

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 January 2006 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 28th November 2005
4. Action reports and updates on items not elsewhere on the agenda
5. Quality Parish Council Health-Check
 - 5.1 To discuss and agree layout and editorship of the Annual Rates Leaflet
6. Budget Reviews
 - 6.1 Finance and Administration Committee current budgets
 - 6.2 Overview of all current budgets
7. To discuss and recommend grant allocations for 2006/2007
8. To receive and discuss the draft 2006/2007 budget prior to Precept meeting.
9. To receive the notes of the emergency Chairmen's Strategy Group and confirm actions agreed
10. To confirm a temporary appointment on a six months fixed contract of the candidate agreed by the Mayor, Cllr Lehmann and the Clerk.
11. To agree timescale and appoint a Councillor to analyse the time sheets for independent assessment
12. To agree a procedure to review the council's standing orders
13. To discuss and draw up draft job descriptions for
 - 13.1 The Town Clerk
 - 13.2 The Clerical Assistant
 - 13.3 The Caretaker
14. To agree if the Council wished to enter any of the NALC awards. – as per sheet already circulated
15. To discuss the letter from Buckingham Community Centre asking for the Town Council to fund the replacement of the toilet seats
16. Chairman's items for information

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

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