

# Carterton Town Council

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31<sup>st</sup> August 2023

**Chair:** Vacant  
**Vice Chair:** Cllr Melvin  
**Members:** Cllr Croft, Cllr Guest, Cllr Leverton, Cllr McBride, Cllr Mead,  
Cllr Tarpey. Ex officio Members: Cllr Godwin, Cllr L Wood.

You are hereby summoned to attend an ORDINARY meeting of the **ADMINISTRATION COMMITTEE** on **Tuesday 5<sup>th</sup> September 2023 at 6.00pm** in the Town Hall.

We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat Members, Officers, members of the public, representatives of partner organisations and volunteers with civility and respect at all times.

Samantha Haywood  
Locum Town Clerk

## AGENDA

### 1. ELECTION OF CHAIR / VICE-CHAIR

MOTION: Committee to note the resignation of Cllr Godfrey and to elect a new Chair, and Vice-Chair if applicable.

### 2. APOLOGIES

MOTION: Committee to receive apologies and approve reasons for absence.

### 3. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interest as required.

### 4. MINUTES OF THE PREVIOUS MEETING

MOTION: Committee to approve and sign the minutes of the Administration Committee meeting held on 07.06.23.

### 5. PUBLIC PARTICIPATION

Members of the public are invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation in accordance with Standing Orders 3.e) and f) shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.

**6. HR SOFTWARE**

MOTION: Committee to consider and decide upon quotes received for HR software and support, and to make a recommendation to Full Council.

**7. FINANCE & ACCOUNTS**

MOTION: Committee to note income received.

MOTION: Committee to note regular direct debit/standing order payments made.

MOTION: Committee to note card expenditure made.

MOTION: Committee to note financial statements – budget to date/income & expenditure, bank reconciliations, balance sheet, trial balance.

MOTION: Committee to consider and approve invoices for payment.

**8. PUBLICATION OF DRAFT MINUTES**

MOTION: Committee to note publishing of minutes requirements and to consider and approve the publication of draft minutes within 30 days of a meeting.

**9. PLAY PARK REPAIRS**

MOTION: Committee to consider and decide upon quotes received to repair Alvescot Road Play Park surface beneath the swings.

MOTION: Committee to consider and decide upon quotes received to repair Empire Drive Play Park cracked path.

**10. SQUASH CLUB REPAIRS**

MOTION: Committee to consider and decide upon quotes received to repair doors/windows at the Squash Club as recommended in the quinquennial report.

**11. WILLOW MEADOWS BOARDWALK**

MOTION: Committee to consider and decide upon quotes received to repair the broken boardwalk.

**12. EXCLUSION OF PRESS AND PUBLIC**

MOTION: As per Standing Order 10.a.xxii. Committee to consider and agree to close the meeting to the public for the following three agenda items due their confidential nature.

**13. TOWN CLERK RECRUITMENT**

MOTION: Committee to receive an update on the Clerk recruitment, and to consider recommendations made in a report received from the Locum Clerk.

**14. OFFICER SALARY INCREASE**

MOTION: Committee to note an annual salary increase awarded to an Officer as per their employment contract.

**15. STAFFING REVIEW**

MOTION: Committee to consider and decide upon when to start the staffing review.

**16. DATE OF NEXT MEETING**

MOTION: Committee to consider and decide upon the date of the next meeting.

*Note: Any heading underlined is clickable and will take you to the relevant supporting information.*

## MEMBERS OF THE PRESS AND PUBLIC WELCOME

### SUPPORTING INFORMATION

#### **AGENDA ITEM 4 – MINUTES OF THE PREVIOUS MEETING**

Draft minutes are available at <https://www.carterton-tc.gov.uk/about-your-council/council-meetings/administration-committee/>

#### **AGENDA ITEM 6 – HR SOFTWARE**

Council currently has a HR support contract with Peninsula which expires in September. Notice has been given.

Council have been trialling a free 6-month Worknest HR software and support which is due to expire on 26<sup>th</sup> September.

Three quotes have been requested which includes HR recording software and HR legal support / advice line:

1) Worknest

<b>Fee Summary</b> <b>60-month Support Agreement</b>	
<b>Carterton TC - Employment Law/HR Support and Compliance</b> <small>An option to execute a General Opt Out is available at 12 months. exclusive of VAT</small>	£1,889 per annum
<b>HR Software</b>	
<b>Core HR Software Subscription</b> <small>Normal cost of subscription: £194</small>	£0 per annum
<b>Other</b>	
<b>Legal Expenses Insurance Administration Fee</b> <small>Based on 7 employees, exclusive of VAT</small>	£55.00 per annum
<b>Legal Expenses Insurance (employment claims) optional</b> <small>inclusive of Insurance Premium Tax</small>	£16.25 per person per annum (min. charge £100 per annum)
<b>LearningNest Core - 10 Users</b> <small>exclusive of VAT FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at <a href="mailto:elearning@worknest.com">elearning@worknest.com</a> no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.</small>	FREE for the first 12 months then £436 per annum

2) Peninsula – £2,265.96.

3) Bright HR - £awaiting quote

Committee to consider the quotes received and to make a recommendation to Full Council for the HR software and support provider.

It should be noted that none of the above are local government specific companies so may not be aware of local government rules. I would recommend that where local government specific

support is needed that Council check that the company have extensive local government knowledge, or a local government specific company is used, for example, Statement of Terms and Conditions of Employment for Officers where rules can differ such as the Green Book, NJC pay scales, continued service, pension etc.

Locum Clerk

## **AGENDA ITEM 7 – FINANCE & ACCOUNTS**

### Income received:

Date	Name	Total		Details
27/07/2023	CVS UK Ltd	183.40		Vet Surgery electricity
21/07/2023	CEC Ltd – Co-operative Funeral Care	32.00		Burial fee – Ashes A69
24/07/2023	Savings Account	40,000.00		Internal transfer
08/07/2023	E Taylor & Son	112.00	56.00	Burial fee – Grave N163
			56.00	Burial fee – Ashes A91
31/07/2023	Peter Smith & Son	207.00	56.00	Burial fee – Grave N172
			151.00	Burial fee – Ashes A108
01/08/2023	Carterton Squash Club	260.00		Rent
01/08/2023	Fitfigures	741.67		Rent
04/08/2023	CEC Ltd – Co-operative Funeral Care	151.00		Burial fee – Ashes A109
	Total	41,687.07		

### Regular direct debit/standing order payments made:

Date	Name	Total £	Details	Power to Spend
28.06.23	Castle Water	129.54	Water	LG Act 1972 s133
30.06.23	Unity Trust Bank	48.30	Service charges - Current Account 1	LG Act 1972 s133
30.06.23	Unity Trust Bank	18.00	Service charge – Current Account 2	LG Act 1972 s133
30.06.23	Unity Trust Bank	0.90	Manual credit-handling charge	LG Act 1972 s133
06.07.23	British Telecom	293.12	Telephone	LG Act 1972 s133
12.07.23	Paypal	19.97	Monthly subscription for Adobe	LG Act 1972 s133
12.07.23	Paypal	10.99	Monthly subscription for Canva	LG Act 1972 s133
17.07.23	British Gas	198.96	Gas	LG Act 1972 s133
18.07.23	HM Land Registry	3.00	Land registry search fee	Open Spaces Act 1906 ss9&10
19.07.23	Peninsula	188.83	H&S services	LG Act 1972 s133
21.07.23	Total Energies GP	339.60	Town Hall gas usage – Apr-Jun	LG Act 1972 s133
25.07.23	Peninsula	179.16	HR Services	LG Act 1972 s112
25.07.23	Total Energies GP	432.77	Town Hall electric Jun 23	LG Act 1972 s133
25.07.23	HM Land Registry	9.00	Land registry search fee x 3	Open Spaces Act 1906 ss9&10
28.07.23	Castle Water	129.54	Water	LG Act 1972 s133

07.08.23	British Telecom	296.94	Telephone	LG Act 1972 s133
10.08.23	Paypal	10.99	Monthly subscription for Adobe	LG Act 1972 s133
11.08.23	Paypal	19.97	Monthly subscription for Canva	LG Act 1972 s133
15.08.23	EDF Energy	462.53	Electricity usage – unmetered supply to Swinbrook Road May – Jul 23	LG Act 1972 s133
17.08.23	British Gas	43.65	Gas	LG Act 1972 s133
22.08.23	Peninsula	188.83	H&S services	LG Act 1972 s133
23.08.23	Peninsula	179.16	HR Services	LG Act 1972 s112

Card expenditure made:

Date	Name	Total £	Details	Power to Spend
24.06.23	Carlton Cobblers	8.00	Key cutting	LG Act 1972 s133
26.06.23	The Bread Bin	24.00	Lunch – Cllr training	LG Act 1972 s112
28.06.23	Morrisons	9.60	Refreshments – Cllr training	LG Act 1972 s112
28.06.23	Morrisons	2.00	Cleaning products	LG Act 1972 s133
28.06.23	Morrisons	7.99	Office sundries	LG Act 1972 s112
28.06.23	Morrisons	0.95	Gazette for archive work	
03.07.23	Morrisons	3.25	Cleaning products	LG Act 1972 s133
05.07.23	Morrisons	11.48	Cleaning products	LG Act 1972 s133
05.07.23	Morrisons	1.45	Milk	LG Act 1972 s112
05.07.23	Morrisons	0.95	Gazette for archive work	
24.07.23	Morrisons	4.29	Cleaning products	LG Act 1972 s133
24.07.23	Morrisons	1.45	Milk	LG Act 1972 s112
26.07.23	Morrisons	11.89	Refreshments – Meet Your Councillor	
04.08.23	Morrisons	0.95	Gazette for archive work	
04.08.23	Morrisons	13.00	Cleaning products	LG Act 1972 s133

Financial statements

Income & expenditure, with budget

09/08/2023

**Carterton Town Council Current Year**

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**Detailed Income & Expenditure by Budget Heading 31/07/2023**

**Month No: 4**

**July 23**

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
	<u>101 Central Costs</u>							
	4000 Salaries	12,317	52,184	223,170	170,986		170,986	
	23.4%							
	4001 Agency/Temp staff	3,500	3,500	0	(3,500)		(3,500)	
	0.0%							
	4002 Recruitment Costs	647	647	0	(647)		(647)	
	0.0%							
	4003 Travel & Subsistence	59	245	1,000	755		755	
	24.5%							
	4005 Office Supplies	124	1,908	5,000	3,092		3,092	
	38.2%							
	4010 Insurance	18,961	18,961	20,000	1,039		1,039	
	94.8%							
	4015 Training	0	891	3,000	2,109		2,109	
	29.7%							
	4025 Audit	0	0	2,800	2,800		2,800	
	0.0%							
	4026 Subscriptions and Publications	123	2,819	4,000	1,181		1,181	
	70.5%							
	4027 Telephones/Mobile/Internet	247	980	2,600	1,620		1,620	
	37.7%							
	4028 IT Costs	1,226	3,241	5,500	2,259		2,259	
	58.9%							
	4032 Bank Charges	0	85	500	415		415	
	17.0%							
	4035 Professional Fees	0	0	6,000	6,000		6,000	
	0.0%							
	4036 Accountancy and Corporate Gov.	503	1,485	8,500	7,015		7,015	
	17.5%							
	4041 HR/ Health and Safety	468	1,238	3,600	2,362		2,362	
	34.4%							
	Central Costs :- Indirect Expenditure	<b>38,175</b>	<b>88,185</b>	<b>285,670</b>	<b>197,485</b>	<b>0</b>	<b>197,485</b>	
		<b>30.9%</b>	<b>0</b>					
	<b>Net Expenditure</b>	<b>(38,175)</b>	<b>(88,185)</b>	<b>(285,670)</b>	<b>(197,485)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>104 Community Safety</u>							
4160 Community Safety 0.0%	0	0	19,624	19,624		19,624	
Community Safety :- Indirect Expenditure 0.0%	0 0	0	19,624	19,624	0	19,624	
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(19,624)</b>	<b>(19,624)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>115 Civic and Democratic</u>							
4030 Elections and Meetings 0.0%	0	0	10,000	10,000		10,000	
4050 Mayor's Allowance 0.0%	0	0	3,555	3,555		3,555	
4055 Civic Regalia 7.0%	0	35	500	465		465	
4056 Civic Expenses 0.0%	0	0	1,000	1,000		1,000	
Civic and Democratic :- Indirect Expenditure 0.2%	<b>0</b> <b>0</b>	<b>35</b>	<b>15,055</b>	<b>15,020</b>	<b>0</b>	<b>15,020</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(35)</b>	<b>(15,055)</b>	<b>(15,020)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>120 Grants and Donations</u>							
4040 Grants Awarded 8.3%	0	3,750	45,000	41,250		41,250	
4430 CCTV 50.0%	0	5,000	10,000	5,000		5,000	
Grants and Donations :- Indirect Expenditure 15.9%	<b>0</b>	<b>8,750</b>	<b>55,000</b>	<b>46,250</b>	<b>0</b>	<b>46,250</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(8,750)</b>	<b>(55,000)</b>	<b>(46,250)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
	<u>150 Other Costs and Income</u>							
	1076 Precept 50.0%	0	216,440	432,880	216,441			
	1090 Interest Received 174.7%	0	3,493	2,000	(1,493)			
	Other Costs and Income :- Income 50.6%	<b>0</b>	<b>219,933</b>	<b>434,880</b>	<b>214,947</b>			
	<b>Net Income</b>	<b>0</b>	<b>219,933</b>	<b>434,880</b>	<b>214,947</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<b>170 Capital</b>							
1096 Donations 0.0%	0	680	0	(680)			
1301 S106 Grants Received 0.0%	0	0	6,147	6,147			
	<b>Capital :- Income</b>	<b>0</b>	<b>680</b>	<b>6,147</b>	<b>5,467</b>		
	<b>11.1%</b>	<b>0</b>					
4090 Furniture and Equipment 0.0%	0	0	1,500	1,500		1,500	
4800 ARRG Pavilion 0.0%	0	0	10,570	10,570		10,570	
4809 Computer Equipment 0.0%	0	0	500	500		500	
4813 Town Hall CCTV 0.0%	0	0	400	400		400	
4817 Civic Regalia 0.0%	0	617	0	(617)		(617)	
	<b>Capital :- Indirect Expenditure</b>	<b>0</b>	<b>617</b>	<b>12,970</b>	<b>12,353</b>	<b>0</b>	<b>12,353</b>
	<b>4.8%</b>	<b>0</b>					
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>63</b>	<b>(6,823)</b>	<b>(6,886)</b>		

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>202 Town Hall</u>								
1100	Hire income	0	0	100	100			
	0.0%							
	Town Hall :- Income	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>			
	0.0%	<b>0</b>						
4102	Water Charges	0	457	800	343		343	
	57.1%							
4105	Gas and Electric	736	2,564	9,000	6,436		6,436	
	28.5%							
4110	Repairs & Maintenance	1,538	2,571	20,000	17,429		17,429	
	12.9%							
4120	Cleaning and Waste Removal	25	586	3,000	2,414		2,414	
	19.5%							
	Town Hall :- Indirect Expenditure	<b>2,299</b>	<b>6,178</b>	<b>32,800</b>	<b>26,622</b>	<b>0</b>	<b>26,622</b>	
	18.8%	<b>0</b>						
	<b>Net Income over Expenditure</b>	<b>(2,299)</b>	<b>(6,178)</b>	<b>(32,700)</b>	<b>(26,522)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>210 Properties</u>								
1205	Squash Club Income	260	1,040	3,120	2,080			
33.3%								
1210	Vets Surgery Income	183	3,683	14,000	10,317			
26.3%								
1230	Streatfield House Income	1,658	6,633	20,600	13,967			
32.2%								
	Properties :- Income	<b>2,102</b>	<b>11,357</b>	<b>37,720</b>	<b>26,363</b>			
	<b>30.1%</b>	<b>0</b>						
4200	Community Centre	0	180	2,440	2,260		2,260	
7.4%								
4205	Vets Surgery	0	0	500	500		500	
0.0%								
4210	Allandale	0	261	6,865	6,604		6,604	
3.8%								
4215	Squash Club	0	260	7,690	7,430		7,430	
3.4%								
4216	Scout Building	0	85	4,420	4,335		4,335	
1.9%								
4225	Marigold Square	0	0	500	500		500	
0.0%								
4230	Streatfield House	1,071	1,209	6,245	5,037		5,037	
19.4%								
	Properties :- Indirect Expenditure	<b>1,071</b>	<b>1,994</b>	<b>28,660</b>	<b>26,666</b>	<b>0</b>	<b>26,666</b>	
	<b>7.0%</b>	<b>0</b>						
	<b>Net Income over Expenditure</b>	<b>1,031</b>	<b>9,363</b>	<b>9,060</b>	<b>(303)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>215 Recreation and Open Spaces</u>								
1250	Wayleaves and Easements	0	14	50	36			
27.1%								
	Recreation and Open Spaces :- Income	<b>0</b>	<b>14</b>	<b>50</b>	<b>36</b>			
		<b>0</b>						
		<b>27.1%</b>						
4220	Allotments	151	1,654	4,000	2,346		2,346	
41.3%								
4300	The Dell	0	665	20,000	19,335		19,335	
3.3%								
4305	Repairs & Maint Play Equipment	3,262	7,650	25,000	17,350		17,350	
30.6%								
4307	ARRG Water	0	0	300	300		300	
0.0%								
4308	ARRG Electricity	231	337	1,200	863		863	
28.1%								
4309	ARRG Pavilion	0	4,955	5,000	45		45	
99.1%								
4312	Willow Meadows	0	0	25,000	25,000		25,000	
0.0%								
4313	St John Garden	0	990	0	(990)		(990)	
0.0%								
4410	Tree Works	1,500	5,810	19,000	13,190		13,190	
30.6%								
	Recreation and Open Spaces :- Indirect	<b>5,145</b>	<b>22,061</b>	<b>99,500</b>	<b>77,439</b>	<b>0</b>	<b>77,439</b>	
		<b>0</b>						
		<b>22.2%</b>						
	Expenditure							
	<b>Net Income over Expenditure</b>	<b>(5,145)</b>	<b>(22,047)</b>	<b>(99,450)</b>	<b>(77,403)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>220 Town Maintenance</u>							
4400 Litter & Dog Bins (Lot 2) 23.8%	0	5,139	21,580	16,441		16,441	
4401 General Maintenance 26.6%	273	3,995	15,000	11,005		11,005	
4403 Baldwin Mews Electricity 21.2%	0	425	2,000	1,575		1,575	
4405 Hedges & Paths (Lot 3) 26.4%	863	4,314	16,350	12,036		12,036	
4415 Flowers (Lot 4) 46.1%	1,155	5,777	12,535	6,758		6,758	
4425 Grass Cutting (Lot 1) 35.7%	0	8,355	23,400	15,045		15,045	
Town Maintenance :- Indirect Expenditure 30.8%	<b>2,291</b> <b>0</b>	<b>28,005</b>	<b>90,865</b>	<b>62,860</b>	<b>0</b>	<b>62,860</b>	
<b>Net Expenditure</b>	<b>(2,291)</b>	<b>(28,005)</b>	<b>(90,865)</b>	<b>(62,860)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent		Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>225 Cemetery</u>								
1600	Burial Fees	724	2,819	5,000	2,181			
56.4%								
	Cemetery :- Income	<b>724</b>	<b>2,819</b>	<b>5,000</b>	<b>2,181</b>			
		<b>0</b>						
4600	Cemetery Repairs & Maintenance	0	896	2,000	1,104		1,104	
44.8%								
4605	Cemetery Grass Cutting/Hedges	0	1,500	5,995	4,495		4,495	
25.0%								
	Cemetery :- Indirect Expenditure	<b>0</b>	<b>2,396</b>	<b>7,995</b>	<b>5,599</b>	<b>0</b>	<b>5,599</b>	
		<b>0</b>						
	<b>Net Income over Expenditure</b>	<b>724</b>	<b>423</b>	<b>(2,995)</b>	<b>(3,418)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2023

Month No: 4

July 23

Spent	Actual Transfer Current Mth to/from EMR	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%
<u>301 Communication and Events</u>							
1305 Christmas Lights Income 0.0%	0	0	200	200			
Communication and Events :- Income 0.0%	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>			
4315 Events 24.0%	0	2,403	10,000	7,597		7,597	
4350 PR/Advertising (inc Crier) 25.0%	0	5,000	20,000	15,000		15,000	
Communication and Events :- Indirect Expenditure 24.7%	<b>0</b>	<b>7,403</b>	<b>30,000</b>	<b>22,597</b>	<b>0</b>	<b>22,597</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(7,403)</b>	<b>(29,800)</b>	<b>(22,397)</b>			
Grand Totals:- Income	<b>2,826</b>	<b>234,802</b>	<b>484,097</b>	<b>249,295</b>			<b>48.5%</b>
Expenditure 24.4%	<b>48,981</b>	<b>165,623</b>	<b>678,139</b>	<b>512,516</b>	<b>0</b>	<b>512,516</b>	
<b>Net Income over Expenditure</b>	<b>(46,155)</b>	<b>69,179</b>	<b>(194,042)</b>	<b>(263,221)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(46,155)</b>	<b>69,179</b>					

Bank reconciliation:

**Carterton Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 July 2023**

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/07/2023	Current Account	50,213.32
2	31/07/2023	Wages Account	12,268.53
4	31/07/2023	Savings Account	554,252.11
			<b>616,733.96</b>
<u>Other Cash &amp; Bank Balances</u>			
		Nat West Account	0.00
		Opening Bank Balances	0.00
		Petty Cash	7.67
		Santander Account	0.00
		WODC Account	0.00
			<b>7.67</b>
			<b>616,741.63</b>
<u>Receipts not on Bank Statement</u>			
0	31/07/2023	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			
<b>616,741.63</b>			
<u>All Cash &amp; Bank Accounts</u>			
1		Current A/c	50,213.32
2		Wages Account	12,268.53
3		Business Account	0.00
4		Savings Account	554,252.11
		Other Cash & Bank Balances	7.67
		<b>Total Cash &amp; Bank Balances</b>	<b>616,741.63</b>

## Balance Sheet

09/08/2023

Carterton Town Council Current Year

Page 1

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### Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	6,102	
105	VAT Control A/c	3,136	
110	Prepayments	990	
201	Current A/c	50,213	
202	Wages Account	12,269	
204	Savings Account	554,252	
220	Petty Cash	8	
	<b>Total Current Assets</b>		<b>626,970</b>
	<u>Current Liabilities</u>		
501	Creditors	77,801	
510	Accruals	1,365	
530	Mayor's Charity	1,794	
540	Lloyds Credit Card	(69)	
550	Retentions	3,998	
560	Receipts in Advance	3,500	
	<b>Total Current Liabilities</b>		<b>88,388</b>
	<b>Net Current Assets</b>		<b>538,581</b>
	<b>Total Assets less Current Liabilities</b>		<b>538,581</b>
	<u>Represented by :-</u>		
301	Current Year Fund	69,179	
310	General Reserves	220,660	
322	Cemetery Reserve	60,000	
324	Tree Initiative Reserve	7,586	
327	Repatriation Reserve	17,402	
331	Fitness Trail Reserve	10,000	
332	Christmas Lights Reserve	6,530	
337	Recreation/Open Spaces Reserve	38,437	
340	Play Areas Reserve	108,788	
	<b>Total Equity</b>		<b>538,581</b>

## Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	100	Debtors	6,101.72	
	105	VAT Control A/c	3,136.22	
	110	Prepayments	990.00	
	201	Current A/c	50,213.32	
	202	Wages Account	12,268.53	
	204	Savings Account	554,252.11	
	220	Petty Cash	7.67	
	310	General Reserves		220,659.56
	322	Cemetery Reserve		60,000.00
	324	Tree Initiative Reserve		7,586.44
	327	Repatriation Reserve		17,402.00
	331	Fitness Trail Reserve		10,000.00
	332	Christmas Lights Reserve		6,529.58
	337	Recreation/Open Spaces Reserve		38,437.28
	340	Play Areas Reserve		108,787.58
	501	Creditors	77,800.65	
	510	Accruals	1,365.00	
	530	Mayor's Charity		1,793.61
	540	Lloyds Credit Card	68.68	
	550	Retentions		3,997.75
	560	Receipts in Advance		3,500.00
	<b>Total :-</b>	<b>Balance Sheet &amp; Non Centre A/cs</b>	<b>627,038.25</b>	
			<b>557,859.45</b>	
101 Central Costs	4000	Salaries	52,183.70	
	4001	Agency/Temp staff	3,500.00	
	4002	Recruitment Costs	647.00	
	4003	Travel & Subsistence	245.00	
	4005	Office Supplies	1,907.79	
	4010	Insurance	18,961.26	
	4015	Training	890.80	
	4026	Subscriptions and Publications	2,819.26	
	4027	Telephones/Mobile/Internet	980.39	
	4028	IT Costs	3,240.82	
	4032	Bank Charges	85.05	
	4036	Accountancy and Corporate Gov.	1,485.35	
	4041	HR/ Health and Safety	1,238.12	
	<b>Total :-</b>	<b>101 Central Costs</b>	<b>88,184.54</b>	<b>0.00</b>
115 Civic and Democratic	4055	Civic Regalia	35.00	
	<b>Total :-</b>	<b>115 Civic and Democratic</b>	<b>35.00</b>	<b>0.00</b>
120 Grants and Donations	4040	Grants Awarded	3,750.00	
	4430	CCTV	5,000.00	
	<b>Total :-</b>	<b>120 Grants and Donations</b>	<b>8,750.00</b>	<b>0.00</b>
150 Other Costs and Income	1076	Precept		216,439.50
	1090	Interest Received		3,493.37
	<b>Total :-</b>	<b>150 Other Costs and Income</b>	<b>0.00</b>	
			<b>219,932.87</b>	
170 Capital	1096	Donations		679.63
	4817	Civic Regalia	617.00	
	<b>Total :-</b>	<b>170 Capital</b>	<b>617.00</b>	<b>679.63</b>
202 Town Hall	4102	Water Charges	456.94	

Continued over page

## Trial Balance for Month No: 4

## Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	4105	Gas and Electric	2,564.32	
	4110	Repairs & Maintenance	2,570.96	
	4120	Cleaning and Waste Removal	585.97	
	Total :-	202 Town Hall	<b>6,178.19</b>	<b>0.00</b>
210 Properties	1205	Squash Club Income		1,040.00
	1210	Vets Surgery Income		3,683.40
	1230	Streatfield House Income		6,633.36
	4200	Community Centre	180.00	
	4210	Allandale	260.60	
	4215	Squash Club	260.00	
	4216	Scout Building	85.00	
	4230	Streatfield House	1,208.50	
	Total :-	210 Properties	<b>1,994.10</b>	
			<b>11,356.76</b>	
215 Recreation and Open Spaces	1250	Wayleaves and Easements		13.54
	4220	Allotments	1,653.81	
	4300	The Dell	665.00	
	4305	Repairs & Maint Play Equipment	7,649.52	
	4308	ARRG Electricity	336.95	
	4309	ARRG Pavilion	4,955.24	
	4313	St John Garden	990.00	
	4410	Tree Works	5,810.00	
	Total :-	215 Recreation and Open Spaces	<b>22,060.52</b>	<b>13.54</b>
220 Town Maintenance	4400	Litter & Dog Bins (Lot 2)	5,139.12	
	4401	General Maintenance	3,995.23	
	4403	Baldwin Mews Electricity	424.55	
	4405	Hedges & Paths (Lot 3)	4,313.75	
	4415	Flowers (Lot 4)	5,777.15	
	4425	Grass Cutting (Lot 1)	8,355.00	
	Total :-	220 Town Maintenance	<b>28,004.80</b>	<b>0.00</b>
225 Cemetery	1600	Burial Fees		2,819.00
	4600	Cemetery Repairs & Maintenance	896.00	
	4605	Cemetery Grass Cutting/Hedges	1,500.00	
	Total :-	225 Cemetery	<b>2,396.00</b>	<b>2,819.00</b>
301 Communication and Events	4315	Events	2,402.85	
	4350	PR/Advertising (inc Crier)	5,000.00	
	Total :-	301 Communication and Events	<b>7,402.85</b>	<b>0.00</b>
		<b>Trial Balance Total :</b>	<b>792,661.25</b>	
			<b>792,661.25</b>	
		<b>Difference :</b>		<b>0.00</b>

Invoices for payment approval:

Payee	Ref	£	Details	Power to Spend
Peninsula	DDR3 199	188.83	Employment services	LG Act 1972 s112
Total Gas & Power	DDR4 154	339.60	Town Hall gas 31/03/2023	LG Act 1972 s133
LGRC Associates Ltd	194	4,200.00	Locum Town Clerk deposit	LG Act 1972 s112
Wages Account	Tfr	10,000.00	Transfer for salaries	LG Act 1972 s112
Peninsula	DDR4 200	179.16	BusinessSafe	LG Act 1972 s133
Total Gas & Power	DDR5 155	432.77	Town Hall electricity	LG Act 1972 s133
Land Registry	DDR5 213	9.00	Land search fees	PHA 1875 s164. OS Act 1906 ss9&10
British Telecom	DDR1 184	296.94	Town Hall telephone	LG Act 1972 s133
Paypal	DDR2 216	10.99	CANVA subscription	LG Act 1972 s142
Altdigital Networks Ltd	169	294.58	Office 365	LG Act 1972 s133
Altdigital Networks Ltd	170	162.00	IT support	LG Act 1972 s133
Altdigital Networks Ltd	171	74.70	Copier charges – MPC307SPF	LG Act 1972 s133
Altdigital Networks Ltd	172	73.54	Copier charges – IMC3500	LG Act 1972 s133
Altdigital Networks Ltd	173	67.78	Copier charges – MPC307SPF	LG Act 1972 s133
Amazon Payments	174	12.99	Strimmer line	PHA 1875 s164. OS Act 1906 ss9&10
Aston & James Office Supplies	175	212.29	Wireless keyboard/mouse x 2	LG Act 1972 s133
Azura	176	516.00	EICR for Streatfield House	LG Act 1972 s123
Azura	177	114.00	6 monthly Fire Alarm/Emergency Lighting service – Town Hall	LG Act 1972 s133
Azura	178	1,236.00	Town Hall fire alarm repairs and fit magnetic door closers	LG Act 1972 s133
Azura	179	142.80	Town Hall Alarm repairs	LG Act 1972 s133
Bampton Legal	Inv 230347	768.00	Legal fees – Fitfigures lease	LG Act 1972 s123
BL Convey Ltd	180	768.00	Fitfigures lease legal fees	LG Act 1972 s123
BEWD Solutions	181	146.00	Website hosting (quarterly)	LG Act 1972 s142
Churches Fire Security Ltd	185	353.04	Fire equipment annual inspection	LG Act 1972 s133
DCK Payroll Solutions	186	78.96	Payroll fees – July 2023	LG Act 1972 s112
DCK Accounting Solutions	187	524.40	Accounts – July 2023	LG Act 1972 s133
GB Sports & Leisure UK Ltd	189	3,173.58	Play equipment repairs	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
HMRC	190	2,248.41	PAYE/NI – July 2023	LG Act 1972 s112
Staff		13,333.00	Salaries	LG Act 1972 s112
ICCM	191	95.00	Membership fee 2023/2024 – Institute of Cemetery & Crematoria Management	LG Act 1972 s214(6)
James Hallam Ltd	192	437.69	Sickness/Travel insurance 2023/2024	LG Act 1972 s133
James Hallam Ltd	193	18,523.57	Insurance 2023/2024	LG Act 1972 s133
LGRC Associates Ltd	195	2,834.25	Locum Town Clerk – July 2023	LG Act 1972 s112
McCracken & Son	196	5,126.40	Grass cuts x2 (Empire Dr/Cemetery), tidy work at 65 Richens Dr	LG Act 1972 s214(6)
NALC	197	360.00	Clerk recruitment advert	LG Act 1972 s112
Oxfordshire County Council Pensions	198	2,566.89	Pensions – July 2023	LG Act 1972 s112
Qik Group	201	90.72	Chemical toilet – Kilkenny Allotments	Smallholdings & Allotments Act 1908 s23,26&42
Qik Group	202	90.72	Chemical toilet – Elmhurst	Smallholdings &

			Allotments	Allotments Act 1908 s23,26&42
RBS Software Solutions	203	840.00	Omega Support – 2023/2024	LG Act 1972 s133
SLCC Enterprises	204	416.40	Clerk recruitment advert	LG Act 1972 s112
Ubico	206	164.74	Playground inspections – June 2023	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
Ubico	207	300.00	Bench installation – Sensory Garden	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
S J Wells	208	25.00	Town Hall window cleaning	LG Act 1972 s133
West Oxfordshire District Council	209	2,421.82	Grass cutting – August 2023	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
West Oxfordshire District Council	210	576.58	Playground inspections – June 2023	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
West Oxon Community Transport	211	3,750.00	Connector Bus 2023/2024 Q2	LG and RA Act 1997 s26
Town & Country Trees Ltd	Inv 8270	780.00	Tree works – maple tree Edgeworth Drive	OS Act 1906 ss9&10. LG (Misc. Prov.) Act 1976 s19
Total		77,938.68		

## **AGENDA ITEM 8 – PUBLICATION OF MINUTES**

Last meeting, the Clerk was actioned to ascertain the rules on publishing minutes. There are no rules on a publishing date for a Town Council with turnover over £25k. Councils with a turnover of below £25k is 30 days. The Freedom of Information advises in general to publish draft minutes within 10 days. My view is that draft minutes should be published within 30 days but sooner where possible. 10 days is not suitable for a Town Council as there could be Officer absence or time needed to check recordings etc to ensure accuracy.

Locum Clerk

## **AGENDA ITEM 9 – PLAY PARK REPAIRS**

### **Alvescot Road Recreation Ground Play Park**

There are currently worn areas under the swings which need to be repaired. As Council may be looking to refurbish play parks in the future, Committee to consider the best value repair at this time.



Committee have a £10k delegated power to spend on urgent works. Works could be taken from the following budgets:

- Play Park Repairs & Maintenance - £17,350 remaining
- Community Safety - £19,624 remaining
- General Maintenance - £11,005 remaining

Quotes received:

1. Sovereign Play Ltd – replace surface - £ quote awaited.
2. RTC Safety Surfaces Ltd – replace surface – circa £2,186.
3. Soft Surfaces Ltd – repair kit – from £24.00 per kit, plus circa £20 p&p. Plus cost of maintenance person to carry out the works.
4. McCracken & Sons Ltd - £875 + VAT.

Quote details:

1) Sovereign Play

Email received:

*I have referred to our National Installations Manager for his advice on whether we would quote to repair or replace.*

*His advice would be to quote for the removal and relaying. This is due to surface being subject to previous band edge repairs, the surface is past it's best. Further localised repairs would not guarantee and are likely to fail within a short period of time.*

*I will now pass this over to the quotes department to provide a quotation for the replacement of the surfacing. As soon as I have the quote back, I will forward over to you.*

2) RTC Safety Surfaces Ltd



RTC Safety Surfaces Ltd  
Woodland House  
Chestnut Business Park  
Smallshaw Lane  
Burnley  
Lancashire BB11 5SQ

Tel:-01282 414131  
Fax:-01282 414133

E-mail:- [Jamie@rtcsafety.co.uk](mailto:Jamie@rtcsafety.co.uk)  
Web:- [www.rtcsafety.co.uk](http://www.rtcsafety.co.uk)

**ESTIMATE: 2308320**

<b>To:</b>	Carterton Town Council	<b>From:</b>	Jamie Southern
<b>Attention:</b>	Lyndy Dennis	<b>Date:</b>	25/08/2023
<b>Tel:</b>	0193 842 156	<b>Pages:</b>	1
<b>E-mail:</b>	LDennis@carterton-tc.gov.uk		

**Site:** Alvescot Road Recreation Ground, Alvescot Road OX18 3JL  
**Access:** Assuming Good Access - Please Note Bad Access Could Incur Extra Costs  
**Baseworks:** Not Specified - Prepared By Others  
**Works:** To Install 2 x Wearpads Under Swings As Repairs In Wet Pour Safety Surface Both 1.5 x 1.5m  
**Graphics:** None - Solid Standard Colour Throughout - Red, Blue Or Green  
**Retention:** 0%  
**Cut & Chase:** Not Specified - Prepared By Others

Please note that polyurethane binder is subject to yellowing upon UV exposure.  
This can cause certain colours to alter in appearance. Please refer to our UV information sheet.

Site	Blk	Col	CFH (m)	Depth (mm)	Colours	Units (m2)	Price (£)
Patches		x	1.8	60	TBC	5	£ 2,186.00
Sub Total (£)							TBC
Total (£)							TBC

Summary Terms and conditions (see attached for detail)

Estimates are exclusive of VAT and valid for a 30-day period from date of quotation

Please Note Only Surfacing Laid up to PCC Edges Are Guaranteed, Cut & Chase is Not Covered Surface Repairs and Overlays are also not Covered under our Guarantee - Please Contact RTC For Further Information

Please provide any Asbestos Register or Survey as this may impact our works and subsequently affect the price

Yours sincerely,

Jamie Southern  
Technical Representative



RTC Safety Surfaces Limited, Woodland House, Chestnut Business Park, Smallshaw Lane, Burnley, BB11 5SD.  
Tel: 01202 414131 Fax: 01202 414133 Email: sales@rtc-safety.co.uk Web: www.rtc-safety.co.uk

### **Bright Colours & UV Degradation**

RTC Safety Surfaces would like to make all customers aware of issues that can occur when incorporating bright colours in wet pour safety surfacing.

When virgin EPDM granules are produced, the EPDM is an off-white. This is then melted and coloured dyes are added to it to create the colour range.

The pigments used in producing the brighter colours are not as strong or as UV stable as the pigments used in producing darker shades. This means that the brighter colours are more susceptible to UV degradation, and in effect, the UV bleaches out the colour and in certain cases the surface of the EPDM will revert back to its original off-white colour.

All colours are affected by UV Degradation, however, the colours below are considered to be inadequate at retaining their original colour over long periods.

- Bright Yellow
- Bright Red
- Orange
- Purple

For this reason, it is industry standard to use colours with a deeper, darker and stronger pigment, such as a Terracotta Red and an Earth Yellow.

Should you require any further clarification, please do not hesitate to contact a member of the sales team.

RTC Safety Surfaces Ltd



The Safety Surfacing Experts  
Company Registration No. 2022061

3) Soft Surfaces Ltd

## Email received:

After reviewing these potential works, I would recommend our D.I.Y repair kits, as it would work out as a cheaper option for you.

### *PLEASE NOTE THE FOLLOWING:*

- 1) *If you wish to make an order please send an e-mail/purchase order to [gosia@softsurfaces.co.uk](mailto:gosia@softsurfaces.co.uk) with the subject box marked with 'Wetpour Repair Kit ORDER'.*
- 2) *Please make sure you state:*
  - a. *Quantity of Kits*
  - b. *Colour*
  - c. *Company/School name and address for invoicing.*
  - d. *Full postal address for delivery if different from above.*
  - e. *Date required.*
- 3) *Please note we DO NOT accept card payments – only cheques, bank transfers or cash payments at any Nat West Bank into our account.*

 <h3>SOFT SURFACES</h3> <p>Sport and Play Surfaces</p> <h4>WETPOUR REPAIR KITS</h4> <p><b>Pricing</b></p> <ul style="list-style-type: none"><li>• 4 Kilo Black Repair Kit: £34.50 each + Carriage</li><li>• 5 Kilo Colour Repair Kit: £43.50 each + Carriage</li></ul> <p>Difference in weight is due to different gravity of the rubber (same coverage)</p> <p>Prices are + vat</p> <p>Carriage costs : 1st kit £20.00, then additional £5.00 per additional kit thereafter, all + VAT</p> <p>i.e. 1 kit - £20.00 2 kits - £25.00 3 kits - £30.00</p> <p>Discounts for larger order quantities, please contact us for more information.</p>	<h2 style="text-align: center;"><u>WETPOUR REPAIR KITS</u></h2> <p>Soft Surfaces would like to introduce their new easy to use <a href="#">wet-pour safety surfacing repair kits</a>. Each kit contains all the materials required to repair small damaged areas of wet-pour safety surfacing.</p>  <p>The kits have been prepared to mix the ingredients together to repair an area of up to 1/3m<sup>2</sup> at a depth of 15mm. Each kit contains EPDM rubber granules in any colour required, single part moisture curing polyurethane binder (SSPT 46) and single part moisture curing (SSPrimer). The polyurethane primer (SSPrimer) comes with brush applicator fixed to the lid. Also included is a pair of latex gloves. The bucket the kit is supplied in also acts as the mixing container. Full installation instruction is on each mixing bucket.</p> <p>The only additional items requires to complete the repair is a Stanley knife or similar, a float or screed, a stirrer and some soapy water to coat the float or screed.</p> <p>All <a href="#">wetpour</a> colour repair kit components are generally in stock at all times and shipment or collection can be made to suit your requirements. NOTE: All kits are assemble to order and therefore we cannot accept returns, due to batch variations</p> <p><i>Please email us for price request, remember to include your full contact details, in case we have any questions.</i></p> <p style="text-align: center;">Water House, 35 Water Lane, Wilmslow, Cheshire, SK9 5AR Tel: 01625 445 760 Fax: 01625 525 619 <a href="mailto:info@softsurfaces.co.uk">info@softsurfaces.co.uk</a> / <a href="http://www.softsurfaces.co.uk">www.softsurfaces.co.uk</a></p> <div style="text-align: center;"></div>	107
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**WETPOUR REPAIR KITS**

Pricing

- 4 Kilo Black Repair Kit: £34.50 each + Carriage
- 5 Kilo Colour Repair Kit: £43.50 each + Carriage

Difference in weight is due to different gravity of the rubber (same coverage)

Prices are + vat

Carriage costs :  
1st kit £20.00, then additional £5.00 per additional kit thereafter, all + VAT

i.e.

1 kit - £20.00

2 kits - £25.00

3 kits - £30.00

Discounts for larger order quantities, please contact us for more information.

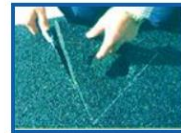
**INSTRUCTIONS**



Remove all loose materials from damaged area



Mark area to cut back



Cut back area neatly with knife to give a clean edge



Remove damaged area



Ensure all materials are close to hand



Apply some primer to all edges to act as a bonding agent



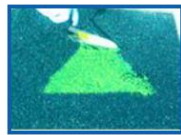
Mix the granules and polyurethane together in the bucket



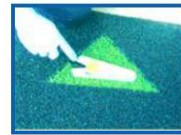
Pour mixed granules into area



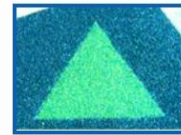
Overfill the hole to allow for compression



Screed and compress granules into area



Ensure granules are level and in line with existing surface



Leave area to cure



Water House, 35 Water Lane, Wilmslow, Cheshire, SK9 5AR  
Tel: 01625 445 760 Fax: 01625 525 619  
[info@softsurfaces.co.uk](mailto:info@softsurfaces.co.uk) / [www.softsurfaces.co.uk](http://www.softsurfaces.co.uk)

OR

**WETPOUR - BASE REPAIR KIT**

Pricing

- 4 Kilo Black Repair Kit: £24.00 each + Carriage

Prices are + VAT

*Note: The Base Kit needs to be cured, BEFORE the wearing course can be installed (wearing course will come in a separate container/bucket)*

Carriage costs :  
1st kit £20.00, then additional £5.00 per additional kit thereafter, all + VAT

i.e.

1 kit - £20.00

2 kits - £25.00

3 kits - £30.00

Discounts for larger order quantities, please contact us for more information.

**BASE WETPOUR - REPAIR KIT**

Soft Surfaces would like to introduce their new easy to use [wet-pour safety surfacing repair kits](#). Each kit contains all the materials required to repair small damaged areas of wet-pour safety surfacing.



The kits have been prepared to mix the ingredients together for base layer. Each kit contains SBR rubber granules and single part moisture curing polyurethane binder (SSPT 46). Also included is a pair of latex gloves. The bucket the kit is supplied in also acts as the mixing container. Full installation instruction is on each mixing bucket.

These Base kits are designed for use on deeper areas of repair & still require a standard kit to complete the wearing course surface. The only additional equipment required to complete the repair is a Stanley knife or similar, a float or screed, a stirrer and some soapy water to coat the float or screed.

All [wetpour](#) Base Repair Kits are generally in stock, but assembled to order and shipment or collection (subject to prior notice) can normally be made to suit your requirements. Note : Repair Kits are non-returnable as they are assembled to order.

**HOW MUCH DO I NEED ?**

Guide Coverage for 0.5m<sup>2</sup> area (less final 15mm Wearing Course, not included)

40mm depth – 2 Kits :: 50mm depth – 2-3Kits :: 60mm depth – 3 Kits :: 70mm depth – 4 Kits  
Exact coverage will depend on many factors, so the above should be used as a rough guide only.



Water House, 35 Water Lane, Wilmslow, Cheshire, SK9 5AR  
Tel: 01625 445 760 Fax: 01625 525 619  
[info@softsurfaces.co.uk](mailto:info@softsurfaces.co.uk) / [www.softsurfaces.co.uk](http://www.softsurfaces.co.uk)

Base kit install is similar to the Top Wearing Layer as below:

**WETPOUR BASE REPAIR KITS**

Pricing

- 4 Kilo Black Repair Kit:  
£24.00 each + Carriage

Difference in weight is due to different gravity of the rubber (same coverage)

Prices are + vat

Carriage costs :

1st kit £20.00, then additional £5.00 per additional kit thereafter, all + VAT

i.e.

1 kit - £20.00

2 kits - £25.00

3 kits - £30.00

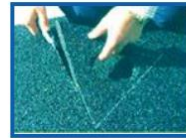
Discounts for larger order quantities, please contact us for more information.



Remove all loose materials from damaged area



Mark area to cut back



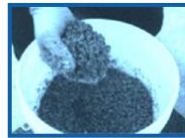
Cut back area neatly with knife to give a clean edge



Remove damaged area



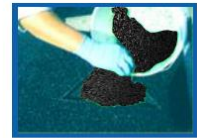
Ensure all materials are close to hand



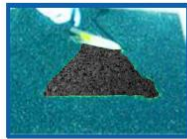
Mix the granules and polyurethane together in the bucket (both base and wearing course separately)



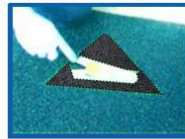
Pour mixed granules into area



Overfill the hole to allow for compression



Screed and compress granules into area



Ensure granules are level and you have left 15mm for the wearing course.

Leave area to cure before applying wearing course



Water House, 35 Water Lane, Wilmslow, Cheshire, SK9 5AR  
Tel: 01625 445 760 Fax: 01625 525 619  
[info@softsurfaces.co.uk](mailto:info@softsurfaces.co.uk) / [www.softsurfaces.co.uk](http://www.softsurfaces.co.uk)

4) McCracken & Sons Ltd



# McCRACKEN & SONS LTD

Landscape Construction & Grounds Maintenance Contractors

*Established 1971*

VAT Reg No: 195 7948 91

## QUOTATION

Carterton Town Council  
 Ms Lyndy Dennis  
 Alvescot Road  
 Carterton  
 Oxon

<b>Quotation No</b>	1028
<b>Quotation Date</b>	25/08/2023
<b>Order No</b>	
<b>Account Ref</b>	C004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: ARRG Surface				
	To cut out and remove damaged rubber crum matting located under x2 swings 1.6m x 3m. Relay rubber crum surface to a build up of 60mm.	875.00	875.00	20.00	175.00

## EMPIRE DRIVE PLAY PARK

Cracks have formed in the path. Quotes have been obtained for repair.



### Quotes received:

- 1) G Hill & Sons Ltd – £9,765 + VAT – partial resurface.
- 2) G Hill & Sons Ltd – £17,730 + VAT.
- 3) McCracken & Sons Ltd - £18,295 + VAT.
- 4) McCracken & Sons Ltd - £awaiting quote – partial resurface.
- 5) S Hawkins – wanted clarification on whether everyone quoting for full or partial resurface.  
Awaiting quote.

### Quote details:

- 1) G Hill & Sons Ltd – partial resurface.

ROAD CONSTRUCTION  
& SURFACING

TARMAC  
DRIVEWAY AND  
FORECOURT SURFACING

GROUNDWORK AND  
DRAINAGE CONTRACTORS

Carterton Town Council  
Town Hall  
Alvescot Road  
Carterton  
OX18 3JL

Telephone: 01993 775558

Fax: 01993 778848

Mobile: 07860 531950

Mobile: 07860 386352

Email: [gordonhill.sons@blopersworld.com](mailto:gordonhill.sons@blopersworld.com)

[www.ghillandsons.co.uk](http://www.ghillandsons.co.uk)



**G. HILL & SONS LTD**

Unit 5, 49A Brize Norton Road,  
Minster Lovell, Witney, Oxon. OX29 0SG

**QUOTE REF:GH8.23.6763**

**QUOTE DATE: 8<sup>th</sup> AUGUST 2023**

Dear Lyndy,

We thank you for your recent enquiry regarding the damaged footpath surface at Empire drive, we accordingly take pleasure in submitting the following quotation for the works involved.

Yours faithfully,

Set up signage / cones as necessary to undertake the works  
Saw cut across areas to be replaced,  
Break out damaged sections of surface  
Excavate to a depth of 80-90mm  
Take away spoil to tip  
Re shape existing hardcore / add extra MOT Type 1 as and where necessary  
Roll well to compact  
Supply and lay AC 20 dense binder course 50-60mm thick  
Roll to compact  
Supply and lay AC 6 dense surface course 30mm thick  
Roll to compact  
Take away spoil, leave clean and tidy

TOTAL SUM FOR ABOVE: £9,765.00 + VAT



VAT Reg. No. 196 0804 47 Company Registration NO. 4641457  
Registered Address: Buzzers Piece, Burford Road, Minster Lovell,  
Witney, OX29 0RZ

Payment by Bacs: Barclays Bank Plc, Cowley Branch  
Sort Code 20-65-21 Account Number 70132306



2) G Hills & Sons Ltd – full resurface.

ROAD CONSTRUCTION  
& SURFACING

TARMAC  
DRIVEWAY AND  
FORECOURT SURFACING

GROUNDWORK AND  
DRAINAGE CONTRACTORS

Carterton Town Council  
Town Hall  
Alvescot Road  
Carterton  
OX18 3JL

Telephone: 01993 775588  
Fax: 01993 775848  
Mobile: 07860 531958  
Mobile: 07860 386352  
Email: [gordonhill@bropenworld.com](mailto:gordonhill@bropenworld.com)  
[www.ghillandsons.co.uk](http://www.ghillandsons.co.uk)



**G. HILL & SONS LTD**

Unit 5, 49A Brize Norton Road,  
Minster Lovell, Witney, Oxon. OX28 0SG

QUOTE REF:GH8.23.6792

QUOTE DATE: 8<sup>th</sup> AUGUST 2023

Dear Lyndy,

We thank you for your recent enquiry regarding the revised quotation to the damaged footpath surface at Empress drive, we accordingly take pleasure in submitting the following quotation for the works involved.

Yours faithfully,

Set up signage / cones as necessary to undertake the works  
Break out complete asphalt surface remove and take away spoil to tip  
Re shape existing hardcore , add extra Type 1 hardcore as and where necessary  
Roll well to compact  
Supply and lay AC 20 dense binder course 60mm thick  
Roll to compact  
Supply and lay AC 6 dense surface course 30mm thick  
Roll to compact

TOTAL SUM FOR ABOVE: £17,730.00 + VAT

I will of course let you have a quote for the replacement of edgings too the complete length of footpath, but its my opinion that the ground has probably settled down after this time and to disturb the ground again by removing the existing edgings could possibly result in movement again, this is just my opinion of course



VAT Reg. No. 196 0804 47 Company Registration NO. 4641457  
Registered Address: Buzzers Piece, Burford Road, Minster Lovell,  
Witney, OX29 0RZ

Payment by Bacs: Barclays Bank Plc, Cowley Branch  
Sort Code 20-65-21 Account Number 70152306



3) McCracken & Sons Ltd



# McCRACKEN & SONS LTD

Landscape Construction & Grounds Maintenance Contractors

*Established 1971*

VAT Reg No: 195 7948 91

## QUOTATION

Carterton Town Council  
Ms Lyndy Dennis  
Alvescot Road  
Carterton  
Oxon

<b>Quotation No</b>	1027
<b>Quotation Date</b>	14/08/2023
<b>Order No</b>	
<b>Account Ref</b>	C004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: Empire Drive Play Area				
	To break out and excavate 220m <sup>2</sup> of cracked and unlevel Tarmac removing waste from site. Relevel hardcore sub base and top up where necessary. Power roll to recompact.				
	Supply and lay AC 20mm dense binder course bitumen to sub base surface to a depth of 40mm and power roll.				
	Then Surface coat 6mm bitumen laid to a depth of 25mm and power roll.	18,925.00	18,925.00	20.00	3,785.00

**Terms**  
Net 14 days from the date of invoice. All goods remain the property of McCracken & Sons until the invoice is paid  
Details for Payment via BACS as follows:-  
Sort Code: 20.84.58  
Account No: 93845192

<b>Total Net Amount</b>	£	18,925.00
<b>Carriage Net</b>	£	0.00
<b>Total Tax Amount</b>	£	3,785.00
<b>Invoice Total</b>	£	22,710.00

Stonelea Farm, Stonelands, Shilton, OX18 3PA

[www.mccrackenandson.co.uk](http://www.mccrackenandson.co.uk)

Tel / Fax: 01993 863129 Mob: 07719 065540

enquiries@mccrackenandson.co.uk



## AGENDA ITEM 10 -SQUASH CLUB REPAIRS

The quinquennial report states repairs are needed to doors and windows. Full Council approved the engagement of Cotswold Window & Door Repairs to replace a vandalised window at the Squash Club (CTC building). At the same time, the contractor looked at other windows/doors as the quinquennial report highlighted that further work should be carried out as required on window/door repairs – see document below.

The contractor highlighted that we replace the panic bar systems on the fire exit doors as they are faulty and more importantly a Health & Safety risk – see quote QU0241. He also highlighted other work that should be done – see quote QU0240.

Council do have a preferred supplier for this work. Squash Club budget remaining £7,430.

### Quinquennial Report – Squash Club

CARTERTON TOWN COUNCIL SQUASH COURT							Cost Index: 2023		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	REMEDIAL WORK	PR TY	DIMS	QUANT	UNIT	RATE	Yr 1A	Yr 1 B;C	Yr 2	Yr 2 B;C	YEAR 3	YEAR 4	YEAR 5	YRS 6-10		
7	<u>EXTERNAL JOINERY</u>															
7.1	Repairs to doors and windows as necessary	A		1	item	1,000	1,000									
7.2	Renew timber boarding soffit	B		1	item	400				400						
8	<u>EXTERNAL AREAS</u>															
8.1	Form a properly detailed ramped access to the main entrance door	A		1	item	3850	3,850									
8.2	Remedial work to the defective area of the path by the door in the east wall	B		1	item	320			320							
9	<u>EXTERNAL DECORATIONS</u>															
9.1	Cyclical redecoration as necessary	A		1	nr	675					700		700			
	<u>GENERAL MAINTENANCE COSTS</u>			1	item	515		520		520	520	520	520	2,580		
	Total nett cost						£6,160	£520	£16,840	£1,440	£2,090	£1,380	£25,250	£4,160		
	Allowance for scaffolding & access costs								£3,850					£3,850		
	Contractor's preliminary costs					15.0%	£930	£80	£3,110	£220	£320	£210	£3,790	£1,210		
	Total estimated repair costs						£7,090	£600	£23,800	£1,660	£2,410	£1,590	£29,040	£9,220		
	VAT (from rate for the year in the Summary sheet)						£1,418	£120	£4,760	£332	£482	£318	£5,808	£1,844		
	<u>TOTAL YEAR COSTS</u>						£8,508	£720	£28,560	£1,992	£2,892	£1,908	£34,848	£11,064		
	Accumulating Annual Cost						8,508	9,228	37,788	39,780	42,672	44,580	79,428	90,492		

### Quotes received from preferred supplier



# QUOTE

Lyndy Dennis  
Swinbrook Road  
Carterton  
OX18 1DS  
UK

Date  
26 Jul 2023

Cotswold Window & Door  
Repairs Ltd

Expiry  
30 Aug 2023

Quote Number  
QU-0240

Description	Quantity	Unit Price	Amount GBP
Replace broken cylinder to doors by entrance	1.00	155.00	155.00
Replace 2 broke Sealed Units by entrance door	1.00	675.00	675.00
Replace handle set to doors by entrance	1.00	115.00	115.00
		Subtotal	945.00
		TOTAL NO VAT	0.00
		TOTAL GBP	945.00



# QUOTE

Lyndy Dennis  
Swinbrook Road  
Carterton  
OX18 1DS  
UK

Date  
26 Jul 2023

Cotswold Window & Door  
Repairs Ltd

Expiry  
30 Aug 2023

Quote Number  
QU-0241

Description	Quantity	Unit Price	Amount GBP
Replace the panic bar systems on the fire exit doors	1.00	495.00	495.00
		Subtotal	495.00
		TOTAL NO VAT	0.00
		TOTAL GBP	495.00

**AGENDA ITEM 11 – WILLOW MEADOWS BROKEN BOARDWALK**



Committee to consider and decide upon acceptance of the quote received from the preferred supplier, McCracken & Son Ltd:



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Landscape Construction & Grounds Maintenance Contractors

*Established 1971*  
VAT Reg No: 195 7948 91

**QUOTATION**

Carterton Town Council  
Ms Lyndy Dennis  
Alvescot Road  
Carterton  
Oxon

<b>Quotation No</b>	1028
<b>Quotation Date</b>	25/08/2023
<b>Order No</b>	
<b>Account Ref</b>	C004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: Willow Meadows				
	To carry out the replacement of damaged Board walks at footbridge. To replace x10 boards along with frame work to include Anti slip wire mesh where necessary.	525.00	525.00	20.00	105.00

**AGENDA ITEM 16 – DATE OF NEXT MEETING**

Committee meet every 3 months, therefore the next meeting is scheduled for 5<sup>th</sup> December 2023. However, a meeting is most likely needed before then to discuss the Clerk recruitment. Maybe mid to late October or early November.

Locum Clerk