

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 4th July 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. Election of Chairman
3. Election of Vice Chairman
4. Declaration of interest for items on the agenda
5. Minutes of the last meeting held 16th May 2005
6. Action reports and updates
7. Quality Parish Council Health-Check
8. Budget Reviews
 - 8.1 Finance and Administration Committee budgets
 - 8.2 Overview of all budgets
9. To receive the 2004 year end accounts and annual return
10. To discuss recommendation made under minute no 94/2005 and agree amounts to be used by the E & P Committee
11. To receive the Actuarial Valuation report from BCC Pension.
12. To look at the possibility of changing to a wireless system for the Council's computers
13. To agree items to be ordered from the Quality Parish Council fund as per minute no 76/2005.
14. To discuss and agree Fixed or E.I.P loan repayments from Public Loan Board for Cemetery Lodge refurbishment loan
15. 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

16. To receive for information a letter from solicitors acting for Mr B Page

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

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