



# Carterton Town Council

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL

**Rachel Brown** CiLCA  
Town Clerk

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7 October 2022

## **Carterton Recreation Ground (Registered Charity No. 202903)**

Cllr N Leverton - Chairman  
Cllr J Bull - Vice-Chairman

Cllr K Baldwin	Cllr P Handley	Cllr M McBride	Cllr D Wesson
Cllr S Baylis	Cllr F Harold	Cllr M Mead	Cllr K Wood
Cllr R Crapper	Cllr N King	Cllr J Sangster	Cllr L Wood
Cllr M Crossland	Cllr L Little		

You are hereby summoned to attend the **MEETING** of **CARTERTON TOWN COUNCIL** as **SOLE TRUSTEE** of **CARTERTON RECREATION GROUND (REGISTERED CHARITY NO. 202903)** on **Thursday 13 October 2022 at 5.30pm** at the Town Hall. If you are unable to attend and wish your apologies to be recorded, you must let the Town Clerk know by 5.00 pm at the latest on the day of the meeting.

This meeting is open to the public.

Rachel Brown  
Town Clerk

### **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. To approve the reimbursement of funds held on behalf of Carterton Carnival
4. To consider interim report from internal auditor
5. To discuss how charity business will be conducted by the town council

Recording of Meetings - Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

**Carterton Carnival stall bookings 2021-22**

Payee	Income	Expenditure	Verification
	£650		HSBC statement ref. 170 dated 22nd Sept 2021
	£186		
	£200		
	£150		
	£68		
	£25		HSBC Statement Ref. 174 Feb-March 2022
	£25		
	£25		
	£25		
	£25		HSBC Statement ref. 175 March – April 2022
	£160		HSBC Statement ref. 176 April-May 2022
	£300		HSBC Statement ref. 176 May-June 2022
	£25		
	£25		
	£200		
	£25		
	£200		
	£25		
	£120		HSBC Statement ref. 178 11th June – 28th June 2022
			UNITY BANK statement 4th June – 30th June
	£1,820		Unity Bank statement 1 July - 31 July 2022
	£25		
	£25		
	£25		
	£25		
	£160		
	£25		
	£160		Unity Bank statement 1 August - 31 August 2022
	£120		
	£25		
	£25		
	£25		
	£25		
Refuse Collection		£505.98	
<b>TOTAL</b>	<b>£4,944</b>	<b>£505.98</b>	

**Difference to be paid to Carterton Carnival: £4,438.02**

		Internal Audit Report October 2022			
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o **(For local councils only)**  
**Trust funds (including charitable) – The council met its responsibilities as a trustee**

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Trust meetings have been held separately from Council meetings as required by The Practitioners Guide 2021 paragraph 5.119.	<i>Trust meetings have not been held separately from Council meetings as required by The Practitioners Guide 2021 paragraph 5.119. It is unclear what arrangements are in place for meetings of the Trustee of the AARG.</i>	Trust meetings should be held separately from Council meetings as required by The Practitioners Guide 2021 paragraph 5.119. Minutes of such meeting should be kept and made available for Internal Audit review.	Medium	
2	The Council has submitted necessary Charities Commission returns	<i>It was noted that the Council, as Trustee, does not maintain formal accounting records for the AARG charity</i>	The Council must maintain a from of accounting records for the AARG Charity. These should be subject to review by the Trustee reported as required to the Charities Commission.	High	