

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON THURSDAY 26 MAY 2016
COMMENCING AT 7.30 PM**

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

Cllr M Brennan Cllr Mrs L Little
Cllr Mrs D V Bulley Cllr M McBride
Cllr Miss S Coul Cllr Mrs S Scott-Stovold

Officer: Ron Spurs - Town Clerk

Apologies: Cllr N Leverton
Cllr P Lewis

1 ELECTION OF CHAIRMAN

Cllr Phil Scott was elected Chairman for the forthcoming year.

2 ELECTION OF VICE-CHAIRMAN

Cllr Mrs M Mead was elected Vice-Chairman for the forthcoming year.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 POLICY & RESOURCES COMMITTEE

The Minutes of the Meeting of the Policy & Resources Committee held on 5 April 2016, previously circulated, were confirmed as a true record and signed by the Chairman.

5 FINANCE COMMITTEE

The Minutes of the Meeting of the Finance Committee held on 12 April 2016, previously circulated, were confirmed as a true record and signed by the Chairman.

6 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

7 CARTERTON CRIER

The Clerk explained that the original contract with Fyne Associates for the Carterton Crier was for four issues, and the third has just been produced. The Committee was asked to consider whether the contract with Fyne should be renewed for a further 12 months, at an approximate cost of £13,400 including delivery. Cllr Scott queried whether four more issues had been budgeted for and Cllr McBride asked what had happened to the group of Councillors who were supposed to meet and monitor the content of the publication. The Clerk responded that there were sufficient funds in the budget for the contract to be renewed, and Cllr Mrs Little said that she had been meeting with Fyne Associates to supply content and

check proofs, and that proofs could be run past Cllr McBride too. She said that a lot of the content goes direct to the Crier from members of the public. Cllr Mrs Mead said she thought all councillors should be aware of the publication cut off date, in case they wished to submit last minute articles, and Cllr Miss Coul said she had some reservations about delivery. The Clerk responded that the current delivery period for Issue 3 is still on-going.

Cllr Brennan asked if the Crier is circulated on the base, and the Clerk said that it is delivered to every household but not to businesses, which would considerably increase the cost. However, Jenny Withers, the Community Development Officer, does take some spare copies onto the base. Cllr McBride said if he was supplied with an online link to the Crier, he would include it on the Carterton U3A website.

Committee RESOLVED to RECOMMEND to Full Council the renewal of the contract with Fyne Associates for the Carterton Crier for a further four issues.

8 EVENTS POLICY

The Clerk had circulated a report concerning the likely increase in the number and type of events taking place in Carterton in forthcoming years and the fact that the Council has a duty to ensure that events are properly funded, managed and delivered. Hence the need for an Events Policy.

Cllr Miss Coul said she fully supported the Policy but felt that it was disconcerting when events were posted on social media prior to all Councillors knowing the details. The Clerk agreed that communication could be improved in this respect and draft minutes of Events Working Group Meetings will in future be circulated to Councillors as soon as they are available.

The next Event is the proposed Tea Party in honour of the Queen's 90th birthday and Cllrs Mrs Mead and Miss Coul queried when this event was decided upon and who was responsible for it. The Clerk said it was not a Town Council event and Cllr Mrs Little said that SSAFA would have a stall and their public liability insurance could cover the event. The Clerk suggested that District Council guidance on such events on their website should be consulted. After further discussion, Cllr McBride suggested that the event pass to the Town Council on this occasion and Cllr Scott proposed extending the Council's insurance cover on an event by event basis when necessary.

Committee RESOLVED to RECOMMEND to Full Council that the Events Policy be adopted.

9 FINANCIAL REGULATIONS

The Clerk explained that the Internal Audit this year had highlighted the fact that the Town Council debit card was not mentioned in the Financial Regulations and the proposal was to include it at Paragraph 18. Cllr McBride asked how often such policies are reviewed and the Clerk advised that all policies are reviewed annually.

Committee RESOLVED to RECOMMEND to Full Council the amendment to the Financial Regulations at Paragraph 18.

10 MISSION VISION AND VALUES STATEMENT

The Clerk had previously circulated a report concerning Councillors' responsibility for establishing and protecting an overarching purpose, fundamental values and ethical principles

which govern the activities of Carterton Town Council. The Mission, Vision and Values of the Council form the foundation of the Council and its planning for the future.

Cllr McBride felt it was a very comprehensive and worthwhile document but queried whether it should include an appeals procedure. Under the sub-heading Values, it was suggested that the word 'open' be replaced by 'transparent', as follows:

- **The Council will act with integrity and show that it is trustworthy in its dealings with people and will be transparent about the decisions it makes**

It was RESOLVED to RECOMMEND the Mission Vision and Values Statement to Full Council for approval as amended above.

11 Next Meeting

It was proposed that the next meeting be held on Tuesday 5th July 2016 at 7.30 pm.

The meeting ended at 8.15pm

Chairman