



# 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](mailto:office@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. C. P. Wayman



04 June 2013

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 10 June 2013** 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. Election of Chairman

To elect a Chairman of the Committee for 2013 – 2014

### 2. Election of Vice Chairman

To elect a Vice-Chairman of the Committee for 2013 – 2014

### 3. Apologies for Absence

Members are asked to receive apologies from Members.

### 4. 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.

### 5. Minutes of last meeting

To receive the minutes of the Finance, Administration & Personnel Committee meeting held on Monday 15<sup>th</sup> April 2013 ratified at the Full Council meeting held on 7<sup>th</sup> May 2013.

**Copy previously circulated FAP/07/12**

### 6. Communications Strategy Meeting

To receive for information the minutes of the meeting held on 17<sup>th</sup> April 2013.

**Copy previously circulated CSG/08/12**

### 7. Town Council Grants Awarded/Precept

In light of precept 2013/14 to look into grants awarded by the Town Council to outside bodies; and to review the Council's policy for grant provisions in light of the Government's changes to Council Tax Support and their effect on budget commitments.

To agree that a report by the Town Clerk be written to understand the impact on the Town Council's Budgets and Council Grants, how much of the precept should be allocated and whether this should be limited to a set sum or a percentage of the precept.

To agree that grant applicants provide details of either cost benefits to the Council on the improvement in the well-being of the community, on sections of it; and to also review all written agreements.



To ask the Chair to update Members on their thoughts on the way forward in this matter.

**8. Motion Cllr Stuchbury – Staff hours**

In light of the staffing report on hours worked within Events, in order that total staff Members should we now undergo a full staffing time report. Report to be provided as and when staff hours allow.

Because looking at one committee alone is not a policy and should not lead to any action until a full report has taken place; for the betterment of the Council's long term interests and also community interest and benefits and the wellbeing of Buckingham alongside other towns.

**9. Action Report**

To receive and discuss the report.

**Appendix A**

**10. Accounts and Budgets**

To receive and consider the attached Income and Expenditure reports.

**Appendix B**

**11. Policies**

11.1 To receive, discuss and agree the Retention and Preservation of Council Records Policy

**Appendix C**

11.2 To receive, discuss and agree the Disciplinary Procedure

**Appendix D**

**12. Mayoral Events**

12.1 To discuss moving the date of the Annual Statutory Meeting; to be held at the same time as Mayor Making.

**Appendix E**

12.2 To receive and discuss an email from Cllr Newell.

**Appendix F**

**13. BT Fast Broadband Services**

To receive and discuss an email from BT regarding review of call plans.

**Appendix G**

**14. Chairman's Announcements**

**15. Correspondence**

**16. Date of next meeting:** Monday 29<sup>th</sup> July at 7pm

**To:**

Cllr. T. Bloomfield

Cllr. H. Cadd

Cllr. Mrs. G. Collins (Chair)

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. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try