

Dear Member,

You are hereby summoned to attend a meeting of the **Finance and Administration Committee** to be held in the Council Chamber, Town Council Offices, Buckingham, on Monday 27th September 2004 at 7.00 pm

Signed by
Town Clerk

There will be a public session of no more than 15 minutes held at the start of the meeting

AGENDA

1. Apologies
2. Declaration of interest for items on the agenda
3. Minutes of the last meeting held 5th July 2004
4. Action reports and updates
 - 4.1 Update on Audit 2003/04 Accounts
5. Quality Parish Council Health-Check
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
7. 19/2004 Dial a Ride letter of support- retrospective approval of the letter sent
8. To discuss setting up a 3 year financial package deal for Buckingham Community Association – (letter copied to all 19/8/04)
9. To consider amendments to standing orders to include the following;
 - 9.1 “issues considered by the Council or any of its committees must relate to: A. Matters for which the Council has a responsibility, B. Matters which has a direct affect on the parish” Cllr Lehmann
 - 9.2 “All Council and Committee meetings to finish at 10pm unless all members present and the officiating clerk agree to continue; to be reviewed hourly thereafter. The meeting will then stand adjourned to the first convenient date agreed at the meeting” – Cllr Collins
10. To discuss how the members wish to respond to the following consultations; respond date 19/11/04
 - 10.1 A model code of conduct for Local Government Employees
 - 10.2 A review of the regulatory framework governing the political activities of Local Government Employees.
11. To discuss how the members wish to respond to “Licensing policy statement consultation paper on the licensing act 2003”
12. To discuss the wages review and hours worked of all the Council staff, set up system of measurement of the work load for recommending any alteration to hours and pay for 2005 budget
13. To discuss the timetable and confirm the application form for 2005/2006 annual grants
14. To confirm meeting diary for 2005
15. To look at options for the purchase/lease of new photocopier
16. To discuss and make a decision re purchase software to create @buckinghamtowncouncil.gov.uk email address
17. To note the vacancy on the Council and confirm timetable for any co option
18. To agree disposal of the old 486 computer c1995
19. To discuss letter from BCC requesting 50% funding towards a dropped kerb.
20. Chairman’s items for information

The following item will be heard under Public Bodies (Admission to Meetings) Act 1960 s 1 (2) due to the confidential nature of the business to be discussed

21. Chairman’s items for information

To: Councillors J. Barnett H. Cadd P. Collins (Chairman) P. Desorgher D. Isham R Lehmann
H. Mordue Ms R. Newell Mrs P. Stevens Mrs C. Strain-Clark R. Stuchbury (Mayor)

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting