

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 15th January 2007 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
4. Action reports and updates as per attached list
5. Quality Parish Council
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
 - 6.3 To receive information of the Town Clerk's Hour's
7. To receive , discuss and agree the grant applications as circulated
8. To discuss the proposed budget for 2007/2008 and make recommendation to the Council
9. To discuss and agree the format for the Precept meeting on 29th January 2007
10. To confirm the "Destruction Policy"
11. To clarify the position of the Council in paying the Clerk's SLCC fees and to discuss and make a decision whether to cover the Deputy Clerk's SLCC fees
12. Chairman's items for information

The following item will be heard under section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 which excludes members of the Public due to the confidential and financial nature of the business to be discussed

13. To receive a report from the Chairman on the assessment of the Deputy Town Clerk, to discuss the report and confirm the action taken or to be taken.

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