

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 19th May 2008 7pm.

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 elect Chairman of the Finance and Administration Committee
2. To elect a Vice Chairman of the Finance and Administration Committee
3. To receive apologies for absence
4. To receive declaration of interest for items on the agenda
5. To receive the minutes of the last meeting held on 31st March 2008
6. To receive action reports and updates as per attached list
7. To discuss the format and content of the Town Council newsletter due June 2008
8. Budget Reviews
 - 8.1 To review Finance and Administration Committee budgets
 - 8.2 To review all Committee budgets
 - 8.3 To discuss the budget for Councillors travel in light of increased training being undertaken by Councillors outside the parish boundary
9. To receive the draft end of year accounts 2007 - 2008
10. To receive report on review of Finance standing orders – Cllr Smith/Cllr Collins
11. To discuss and review the Town Council's email addresses and the server provision. – Cllr Try
12. To receive report from the web site working group

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 the information included on the AVDC Rates information booklet and agree any changes to the information and format supplied.

14. To discuss training schedules for staff members

15. Chairman's items for information

To: Councillors

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