

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 4 DECEMBER 2018
COMMENCING AT 7.45 PM**

Present: Cllr S Coul - Chairman
Cllr J Bull - Vice-Chairman

Cllr N Leverton
Cllr M McBride
Cllr M Mead
Cllr D Melvin

Apologies: Cllr C Delaney, Cllr J Hayes, Cllr L Little

Officers: Ron Spurs - Town Clerk

24 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

26 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 9 October 2018, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

27 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

28 DRAFT BUDGET FOR 2019/2020

The draft Budget, together with relevant notes, had previously been circulated.

Cllr Bull queried whether where there were underspends or overspends the budget should be adjusted accordingly and the Clerk had explained that these were mostly one off items, for example the new play equipment at Pampas Close.

4015/101 - Cllr Leverton suggested that the Training budget should be increased as it covered both staff and councillors. It was agreed to increase it to £2,500.

4110/202 - Cllr Mead queried the underspend on this year's Town Hall Repairs & Maintenance and yet the figure had been increased significantly, to £30,000, for next year. The Clerk explained that the increase was to cover works required under the Quinquennial Report and included work to automate the Town Hall front door.

4309/215 - Cllr Leverton asked what the £50,000 budgeted for the ARRG Pavilion related to and whether this came out of Reserves. The Clerk said this was a new budget heading to support the project to upgrade the Pavilion and it would be included in the Precept.

4035/101 - Cllr McBride queried the figure for Professional Fees, which had been increased to £20,000. Considering that this would come out of the Precept for next year, it was considered whether this figure could be reduced. It was agreed to reduce the figure to £10,000.

4205/210 - Cllr Mead queried the £1,000 budgeted for the Vets Surgery and why nothing had been spent on maintenance this year. The Clerk said the work could have been included with maintenance of the Town Hall as they are part of the same building. This could be reduced to £500.

4300/215 - Cllr McBride asked about the £20,000 budget for the Skate Park. The Clerk explained that £10,000 was set aside to improve the BMX Track on the same site at The Dell but the original budget could be reduced, making a total budget of £15,000. Recommended that the Skate Park and Dell budget be amalgamated.

4306/215 - Cllr Bull asked whether £5,500 was enough for Play Areas General. The Clerk said that no major works were expected and income would be received from WODC for maintenance of the Empire Way Playground.

1305/301 - Cllr Leverton asked whether Christmas Lights had generated the £1,000 income budgeted for. The Clerk did not have the figures yet but expected this would be less as Charity stalls were offered free of charge this year. It was recommended that this should be reduced to £500.

4705/320 - Cllr Leverton asked for confirmation that the figure £45,000 for Projects related to the projects detailed in the Clerk's report and the Clerk confirmed that this was correct.

4325/301 - Cllr Bull asked whether the £10,000 budgeted for Christmas Lights had been spent and the Clerk said the invoice had not yet been received for the installation of the lights. (The actual budget figure is currently £15,000).

4901/901 - Cllr Leverton asked why the Cemetery Reserve was £60,000, which was quite high. The Clerk said that quotes for rabbit-proof fencing were less than anticipated, but a lot of work was required at the Cemetery. This is also to enable the Council to negotiate for a new cemetery if land becomes available.

4909/901 - Cllr Bull queried the £10,000 for the Fitness Trail Reserve, as this had been included in the Skate Park figures. The Clerk said that the project would be quite expensive. Cllr Leverton suggested that the amount for The Dell restoration project should be combined with the Skate Park budget and renamed The Dell. The Fitness Trail Reserve would be renamed The Dell Reserve.

The Committee RESOLVED to recommend to Council that the draft budget be accepted, with the amendments discussed above.

29 DRAFT PRECEPT FOR 2019/2020

A report detailing figures for the draft Precept had previously been circulated. The report showed the impact of increasing or decreasing the Precept. There was a discussion on whether the proposed projects, see below, should come out of Reserves rather than increasing the Precept. If the Precept was kept the same as last year, each household would pay slightly less due to the extra houses built at Swinbrook Park.

- New finger signs and information Board for Town Centre- estimate £3,000.
- Alvescot Road Recreation Ground Pavilion Project £50,000

- Appointment of sponsored Police Community Support Officer - £37,000 per annum for three years.
- Town Hall refurbishment Project - £20,000
- The Dell – Restoration - £10,000
- Electrical charging point for vehicles in Market Square - £5,000
- Family Centre – continuation of provision of funds set aside for Quinquennial repairs £120,000 over 5 years

The Committee RESOLVED to RECOMMEND to Council that all the proposed projects be taken from Reserves, which would reduce the Precept by approximately £83,000 and reduce the Reserves by approximately £125,000.

30 REVIEW OF STANDING ORDERS

Cllr Coul said that the Working Group had met to review the Standing Orders, but details had been submitted to the Clerk too late for this Committee.

31 REVIEW OF FINANCIAL REGULATIONS

As per Item 30 above, the Working Group had reviewed the Financial Regulations, but details were provided too late for this Committee.

32 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.

33 STAFF MATTERS – PAY INCREASE FOR ASSISTANT CLERK DUE TO ACHIEVEMENT OF CILCA QUALIFICATION IN SEPTEMBER 2018

Confidential item.

34 STAFF HANDBOOK

Confidential item.

The meeting ended at 8.45pm.

Chairman