



# Carterton Town Council

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**Ron Spurs** BSC MA MBA CILCA  
Town Clerk

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1 December 2021

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 7 December 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 12 October 2021 – for Approval. (Previously Approved by Council).
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda
- 4 Authorisation for Poll Cards for Election January 2022 – Verbal Report – Town Clerk
- 5 Budget 2022/2023 and Precept 2022/2023- for Recommendation to Council - Report by the Town Clerk