



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

# Carterton Town Council

Tel: 01993 842156

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL

Email: [rspurs@carterton-tc.gov.uk](mailto:rspurs@carterton-tc.gov.uk)  
[www.carterton.net](http://www.carterton.net)

25 November 2020

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

Cllr R Crapper  
Cllr M Crossland  
Cllr C James  
Cllr M McBride  
Cllr J Sangster  
Cllr D Wesson  
Cllr N Leverton  
ex-officio

## SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of the **ADMINISTRATION COMMITTEE** to be held on **Tuesday 1 December 2020** at 6.00pm. via Zoom Video Conferencing. Go to [www.zoom.us](http://www.zoom.us). **Meeting ID: 81664506611, Password: 961903.**

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

A handwritten signature in black ink that reads 'Ron Spurs'. Below the signature is a long, horizontal, slightly wavy line.

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 27 October 2020 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters in relation to any items on the Agenda.
- 4 Past Mayors' Badges – for discussion
- 5 Review of Standing Orders, Review of Financial Regulations and Procurement Policy-Report by Town Clerk
- 6 Public Bodies (Admission to Meetings) Act 1960 – Confidential item follows**
- 7 Review of Staff Pay- Changes to Roles– Report by the Town Clerk