

minutes

Meeting ADMINISTRATION COMMITTEE

Date Monday, 28 May 2012 (commencing at 12 noon)

membership

Persons absent are marked with 'A'

COUNCILLORS

Mrs Kay Cutts (Chairman)
Alan Rhodes (Vice-Chair)

Reg Adair
Chris Barnfather
Joyce Bosnjak
Mel Shepherd

A June Stendall
 Martin Suthers OBE
 Jason Zadrozny

OFFICERS IN ATTENDANCE

Julie Brailsford -
Mike Bradford – Senior Accountant
David Ellis – Service Manager, Member Support
Ruth Rimmington – Temporary Governance Officer

APPOINTMENT OF CHAIRMAN AND VICE – CHAIRMAN

The appointment by the County Council of Councillor Mrs Kay Cutts as Chairman and Councillor Alan Rhodes as Vice-Chairman was noted.

MEMBERSHIP

That the membership of the Committee be noted.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Committee held on 9 May 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor June Stendall (other).

DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

There were no declarations of interest.

TERMS OF REFERENCE

A revised Terms of Reference was tabled.

RESOLVED 2012/ 24

That the Committee's terms of reference be noted.

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2012/25

That the report be noted.

MEMBERS ATTENDANCE AT CONFERENCES AND SEMINARS AND OTHER COUNTY COUNCIL BUSINESS / OFFICERS' TRAVEL OUTSIDE OF THE UNITED KINGDOM

- (a) Traveline East Midlands – Systems Supplier Meeting in Munich
2012

RESOLVED 2012/26

That approval be given for the Traveline East Midlands Regional Manager's to travel to Munich to attend a review meeting on 25 June 2012 and that a report be brought back to committee on its benefits to the Council.

HOSPITALITY

- (a) Summer Reading Challenge

RESOLVED 2012/27

That approval be given for hospitality to be provided at the Summer Reading Challenge Celebration event on Saturday, 3 November 2012 as set out in the report.

APPOINTMENTS TO OUTSIDE BODIES.

RESOLVED 2012/28

- 1) That periodic reports on the outside bodies listed in Appendix A be submitted to the committees as indicated, and that each committee determine the frequency of the reports for inclusion in their work programme.

- 2) That a report on the County Council's involvement on the outside bodies listed in Appendix B be published on the website each year.
- 3) That in the list of outside body appointments, where the appointee was a Portfolio Holder, the appointee now be the Chairman of the relevant committee.

The meeting closed at 12.20pm.

CHAIRMAN