




ADMINISTRATION COMMITTEE

Date Wednesday, 6 July 2005
commencing at 10.30 am

venue County Hall, West Bridgford,
Nottingham

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 Tuesday, 7 June 2005
2. Apologies for Absence
3. Declarations of Interest by Members and Officers:- (See note 4 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts
5. **Member Development**
 - a) Broadcast Media Training for Senior Members
 - b) Local Government Finance for Councillors
 - c) County Council's Select Committee Chair's Forum
6. **Travel and Accommodation Policy**
 - a) LGPS Trustee Conference

- b) 25th Annual Public Library Authorities Conference
- c) Pension Fund Visit
- d) Tackling the Strategic Application of the Prudential Code Conference
- e) International Youth Camp in Wielkipolska
- f) Urgent Approvals

7. **Hospitality**

- a) Sheepbridge Lane/Quarry Lane/Oakham Business Park Link Opening Ceremony
8. Reports back on Conferences or Other Approved Visits
9. Education Hospitality Budget – Financial Summary
10. Appointments to Outside Bodies.

NOTES

1.
 - 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 Members' Services prior to the meeting.
2. A meeting of the Labour Members of the Committee will be held on Wednesday 6 July 2005 at 10.00am.
3. Members are reminded that all 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. 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 Members Services within the Chief Executive's Department at County Hall (telephone Nottingham (0115) 977 4009 or e-mail sue.kirkwood @nottscc.gov.uk).
5. Information in respect of this meeting is available in a wide range of languages and formats including Urdu, Hindi, Gujerati, Bengali and Punjabi and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.