



Carterton Town Council

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Ron Spurs BSC MA MBA
Town Clerk

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27 February 2019

Cllr S Coul – Chairman
Cllr J Bull - Vice-Chairman

Cllr C Delaney
Cllr J Hayes
Cllr N Leverton
Cllr L Little
Cllr D Melvin

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 March 2019 at 7.45 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 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

Beacon Town

Proud innovator for the Countryside Agency's Market Towns Initiative

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 4 December 2018 for Approval
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Budget 2019/2020 – for noting
- 5 Annual Review of Policies and Charges:
 - a. Standing Orders
 - b. Code of Conduct
 - c. Risk Register – to be tabled at the meeting
 - d. Financial Regulations
 - e. Internal Controls
 - f. Investment Policy
 - g. Review of Town Hall Hire Charges, ARRG Hire Charges, Burial Fees and Market Charges
 - h. Committee Terms of Reference-Review and Recommendation to Council
- 6 Staff Handbook – for Approval and Recommendation to Council
- 7 Sale of Council owned land – Update – Town Clerk
- 8 Community Plan – Scoping- for Approval and Recommendation to Council
- 9 Petty Cash Expenditure September 2018 to February 2019 - for Noting
- 10 **Public Bodies (Admission to Meetings) Act 1960 – Press and Public are excluded from the meeting at this point as confidential items follow:**
- 11 Minutes of the Administration Committee held on 4 December 2018 – Confidential items for Approval