

Administration Committee

Date: Monday, 28 May 2012
Time: 12:00
Venue: County Hall
Address: County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

1	<u>Appointment of Chairman and Vice-Chairman</u> Details	1-2
2	<u>To note the Membership of the Committee</u> Details	1-2
3	<u>Minutes of last meeting on 9th May 2012</u> Details	3 - 6
4	<u>Apologies for Absence</u> Details	1-2
5	<u>Declarations of Interest</u> (a) Personal (b) Prejudicial	1-2
6	<u>Terms of Reference</u> Details	7 - 8
7	<u>County Hospitality Budget Financial Summary</u> Details	9 - 12
8	<u>Members' attendance at Conference and Seminars and other County Council business / Officers' travel</u> Details	1-2
8a	<u>Traveline East Midlands - Systems Supplier Meeting in Munich</u> Details	13 - 16
9	<u>Hospitality</u> Details	1-2
9a	<u>Summer Reading Challenge</u> Details	17 - 20
10	<u>Appointments to Outside bodies</u> Details	21 - 28

