

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON THURSDAY 5th JULY 2016
COMMENCING AT 7.30 PM**

Present: Cllr P Scott - Chairman
Cllr Mrs M Mead - Vice-chairman

Cllr Mrs D V Bulley Cllr Mrs L Little
Cllr Miss S Coul Cllr M McBride
Cllr N Leverton

Officer: Ron Spurs - Town Clerk

Apologies: Cllr M Brennan
Cllr P Lewis
Cllr S Scott-Stovold

Public: Mr David Wesson

12 DECLARATIONS OF INTEREST

There were no declarations of interest.

13 MINUTES OF THE LAST MEETING

The Minutes of the last Meeting held on 26 May 2016, previously circulated, were confirmed as a true record and signed by the Chairman.

14 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

The member of the public present did not wish to speak.

15 INTERNAL AUDIT RECOMMENDATIONS

The Clerk introduced the report which covered three areas highlighted by the Internal Auditor concerning:

a) NatWest Bank Account - transfer of funds - The Clerk was asked to confirm why the account was originally set up and who the signatories were.

It was PROPOSED by Cllr Miss Coul and seconded by Cllr Mrs Mead that the NatWest Bank should be advised that the account is not dormant. This should mean that no further action will be taken for two years. It was agreed that the matter would be further discussed at the September meeting. UNANIMOUS vote in favour.

b) ARRG Charity Account - new budget codes - It was PROPOSED by Cllr Mrs Mead and seconded by Cllr Scott that in accordance with the Clerk's report, new expenditure budget codes should be created for ARRG within the Town Council's accounts. Income would be kept separate.

UNANIMOUS vote in favour.

c) Procurement Policy - The Clerk advised that the e-tendering process needed to be included in the Council's Procurement Policy. It was PROPOSED by Cllr Miss Coul and seconded by Cllr Leverton that the policy be amended. UNANIMOUS vote in favour.

16 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 item.

The meeting ended at 8.45pm

6 September 2016

Chairman