



Carterton Town Council

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Ron Spurs BSC MA MBA CILCA
Town Clerk

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6 October 2021

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

Cllr S Baylis
Cllr C James
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 12 October 2021 **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).

The Agenda for the meeting is attached

Yours faithfully

A handwritten signature in black ink that reads 'Ron Spurs'. The signature is written in a cursive style and is underlined with a long, sweeping horizontal stroke.

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 8 June 2021
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda
- 4 Review of Budget against Expenditure 2021/2022
- 5 Town Council Credit Card – change provider (for Recommendation to Council) - Report by Town Clerk
- 6 Formation of HR Committee – Report by Town Clerk
- 7 Standing Orders and Direct Debits – for Approval
- 8 Key Budget expenditure plans 2022/2023 - Report by Town Clerk