

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 7th February 2005 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 20th December 2004
4. Action reports and updates
5. Quality Parish Council Health-Check
 - 5.1 Newsletter – to agree draft sent by Cllr Lehmann
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
7. To discuss the information on the web site and agree deadline for removal
8. To discuss the format for the Risk Assessments.
9. To discuss the employment of additional member of staff – Job Description/Person Specification
10. To discuss the notification for Bucks CC re the employers rate for the pension, and the timing of such notification
11. To discuss the procedures for post received and sent, and method of delivery

12. 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)