

**CARTERTON TOWN COUNCIL  
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING  
HELD IN THE TOWN HALL ON TUESDAY 1 OCTOBER 2019  
COMMENCING AT 7.00 PM**

Present: Cllr J Bull Chairman  
Cllr C Cook Vice-Chairman  
  
Cllr C Crapper  
Cllr C James  
Cllr N Leverton  
Cllr D Wesson

Apologies: Cllr M McBride, Cllr M Mead

Absent: Cllr J Sangster

Officer: Ron Spurs - Town Clerk

13 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

14 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 28 May 2019, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

It was noted that Cllr Hatton had resigned from this Committee.

15 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

16 REVIEW OF BUDGET AGAINST EXPENDITURE

Council received details of the Budget against Expenditure to 31 August 2019, previously circulated to Members, a copy of which is attached to these Minutes.

Cllr Leverton queried the higher cost of electricity and the Clerk said that this was due to increased community use of the Town Hall. He also queried the suggested increase to £3,000 in Audit expenditure and it was explained that a further £1,600 was due to be paid to the External Auditor, making a total this year of approximately £2,800.

Cllr Cook asked when the budget would be set for next year and the Clerk said that this would be in November. He also queried why only 9% expenditure on the Tree Works budget, and was told that this is to be expected as most of the work is carried out in the period October to April.

The Review of Budget against Expenditure was noted.

17 PETTY CASH EXPENDITURE

Petty Cash expenditure for the period May to September 2019, previously circulated to Members, was noted.

18 REVIEW OF STANDING ORDERS

A copy of the Standing Orders that were approved by Council in May 2019 had been circulated to Members.

The Clerk reported that, under the new GDPR regulations, a complaint had been made by a Councillor that their personal information had not been treated properly. The matter had been investigated by the Information Commissioner's Office and no action was taken.

Some amendments were suggested to clarify procedures in the Standing Orders, including the rules for members of the public speaking at Council meetings and the definition of Noting and Approving the minutes. If Council were to consider the live streaming of meetings in the future, more detail would need to be included in the Standing Orders.

The Committee RESOLVED to RECOMMEND to Council that the Standing Orders be approved.

19 REVIEW OF FINANCIAL REGULATIONS

A copy of the Financial Regulations had been circulated to Members.

Under the section on Contracts, there were occasions when it had not been possible to obtain three quotes for work. The Clerk said that, rather than hold up a project, if Council agreed to go ahead with less than three quotes then this was legally acceptable.

The Committee RESOLVED to RECOMMEND to Council that the Financial Regulations be approved.

20 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.

21 CONFIDENTIAL ITEMS 9-12 OF ADMINISTRATION COMMITTEE MINUTES OF 28 MAY 2019

Confidential item

22 HR REVIEW

Confidential item.

The meeting ended at 8.30pm.

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Chairman