

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 4 NOVEMBER 2014  
COMMENCING AT 7.45 PM

Present:	Cllr Mrs L Little	Town Mayor
	Cllr M Brennan	Cllr Mrs M Mead
	Cllr Mrs D V Bulley	Cllr Mrs N Miah
	Cllr Miss S Coul	Cllr P Scott
	Cllr R Crapper	Cllr Mrs J Smith
	Cllr M McBride	Cllr M Steward
	Cllr P Madden	Cllr D Wesson

Apologies: Cllr Mrs L Delaney, Cllr H Jobes

Officer: Mrs Tan Marchant - Assistant Town Clerk

57 DECLARATIONS OF INTEREST

There were none.

58 MINUTES

The Minutes of the Meeting held on 2 September 2014 had been previously circulated. Concern was expressed by Cllr Miss Coul about the accuracy of Item 54, in connection with the 3-year hire of Christmas lights. The Chairman said that clarification would be sought from the Town Clerk as she had compiled the report. It was also noted that the names of Cllr Miss Coul and Cllr D Wesson had been omitted from the Minutes. This correction was made and the Minutes were then confirmed as a true record and signed by the Mayor.

59 PAST SUBJECT MATTERS FOR NOTING

(i) Pick Magazine - The Chairman reported that the Editor of Pick Magazine will do a presentation to the full Council at its meeting in January. The Clerk is also hoping to organise another presentation on the same evening to give Council a choice of publications.

(ii) Staff Restructure - Councillors felt that this should go back to the Personnel Committee for discussion and then be brought to the full Council meeting in January. Cllr Steward felt that all Councillors should be kept informed of progress.

60 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor was interviewed by the British Forces Broadcasting Station to promote the Battle of Britain Dance and the Teddy Bears Picnic. She thanked the Councillors who attended the Picnic for their support. The Mayor held a Battle of Britain Civic Service, presented certificates to the Scouts, attended the 40<sup>th</sup> Birthday Celebration of Bright Start Pre-School and had attended the Big Brew held by SSAFA at the Town Hall. The Mayor attended the RAFA Calendar Girls Victory Swing Dance and Gp Capt Eddie Coles' final dinner. On the 18<sup>th</sup> the Mayor attended the Mayor of Bicester's 1940s Dinner Dance and had tea with the Lord Mayor of Oxford prior to a service in Christ Church Cathedral on the 21<sup>st</sup>.

The Mayor attended the BRAVOS Evening Awards and presented the Mayor's Trophy at the Kilkenny Cricket Club the following evening. Last weekend the Mayor attended Jagers Christmas Fair and met the Heart2Heart Charity Walkers at the War Memorial the next day, joined by Cllrs McBride and Crapper. Finally, the Mayor had officially opened the new Jacksons Vets premises in Alvescot Road.

The Mayor informed Councillors that there would be a Mayor's Carol Service 4.00-6.00 pm on Saturday 20<sup>th</sup> December including refreshments and a raffle.

#### 61 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

There were no members of the public present.

#### 62 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley had given his apologies for the meeting.

Cllr Owen reported that it was full Council day at Oxfordshire County Council, held every six weeks, and they were working on next year's budget. There will be further cuts and a small increase in the community charge in the next financial year. They were also discussing Fracking but no decisions were made. One of the concerns is about the property rights of individual home owners, mainly in South Oxfordshire.

Cllr Owen said he was going to Kidlington tomorrow to meet the OCC Area Steward, Dave Clack, and would be doing so on a monthly basis and could bring up any issues of concern to councillors. Cllr Brennan asked when was the last time a survey of pavements and kerbs was carried out, and Cllr Mrs Miah reported that two lamp-posts are falling down in Northwood Crescent and the hedge by the BP Garage is overgrown and covering the path. Cllr Owen said he would pass on these issues.

Cllr Owen closed by saying that both he and Cllr Handley have a fund of £12,000 each for highway repairs and maintenance, for improvements only and not for potholes, which they can share around amongst Carterton and the surrounding villages when projects are identified.

#### 63 PLANNING COMMITTEES

Council received the Minutes of the Meetings of the Planning Committee held on 2<sup>nd</sup> and 16<sup>th</sup> September and 7<sup>th</sup> and 21<sup>st</sup> October 2014. These were noted.

#### 64 POLICY & RESOURCES COMMITTEE

Council received the Minutes of the Meeting of the Policy & Resources Committee meeting held on 7<sup>th</sup> October 2014. These were noted.

#### 65 ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Economic Regeneration Committee meeting held on 21<sup>st</sup> October 2014. These were noted.

#### 66 FINANCE SUB-COMMITTEE

Council received the Minutes of the Meeting of the Finance Sub-Committee meeting held on 22<sup>nd</sup> October 2014 and the following items were discussed:

- (i) Precept for 2015/16 - Members felt that the Council's finances were in good shape and therefore APPROVED a 0% increase in the precept.
- (ii) Draft Budget 2015/16 - Members APPROVED the draft budget as it stands.
- (iii) Santander Investment - The investment of £300,000 to Santander was APPROVED, and Cllrs Mrs L Little, H Jobes and P Scott were authorised as new signatories on the account.

Points made during the above discussion included the need to plan ahead for the next 5 years when looking at the budget, and whether the public should be asked for their views. Cllr Mrs Little said that the Masterplan will have a significant bearing on future finances.

#### 67 FINANCIAL STATEMENT

The Financial Statement to 30 September 2014, set out at Annex 'A', was approved.

#### 68 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for September and October 2014, set out at Annex 'B', be approved for payment.

#### 69 CHRISTMAS ARRANGEMENTS

The Clerk had previously circulated a report recommending that the Town Hall is closed from 25<sup>th</sup> December 2014 to 4<sup>th</sup> January 2015 inclusive and that the staff be granted four days additional discretionary leave. Members discussed the various possibilities and asked the Assistant Town Clerk to check with NALC on the legalities of awarding additional leave.

Notwithstanding the above, it was APPROVED that staff be granted discretionary leave for Christmas Eve and New Year's Eve, with any additional leave being taken from their annual allowance.

#### 70 APPOINTMENT OF INTERNAL AUDITOR 2014/15

The Clerk had previously circulated a Letter of Engagement from Arrow Accounting for the Internal Audit 2014/15. Members had reservations about the level of qualifications of the current Auditor, who is a member of the Association of Accounting Technicians (AAT) but not a Certified Internal Auditor (CIA) or similar. It was agreed that other Internal Auditors would be considered next year.

Members APPROVED the engagement of Arrow Accounting for the Internal Audit 2014/15.

The meeting ended at 9.00 p.m.

13 January 2015

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Town Mayor