

**CARTERTON TOWN COUNCIL
MINUTES OF THE
ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL
ON TUESDAY 3 MARCH 2020
AT 7.00 PM**

Present: Cllr J Bull Chairman
Cllr C Cook Vice-Chairman

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

Apologies: Cllr N Leverton

Officer: Ron Spurs - Town Clerk

31 DECLARATIONS OF INTEREST

There were no declarations of interest.

32 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 3 December 2019, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

33 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

34 REVIEW OF POLICIES AND CHARGES

The Clerk explained that there are a number of policies which need to be reviewed annually by the Administration Committee and subsequently by Council:

- a Code of Conduct – no changes.
- b Standing Orders – no changes.
- c Pensions Discretionary Policy – this is a new document based on a template supplied by the LGPS.
- d Committee Terms of Reference – the Clerk explained that the only amendment was to the Amenities & Economic Regeneration Committee Terms of Reference. This involved the removal of the Masterplan, as in March last year Council had instead approved pursuing a Community Plan.
- e Hire Charges & Burial Fees – The Clerk said that Officers recommend that fees and charges are not increased.
- f Member Officer Protocol – no changes.
- g Internal Controls – no changes.

The Committee RESOLVED to APPROVE the above policies.

35 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting.

Confidential item follows.

36 APPOINTMENT OF WEBSITE CONTRACTOR

Confidential Item 30 of the Administration Committee Minutes of 3 December 2019 was APPROVED.

The meeting ended at 8.15pm.

Chairman