



Please reply to:

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Date: Wednesday, 23 June 2021

Notice of meeting

Administrative Committee

Date: Thursday, 1 July 2021

Time: 7.00 pm

Place: Council Chamber, Knowle Green, Staines-upon-Thames

To the members of the Administrative Committee

Councillors:

A.J. Mitchell (Chairman)
N. Islam (Vice-Chairman)
C.L. Barratt

R.O. Barratt
C. Bateson
J.R. Boughtflower

R.D. Dunn
M.J. Madams
D. Saliagopoulos

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

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1. Apologies for absence

To receive any apologies for non-attendance.

2. Disclosures of interest

To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.

3. Administrative Committee terms of reference

3 - 4

To consider the Administrative Committees terms of reference as detailed in part 3b of the Councils constitution which can be found online [here](#) and are attached for ease.

4. Forward Plan

5 - 6

To consider the Forward Plan for committee business.