

**CARTERTON TOWN COUNCIL  
MINUTES OF THE  
ADMINISTRATION COMMITTEE MEETING  
HELD VIA ZOOM VIDEO-CONFERENCING  
ON TUESDAY 27 OCTOBER 2020  
COMMENCING AT 6.00 PM**

Present: Cllr J Bull Chairman  
Cllr C Cook Vice-Chairman

Cllr M Crossland  
Cllr C James  
Cllr N Leverton  
Cllr M McBride  
Cllr D Wesson

Absent: Cllr C Crapper, Cllr J Sangster

Officers: Ron Spurs - Town Clerk  
Katie Zasada - Admin

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 3 March 2020, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

3 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

4 BUDGET REVIEW – 2021/2022

The proposed changes to the 2020/2021 Budget for the next financial year had been circulated to the Committee. The Draft Budget would go to the next meeting of the Administration Committee in December 2020, by which time the Precept figures from West Oxfordshire District Council would be known.

The Council is in a good financial position, with £630,100 held in Investment (Reserves) with WODC and £256,687 held in the Council's Unity bank accounts as at 30 September 2020. The Town Council is operating in a challenging environment in which major partners continue to focus on essential services. This means that Carterton Town Council and other local councils are helping provide services previously delivered by other agencies. Despite the Covid crisis, the Council has been able to fulfil its legal obligations and deliver projects for the benefit of the town. It is important to maintain sufficient reserves to manage unforeseen challenges that may arise in the 2021/2022 financial year due to the Covid crisis.

The proposed projects to be undertaken in the next financial year are:

- Additional standard columns and flower baskets - £20,000.

- Tree planting project - £50,000, Code 324 Earmarked Reserves
- Alvescot Road Recreation Ground Pavilion - £25,000 Earmarked Reserves

The following Earmarked Reserves are to be removed:

319 Section 106 Reserve  
320 Non-specific Reserve  
323 Town Centre Reserve  
326 Community Covenant Reserve  
328 Market Square Reserve  
329 Food Bank Reserve  
330 Community Park Reserve  
334 Community Benefit  
335 Stewardship Fund  
336 Properties Reserve  
338 General Earmarked Reserve

The final DRAFT Budget for 2021/2022, will be presented to the Administration Committee meeting in December.

The Committee agreed with an increase to the budget for Hedges and Paths as it was important to keep the town looking smart and not let areas get overgrown. It was noted that the Town Warden often highlights areas in need of attention and, if it is within his capability, he will undertake the work, or else a Purchase Order would be sent to UBICO. It was discussed whether the Warden's hours should be increased and the Clerk said his work is seasonal and he does more hours in the summer, particularly at the Cemetery.

The Cleaner's hours had been reduced to four hours per week during the Covid crisis.

The Committee RESOLVED to RECOMMEND that the Draft Budget, taking into account the above changes, and any subsequent amendments be considered again at the Administration Committee in December, once the Precept figures were available. This would be followed by formal approval at the December meeting of the full Council.

The meeting ended at 6.35.

December 1<sup>st</sup> 2020

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Chairman