

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 16th April 2007 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 26th February 2007
4. Action reports and updates as per attached list
5. Quality Parish Council
 - 5.1 To receive update on the Council Tax Leaflet.
 - 5.2 To discuss the non delivery of the election leaflets by the Royal Mail.
6. Budget Reviews
 - 6.1 Finance and Administration Committee budgets
 - 6.2 Overview of all budgets
 - 6.3 To receive information of the Town Clerk's Hour's
7. To receive and note the revisions to the model contract as per NALC/SLCC and confirm acceptance of the amendments to the staffs contracts. – Copy attached
8. To confirm receipt of the external auditors form and notes.- Copies attached
9. To note the request by the Planning Committee (min no. 5020.1 05.03.07) and agree action required.
10. To discuss the purchase of new Councillor Badges for those elected and to decide what will happen about retiring Councillors badges?
11. To confirm training session for New Councillors on Saturday 12th May to explain Council procedures, protocol, standing orders, legalities of being a Councillor. To agree any future training programmes.
12. To discuss the setting of a standard type face and font point for Council Documents
13. To receive a draft bullying and harassment policy, and make recommendations to Council.
14. To discuss the purchase of a docking station and keyboard for the laptop
15. Chairman's items for information

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