

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 28 MAY 2019
COMMENCING AT 8.00 PM**

Present: Cllr J Bull
Cllr C Cook
Cllr C Crapper
Cllr C James
Cllr N Leverton
Cllr M McBride
Cllr M Mead
Cllr D Wesson

Apologies: Cllr E Hatton, Cllr J Sangster

In attendance: Cllr D Melvin, Cllr K Wood

Officer: Ron Spurs - Town Clerk

1 ELECTION OF CHAIRMAN

Cllr Bull was elected as Chairman of the Administration Committee for the forthcoming year and duly took the chair.

2 APPOINTMENT OF VICE-CHAIRMAN

Cllr Cook was appointed as Vice-Chairman for the forthcoming year.

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 5 March 2019, Items 35-44, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman. (Items 45-46 were considered in closed session.)

5 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

6 BLACK BOURTON CEMETERY

The Cemetery is maintained by McCracken & Son who currently hold the Contract to cut the grass and hedges. A number of residents visiting the Cemetery have contacted staff with observations about the appearance of parts of the Cemetery not covered by the Contract, particularly in the summer growing season.

The appearance of the Cemetery is an emotive issue for residents and the Council should take every step to ensure that it is maintained to a high standard. The Committee was invited to

consider the appointment of a part-time Handyperson to carry out regular maintenance tasks for four hours per week from April to September and two hours per week from October to March, at a cost of £1,440 per annum plus on-costs. The individual employed would need to undergo Health and Safety training and be supplied with a small number of gardening tools.

The Clerk said that the current Town Warden, Alex Fleming, had expressed an interest in taking on this role.

The Committee RESOLVED to recommend that Council approve the recruitment of a Cemetery Handyperson.

7 PETTY CASH EXPENDITURE

Petty Cash expenditure for the period March to May 2019, previously circulated to Members, was noted.

8 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting.

Confidential items follow.

9 CONFIDENTIAL ITEMS FROM ADMINISTRATION COMMITTEE MINUTES OF 5 MARCH 2019

Confidential items.

10 HR REPORT

Confidential item.

11 TOWN CLERK'S APPRAISAL

Confidential item.

12 NALC PAY SCALES

Confidential item.

The meeting ended at 8.30pm.

Chairman