

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 17 MAY 2016
COMMENCING AT 7.45 PM

Present: Cllr M Brennan Cllr M McBride
 Cllr Mrs D V Bulley Cllr Mrs M Mead
 Cllr Miss S Coul Cllr Mrs N Miah
 Cllr R Crapper Cllr P Scott
 Cllr Mrs C Delaney Cllr Mrs S Scott-Stovold
 Cllr N Leverton Cllr Mrs C Wilson
 Cllr Mrs L Little

Apologies: Cllr R Brooks, Cllr D Melvin, Cllr P Lewis

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

In attendance: One member of the public

1 ELECTION OF TOWN MAYOR

IT WAS RESOLVED that Cllr Mrs L Little be re-elected Town Mayor for the ensuing year. Cllr Mrs Little signed the Declaration of Acceptance of Office and thanked Council for her appointment. She said she would continue to seek to promote the interests of the town.

2 APPOINTMENT OF DEPUTY TOWN MAYOR

IT WAS RESOLVED that Cllr N Leverton be appointed Deputy Mayor for the ensuing year. Cllr Leverton signed the Declaration of Acceptance of Office.

3 DECLARATIONS OF INTEREST

Cllr P Scott declared a proximity interest in Planning Application No 16/00896/HHD and Cllr Mrs Little declared a pecuniary interest in Cheque No 11717.

4 MINUTES

The Minutes of the Meeting held on 19 April 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

5 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that she had attended the Clean for the Queen event in April alongside school children and members of ICE. She had joined the Clerk, Councillors and members of the public at the lighting of the Beacon and the dedication of the bench in the Market Square in honour of the Queen's 90th Birthday. The Mayor had attended a service of Remembrance at Westminster Abbey for the Tunisian families whose loved ones had been repatriated.

The Mayor had attended the launch of the RAF Falcons and had opened and attended the annual Save the Children May Day Fair. She had also attended the Blue Cross fundraising event held in Carterton last weekend. The Mayor said she had accompanied Cllr Mrs Scott-

Stovold to Bristol to see a Fake Festival in action prior to the Carterton event. She had hosted the St George's Day Charity Dinner at RAF Brize Norton, and was pleased to report that £5,000 had been raised from the evening. She said this would be shared between SSAFA, the Visions Club, the Carterton Day Centre and the Carers Club.

6 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.

7 COMMITTEE TERMS OF REFERENCE

A Report on Committee Terms of Reference for the new committee structure had previously been circulated to members. Cllr Miss Coul queried whether the Events Committee should be a Sub-Committee or a Working Group and the Clerk responded that a Sub-Committee could not include members of the public, which was the case with the Events Working Group.

IT WAS RESOLVED to APPROVE the updated Terms of Reference.

8 APPOINTMENT OF STANDING COMMITTEES 2016/17

Details of Committee preferences collected at the meeting are given below:

Planning:

Cllr Mrs D Bulley, Cllr Miss S Coul, Cllr R Crapper, Cllr Mrs C Delaney, Cllr N Leverton, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs N Miah, Cllr Mrs C Wilson

Administration:

Cllr M Brennan, Cllr Mrs D Bulley, Cllr Miss S Coul, Cllr N Leverton, Cllr P Lewis, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs M Mead, Cllr P Scott, Cllr Mrs S Scott-Stovold.

Amenities & Economic Regeneration:

Cllr M Brennan, Cllr Mrs D Bulley, Cllr R Crapper, Cllr Mrs C Delaney, Cllr N Leverton, Cllr P Lewis, Cllr Mrs L Little, Cllr Mrs M Mead, Cllr Mrs N Miah, Cllr Mrs S Scott-Stovold, Cllr Mrs C Wilson.

It was noted that Cllr Brooks and Cllr Melvin were absent from the meeting and that the above membership of committees may change once their wishes were known. (Cllr Lewis supplied his preferences before the production of these minutes.)

9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS 2016/17

IT WAS RESOLVED to make the following appointments: -

Allandale Management Committee:

Cllr R Brooks, Cllr Mrs C Delaney, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs N Miah.

Carterton Community Centre:

Cllr Miss S Coul, Cllr R Crapper, Cllr Mrs L Little, Cllr M McBride, Cllr Mrs M Mead.

Remembrance Day Observance (Royal British Legion):

Cllr Mrs D V Bulley, Cllr R Crapper

Allotments Association:

Cllr Miss S Coul

Squash Club Committee:

Cllr P Scott

Football Club:

Cllr M Brennan, Cllr Miss S Coul, Cllr N Leverton, Cllr Mrs M Mead

Brownes Hall Management Committee:

Cllr P Scott

Details of Sub-Committee and Working Group preferences collected at the meeting are given below:

Town Team:

Cllr M Brennan, Cllr R Brooks, Cllr R Crapper, Cllr N Leverton, Cllrs Mrs L Little, Cllr M McBride, Cllr P Scott.

Events Working Group:

Cllr R Brooks, Cllr Mrs D Bulley, Cllr Mrs C Delaney, Cllr N Leverton, Cllr P Lewis, Cllr Mrs L Little, Cllr Mrs M Mead, Cllr Mrs N Miah, Cllr Mrs S Scott-Stovold, Cllr Mrs C Wilson.

10 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

Mr Wesson congratulated the Mayor on her re-election. He then said that he had seen a disabled swing on TV suitable for children in wheelchairs, and the Mayor said the Council will do some research into this.

11 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr P Handley and Cllr N Owen had given their apologies for the meeting.

12 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 19th April and 3rd May 2016. These were noted.

13 INTERNAL AUDITOR'S REPORT

The Report of the Internal Auditor had been previously circulated. Issues arising had included clarification of the RFO, WODC rounding of the Precept request, an adjustment to the salary of one member of staff, the need for the Assets Register for 2014/15 to be Restated and treatment of the Charity Account. The Clerk said that the various issues had been responded to and accepted by the Internal Auditor.

14 ANNUAL RETURN 2015/16

- a) Annual Governance Statement - Members RESOLVED TO APPROVE the Annual Governance Statement 2015/16 as detailed in Section 1 of the Annual Return, which was then signed by the Clerk and the Mayor.

- b) Accounting Statements 2015/16 - Members RESOLVED TO APPROVE the Accounting Statements 2015/16 at Section 2 of the Annual Return, which was then signed by the RFO and the Mayor.
- c) Annual Internal Audit Report 2015/16 - Members Noted the Annual Internal Audit Report 2015/16 on Page 5 of the Annual Return.

The Mayor passed on the Council's thanks to Tan Marchant for all her work in the preparation of the Year End Accounts and Internal Audit.

15 FINANCIAL STATEMENT

The Financial Statement to 30 April 2016, set out at Annex B, was APPROVED. Detailed Income & Expenditure to 30 April 2016 was noted.

16 ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts for Payment for May 2016, set out at Annex C, be APPROVED for payment.

Debit Card transactions, set out at Annex D, were noted.

17 CONFIRMATION OF APPOINTMENT OF TOWN CLERK AND RFO

The Chairman reported that the Clerk had met the objectives set at the commencement of his employment with the Council and his appointment as Town Clerk and RFO was therefore confirmed. She said that Mr Spurs had been set a further set of objectives for the next six months.

18 MARKET FEES

Members were asked to consider whether the rent free period for the market should continue beyond 31st March. A number of suggestions were made to improve the viability of the market, including buskers or other musical entertainment during the summer and more advertising.

IT WAS RESOLVED TO APPROVE the continuation of the rent-free period for the Carterton Market for a further six months.

19 TOWN CENTRE DEVELOPMENT

The Clerk had circulated a Report to determine whether the Town Council should appoint West Oxfordshire District Council to create three designs for the town centre crossroads free of charge, in line with the Vision contained in the Masterplan for the Town Centre.

IT WAS RESOLVED TO APPROVE the engagement of WODC Officers to produce three designs for the town centre crossroads project.

The meeting ended at 8.40 p.m.

28 June 2016

Town Mayor

- 1 **Streatfield House.** It is probable that in the next few days an Emergency Council meeting will be called for Council to consider and hopefully approve a lease contract for the ground floor of the premises. Once received, I will circulate a draft 'Heads of Terms' document for Council's consideration. The expected income is within the Council's expectations. **Cllr Scott queried whether there had been only one applicant for the premises? The Clerk responded that there had been a number of expressions of interest, and a number of people have visited the premises, but this one seemed intent on following through. It is anticipated that the tenant will be a restaurant. Cllr Mead said that the applicant was viewing the possibility as a certainty and the Clerk said that the applicant will be told that the matter is confidential until approved.**
- 2 **Children's/Family Centre.** On 3rd May together with the Mayor and Deputy Mayor I met with Jenny Withers (RAF) and Jo Smith (Carterton Children's Centre) to discuss how the town can retain a Children's/Family Centre in the future. I circulated an email to Councillors detailing progress and actions that came out of the meeting. **The Clerk will continue to email Councillors with progress as it goes along.**
- 3 **Day Centre.** There is nothing further to report regarding the Day Centre. No approach has been made to CTC applying for funds. **Noted.**
- 4 **Skate Park.** Officers are continuing to gather information regarding the refurbishment of the Skate Park. Once the information is ready, a report will be submitted with options for consideration by Council. **Noted.**
- 5 **Town Centre Refurbishment.** The standard columns, each holding two flower baskets, are beginning to be installed in the town centre. **Cllr Crapper commented that the new planters would look better if they could be levelled, and the Clerk said that this was being investigated.**
- 6 **Diary Dates:**

<i>Bandstand Concert</i>	<i>Sunday 29 May 2016 on ARRG 2-4pm</i>
Council Administration	Tuesday 24 May 2016 at 7.00pm (tbc)
Amenities & Economic Regeneration	Wednesday 25 May 2016 at 7.00pm (tbc)
Planning Committee	Tuesday 7 June 2016 at 7.30pm
Planning & Town Council	Tuesday 21 June 2016 at 7.30pm

Cllr Mrs Wilson said she thought that bandstand concerts are not sufficiently advertised and Cllr Crapper suggested that signs could be put at the entrances to the town about the concerts. Cllr McBride said that leaflets supplied to him for the U3A when it meets on Tuesday could be circulated to in excess of 100 members. Cllr Mrs Bulley said she normally receives a supply of leaflets which she gives out to people and the Mayor mentioned that the Bandstand Concerts banner used in previous years could be amended and reused. Whilst on the subject of publicity, out-of-date notices on the noticeboard in Marigold Square were mentioned, and the Clerk said that the Town Warden now has this in hand and updates the board on a regular basis.
- 7 **Save the Children.** The Chairman of the Carterton Witney & District Branch has written to the Town Council to thank members for their generous sponsorship of the Carterton May Day Fair, at which more than £7,000 was raised for the charity. **Noted.**