

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 24th May 2004 at 7.00 pm

Signed by
Town Clerk

AGENDA

1. Apologies
2. Declaration of interest for items on the agenda
3. Election of Chairman
4. Election of Vice Chairman
5. Minutes of the last Administration Committee meeting held on 19th April 2004 and ratified on 10th May 2004.
6. Action reports and updates
6.1 (529.1) Email address
7. To discuss a contingency plan and risk assessment re the Town Clerk's unforeseen absence.
8. To receive the Financial Statements
9. Chairman's items for information

To: Councillors J. Barnett
 H.H. Cadd
 P.N.E.Collins
 P. Desorgher
 D.R. Isham
 R.C. Lehmann
 K. Liverseidge
 H. Mordue
 Ms R.D. Newell
 Mrs P. Stevens
 Mrs C. Strain-Clark
 R. Stuchbury (Mayor)

A public session of no more than 15 minutes will be held before this meeting if required

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