

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 March 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 on 16th January 2006
4. Action reports and updates
5. Quality Parish Council Health-Check
 - 5.1 Budget Reviews
 - 5.1 Finance and Administration Committee budgets
 - 5.2 Overview of all budgets
6. To look at the procedures for the precept and budget setting and decide on the way forward
7. To receive analysis and report on the Town Clerk's and Clerical Assistant's time sheet/hours worked/type of work; to discuss the implications and make recommendation to the Council – Cllr. Cadd
8. To receive draft job descriptions for the staff – Cllr. Newell
9. To receive a report on standing orders review as carried out under minute no 162
10. To receive letters requesting financial assistance
 - 10.1 Buckingham General Charities
 - 10.2 Buckingham & Winslow Community Care Forum
11. Chairman's items for information

To: Councillors

J. Barnett
H. Cadd
P. Collins (Mayor)
Mrs. 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