



BUCKINGHAM TOWN COUNCIL

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



20 December 2012

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 7th January 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. 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 5th November 2012 ratified at the Full Council meeting held on 19th November 2012.

Circulated previously FAP/04/12

4. Action Report

To receive for information.

Appendix A

5. Accounts and Budgets

5.1 Members are asked to receive and consider the attached Income and Expenditure reports.

Appendix B

5.2 To receive a request for permission to write off debt outstanding from Johnstons Publishing Ltd.

Appendix C

6. Communications Strategy Group

To receive for information the minutes of the meeting held on 5th December 2012.

CSG/05/12

7. Policies

To receive, discuss and agree the following policies:

7.1 Training Statement of Intent

Appendix D

7.2 Appraisal/Performance Management

Appendix E

8. Pensions

To receive, discuss and agree points arising from the Employer LGPS Discretionary Policy.

FAP/38/12



9. Buckingham Film Place Business Plan

(633.3/11) To receive the formal business plan requested

Appendix F

10. Audit

(519.12) To receive a report from the Internal Auditors.

Appendix G

11. Precept

To receive and discuss the following documents:

11.1 Outline figures for Precept and information on Council Tax base changes

11.2 NALC Localisation of Council Tax Support

Appendix H

Appendix I

12. Grants

To discuss the grant applications received by the Town Council and make a recommendation to the Precept meeting.

Circulated separately

13. Chairman's Announcements

14. Date of next meeting

Monday 25 February 2013.

15. COMMITTEE IN PRIVATE SESSION

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.

16. Motion from Councillor Mrs. G. Collins:

That the Town Council provide the budget to the Christmas Parade Committee only and leave them to run the event in its entirety; the event plan and road closure would be their responsibility as this would be their event and they have a committee to organise and run it.

Appendix J

17. Staffing

To receive a report from the Town Clerk.

FAP/39/12

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

Cllr. H. Mordue

Cllr. Ms. Newell - Town Mayor

Cllr. Mrs. O'Donoghue

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try