



ADMINISTRATION COMMITTEE

date Tuesday, 11th May 2004
commencing at 10.30am

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 Wednesday, 31st March 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) Invitation for Nottinghamshire County Council to carry out final health check for Poznan City's preparation for Investors in People (IIP) project
 - b) Visit by a Youth Parliament delegation from the Department du Nord, France

- c) Study Visit by the European Fund Bureau, Poznan City Council
- d) Staff Working Abroad
- e) National Transport Awards
- f) National Social Services Conference 2004
- g) Planning Summer school (Referral from Planning Committee)
- h) Pension Fund Invitation – London
- i) ACTE – Executive Meeting, Roubaix, France
- j) Urgent Approvals.

6. Hospitality

- a) Pre-dinner Reception for Delegates to the Nottingham Early Years Conference – 8 July 2004
- b) Hospitality for Education Department Performances
- c) 80th Anniversary of the Nottinghamshire Rural Community Council
- d) Business Planning Review Board
- e) Urgent Approval

7. Kirkby-in-Ashfield Neighbourhood Management Board

8. SGCS Business Park

NOTES

- 1. Labour Group Meeting will be held at 1.30 pm on Tuesday, 11th May 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).