

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL
ON TUESDAY 7 MARCH 2017
COMMENCING AT 7.45 PM**

Present: Cllr P Scott - Chairman
Cllr Mrs M Mead - Vice-chairman

Cllr M Brennan
Cllr Miss S Coul
Cllr N Leverton
Cllr M McBride

Officer: Ron Spurs - Town Clerk

Apologies: Cllr Mrs D Bulley, Cllr Mrs L Little
Cllr Mrs S Scott-Stovold

33 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

34 MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on 1 November 2016, previously circulated, were confirmed as a true record and signed by the Chairman.

35 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

There were no members of the public present.

36 ANNUAL REVIEW OF POLICIES AND HIRE CHARGES

(a) Standing Orders. Cllr McBride suggested that the section saying that Councillors should stand when they speak at Council meetings - Item 1(j) - be removed as it is outdated. He also suggested that Agendas being distributed electronically should be included.

It was RESOLVED to RECOMMEND to Full Council that these changes be made.

Cllr Miss Coul said that the maximum term of office for a Mayor should be two years, which would bring the Council in line with other local councils, and a limit should also be set for chairs of committees. Cllr Mrs Little had assured the Council that this would be her last year as Mayor and it is prudent to consider the way we elect the Mayor and the term to make us more in line with other local Councils. A lengthy discussion took place. Cllr Scott said that Chairs of committees were elected every year, and that it would be wrong to put a limit on a person's time as Mayor if they had spent time building up their role and contacts within the town. Cllr McBride said that the Abingdon Town Council model, where the longest serving member was offered the opportunity of being Mayor, would be a good one to follow and Cllr Leverton said that rotating people holding these positions would expand the skill set of the Council. Cllr Mrs Mead suggested the term of office for the Mayor should be three years on the basis that the first year would be spent learning the role, followed by two years of doing it and training up a deputy.

A vote was taken and it was RESOLVED to RECOMMEND to Full Council that Councillors should not be eligible to serve for more than three years as Mayor and that chairs of committees be allowed to serve for a maximum of two years.

(b) Code of Conduct. No changes were proposed and it was RESOLVED to RECOMMEND the Code to Council for approval.

(c) Risk Register. It was RESOLVED to RECOMMEND the Register to Council for approval.

(d) Financial Regulations. The Auditor had recommended that the Council adopt the NALC model and a draft of the proposed new Regulations had been circulated to Councillors. The sum that the Clerk could authorise had been raised from £500 to £1,000 and the Clerk confirmed that anything more than £1,000 would be referred to the Urgency Committee. The Clerk said that the signature of two Councillors was required for cheque payments and neither he nor other officers have the power to sign cheques. Cllr McBride proposed that this be included in the Regulations.

It was RESOLVED to RECOMMEND to Full Council that the Regulations be APPROVED

(e) Internal Controls. A few minor changes were made to the Controls, including the addition of a summary of debit card transactions being included under monthly checks and the distribution of a spreadsheet of Petty Cash expenditure on an annual basis. The Committee asked that Petty Cash be circulated quarterly and this amendment will be made.

It was RESOLVED to RECOMMEND to Full Council that the Internal Controls be approved.

(f) Investment Policy. No changes were proposed and it was RESOLVED to RECOMMEND the Policy to Full Council.

(g) Review of Town Hall Hire Charges, ARRG Hire Charges and Burial Fees. It was RESOLVED to RECOMMEND to Full Council that hire charges and burial fees be maintained at the current level in the forthcoming year.

(h) General Power of Competence. The GPC was introduced by the Localism Act 2011 and took effect in February 2012. It gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. It was RESOLVED to RECOMMEND to Full Council that the GPC be adopted.

37 MEMBERS ALLOWANCES REGULATIONS 2003

The Clerk had circulated an extract from Local Authorities (Members Allowances) (England) Regulations 2003 for information. The Auditor had recommended that the process for paying and managing the Mayor's allowance be tightened up and this had been done to his satisfaction.

Cllr Leverton asked whether there was an allowance for the Deputy Mayor and the Clerk said that this could be applied for from the Council. Cllr McBride asked whether the Mayor's allowance had been increased to allow for the deduction of PAYE and the Clerk confirmed that it had.

38 PETTY CASH EXPENDITURE 2016/17

An itemised list of petty cash expenditure had been circulated to Councillors for their information. Cllr Mrs Mead suggested that stamps be purchased in a larger quantity once a month, rather than as and when required. She also suggested that it might be more cost effective to order a larger quantity of tea/coffee/sugar online and if staff want speciality tea etc they should purchase it themselves.

39 ST GEORGE'S DAY DINNER

The Clerk said the St George's Day Dinner would take place on Friday 21 April 2017 and the Events Working Group had requested the sum of £800 to provide entertainment for the event. Several Councillors said they had understood that the event was self-funding and the Clerk explained that money for entertainment was included in the Town Council budget.

The meeting ended at 9.00pm

Chairman