



Carterton Town Council

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Town Clerk

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29 November 2017

Cllr P Scott - Chairman
Cllr M McBride - Vice-Chairman

Cllr Ms J Bull
Cllr Mrs D Bulley
Cllr Mrs C Delaney
Cllr N Leverton
Cllr Mrs L Little
Cllr Mrs M Mead
Cllr D Melvin
Cllr Mrs S Scott-Stovold
Cllr Mrs C Wilson

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 December 2017 at 7.45 p.m.

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 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 October 2017 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Draft Budget for 2018/19 – see attached report
- 5 Draft Precept for 2018/19 - see attached report
- 6 Staff Vacancy – for information.