

**CARTERTON TOWN COUNCIL
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 5 MARCH 2019
COMMENCING AT 7.45 PM**

Present: Cllr J Bull - Vice-Chairman
Cllr N Leverton
Cllr M McBride
Cllr M Mead
Cllr D Melvin

Apologies: Cllr S Coul, Cllr C Delaney, Cllr J Hayes, Cllr L Little

In attendance: Cllr D Wesson
One member of the public

Officers: Ron Spurs - Town Clerk

35 DECLARATIONS OF INTEREST

It was noted that potentially all Councillors had an interest in Item 39, Annual Review of Policies and Charges.

36 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 4 December 2018, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

37 ADJOURNMENT FOR MEMBERS OF THE PUBLIC

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

38 BUDGET 2019/2020

The Budget, which had previously been circulated to Members, was noted.

39 ANNUAL REVIEW OF POLICIES AND CHARGES

The Committee RECOMMENDED that the following Policies, previously circulated to Members, be APPROVED by Council, with the exception of Item (h):

- (a) Standing Orders (proposed by Cllr Mead, seconded by Cllr Melvin)
- (b) Code of Conduct (proposed by Cllr Melvin, seconded by Cllr McBride)
- (c) Risk Register. The Clerk said that this was the last year the Risk Register would be presented in this format, as Peninsula HR had been appointed to deal with this in the future. Proposed by Cllr Leverton and seconded by Cllr Melvin.
- (d) Financial Regulations. The Clerk said that it was important for the Council to move towards electronic approval of payments. Proposed by Cllr Leverton and seconded by Cllr Mead.

- (e) Internal Controls (proposed by Cllr Melvin, seconded by Cllr Mead).
- (f) Investment Policy (proposed by Cllr McBride, seconded by Cllr Mead).
- (g) Town Hall Hire Charges, ARRG Hire Charges, Burial Fees and Market Charges. The Town Hall hire charges remain unchanged. One change has been made to the charges for ARRG hire, in that the Football Club will no longer be charged for Matches and instead they will pay for their own Pitch Marking. A small change has been made to Burial fees, in that the charge for purchase of the Exclusive Right of Burial has been rounded up from £216.50 to £217.00. There will be no change to the Market charges, which will remain rent free. Proposed by Cllr Leverton and seconded by Cllr McBride.
- (h) Committee Terms of Reference. The Terms of Reference had not been circulated with the Agenda. One amendment is suggested, which is to include Deputy Chairs to sit on the Urgency Committee. This will need to be discussed with the full Council at its next meeting and the documents will be circulated in due course.

40 STAFF HANDBOOK

The Staff Handbook had been updated and the new draft had been circulated to Members. The Committee RESOLVED to RECOMMEND that Council approve the document (proposed by Cllr Leverton and seconded by Cllr Mead).

41 SALE OF COUNCIL OWNED LAND

A Working Group had been set up to consider applications from residents who wished to purchase small pieces of land owned by the Council. The group had met prior to this meeting to consider the current applications. A full report will be on the Agenda for the next full Council meeting. The Clerk said that a Policy was in place to deal with applications. Cllr Mead suggested updating the Policy to say that applications will go to the next meeting of the Amenities Committee, which would need to be discussed in closed session.

42 COMMUNITY PLAN

There is a drive in West Oxfordshire for towns and parishes to produce Community Plans, which provide an opportunity for the community to state its views and provide information on how people feel about where they live. It should harness everything that is different and unique about the community and its vision for the future.

The Clerk said he had consulted with West Oxfordshire District Council officers, who would provide assistance to the Town Council should a Community Plan be considered. The project would be undertaken by existing staff, with some expenses incurred in relation to meeting organisation and support.

The Committee RESOLVED to RECOMMEND that Council look at taking this project forward.

43 PETTY CASH EXPENDITURE FOR THE PERIOD SEPTEMBER 2019 TO FEBRUARY 2019

Petty Cash expenditure for the period September 2018 to February 2019, previously circulated to Members, was Noted.

44 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.

45 STAFF MATTERS – PAY INCREASE FOR ASSISTANT CLERK DUE TO ACHIEVEMENT OF CILCA QUALIFICATION IN SEPTEMBER 2018

Confidential item.

46 STAFF HANDBOOK

Confidential item.

The meeting ended at 8.45pm.

Chairman