



Carterton Town Council

Town Hall
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Carterton
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Rachel Brown CILCA
Town Clerk

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25th January 2023

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 **Monday 30th January 2023 at 2.00 pm** 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 1.00 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 minutes of the meeting held on 13 October 2022
4. To approve the Charity Commission Annual Return
5. To approve the Terms of Reference
6. To consider interim report from internal auditor

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 RECREATION GROUND (REGISTERED CHARITY NO. 202903)
MINUTES OF THE MEETING OF CARTERTON TOWN COUNCIL
AS SOLE TRUSTEE OF CARTERTON RECREATION GROUND
HELD AT THE TOWN HALL ON THURSDAY 13 OCTOBER 2022 COMMENCING AT 5.30 PM

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

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

In attendance: Members of the public x 8

Officers: Rachel Brown – Clerk

1 APOLOGIES

Apologies had been received from Cllr Mead and Cllr Sangster.

2 DECLARATIONS OF INTEREST

Cllr Bull Item 4 Organiser of Carterton Carnival

3 PAYMENT OF FUNDS HELD ON BEHALF OF CARTERTON CARNIVAL

Details of funds held in the ARRG Charity Bank Account on behalf of Carterton Carnival had been circulated with the agenda. A discussion took place in relation to why the funds were being held on behalf of the carnival and whether these could be paid into a personal account. It was explained that there has been a delay with the bank account for Carterton Carnival being set up. A proposal was made by Cllr. McBride to pay Michelle Clarkson, organiser of Carterton Carnival, the balance of £4,438.02, which was seconded by Cllr Crossland and agreed. Cllr Little, Cllr L Wood and Cllr Bull abstained from the vote.

4 In accordance with Standing Order 10b, Cllr Leverton moved that Cllr King be removed for disrupting the business of the meeting, which was seconded by Cllr Crossland and agreed by the majority.

5 Following the refusal of Cllr King to leave the meeting, the Chairman adjourned the meeting.

The meeting ended at 5.54 pm.

[DATE of next meeting]

Chair

Receipts and Payments 2021-22 Alvescot Road Charity

Date	Payee	Purpose	Income	Expenditure
6/10/2021	Hatwell & Williams	Funfair	£900.00	
6/21/2021	Little Kickers	ARRG Hire	£66.00	
10/21/2021	Little Kickers	ARRG Hire	£220.00	
12/31/2021	HSBC	Bank Charges		£8.00
1/31/2022	HSBC	Bank Charges		£8.00
2/22/2022	HSBC	Bank Charges		£15.00
3/3/2022	HSBC	Bank Charges		£8.00
3/31/2022	Unity Trust Bank	Bank Charges		£18.00
3/31/2022	HSBC	Bank Charges		£8.00
TOTAL			£1,186.00	£65.00

		Internal Audit Report October 2022			
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○ **(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	