



ADMINISTRATION COMMITTEE

date Wednesday, 30 June 2004
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.

A handwritten signature in black ink, consisting of several fluid, connected strokes.

Chief Executive

agenda

1. Minutes of the last meeting held on Tuesday, 11 May 2004.
2. Apologies for Absence.
3. Declarations of Interest by Members and Officers:- (See note 2 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts.
5. Travel and Conference Policy
 - a) UK – Russian Local Government Conference
 - b) LGC Public Sector Pension Fund Investment Conference
 - c) Annual Lord Byron International Basketball Tournament
 - d) Annual Education Conference - Gateshead
 - e) LGPS Trustees Conference.

6. Hospitality
 - a) Building Better Communities
 - b) New Appeals Organisation
7. ACTE
8. Acknowledgements
9. Education Hospitality Budget 2003/04
10. Urgent Approvals

NOTES

1. Labour Group Meeting will be held at 10.00am on Wednesday, 30 June 2004
2. Members and Officers requiring advice or clarification on whether to make a declaration of interest are invited to contact Members' Services prior to the commencement of the meeting.
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).