



# Carterton Town Council

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Town Clerk

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29 June 2016

Cllr P Scott - Chairman  
Cllr Mrs M Mead - Vice-Chairman

Cllr M Brennan  
Cllr Miss S Coul  
Cllr N Leverton  
Cllr P Lewis  
Cllr Mrs L Little  
Cllr M McBride  
Cllr Mrs S Scott-Stovold

## 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<sup>th</sup> July 2016 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 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 26 May 2016 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Internal Audit Recommendations - see attached report:
  - a) NatWest Bank Account - transfer of funds.
  - b) ARRG Charity Account - new budget codes.
  - c) Procurement Policy
- 5 Public Bodies (Admission to Meetings) Act 1960 -Members of the public will be excluded as confidential item follows**
- 6 Staff Issues - see attached report.