

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 8 DECEMBER 2015
COMMENCING AT 7.45 PM

Present: Cllr Mrs L Little - Town Mayor
Cllr M McBride - Deputy Mayor

Cllr M Brennan Cllr Mrs M Mead
Cllr R Brooks Cllr D Melvin
Cllr Mrs D V Bulley Cllr Mrs N Miah
Cllr Miss S Coul Cllr P Scott
Cllr R Crapper Cllr Mrs S Scott-Stovold
Cllr Mrs C Delaney Cllr M Steward
Cllr N Leverton Cllr Mrs C Wilson

Apologies: Cllr N Owen - Oxfordshire County Council

Officers: Mr Ron Spurs - Town Clerk

In attendance: Cllr P Handley - Oxfordshire County Council
3 members of the public

93 DECLARATIONS OF INTEREST

There were no declarations of interest.

94 MINUTES

The Minutes of the Meeting held on 17 November 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

95 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she was invited to the Cotswold Flower Club's *Joyeux Noel* flower display and thanked the committee for all their hard work. She was asked to open the St John's Church Christmas Fayre, and she attended the opening of Airplay/Allandale's new youth facility at Ely Close. This facility is for 16-19 year olds.

The Mayor hosted the switching on of Carterton's Christmas Lights and said that the lantern parade had been exceptional this year. The Mayor gave her thanks to Kieran Croall, Ciara McAleese and Bill Blakey for helping to switch on the lights, and to the Events Committee and particularly Julian Carlin for all his help and support. She also gave thanks to the Town Hall staff, including the Clerk, Denise Archer, Stella Catt, Scott Edwards and Teresa Whitford for their help on the evening and to Tan Marchant for dressing the Town Hall's Christmas tree. Thanks were given to Heather McCulloch for organising the lantern parade and to all the volunteers from RAF Brize Norton and the community for helping on the night.

The Mayor attended the Chamber of Trade Annual Christmas Dinner held at The Plough in Alvescot, and was asked to present silver award and achievement badges to 5 Cub members at their weekly meeting held in Brownes Hall.

96 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Members of the public present did not wish to speak.

97 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE ISSUES

Cllr Handley reported on County Council budget issues. He said that cuts could be as high as £60M instead of the £52M previously reported. He said that a decision on the Carterton Children's Centre will be made in the autumn next year, and he added that the Carterton Fire Station is progressing.

98 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex 'A'.

99 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 17th November 2015, previously circulated, were noted.

100 POLICY & RESOURCES COMMITTEE

The Minutes of the Policy & Resources Committee Meeting held on 24th November 2015 had been previously circulated and the following matters were presented for approval:

- (a) The Code of Conduct was unanimously APPROVED
- (b) The updated Social Media Policy was unanimously APPROVED.
- (c) The new LCRS Risk Assessment was unanimously APPROVED.
- (d) The Financial Regulations 2015 were unanimously APPROVED.
- (e) The Financial Control Systems were unanimously APPROVED.
- (f) The Town Council's Investment Policy was unanimously APPROVED. Cllr McBride asked that Property is included in the next review of the Policy.
- (g) The Standing Orders were unanimously APPROVED.

101 EVENTS SUB-COMMITTEE

Council received the Minutes of the Events Sub-Committee Meeting held on 11th November 2015 concerning arrangements for the Switch-On of the Christmas Lights on the 27th. These were Noted.

102 BUDGET AND PRECEPT 2016/17

- (a) Budget and Precept Report - Members RESOLVED to APPROVE the Draft Budget for 2016/17. An increase in the Precept was discussed and a majority of Members RESOLVED to APPROVE an increase of 13.56% in the Precept which equates to an increase of £1.00 per month for a Band D property. This will give additional income of £59,323 towards safeguarding services and to deliver the Carterton Masterplan.
- (b) Budget Detail by Committee - APPROVED.
- (c) Budget Notes - These were NOTED.

103 REGISTER OF INTERESTS

Councillors were reminded of the necessity of updating their Register of Interests whenever a change in their circumstances occurred.

104 BANK ACCOUNT MANAGEMENT

Members RESOLVED to APPROVE the Clerk as an authorised signatory and the Bank Mandate was signed by the Mayor.

105 FINANCIAL STATEMENT

The Financial Statement to 30 November 2015, set out at Annex B, was APPROVED. Detailed Income & Expenditure to 30 November 2015 was also APPROVED.

106 ACCOUNTS FOR PAYMENT

The Accounts for Payment for December 2015, set out at Annex C, had previously been circulated. Council RESOLVED that the Accounts be APPROVED for payment.

Debit card transactions for November 2015, set out at Annex D, were NOTED.

107 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. Confidential items follow.

108 CHRISTMAS LIGHTS - PAYMENT TO VOLUNTEER

Confidential item.

109 EXTRAORDINARY MEETING

Confidential item.

The meeting ended at 9.57 p.m.

19 January 2016

Town Mayor

Clerk's Report - 8th December 2015

1. **Events** – The Christmas Lights Switch on Event which was organised by the Council together with the team from WODC who organised the Lantern Parade passed off safely with no incidents. It was a shame about the weather! Thank you to all those Councillors who helped with the organisation and on the night, particularly Cllr Steward and Cllr Mrs Mead who came in on the Monday morning and helped the team tidy the Town Hall and pack all the gazebos away - not a small task! **Noted.**
2. **Council Meeting - 19th January 2016** – Officers will as far as possible be planning the Agenda for the January Council meeting prior to the Christmas break. Items already on the Agenda are:
 - a) Committee structure and distribution of papers (report by the Clerk)
 - b) Report requesting approval for the purchase of town centre furniture (report by the Clerk)
 - c) Shared Space Project – to seek approval for the commencement of the Shared Space project (report by the Clerk). **Noted.**
3. **Amenities Committee and Planning Committee** – these Committees are scheduled to meet on Tuesday 5th January 2016. **Noted.**
4. **Christmas Closure** – the Town Hall will be closed from 5pm on 23rd December 2015 until 9am on Monday 4th January 2016. **Noted.**
5. **Diary Dates** -

Council Christmas Dinner - Friday 18th December, 7.00 for 7.30 pm.
Christmas Carols Concert on the Market Square - Saturday 19th December, 1-2 pm
Noted.

Ron Spurs
Town Clerk