

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 13 SEPTEMBER 2016
COMMENCING AT 7.55 PM**

Present: Cllr P Scott - Chairman
Cllr Mrs M Mead - Vice-chairman (left at 8pm)

Cllr Mrs D V Bulley Cllr Mrs L Little
Cllr N Leverton Cllr M McBride

Officer: Ron Spurs - Town Clerk

Apologies: Cllr Miss S Coul, Cllr Mrs S Scott-Stovold

17 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

18 MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 5 July 2016, previously circulated, were confirmed as a true record and signed by the Chairman.

19 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

20 REVIEW OF EXPENDITURE AGAINST BUDGET

The Committee reviewed income and expenditure to 31 August 2016, see attached. The following was noted:

Central Costs (101)

- 4000 Salaries - At current rates, there will be an underspend of approx £50K
- 4010 Insurance - Overspend due to addition of Blackthorn Play Area and new street furniture.
- 4026 Subscriptions - these are invoiced mainly between October and March.
- 4035 Professional Fees- Re Blackthorn Play Area Solicitor's fees.

Grants & Donations (120)

- 4040 S137 Grants - To date, £1,000 grants have been awarded to the Bowls Club, Get Stuck In Project and Oxfordshire Play Association.

Capital (170)

- 4090 Furniture & Equipment - Expenditure on PA system.

Properties (210)

- 4225 Marigold Square - £20 to install bollard
- 4230 Streatfield House- Electricity and Gas charges.

Recreation & Open Spaces (215)

- 4305 Equipment Repairs- Already overspent - vire from contingency.

- 4306 Play Areas General - Expenditure on Play Inspections and removal of wall at Pampas Close.
4312 Willow Meadows - McCrackens made safe fallen tree.

Town Maintenance (220)

- 4401 Town Maintenance - Actual spend is £1,750 but this was reduced by a refund from WODC of £1,383 (against an invoice paid in 2015/16)
4405 Hedges - Will not be cut until October.
4415 Flowers - First invoice has just been received for summer bedding.

Cemetery (225)

- 4600 Cemetery Maintenance - Payment of £419.64 for waste collection Apr-Sep 2016 was debited in March 2016 (M12) rather than April (M1), hence showing zero expenditure.

Communication & Events (301)

- 4315 Events - Bandstand Concerts and Gas for the Beacon Lighting.
1315 Events Income - £15 Shop Carterton payment.

It was noted that other budget codes are generally performing as expected.

21 LOCAL GOVERNMENT PENSION SCHEME – AUTO ENROLMENT

The Assistant Clerk had circulated a report on the new law which means that every employer must automatically enrol workers into a workplace pension scheme if they are aged between 22 and State Pension age, earn more than £10,000 a year and work in the UK. The Town Council is already a member of the LGPS pension scheme which is a qualifying scheme under the provisions of the Pension Act 2008 and six of its seven employees are members of the scheme, with the seventh choosing to opt out.

The report was noted by the Committee.

22 IT EQUIPMENT

The Clerk presented a report on the IT equipment in the Town Hall. The Committee asked Officers to obtain advice relating to the purchase of a more technologically innovative system. The Clerk will present the Committee with some options via email.

23 EVENTS BUDGET - VERBAL REPORT

The Clerk outlined the process for allocating funds as a contingency to support Council events. This process was APPROVED by the Committee.

The meeting ended at 8.45 pm

1 November 2016

Chairman