



Ron Spurs BSC MA MBA
Town Clerk

Carterton Town Council

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27th November 2019

Cllr J Bull – Chairman
Cllr C Cook - Vice-Chairman

Cllr R Crapper
Cllr M Crossland
Cllr C James
Cllr M McBride
Cllr J Sangster
Cllr D Wesson

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on **Tuesday 3 December 2019 at 7.00 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 which is 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 that underlines the name.

Ron Spurs
Town Clerk

Beacon Town

Proud innovator for the Countryside Agency's Market Towns Initiative

AGENDA

Apologies

- 1 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.
- 2 To receive the Minutes of the Administration Committee held on 1 October 2019 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda.
- 4
 - a. Budget proposals 2020/2021- Report for agreement and Recommendation.
 - b. Recommendations for Precept 2020/2021-for agreement and Recommendation.
- 5 Review of Financial Regulations for 2020/2021- for agreement and Recommendation.
- 6 Review of Procurement Policy – for agreement and Recommendation
- 7 **Public Bodies (Admission to Meetings) Act 1962**
- 8 Appointment of Website contractor – Report for agreement and Recommendation.