

**CARTERTON TOWN COUNCIL  
MINUTES OF THE  
ADMINISTRATION COMMITTEE MEETING  
HELD VIA ZOOM VIDEO-CONFERENCING  
ON TUESDAY 1 DECEMBER 2020  
COMMENCING AT 6.00 PM**

Present: Cllr J Bull Chairman  
Cllr C Cook Vice-Chairman

Cllr R Crapper  
Cllr M Crossland  
Cllr C James  
Cllr N Leverton  
Cllr M McBride  
Cllr D Wesson

Apologies: Cllr J Sangster

Officers: Ron Spurs - Town Clerk  
Katie Zasada - Admin

**5 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on 3 March 2020, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman with one amendment - Cllr Crapper asked that his attendance at the meeting was recorded.

**7 ADJOURNMENT FOR MEMBERS OF THE PUBLIC**

There were no members of the public present.

**8 PAST MAYOR'S BADGES**

The Clerk outlined the background to past Mayor's receiving badges recognising their service to the Council in that role. The Clerk stated that the Council needed to consider purchasing some additional badges as the stock was reducing. He pointed out that the cost of each badge was £230 and in these difficult and challenging times this was very expensive.

After a discussion it was agreed that a small working group would be set up to look at the issue and with the help of staff look at alternatives that represented better value.

**9 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND PROCUREMENT POLICY**

Each document was examined page by page and the following recommendations were made:

## Financial Regulations

Additional regulation relating to authorisation of payments:

“The Chairman of the Council, Chairman and Deputy Chairman of the Administration Committee are given the opportunity to examine all invoices for payment prior to the list being circulated to Councillors with the Agenda for Approval at each Council meeting”.

The purpose of this was to enable the Councillors to discuss any unusual payments with the Clerk.

Cllr Bull raised the point that Cllr Handley had raised two issues with her relating to this agenda item. He queried the wording in Standing Orders relating to Councillors making comments to the press. The Committee looked at the paragraph in great detail and decided not to recommend any changes. Cllr Handley’s second point related to the authority level for the Clerk to approve contracts. All three documents were examined and the Committee was of the view that the current processes were correct.

### 10 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.

Confidential items follow.

### 11 REVIEW OF STAFF PAY - CHANGES OF ROLES AND RESPONSIBILITIES – REPORT OF TOWN CLERK

Confidential item.

The meeting ended at 7.10pm

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Chairman