



ADMINISTRATION COMMITTEE

Date Wednesday, 26th April 2006
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 Wednesday 15th March 2006.
2. Apologies for Absence.
3. Declarations of Interest by Members and Officers:- (See note 1 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts.
5. **Travel and Accommodation Conferences and Seminars**
 - (a) Fifth Annual Assembly of Standards Committee
 - (b) Association of European Textile Communities
 - (c) Nuclear Free Local Authorities Seminar
 - (d) Environment Department – Member Tour 2006
 - (e) New Local Government Network Cleaner Safer Neighbourhood
 - (f) Urgent Approvals.

6. **Hospitality**

- (a) Adult Learners Week
- (b) Building Better Communities
- (c) Resources Department Annual Property Tour for Members and Invited Officers: Arrangements for Lunch
- (d) Urgent Approvals.

7. Reports Back on Conferences or Other Approved Visits.

8. **Outside Bodies**

- (a) Governors of Sherwood Hospital Foundation Trust
- (b) Nottinghamshire Valuation Tribunal.

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 26th April 2006 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 @nottsc.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.