

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 8th November 2004 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 27th September 2004
4. Action reports and updates
 - 4.1 31/2004 Wages review and hours worked update
 - 4.2 32/2004 Grant applications update
 - 4.3 34/2004 To receive costs and make a decision for purchase of Photocopier
 - 4.4 2472 (Interim 23/8/04) Parish Poll costs and procedures
5. Quality Parish Council Health-Check
 - 5.1 To received notification of new headed notepaper with Quality Status Logo.
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
7. To discuss, agree and make any recommendation re 2005 diary dates
8. To receive and discuss the attached document by the Chairman on Precept 2005/06
9. To discuss and decide on the purchase Buckingham Town Council "Councillor" and "Clerk" name badges.
10. To discuss the supplying of keys to all members of staff and in particular Mark Gadd.
11. To discuss the risk assessment requirements of the Council, set up a rolling programme of annual review.
 - 11.1 To agree the review the Internal Audit risk assessment by The Chairman and Town Clerk.
12. To receive and discuss an application for grant from 2004/05 grant contingency (letter attached)
13. To discuss and agree a criteria for confidential items to be discussed under section 1(2) Public Bodies(admission to meetings)Act 1960
14. Chairman's items for information

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