



Carterton Town Council

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Ron Spurs BSC MA MBA
Town Clerk

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25 September 2019

Cllr J Bull – Chairman
Cllr C Cook - Vice-Chairman

Cllr R Crapper
Cllr E Hatton
Cllr C James
Cllr M McBride
Cllr J Sangster
Cllr D Wesson

SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held in Carterton Town Hall on **Tuesday 1 October 2019 at 7.00 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 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 28 May 2019 for Approval.
- 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 to 31 August 2019 – see attached.
- 5 Petty Cash Expenditure May to September 2019 – for noting.
- 6 Review of Standing Orders.
- 7 Review of Financial Regulations.
- 8 Public Bodies (Admission to Meetings) Act 1962**
- 9 Confidential Items 9-12 of Administration Committee Minutes of 28 May 2019 – for Approval.
- 10** HR Review – Report by Town Clerk – Consideration of the Report and Recommendations to Council.