

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 7th July 2008 7pm.

Signed by
Town Clerk MILCM

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 19th May 2008
4. To receive action reports and updates as per attached list
5. Budget Reviews
 - 5.1 To review Finance and Administration Committee budgets
 - 5.2 To review all Committee budgets
6. To receive the office staff timesheets and discuss/agree any action required
7. To receive the end of year accounts 2007 – 2008; To receive the Annual return
8. To receive report on review of Finance standing orders – Cllr Smith/Cllr Collins
9. To discuss and review the Town Council's email addresses
10. To receive report from the web site working group.
11. To discuss the leaflet on service provision who does what compiled by Cllr Try.
12. To discuss and agree procedures / key holder access for the Burglar alarm and premises keys,
13. To discuss the rationalisation of electronic filing per committees and pc
14. To receive a verbal report from the Chairman on the Town Clerks appraisal and agree procedure for the annual review of the Town Clerk's salary/spine point.
15. To discuss and agree a study leave policy

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

16. To discuss the purchase of name badges for all staff members, agree budget for the purchase.

17. To discuss the purchasing of local papers for use in the office; agree a budget for the purchase.

18. To discuss the distribution of agenda items and documentation to councillors and employees.

19. Chairman's items for information

To: Councillors

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|-----------------------|-------------------|
| 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 |