



Carterton Town Council

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Ron Spurs BSC MA MBA
Town Clerk

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30 May 2018

CLlr Ms S Coul - Chairman
CLlr Ms J Bull - Vice-Chairman

CLlr Mrs C Delaney
CLlr J Hayes
CLlr N Leverton
CLlr Mrs L Little
CLlr D Melvin

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on **Tuesday 5 June 2018 at 7.45 p.m.**

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

Ron Spurs
Town Clerk

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 6 March 2018 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Statutory documents – Revision – Process.
 - Standing Orders
 - Code of Conduct
 - Risk Register
 - Financial Regulations
 - Internal Controls
 - Investment Policy
- 5 HR Review - Staff Roles and Responsibilities Review – Scope –Report by the Town Clerk attached.
- 6 General Data Protection Regulations – Adoption of Policy and associated notices. See attached Report.
- 7 Events Working Group – Appointment