3 Newsletter Policy & Procedure

9.4 To receive the Mayor's comments on previous policies

Appendix E
Appendix F
Appendix G
Appendix H

10. General Power of Competence

To receive and discuss a report from the Town Clerk

FAP/11/12

11. Community Right to Build and Community Right to Bid

To receive and discuss a report from the Town Clerk

FAP/12/12

12. Consultation – Payments by parish & community councils and charter trustees

The consultation document is of some size, so please would Members consult it on-line at

<http://www.communities.gov.uk/documents/localgovernment/pdf/2181650.pdf> . The response form with questions is attached.

Appendix I

13. Changes to Localised Council Tax Benefits

To receive a letter from Andrew Small, AVDC, and discuss and agree dates and representatives for the requested meeting.

Appendix J

14. Visitor Information Centre

To receive the visitor and accommodation figures to the end of June 2012.

Appendix K

15. Chairman's Announcements

16. Date of next meeting

Monday 17th September 2012

17. 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.

18. To receive and discuss a report from the Town Clerk on employment issues and agree the recommendation

FAP/13/12

To:

Cllr. T. Bloomfield

Cllr. H. Cadd

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 - Town Mayor

Cllr. Mrs. O'Donoghue

Cllr. D. Seabrook

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try