

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 14th January 2008 following the planning meeting.

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 14th January 2008
4. To receive action reports and updates as per attached list
5. Quality Parish Council - update on the review
6. Budget Reviews
 - 6.1 To review Finance and Administration Committee budgets
 - 6.2 To review all Committee budgets
 - 6.3 To discuss the final accounts of Circular Walk Project
 - 6.4 To discuss the outcomes on Council budgets
7. To receive report on review of standing orders – Cllr Smith/Cllr Collins
8. To review the hours worked by the office staff 2007 – 2008; to agree payment of time in lieu for the Town Clerk and Deputy Town Clerk; to discuss working arrangements as from 1st April 2008 in respect of Time in Lieu.
9. To discuss the insurance arrangements for the military silver being loaned for Mayors reception.
10. To discuss and review the Town Council's email addresses and the server provision.

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

11. To review the Web Site specification, make any amendments and agree criteria for tender invitees.

12. To receive notification of amendments to Local Government Pension Scheme Changes

13. To receive notification of use of Buckingham Heritage Trust 'Corporate Benefactor' logo by the Town Council

14. Chairman's items for information

To: Councillors

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