



*Please reply to:*

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Date: 04 October 2023

## Notice of meeting

### Administrative Committee

**Date:** Thursday, 12 October 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:

S. Bhadye (Chair)	J.R. Boughtflower	A. Gale
L. E. Nichols (Vice-Chair)	L. Brennan	R. Geach
M. Arnold	J. Caplin	J. Turner
E. Baldock	J.T.F. Doran	B. Weerasinghe

Substitute Members: Councillors M. Beecher, M. Bing Dong, T. Burrell, S.M. Doran and K.M. Grant

*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 apologies for absence and notification of substitutions.
- 2. Minutes** **3 - 6**

To confirm the minutes of the meeting held on 8 June 2023 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. Annual Report on Complaints** **7 - 18**

To consider and endorse the Annual Report on Complaints for 2022-2023.
- 5. Appointment of Charity Trustees - Laleham Charities Village Hall and Recreation Ground** **19 - 48**

To consider the appointment of one trustee for Laleham Charities – Village Hall and Recreation Ground
- 6. Appointment of Charity Trustees - Staines Parochial Charity** **49 - 60**

To consider the appointment of one trustee for Staines Parochial Charity.
- 7. Appointments to Outside Bodies 23-24** **61 - 64**

To consider the nomination to the Surrey Environmental Partnership for the 2023-2024 municipal year.
- 8. Review of Charity Appointments Process** **65 - 66**

To note the process for Charity Appointments that has been implemented.
- 9. Forward Plan** **67 - 70**

To consider the Forward Plan for committee business.