

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 NOVEMBER 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 2nd October 2006
4. Action reports and updates as per attached list
5. Quality Parish Council
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 receive the out turn figures for 2006/2007 and discuss the provisional figures for 2007/2008
8. To receive and discuss the Old Gaol accounts, as circulated by them direct to Councillors, for the building and Museum as per minute no.217/2006
*"It was **AGREED** that the Buckingham Heritage Trust will provide a copy of their last audited accounts for the next meeting of the Committee, when they will be beginning the discussion for the 2007/2008 budget."*
9. To consider formal response to comments made by representative of Community Plan Group
10. To consider whether any amendments are made to administrative procedures in order to ensure compliance with contract signed with BCC to deliver the project- draft procedures attached
11. To receive a report on the Local Government White Paper: Strong and Prosperous Communities
12. To receive funding request from Chairman of Buckingham Youth Centre – letter attached
13. To agree opening hours over the Christmas period of the office.
14. Chairman's items for information

The following item will be heard under section 1(2) of the Public Bodies (Admission of Meetings) Act 1960 which excludes members of the Public due to the confidential and financial nature of the business to be discussed

- 15 To confirm the employment of Mr J Jones following completion of 3 months probation service
- 16 To discuss the 8 week assessment of the Deputy Town Clerk with report from the Chairman and the Clerk

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