



Carterton Town Council

Tel: 01993 842156

Town Hall
Alvescot Road
Carterton
Oxon OX18 3JL

Ron Spurs BSC MA MBA
Town Clerk

Email: rspurs@carterton-tc.gov.uk
www.carterton.net

3 October 2018

CLlr Miss S Coul – Chairman
CLlr Ms J Bull - Vice-Chairman

CLlr Mrs C Delaney
CLlr J Hayes
CLlr N Leverton
CLlr Mrs 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 9 October 2018 at 7.30 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 10 July 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 Mid-term Review of Budget against Expenditure – see attached.
- 5 Petty Cash Expenditure June to August 2018 – for noting.
- 6 Review of Standing Orders - Update
- 7 Review of Financial Regulations -Update
- 8 Gender Neutral Councillor Titles – Report by Town Clerk
- 9 Report re Sale of Council owned Land – Report by Town Clerk
- 10 Public Bodies (Admission to Meetings) Act 1962**
- 11 NJC Pay Agreement for 2018-2020 – see attached report.