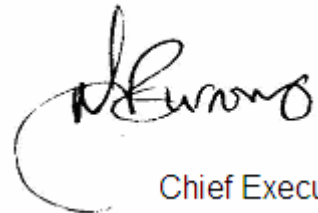


**ADMINISTRATION COMMITTEE
URGENCY SUB COMMITTEE**

date Tuesday 23 February 2010
commencing at 10.00 am

venue County Hall, West Bridgford
Nottingham NG2 7QP

You are hereby requested to attend the above Meeting to be held at the time/place and on
the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

Agenda

1. Minutes of the last meeting held on 6 January 2010
2. Apologies for absence
3. Declarations of Interest by Members and Officers:- (See Note 2 below)
 - (a) personal
 - (b) prejudicial
4. Civic Reception for volunteers working with the Countryside Access Team – March 2010
5. Mansfield 2020 Ball and Business Awards 2010
6. Appointments to Outside Bodies

NOTES

- (1) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:
Customer Services Centre 08449 80 80 80.
- (2)
 - a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.
 - b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford or a colleague in the Governance Team prior to the meeting.
- (3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information may be recycled. Appropriate containers for this purpose are located in the respective Secretariats.
- (4) Information in respect of this meeting is available in a wide range of languages which can be provided on request and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.