



Carterton Town Council

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Ron Spurs BSC MA MBA
Town Clerk

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1 March 2017

Cllr P Scott - Chairman
Cllr Mrs M Mead - Vice-Chairman

Cllr M Brennan
Cllr Mrs D Bulley
Cllr Miss S Coul
Cllr N Leverton
Cllr Mrs L Little
Cllr M McBride
Cllr Mrs S Scott-Stovold

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 March 2017 at 7.45 p.m.

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 1 November 2016 for Approval.
- 3 Adjournment of 15 Minutes for Members of the Public to raise matters
- 4 Annual Review of Policies and Hire Charges:
 - a. Standing Orders
 - b. Code of Conduct
 - c. Risk Register
 - d. Financial Regulations
 - e. Internal Controls
 - f. Investment Policy
 - g. Review of Town Hall Hire Charges, ARRG Hire Charges and Burial Fees
 - h. General Power of Competence - for Approval.
- 5 Members Allowances Regulations 2003 - for Noting.
- 6 Petty Cash Expenditure 2016/17 - for Noting.
- 7 St Georges Day dinner – Verbal Report