## Dear Member,

You are hereby summoned to attend a meeting of the <u>Finance and Administration</u> <u>Committee</u> to be held in the Council Chamber, Town Council Offices, Buckingham, on Monday 5<sup>th</sup> July 2004 at 7.00 pm

Signed by Town Clerk

## **AGENDA**

- 1. Apologies
- 2. Declaration of interest for items on the agenda
- 3. Minutes of the last meeting held 24<sup>th</sup> May 2004
- 4. Action reports and updates
- 5. To discuss and agree proposal to purchase a laptop computer up to £2000 for the accounts system, including associated systems software and backup mode.
- 6. Quality Parish Council Health-check
  - 6.1 Newsletters
- 7. Budget Reviews
  - 7.1 Finance and Administration Committee budgets
  - 7.2 Overview of all budgets
- 8. To discuss and agree an Internal Auditor; to agree terms of Internal Auditor's fee
- 9. To receive Accounts for 31st March 2004 and recommend same to Full Council
- 10. To agree stage 1 complaint specified person in respect of decisions by line managers in respect of BCC Pension.
- 11. To receive notes of the Chairman's Working Group dated 10<sup>th</sup> May 2004 and the comments made at the Council meeting held on 21<sup>st</sup> May 2004
- 12. To discuss the Town Clerk's request to purchase an updated copy of the Clerks Manual from SLCC at a cost of £24
- 13. To discuss Dial-A-Ride's request for a letter of support
- 14. Chairman's items for information

To: Councillors J. Barnett

H.H. Cadd

P.N.E.Collins (Chairman)

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)

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