

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 **Tuesday 29th March 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 7th February 2005
4. Action reports and updates
5. Quality Parish Council Health-Check
5.1 to receive letter from Countryside Agency re grant allocation and discuss priority of items requested in the grant application. (57/2004)
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budget
7. To receive letters from 2 grant applications re alteration in circumstances
8. To discuss the request from Buckingham Heritage Trust for an increase in their allocated grant for 2005/2006 as received at the Council Meeting on 7th March 2005
9. To receive letter from Miss Anne Marie Frohock re visit to Australia.
10. To discuss the fall back position for housing 17 Councillors from April 2007; possible block booking of Community Centre for all Council and Committee meetings.
11. To discuss the Councils Discipline and Grievance Procedures and recommend any amendments
12. To receive a letter from Buckingham Lawn Tennis Club re Chandos Court Improvements.
13. To receive details of applicants for the administration/accounts assistant
14. To confirm the altering of the Council meeting from 27th December 2005 to 3rd January 2006
15. To discuss and formulate BTC's policy with regard to AVDC/BCC "One Stop Shop" Verney Close
16. 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

17. To receive any response from the Town Clerk in respect of comments made at 17th January 2005 Council meeting.
18. To discuss correspondence from Mr B Page re Christmas Lights.

To: Councillors J. Barnett H. Cadd P.Collins (Chairman) P. Desorgher D. Isham
 R Lehmann H. Lewis 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