

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 16th May 2005 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 29th March 2005
4. To receive action reports and updates
 - 4.1 (76/2005) QPIF Grant
 - 4.2 (84/2005) Accounts and Admin. Assistant
5. To review budgets
 - 5.1 Committee budget 2005/06
 - 5.2 Other budgets
6. To receive draft year-end figures and overspend explanations
7. To review and make recommendation to the Interim Council Meeting on AVDC Parking Orders 2005
8. To receive draft Discipline and Grievance Procedures – Cllr. R. Newell
9. To receive Risk Assessments for review and recommend adoption
10. To receive and recommend adoption of Equal Opportunities Policy
11. To receive notification of increase in S137 allowance
12. To review cheque signatories
13. Chairman's items for information

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