

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD AT THE TOWN HALL ON TUESDAY 8 JUNE 2021
COMMENCING AT 6.00 PM**

Present: Cllr J Bull
Cllr M Crossland
Cllr C James
Cllr M McBride

Apologies: Cllr S Baylis
Cllr N Leverton (ex-officio)
Cllr J Sangster

In attendance: Cllr R Crapper

Officers: Ron Spurs - Town Clerk

1 ELECTION OF CHAIRMAN

Cllr Bull was nominated as Chairman of the Administration Committee for the year 2021/2022 and was duly elected.

2 ELECTION OF VICE CHAIRMAN

Cllr Crossland was nominated as Vice Chairman of the Administration Committee for the year 2021/2022 and was duly elected.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES OF THE LAST MEETING

The Minutes of the Meeting of the Administration Committee held on 1 December 2020, previously circulated to Members, had been approved as a true record at the Meeting of the Town Council on 15 December 2020. The Minutes were Noted.

5 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

6 REVIEW OF COUNCIL POLICIES

The following policies had been circulated to the Committee for review:

- (a) Committee Terms of Reference. No changes were recommended.
- (b) Procurement Policy. There was a discussion as to whether to amend the section about obtaining three quotes for works to be undertaken, but the Committee decided to leave the Policy unchanged and if Council believed further quotes were needed then this could be done.
- (c) Standing Orders. No changes were recommended.

(d) Internal Controls. The Internal Auditor had examined the document and no changes were recommended.

(e) Financial Regulations. One amendment had been made to the Regulations relating to authorisation of payments, which had been approved by Council following the recommendation made at the last Administration Committee meeting on 1 December 2020, as follows:

‘The Chairman of the Council, Chairman and Deputy Chairman of the Administration Committee are given the opportunity to examine all invoices for payment prior to the list being circulated to Councillors with the Agenda for Approval at each Council meeting’.

- | | | |
|-----|-------------------|-----------------------------|
| (f) | Investment Policy | No changes were recommended |
| (g) | Code of Conduct | No changes were recommended |
| (h) | Asset Register | No changes were recommended |

The iPads supplied for Councillors to use were now five years old and Council could consider replacing them and donating the old ones to the local schools. Cllr James and Cllr McBride would assist the Clerk with this project.

It was suggested that a working group of Councillors look at the Council’s properties once a year.

- | | | |
|-----|--------------------------|-----------------------------|
| (i) | Risk Assessment Register | No changes were recommended |
| (j) | Member Officer Protocol | No changes were recommended |

(k) Insurance Schedule. The Insurance Broker has suggested that the Council change its insurance company as they are moving away from supplying insurance to councils. The company recommended is The Military Mutual, which would provide the same level of cover for a lower cost. The current policy has one more year to run but there would be no penalty should the Council move early. The Clerk will take the Report to the Council Meeting in June.

The Insurance Schedule was Noted.

7 CIVIC PROTOCOL POLICY

The Clerk had drafted a Civic Protocol Policy for consideration.

The Committee RESOLVED to RECOMMEND to Council that the Policy be Approved.

8 REVIEW OF PROJECTS

The Clerk gave a verbal update on the Council’s current projects.

(a) ARRG Pavilion. A date was awaited for the Planning Application for the proposed new Pavilion to go before the Lowlands Planning Committee.

(b) Town Council Website. The website is still under redevelopment, having been held up by Covid restrictions. A further training session will be held on 11 June 2021 and a date for launching the new website will be arranged after that.

(c) Tree Planting Project. The first phase of the project is to plant trees along Brize Norton Road. All residents likely to be affected have been contacted and no negative feedback has been received. Planting is due to start in October 2021. There is the possibility of some funding from The Queen’s Green Canopy Project.

(d) Covid Recovery Plan. This is a project being run by the District Council to assist the recovery of town centres as restrictions are eased.

(e) UBICO Contract. UBICO are currently installing the flower basket displays in the town centre. The Council is halfway through the Contract and will have a review of how this is running, which will come back to Council in due course.

(f) Town Hall Staffing. The decision to outsource the Accounts has worked very well. The recent Audit has not recommended any changes. Our Council has been chosen as one of the 5% of councils to have a more in-depth review by the External Auditor this year.

9 RENEWAL OF PCSO CONTRACT

In July 2019 the Council agreed a three year commitment to fund a PCSO for Carterton. The aim of the service is to help reduce the fear of crime, help deter crime and work in conjunction with schools to raise awareness of the dangers of crime, how young people can be responsible citizens and advice on vulnerability. The contract would run from 1 October 2021 until 31 March 2022, at a cost of £9,480 plus VAT. A copy of the Contract was circulated to the Committee prior to the Meeting.

The Committee RESOLVED to RECOMMEND to Council that the Contract is renewed as described above. A Report would be requested from TVP.

10 SERVICE AGREEMENT RENEWAL FOR TOWN CLOCK

Smith of Derby have for many years serviced the Town Clock at The Clockhouse, Burford Road. The Service Agreement is renewed every three years and the previous one expired in July 2020. The Committee were asked to consider renewing the Contract for a further three year period from 2021-2023 at a cost of £539, payable in advance. Alternatively, the Clock could be serviced on an annual basis, with this year's service costing £194 plus VAT, with a small annual increase, usually around 3%.

The Committee RESOLVED to RECOMMEND to Council that the Service Agreement for the Town Clock is renewed for a further period of three years.

11 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.

Confidential items follow.

12 CONFIDENTIAL ITEM FROM MINUTES OF THE LAST MEETING

The Committee received the Confidential Item from the Minutes of the Meeting Administration Committee held on 1 December 2020, previously Approved at the Town Council Meeting held on 15 December 2021, which was Noted.

The meeting ended at 6.20pm.

Chairman