



Carterton Town Council

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Town Clerk

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27 September 2017

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

Cllr M Brennan
Cllr Ms J Bull
Cllr Mrs D Bulley
Cllr N Leverton
Cllr Mrs L Little
Cllr 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 3 October 2017 at **7.45 p.m.** on the rising of the Planning Committee.

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 6 June 2017 for Approval.
3. Adjournment of 15 Minutes for Members of the Public to raise matters
4. HR Support – see attached.
5. Review of Budget and Reserves to 30 September 2017 – see attached
6. Market Charges – Report by Town Clerk
7. **Public Bodies (Admission to Meetings) Act 1960 – Confidential item follows.**
8. Re-grading of Administrative Office role to Amenities Officer – Report by the Town Clerk