

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 17 NOVEMBER 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 D Melvin  
Cllr P J Handley - Oxfordshire County Council  
Cllr N Owen - Oxfordshire County Council

Officers: Mr Ron Spurs - Town Clerk  
Mrs Tan Marchant - Assistant Clerk

In attendance: 3 members of the public

78 DECLARATIONS OF INTEREST

There were no declarations of interest.

79 MINUTES

The Minutes of the Meeting held on 20 October 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

80 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended Gateway School to give a talk to Years 5 and 6 on life at the Town Hall and the duties of a Mayor, and had later been invited to Clanfield Primary School for the same reason. The Mayor was invited to the Bravos Awards held at RAF Brize Norton and was asked to present an award to AirPlay and the Allandale. This award was in recognition of the consistent increase in youth club numbers and organised activities over the last 12 months. At the end of the evening a special award was presented by the two Group Captains and the Mayor was very humbled to be the recipient of their Recognition Award for valued and outstanding service and her contribution to RAF Brize Norton.

The Mayor was invited to attend the private funeral of Flt Lt Scott, one of the servicemen Repatriated following the Puma crash in Afghanistan, held at 33 Sqn, RAF Benson. For the fourth year running, the Mayor was invited to support Johannes on his annual walk to raise money for charity, during which a short service was conducted at the Carterton War Memorial.

Carterton's Remembrance Service was held on Sunday 8<sup>th</sup> November, and the Mayor said it was a pleasure to see so many residents in attendance. She gave her thanks as always to the Reverend Bill Blakey for his service, and to Group Captain Simon Edwards and RAF Brize

Norton for their help and support. The father of Flt Lt Scott also joined the service and later in the day the Mayor laid a wreath at the Memorial Garden on behalf of the town and Mr Scott laid a wreath in memory of all the service personnel who died in the Puma accident.

Following on from this, on 11 November, the Town Council and residents of the town gathered at the War Memorial to observe the two minutes silence, and the Mayor extended her thanks to all those who attended.

Finally, the Mayor reported that she was invited to Falkland House in Oxford on the occasion of the Royal Dragoon Guards Annual Dinner, where she was publicly thanked for her role and support as a family liaison officer at Repatriations.

#### 81 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Ashley Farmer stood up and spoke in support of the application from the Witney Rotary Club at Item 87(b). He said that the Club had chosen to support the Witney Community Hospital's need for a new vehicle after one of their members had had a serious stroke and they had been impressed by the care and support she had received. The Hospital need a specially adapted vehicle for the transport of stroke victims and their current vehicle is 13 years old and needs to be replaced.

#### 82 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE ISSUES

Cllrs Handley and Owen had given their apologies for this meeting.

#### 83 CLERK'S REPORT

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

#### 84 PLANNING COMMITTEE

The Minutes of the Planning Committee Meetings held on 20<sup>th</sup> October and 3<sup>rd</sup> November 2015, previously circulated, were noted.

#### 85 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 27<sup>th</sup> October 2015 had been previously circulated.

- (a) Draft Procurement Policy - It was agreed that Item 37(a) on page 6 of the Policy be amended to read: 'All tenders will be opened at the same time in the presence of.... The Town Clerk at a Full Council Meeting.' Members then RESOLVED to APPROVE the adoption of the Policy.
- (b) Engagement of Internal Auditor. The Clerk confirmed that Members of the Finance Committee had chosen IAC Limited as their preferred Internal Auditor. Members RESOLVED to APPROVE the engagement of IAC Limited for the Internal Audit 2015/16.

#### 86 EVENTS SUB-COMMITTEE

Council received the Minutes of the Events Sub-Committee Meeting held on 19<sup>th</sup> October 2015 concerning arrangements for the Switch-On of the Christmas Lights on 27<sup>th</sup> November. These were NOTED.

## 87 REQUESTS FOR FINANCIAL ASSISTANCE

- (a) The application from Clean Slate, originally considered at the last meeting, was again brought to the table. The Clerk had spoken to the Practice Manager at Broadshires Health Centre, who confirmed that Clean Slate is commissioned to do work for them and already has a client base. After discussion, it was RESOLVED to award a total grant of £1,000 payable in instalments over a period of six months. This is to ensure the receipt of evidence that Carterton residents are being supported and is subject to satisfactory progress reports. The Clerk will inform Clean Slate of this decision.
- (b) Witney Rotary Club - their application for funding towards a new patient transport vehicle for Witney Community Hospital was discussed and it was RESOLVED to award a grant of £2,000 to the Club for this purpose.
- (c) The application from Jill Edwards on behalf of the British Heart & Lung Transplant Association, for funding of £800 to enable her to attend the European Heart and Lung Transplant Games in Finland in July 2016 was discussed, and it was RESOLVED to award a grant of £800.

## 88 FINANCIAL STATEMENT

The Financial Statement to 31 October 2015, set out at Annex B, was APPROVED. Detailed Income & Expenditure to 31 October 2015 was also APPROVED.

## 89 ACCOUNTS FOR PAYMENT

The Accounts for Payment for November 2015, set out at Annex C, had previously been circulated. In regard to cheque number 11527, a number of Councillors said that they had not received copies of the *Carterton Crier* recently distributed by Fyne Associates, and Cllr Mrs Little said she and the Clerk will meet with Fyne and try to iron out any teething problems. Council then RESOLVED that the Accounts be APPROVED for payment.

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

## 90 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.

## 91 WYG SUMMARY REPORT

Confidential item.

## 92 REQUEST TO USE COUNCIL LAND

Confidential item.

The meeting ended at 9.00 p.m.

8 December 2015

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Town Mayor

## Clerk's Report - Tuesday 17<sup>th</sup> November 2015

1. **Policy and structure:**
  - a. Procurement Policy - **the Policy has been discussed and agreed as part of the main Agenda.**
  - b. Committee Structure and Dissemination of Agendas - **this will be considered by the Policy & Resources Committee on 24<sup>th</sup> November.**
  
2. **Town Centre:**
  - a. Stage 1 – UBICO and McCracken carrying out their contracts. **Noted**
  - b. Stage 2 – replacement and renewal of street furniture. **Costings will be available at the December Council meeting.**
  - c. Stage 3 Shared Space Project – Initial scoping request to WODC - **Cllrs Crapper and McBride visited Poynton two years ago and would like to be involved this time.**
  
3. **Property purchase – 1 Streatfield House – Progress – options ref interior. The Clerk said that the purchase was proceeding and it would soon be necessary to decide on options for the premises.**
  
4. **Council property assets - Looking at how the building agreements are operating. Members queried the role of and the risks for the Council with each of its properties and felt there was a need to tighten up the procedures.**
  
5. **Future Meetings & Diary Dates:-**

Policy & Resources Committee	7.30 pm	Tuesday 24 <sup>th</sup> November
Planning & Town Council	7.30 pm	Tuesday 8 <sup>th</sup> December - <b>with Chris Hargreaves in attendance</b>
<i>Christmas Lights Switch-On</i>	<i>6.00 pm</i>	<i>Friday 27<sup>th</sup> November</i>
<i>Council Christmas Dinner</i>	<i>7.00 pm</i>	<i>Friday 18<sup>th</sup> December</i>
<i>Mayor's Carol Service</i>	<i>1-2 pm</i>	<i>Saturday 19<sup>th</sup> December on the Market Square</i>
  
6. **Carter's Walk Petition - The Clerk has spoken with Heather McCulloch as a result of this petition. The District Council is seeking to transfer ownership of the statues to the Town Council, and they are therefore content to leave any decision about the fate of the statues to us. It was pointed out that significant public consultation was carried out before the statues were installed and no-one came forward at that time to criticise the proposed artworks.**