

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 10th SEPTEMBER 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. To receive apologies for absence
2. To receive declaration of interest for items on the agenda
3. To receive the minutes of the last meeting held on 23rd July 2007
4. To receive action reports and updates as per attached list
5. Quality Parish Council
 - 5.1 To receive update on the Council Tax Leaflet.
6. Budget Reviews
 - 6.1 To review Finance and Administration Committee budgets
 - 6.2 To review all Committee budgets
 - 6.3 To receive information of the Town Clerk's Time in Lieu Hours
 - 6.4 Grant requests and allocation prepare and agree timetables.
7. To prepare and agree timetables for Precept 2008 and Grant requests
8. To agree timetable for the preparation of 3 – 5 year budget plan
9. To receive the minutes of the Town Council Premises Committee held on 23.07.07, 13.08.07, 29.08.07 - discuss the contents.
10. To receive notification of the Town Clerk appraisal – Cllr Collins.
11. To discuss the wording of Standing Orders section 1d – as per the request of Council and make recommendation of any adjustment
12. To receive letter of request from The Trustees of the Buckingham Heritage Trust to make a presentation to the Committee – Copy attached
13. To receive a request from Buckingham Community Association to set up a meeting to discuss future funding of the Centre; need to appoint 3 representatives to meet with the Management Committee.
14. To receive request from Bourton Road Allotments to set up a meeting to discuss the next 3 years grant as per the agreement; need to appoint 3 representatives to meet and provide a guideline to the representatives.

Members are reminded that they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting

15. To discuss the Buckingham Town Council website www.buckinghamtowncouncil.gov.uk and any amendments required.
16. To discuss the format for reporting of the payments and invoices for payment based on the accounts package – web site details circulated
17. Min no 312/2007 To discuss and agree the criteria for mileage and travel claims
18. Min no 320/2007 To discuss and review the current contracts for Chandos Park Toilets
19. To discuss the members attendance register and whether the data should be published and if so the frequency of publication.
20. Chairman's items for information

To: Councillors

T. Bloomfield
H. Cadd
P. Collins (Chairman)
P. Hirons
D. Isham
H. Lewis
H. Mordue (Mayor)
R. Newell
M. Smith
P. Stevens
R. Stuchbury
M. Try
W. Whyte

1. MEETINGS OF THE COUNCIL

- a) Meetings of the Council shall be held as follows:
 - 1. Annual Statutory Meeting
 - 2. Full Council Meeting every 7 weeks
 - 3. Interim Council meetings every 7 weeks between Full Council meetings for progress of urgent business only
- b) Meetings of the Council for the transaction of general business shall normally be held 15 minutes after termination of the preceding Planning Committee Meeting.
- c) There will be a 15 minute public session held prior to all Council Meetings except for the Annual Statutory Meeting
- d) **All Council and Committee meetings are to finish at 10 pm unless all Members present and the officiating Clerk agree to continue; to be reviewed hourly thereafter. The meeting will then stand adjourned to the first convenient date agreed at the meeting.**
- e) All issues considered by the Council or any of its Committees shall be relevant to some matter in relation to which the Council has powers or duties or which effects the area of the Town Council.