

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 28th November 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 22nd August 2005
4. Action reports and updates on items not elsewhere on the agenda
 - 4.1 (135.1/2005) to receive update on office procedures
5. Quality Parish Council Health-Check
 - 5.1 to receive an update on the next edition of the Newsletter – Cllr Mordue/Cllr Stuchbury
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
7. To receive a verbal report from the Chairman and Cllr Collins on the Town Clerk's job evaluation and agree proposed amended pay scale
8. To discuss recommendation from the Chairman and Cllr Collins on the future staffing requirements of Buckingham Town Council
9. (141) Contracts: to receive the information from NALC and SLCC on section 19.3 and to agree the draft contracts
10. To discuss and make recommendation on the draft stress policy – Cllr Newell
11. To discuss the provision of a summer outfit for the Town Crier
12. To agree the procedures for the recommendation of grants allocations prior to the precept meeting
13. Chairman's items for information

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