

14 January, 2009

Dear Member,

You are hereby summoned to attend a meeting of the **Finance and Administration Committee** to be held in the MB1 in the Masons Building, Hunter Street, on Monday 19th January 2009 7pm.

Signed by Mr C Wayman
Deputy Town Clerk

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

AGENDA

1. To receive apologies for absence
2. To receive declaration of interest for items on the agenda
3. To receive the minutes of the last meeting held on 1st December 2008 ratified at Full Council on the 15th December 2008
4. To receive action reports and updates as per attached list
5. To receive details of time in lieu outstanding and overtime claims
6. Budget Reviews
 - 6.1 To review Finance and Administration Committee budgets
 - 6.2 To review all Committee budgets
7. To discuss and agree the recommendation to Council of the 2009/2010 grant allocations
8. To discuss the draft Finance and Administration precept bid
9. To receive a written report on the website and office move – Cllr. Try
10. To receive the external auditors report
11. To discuss and agree whether to make a regular booking of a room at Verney Close to hold meetings
12. To receive notes and recommendations from the Communication Strategy Group meeting on the 7.01.09

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

13. To receive draft 2009 Annual Report and agree timescale for the report and the rates leaflet for publishing and distribution
14. To discuss the administration of wages for the Buckingham & Gawcott Charitable Trust in respect of their new Clerk a Town Council Employee
15. To review the opening hours of the office
16. To discuss and agree whether the Council should recruit prisoners from HMP Spring Hill – Cllr. Smith
17. To receive a response from BALC regarding the Freedom of Information Act.
18. To receive details and agree if the Deputy Town Clerk should attend the 2009 Practitioners' Conference on Friday 27th and Saturday 28th February 2009
19. Chairman's items for information

To: Councillors

T. Bloomfield	H. Cadd
P. Collins (Chairman)	H. Mordue (Mayor)
Mrs G Collins	P. Hirons
D. Isham	R. Lehmann
A. Mahi	M. Smith
R. Newell	R. Stuchbury
P. Stevens	W. Whyte
M. Try	