

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 1 JULY 2014
COMMENCING AT 7.45 PM

Present:	Cllr Mrs L Little	Town Mayor
	Cllr H Jobes	Deputy Mayor
	Cllr M Brennan	Cllr Mrs L Little
	Cllr Mrs D V Bulley	Cllr M McBride
	Cllr R Crapper	Cllr P Madden
	Cllr Mrs L Delaney	Cllr Mrs M Mead
	Cllr H Howard	Cllr P Scott
	Cllr H Jobes	Cllr M Steward

Apologies: Cllr Mrs J Smith

Officers: Mrs Caroline Ramsey - Town Clerk
Mrs Tan Marchant - Assistant Town Clerk

24 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

25 MINUTES

The Minutes of the Meetings held on 20 May and 24 June 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

26 PAST SUBJECT MATTERS FOR NOTING

(i) Market Square Update - The Clerk circulated an Acceptance of Tender letter for Hickman Brothers Limited for approval. She pointed out that their original tender sum of £296,000 had been reduced to £175,000, but this was still some way off the budget figure of £140,000. The choice now was whether to proceed at the higher cost or stop the project and seek grant applications to reduce the cost.

Members APPROVED the appointment of Hickman Brothers for the sum of £175,000 but agreed to look for match funding in the future. It was also suggested that the market charging policy should be improved.

27 TOWN MAYOR'S ANNOUNCEMENTS

At the beginning of June the Mayor attended the Ride of Respect at the Memorial Garden and ARRG, and hosted a D-Day Dance at Brownes Hall which raised £300 for the Mayor's charities. On 9th June the Mayor attended a meeting at RAF Fairford and later that week went to the opening of the Lights Up Memory Club with Scott Edwards.

The Mayor attended the official opening of the Kilkenny Cricket Club nets and all weather pitch at Monahan Way on the 13th, and the RAF Calendar Girls Craft Fair at Brownes Hall the following day. On the morning of the 17th she attended the Carterton Community College morning assembly to give a talk on the Food Bank; in the afternoon she attended an SLCC

meeting at RAF Brize Norton, and in the evening she went to a Reception at Dorchester Abbey for new Mayors and Chairs.

Five US Navy personnel visited the Mayor at the Town Hall on 19th June and were treated to a traditional English afternoon tea, and on the 27th the Mayor visited Gateway School in the morning and welcomed home a flight from Afghanistan at RAF Brize Norton in the afternoon.

Finally, the Mayor attended two Armed Forces Day Services at the War Memorial and the Memorial Garden on 28th June, and attended the first of three Bandstand Concerts on the Recreation Ground the following day.

28 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

Members of the public did not wish to speak.

29 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley had sent his apologies and said he had nothing to report.

30 PLANNING COMMITTEES

Council received the Minutes of the Meetings of the Planning Committee held on 20th May, 3rd June and 17th June 2014. These were noted.

31 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Clerk had previously circulated a list of current representatives on outside bodies, and Councillors were asked to indicate their preferences. Representatives are listed below:

Allandale Management Committee:

Cllrs Mrs L Delaney, H Jobes, Mrs L Little, M McBride and Mrs N Miah.

Carterton Community Centre:

Cllrs R Crapper, H Howard, M McBride, P Madden and Mrs M Mead.

Remembrance Day Observance:

Cllrs Mrs D Bulley and R Crapper.

Allotments Association:

Cllr Mrs D Bulley is prepared to take on this role, but it was suggested that the Clerk contact the Association to see if they actually want to have a representative of the Council.

Carterton Squash Club:

Cllr P Scott.

Carterton Football Club:

Cllr M Brennan

Brownes Hall Management Committee:

Cllrs Mrs L Little and P Madden.

Cllr Steward asked that it be noted that Cllr Madden has been an asset to Brownes Hall over the many years he has been a member of the Committee.

Concern was expressed that representatives on outside bodies have tended to be in name only, rather than attending committee meetings (where appropriate) and obtaining copies of accounts and minutes on a regular basis, particularly in respect of those buildings owned by the Town Council. The Clerk said she will put together a Council Policy which will be sent out to all these groups.

32 MEMBERSHIP OF SUB COMMITTEES AND WORKING GROUPS

The following Councillors nominated themselves to serve on the Town Council Sub Committees and Working Groups:-

Finance Sub Committee:

Cllrs H Howard, Mrs L Little, H Jobes, M McBride, P Madden, Mrs M Mead and P Scott (ex-officio).

Personnel Sub Committee:

Cllrs Mrs L Little, P Scott (ex-officio), Mrs J Smith and M Steward.

Policy Working Group:

Cllrs Mrs L Delaney, M McBride, Mrs N Miah and Mrs J Smith.

Events Working Group:

Cllrs Mrs D Bulley, R Crapper, H Jobes, Mrs L Little, M McBride, Mrs M Mead, Mrs J Smith and M Steward.

Transport Working Group:

Cllrs M Brennan, Mrs D Bulley, R Crapper, Mrs L Delaney, H Howard and P Scott.

Town Team Working Group:

Cllrs R Crapper, Mrs L Delaney, H Howard, Mrs L Little, M McBride, P Madden, Mrs M Mead, P Scott, Mrs J Smith and M Steward.

33 CO-OPTION OF NEW MEMBERS

Councillors were asked to agree a date and process for co-opting two new members to the Council. It was agreed that Candidates should be invited to the Town Hall on Tuesday 5th August at 6.00 p.m. to give presentations prior to the Planning and Policy & Resources Meetings.

34 INTERNAL AUDIT WORK PROGRAMME

The Clerk gave a verbal report on the findings of the Internal Auditor. The findings were mostly satisfactory, with the following recommendations:

- The need to carry out an interim systems review;
- The need to maximise income (i.e. market receipt);
- A payroll pre-audit visit be carried out;
- The Asset register be updated and checked whenever an asset is acquired or disposed of;
- Deeds and Titles should be reviewed and updated if necessary, and all need to be electronically scanned;
- That all Balance Sheet accounts are reconciled monthly;
- The Recreation Ground Charity should be completely removed from the Town Council's accounts;

- That Notes are added to Financial Statements in order to clarify and fully explain some of the balances on the I&E and Balance Sheet;
- That a reporting plan and regular reviews are introduced.

Cllr Howard proposed thanks from the Mayor and Town Council to members of staff in the preparation of the accounts.

The Recommendations of the Internal Auditor were AGREED.

35 FINANCIAL STATEMENT

The Financial Statement to 31 May 2014, set out at Annex 'A', was approved. A summary of income and expenditure was also approved.

36 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for the period 21 May to 1 July 2014, set out at Annex 'B', be approved for payment.

The meeting ended at 9.45 p.m.

2 September 2014

Town Mayor