

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 29th October 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 10.09 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
7. To receive and discuss the Finance and Administration precept bid for 2008/2009
8. To undertake a high level review of all committee precept bids, position if accepted in full, and recommendation to full council
9. To receive and discuss the Finance and Administration budget for years 09 – 14
10. To undertake a high level review of all committees for years 09 - 14.
11. To receive presentation from The Trustees of the Buckingham Heritage Trust
12. To discuss the Buckingham Town Council website www.buckinghamtowncouncil.gov.uk and any amendments required.

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

13. To discuss and formulate a funding policy and strategy
14. To receive and sign the copy of the Memorandum of Undertaking between Reality Centre Ltd and BTC on behalf of Circular Walk Group.
15. To discuss and set up a review of Standing Orders – Cllr Smith
16. To agree Committee dates for 2008 as attached and previously circulated to all Chairmen.
17. To discuss request for Excel Advance Format training as per training schedule at a maximum cost of 6 individual lessons for £450.
18. Chairman's items for information

To: Councillors

T. Bloomfield
H. Cadd
P. Collins (Chairman)
P. Hiron
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.