

# Carterton Town Council

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14<sup>th</sup> September 2023

**Chair:** Cllr K Godwin  
**Vice-Chair:** Cllr L Wood  
**Members:** Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr C Croft, Cllr P Godfrey,  
Cllr J Guest, Cllr N King, Cllr E Leeming, Cllr N Leverton, Cllr M McBride,  
Cllr M Mead, Cllr D Melvin, Cllr M Tarpey, Cllr K Wood

You are hereby summoned to attend an ORDINARY meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 19<sup>th</sup> September 2023 at 7.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

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

Samantha Haywood  
**Locum Town Clerk**

## AGENDA

- 1. APOLOGIES**  
MOTION: Council to receive apologies and approve reasons for absence.
- 2. 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 Interests accordingly.
- 3. MINUTES OF THE PREVIOUS MEETING**  
MOTION: Council approve and sign the minutes of the Full Council meeting held on 18.07.23.
- 4. PUBLIC PARTICIPATION**  
Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.
- 5. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**  
MOTION: Council to note the draft minutes of the Planning Committee meeting held on 18.07.23.  
MOTION: Council to note the minutes of the Events Committee meeting held on 02.08.23.  
MOTION: Council to note the draft notes of the Cemetery Working Group meeting held on 24.08.23.  
MOTION: Council to note the ARRG Working Group meeting notes held on 03.08.23 and the draft notes of the meeting held on 17.08.23.

MOTION: Council to note the Events Working Group draft meeting notes held on 30.08.23, and to consider approval of all recommendations made.

**6. MONTHLY REPORTS**

MOTION: Council to note the Chairs/Mayors report.

MOTION: Council to note the Clerks report.

MOTION: Council to note the District/County Councillor reports.

**7. FINANCE & ACCOUNTS**

MOTION: Council to note income received.

MOTION: Council to note the balance sheet.

MOTION: Council to note the cash and investment reconciliation.

MOTION: Council to note the income and expenditure.

MOTION: Council to note payments made.

MOTION: Council to consider and approve invoices for payment.

MOTION: Council to approve the Change of Signatory bank resolution.

**8. COUNCILLOR EMAILS**

MOTION: Council to consider and decide upon purchasing 16 additional licenses in order for all councillors to have a .gov.uk email address at a cost of £78.40 from Altodigital.

**9. HR SOFTWARE**

MOTION: Council to consider and decide upon the Administration Committees proposal to contract Worknest as the HR provider at a cost of £2,041.50 for the coming year.

**10. COMMITTEES / TERMS OF REFERENCE**

MOTION: Council to consider and decide upon proposed changes to Committees and the reviewed Terms of Reference for each.

MOTION: Subject to Council agreeing to the revised Committees, Council to consider and decide upon Committee Members for the Committees.

MOTION: Subject to Council agreeing to a Finance & Governance Committee, that all Committee Members become bank signatories.

MOTION: If Council do not agree to disband the Administration Committee, Council to elect a new Member to the committee following the resignation from Cllr Godfrey.

**11. PURCHASE OF FANS**

MOTION: Council to consider and decide upon the purchase of fans for the Town Hall.

**12. FINANCE TRAINING**

MOTION: Council to consider and decide upon Members attending an OALC Finance for Councillors course at a cost of £30 + VAT per person.

**13. STANDING ORDERS**

MOTION: Council to consider and decide upon proposed changes to the Standing Orders.

**14. FINANCIAL REGULATIONS**

MOTION: Council to consider and decide upon proposed changes to the Financial Regulations.

**15. FITFIGURES LEASE**

MOTION: Council to consider and decide upon terms to the renewed Fitfigures lease.

**16. POLITICAL PROPORTIONALITY**

MOTION: Council to consider and decide upon a Political Proportionality Policy.

17. **HONORARY ALDER PERSONS / FREEMAN OF THE TOWN**  
MOTION: Council to consider and decide upon an Honorary Alder Persons scheme, or a Freeman of the Town.
18. **COUNCIL STRATEGY**  
MOTION: Council to consider and decide upon the next steps following the Strategy Meeting held on 14.09.23.
19. **FREE CHILDREN'S EVENT**  
MOTION: Council to consider and decide upon funding for a free children's event to promote the Market during October half term.
20. **CHILD CARE AND DEPENDENTS ALLOWANCE POLICY**  
MOTION: Council to consider and decide upon the adoption of a Child Care and Dependents Allowance Policy.
21. **VOLUNTEER CO-ORDINATION TEAM**  
MOTION: Council to consider and decide upon creating a Volunteer Co-ordination team and to register with Oxford County Council to run a voluntary group to provide services to the town.
22. **CEMETERY BENCH**  
MOTION: Council to consider and decide upon a resident's request to place a memorial bench at the cemetery.
23. **RESIDENT SURVEY**  
MOTION: Council to consider and decide upon, in principal, a resident survey to be sent out to all residents.
24. **CARTERTON MAGAZINE**  
MOTION: Council to consider and decide upon restoring a Carterton Magazine to be delivered to all residents.
25. **CORRESPONDENCE**  
MOTION: Council to note the correspondence received.
26. **CHRISTMAS QUESTIONNAIRE**  
MOTION: Council to consider and decide upon organising an online questionnaire to ascertain what residents would like to see at the Christmas event.
27. **DATE OF NEXT MEETING**  
MOTION: Council to note the date of the next meeting at 7pm on 17 October 2023.

**Members of the Press and Public Welcome**

**If you click on any heading underlined it will take you to the relevant supporting information.**

## SUPPORTING INFORMATION

### AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING

All meeting minutes can be viewed at <https://www.carterton-tc.gov.uk/about-your-council/council-meetings/>

### AGENDA ITEM 5 – COMMITTEE AND WORKING GROUP MINUTES/NOTES FROM MEETINGS

#### Planning Committee meeting held on 18.07.23

Please see <https://www.carterton-tc.gov.uk/media/aq1mgzxb/jul-18-2023-planning-minutes.pdf>.

#### Events working group meeting notes from meeting held on 02.08.23



### CARTERTON TOWN COUNCIL

#### **DRAFT**

**A meeting of the EVENTS WORKING GROUP was held at the Town Hall  
on WEDNESDAY 2 AUGUST 2023 at 6.00pm  
and was attended by the following:**

Chair: Cllr L Wood

Councillors: Cllr S Baylis, Cllr R Brooks, Cllr C Croft, Cllr K Godwin (ex-officio), Cllr D Melvin

Members of the public:

Kate Coats (RAF Brize Norton)	Natalie O'Brien (PubWatch)
Angela Finch (Remembrance)	Don Rouse (former Lions)
Mark Garwood (RBL)	Julie Rust (Sobell House)
Lynn Little (Food Bank)	Marie Stimson (ARRG Residents)
Jenny Maxwell (WI)	Drew Tweedy (St John's Church)
Chris Stanley (WI)	Dave Wesson (RBL)
Jimmy O'Brien (PubWatch)	

Officers: Katie Zasada, Stella Catt

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ITEM	NOTE	ACTION
<b>1</b>	<b>APOLOGIES</b>	
	Rosemary Calcutt, Fay Harold and Sue James.	
<b>2</b>	<b>NOTES OF LAST MEETING</b>	
	The notes of the meeting held on 12 April 2023 were approved as a true record.	
<b>3</b>	<b>REMEMBRANCE</b>	

	<p>This year's event would take place on Sunday 12 November and the format would be the same as previous years, commencing with a Service at St John's Church, followed by a Parade to the War Memorial for the laying of wreaths. Rev Tweedy would be away at the time, so Associate Priest Barry Hanson would preside.</p> <p>Kate Coats would seek confirmation of the attendance of RAF personnel. A rehearsal would take place on Saturday 11 November at 10am at the War Memorial, to be attended by all those laying a wreath or cross and should be led by either the Mayor or Clerk. The rehearsal would include those bringing a Standard, which would be led by Mark Garwood. It was noted that the Armistice ceremony would take place immediately afterwards, with the two-minute silence commencing at 11am. Mark Garwood would liaise with the Station Band to organise a bugler for Remembrance and Armistice.</p> <p>It was suggested that the notes of the Wash-Up meeting held in January 2023 be circulated to the Working Group.</p>	<p>KC</p> <p>KG/Clerk</p> <p>MG</p> <p>KZ/SC</p>
<b>4</b>	<b>CHRISTMAS LIGHTS</b>	
	<p>This year's event would take place on Friday 1 December and the format would be the same as in previous years - Lantern Parade, street fair, small funfair and music, with the Lights being switched on from the Town Hall at 6pm.</p> <p><u>Lights Switch-on:</u> Kathy Godwin would organise a competition to nominate a young person to switch on the Lights. Lynn Little would organise a competition for town centre shops to decorate their windows. Don Rouse would liaise with Witney Lions Club to run Santa's Grotto. The PA system would be organised by the same supplier as previously and Don Rouse would be MC to make announcements.</p> <p><u>Attractions:</u></p> <ul style="list-style-type: none"> <li>• Snow Globe. The Chair had spoken to WODC, who for the last two years (after Covid) had provided an ice rink and snow globe free of charge via government funding, but this had been a one off and would not be available this year. The Snow Globe had been very popular and to hire it for this year would cost £875.</li> <li>• Snow Machine. Cllr Melvin and Cllr Brooks would investigate the condition of the Snow Machine that had been used previously. It was noted that feedback had been mixed. Whilst it was popular with the children, some had expressed a safety concern because it made the ground slippery. Care would need to be taken as to its location.</li> </ul> <p><u>Live Music/Bar:</u> Jimmy O'Brien would fund and organise live music via G&amp;Ts. He would also provide a pop-up bar, for which he would get an extension to their licence. Licencing for other stalls and outlets wanting to provide Mulled Wine was queried and would need to be clarified. He requested extending the road closure from 4pm-8.30pm to 4pm-9pm.</p> <p><u>Stalls:</u> It had proved difficult to attract stalls in the past and it was suggested that a Facebook Event is set up, which Jimmy O'Brien could help with, along with posters for social media and around the town. It was noted that the need for stallholders to have Public</p>	<p>KG</p> <p>LL</p> <p>DR</p> <p>SC</p> <p>Clerk</p> <p>DM/RB</p> <p>JOB</p> <p>Clerk</p> <p>KZ/JOB/ NOB</p>



### **Cemetery Working Group meeting notes held on 24.08.23**

We held the first meeting of the working group on 24/8/2023 at 6pm in the Town Hall. Those present were Cllr Robin Brooks, Cllr David Melvin, Cllr Jo Guest and Mr David Wesson.

Robin Brooks was elected as Chair.

We talked about the search for extra plots RB & DW have been to the cemetery and spent an afternoon with a measuring tape and we believe that if the path was moved by 2 feet we could fit in 20 extra plots. RB will try to talk to the Vines public house to find out whether there could be a possibility of purchasing land on the other side of the fence. RB has since found there may be some history about this. The working group visited the cemetery on the 28th August to verify our thoughts and it was agreed that moving the path would be the better choice for the moment. And making the path from gravel that is more ecologically sound.

While at the cemetery we met with Mrs Bussell who asked us if we had made any progress with the church's grant application for a toilet / kitchen. After a long chat we agreed that she should send the council a new application for funds that was clear did not come from the church but the community. I have had a communication from her and have forwarded it onto those I believe can help them toward their goal. Finally, I would like to thank Stella Catt for the information that I asked for. She went over and above with what she found and the extra notes were brilliant.

CLLr Robin Brooks, Cemetery Working Group Chair

### **Notes from Events Working Group meeting held on 30.08.23**



## **CARTERTON TOWN COUNCIL**

**DRAFT**

**A meeting of the EVENTS WORKING GROUP was held at the Town Hall  
on WEDNESDAY 30 AUGUST 2023 at 6.00pm  
and was attended by the following:**

Chair: Cllr K Godwin (ex-officio)

Councillors: Cllr C Croft, Cllr D Melvin

Members of the public:

Rosemary Calcutt	(former Carterton Lions)
Wyn Devonald	(Witney Lions)
Angela Finch	(Remembrance)
Rev Barry Hanson	(St John's Church)
Lynn Little	(Food Bank)
Chris Stanley	(WI)
Don Rouse	(former Carterton Lions)
Julie Rust	(Sobell House)
Chris Stanley	(WI)
Dave Wesson	(RBL)
Tug Wilson	(SWO, RAF Brize Norton)

ITEM	MINUTE	ACTION
1	<b>APOLOGIES</b>	
	<p>Cllr S Baylis, Cllr R Brooks, Cllr L Wood.                      Mark Garwood, Fay Harold, Sue James, Marie Stimpson, Rev Drew Tweedy.</p> <p>The meeting was Chaired by Cllr Godwin in the absence of Cllr Wood.</p>	
2	<b>NOTES OF LAST MEETING</b>	
	<p>The notes of the meeting held on 2 August 2023 were approved as a true record. The Chair ran through the actions from the minutes.</p>	
3	<b>REMEMBRANCE – Sunday 12 November</b>	
	<p>Tug Wilson confirmed the involvement of RAF for the Remembrance Parade. Mark Garwood would liaise with the Station Band to organise a bugler for Remembrance and Armistice.</p> <p>An update report was circulated with the agenda, together with notes of the wash-up meeting held in January 2023. The report confirmed the following:</p> <ul style="list-style-type: none"> <li>• Road Closure application has been submitted to WODC.</li> <li>• M+S Sound Systems has been booked.</li> <li>• The Rehearsal would start at 9.45am, 15 minutes earlier than previously due to the Armistice ceremony to follow at 10.45pm, and either the Clerk or Mayor would lead the Rehearsal.</li> <li>• The letter giving details of how organisations can order a wreath and book seats for the church service would be circulated shortly.</li> </ul> <p>Letters need to be hand-delivered to all properties along the route of the road closures, which would cover both Remembrance Sunday and Christmas Lights. This had previously been done by the ICE Centre, who were no longer able to help with this, so volunteers are needed – Cllr Croft, Cllr Godwin, Lynn Little and Chris Stanley put themselves forward. The letters need to be delivered during weeks commencing 9/16 October.</p> <p>A separate meeting of the Working Group, to concentrate on Remembrance only, would be held nearer the time.</p>	<p>MG</p> <p>KG/Clerk</p> <p>SC</p> <p>CC/KG/LL/CS</p>
4	<b>CHRISTMAS LIGHTS – Friday 1 December</b>	
(a)	<p><u>Update:</u>                      An update report was circulated with the agenda that confirmed the following:</p> <ul style="list-style-type: none"> <li>• Road Closure application has been submitted to WODC, which included an extra half hour until 9pm as requested at the previous meeting.</li> </ul>	

(b)	<ul style="list-style-type: none"> <li>• First Aid cover has been booked. Central South Ambulance Service would provide four Community First Responders.</li> <li>• M+S Sound Systems has been booked.</li> <li>• Public Liability insurance is required for all stallholders. Clarification would be sought as to how much cover was required, with a view to keeping the cost to stallholders as low as possible.</li> <li>• TEN application was still being looked into.</li> </ul>	SC/Clerk
(c)	<p><u>Lights Switch-On:</u> The Chair confirmed that a poster had been produced for the competition to nominate four young people to switch on the lights, with one overall winner then being chosen. The winner and their family would be invited to the Mayor's Parlour.</p>	SC/Clerk
(d)	<p><u>Window Displays:</u> Lynn Little confirmed that a letter had been drafted ready to go to the shops. Windows to be decorated from the beginning of November and the winner would be chosen by the Mayor.</p>	KG
(e)	<p><u>Santa's Grotto:</u> Witney Lions would once again provide this, including Santa's sleigh, which they suggested could lead the Lantern Parade along Alvescot Road to the Market Square.</p>	LL/KG
(f)	<p><u>Music:</u> The Military Wives Choir had expressed an interest in performing and it was agreed to go ahead and book them, subject to funding approval. It was also agreed to see if the RAF Voluntary Band were available. Jimmy O'Brien would organise live bands via G&amp;Ts.</p>	
(g)	<p><u>Attractions:</u></p> <ul style="list-style-type: none"> <li>• Snow Globe. It was agreed to that this should be booked, subject to funding approval.</li> <li>• Snow Machine. Cllr Melvin and Cllr Brooks would investigate the condition of the Snow Machine. A suitable location would need to be decided and snow solution ordered. It was noted that the solution used previously had been of poor quality, which could have been the reason it made the ground slippery.</li> <li>• RPM Bike Show. This had been suggested by the Locum Clerk and details were circulated with the agenda. The suggested location was the Market Square, as the Square was under-used once the Lights were switched on and could set up after the Lantern Parade had moved away, but it was also suggested to see if the Golden Eagle could have it in their car park. It was agreed that it should be booked, subject to funding approval and a location being agreed.</li> <li>• Lynn Little suggested having costumed characters walk around the event, such as Olaf from Frozen, who had been provided by the Golden Eagle for the recent Teddy Bears Picnic. She would check availability with the Eagle.</li> <li>• It was suggested that some funfair side stalls could go on the Square, though it should be noted that the Lantern Parade takes up the whole Square.</li> </ul>	Clerk/SC/ KZ/JOB  Clerk  DM/RB  KZ/SC/ Clerk
	<p><u>Stalls:</u> Details and booking forms would be circulated to the distribution list shortly.</p>	LL

<p>(h)</p>	<p>Jimmy O’Brien had suggested that a Facebook Event is set up, along with posters for social media and around the town and that he could help with this.</p> <p><u>Lantern Parade:</u></p> <p>Cllr Baylis would ask the ATC Band if they could lead the Parade. As mentioned earlier, the Parade would be joined by Santa’s sleigh once it reaches the road closure area and the Parade would then proceed along Alvescot Road to the Market Square. The Parade should then halt briefly whilst Santa’s Sleigh is parked before proceeding to fill the Square.</p> <p>Schools would be asked if one year group per school (a maximum of 60 children) would like to make lanterns and whether they needed assistance from the Working Group. Materials would be provided. Cllr Melvin and Cllr Brooks had checked the current supply of willow and would arrange a time to cut the willow into lengths. If kits were to be put together, volunteers would be needed to do this.</p> <p>Venues have been booked for the public workshops - Saturday 18 November at the Family Centre and Saturday 25 November at the Community Centre, both 9am-3pm. Templates for triangle and star-shaped lanterns had been sourced. Cllr Melvin would make a trial of the star shape to ascertain the amount of materials needed. The Family Centre would also run their café and Cllr Melvin would check whether the Community Centre would like to do the same via the Food Angels.</p> <p><u>Budget:</u></p>	<p>SC JOB</p> <p>SB WD</p> <p>DM/RB</p> <p>DM SC/KZ</p> <p>KZ</p>
<p><b>5</b></p>	<p><b>ANY OTHER BUSINESS</b></p>	
<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p>	<p>Lynn Little – expressed her thanks to all those who helped at the Teddy Bears Picnic.</p> <p>Battle of Britain Civic Service – Sunday 10 September at 10.30am.</p> <p>Fish &amp; Chip Supper – to be held at the Family Centre on Friday 8 September.</p> <p>Big Afternoon Tea – to be held at Carterton Community Centre on Saturday 7 October. There would also be an Autumn festival at St John’s Church.</p> <p>Future events:</p> <p>26 October – gazebo on the Market Square during half term.  2 December – St John’s Christmas Fair, with possible pop-up craft stalls on Market Square.  Community Christmas Dinner via food banks.  January 2024 - New Year’s Day Mayor’s Walk  February 2024 - Valentine Family Disco</p>	

(f)	<p>March 2024 - Fire Walk  23 April 2024 – St George’s Day Ball  24 May 2024 – Founder’s Day  July 2024 – Carterton Celebrates</p> <p>Other events:</p> <p>Open Mic nights will be starting at the Social Club in Brownes Hall.  Clothes Swap at St John’s Church.  Repair Shop at St John’s Church in November 2023.  Carterton WI are organising a 5K Fun Run on 1 October 2023 in aid of the restoration of their building, and would like to use the Market Square for a water station, with the Town Hall open.</p> <p>Lynn Little suggested a Fake Festival in Summer 2024 and a Carterton’s Got Talent event.</p>	
<b>6</b>	<b>DATE OF NEXT MEETING</b>	
	Wednesday 27 September 2023 at 6pm.	All

The meeting closed at 7.08pm

Chair: \_\_\_\_\_

Date: 27 September 2023

**RECOMMENDATIONS FOR COUNCIL APPROVAL:**

Item 4(i) requests for Christmas Lights funding. Details below (some are estimated from last year’s invoices).

Approval needed for funding for attractions – Military Wives Choir, Snow Globe and Bike Show.

**Christmas Lights 2023  
Budget**

£9,600	Installation/taking down of the 2022 lights (inc Christmas tree Market Square)
£1,385	Christmas tree Marigold Square 2022
£1,100	Storage of the lights 2022 (£550 twice a year)
<b>£200</b>	<b>Military Wives Choir</b>
£1,900	Craft materials for Lanterns
£325	Venue hire for Lantern Workshops (Family Centre £75/Community Centre £250)
£882.44	WODC setup/clear away road closure barriers and litter 2022
£767.65	M+S Sound Systems 2023 (same as last year with 2.5% increase)
£150	First Aid cover (4 x cfrs)
£520	Refreshments for guests in Mayor’s Parlour/sandwiches for RAF marshals
£40	Solution for Snow Machine
<b>£875</b>	<b>Snow Globe</b>
<b>£1,500</b>	<b>Bike Show</b>
£21	TEN
<hr/>	
£19,000	Approximately

NB: Snow Machine solution – Antari Premium is £87 for 20L

For Info: the Snow Machine was purchased in November 2018 from JP Leisure at a cost of £1201.17. Cannot confirm yet whether this price included any solution.

## **AGENDA ITEM 6 – MAYOR/CHAIRS REPORT**

Since the July FTC I have attended and tended to the following:

24 August – checked contents of side store and shed with Cllr Melvin with Cllr Melvin making repairs so that there is one serviceable gazebo available for use.

26 July - attended the Carterton Celebrates Meet the Councillor event with Dep. Mayor L Wood, Cllrs Melvin, Croft, King, Godfrey, McBride and Crapper. We had a number of callers into the Town Hall and received a wide variety of comments about current services in the town and additional services they would like to see. All comments were collated and passed to the clerk for further action.

27 July - introduced myself to the O60s club.

27 July to 1 August – provided lone working cover with Dep. Mayor L Wood and Cllr Melvin.

28 July - arranged cards and gifts to celebrate big birthdays for both Lyndy and Stella.

31 July - completed the signing of the Football Club lease with the clerk, the Chair of the Football Club, a Football Club witness, and Cllr Croft.

02 August - attended the first Events Working Group organised by Dep. Mayor L Wood

03 August - held the first ARRG Working Group.

11 August - attended an afternoon tea at Wood Green which offered a networking opportunity.

13 August – with the help of officers organised a card and collection for Dep. Mayor L Wood to wish her a speedy recovery.

17 August - judged the teddy bear competition at the Teddy Bear Picnic in aid of the Food Bank run from the Methodist Church.

19 August - attended a Councillor Surgery for the Upavon Ward where there was interest expressed in the extension of the Connector bus service and a visit from the Hexagon group.

19 August - attended the annual BBQ run by the Carterton Allotments Association.

21 August – visited the Squash Club as the outside representative.

25 August – met with representatives from the recently folded Carterton Lions and took possession of some of their treasures for safe keeping by the Council.

25 August – met with Lynn Stanley from the Carterton Day Centre to hear of their situation.

28 August to 6 September – provided lone working cover with Cllr McBride and Leverton.

31 August – checked Grit bins around Carterton with Cllr Melvin and provided clerk with a report.

01 September – met with Peter White, Carterton Xmas Lights custodian with Cllr Melvin and provided clerk with a report.

02 September – attended a Meet the Councillor Event at the Town Hall with Cllrs Brooks, Croft, Melvin and Guest concerns were raised regarding damaged road signs, grass cutting, town appearance and regeneration concerns.

02 September – attended Brize Fest.

08 September – hosted the Battle of Britain Fish and Chip Supper in support of the Carterton Youth Fund which was attended by Cllr Andrew Coles (Chair of WODC), Cllr Gabby Barody (Dep Mayor Abingdon TC) accompanied by Bryan Evans, Cllr Peter Higgs (Mayor Burford TC) accompanied by Mayoress Dianne Taylor, Cllr Georgia Meadows (Dep. Mayor Witney TC), Cllr Jane Boulton (Dep. Mayor Faringdon TC) and Cllr Wendy Way (Chair of Brize Norton Parish) accompanied by Cllr Lez Goble. The event was also attended by Carterton Dep. Mayor L Wood and Carterton Cllrs Guest, Brooks and Melvin.

10 September – attended the Battle of Britain Carterton Civic Service and gave a reading of the poem ‘Service’ by Edgar Guest. This was also attended by Alex as the Mace Bearer, Cllr Andrew Coles (Chair of WODC), Cllr Gabby Barody (Dep Mayor Abingdon TC) accompanied by Bryan Evans, and Cllr Damien Macguire, Dep. Mayor of Bicester. Carterton Dep. Mayor L Wood and Carterton Cllrs Mead, McBride and Leverton were also in attendance joined after the service by Cllr Melvin.

Cllr Godwin

## **AGENDA ITEM 6 – CLERKS REPORT**

### Milestone Road

I asked the developer if the play equipment was accessible. They responded “I have spoken to the manufacturer of the play equipment, whose apparatus has been approved at planning. They advised that 2 out of the 4 pieces of equipment are accessible to all children. The main piece that includes the slide is not accessible to children in a wheelchair. I have therefore obtained a cost to upgrade this to something that will be suitable for all. Subject to the contractor and planners agreement, this will be something that we pursue.”

The land registration is now complete and the title is registered in their name.

The developer advised that the S106 contribution may be reduced due to Council not agreeing to adopt the pond. I asked for confirmation and the developer has responded “I have made contact with the solicitors of WODC who can advise me on the section106 and whether I will need to get this amended, they currently have a few weeks lead time, however have acknowledged my email, so should be getting back to me shortly.”

The developer has asked if Council are now in a position to start the adoption process, and circulate the documents. I have responded to say that we need confirmation in the S106 contribution before we can sign but I am more than happy to circulate the documents so Members have time to study them.

### FOI Request

A FOI request has been received from a resident asking for information concerning the Carterton Recreation Ground. This information took a lot of Officer time to collate and is now being sent to the resident.

### Clerk Recruitment

The first recruitment process only resulted in one applicant. In order to have a fair recruitment process and the

ability to score/analyse candidates the interview panel agreed to a second round of recruitment. I sent a report to Council making several recommendations as to how to improve the recruitment process. The Administration Committee approved changing the job title to Chief Officer / Town Clerk, and increase the salary in order to attract more high calibre candidates. Social media will be used a lot more widely to advertise the vacancy. The vacancy has been advertised internally as well as externally.

### Website

The new website is very near to completion and a link will be sent to the new site to all Members for their approval shortly.

### Quinquennial Report

The team are currently working through the report. Some works have been carried out already and the others we are gaining quotes for.

### Tree Survey

The tree survey is overdue. We don't seem to have a complete list of all the trees we own and any good maps. We have sent out for quotes to carry out the tree survey and to provide records / map. As Council own around 800 trees this is going to be expensive and we need to consider budget implications.

### Assets

There seems to be confusion at present as to who owns what in terms of trees, verges, hedges, footways etc. I am investigating ways in which we can resolve this.

### Performance Management Reviews (PMRs)

PMRs (appraisals) have been arranged for all staff.

### Training Plans

I am currently liaising with Officers and Members and collating training plans for everyone which will include training carried out, training required, and qualifications.

The Administration Committee agreed to contract Worknest for HR services. This includes access to free training courses for the first year so I will utilise this service. Statutory training will be priority such as fire marshall training, fire extinguisher training etc.

I was asked to chase the first aid training provider for everyone's certificates. These have now all been sent out.

### Staffing Review

The staffing review contractor has been asked to start the review. It should be started w/c 18<sup>th</sup> September.

### Highways

We have a lot of highways issues and receive a lot of requests for works from residents. I am currently collating all the issues and will arrange a meeting with the OCC Highways representative so we can discuss further. Most of the areas of issue are Highways responsibility, not the Town Councils.

### HR General

I am waiting for access to Worknest. Once I have this I will enter all the HR records into the software so we have a good record and easy access. Staff will be able to request annual leave via the software and review their employment documents.

All staff have been asked to compile work procedures so if anyone is absent for any reason we have a document detailing exactly how to carry out a task.

Weekly team meetings are being held each Thursday so as a team we can discuss current work, planned work, and give each other support.

### Archiving

The loft is currently full of old documents. The team are taking one or two files per week so we can work to clearing them. A lot will be shredded as they are no longer needed such as old accounting records.

#### Football Lease

The lease has been signed.

#### Unity Trust Bank Mandate

The forms are complete except for one Member signature which could not be obtained due to holiday. This will be completed and submitted this week.

#### CIL/S106

A list of the CIL/S106 monies have been obtained from WODC and circulate to Members. Once we ascertain a strategy (following the strategy meeting) we can identify projects and apply for the funding.

#### Investment Strategy

I don't think our funds are currently working as good as the could be for us in terms of interest so I will look at this shortly and present a proposal to Council.

#### Register of Interests

WODC have been chasing ROIs from three Members. One has been submitted and I am arranging for completion of the other two.

#### Committee and Working Groups / Terms of Reference

I have proposed a new Committee structure and added this to the agenda for Council consideration, along with proposed Terms of Reference for each. I am currently collating a list of working groups, and their members. The working groups may need to be reviewed following the outcome of the strategy meeting. Once this meeting has taken place I will review the groups and the Terms of Reference for each.

#### General

Myself and all other team members are extremely busy and working very hard. We receive a colossal amount of emails and have a lot of work to do. We are doing our best to work our way through it all.

### **ARRG Working Group notes 03.08.23**

#### 20230803 ARRG Working Group Meeting Notes

Present: K Godwin, L Little, D Wesson, R Howes, S James, T Wilkinson, L Wood, M Brennan, M Stimpson  
Apologies: S Baylis

#### Terms of Reference requirements

- Responsible Committee: Full Town Council
- Lead Councillor appointed : K Godwin
- Note taker appointed : M Brennan
- Each member of the group introduced themselves and outlined their interests.
- Objectives of the working group :
  - KG proposed that the objectives of the group are as follows: To determine the unbiased questions to be asked in a referendum/poll/survey of the townspeople and to determine the most cost effective and honest way of gathering the data required for full council to make an informed decision as to what action, if any, needs to be taken regarding pavilion provision on the recreation ground.
  - There was a discussion around the issue of the referendum, whether it was a referendum or not and what it was to address.

- LW confirmed that the purpose of the working group was to provide questions which covered all development on the rec including bandstand, etc.
- TO DO

- Action Plan :

- Discuss the issues and collate draft questions

- LL Rec and Pavilion key part of growing up – a green open space a sports field and should remain as it is – a concern is that a lot of money has been spent on the OP and is now concerned that if a question is worded that the quinquennial spend should be acknowledged.
    - KJG noted that full town council are committed to a referendum or poll of some kind.
    - The council are the trustees of the ARRG as an entity.
    - RH suggested that the trustee is there to manage the recreation ground on behalf of the people. She noted that it was an insult that the council did not consider the townspeople in their
    - RH noted that the public should be asked whether the people are happy with the trustees managing the recreation ground or whether a management committee should be put in place to do the running.
    - MB suggested that the Council needs to confirm its legal standing with regard to the recreation ground and whether it is already breaking the law regarding the 5% development of the land usage.
    - MB asked whether the recreation ground be renamed?
    - MB noted that there are now houses all around the recreation ground.
    - RH the rec needs to be preserved as a green space which is owned by the people of the town.
    - MB If we are already breaking the law with regard to the 5% development of the open green space that this would affect the type of questions that are to be asked.
    - MS agreed that we need to check legal status.
    - MS noted that we need toilets if there is a playpark. It was noted that CSC do allow unofficial usage of the toilets.
    - SJ would like a new pavilion and joined the group to represent those that might also support this. Not a sporty person but as an organiser of recreation based events having tea and coffee facilities and toilets and does not feel that the current pavilion is fit for purpose, but agrees that it should not be bigger. Not interested if it is used for sports usage.
    - SJ feels that the consultations at the May Day Fayre and the public sessions were attended by people who were of a similar mindset.
    - SJ suggested that a return of 5% should be considered a valid return of any form.
    - LL gave a history roundup of the types of building that could have been presented (a wooden hut was a past building type)
    - LL concerned about finance that has already been wasted.
    - It was asked what the inside of the building now looks like and from the outside you wouldn't know that it had had any work done to it. KG confirmed that she has visited the building and there is still work to be done, perhaps as a community project.
    - DW suggested that one of the questions could be whether a new pavilion should be on the North or the South side of the recreation ground.
    - It was noted that there is some public support for the bandstand being removed.
    - TW has 3 opinions i) would like a new pavilion with public toilets ii) current pavilion is considered unfit for purpose iii) that the charter is not fit for purpose. He asked to be a member of the working group to provide some balance.
    - MB noted the costs of a renovation/refurbishment project would need to be covered by the council whereas a rebuild could be covered perhaps by a grant. TW did not agree that costs should be part of the referendum materials, but LW and others disagreed and that the public should be made aware of the costs.
    - KG noted that the initial referendum was to ask only two questions, but with the recent money being spent on the Old Pavilion and the widening of the referendum remit it is more likely that there will be multiple questions.

- **ACTION KG** to send email asking for initial questions from members of the group for consideration at the next meeting.

#### ■ Review and agree unbiased questions

- TO DO

- Discuss the need for documentation to support the questions – some background information (the Charter, the Charity, the Options)
- ACTION KG email a copy of the Charter to all members of the group.
- Determine the most cost effective and honest way of gathering the data required from the townspeople whether this is a referendum / a poll / a survey
- There is an action with the officers of the council to investigate the costs of a referendum and a poll.
- KG noted that the ARRG Committee had proposed a referendum which cost £4K but this was not considered impartial.

#### ■ Determine a recommended date by which to distribute the materials and for the collection of the data

- TO DO

#### ■ Present proposal to full council

- TO DO
- Time frame : Start 03 Aug 2023; End ?? 2023
- TO DO

DONM 17 August 2023 @ 7pm

#### ARRG Working Group notes 17.08.23

20230817 ARRG Working Group Meeting @ Town Hall, 7pm

**DRAFT**

#### Agenda/Notes

Present: M Stimpson, D Wesson, T Wilkinson, S James, K Godwin

Apologies: L Wood, L Little

Absent: R Howse, S Baylis, M Brennan

#### Minutes of last meeting

- SJ requested that the last meeting notes be amended to report “happy for it to be the same size or bigger” rather than “but agrees that it should not be bigger”.

#### Terms of Reference requirements

- Responsible Committee: Full Town Council
- Lead Councillor appointed : K Godwin
- Note taker appointed : M Brennan
- Objectives of the working group :

- The following was minuted and approved at full town council:

- (a) ARRG Pavilion Referendum. It was suggested by Cllr L Wood and seconded by Cllr Leverton that a working group is set up and that the

Deputy Clerk would be requested to gather costs for a poll versus a referendum (proposed by Cllr King and seconded by Cllr Baylis), with all in favour.

And for information the following was deferred, but has subsequently been approved:

(b) ARRG Pavilion quinquennial works update. Council was asked to consider a budget for further Priority A works to be carried out, as follows:

Amount left in the budget to carry out Priority A maintenance: £2,578.00

Estimated shortfall to carry out the outstanding maintenance: £2,472.00

This amount could increase due to unforeseen price increases or unforeseen problems when carrying out the work. To ensure there are enough funds to cover all eventualities, it is requested that the amount of £2,700 be made available.

Priority A work still to be carried out:

External Joinery

- Replace front door and door frame – steel
- Replace external store door - steel

Floor Structures - Clean floor tiles and replace damaged quarry tile skirting in shower

External Décor - Preparation and painting of the Pavilion exterior

Council RESOLVED to defer this item until the situation with the quarry tiles could be assessed due to asbestos being present, which was proposed by Cllr Leverton and seconded by Cllr King. Action by officers.

o Set objective

■ At the last meeting KG proposed that the objectives of the group are as follows: To determine the unbiased questions to be asked in a referendum/poll/survey of the townspeople and to determine the most cost effective and honest way of gathering the data required for full council to make an informed decision as to what action, if any, needs to be taken regarding pavilion provision on the recreation ground.

■ With the requests from the public to also consider whether the band stand still has any use on the recreation ground. KG proposes that the objectives of the group are as follows: To determine the unbiased questions to be asked in a referendum/poll/survey of the townspeople and to determine the most cost effective and honest way of gathering the data required for full council to make an informed decision as to what action, if any, needs to be taken regarding the recreation ground.

■ **ACTION:** Due to only half the members of the group being in attendance this was deferred to the next meeting

● Action Plan:

■ Discuss the issues and collate draft questions

● ACTIONS from the last meeting:

■ **ACTION KG** to send email asking for initial questions from members of the group for consideration at the next meeting. **DONE**

● **ACTION: KG** to gather all suggested questions from the email responses are to be gathered and shared.

● KG noted that there might be funding from S106 pots which could be explored for any work to be done on any development project.

■ Review and agree unbiased questions

● TO DO

- Discuss the need for documentation to support the questions – some background information (the Charter, the Charity, the Options)
  - ACTIONS from the last meeting:
    - **ACTION KG** email a copy of the Charter to all members of the group. **DONE**
    - It was noted that for each question there should be supporting documentation.
    - It was suggested that there would be an A3 leaflet and 2 x voting slips (as recommended in the Save the Rec report presented to council in July 2022).

- Determine the most cost effective and honest way of gathering the data required from the townspeople whether this is a referendum / a poll / a survey
  - What return from the population of Carterton can be considered a valid return of the referendum form? SJ suggested 5% at the last meeting – is this a reasonable amount considering that we only get a 15-20% turnout for elections? This was discussed and the costs of providing a postal return was considered expensive. The use of ballot boxes at the usual polling stations was supported by the group, but the returns are acknowledged as being traditionally low.
  - There is an action with the officers of the council to investigate the costs of a referendum and a poll. KG reported that officers had investigated, but that there was no real information as to costs available. The Clerk has asked for more information. **ACTION: KG** to discuss with the Clerk the best format for this full consultation

- Determine a recommended date by which to distribute the materials and for the collection of the data
  - TO DO

#### ■ Other Considerations

- The legality of buildings already on the recreation ground was raised at the last meeting. KG reported that this was raised with the clerk and she has asked for further information.
- TW asked if there was a copy of the 1937 conveyance document which transferred the trust from the founding trustees to Carterton and Black Bourton Parish Council. **ACTION: KG** to find and share the conveyance document
- TW queried whether the playpark is included in the 1/20h limit of development on the recreation ground.

#### ■ Present proposal to full council

- TO DO

#### ■ Timeframe

- Time frame : Start 03 Aug 2023; End October 2023
- It was noted that a referendum had been expected this summer, but it was agreed that a January referendum might be beneficial and allowing the working group time to be ready for October and to present to council in November 2023.

What has been agreed:

- That a referendum pack is to be provided with the referendum vote
- That costs of a building will be included in the referendum pack

DONM: 14 [Added later: 21] September 2023 @ Town Hall (TBC), 7pm

## **AGENDA ITEM 6 – DISTRICT/COUNTY COUNCILLOR REPORTS**

### **Cllr Michele Mead Carterton South report**

On the 19<sup>th</sup> July at the WODC Full Council Meeting I took the opportunity within the question section to ask why Carterton has suffered with many streets not having their bins collected. In some areas (Milestone Road) this has gone on for four consecutive weeks and what action is being taken to improve the service. The answer I was given was a mixture of staff shortages due to sickness and holidays plus the lorries themselves are old and often break down.

I have attended the Audit & Governance committee meeting, Constitution working group and Finance Management Overview & Scrutiny. While all these committees are important to the running of the district council, they do not directly have a impact on the Town Council.

Speeding cars, bins, housing, parking, fences, fallen trees and Willow Meadows overgrown pathways are all issues have dealt with on behalf of residents.

### **Have Your Say On The New Local Plan**

On August 30<sup>th</sup> 2023 the WODC will be launching its Local Plan Consultation for 8 weeks closing the 25<sup>th</sup> October 2023. I recognise many of you are sceptical of consultations, but it is important for you to have your say.

The Local Plan shapes our future and the decisions made for the future of West Oxfordshire and is key in developing the areas where we live and work ensuring the surrounding environment isn't negatively impacted.

The Local Plan legally has to be reviewed and updated. Many of you will be aware we currently don't have enough housing land supply to meet the current local plan which effects how we make planning decisions. Currently when planning applications are submitted refusal can only be granted if "substantial harm" is identified outweighing the benefits regarding that application.

Whilst this will be available online and will be fully interactive allowing you to make comments WODC will be engaging with Town and Parish Councils and will also be happy to receive written feedback on the consultation via email or post.

Please register now to ensure that you can have your say. Your Parish Council are already working on this but will need your help!

To sign up for more information on the forthcoming Local Plan consultation please visit <https://yourvoice.westoxon.gov.uk/en-GB/>

### **Cllr McBride Report**

There has not been a main Council meeting in August nor a meeting of the Climate and Environment Committee which I chair.

I have assisted residents in pro actively following up on missed communal recycling bin collections. I have also received further response from district following the question I tabled at the last meeting of full council concerning the continuing closure of part of the Country Park playground.

## **Cllr Phil Godfrey Carterton North West report**

### **Lowlands Area Planning Sub Committee Meeting**

On Aug 14th I attended a Lowlands Area Sub Committee Planning meeting at West Oxfordshire District Council Woodgreen Offices. It was a very short meeting due to planning applications being pulled at the last minute.

### **Land South West of Chapel Lane, Standlake. App 22/01908/FUL**

This application was withdrawn at late notice and so was not deliberated by the Committee

### **The Bell Inn Langford. App 23/034548/FUL**

This application was withdrawn due to a consultation period being extended and the application being altered. Also, the Parish Council had removed its objections which should allow the application to be decided by delegated powers of the Chief Planning Officer.

### **Manor Farm Cottage, Broughton Poggs. App 23/00565/HHD & 23/00566/LBC**

This application was for part retrospective approval for the erection of substantial fencing and gates. Consideration of a Listed Building to safeguard the Character and appearance was considered and the applications were approved unanimously.

### **40 Dwellings at Cote Road Aston. App 23/009861/FUL.**

An appeal by the applicant was successful, to build 40 homes, however there was a 50% education provision increase for the local Primary School amounting to £250k of s106 monies.

### **Site Visit Land South of New Yatt Road. App 23/00794/OUT**

There is a site visit on Sept 11th for the Planning Committee to attend to for a planning application. Regretfully I am unable to attend but I requested Cllr Dan Levy to substitute for me and attend in my absence.

### **Carterton Community Food Bank**

On August 7th I met the main organisers of the Carterton Community Foodbank Lynn Little and Pastor Blesson Kallimel at the Methodist Church in Carterton, Oxon. I was amazed at the amount of time and effort they and their small band of volunteers put in to support local residents and families in need. They operate a Community Fridge Monday mornings and they operate 7 days a week whenever possible supplying Food Parcels to the vulnerable who are referred by the local schools and WODC.

### **Oxford Food Hub**

On August 11th I visited the Oxford Food Hub at Unit 12 Curtis Industrial Estate, Botley Oxford. They have distributed over £1.5M of food to Community Organisations across Oxfordshire. (They supply the Carterton Community Food Bank) I met the CEO Cllr Emily Smith and Dave Parks who explained in detail how they operate. Again, the enthusiasm and passion all the volunteers have was ever present. In light of everyone being so engaging at these two Organisations I have now offered to become one of their volunteers for the future.

### **Sports Pitch Strategy**

I have been requested to offer help and assistance to Cllr Alaric Smith who is the Executive Member for Leisure and Major Projects at WODC. One of his projects is the Sports Pitch Strategy for the region of WODC. On August 25th I attended various site visits with him in Carterton.

### Kilkenny Lane Football Pitches

Firstly, we visited the Football Pitches at Kilkenny Lane at Carterton Football Club. Cllr Smith noted they were of a very high quality. (They are maintained by a group of volunteers at the club of which I am one of them).

### Monahan Way Sports Pitches

We then visited the Sports Pitches at Monahan Way at Carterton Football Club which were showing several years of neglect and are in a dangerous state. It has now been reported that they have a reoccurring infestation of Chafer Grubs. These feed on grass roots and attract birds and animals that dig up grass areas as they attempt to feed on the bugs.

I am a FA Accredited Groundsman and part of a team that have won awards in the past. In my opinion it will take a huge investment of money and many years of sustained works to repair these pitches to a reasonable standard. I have written to the executive at WODC and informed them that these pitches need their attention from a Health and Safety perspective. I have also reached out to the Chairman of Carterton Football Club Lee Williams to see if I can help in any way as well.

### New Sports Hub & Community Sports Hall

On August 25th myself and Cllr Alaric Smith met the Chairman of Carterton Football Club Andrew Walton and other Committee Members. The Football Clubs Sports Hub project was discussed which involved the 3G Artificial Pitch and a New Community Sports Hall. Chairman Andrew Walton was asked if he could do a more detailed report regarding the Football Clubs Plans which I would assume he will share with WODC and Carterton Town Council in the future.

### Oxfordshire Football Association

On August 20th I met the new CEO of the Oxfordshire Football Association Jon Duckworth . He has taken over from the outgoing CEO Ian Mason. We discussed many items including a serious lack of Sports Provision and Pitches within Witney, Carterton and the surrounding region of West Oxfordshire. I was invited to volunteer at the OFA which I agreed I would help if I could (time restraints permissible).

### **Cllr Melvin, District Councillor for Carterton NE Ward, Town Councillor for Carterton Upavon Ward Report**

I have recently attended several meetings at WODC including Audit and Governance Committee, Licensing Committee, and Finance and Management Overview Committee.

The Licensing Committee considered and approved a extension to the pavement licensing regime that was introduced during the Covid crisis for a further year until September 2024. There are currently 14 premises taking advantage of this in the District, the fee for the permit is £100 but there is a fund setup to subsidise this. The Finance and Management Overview Committee discussed and made recommendations regarding the proposed reduction in telephone contact hours for WODC customer services amongst other items. This proposal is to reduce the current time that residents can make general telephone enquiries to customer services from 9am to 5 pm to 9am to 2pm Monday to Friday. The phone lines will continue to be open for urgent and emergency calls as previously. This is being done on a trial basis for 6 months and will be reviewed regularly. There has been a continued reduction in the number of telephone enquiries received and the majority are made in the mornings. This reduction in telephone access hours will free up customer service agents to provide a better service to residents who call in at the town centre shop and Wood Green reception which will continue to be open 9 am to 5pm Monday to Friday, and process other enquiries. This proposal will be fully discussed at the next meeting of the executive.

I am also pleased to confirm that I have been appointed as the District Councillor representative to Volunteer Link

Up a organisation that I have been a member of for several years and I look forward to getting more involved with them in providing support and assistance to our residents.

I have also attended the AGM of West Oxfordshire Community Transport, the organisation that provides the Carterton Connector Community Bus and other Community Bus services, although I am no longer a director of WOCT I am still a shareholder/member and active volunteer. I am pleased to report that passenger numbers on the Carterton Service have shown a significant increase recently, I hope to be able to provide detailed statistics soon.

I also attended the recent Thames Valley Police open day event which was held at their training facility near Reading, I had a useful meeting and discussion with the Neighbourhood Watch Team with a view to restarting the local scheme in Carterton.

I also attended the District Council Chairman's afternoon tea party event with Cllr Kathy Godwin where we were given a guided tour of the council chambers and the underground bunker.

I am also pleased to be able to continue to support the other community groups that I and other residents and councillors are involved with including Connecting Carterton group, the Carterton Eco Awareness Group, and Carterton Celebrates.

There are several events and activities planned including repair cafes, clothes swops and a Harvest/ Flower show event on October the 7th .

On a general note the local plan consultation has started and will run from 30th August to 25th October. I understand that there will be a event at Wood Green for Town and Parish Councils regarding this, date to be announced.

I have also assisted several residents who have contacted me with concerns, including planning enquiries missed bin collections etc, and organised and attended a resident's surgery at the Community Centre on Shilton Park And as a fix my street super user have reported some highways issues.

### **Cllr Natalie King - North West District Report**

Since our last Full Town Council Meeting we have had the six weeks summer holidays which I have greatly enjoyed with my children and even tried out camping as well as various days out while in and around Oxfordshire. I apologise if I haven't replied to emails as efficiently as per usual, however I took the second part of the holidays off due to a loss within my family and began back to work week commencing 11<sup>th</sup> September.

I have a busy calendar ahead of me for both District and Town capacity and so October's report will be more full of updated information.

10.09.23 – I and my children attended the Battle of Britain service at St Johns Church. It's a service we attend every year as we are part of this Church and was my second time in a Councillor capacity. It was extra special this year as it was held on the children's informal service in which my children partook with the singing and dancing on the stage. A big thank you to all whole helped make this very special service happen. Finally, thanks to the Station Commander for her graciousness as always, WODC Chair Andrew Coles as well as our Mayor Kathy Godwin it was a wonderful service.

02.09.23 – Brizefest was another yet again absolutely incredible event held at RAF Brize Norton. The Families Day was exceptional with all the wonderful stall holders and activities for the children and I got to experience the new C17 planes too. The evening was also a very enjoyable with music, drinks and good food with RAF friends in a more non-council role.

Thank you to the huge team that put on the event, it was just a brilliant day and I know so many of us enjoyed it from start to finish, I will see you next year.

26.07.23 – Meet your Councillor went very well and a number of residents came in to talk through issues which have all been forwarded to the team and officers, so they will be worked through asap.

Upcoming Public meetings:

12.09.23 – CTC Amenities

13.09.23 – WODC Executive meeting

19.09.23 – CTC Full Council Meeting

27.09.23 – WODC Full Council Meeting

Please remember you can now watch all District Meetings online via the District website and we will be shortly having the new reveal of the Chambers refurbishment.

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

Income received:

11/09/2023		Carterton Town Council Current Year						Page 1
12:52		Cashbook 1						User: DCW
		Current A/c						
		Receipts received between 10/08/2023 and 19/09/2023						
		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>	
	Banked: 11/08/2023	1,100.00						
	The Shake Shop	1,100.00		183.33	1230	210	916.67 The Shake Shop	
	Banked: 11/08/2023	56.00						
	CEC Ltd	56.00			1600	225	56.00 Burial fee Ashes F6	
	Banked: 25/08/2023	56.00						
	Banbury Memorials	56.00			1600	225	56.00 Burial fee Grave N170	
	Banked: 01/09/2023	260.00						
	Carterton Squash Club	260.00			1205	210	260.00 Carterton Squash Club	
	Banked: 01/09/2023	741.67						
	FitFigures	741.67			1230	210	741.67 FitFigures	
	Banked: 05/09/2023	165.00						
	Burial Income	165.00			1600	225	30.00 EROB Trnsfer Ashes 26	
					1600	225	135.00 Burial fee Grave 168	
	Banked: 11/09/2023	1,100.00						
	The Shake Shop	1,100.00		183.33	1230	210	916.67 The Shake Shop	
	Banked: 11/09/2023	40,000.00						
Tfr	Savings Account	40,000.00			204		40,000.00	
	<b>Total Receipts:</b>	43,478.67	0.00	366.66			43,112.01	

**Balance sheet:**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
100	Debtors	6,102
105	VAT Control A/c	7,595
110	Prepayments	990
201	Current A/c	9,868
202	Wages Account	5,092
204	Savings Account	534,252
220	Petty Cash	8
	<b>Total Current Assets</b>	<b>563,906</b>
	<u>Current Liabilities</u>	
501	Creditors	60,342
510	Accruals	1,365
515	PAYE/NI Due	(7,989)
516	Pension Due	(135)
530	Mayor's Charity	1,774
550	Retentions	3,998
560	Receipts in Advance	3,500
	<b>Total Current Liabilities</b>	<b>62,855</b>
	<b>Net Current Assets</b>	<b>501,052</b>
	<b>Total Assets less Current Liabilities</b>	<b>501,052</b>
	<u>Represented by :-</u>	
301	Current Year Fund	31,649
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>501,052</b>

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## Cash and Investment reconciliation:

### Carterton Town Council Current Year

#### Bank - Cash and Investment Reconciliation as at 31 August 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/08/2023 Current Account	53,725.38	
2	31/08/2023 Wages Account	5,092.24	
4	31/08/2023 Savings Account	534,252.11	
			<b>593,069.73</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>593,077.40</b>
<u>Unpresented Payments</u>			
1	09/08/2023 169	294.58	
1	09/08/2023 170	162.00	
1	09/08/2023 171	74.70	
1	09/08/2023 172	73.54	
1	09/08/2023 173	67.78	
1	09/08/2023 174	12.99	
1	09/08/2023 175	212.29	
1	09/08/2023 176	516.00	
1	09/08/2023 177	114.00	
1	09/08/2023 178	1,236.00	
1	09/08/2023 179	142.80	
1	09/08/2023 180	768.00	
1	09/08/2023 185	353.04	
1	09/08/2023 186	78.96	
1	09/08/2023 187	524.40	
1	09/08/2023 189	3,173.58	
1	09/08/2023 191	95.00	
1	09/08/2023 192	437.69	
1	09/08/2023 193	18,523.57	
1	09/08/2023 195	2,834.25	
1	09/08/2023 196	5,126.40	
1	09/08/2023 197	360.00	
1	09/08/2023 201	90.72	
1	09/08/2023 202	90.72	
1	09/08/2023 203	840.00	
1	09/08/2023 204	416.40	
1	09/08/2023 206	164.74	
1	09/08/2023 207	300.00	
1	09/08/2023 208	25.00	
1	09/08/2023 209	2,421.82	
1	09/08/2023 210	576.58	

**Carterton Town Council Current Year**

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

		<u>Account Description</u>	<u>Balance</u>	
1	09/08/2023	211	3,750.00	
				<b>43,857.55</b>
				<b>549,219.85</b>
<u>Receipts not on Bank Statement</u>				
0	31/08/2023	All Receipts Cleared	0.00	
				<b>0.00</b>
<b>Closing Balance</b>				
<u>All Cash &amp; Bank Accounts</u>				
1		Current A/c	9,867.83	
2		Wages Account	5,092.24	
3		Business Account	0.00	
4		Savings Account	534,252.11	
		Other Cash & Bank Balances	7.67	
		<b>Total Cash &amp; Bank Balances</b>		<b>549,219.85</b>

**Income & Expenditure:**

11/09/2023 Page 1  
 11:51 Carterton Town Council Current Year  
**Detailed Income & Expenditure by Budget Heading 31/08/2023**  
 Month No: 5 August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Costs</u>								
4000 Salaries	11,475	63,658	223,170	159,512		159,512	28.5%	
4001 Agency/Temp staff	2,362	5,862	0	(5,862)		(5,862)	0.0%	
4002 Recruitment Costs	0	647	0	(647)		(647)	0.0%	
4003 Travel & Subsistence	73	318	1,000	683		683	31.8%	
4005 Office Supplies	537	2,445	5,000	2,555		2,555	48.9%	
4010 Insurance	0	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	66	2,885	4,000	1,115		1,115	72.1%	
4027 Telephones/Mobile/Internet	244	1,225	2,600	1,375		1,375	47.1%	
4028 IT Costs	470	3,711	5,500	1,789		1,789	67.5%	
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.	642	2,127	8,500	6,373		6,373	25.0%	
4041 HR/ Health and Safety	310	1,548	3,600	2,052		2,052	43.0%	
Central Costs :- Indirect Expenditure	<b>16,179</b>	<b>104,363</b>	<b>285,670</b>	<b>181,307</b>	<b>0</b>	<b>181,307</b>	<b>36.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(16,179)</b>	<b>(104,363)</b>	<b>(285,670)</b>	<b>(181,307)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Community Safety</u>								
4160 Community Safety	0	0	19,624	19,624		19,624	0.0%	
Community Safety :- Indirect Expenditure	0	0	19,624	19,624	0	19,624	0.0%	0
<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 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Civic and Democratic</u>								
4030 Elections and Meetings	0	0	10,000	10,000		10,000	0.0%	
4050 Mayor's Allowance	0	0	3,555	3,555		3,555	0.0%	
4055 Civic Regalia	0	35	500	465		465	7.0%	
4056 Civic Expenses	49	49	1,000	951		951	4.9%	
Civic and Democratic :- Indirect Expenditure	49	84	15,055	14,971	0	14,971	0.6%	0
<b>Net Expenditure</b>	<b>(49)</b>	<b>(84)</b>	<b>(15,055)</b>	<b>(14,971)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Grants and Donations</u>								
4040 Grants Awarded	3,750	7,500	45,000	37,500		37,500	16.7%	
4430 CCTV	0	5,000	10,000	5,000		5,000	50.0%	
Grants and Donations :- Indirect Expenditure	3,750	12,500	55,000	42,500	0	42,500	22.7%	0
<b>Net Expenditure</b>	<b>(3,750)</b>	<b>(12,500)</b>	<b>(55,000)</b>	<b>(42,500)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>150 Other Costs and Income</b>								
1076 Precept	0	216,440	432,880	216,441			50.0%	
1090 Interest Received	0	3,493	2,000	(1,493)			174.7%	
Other Costs and Income :- Income	<b>0</b>	<b>219,933</b>	<b>434,880</b>	<b>214,947</b>			<b>50.6%</b>	<b>0</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 31/08/2023

Month No: 5

August 2023

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

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Town Hall</u>								
1100 Hire income	0	0	100	100			0.0%	
Town Hall :- Income	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>			<u>0.0%</u>	<u>0</u>
4102 Water Charges	0	457	800	343		343	57.1%	
4105 Gas and Electric	417	2,982	9,000	6,018		6,018	33.1%	
4110 Repairs & Maintenance	0	2,571	20,000	17,429		17,429	12.9%	
4120 Cleaning and Waste Removal	50	636	3,000	2,364		2,364	21.2%	
Town Hall :- Indirect Expenditure	<u>467</u>	<u>6,645</u>	<u>32,800</u>	<u>26,155</u>	<u>0</u>	<u>26,155</u>	<u>20.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(467)</u>	<u>(6,645)</u>	<u>(32,700)</u>	<u>(26,055)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Properties</u>								
1205 Squash Club Income	260	1,300	3,120	1,820			41.7%	
1210 Vets Surgery Income	0	3,683	14,000	10,317			26.3%	
1230 Streatfield House Income	1,658	8,292	20,600	12,308			40.3%	
Properties :- Income	<u>1,918</u>	<u>13,275</u>	<u>37,720</u>	<u>24,445</u>			<u>35.2%</u>	<u>0</u>
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	275	535	7,690	7,155		7,155	7.0%	
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	0	1,209	6,245	5,037		5,037	19.4%	
Properties :- Indirect Expenditure	<u>275</u>	<u>2,269</u>	<u>28,660</u>	<u>26,391</u>	<u>0</u>	<u>26,391</u>	<u>7.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,643</u>	<u>11,006</u>	<u>9,060</u>	<u>(1,946)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Recreation and Open Spaces</u>								
1250 Wayleaves and Easements	0	14	50	36			27.1%	
Recreation and Open Spaces :- Income	<u>0</u>	<u>14</u>	<u>50</u>	<u>36</u>			<u>27.1%</u>	<u>0</u>
4220 Allotments	166	1,819	4,000	2,181		2,181	45.5%	
4300 The Dell	0	665	20,000	19,335		19,335	3.3%	
4305 Repairs & Maint Play Equipment	7,883	15,533	25,000	9,467		9,467	62.1%	
4307 ARRG Water	0	0	300	300		300	0.0%	
4308 ARRG Electricity	54	390	1,200	810		810	32.5%	
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	650	6,460	19,000	12,540		12,540	34.0%	
Recreation and Open Spaces :- Indirect Expenditure	<u>8,753</u>	<u>30,813</u>	<u>99,500</u>	<u>68,687</u>	<u>0</u>	<u>68,687</u>	<u>31.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(8,753)</u>	<u>(30,800)</u>	<u>(99,450)</u>	<u>(68,650)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Town Maintenance</u>								
4400 Litter & Dog Bins (Lot 2)	3,426	8,565	21,580	13,015		13,015	39.7%	
4401 General Maintenance	217	4,212	15,000	10,788		10,788	28.1%	
4403 Baldwin Mews Electricity	441	865	2,000	1,135		1,135	43.3%	
4405 Hedges & Paths (Lot 3)	863	5,177	16,350	11,174		11,174	31.7%	
4415 Flowers (Lot 4)	1,155	6,933	12,535	5,602		5,602	55.3%	
4425 Grass Cutting (Lot 1)	3,342	11,697	23,400	11,703		11,703	50.0%	
Town Maintenance :- Indirect Expenditure	<u>9,443</u>	<u>37,448</u>	<u>90,865</u>	<u>53,417</u>	<u>0</u>	<u>53,417</u>	<u>41.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(9,443)</u>	<u>(37,448)</u>	<u>(90,865)</u>	<u>(53,417)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Cemetery</u>								
1600 Burial Fees	263	3,082	5,000	1,918			61.6%	
Cemetery :- Income	<u>263</u>	<u>3,082</u>	<u>5,000</u>	<u>1,918</u>			<u>61.6%</u>	<u>0</u>
4600 Cemetery Repairs & Maintenance	0	896	2,000	1,104		1,104	44.8%	
4605 Cemetery Grass Cutting/Hedges	750	2,250	5,995	3,745		3,745	37.5%	
Cemetery :- Indirect Expenditure	<u>750</u>	<u>3,146</u>	<u>7,995</u>	<u>4,849</u>	<u>0</u>	<u>4,849</u>	<u>39.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(487)</u></b>	<b><u>(64)</u></b>	<b><u>(2,995)</u></b>	<b><u>(2,931)</u></b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 5

August 2023

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Communication and Events</u>								
1305 Christmas Lights Income	0	0	200	200			0.0%	
Communication and Events :- Income	<u>0</u>	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>	<u>0</u>
4315 Events	45	2,448	10,000	7,552		7,552	24.5%	
4350 PR/Advertising (inc Crier)	0	5,000	20,000	15,000		15,000	25.0%	
Communication and Events :- Indirect Expenditure	<u>45</u>	<u>7,448</u>	<u>30,000</u>	<u>22,552</u>	<u>0</u>	<u>22,552</u>	<u>24.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(45)</u></b>	<b><u>(7,448)</u></b>	<b><u>(29,800)</u></b>	<b><u>(22,352)</u></b>				
Grand Totals:- Income	2,181	236,983	484,097	247,114			49.0%	
Expenditure	39,711	205,334	678,139	472,805	0	472,805	30.3%	
<b>Net Income over Expenditure</b>	<b><u>(37,530)</u></b>	<b><u>31,649</u></b>	<b><u>(194,042)</u></b>	<b><u>(225,691)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(37,530)</u></b>	<b><u>31,649</u></b>						

## Payments made:

Date: 11/09/2023		Carterton Town Council Current Year				Page 1			
Time: 12:51		Cashbook 1				User: DCW			
		Current A/c							
		Payments made between 10/08/2023 and 19/09/2023							
						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/08/2023	Paypal	DDR1	19.97	19.97		501			217-Adobe subscription
15/08/2023	EDF Energy 1 Limited	DDR3	462.53	462.53		501			188-S/Lights electricity
16/08/2023	Lloyds Credit Card	DDR	44.71			540		44.71	Lloyds Credit Card
17/08/2023	British Gas Business	DDR4	43.65	43.65		501			183-ARRG Pavilion electricity
21/08/2023	HMRC	FP	9,928.10			515		9,928.10	PAYE/NI
22/08/2023	Peninsula	DDR2	188.83	188.83		501			248-Employment services
22/08/2023	OCC	FP	2,566.89			516		2,566.89	Pensions July 23
23/08/2023	Peninsula	DDR3	179.16	179.16		501			249-BusinessSafe
23/08/2023	Total Gas & Power	DDR5	438.11	438.11		501			205-TH Electricity Jul 23
23/08/2023	Total Gas & Power	DDR5	-438.11	-438.11		501			Purchase Ledger
30/08/2023	Castle Water Limited	DDR4	129.54	129.54		501			Purchase Ledger
05/09/2023	British Telecom plc	DDR1	293.12	293.12		501			232-Telephone
15/09/2023	British Gas Business	DDR2	56.18	56.18		501			231-ARRG Pavilion electricity
19/09/2023	Vision ICT Limited	218	108.00	108.00		501			218-domain renewal
19/09/2023	Altodigital Networks Limited	219	55.53	55.53		501			219-IMC3500 copier charges
19/09/2023	Altodigital Networks Limited	220	294.58	294.58		501			220-Office365/hosted server
19/09/2023	Altodigital Networks Limited	221	162.00	162.00		501			221-IT Support
19/09/2023	Altodigital Networks Limited	222	162.00	162.00		501			222-IT Support
19/09/2023	Altodigital Networks Limited	223	294.58	294.58		501			223-Office 365/hosted server
19/09/2023	Amazon Payments Europe S.C.A	224	19.90	19.90		501			224-8 x litter pickers
19/09/2023	Amazon Payments Europe S.C.A	225	23.97	23.97		501			225-Heavy duty refuse sacks
19/09/2023	Amazon Payments Europe S.C.A	226	27.80	27.80		501			226-Union Jack bunting F&Chip
19/09/2023	Amazon Payments Europe S.C.A	227	26.59	26.59		501			227-Tablecloth F&C supper
19/09/2023	Aston & James Office Supplies	228	47.32	47.32		501			228-Stationery
19/09/2023	Aston & James Office Supplies	229	126.23	126.23		501			229-Wireless keyboard/mouse/st
19/09/2023	Aston & James Office Supplies	230	67.34	67.34		501			230-Wireless mouse/keyboard
19/09/2023	Carterton Community Centre	234	245.00	245.00		501			234-Afternoon tea hall hire
19/09/2023	Carterton Community Centre	235	195.00	195.00		501			235-Lantern W/Shop hall hire
19/09/2023	Allandale Youth Centre	236	75.00	75.00		501			236-Allendale room
<b>Subtotal Carried Forward:</b>			<b>15,843.52</b>	<b>3,303.82</b>	<b>0.00</b>			<b>12,539.70</b>	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									hire
19/09/2023	Cotswold Window & Door	237	275.00	275.00		501			237-Replace squash club glass
19/09/2023	DCK Payroll Solutions Ltd	238	87.72	87.72		501			238-Payroll fees Dec 22
19/09/2023	DCK Payroll Solutions Ltd	239	78.96	78.96		501			239-Payroll fees Apr 23
19/09/2023	DCK Payroll Solutions Ltd	240	78.96	78.96		501			240-Payroll fees June 23
19/09/2023	DCK Accounting Solutions Ltd	241	524.40	524.40		501			241-Accounts July 23
19/09/2023	Graham Kew Prints	242	58.80	58.80		501			242-Frame N.Leverton photo
19/09/2023	GB Sport & Leisure UK Ltd	243	8,760.00	8,760.00		501			243-Play equipment repairs
19/09/2023	LGRC Associates Ltd	245	7,376.41	7,376.41		501			245-Locom Clerk Aug 23
19/09/2023	McCracken & Son Limited	246	4,400.40	4,400.40		501			246-Grass Cutting Aug 23
19/09/2023	Qik Group Limited	250	99.36	99.36		501			250-Allotment toilet hire
19/09/2023	Qik Group Limited	251	99.36	99.36		501			251-Elmhust Allot toilet hire
19/09/2023	Thames Valley Police	253	5,004.00	5,004.00		501			253-PCSO 23/24 Q'
19/09/2023	Town & Country Trees Limited	255	780.00	780.00		501			255-Tree works
19/09/2023	Ubico Limited	256	164.74	164.74		501			256-Playground Inspect. Jul 23
19/09/2023	S Wells	257	25.00	25.00		501			257-TH Window cleaning
19/09/2023	Ubico Limited	258	22.10	22.10		501			258-Maples play equip repairs
19/09/2023	West Oxfordshire District Coun	259	535.39	535.39		501			259-Plauground Inspect. Jul 23
19/09/2023	West Oxfordshire District Coun	260	2,055.65	2,055.65		501			260-Lot2 July 23
19/09/2023	West Oxfordshire District Coun	261	2,055.65	2,055.65		501			261-Lot2 Aug 23
19/09/2023	West Oxfordshire District Coun	262	2,421.82	2,421.82		501			262-Lot3 Sep 23
19/09/2023	West Oxfordshire District Coun	263	323.52	323.52		501			263-Carnival waste disposal
<b>Total Payments:</b>			<b>51,070.76</b>	<b>38,531.06</b>	<b>0.00</b>			<b>12,539.70</b>	

### Invoices for approval for payment:

Payee	Ref	£	Details	Power to spend
Paypal	DDR1 217	19.97	Adobe subscription	LG Act 1972 s133
EDF Energy	DDR3 188	462.53	Baldwin Mews streetlighting	Highways Act 1980
Lloyds Credit Card	DDR	44.71	Lloyds Credit Card	Various
British Gas Business	DDR4 183	43.65	ARRG Pavilion electricity	LG Act 1972 s133
HMRC	FP	9,928.10	PAYE/NI	LG Act 1972 s112
Staff		11,475.00	Salaries	LG Act 1972 s112
Peninsula	DDR2 248	188.83	HR support services	LG Act 1972 s112
OCC Pension Fund	FP	2,566.89	Pensions – July 2023	LG Act 1972 s112

Peninsula	DDR3 249	179.16	BusinessSafe	LG Act 1972 s133
Total Gas & Power	DDR5 205	438.11	Town Hall electricity – July 2023	LG Act 1972 s133
Total Gas & Power	DDR5	-438.11	Credit	LG Act 1972 s133
Castle Water	DDR4	129.54	Water charges	LG Act 1972 s133
British Telecom	DDR1 232	293.12	Telephone	LG Act 1972 s133
British Gas Business	DDR2 231	56.18	ARRG Pavilion electricity	LG Act 1972 s133
Vision ICT	218	108.00	Domain renewal	LG Act 1972 s133
Altodigital Networks	219	55.53	Copier charges – IMC3500	LG Act 1972 s133
Altodigital Networks	220	294.58	Office 365/Hosted server	LG Act 1972 s133
Altodigital Networks	221	162.00	IT Support – Aug 2023	LG Act 1972 s133
Altodigital Networks	222	162.00	IT Support – Sept 2023	LG Act 1972 s133
Altodigital Networks	223	294.58	Office 365/Hosted server	LG Act 1972 s133
Amazon Payments	224	19.90	8 x litter pickers	PHA 1875 s164. OSA 1906 s9&10
Amazon Payments	225	23.97	Heavy duty refuse sacks	PHA 1875 s164. OSA 1906 s9&10
Amazon Payments	226	27.80	Union Jack bunting – Fish & Chip Supper	LG Act 1972 s145
Amazon Payments	227	26.59	12 x Tablecloths – Fish & Chip Supper	LG Act 1972 s145
Aston & James Office Supplies	228	47.32	Stationery – flipchart paper/pens	LG Act 1972 s133
Aston & James Office Supplies	229	126.23	Wireless keyboard/mouse, Tickets, Cleaner	LG Act 1972 s133
Aston & James Office Supplies	230	67.34	Wireless keyboard/mouse	LG Act 1972 s133
Carterton Community Centre	234	245.00	Afternoon Tea - hall hire	LG Act 1972 s145
Carterton Community Centre	235	195.00	Lantern Workshop - hall hire	LG Act 1972 s145
Allandale Centre	236	75.00	Room hire	LG Act 1972 s145
Cotswold Windows & Doors	237	275.00	Replace glass – Squash Club	LG Act 1972 s133
DCK Payroll Solutions	238	87.72	Payroll fees – Dec 2022	LG Act 1972 s112
DCK Payroll Solutions	239	78.96	Payroll fees – Apr 2023	LG Act 1972 s112
DCK Payroll Solutions	240	78.96	Payroll fees – June 2023	LG Act 1972 s112
DCK Accounting Solutions	241	524.40	Accounts – July 2023	LG Act 1972 s112
DCK Accounting Solutions		524.40	Accounts – Sept 2023	LG Act 1972 s112
Graham Kew Prints	242	58.80	Photo Framing – Cllr Leverton	LG Act 1972 s133
GB Sports & Leisure	243	8,760.00	Play equipment repairs – Trefoil/ARRG	PHA 1875 s164. OSA 1906 s9&10
LGRC Associates	245	7,376.41	Locum Clerk – Aug 2023	LG Act 1972 s112
McCracken & Son	246	4,400.40	Grass/hedge cutting – Aug 2023	PHA 1875 s164. OSA 1906 s9&10
Qik Group	250	99.36	Chemical toilet – Kilkenny Allotments	Smallholdings & Allotments Act 1908 s23,26&42
Qik Group	251	99.36	Chemical toilet – Elmhurst Allotments	Smallholdings & Allotments Act 1908 s23,26&42
Thames Valley Police	253	5,004.00	PCSO 2023/2024 Q1	LG & Rating Act 1997 s21. LG Act 1972 s31
Town & Country Trees	255	780.00	Tree works – Edgeworth Drive	PHA 1875 s164. OSA 1906 s9&10
Ubico	256	164.74	Playground inspections – July 2023	PHA 1875 s164. OSA 1906 s9&10
S J Wells	257	25.00	Town Hall window cleaning	LG Act 1972 s133
Ubico	258	22.10	Play equipment repairs – The Maples	PHA 1875 s164. OSA 1906 s9&10
West Oxfordshire District Council	259	535.39	Playground inspections – July 2023	PHA 1875 s164. OSA 1906 s9&10

West Oxfordshire District Council	260	2,055.65	Lot2 contract works – July 2023	PHA 1875 s164. OSA 1906 s9&10
West Oxfordshire District Council	261	2,055.65	Lot2 contract works – Aug 2023	PHA 1875 s164. OSA 1906 s9&10
West Oxfordshire District Council	262	2,421.82	Lot3/4 contract works – Sept 2023	PHA 1875 s164. OSA 1906 s9&10
Carterton Football Club		7,975.20	Decommission of existing lighting system and remove from pitch. Disposal. Install new foundation pads. Invoice received from Surfamelux. To be taken from the drawdown grant Council approved.	OSA 1906 s9&10
Carterton Fish n Chip shop		494.30	Fish n Chip Supper food – Battle of Britain	LG Act 1972 s145

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

In order to update the bank signatories Council need to approve the following Unity bank resolution:

- I/We confirm this resolution has been recorded in accordance with the rules of the organisation.
- The people named in this form will be authorised individuals on all accounts.
- I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.
- We acknowledge that Unity’s Terms and Conditions may vary from time to time and we agree to be bound by them.
- I/We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company’s rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.
- I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

### *Your telephone and Internet Banking declaration*

- I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- I/We agree to use the Internet Banking Service in accordance with the Terms and Conditions.
- The individuals named on this form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust’s liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

*Your declaration*

- I/We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- I/We confirm that we have read the Terms and Conditions and Privacy Statement and acknowledge that we will be bound by them.

**AGENDA ITEM 8 – COUNCILLOR EMAILS**

Councillors should all have a .gov.uk email address. A quote for 16 Microsoft 365 Business Basic licenses co-termined with Councils existing CSP licenses has been obtained from the I.T. Contractor who currently handles all the Council emails as our preferred supplier. The contractor has been asked to confirm 1) what happens to the licenses if we change contractor and 2) the quote states '2 months' so clarification has been asked for on this. Council will be informed once a response is received.

Quote:

## MICROSOFT 365 LICENCES (A/M)

Qty	Description	Term	Recurring Price	Recurring Total
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### Term & Renewal

This Call-off Contract shall come into force on the date it is executed by its parties. Supplier and Customer Party agree that the terms and conditions of the Call-off Contract.

Either party may give written notice to other, not later than 30 days before expiry of the then current term (as specified in the relevant Schedule), to terminate this Call-off Contract failing which it shall automatically renew for successive periods of twelve (12) months

### Detailed Description of Services Supplied

"Table – Microsoft 365 Licences" outlines the licences provided as part of the Microsoft Online Services including the licence type, subscription length, and charges.

1. The Microsoft Online Service provides the Customer access and entitlement only to the Microsoft 365 licences itemised above for the specified term.
2. The Customer can increase the quantity or add in new Microsoft 365 subscriptions coterminous with the original subscription term but cannot be decreased.
3. If Microsoft 365 subscriptions are cancelled before the initial term, the Customer will not be refunded for fees already paid. Early Termination fees will also be charged for Software subscriptions cancelled early calculated by the monthly licence cost multiplied by the remaining months in the term.
4. The Customer may only cancel a licence without penalty within the initial 72-hour window of a new subscription. After 72 hours an early termination fee will apply as described in paragraph 3.
5. The Customer may pay to upgrade the licences either as a 'Full Upgrade' or 'Partial Upgrade' during the term.
  1. A full upgrade is an in-place upgrade, which means that all the seats are being upgraded. The subscription ID remains the same, and the seats are automatically assigned.
  2. A partial upgrade is defined as going from a Licence to a different Licence where only some of the seats are being upgraded. In this case, a new subscription ID get generated, and seats need to be manually assigned.
6. By entering into an agreement for the Microsoft Online Services the Customer also accepts the Microsoft Customer Agreement: (<https://www.microsoft.com/licensing/docs/customeragreement>).

16	Microsoft 365 Business Basic	2 Months	£4.90	£78.40
<b>Recurring Subtotal:</b>				<b>£78.40</b>

## MICROSOFT 365 LICENCES (M/M)

Description	Qty
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### Term & Renewal

This Call-off Contract shall come into force on the date it is executed by its parties. Supplier and Customer Party agree that the terms and conditions of the Call-off Contract.

Either party may give written notice to other, not later than 30 days before expiry of the then current term (as specified in the relevant Schedule), to terminate this Call-off Contract failing which it shall automatically renew for successive periods of twelve (12) months

### Detailed Description of Services Supplied

"Table – Microsoft 365 Licences" outlines the licences provided as part of the Microsoft Online Services including the licence type, subscription length, and charges.

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4. The Customer may only cancel a licence without penalty within the initial 72-hour window of a new subscription. After 72 hours an early termination fee will apply as described in paragraph 3.
5. The Customer may pay to upgrade the licences either as a 'Full Upgrade' or 'Partial Upgrade' during the term.
  1. A full upgrade is an in-place upgrade, which means that all the seats are being upgraded. The subscription ID remains the same, and the seats are automatically assigned.
  2. A partial upgrade is defined as going from a Licence to a different Licence where only some of the seats are being upgraded. In this case, a new subscription ID get generated, and seats need to be manually assigned.
6. By entering into an agreement for the Microsoft Online Services the Customer also accepts the Microsoft Customer Agreement: (<https://www.microsoft.com/licensing/docs/customeragreement>).

## AGENDA ITEM 9 – HR SOFTWARE

The following supporting information was supplied to the Administration Committee meeting held on 05.09.23:

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 had 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:elarning@worknest.com">elarning@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 (*A quote was not received*).

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

The Clerk recommended that a company with local government experience was considered to ensure they know local government rules which can differ from usual business rules, 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.

Worknest have confirmed that they are experienced within local government and currently provide HR support to 500 councils.

The Administration Committee resolved that a recommendation be presented to Council to accept the quote from Worknest as our HR provider.

### **AGENDA ITEM 10 – COMMITTEES / TERMS OF REFERENCE**

I have looked at Councils committee structure and the current Terms of Reference for each. From being with you a few weeks now I would recommend a new committee structure as follows:

- Amenities & Economic Regeneration
- Environmental
- Staffing
- Finance & Governance
- Events
- Grants

- Planning

In my experience, this structure would work well for you.

Please find below my proposed draft Terms of Reference for each. I have made them a lot more detailed than the current documents so it is very clear as to what committee is responsible for what, what powers they have, voting rights etc.

I have tried to make sure that the committee responsibilities do not overlap, however, some is inevitable e.g. financial aspects. For this reason, I have proposed to abolish the Administration Committee. I personally find the Administration Committee confusing in terms of are they in charge of the Administration as in staff/the office? Are they in charge of the Administration of the Council as in terms of governance? There was also duplication with other committees, albeit that is a lot better now Council have agreed to abolish the HR Committee.

The committees do need to reflect the outcome of the strategy meeting so it may be that you decide that climate is not a priority and we do not need an Environmental Committee, or you may decide on another priority that a committee is needed for.

Council agreed last year that substitutes could attend committee meetings if a Member was unable to attend. This has been corrected as I said that I would check the legality of sending substitutes to committee meetings. The SLCC solicitor has responded "I confirm that there is no provision for Committee substitutes as regards local Councils." and NALC have responded: "Local Council's Explanatory Notes advise the following: "Substitute members may be nominated and appointed to a committee. The role of a substitute member is to take the place of an ordinary member of a committee if the ordinary member cannot attend a meeting of the committee and without the attendance of a substitute member the meeting would be inquorate. A council must decide the number and term of office of substitute members at the same time that it determines the number and term of office of the ordinary members of a committee. The standing orders of a council must confirm whether substitute members may be appointed to certain committees..." LGA 1972, schedule 12, paragraph 42 and s.106."

I have added a motion to this meeting to correct the Standing Orders with the above.

Terms of Reference need reviewing for all the working groups also but I have had little response as to what working groups are currently in place. This is a large piece of work and I would recommend I do this after the strategy day when the groups are likely to change once you agree your priorities.

Locum Clerk

### **Proposed new/reviewed Terms of Reference**



## **Carterton Town Council**

### **Amenities & Economic Regeneration Committee - Terms of Reference**

#### **1. Scope of work**

The Amenities & Economic Regeneration Committee's purpose is to consider all matters pertaining to Carterton Town Council amenities and the economic regeneration of Carterton.

The Committee will engage with the community and raise the profile of the Amenities & Economic Regeneration Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

## 2. Delegated Powers

The Amenities & Economic Regeneration Committee have delegated powers and are responsible for the following:

Amenities:

- Consider all matters pertaining to the administration and maintenance of Council owned open spaces, play parks, skate parks, cultural assets, footpaths, allotments, cemetery, buildings, street furniture, War Memorial, signage, and any other such asset owned by the Council.
- To present an amenities and economic regeneration annual estimated budget to the Town Clerk no later than mid-October each year, including proposed ear-marked reserves for ongoing maintenance of amenities, and their replacement.
- To annually review the Asset Register to ensure all Council owned assets are included, and with the correct values. To ensure all assets are included within the Council's insurance policy, and for the correct values. To liaise with the Finance & Governance Committee concerning any updates required.
- To regularly review, at least quarterly, the amenities budget to ensure expenditure is within budget.
- To work with the Grants Committee to ensure that external funding is investigated before committing to any expenditure.
- To ensure an annual review of all amenities to ensure they are still fit for purpose, including any legal requirements such as play area inspections.
- To ensure a minimum of 3 quotes are obtained for all relevant services and supplies over the value of £100.
- To ensure a suitable framework for tendering and purchasing arrangements of any new amenities or relevant project.
- To produce an amenities and economic regeneration report for the Annual Parish Meeting.
- To assist Council in developing strategic objectives with regards to amenities and economic regeneration.
- To develop and monitor the Council's Risk Management Strategy for all amenities, and ensuring all risk assessments are developed and reviewed annually.
- To help develop and regularly review the Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To actively collaborate with residents, community organisations, and any other stakeholder to ensure the best use is made of any Council owned amenity.
- To make observations and comment as necessary to the appropriate authority concerning public transport and any Council owned bus shelters.
- To manage and ensure the maintenance of all public toilets that are operated by the Council.
- To evaluate the need for, provide, and maintain Council owned noticeboards and public benches.
- To evaluate the need for, provide, and maintain Council owned waste bins, including recycling bins, and dog bins.
- To evaluate the need for, provide, and maintain Council owned grit bins.

Economic Regeneration:

- To help ensure economic regeneration of Carterton including economic development, physical improvement, training and education, and neighbourhood strategy bringing together representatives from the local public, private and third sectors to promote the development of a vision for the town.

- To work together in creating the right conditions for investment to help create a vibrant town centre where people want to live, work, shop, relax, or visit.
- To help ensure the town centre remains vibrant.
- To help ensure the market remains vibrant.
- To measure success of regeneration which has led to improvements, which in turn have improved social and economic security.
- To devise an economic strategy.
- To promote high quality design which complements the local heritage and helps maintain or enhance the identity of the town.
- To engage with stakeholders and landowners in seeking to bring forward proposals to redevelop / refurbish key opportunity sites and buildings.
- To develop a more unified and coordinated approach to the marketing and promotion of the town.
- To engage and listen to the local business community and residents.
- To help promote work experience opportunities for young people with local businesses and within the Council, including apprenticeships.
- To support opportunities for additional retail activities e.g. Farmers Market.
- To provide online visitor information for the Council website and social media.

The Amenities & Economic Regeneration Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Annual budget requirement.
- Any amenities and economic regeneration policies.
- The setting of fees and terms and conditions for any Council owned asset.
- Appoint Working Groups to facilitate the work of the Committee.
- Any other amenities and economic regeneration related matter.

All powers are to be exercised in accordance with the Standing Orders and Financial Regulations.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee. It is recommended that Members with amenities and regeneration experience are appointed to the Committee where possible.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

## **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and Council noticeboard. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

## **7. Meetings**

Meetings are to be held quarterly, or as and when required depending on amenity and regeneration work and deadlines. Where possible, a schedule of meetings and amenity and regeneration topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

## **8. Political Proportionality**

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

## **9. Substitutes**

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

**Approved at the Full Council meeting held on 19.09.23  
Review date: May Annual Meeting 2024**



### **Carterton Town Council**

#### **Environmental Committee - Terms of Reference**

### **1. Scope of work**

The Environmental Committee's purpose is to consider all matters pertaining to Carterton Town Council environment.

The Committee will engage with the community and raise the profile of the Environmental Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

## 2. Delegated Powers

The Environmental Committee have delegated powers and are responsible for the following:

- Consider all matters pertaining to the Carterton environment, including climate change and nature:
  - Tackling carbon emissions.
  - Biodiversity management/enhancement.
  - Creation of documents such as the Climate Plan and Emergency Plan.
  - Influence planning applications where possible.
  - Outreach to charities/groups such as the Wildlife Trusts.
  - Map the environmental achievements of the town e.g. energy efficiency, carbon reduction.
  - Climate emergency Action Planning.
  - Environmental projects.
  - Environmental community events in liaison with the Events Committee.
- To present an environmental annual estimated budget to the Town Clerk no later than mid-October each year.
- To regularly review, at least quarterly, the environmental budget to ensure expenditure is within budget.
- To work with the Grants Committee to ensure that external funding is investigated before committing to any expenditure.
- To ensure a minimum of 3 quotes are obtained for all relevant event services and supplies over the value of £100.
- To ensure a suitable framework for tendering and purchasing arrangements of any environmental expenditure.
- To produce an environmental report for the Annual Parish Meeting.
- To assist Council in developing strategic objectives with regards to the environment.
- To help develop and regularly review the Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To actively collaborate with residents, community organisations, and any other stakeholder relevant to the environment.
- To make observations and comment as necessary to the appropriate authority concerning the environment, including making representations to the Planning Committee on any planning environmental issues.
- To engage and listen to the local community and residents.
- To provide online visitor information for the Council website and social media.

If this committee is agreed, to remove and nature responsibilities such as trees etc from the Amenities Committee and place under this committee instead.

The Environmental Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Annual budget requirement.
- Any environmental policies.
- Appoint Working Groups to facilitate the work of the Committee.
- Any other environmental related matter.

All powers are to be exercised in accordance with the Standing Orders and Financial Regulations.

## 3. Membership

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first

meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee. It is recommended that Members with environmental experience are appointed to the Committee where possible.

The committee should consist of 6 members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

#### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

#### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

#### **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and Council noticeboard. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

#### **7. Meetings**

Meetings are to be held quarterly, or as and when required depending on environmental work and deadlines. Where possible, a schedule of meetings and environmental topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

#### **8. Political Proportionality**

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

#### **9. Substitutes**

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

**Approved at the Full Council meeting held on 19.09.23**



## Carterton Town Council

### Staffing Committee - Terms of Reference

#### 1. Scope of work

The Staffing Committee's purpose is to consider all matters pertaining to staffing and HR of Carterton Town Council. The Staffing Committee is constituted as a Committee of Carterton Town Council.

#### 2. Delegated Powers

The Staffing Committee have delegated powers and are responsible for the following:

- To prepare an annual staffing budget no later than the end of November annually, in collaboration with other committees, Members, the Town Clerk, and any other person with whom applicable.
- To monitor staffing expenditure to ensure within the agreed budget.
- To monitor the Committees overall compliance with its governance documents.
- To ensure a minimum of 3 quotes are obtained for HR services and supplies over the value of £100.
- To produce a staffing report for the Annual Parish Meeting ensuring confidentiality at all times and adherence to GDPR.
- To ensure that the Clerk carries out annual performance reviews for all Officers, and either the Chair or the Chair of the Staffing Committee carry out an annual performance review for the Clerk.
- To help ensure staffing is appropriate and in line with any Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To support the Town Clerk in the appointment and management of staff, with nominated Councillors to participate in recruitment.
- To support the Town Clerk in the appointment and management of consultants.
- To support the Town Clerk to consider and bring to a final conclusion any matters emanating from staffing policies (including Managing Employees, Performance, Management, Ill Health and Sickness and Grievance and Disciplinary Policies etc.) for all Officers.
- To support the Town Clerk in establishing a panel for hearings and appeal hearings when required. Panels to be comprised of a minimum of three Councillors.
- Any other staffing matters delegated by Full Council.
- To agree terms and conditions of employment.
- To agree job descriptions.
- To appoint new staff after the interview process following the Clerk's recommendations, not including the Town Clerk position.

The Staffing Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- To regularly review the Council's governance documents relating to staffing, and all HR policies and procedures.
- Appointment of the Town Clerk.
- Recommendations to any changes to the staffing structure.

- Staffing levels and regrades, pay level and staffing structures.
- Any other staffing related matter not already mentioned.

All powers are to be exercised in accordance with the Standing Orders and Financial Regulations, or direction given from Full Council.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair are to be elected at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee. It is recommended that Members with HR experience are appointed to the Committee where possible.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. No other person can be a member of the committee.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.

### **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and Council noticeboard. All meetings to have a published agenda.

Members of the public cannot be a member of the Committee.

Appropriate persons can be invited to attend meetings where applicable e.g. HR legal advisor.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

### **7. Meetings**

Meetings are to be held quarterly, or as and when required depending on HR work and deadlines. Where possible, a schedule of meetings and HR topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then they shall declare such interest as soon as it becomes apparent.

## 8. Admission of Public and Press

The Public and Press shall be admitted to all meeting. If required, they may be temporarily excluded by means of a special resolution as follows - In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 “the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted”. The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.

## 9. Political Proportionality

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

## 10. Substitutes

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

**Approved at the Full Council meeting held on 19.09.23  
Review date: May Annual Meeting 2024**



## Carterton Town Council

### Finance & Governance Committee - Terms of Reference

#### 1. Scope of work

The Finance & Governance Committee's purpose is to consider all matters pertaining to finance and the governance of Carterton Town Council.

The Committee will engage with the community and raise the profile of the Finance & Governance Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

#### 2. Delegated Powers

The Finance & Governance Committee have delegated powers and are responsible for the following:

Finance:

- To prepare an annual budget no later than the end of November annually, in collaboration with other committees, Members, the Town Clerk, and any other person with whom applicable.
- To carry out quarterly budget reviews, including monitoring of Council's financial performance with the agreed budget.
- To prepare a proposed annual precept figure.

- To monitor the Council's overall compliance with its Financial Regulations and other financial governance documents to ensure sound and transparent governance of financial matters and actions taken in the name of the Council.
- To ensure the review of the Asset Register annually.
- To regularly review, at least quarterly, the financial statements.
- To review original audit reports, developing an action plan to address any accepted recommendations from the auditors and ensuring this is presented for consideration and adoption by the Council.  
Monitoring implementation of the plan.
- To ensure robust internal control processes are in place at all times.
- To ensure a robust payment authority procedure and to ensure payments are processed using a dual authority process.
- To ensure an annual review of contracts, leases, hire agreements etc to ensure they are still best value and fit for purpose.
- To review the Council's insurance policy annually to ensure it is still fit for purpose and best value.
- To ensure a minimum of 3 quotes are obtained for services and supplies over the value of £100.
- To ensure a suitable framework for tendering and purchasing arrangements.
- To produce a financial report for the Annual Parish Meeting.
- To develop the Council's financial plan including strategic objectives and monitor the Council's performance against these objectives.
- To develop and review the Council's Investment Strategy and make related recommendations, including banking and investment provision.
- To ensure that the Council is appropriately transparent and accountable with its finances in line with any legislation, mandatory transparency codes, and any framework set by the Council itself.

#### Governance:

- To develop and monitor the Council's Risk Management Strategy, and ensuring all risk assessments are developed and reviewed annually.
- To help develop and regularly review the Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To ensure that essential policies (not covered by other committees) are developed, created, monitored, maintained, and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.

The Finance & Governance Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Annual budget and precept figure.
- To ensure the review of all Council's governance documents annually or on the review date stated on the document ensuring they remain fit for purpose including the Standing Orders, Financial Regulations, risk assessments, Scheme of Delegation, Investment Policy, Risk Register, Insurance Policy, Code of Conduct, and any other governance document.
- Appoint Working Groups to facilitate the work of the Committee.
- To propose an appropriate internal auditor and external auditor and ensure they are appointed.
- Approval of the year-end accounts and audit documentation.
- Any changes to the banking or payment authorisation processes.
- Any other finance or governance related matter.

All powers are to be exercised in accordance with the Standing Orders and Financial Regulations.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee. It is recommended that Members with financial experience are appointed to the Committee where possible.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. No other person should be a member of the committee.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

### **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and Council noticeboard. All meetings to have a published agenda.

Members of the public cannot be a member of the Committee.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

### **7. Meetings**

Meetings are to be held monthly, or as and when required depending on financial and governance work and deadlines. Where possible, a schedule of meetings and financial or governance topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

### **8. Political Proportionality**

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

### **9. Substitutes**

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a

substitute.

Approved at the Full Council meeting held on 19.09.23  
Review date: May Annual Meeting 2024



## **Carterton Town Council**

### **Events Committee - Terms of Reference**

#### **1. Scope of work**

The Events Committee's purpose is to consider all matters pertaining to Carterton Town Council Events.

The Committee will engage with the community and raise the profile of the Events Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

#### **2. Delegated Powers**

The Events Committee have delegated powers and are responsible for the following:

- Consider all matters pertaining to Council events such as the Christmas Lights, Remembrance, and Mayor events.
- To present an events annual estimated budget to the Town Clerk no later than mid-October each year.
- To regularly review, at least quarterly, the events budget to ensure expenditure is within budget.
- To work with the Grants Committee to ensure that external funding is investigated before committing to any expenditure.
- To ensure an annual review of the success and feedback received from all Council events.
- To ensure a minimum of 3 quotes are obtained for all relevant event services and supplies over the value of £100.
- To ensure a suitable framework for tendering and purchasing arrangements of any event.
- To produce an events report for the Annual Parish Meeting.
- To assist Council in developing strategic objectives with regards to events and increasing resident attendance.
- To develop and monitor the Council's Risk Management Strategy for all events, and ensuring all risk assessments are developed and reviewed before each event is held.
- To help develop and regularly review the Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To actively collaborate with residents, community organisations, and any other stakeholder to ensure the success of Council events.
- To make observations and comment as necessary to the appropriate authority concerning events.
- To manage events in line with current legislation such as health and safety requirements, first aid requirements, security etc.
- To ensure appropriate documents are in place for events to be held such as Temporary Event Notices.
- Organise an annual calendar of events to be published via the usual Council communication channels, including the website, Facebook, and noticeboard.
- To develop a unified and coordinated approach to events in the town liaising with other organisations such as the sports clubs and churches.

- To engage and listen to the local community and residents.
- To provide online visitor information for the Council website and social media.

The Events Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Annual budget requirement.
- Any events policies.
- Appoint Working Groups to facilitate the work of the Committee.
- Any other events related matter.

All powers are to be exercised in accordance with the Standing Orders and Financial Regulations.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee. It is recommended that Members with event experience are appointed to the Committee where possible.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

Officers with Council event experience and knowledge to be invited to attend all Event Committee meetings.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

### **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and Council noticeboard. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted.

## 7. Meetings

Meetings are to be held quarterly, or as and when required depending on event work and deadlines. Where possible, a schedule of meetings and event topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

## 8. Political Proportionality

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

## 9. Substitutes

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

**Approved at the Full Council meeting held on 19.09.23  
Review date: May Annual Meeting 2024**



### **Carterton Town Council**

#### **Grants Committee - Terms of Reference**

##### **1. Scope of work**

The Grants Committee's purpose is to consider all matters pertaining to grant applications received, and to apply for external grant funding in conjunction with the Clerk.

The Committee will engage with the community and raise the profile of the Grants Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

##### **2. Delegated Powers**

The Grants Committee will have full delegated powers and responsibilities for the following:

- To consider and decide upon grant applications received from local constituted voluntary organisations and community groups that directly benefit Carterton town residents. No commercial, political, or religious organisation will be considered for a grant.
- The Committee members may canvas opinion for and against grant applications and consult with other relevant bodies to assist with fair determination of applications.

- Onsite meetings may be arranged by the Committee. Where a site visit is requested the member of the Grants Committee should ensure that they are accompanied by another member of the Committee. The Committee member shall then present their findings to the Committee.
- To attend funding fayres and actively source external funding streams.
- The Committee has an obligation to consider all applications received.
- To present a grant funding annual estimated budget to the Town Clerk no later than mid-October each year.
- To ensure that any grant funding awarded is within the agreed budget.
- To report to the next Full Council meeting on any grant applications accepted or rejected, reporting the reason why the decision(s) were taken.
- To inform the Town Clerk of any grant funding to be made in order for payment to be made.
- In conjunction with the Clerk, to apply for external funding, complete funding application forms, and to build a relationship with external funders. To report funding possibilities to Full Council regularly to help Council to not commit any expenditure until external funding has been investigated first, wherever possible.
- To regularly advertise to residents any grant funding awarded or received by way of social media, Full Council meetings, or any other communication method available.
- To ensure that successful grant funded organisations complete and submit an End of Grant, or equivalent form, showing evidence of how the money was spent, including copies of any receipts/invoices.
- To ensure that grants are only awarded to those organisations which the Council has a power to do so.

The Grants Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Annual grants budget.
- Grant funding policy .
- Appoint appropriate Working Groups to facilitate the work of the Committee.
- Any other grants related matter.

All powers are to be exercised in accordance with Councils policies and procedures, including the Standing Orders and Financial Regulations.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

## **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

## **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and any Council noticeboard. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable. No more than 2 public members shall be permitted.

The Committee will take reasonable steps to inform an applicant of the Grants Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to speak to their application. Attendance from applicants should be encouraged.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted. The Committee have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the Council's Standing Orders.

## **7. Meetings**

Meetings are to be held quarterly, or as and when required depending on grant work and deadlines. Where possible, a schedule of meetings and topics to be scheduled and circulated to Members and the public via the Council's website.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes are to be presented to the next Full Council meeting for ratification.

## **8. Political Proportionality**

The committee will be politically proportional. Each electoral ward shall be represented by at least one member.

## **9. Substitutes**

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

**Reviewed and adopted at the Full Council meeting held on 19.09.23**

Date of next review: May 2024 Annual Meeting



## Carterton Town Council

### Planning Committee - Terms of Reference

#### 1. Scope of work

The Planning Committee's purpose is to consider all matters pertaining to planning and represent Carterton Town Council in planning matters referred to the Council by the local and other planning authorities.

The Committee will engage with the community and raise the profile of the Planning Committee work carried out by the Council. Opportunities will be made available to the public to share skills and contribute to the Committee.

#### 2. Delegated Powers

The Planning Committee will have full delegated powers and responsibilities for the following:

- To consider and respond to all planning applications and appeals received, including those which are of relevance in immediately boarding parishes.
- The Committee members may canvas opinion for and against planning applications and consult with other relevant bodies to assist with fair determination of applications.
- Onsite meetings may be arranged by the Committee. Where a site visit is requested the member of the Planning Committee should ensure that they are accompanied by another member of the Committee. The Committee member shall then present their findings to the Committee.
- Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- Ask the Clerk to request an extension of time from West Oxfordshire District Council in order to adequately respond to an application.
- To attend planning meetings of West Oxfordshire District Council, and to make representations where needed on behalf of the Council.
- The Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during a meeting.
- To carry out consultation on requests for street trading licenses.
- To carry out matters pertaining to the Licensing Act 2003, or any subsequent Act that may come into force.
- To delegate decisions to be taken by the Town Clerk in conjunction with the Planning Committee Chair and one other Planning Committee member when it is apparent that time constraints have been imposed, or when a decision is required from the Council prior to the next Planning Committee meeting.

The Planning Committee have a responsibility to consider and discuss the following with any recommendations being presented to Full Council for approval:

- Local Neighbourhood Plan (if in place).
- Planning policy.
- Matters pertaining to traffic management and road safety.
- Appoint appropriate Working Groups to facilitate the work of the Committee.
- Any other planning related matter.

All powers are to be exercised in accordance with Councils policies and procedures, including the Standing Orders.

### **3. Membership**

The Committee members will be appointed annually at the Full Council Annual Meeting in May, or at a Full Council meeting during the year if needed. A Chair and Vice-Chair is to be elected at the Annual Meeting or at the first meeting of the Committee following the Annual Council Meeting. All serving Councillors may request to be appointed to the Committee.

The committee should consist of 6 members plus the Chair and Vice-Chair as ex-officio members to ensure a quorum and a range of skills and experience. There is no limit of non-Councillors being part of the Committee but in order to have efficient and effective meetings no more than 2 is recommended.

The Chair and Vice-Chair of the Council are ex-officio members of the committee and have the same rights as any other member of the committee, including voting rights.

### **4. Quorum**

The quorum of the Committee shall be a minimum of 3 voting members.

### **5. Voting Rights**

Only councillors who have been elected to be on the committee will have voting rights.

### **6. Public participation**

Members of the public will be invited to committee meetings regularly via platforms such as Facebook, the Council website, and any Council noticeboard. All meetings to have a published agenda.

Members of the public can be a member of the Committee but will not have voting rights. Appropriate persons can be invited to attend meetings where applicable. No more than two members of the public shall be permitted.

The Committee will take reasonable steps to inform an applicant and their neighbours about the Planning Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the Committee.

The public only have the right to speak at the Committee meetings in the public participation section, or if invited to do so by the Committee Chair. There will be an item towards the start of each meeting for an 'open meeting' where the public can make representations to the Committee on the business to be transacted. The Committee have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the Council's Standing Orders.

### **7. Meetings**

Meetings are to be held monthly, or as and when required depending on planning work and deadlines. Where possible, a schedule of meetings and planning topics to be scheduled and circulated to Members and the public via the Councils website.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice.

The Clerk will ensure that minutes are taken for each meeting and published appropriately. The draft minutes will be circulated to all committee members for approval at the following meeting.

All committee meeting minutes are to be presented to the next Full Council meeting for ratification.

## 8. Political Proportionality

The committee will be politically proportional. Each electoral ward shall be represented by at least one member. A maximum of two District Councillors shall be allowed of whom should not be a Member of the West Oxfordshire District Councils Lowlands Planning Sub-Committee.

## 9. Planning Responses

The Clerk will ensure the communication of the Committee's decision outcomes on planning matters to West Oxfordshire District Council within the timeframe stated on the applications or appeal notices.

## 10. Substitutes

A Committee Member may appoint a substitute member to attend a meeting. Their role is to replace the ordinary member at a meeting of a committee if the ordinary member of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

Reviewed and adopted at the Full Council meeting held on 19.09.23  
Date of next review: May 2024 Annual Meeting

## AGENDA ITEM 11 – PURCHASE OF FANS

There is currently only one fan in the Town Hall and that has a broken blade. Council are asked to approve the purchase of 7 fans – one for each member of staff, one for the main meeting room, one for the Mayors Chamber, and one for the small meeting room.

RECOMMENDATION: To purchase 7 NETTA fans from Amazon at a cost of £19.99 each as they are quiet operation and are small enough to position as to not blow papers around on desks.



NETTA 14 Inch Tower Fan with Oscillating Function - 2 Speed Settings, Quiet Operation, 85° Oscillation, Compact Cooling Desk Fan for Homes, Offices and Bedrooms - Black

Corded Electric

4.2 ★★★★★ (3,413)

1K+ bought in past month

£19<sup>99</sup> RRP: £34.99

Get it **tomorrow, 11 Sep**  
FREE Delivery by Amazon

Amazon's Choice



### Generic 16 OSCILLATING PEDESTAL AIR COOLING ELECTRIC FAN EXTENDABLE ADJUSTABLE STAND, White

Corded Electric

4.1 ★★★★★ (22,076)

£15<sup>75</sup> Was: £18.99

✓prime Get it Tuesday 12 Sep

More buying choices

£14.98 (71 used & new offers)

Best Seller



### KEPLIN Cooling 13-inch Tower Fan with Remote & Touch Panel | 3 Speed & 3 Mode Setting | Portable & Durable, Oscillating Static Standing Desk Fan for Office, Bedroom,

Corded Electric

4.2 ★★★★★ (3,606)  
1K+ bought in past month

£19<sup>99</sup> Was: £27.99

Get it tomorrow, 11 Sep  
FREE Delivery by Amazon

Small Business

More buying choices

£17.99 (10 used & new offers)



Sponsored

### Oypla Electrical 12" 3 Speed Oscillating Electric Desk Home Office Fan

Corded Electric

4.3 ★★★★★ (6,466)

£17<sup>99</sup> RRP: £29.99

✓prime Get it Tuesday 12 Sep

Small Business

## AGENDA ITEM 12 – FINANCE TRAINING

Details of OALC finance training was circulated to all Members. The courses were for September. The Clerk did not have delegated power to book the courses so an email was sent to all Members for approval. A majority response was not received. Cllr Godwin, Cllr Crapper, Cllr Croft and Cllr Baylis wished to attend. The next course is:

Finance for Councillors. 06.02.24, 10am to 11.30am – webinar. £30 + VAT per person.

The webinar is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include:

- Roles and responsibilities

- Setting a budget and precept
- Financial control
- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils

By the end of the session you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls
- Understand how VAT law applies to your council

**RECOMMENDATION:**

That Council approve the Clerk to book any councillor who wishes to attend onto a Finance for Councillors webinar.

Locum Clerk

**AGENDA ITEM 13 – STANDING ORDERS**

The following amendments are recommended:

<b>Current Standing Order</b>	<b>Proposed Standing Order</b>	<b>Reason for amendment</b>
3x. A meeting shall not exceed a period of 3 hours.	3x. A meeting shall not exceed a period of 2 hours.	NALC recommend that meetings last no longer than 2 hours. It is believed that Council have agreed 2 hours previously but the current Standing Orders do not reflect this.
4.d.v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;	4.d.v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend, <b>and the meeting would be inquorate without a substitute;</b>	There is no provision for Committee substitutes as regards local Councils.  LGA 1972, schedule 12, paragraph 42 and s.106 states 'Substitute members may be nominated and appointed to a committee. The role of a substitute member is to take the place of an ordinary member of a committee if the ordinary member cannot attend a meeting of the committee and without the attendance of a substitute member the meeting would be inquorate.
5.f. The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.	5.f. The Chair of the Council, unless <b>they have</b> resigned or becomes disqualified, shall continue in office and preside at the annual meeting until <b>their</b> successor is elected at the next annual meeting of the Council.	Gender neutrality
5.g. The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.	5.g. The Vice-Chair of the Council, if there is one, unless <b>they resign or become disqualified</b> , shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.	Gender neutrality
5.h. In an election year, if the current Chair of the Council has not been	5.h. In an election year, if the current Chair of the Council has not been <b>re-</b>	Grammar. Gender neutrality

reelected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected.	<b>elected</b> as a member of the Council, <b>they</b> shall preside at the annual meeting until a successor Chair of the Council has been elected.	
5.i. In an election year, if the current Chair of the Council has been re-elected 9 as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.	5.i. In an election year, if the current Chair of the Council has been re-elected 9 as a member of the Council, <b>they</b> shall preside at the annual meeting until a new Chair of the Council has been elected. <b>They</b> may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.	Gender neutrality
5.k.i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;	5.k.i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of <b>their</b> acceptance of office form unless the Council resolves for this to be done at a later date;	Gender neutrality
9.b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	9.b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least <b>7</b> clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	Agendas are being compiled last minute which causes a lot of stress and gives room for error.  Conflicts with 9.d. as not enough time is given for amendment liaison: ' If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.'
9.d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.'	9.d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least <b>7</b> clear days before the meeting.'	As above.
13.b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.	13.b. <b>Unless granted</b> a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which <b>they have</b> a disclosable pecuniary interest. <b>They</b> may return to the meeting after it has considered the matter in which <b>they</b> had the interest.	Gender neutrality

13.c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.	13.c. <b>Unless granted</b> a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which <b>they have</b> another interest if so required by the Council's code of conduct. <b>They</b> may return to the meeting after it has considered the matter in which <b>they</b> had the interest.	Gender neutrality
14.d. Upon notification by the District Council that a councillor or noncouncillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him.	14.d. Upon notification by the District Council that a councillor or <b>non-councillor</b> with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against <b>them</b> .	Gender neutrality. Grammar
15.b.2 subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;	15.b.2 subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least <b>7</b> days before the meeting confirming his withdrawal of it;	Fill in the blank
19 a to f. refer to the HR Committee.	<b>Dependant on Committee review decision.</b>	The HR Committee has been disbanded. Once Council have decided upon the reviewed committee structure the committee needs changing to the appropriate one.
19.c. Subject to the Council's complaints policy, the Council's most senior member of staff shall contact the Chair of the HR committee or in his absence, the viceChair of the HR committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR committee.	19.c. Subject to the Council's complaints policy, the Council's most senior member of staff shall contact the Chair of the <b>HR-committee (Add relevant committee depending on what Council decide on this – separate agenda item)</b> or in <b>their</b> absence, the Vice-Chair of the the <b>HR-committee (Add relevant committee depending on what Council decide on this – separate agenda item)</b> in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the the <b>HR-committee (Add relevant committee depending on what Council decide on this – separate agenda item)</b> .	Gender neutrality. Council agreed for the HR committee to be disbanded.

Locum Clerk

## **AGENDA ITEM 14 – FINANCIAL REGULATIONS**

The following amendments are recommended:

<b>Current Regulation</b>	<b>Proposed Regulation</b>	<b>Reason for amendment</b>
3.1 The Administration Committee will review the anticipated budget for the forthcoming financial year in December of the previous financial	3.1 The <b>(change to the Finance &amp; Governance Committee dependant on what Council resolve under that agenda item)</b> will review the anticipated budget for the forthcoming financial year in	Motion on the agenda to transfer finance responsibility to a Finance & Governance Committee.

year and recommend a Budget to Council for Approval.	December of the previous financial year and recommend a Budget to Council for Approval.	
4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Council for all items over £15,000.	4.1 Expenditure on revenue items may be authorised by the Clerk up to the amount included for that class of expenditure in the approved budget, and to a maximum of £5,000 for any expenditure that cannot wait until the next meeting.	Does not state who can authorise.  Three quotes need to be obtained usually so who will authorise the quotes?
4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.	4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year but may be vired.	The regulation doesn't state what to do with any underspend.
4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.	4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of <b>£5,000</b> . The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.  <b>Add a new clause: The Clerk has delegated power for all expenditure under £100 with a list of all payments being reported to the next Council meeting.</b>  <b>Add a new clause: The Clerk has full delegated spending power for months when there is no meeting for any expenditure that cannot wait for the next Council meeting. Any expenditure over £5,000 to be in liaison with the Chair, and all payments reported to the next meeting.</b>	There are many incidents whereby emergency expenditure exceeds £500 and urgent works are not being carried out in a timely manner.  Health & safety issues need to be addressed immediately e.g. play equipment needing repair.  There is often small expenditure and it usual for a Clerk to be able to spend up to £100.  As Council do not meet in August there needs to be a payment method for any expenditure that cannot wait until the next meeting.
N /A	Add: 4.10 The Clerk will strive to ensure that three quotations are obtained for all expenditure over £100 unless a preferred supplier is used.	Council should be obtaining 3 quotes for expenditure over £100 to ensure best value.
N/A	4.11 Council will hold a preferred supplier list which is to be reviewed at least bi-annually by full council.	There is no mention of the preferred suppliers in the regulations. In order to reduce risk to Council and ensure best value the list should be regularly reviewed.
5.6 Fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such	Remove this sentence.	Not clear enough. Does fund transfer mean any expenditure? Internal transfers?

payments shall be submitted to the next appropriate meeting of Council.		See 4.5 above where this is covered.
11.1.v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of council); and	11.1.v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the <b>Chair and Vice-Chair</b> of council)	Gender neutrality

**AGENDA ITEM 15 – FITFIGURES LEASE**

Investigation has taken place as to whether Council opted to tax. HMRC were not helpful and could not answer the question. A letter has been found on file that states that Council did not opt to tax. The accountant has confirmed they have no knowledge of opting to tax either. Therefore, it is proposed that VAT is not charged to the tenant.

Council to confirm that rent can be paid monthly.

Locum Clerk

**AGENDA ITEM 16 – POLITICAL PROPORTIONALITY POLICY**

The following policy is proposed:



**CARTERTON TOWN COUNCIL**  
**DRAFT**  
**POLITICAL PROPORTIONALITY POLICY**

**1. Introduction**

- 1.1 Local Government & Housing Act 1989 (s15) and the Local Government (Committees & Political Groups) Regulations 1990 provides a statutory basis for the rights of minority groups to secure representation on Council committees in proportion to their respective political strengths within the Council.
- 1.2 Whilst it is acknowledged that these regulations only apply to principal councils, Carterton Town Council has resolved to embrace the principles of proportionality in the election of Committees and its membership.
- 1.3 Section 15(5) of the Local Government and Housing Act 1989 sets out the principles as follows:
  - a) that not all the seats on the body are allocated to the same political group.
  - b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the Council’s membership.
  - c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council which are allocated to each political group bears the same proportion to the total of all the seats

on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council.

d) subject to paragraphs (a) to (c) above, that the number of the seats on a committee which are allocated to each political group bears the same proportion to the number of all the seats on the Council as is borne by the number of members of that group to the membership of the Council.

## **2. Application**

2.1 Political proportionality will apply to all Ordinary Committees.

2.2 Political proportionality will not apply to any other committee, for example, a sub-committee, working group, or task & finish group.

## **3. Policy**

3.1 The West Oxfordshire District Council website will be used to confirm political affiliations.

3.2 No committee shall be made up entirely of one political group unless any political group has overall control of the Council they shall be entitled to the majority of the seats on each committee.

3.3 The number of seats on the total of all the committees allocated to each political group should bear the same proportion to the proportions of the Full Council.

3.4 No political group can have more seats than they are entitled to.

## **4. Exemptions**

4.1 The rules on political balance shall apply to the following ordinary committees of the Council; these currently being:

- Planning Committee
- Amenities & Economic Regeneration Committee
- Environmental Committee
- Events Committee
- Grants Committee
- Staffing Committee
- Finance & Governance Committee

*These are the proposed new committees elsewhere on the agenda so dependent upon what Council resolve this list may need to be amended to reflect the decision made.*

4.2 The *Staffing Committee* need to be selected to ensure:

- (i) Political representation.
- (ii) Equality representation to ensure a gender balance, if possible.
- (iii) Ability to retain sufficient Councillors to convene appeal panels where necessary.

4.3 When selecting Members to be on a committee, political parties should give consideration to selecting Members with the relevant experience and skills for a particular committee.

## **5. Calculation of Committee Places**

- 5.1 Committee places shall be calculated on the total number of committee seats divided by the proportion of Full Council seats for each individual party.
- 5.2 The calculation of committee places shall take place under the following circumstances:
- (i) Following the 4-yearly full elections.
  - (ii) Following a Casual Vacancy being filled.
  - (iii) Following a defection of one Councillor to another group or ceases to be a member of a group.
- 5.3 In the event of (i) above representation shall be confirmed at the Annual Town Council Meeting following the elections or in the event of (ii) or (iii) at the next available Full Council Meeting.

## **6. Allocation of Seats**

- 6.1 The allocation of seats on every committee and the allocation of those Councillors to those committee seats is a matter for negotiation between the different political parties. Once the allocation has been agreed this shall be communicated to Full Council for formal ratification at the next Full Council meeting in accordance with the provisions of Local Government Act 1972 (s101).

## **7. Preview of Political Balance Rules**

- 7.1 The Political Balance Rules shall be reviewed once in the term of the Full Council in the final year ahead of the Local Council Elections.

## **8. Variation of Requirements**

- 8.1 Where political balance requirements apply, Full Council may vary the requirements by resolution provided that no member of the Council votes against the resolution.
- 8.2 Notice of the proposal to pass such a resolution must be given to every Member of the Council in the same way as Council is summoned for a Full Council meeting.

Adopted at the Full Council meeting held on 19.09.23

Review date: May 2026

## **AGENDA ITEM 17 – HONORARY ALDER PERSONS / FREEMAN**

Proposal to discuss the possibility of creating one or maybe more Honorary Town Aldermen.

The Local Government Act 1972 section 249 covers this:

249 Honorary aldermen and freemen

(1) A principal council may, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the council specially convened for the purpose with notice of the object, confer the title of honorary aldermen on persons who have, in the opinion of the council, rendered eminent services to the council as past members of that council, but who are not then councillors of the council.

(2) No honorary alderman shall, while serving as a councillor of the council, be entitled to be addressed as alderman or to attend or take part in any civic ceremonies of the council as an alderman.

(3) Services rendered to the council of an existing county, county borough, borough or urban or rural district the area of which becomes wholly or partly included in a new county or district shall be treated for the purposes of subsection (1) above as services rendered to the council of the new county or district, as the case may be.

(4) An honorary alderman of a principal council may attend and take part in such civic ceremonies as the council may from time to time decide, but shall not, as such, have the right— (a) to attend meetings of the council or a committee of the council (including a joint committee upon which they are represented); or (b) to receive any such allowances or other payments as are payable under sections 173 to 176 above.

(5) The council of a London borough or a district having the status of a city, borough or royal borough or any parish or community having by grant under the royal prerogative the status of city and any parish or community entitled by such grant to be called and styled a royal town may, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the council specially convened for the purpose with notice of the object, admit to be honorary freemen of the city, borough or royal borough or parish or community as aforesaid, persons of distinction and persons who have, in the opinion of the council, rendered eminent services to the city, borough or royal borough or parish or community as aforesaid, but the admission of a person to be an honorary freeman shall not confer on him any such rights as are referred to in section 248(4) above.

(6) The council of a London borough or a district which has the status of a city, borough or royal borough or parish or community as aforesaid may spend such reasonable sum as they think fit for the purpose of presenting an address or a casket containing an address to a person upon whom they have conferred the title of honorary alderman or admitted to be an honorary freeman of the city, borough or royal borough or parish or community as aforesaid.

Cllr Robin Brooks

Currently, Town Councils cannot have Honorary Alder person, however, Council could consider a Freedom of the Town. Below is a very good example of a policy from Ramsey Town Council giving details. Source <https://www.ramseytowncouncil.gov.uk/uploads/freedom-of-the-town-policy.pdf>. If Council agree, a policy could be drafted along these lines, and an application form.

## RAMSEY TOWN COUNCIL FREEDOM OF THE TOWN POLICY

### 1. BACKGROUND

1.1 The position regarding the appointment of honorary freemen and honorary freewomen as a result of changes in local government legislation, linked to the potential desire of the Town Council to introduce such a scheme, acknowledging the departure of Ramsey Urban District Council that formally had the powers of bestowing such awards.

1.2 Before the municipal reforms of 1835, there was a class of persons known as “freemen” in old corporate boroughs, enjoying special rights in the corporate property. The right to be admitted a freeman rested upon the custom of the borough, varied by the terms of its charter and, in certain cases, by local statutory provision. Generally the admission of a freeman, as distinct from the conferment of the honour of an honorary freedom, might be acquired, inter alia, by marriage, birth or employment to an existing freeman. The effect of successive reforms of local government law has been to continue the custom of maintaining a roll of freemen and regulating admission to it. Pursuant to section 248 of the Local Government Act 1972 Act (the 1972 Act) as amended by section 27 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act,) the admission of freemen (as opposed to admitting honorary freemen and honorary freewomen) of a pre-1974 municipal borough is approved by the chairman of the district council of the district in which the former borough lies.

1.3 After local government reorganisation in 1974, a number of local authorities were given the power to admit honorary aldermen and freemen pursuant to section 249 of the 1972 Act. However, that power was not extended to parish councils in England or community councils in Wales.

1.4 Prior to January 2010 only 10 local councils had the standing to confer the title of honorary freeman; seven in England (the councils of the cathedral cities of Chichester, Ely, Hereford, Lichfield, Ripon, Truro and Wells) and 3 in Wales (the councils of the cities of Bangor and St David’s and the Royal Town of Caernarfon).

### 2 DETAILED CONSIDERATION

2.1 On the 12th January 2010 the Local Democracy, Economic Development and Construction Act 2009 amended the provisions of the 1972 Act to enable all local councils to confer honorary titles. By virtue of section 249 (5)-

(10) of the 1972 Act as amended, all local councils may exercise powers to confer the title of “honorary freeman” or “honorary freewoman,” to persons of distinction and those who in the council’s opinion have rendered eminent service to the council’s area.

2.2 Section 249(8) of the 1972 Act as amended provides that the admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no less than two-thirds of the members of the council. Section 249(8) also requires “notice of the object of the meeting” to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman.

2.3 Section 249(9) of the 1972 Act as amended provides that a local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman.

2.4 Prior to the changes in the law, as set out above, some local councils, who want to honour local residents’ notable service to their town or community or who achieved national fame, conferred the titles “honorary citizen” or “honorary townsman” or “honorary burgess”. Given the express powers given by the 2009 Act to admit “honorary freemen” and “honorary freewomen” it will no longer be necessary or even possible for local councils to confer other titles.

### 3 CRITERIA

Should the council decide to agree to a policy of appointing honorary freemen and/or honorary freewomen then a set of criteria will be required. For the purposes of this policy the word “Town” refers to the Parish of Ramsey as being the defined area.

### 4 ELIGIBILITY

4.1 Individuals from all walks of life and all sections of the community who have made a difference to the Parish of Ramsey are eligible to be nominated as honorary freemen/freewomen.

4.2 In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Ramsey and who have demonstrated “service above self”. 2.6.3 The honour will be awarded for the individual’s lifetime and not as a hereditary award. The maximum number of freemen or freewomen at any one time is not restricted.

4.3 It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organisations, voluntary and community groups, in a largely voluntary capacity.

4.4 The nominee must have made an outstanding contribution to the Town such as the nominee’s contribution can be seen to stand above the contributions made by most other people.

4.5 If the nomination is for that of a former Member of the Town Council, then to be eligible for consideration, they must have served at least 3 terms of office (12 years) these do not have to have been consecutive.

4.6 Nominations will not be accepted for current serving members of the Town Council a suitable qualifying period of one month must have elapsed after resignation from the Council before a nomination is accepted.

### 5 NOMINATION CRITERIA

The following should be taken into account when consideration is given to granting the honour of honorary freeman or honorary freewoman of the Parish of Ramsey.

5.1 Preference should be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

5.2 The contribution to the welfare of the community must involve a significant contribution of the person’s time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made, and the

contribution must be so outstanding in that it can be seen to stand above the contributions of most other persons.

## 6 NOMINATION PROCEDURES

6.1 Nominations can be made by any person who has links with Ramsey. Nominations can be made by completing the nomination form and forwarding it in a confidential envelope to the Town Clerk.

6.2 The submission should outline the voluntary service provided by the individual to the community and any other examples of community spirit to justify the honour. On receipt of a nomination it should be circulated to all elected members for confidential consideration and included upon a council agenda scheduled between September and December in any calendar year.

6.3 If elected members are in agreement that the nominee should be made an honorary freeman or freewoman of the town then the nominations shall then be put before the council and a formal vote taken, again in confidence.

6.4 No less than two-thirds of the members of the council must agree the nomination. i.e. 12 Members need to vote in favour.

6.5 All nominations of honorary freeman are treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.

## 7 ACKNOWLEDGEMENT

7.1 An acknowledgement will be sent upon receipt of the nomination form. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.

7.2 All Councillors will be invited to discuss nominations received for the honorary freeman/freewoman. The Council may request further information from the proposer if required.

7.3 The awards for each year will be presented at an individual ceremony and this will normally be the Annual Town Meeting of the Council each April.

7.4 Nominations for each calendar year should reach the Town Clerk, Ramsey Town Council, by the 31st January in the preceding year.

## 8 ENTITLEMENTS

8.1 Any person declared an honorary freeman or freewoman of the Town may designate him/herself "honorary freeman/freewoman of the Town of Ramsey".

8.2 The recipient will be awarded a civic token in the form of a medallion &/or certificate to commemorate receiving the award.

8.3 Any honorary freeman or freewoman of the Town shall be invited to all subsequent civic events and functions.

Locum Clerk

## **AGENDA ITEM 19 – FREE CHILDREN’S EVENT**

We propose to offer a free activity on Thursday 27 October in the market square 10-2pm at a cost of £33. The purpose is to raise the profile of our market and support the stall holders. <https://www.bakerross.co.uk/pumpkin-suncatchers>

Cllr Wood

## **AGENDA ITEM 20 – CHILD CARE AND DEPENDENTS ALLOWANCE POLICY**

The following policy is proposed:



### **CARTERTON TOWN COUNCIL** **DRAFT** **CHILD CARE AND DEPENDENTS ALLOWANCES POLICY**

#### **Introduction**

Regulation 7(h) of The Local Authorities (Members' Allowances) (England) Regulations 2003 permits payments to cover:

'the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.'

To increase and maintain the diversity of elected members in local government. The payment of allowances to carers helps to bring a wider range of people into public office and supports them in remaining there. Supporting members with this particular problem will ease the burden on voluntary councillors and encourage a wider demographic of people to step forward in the future to the role knowing they will not be out of pocket for serving their town.

Advice from the NALC is that, in England, local councillors are not entitled to claim this allowance under the 2003 Regulations. However, most councils pay this allowance because not doing so could be against the Equality / Discrimination Act.

At the July 2023 FTC meeting, a motion was approved so that a dependents/carers allowance be made available to those councillors who require it.

It is noted that care should be taken as to how claimants are reported so that individual claimants are not exposed to criticism or abuse.

#### **The Policy**

[1] Professor Sarah Childs, The Good Parliament, July 2016 states that a local authority scheme for care allowances should, as a minimum, cover the following and that the care allowance can be claimed if fulfilling the following (but may not be limited to) duties:

- a meeting of the authority;
- a meeting of a committee or sub-committee of the authority;
- a meeting of any other body to which the authority makes appointments or nominations;
- a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
- a meeting which has both been authorised by the authority, a committee or subcommittee of the authority or a joint committee of the authority and one or more other authorities, or a subcommittee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- a meeting of a local authority association of which the authority is a member;

- duties undertaken on behalf of the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996;
- a meeting of an Area Housing Forum; and,
- attendance at Ward Surgeries.

Carterton Town Council will pay £10.00 per hour of care. There is a cap of £500 per Councillor per annum which can be claimed. Claims over this maximum will require further approval from Carterton Town Council.

Carers should be aged 18 or over, and care payments should not be made to members of the Councillors immediate household.

Payment is claimable in respect of one or more children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required.

Claims can be made on the supply of an invoice of hours at the end of each month, to be paid directly to the carer, or by reimbursement to the Councillor; this would be at the discretion of the individual and situation.

Councillors who are in receipt of the Carers Allowance should not be excluded from claiming other allowances in respect of Council duties.

With the introduction of this allowance, all payments are to be backdated to the beginning of the new elected Council year in May 2023.

Adopted at the Full Council meeting held on 19<sup>th</sup> September 2023  
Review date: May 2024

Cllr Godwin

## **AGENDA ITEM 21 – VOLUNTEER CO-ORDINATION TEAM**

It is proposed that Council set up a Volunteer Co-ordination team as per <https://www.oxfordshire.gov.uk/residents/community-and-living/our-work-communities/oxfordshire-together/volunteer-highways>. Extract from the website:

*A different way of delivering highways services with town and parish councils*

*Full details of how volunteer/community-led highways services can be run, including useful How-To-Guides, can be found on our [Oxfordshire Together](#) page.*

*Services include:*

- *Vegetation Cut Back*
- *Weed Control*
- *Sign Cleaning*
- *Maintenance of Public Rights of Way*
- *Provision of a School Crossing Patrol Officer*
- *Grass cutting*
- *Salt Bin Management & Snow Clearance*
- *Fix My Street Super User Volunteers*
- *Drain Clearance*

- Autumn Clearance
- Spring Cleans

We are working with many [parish and town councils](#) across the county to support them in managing and delivering different services relating to their local highways.

#### Use of volunteers

Volunteers can be used to deliver many of these services. This can be done on an individual basis, for example if one person has an interest in providing a particular service or can be done by a group of volunteers overseen by a central coordinator. Training may be required to enable the individual/s to perform some tasks safely.

If you are a parish or town council contact the [Volunteer Coordination Team](#).

Read a news item about our use of volunteers - [Super solution to local road problems](#)

#### Volunteer for your community

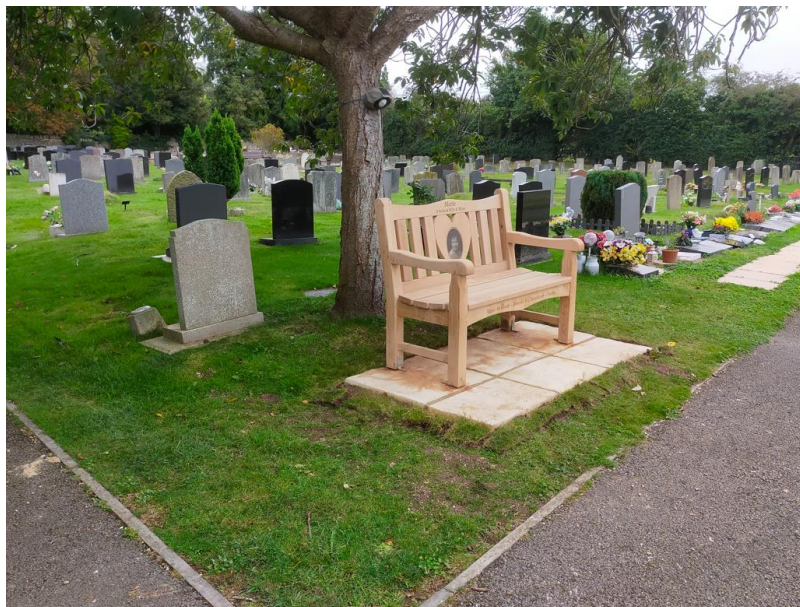
If you are interested in volunteering for your community then contact the [Volunteer Coordination Team](#) who will put you in touch with your local group.

CLlr Godwin and CLlr L Wood

### **AGENDA ITEM 22 – CEMETERY BENCH**

A resident has approached us seeking to put a bench at the Cemetery in memory of his late father. We have visited the Cemetery to see where it could be placed without taking away space that could be used for burial/ashes plots.

The family are requesting that the bench is placed next to the existing one under the cherry tree, as this would be close to where the person is laid to rest. The space has been measured, which is to the right of the bench in the attached picture, and we would ensure that the new bench fits in the gap whilst leaving space either side. This area is not suitable for burial/ashes plots due to the tree roots there, and it would be entirely appropriate to honour the family's wishes considering that they have maintained the cemetery as the Council's contractor for many years. The proposed new bench would be supplied and fitted at no cost to the Council.



## **AGENDA ITEM 23 – RESIDENT SURVEY**

In order to receive the views and improve communication with all residents a resident survey is proposed as soon as possible. Surveying residents at least once a year is recommended. Consideration needs to be given as to how to reach all residents as not everyone has I.T. access. Suggestions could be a hard copy survey delivered to every household initially and one of the questions on that could be to ask how residents would like to receive future surveys e.g. online, social media, shops/churches, local organisations etc.

Delivery options could be:

- Making a donation to a local group/organisation for delivering the survey.
- Members and Officers to deliver the survey.
- Putting delivery out to tender.
- Asking local people if they would like to earn a bit of extra cash for delivering the survey.
- Other?

Royal Mail cannot be used as they have certain set areas and it would mean that surrounding areas outside of Carterton may also receive the survey.

Social media could be used to promote the survey and encourage residents to complete the online version.

In order to ensure we only receive one survey per resident I usually ask for name and address making it clear that this personal data will only be used for this purpose and will not be shared with anyone.

Receiving the survey back options could be:

- Online survey.
- Residents deliver it to the Town Hall.
- Boxes left in locations around Carterton such as shops and one person is allocated to regular collect them and return to the Town Hall.
- Members attending local events/groups and collect in the surveys via a box.
- Other?

In order to address carbon neutrality and for efficiency, the overall aim in time would be to get as many residents as possible to complete the surveys online which would considerably reduce the printing and delivery costs. It would also ensure efficiency as survey software can analyse the data too and produce reports. Residents without internet access could be supported to complete the surveys online.

RECOMMENDATION:

That Council approve in principal a resident survey to be delivered to all households, and an online version be made available too. Costs, survey options, and survey questions to be reported back to Council for approval if agreed in principal.

Locum Clerk

## **AGENDA ITEM 24 – CARTERTON MAGAZINE**

I believe the Town Council have previously used two different organisations to produce and distribute a quarterly magazine. Carterton Town Magazine was one <https://www.facebook.com/CartertonTownMagazine> and the Carterton Crier (website no longer working).

I would like to propose we put this out to tender and invite local companies to bid for this piece of work.

The quarterly newsletter could be used to inform residents of:

- Events
- include a town survey asking about opinions on current, planned, proposed projects and asking residents what it is that they are most concerned with and would like to see done in Carterton
- include the questions from the ARRG working group.

Cllr L Wood and Cllr Godwin

I cannot recommend highly enough the benefits of a Town Council specific newsletter that is delivered to all residents. It is a great way to raise the profile of the Council and let everyone know the hard work that is being carried out, and improve communication with residents.

A short newsletter such as 4 pages of A4 (1 x A3 folded in half) is recommended with short snippets of the Councils work. Having a short easy to read newsletter is more likely to be read rather than a lengthy newsletter as everyone is short of time these days it seems.

Council do need to bear in mind carbon neutrality so the newsletter could be delivered to all residents but an option given for them to receive it electronically if they prefer. This will also cut the costs. It can also be placed on the website.

Locum Clerk

### **AGENDA ITEM 25 – CORRESPONDENCE RECEIVED**

Emails received:

- SLCC. Enewsletter (Emailed:Members)
- OALC. Finance for Members workshops (Emailed:Members)
- Request from Church for a £10k grant towards a WC. (Responded to confirm that a Council cannot make a financial contribution to a Church)
- Rural Market Town Group. Offer of 6 months free membership. (Emailed:Members, joined)
- BBOWT (Buckinghamshire, Berkshire & Oxfordshire Wildlife Trust) Report on Willow Meadows (Emailed: Willow Meadows Working Group, Members, website)
- West Oxfordshire Health & Wellbeing Alliance. Notification that the second meeting will be held on 11.10.23 at WODC. (Emailed:Members)
- WODC. Confirmation that the deadline for applications for the Community transport grant has been extended to 13.10.23 (Emailed:Members)

### **AGENDA ITEM 26 – CHRISTMAS QUESTIONNAIRE**

The Events Working Group and Officers came up with several suggestions for the evening, but rather than us deciding on behalf of the town, and in accordance with the proposed new terms of reference “To engage and listen to the local community and residents” I would like to propose running a simple online questionnaire. I appreciate not everyone uses social media but we have a short time frame, to get responses and book something. Next year we can try and engage via a newsletter or town magazine.

Some of the suggestions so far are -:

- The giant snow globe
- A couple of live reindeer
- A couple of fairground Christmas themed side shows (free) ie hoopla, hook a Santa.
- A bike display, possibly in the Eagle car park.

Any more suggests (within a reasonable budget) welcome.

Note we have already agreed on a Santa’s Grotto run by the Lions, and the snow machine. The lantern parade is also being organised.

Cllr L Wood