



Carterton Town Council

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Town Clerk

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2 June 2021

Cllr S Baylis
Cllr M Crossland
Cllr C James
Cllr M McBride
Cllr J Sangster

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on Tuesday 8 June 2021 **at 6.00 pm.**

The Press and Public are welcome to attend this meeting. Questions and statements will be taken from members of the public during the period of time designated for public participation in accordance with the Town Council's Standing Order 1(d) .

The Agenda for the meeting is attached

Yours faithfully

A handwritten signature in black ink that reads 'Ron Spurs'. Below the signature is a long, horizontal, slightly wavy line.

Ron Spurs
Town Clerk

AGENDA

Apologies

- 1 To elect a Chairman of the Administration Committee
- 2 To elect a Deputy Chairman of the Administration Committee
- 3 To receive any Declarations of Interest in respect of items on this agenda as required by the Town Council Code of Conduct. Members are reminded that, in accordance with the Town Council's Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests.
- 4 To receive the Minutes of the Administration Committee held on 1 December 2020 (Approved by Council on 15 December 2020) - for Noting.
- 5 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda
- 6 Review of Committee Terms of Reference – for Approval
- 7 Review of Procurement Policy – for Approval
- 8 Review of Standing Orders – for Approval
- 9 Review of Internal Controls - for Approval
- 10 Review of Financial Regulations - for Approval
- 11 Investment Policy – for Approval
- 12 Review of Code of Conduct – for Approval
- 13 Review of Asset Register – for Noting
- 14 Review of Risk Assessment Register - for Approval
- 15 Review of Member Officer Protocol – for Approval
- 16 Review of Insurance Schedule - for Noting
- 17 Review of Projects – Report by Town Clerk
- 18 Renewal PCSO contract – Report by Town Clerk
- 19 Civic Protocol Policy - for Approval
- 20 Service Agreement Renewal for Town Clock
- 21 **Public Bodies (Admission to Meetings) Act 1962**
- 22 Confidential item from Minutes of the last Meeting – for Noting