

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 17th December 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. 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 29th October 2007
4. To receive action reports and updates as per attached list
5. Quality Parish Council
 - 5.1 To discuss and agree format for next years newsletters and annual report.
6. Budget Reviews
 - 6.1 To review Finance and Administration Committee budgets
 - 6.2 To review all Committee budgets
 - 6.3 To receive information of the Town Clerk's Time in Lieu Hours
7. To discuss the Buckingham Town Council website www.buckinghamtowncouncil.gov.uk and any amendments required.
8. To discuss/ recommend the grant allocations as per requests already circulated.
 - 8.1 To discuss and decide if the Committee wish to receive and include the following received after the deadline. (details attached)
 - 8.1.1 Project Street Life
 - 8.1.2 Buckingham Churches Holiday Club
 - 8.1.3 Buckingham PCSO- Thames Valley Police – to follow

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

9. To undertake a high level review of all committees for years 09 - 14.
10. Chairman's items for information

To: Councillors

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