

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 3 DECEMBER 2013
COMMENCING AT 7.45 PM

Present:	Cllr Mrs L Little Cllr Mrs M Crossland	Town Mayor Deputy Town Mayor
	Cllr M Brennan Cllr Mrs D V Bulley Cllr R Crapper Cllr A Farmer Cllr H Howard Cllr H Jobes	Cllr Mrs C MacRae Cllr N MacRae MBE – to item 101 Cllr M McBride - from Item 104 Cllr P Madden Cllr Mrs N Miah Cllr P Scott
Apologies:	Cllr M Steward	
Officers:	Mrs Caroline Ramsey - Town Clerk Mrs Tan Marchant - Assistant Town Clerk	

Prior to the start of the meeting, Catherine Chater gave a presentation on the importance of producing a Concept Plan, assisted by Cllr Farmer.

The Mayor took the opportunity to inform the meeting that Cllr Adrian Coomber had resigned from the Council. The Mayor paid tribute to Cllr Coomber and thanked him for his major contribution to the Carterton Community, especially his sterling work with the youth in the town.

99 DECLARATIONS OF INTEREST

There were no DPis. Cllr Mrs Bulley declared a personal interest in Cheque 10776.

100 MINUTES

The Minutes of the Meeting held on 19 November 2013, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

101 PAST SUBJECT MATTERS FOR NOTING

- (i) The Clerk circulated an update on expenditure on the Town Hall Extension. This was noted by Council
- (ii) The Clerk explained that an SLCC Accountant is looking through the Reserves, and a report would be presented at the next meeting.
- (iii) A copy of the mid-year budget to 30 September 2013 was circulated. This was noted by Council.

102 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had attended the opening of the new Co-op Nursery and presented Awards at the Community College GCSE Evening. She had also presented two Awards to the Cub Scouts, hosted the Switch-on of the Christmas Lights, and hosted the Prime Minister at the official opening of the Town Hall Extension.

103 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

A member of the public present at the meeting had no matters to raise.

104 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley had given his apologies for the meeting but had sent details of various issues to the Clerk for circulation to members by email.

Cllr Owen reported on a recent Traffic Highways Meeting which had been well attended. Council raised the issue of inadequate road signs along Monahan Way and Cllr Owen agreed to pursue this on the Council's behalf.

105 PLANNING COMMITTEE

Council received the Minutes of the Meeting of the Planning Committee held on 19 November. These were noted.

106 REVIEW OF COUNCIL'S CONTROL SYSTEMS

The Clerk presented this document and the contents were discussed.

- (i) Delegated powers for expenditure should be clearly defined.
- (ii) There is a need to track commitment on major projects.
- (iii) It should be documented that the Council will use an external person when necessary to support the RFO.
- (iv) The Clerk emphasised that councillors should not be in receipt of any grants, and any such donations should be made direct to the Town Council.

IT WAS RESOLVED to adopt the Council's Control Systems subject to the amendments above.

107 MARKET SQUARE: TENDERING & PROJECT MANAGEMENT SERVICES

The Clerk presented a letter from Alison Leask of WODC setting out her Project Management Services for the new Market Square. Cllr Farmer pointed out that additional costs will be incurred, such as for the disconnection of services and the removal of trees, and money should be set aside for these works also.

IT WAS RESOLVED that the Tendering & Project Management Services Quote from Alison Leask be accepted and that Council allows pre-project expenditure of up to £15,000 from budget to enable preparatory work to be carried out.

108 ANNUAL RISK MANAGEMENT ASSESSMENT

The Clerk presented the updated Risk Management Assessment for 2013/14. It was pointed out that Quinquennial Surveys were carried out in the summer of 2012, and also that the Squash Club now has a rolling Lease which no longer expires in 2013. Council queried whether the Community Centre should come under the jurisdiction of the Town Council in regard to security of buildings and asked the Clerk to clarify this point.

IT WAS RESOLVED to accept the Annual Risk Management Assessment Subject to the amendments above.

109 FINANCIAL STATEMENT

The Financial Statement to 30 November 2013, set out at Annex 'B', was approved. A Summary of Income and Expenditure by Budget Heading is also provided at Annex 'B'.

110 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for December be approved for payment.

111 COMMUNICATIONS

The Town Clerk emphasised the need for Councillors to let her know when any matters arose that needed a Press Release.

The meeting ended at 9.25 pm.

21 January 2014

Town Mayor