



# Carterton Town Council

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**Ron Spurs** BSC MA MBA  
Town Clerk

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28 November 2018

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 4 December 2018 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

## 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 9 October 2018 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda.
- 4 Draft Budget for 2019/20 – see attached.
- 5 Draft Precept for 2019/20 – see attached.
- 6 Review of Standing Orders - Update
- 7 Review of Financial Regulations -Update
- 8 Public Bodies (Admission to Meetings) Act 1962**
- 9 Staff Matters – Consideration of pay increase for Assistant Clerk due to achievement of CiLCA qualification in September 2018.
- 10 Staff Handbook – Revised Version for Approval