

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 21 MARCH 2017
COMMENCING AT 7.45 PM

Present: Cllr Mrs L Little - Town Mayor
Cllr N Leverton - Deputy Mayor

Cllr M Brennan Cllr M McBride
Cllr R Brooks Cllr Mrs M Mead
Cllr Mrs D V Bulley Cllr D Melvin
Cllr Miss S Coul Cllr P Scott
Cllr Mrs C Delaney Cllr Mrs S Scott-Stovold
Cllr J Hayes Cllr Mrs C Wilson

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

Apologies Cllr R Crapper

Absent: Cllr Mrs N Miah

In Attendance: Mr N Field-Johnson
Mr David Wesson

139 DECLARATIONS OF INTEREST

There were no declarations of interest.

140 MINUTES

The Minutes of the Meeting held on 21 February 2017 had been previously circulated to Members. Cllr Miss Coul had a query on Item 134 - Application for Grant Funding from Volunteer Link Up - as to whether the detailed breakdown of how the money would be spent had been received. The Clerk said that this was still awaited, so the cheque for approval later in the Agenda should not be approved until further information had been received.

The Minutes were APPROVED and signed by the Mayor.

141 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had no announcements to make, except to pass on apologies to the Council from Mr Richard Cutler, who could not attend the meeting this evening but would come to a later meeting to talk about a future development in Carterton.

142 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.

143 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

The members of the public present had no matters to raise.

144 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllrs Peter Handley and Neil Owen had given their apologies.

145 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 21 February 2017 and 7 March 2017. These were noted.

146 EVENTS WORKING GROUP

Council received the Minutes of the Events Working Group held on 24 January 2017. These were noted.

147 MOTION – CLLR MRS M MEAD

Cllr Mrs Mead put forward a motion that, in making the decision as to who would be the next Mayor and Chairman of the Council, voting be done by private ballot rather than a show of hands.

Cllr Scott said that in the past there had always been a private meeting of Councillors prior to the Full Council and Mayor Making Meeting where the pros and cons of who should be Mayor were openly discussed. If there was more than one candidate, then a discussion or paper vote would be taken. This would be done in private and the Mayor Making at the Full Council meeting in May would then just be a formality. This had worked well over the many years that it had run. Cllr Mrs Bulley agreed with Cllr Scott.

Cllr Miss Coul said that part of the reason this motion had been put forward was because last year at the private meeting it was questioned whether there should be a private ballot but it was not permitted as the Standing Orders said it should be by a show of hands. Whilst she was happy for an open discussion to take place, she did not want to see the Standing Orders used to influence that meeting as they were before. If the Standing Orders were to apply to the private meeting then she believed they need to state that a private ballot is permitted.

Cllr Brennan said he was uncomfortable with the decision being made behind closed doors as he felt it was undemocratic. Such meetings were not recorded or minuted and were therefore not transparent.

Cllr McBride agreed that the vote should be by paper ballot and Cllr Leverton concurred and would support having the discussion at a public meeting.

The Clerk said that if Councillors wished to hold a private meeting it would be entirely up to them how they ran that meeting as it would be outside the Council remit. The vote this evening would be for or against changing the Standing Orders to elect the Mayor by private ballot at the Full Council meeting in May. A vote was taken, with five votes for and eight against. Cllr Brooks wished his abstention to be recorded. The Motion was unsuccessful and the Standing Orders would therefore remain unchanged.

148 POLICIES AND GENERAL POWER OF COMPETENCE

The Clerk had circulated a report concerning Council policies that required annual review and approval by Council; whether to adopt the General Power of Competence; whether to make any changes to the current charges for Town Hall Hirings, Burial Fees and charges for the

Alvescot Road Recreation Ground; and finally to note clarification of the precept, support grant and election fees in the approved budget for 2017/18.

(a) Standing Orders. The Clerk said it had come to light after the Administration Meeting on 7 March that the correct procedure had not been followed for any amendments to Standing Orders. The correct procedure was by a Motion put forward at Full Council. The Standing Orders tabled by the Clerk therefore remained unchanged.

Council RESOLVED that the existing Standing Orders be APPROVED, with any amendments to be put forward as a Motion at a future meeting. Cllr McBride asked that his vote against this resolution be recorded.

(b) Code of Conduct. Council RESOLVED to APPROVE the Code of Conduct.

(c) Risk Register. A full copy of the Register had been made available to Councillors. Council RESOLVED to APPROVE the Risk Register.

(d) Financial Regulations. Proposed changes to the Regulations had been circulated prior to the meeting.

Cllr Scott asked whether the Council would convert to internet banking and the Clerk said that he had asked the heads of Committees for their feedback on this, which was still awaited. Cllr Scott considered that £500 expenditure for the Clerk was sufficient and should not be increased to £1,000. At Item 5.4, he also did not consider it wise to approve that two Councillors be authorised signatories for internet banking transfers until the new internet banking procedure had been properly introduced. Cllr Ms Coul said that this document had been discussed at the last meeting of the Administration Committee, which had recommended that Council approve the changes, but Cllr Scott said that now that he had read it more thoroughly he could not approve the new version without further discussion.

A vote was taken – nine in favour and three against, with Cllrs McBride and Melvin abstaining. Council RESOLVED to APPROVE the existing Financial Regulations as they stand and any proposed changes would be discussed at the next meeting of the Administration Committee.

(e) Internal Controls Policy. This had been previously circulated to Councillors and Council RESOLVED to APPROVE the Policy.

(f) Investment Policy. This had been previously circulated to Councillors and Council RESOLVED to APPROVE the Policy.

(g) General Power of Competence. Council RESOLVED to APPROVE the adoption of the General Power of Competence.

(h) Charges for Town Hall Hirings, Burial Fees and charges for ARRG. Council RESOLVED to APPROVE that no changes be made to the current fees for the coming year.

(i) Council was asked to note clarification of the budget for 2017/2018:

- The Precept Support Grant for 2017/2018 will be £12,988.
- The Precept for 2017/2018 will be £528,498.
- The cost of the Election for a new Town Councillor in 2016 was £1,889, which would come out of the 2017/2018 budget.

COUNCIL duly NOTED these clarifications.

149 ADMINISTRATION COMMITTEE

Council received the Minutes of the Meeting of the Administration Committee held on 7 March 2017. These were not approved due to changes previously discussed regarding Standing Orders and Financial Regulations.

150 APPLICATIONS FOR S137 GRANT FUNDING

RESOLVED that the Council in accordance with its powers under Section 137 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure here set out:

(a) Witney Media CIC. Witney Media had applied for a grant of £229 to purchase a new Record Deck for volunteers to play vinyl records at the radio station. This was part of the process to switch from an internet radio station to FM. The station was run by 50 volunteers, a number of which lived in Carterton. Cllr Scott questioned why we are asked to support a Witney based organisation and the Clerk responded that the station covered an area extending from Charlbury to Faringdon, and Eynsham to Burford. The station could promote Carterton events.

A vote was taken and the majority were in favour, with Cllr Brooks, Cllr Hayes and Cllr Mrs Little abstaining. Council RESOLVED to APPROVE the grant of £229 to Witney Media CIC.

(b) Clean Slate. Clean Slate had applied for a grant of £900 in order to run a Domestic Abuse programme for one year to commence in April 2017. Council had previously supported a programme run by Clean Slate, which had ceased for various reasons. Councillors were reluctant to support their new venture considering their previous failure.

A vote was taken and all were in agreement that the application not be supported. Council RESOLVED not to fund the grant of £900 to Clean Slate.

151 MONAHAN WAY ROAD SIGNS

It was proposed that the road signs on Monahan Way be changed from 'Carterton' to 'Town Centre' as they fall within the town boundary. A quotation had been received for £938 to carry out the work, which would be funded by money held in the highways reserve.

Council RESOLVED to APPROVE the alterations to the road signs.

152 BANK RECONCILIATION STATEMENT

The Bank Reconciliation Statement to 28 February 2017, set out at Annex B, was APPROVED.

153 ACCOUNTS FOR PAYMENT

Cllr McBride asked for clarification of Cheque 11981 for £175 for David Richings car repair. The Clerk explained that this related to an incident where a member of staff had accidentally damaged Mr Richings' car whilst trying to move a skip that had been wrongly placed. The

cost of the insurance excess was £250 and the cost of repair was less than originally anticipated.

Cllr Miss Coul said that Council had agreed at its last meeting that the payment for Volunteer Link Up of £750 should not be paid until we had received a breakdown of how the money would be spent and this was agreed.

Cllr Mrs Mead asked what the payment of £165 to Hook Norton Band related to and the Assistant Clerk said that they had forgotten to invoice the Council for their fee from last summer's bandstand concert.

Council RESOLVED that the Accounts for Payment for March 2017, set out at Annex C, be APPROVED for payment, with the exception of the £750 to Volunteer Link Up.

154 DEBIT CARD TRANSACTIONS

The Debit Card transactions for February 2017, set out at Annex D, were APPROVED.

The meeting ended at 9.10pm.

18 April 2017

Town Mayor

1 Skate Park - A construction date has been scheduled for 27 March 2017. The Park will be closed for approximately 10 days. So far we have been promised £9k in grant funding. A number of large funding requests are pending: Military Covenant £20k, RAF Ben Fund 10k and Big Lottery £20k. A number of smaller Grant Funding applications are awaiting decision. WODC declined to proceed with the grant application from their Community Fund. Two reasons were given:

- The Council had sufficient funds to carry out the work
- The contract process is advanced

The Construction Company had advised that the Park would be closed for approximately 3-4 weeks, but it could be up to six weeks dependent on the weather. Cllr Mrs Mead and Cllr Hayes said that the Park was well used during school holidays and wondered if the date could be changed so that it could remain open during the Easter break. Cllr McBride said he would support changing the date as long as there was no extra cost involved. The Clerk said he would speak to the construction company. Cllr Leverton had concerns over the safety of the current Park and the Clerk confirmed that it was inspected regularly and was currently safe to remain open.

The Mayor asked for clarification on whether the current concrete base was to remain and whether the design would be the one originally agreed. The Clerk confirmed that the design was the one originally selected as part of the tender process in consultation with the users of the Park. The majority of the base would be the existing one, which reduced the price.

2 Clerk's Expenditure - I authorised payment of £350 as deposit for the entertainment for St Georges' Day Dinner. Total cost £850. £400 has been promised in sponsorship for this outlay from Fyne Associates. **Cllr Miss Coul and Cllr McBride asked for clarification on where the £850 was coming from and how the money raised for charity would be distributed. The Mayor said there was money in the budget for Civic Events and the Mayor chooses the charities that he/she would like to support that year. She had supported nine Carterton charities last year. The Clerk said that a report had been through Council a while ago setting out that funding for events would be channelled through the Events Working Group. With regard to the £350, this had been approved as Clerk's expenditure as the booking had to be made in advance. The Clerk explained that he had discussed the management of the Mayor's Account with the Auditor, who had advised that details of the account be distributed to Full Council at the end of the Mayoral Year. The Lord Lieutenant would be coming to present the Mayor's cheques to her chosen charities in April.**

3 Risk Management Course - A sum of £98 + VAT was authorised for Scott Edwards to undertake Risk Management Training. This will provide an additional Risk trained member of staff. **Noted**

4 Diary Dates:

Monday 27 March	Launch of new Children's Centre (Press here at 1pm)
Wednesday 29 March	Carterton Spring Clean
Tuesday 4 April	Planning Committee
Tuesday 18 April	Planning & Town Council
Friday 21 April	St George's Day Dinner

Ron Spurs
Town Clerk