



# Carterton Town Council

Tel : 01993 842156

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL

**Ron Spurs** BSC MA MBA  
Town Clerk

Email: [rspurs@carterton-tc.gov.uk](mailto:rspurs@carterton-tc.gov.uk)  
[www.carterton.net](http://www.carterton.net)

31 August 2016

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

Cllr M Brennan  
Cllr Mrs D Bulley  
Cllr Miss S Coul  
Cllr N Leverton  
Cllr Mrs L Little  
Cllr M McBride  
Cllr D Melvin  
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 13 September 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 5 July 2016 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Review of Expenditure against Budget to 31 August 2016 - see attached.
- 5 Local Government Pension Scheme - Auto-Enrolment. See attached report for noting.
- 6 IT Equipment - see attached report.
- 7 Events Budget - verbal report.