



Ron Spurs BSC MA MBA
Town Clerk

Carterton Town Council

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26 February 2020

Cllr J Bull – Chairman
Cllr C Cook - Vice-Chairman

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

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on **Tuesday 3 March 2020 at 7.00 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 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

A handwritten signature in black ink that reads 'Ron Spurs'. Below the signature is a long, horizontal, slightly wavy line.

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 3 December 2019 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda.
- 4 Review of Code of Conduct – see attached for Approval.
- 5 Review of Standing Orders – see attached for Approval.
- 6 Pensions Discretionary Policy – see attached for Approval.
- 7 Review of Committee Terms of Reference – see attached for Approval.
- 8 Review of Charges-see attached for Approval.
- 9 Member Officer Protocol-see attached for Approval
- 10 Internal Controls-see attached for Approval.
- 11 Public Bodies (Admission to Meetings) Act 1962**
- 12 Confidential Item 30 of the Administration Committee Minutes of 3 December 2019 for Approval.