

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 20th December 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 8th November 2004
4. Action reports and updates
 - 4.1 Information only -recommendations from Chairmen's meeting 1st Dec
 - 4.2 50/2004 Risk assessments
 - 4.3 48/2004 to confirm style and layout for the Councillors and Clerk name badges
5. Quality Parish Council Health-Check
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
7. To discuss precept 2005/2006 – documents attached
 - 7.1 F & A proposed budget bid for 2005/06 - additional info as per minute 45/2004, Overview of Current Position, Estimated under-spend for 2004/05,
 - 7.2 Bids of other committees
 - 7.3 Suggested Precept
8. To discuss and agree grant requests 2005/2006 for recommendation to Full Council: Amount available as per formula based on 3.09% of 2005/06 total budget including reserves & contingencies
9. 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