



Carterton Town Council

Town Hall
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Kay Linnington GILCA
Deputy Town Clerk

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23rd February 2022

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Cllr J Bull - Chair
Cllr M Crossland - Vice-Chair

Cllr S Baylis
Cllr M McBride
Cllr L Sanders
Cllr J Sangster

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on Tuesday 1st March 2022 at **6.00** 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 designated for public participation in accordance with the Town Council's Standing Order 1(d)

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

The agenda for the meeting is attached.

Yours faithfully

K Linnington

Kay Linnington
Deputy Town Clerk

Beacon Town

Proud innovator for the Countryside Agency's Market Towns Initiative

AGENDA

1. Apologies for absence
2. 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.
3. To receive the Minutes of the Administration Committee held on 7th December 2021 – for Approval
4. Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the agenda
5. To approve upgrading Councillor notebooks/laptops – see attached
6. To review hire charges and burial fees (to come into effect 1st April 2022) – see attached
 - (a) Town Hall hire charges
 - (b) Burial fees
 - (c) Alvescot Road Recreation Ground hire charges
7. Confirmation of WODC Loans – for Noting – see attached
8. Past Mayor's badges/Mayor's Chain of Office