



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
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Town Clerk: Mr. C. P. Wayman



30 October 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 5th November 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 Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes of last meeting

To receive the minutes of the Finance, Administration & Personnel Committee meeting held on Monday 17th September 2012 ratified at the Full Council meeting held on 1st October 2012.

FAP/03/12; circulated separately

4. Communications Strategy Group

To receive for information the minutes of the meetings held on 5th September 2012 and 17th October 2012.

CSG/03/12 & CSG/04/12

5. 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

Appendix C

8. Annual return for the year ending 31 March 2012

To receive the completed Annual Return for information.

Appendix D

9. Internal Audit

To receive a report from the Town Clerk

FAP/30/12



10. Payroll system purchase

To receive a report on prices, and to agree to change payroll systems.

FAP/31/12

11. Occupational Health

To discuss the report and agree the Recommendation therein.

FAP/32/12

12. Policies

To receive, discuss and agree the following policies:

12.1 Confidentiality Policy/Procedure

12.2 Freedom of Information Act Publication Scheme

Appendix E

Appendix F

13. Calendar of meetings 2013

To receive and agree the meeting dates for 2013

Would Members please note that the FA& P meeting in this year's calendar on 24th December has been deferred to Monday 7th January 2013, and the remaining dates in January already agreed have been redesignated accordingly. Some event dates have yet to be agreed.

Appendix G

14. Christmas/ New Year Closing

To discuss and agree whether the office should be closed to the public over the Christmas/New Year period. For Members information, Christmas Day and New Year's Day are Tuesdays. The Library will be open as usual except for Christmas Day, Boxing Day and New Year's Day.

15. Personnel

To receive for information details of the two posts being advertised currently (Town Clerk).

16. Play Around the Parishes

To receive and discuss participation in the scheme and the request from AVDC for part-funding

Appendix H

17. Devolved Services – BCC

To receive an update from BCC on the devolution of services to Town and Parish Councils

Appendix I

18. News releases

19. Chairman's Announcements

20. Date of next meeting

Monday 7th January 2013 if agreed at #13

To:

Cllr. T. Bloomfield

Cllr. H. Cadd

Cllr. Mrs. G. Collins

Cllr. P. Collins

Cllr. J. Harvey

Cllr. P. Hirons

Cllr. D. Isham

Cllr. R. Lehmann

Cllr. H. Mordue

Cllr. Ms. Newell - Town Mayor

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try