

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 26<sup>th</sup> June 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. To elect a Chairman
3. To elect a Vice Chairman
4. Declaration of interest for items on the agenda
5. Minutes of the last meeting held 8<sup>th</sup> May 2006
6. Action reports and updates
7. Quality Parish Council Health-Check
  - 5.1 ( 181.1) To receive and update on the June 2006 newsletter
8. Budget Reviews
  - 8.1 Finance and Administration Committee budgets
  - 8.2 Overview of all budget
9. To receive the Town Clerks hours to date as per minute no. 184/2006
10. To discuss and agree the job description/ person specification /and appointment of a Deputy Town Clerk including methods of advertising , selection panel, and criteria
11. To discuss the appointment of a replacement Caretaker/Handyman; discuss current job description and possible future changes to the post of Caretaker/Handyman
12. To discuss and recommend the format for the Annual Town Meeting taking into consideration best practice and legal guidance.
13. SLCC Summer Seminar 12<sup>th</sup>/13<sup>th</sup> July Training  
*(Following a discussion it was proposed by Cllr Stuchbury, seconded by Cllr Barnett and AGREED that this be placed on the Finance and Administration Committee agenda for discussion and a decision as to whether the Town Clerk could attend.)*
14. To discuss the meeting held with BCC to discuss the transfer of services from the County Council
15. To discuss the review of Town Council Contracts
16. To set established procedures for the flow of information between Councillors and Officers
17. Chairman's items for information

To: Councillors

J. Barnett	H. Cadd
P. Collins (Mayor)	D. Isham
R Lehmann (Chairman)	H. Lewis
Ms R. Newell	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.