

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 6 MARCH 2018
COMMENCING AT 7.45 PM**

Present: Cllr P Scott– Vice-Chairman
Cllr Ms J Bull Cllr Mrs M Mead
Cllr Mrs D Bulley Cllr D Melvin
Cllr N Leverton Cllr Mrs C Wilson
Cllr Mrs L Little

Apologies: Cllr P Scott, Cllr Mrs S Scott-Stovold

Absent: Cllr Mrs C Delaney

Officers: Ron Spurs - Town Clerk
Tan Marchant – Assistant Clerk

In Attendance: Cllr J Hayes

21 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

22 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 5 December 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Vice-Chairman.

23 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

24 ANNUAL REVIEW OF POLICIES AND CHARGES

One of the duties of the Council is to review the following policies annually:

- a. Standing Orders – no changes since last year. Cllr Leverton asked if Standing Orders include the 10.00 p.m. limit for meetings and the Clerk responded that they did. [In fact, it later turned out that they do not.] APPROVED
- b. Code of Conduct – no changes since last year. APPROVED
- c. Risk Register – risks remain the same as last year. APPROVED
- d. Financial Regulations – no changes since last year. APPROVED
- e. Internal Controls – no changes since last year. APPROVED
- f. Investment Policy – no changes since last year. APPROVED
- g. Review of Hire Charges – Cllr Mrs Little asked if there continued to be no charge for Town Hall hire for senior citizens, etc, and the Clerk confirmed that this was the case. APPROVED

25 BUDGET REPORT

The Clerk said he was asking the Committee to RESOLVE to RECOMMEND to Full Council the changes to the budget outlined at paragraph 3 of the Budget Report which had been circulated with the Agenda. The changes are detailed below:

- a. New budget code required for Scout Building in view of Quinquennial Report, with budget of £3,500. (From Investment Account).
- b. Squash Club – increase budget to £17,800 in view of Quinquennial Report. (From Investment Account) – the Clerk pointed out that the Council is working with the Squash Club to negotiate a new lease and there will be a report to Council on 20 March.

Grounds Maintenance – the budget for 2018/19 needs to be adjusted due to the recent tendering process as follows:

- a. Litter and Dog Bins – Tender figure of £19,400.
- b. Hedges and Paths – Tender figure of £9,500.
- c. Flowers – Tender figure of £11,500.
- d. Grass Cutting – Tender figure of £18,500.
- e. Cemetery Grass Cutting – Tender figure of £3,000.

Cllr Mrs Little asked whether, given the decision not to have hanging baskets over the winter period, with the resultant cost saving, and with the current winter planting in the boxes being so dismal, it would be possible to pay a bit more for hardier plants to enhance the town centre, using the money saved. The Clerk responded that this could be negotiated once the contracts were in place.

Cllr Leverton asked if the money for additional items would come out of reserves or whether the grounds maintenance budget should be increased. The Assistant Clerk said either of those options were feasible, but the Clerk clarified that additional planting, such as on roundabouts, would not form part of the grounds maintenance contract.

Miscellaneous items:

- a. Cemetery repairs – increase budget to £15,000* (From Investment Account).
- b. Market Square – budget required for lighting £5,000* (From Investment Account).
- c. Projects General – budget required. £30,000. (From Investment Account).
- d. Town Centre Improvements – increase budget by £10,000 in respect of additional street furniture and Burford Road planting* (From Investment Account).
- e. Rename Properties Reserve to General Reserve (£19,994).
- f. Fitness Trail Reserve – reinstate budget of £10,000.

* These works were approved at the Council Meeting on 20th February 2018.

Cllr Mrs Little asked what the budget for Projects General would cover, and the Clerk responded there were a number of projects in the town centre identified at the last Amenities meeting that would require a budget, if approved by Council.

The Budget amendments detailed above were RECOMMENDED for APPROVAL to Full Council on 20 March 2018.

26 PETTY CASH EXPENDITURE

Petty Cash expenditure September 2017 to February 2018 had been circulated with the Agenda. The expenditure was noted.

27 STAFF MATTERS

The Clerk reported that, with the assistance of Cllr Ms Bull and Cllr Leverton, who conducted the interviews in relation to the Receptionist/Admin Assistant vacancy, he was pleased to say

that Ms Katie Zasada had agreed to take up the appointment with a starting date of 19 March 2018.

The meeting ended at 8.00 pm

Chairman