

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 26<sup>th</sup> FEBRUARY 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 on 15<sup>th</sup> January 2007
4. Action reports and updates as per attached list
5. Quality Parish Council
  - 5.1 To receive information on the review of the Quality Parish Council Scheme.
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 review Standing Orders
8. To discuss response to "Consultation on Amendments to the Model Code of Conduct for Local Authority members"
9. 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*

10. To receive a report from the Chairman on the Deputy Town Clerk, and confirm any action 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