



*Please reply to:*

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Date: 10 January 2023

## **Notice of meeting**

### **Administrative Committee**

**Date:** Thursday, 19 January 2023

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### **To the members of the Administrative Committee**

Councillors:

N. Islam (Chairman)	R.D. Dunn	B.B. Spoor
J.T.F. Doran (Vice-Chairman)	N.J. Gething	J. Vinson
A. Brar	A.C. Harman	S.J Whitmore
J. Button	A.J. Mitchell	

Substitute Members: Councillors R.O. Barratt, C. Bateson, M. Beecher, K.M. Grant, I.T.E. Harvey and V. Siva

*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

Page nos.

- 1. Apologies and substitutes**

To receive apologies for absence and notification of substitutions.
- 2. Minutes** **3 - 4**

To confirm the minutes of the meeting held on 10 November 2022 as a correct record.
- 3. Disclosures of interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. New and Revised Procurement Policies and Procedures** **5 - 46**

The Committee is asked to:

  1. Note and agree the updates to the existing Procurement Policies and Procedures
  2. Review and agree the four new Procurement procedures
  3. Note that it is currently not possible to implement a requested action to increase the threshold for all local procurements to £10k and agree that this will be considered at the next review of contract standing orders.
- 5. 23/24 Budget** **47 - 84**

To review the budget, fees and charges, growth bids, savings bids and capital growth bids for the committee's areas of responsibility.
- 6. Feedback on 23/24 Budget Setting Process**

To provide feedback on this year's budget setting process.
- 7. Appointment of Representative Trustees - Laleham Charities Village Hall and Recreation Grounds** **85 - 86**

To consider the appointment of three representative trustees to Laleham Charities – Village Hall and Recreation Grounds.
- 8. Forward Plan** **87 - 88**

To consider the Forward Plan for committee business.