

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 2nd October 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 14th August 2006
4. Action reports and updates as per attached list
5. Quality Parish Council Health-check
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
 - 6.3 To receive information of the Town Clerks Hours
7. To discuss the request from BTCV for funding as per the letter attached – deferred from 14/8/06 meeting
8. To receive a presentation and discuss with representatives from the Old Gaol future funding of the building and Museum
9. To receive a list of all outstanding action items from all the Council's Committees and agree the priority of those action items.
10. To review the Council's Health and Safety Policy and receive any recommendations to ensure it complies with current legislation.
11. To review and amend if needed the criteria for the hiring of the Council Chamber to outside organisations; to agree any alterations in the cost of hiring; or to agree that the Chamber would not be available to any organisations in view of the lack of staff accommodation.
12. To discuss and agree the Council meeting dates for 2007
 - 12.1 To discuss and confirm the allocation of committees between officers of the Council.
13. To discuss and agree budget for the purchase of new computer and printer, agree specification, and disposal of gateway computer.
14. To discuss and agree budget for the repair of office computers and to create link to the photocopier from the Computer
15. To discuss and agree 'Destruction Policy' for the Council's paperwork
16. To discuss the provision of Email addresses for staff members
17. To receive the following motion from Cllr Collins *"There are elections on 4th May 2007 and therefore we cannot with certainty choose the new Mayor until after that date. In order to provide more time for the incoming Mayor to make suitable arrangements, for 2007 the legal process of choosing of the Mayor within 14 days of the election be separated from the Mayor Making celebration and the Mayor Making celebration be held on either Friday 25th May 2007 or Friday 1st June 2007"*
18. To discuss and agree contingency plans for carrying out the Caretaking duties during the Caretakers sick leave
19. 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