



Carterton Town Council

Town Hall
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Ron Spurs BSC MA MBA
Town Clerk

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28 February 2018

CLlr P Scott - Chairman
CLlr M McBride - Vice-Chairman

CLlr Ms J Bull
CLlr Mrs D Bulley
CLlr Mrs C Delaney
CLlr N Leverton
CLlr Mrs L Little
CLlr Mrs M Mead
CLlr D Melvin
CLlr Mrs S Scott-Stovold
CLlr Mrs C Wilson

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on **Tuesday 6 March 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 5 December 2017 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Annual Review of Policies and Charges:
 - a. Standing Orders
 - b. Code of Conduct
 - c. Risk Register – tabled at the meeting
 - d. Financial Regulations
 - e. Internal Controls
 - f. Investment Policy
 - g. Review of Town Hall Hire Charges, ARRG Hire Charges and Burial Fees
- 5 Budget – Report of the Town Clerk. See attached.
- 6 Petty Cash Expenditure September 2017 to February 2018 - for Noting.
- 7 Staff Matters – Appointment of full-time Receptionist/Admin Assistant – verbal report.