

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 May 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 16.january 2006
4. Action reports and updates
5. Quality Parish Council Health-Check
 - 5.1 to discuss and agree the programme for 2006/2007 newsletters and leaflets
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budget
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/Cllr Barnett.
8. To agree a policy concerning the treatment of additional hours worked by the Town Clerk, "time in lieu".
9. to receive draft job descriptions for the staff – Cllr Newell
10. To look at ways and agree a strategy to promote the Town Council's work and encourage residents to stand for the Town Council in May 2007.
11. To receive a letter from Buckingham Canal Society to agree whether to send a letter of support.
12. Chairman's items for information

To: Councillors

J. Barnett

P. Collins (Mayor)

D. Isham

H. Lewis

Ms R. Newell

Mrs C. Strain-Clark

H. Cadd

P. Desorgher

R Lehmann (Chairman)

H. Mordue

Mrs P. Stevens

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.