



BUCKINGHAM TOWN COUNCIL

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



23 December 2013

Councillor,

You are summoned to a meeting of the **Finance, Administration and Personnel Committee** of Buckingham Town Council to be held on **Monday 6th January 2014** 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 4th November 2013 ratified at the Full Council meeting held on 18th November 2013.

4. Communications Strategy Group Meeting Previously circulated CSG/04/13

To receive the minutes of the meeting held on 4th December 2013

5. Action Report

To receive and discuss the attached report

Appendix A

6. Accounts and Budgets

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

Appendix B

7. Proposal for Apprenticeship

To receive and discuss a written report from the Town Clerk
Members are requested to note that further information may be circulated at the meeting.

FAP/43/13

8. Grants

To receive and agree the grant applications

Appendix C

9. Precept

To receive and discuss the proposed figures

FAP/42/13

10. Internal Audit

To receive the report, and agree the internal auditor for next year.

FAP/44/13

11. VAT Consultation Parish Councils

To receive and discuss consultation document from AVDC

Appendix D

12. Chamber access evenings and weekends

To receive and discuss the attached email

Appendix E

13. Chairman's Announcements

14. Date of next meeting

14. 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.

15. Staffing

FAP/45/13

To receive a report from the Town Clerk.

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

Cllr. H. Mordue

Cllr. Ms. Newell - Town Mayor

Cllr. Mrs. O'Donoghue - Vice Chair

Cllr. M. Smith

Cllr. R. Stuchbury

Cllr. M. Try