

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 5 DECEMBER 2017
COMMENCING AT 7.45 PM**

Present: Cllr P Scott – Chairman
Cllr M McBride – Vice-Chairman

Cllr Ms J Bull Cllr Mrs M Mead
Cllr Mrs D Bulley Cllr D Melvin
Cllr N Leverton Cllr Mrs S Scott-Stovold
Cllr Mrs L Little Cllr Mrs C Wilson

Apologies: Cllr Mrs C Delaney

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

In Attendance: Cllr R Crapper, Cllr J Hayes
Mr D Wesson

15 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

16 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 3 October 2017, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

17 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

The member of the public present did not wish to speak.

18 DRAFT BUDGET FOR 2018/19

The draft Budget for 2018/19, see attached, had previously been circulated. Budget notes presented to Members were as follows:

4015/101 - Training budget be increased by £500 to accommodate new member of staff.
4099/101 – Contingency be increased to £20,000 to cover unexpected costs.
4040/101 - The Grants budget be increased to £20,000.
4056/115 – Civic Expenses be reduced by £1,000 as there has been no expenditure in the current year
1077/150 – The Precept Support Grant will reduce to £10,790.
4110/202 – Town Hall Repairs & Maintenance will increase by £8,000 due to Quinquennial report.
1210/210 – Vets Surgery rental income has increased to £14,000 pa.
1230/210 – Streatfield House rental income has increased to £22,000 pa.
4200/210 - Community Centre budget needs to be increased by £500 due to Quinquennial report.
4215/210 – Squash Club Quinquennial repairs (amounting to £16,536) may not be implemented due to Phase 2 of the Leisure Centre.
4230/210 – Streatfield House expenditure needs to increase by £5,500 due to Quinquennial report.

1300/215 – Grants Received - £71,000 expected from WODC for Empire Way Playground but not known when this handover will take place.

4305/215 – Play Equipment Repairs – budget increased by £5,000 for 2018/19 due to increased vandalism.

4410/215 – Tree Works will be increased to £15,000 as the inspection and maintenance of trees continues.

220 – Town Maintenance – all costs will be subject to change once the tendering process is complete. Budget is based on current costs only.

4600/225 – Cemetery Repairs – Budget increased to £10,000 due to attention required to fences, hedges and footpaths.

4315/301 – Events budget underspent in current year. Reduce to £5,000.

4325/301 – Christmas Lights increased to £15,000 due to installation and removal costs of additional motifs year on year.

4710/320 – Market Square – budget required?

4900/901 – Non-Specific Reserve will be renamed Family Centre Reserve to accommodate the grant of £30,000 each year for the next two years.

4901/901 – Cemetery Reserve increased to £60,000 as the search for a new site continues.

4904/901 – Community Covenant Reserve – no longer in use. Suggest rename to General Reserve and budget needs to be agreed.

4911/901 – Christmas Lights Reserve – increase by £5,000 for additional lighting each year.

4912/901 – Sports Facilities Reserve – used for new Skatepark in current year.

Cllr McBride asked for confirmation of Quinquennial costs and Cllr Leverton queried whether these had already been budgeted for. The Clerk responded that they had not in the current year as the Report had only recently been completed. Cllr Scott suggested that the budget for the Squash Club needed to be reconsidered given the restricted squash facilities planned for Phase 2 of the Leisure Centre. The Clerk confirmed that consultation needs to be carried out with the Club and Cllr Mrs Little said that they are intending to put a Business Plan together which will include other community activities. In the meantime, the cost of Quinquennial repairs at the Club will need to be reconsidered.

The Budget amendments detailed above were **RECOMMENDED** for **APPROVAL** to Full Council on 12 December 2017.

19 DRAFT PRECEPT FOR 2018/19

The Precept Report for 2018/19 had previously been circulated. Possible projects identified by Officers and Councillors were included in the report, the largest being the refurbishment of the Allandale Centre.

Cllr Leverton queried the number of houses due to be paying Council Tax, and the Clerk responded that the number will not be known until a final calculation is made. Cllr Mrs Mead said that over the last five years the Band D tax has increased quite considerably and for this reason she would recommend that the precept is not increased. Cllr Mrs Little agreed that an increase was not necessary. Cllr McBride asked if the Government had imposed any cap on local councils and the Clerk said it had not.

Cllr Scott proposed that the Precept stay the same subject to how many houses will be contributing to Council Tax.

Members **RECOMMENDED** to Full Council that the Precept stay at the current level of £517,399 for the 2018/19 financial year. Cllr McBride asked that his abstention be noted due to concerns about the longer-term impact of no increase.

20 STAFF VACANCY

The Clerk reported that a large number of applications had been received and Officers had put together a preliminary shortlist. It would now be for a panel of Councillors to peruse some or all of the applications prior to an agreed shortlist. Members of the panel will be Cllr Ms Bull, Cllr Leverton, Cllr Mrs Little, Cllr Mrs Mead and Cllr Scott and applications will be emailed to them.

The meeting ended at 8.10 pm

Chairman