



Carterton Town Council

Town Hall
Alvescot Road
Carterton
Oxon OX18 3JL

Kay Linnington GILCA
Deputy Town Clerk

Tel: 01993 842156

9th June 2022

Email: klinnington@carterton-tc.gov.uk
www.carterton-tc.gov.uk

Cllr J Bull - Chair
Cllr M Crossland - Vice-Chair

Cllr S Baylis
Cllr L Little
Cllr M McBride
Cllr L Sanders
Cllr J Sangster

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in the Town Hall on Tuesday 14th June 2022 at **6.00** pm.

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 designated for public participation in accordance with the Town Council's Standing Order 1(d)

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

The agenda for the meeting is attached.

Yours faithfully

Kay Linnington
Deputy Town Clerk

Beacon Town

Proud innovator for the Countryside Agency's Market Towns Initiative

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. Declarations of Interest
5. To receive the Minutes of the Administration Committee held on 1st March 2022
– for approval
6. Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the agenda
7. Policies
To review Council policies – copies attached
8. Insurance
Renewal of Insurance - for noting
9. Council Documentation
To review the 'Terms of Reference' for each Standing Committee and Standing Orders
10. New Code of Conduct
To adopt the new 'Code of Conduct'
11. GPC
To re-adopt the 'GPC' General Power of Competence
12. OALC Membership
To become a member of OALC (Oxfordshire Association of Local Councils) and to cancel the Peninsula HR account – report attached for approval
13. PayPal
To approve creating a business PayPal account for ease of making payments for purchases – report attached for approval
14. WODC Temporary Loan
To approve moving the temporary WODC Loan - report attached
- 15. Public Bodies (Admission to Meetings) Act 1960 – to move into a confidential session for item 15**
16. Deputy Town Clerks Appraisal