



# Carterton Town Council

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28<sup>th</sup> February 2024

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

You are hereby summoned to attend an ORDINARY meeting of the **ADMINISTRATION COMMITTEE** on **Tuesday 5<sup>th</sup> March 2024 at 6.00pm** at the Town Hall.

Simon Garwood  
**Town Clerk**

## AGENDA

### 1 **APOLOGIES**

MOTION: Committee to receive apologies 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 Interest as required.

### 3 **MINUTES OF THE PREVIOUS MEETING**

MOTION: Committee to approve and sign the minutes of the Administration Committee meeting held on the 31<sup>st</sup> October 2023 and the 7<sup>th</sup> November 2023

### 4 **PUBLIC PARTICIPATION**

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

### 5 **FINANCES & ACCOUNTS**

Committee to note the final budget for 2024/25.  
Committee to note the End of Year Process and External Audit

### 6 **COMMITTEE STRUCTURE**

MOTION: Committee to discuss and consider recommending for approval the proposed changes to the committee structure for 2024/25

### 7 **RENEWAL OF OALC/NALC MEMBERSHIP**

MOTION: Committee to discuss and consider recommending for approval the renewal of Membership of Oxfordshire Association of Local Councils (OALC) / National Association of Local Councils (NALC).

**8 STAFFING MATTERS**

Update on the recruitment of a Deputy Clerk and Responsible Finance Officer.

MOTION: Committee to discuss and consider recommending for approval the council meeting the costs of the Clerk and Deputy Clerk's Membership of Society of Local Council Clerks.

MOTION: Committee to discuss and consider recommending for approval the council meeting the costs of the Clerk and Deputy Clerk's qualifications for the Certificate In Local Council Administration (CILCA).

**10 DATE OF NEXT MEETING**

Committee to note the date of the next meeting as 07.05.24 at 6pm.

**Members of the press and public welcome.**

**Please click on any heading underlined to be taken to the relevant supporting information.**



## Carterton Town Council

**An ORDINARY MEETING of the ADMINISTRATION COMMITTEE was held on 31<sup>st</sup> October 2023 at 6.00pm in the Town Hall and was attended by the following:**

Chair: Cllr D Melvin  
 Vice-Chair: Cllr J Guest

Town Councillors: Cllr N Leverton, Cllr M McBride, Cllr M Mead  
 Ex officio: Cllr K Godwin, Cllr L Wood.

In Attendance: None

Locum Clerk: Mrs S Haywood

| ITEM             | MINUTE   | VOTE / ACTION  |
|------------------|--|--|
| <b>2023/A/19</b> | <b>APOLOGIES</b>   |  |
|                  | Cllr Croft (personal), Cllr King (personal), Cllr Tarpey (business).<br>IT WAS RESOLVED that the apologies be accepted.  | Proposed: KG<br>Seconded: JG<br>All in favour            |
| <b>2023/A/20</b> | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  |  |
|                  | None received.   |  |
| <b>2023/A/21</b> | <b>MINUTES OF THE PREVIOUS MEETING</b>   |  |
|                  | IT WAS RESOLVED that the minutes of the meeting held on 05.09.23 be approved as a true and accurate record on the meeting, and were signed by the Chair.   | Proposed: MMcB<br>Seconded: JG<br>All in favour<br>Clerk |
| <b>2023/A/22</b> | <b>PUBLIC PARTICIPATION</b>  |  |
|                  | There were no members of the public present.   |  |
| <b>2023/A/23</b> | <b>FINANCE AND ACCOUNTS</b>  |  |
| <b>i.</b>        | <b>Income received</b>   |  |
|                  | IT WAS RESOLVED that this item be deferred to the next meeting, and all future financial items to be for approval as opposed just to note, so that queries can be discussed. All questions relating to the items to be submitted to the Clerk prior to the meetings. | Proposed: KG<br>Seconded: DM<br>All in favour<br>Clerk   |

|                  |   |  |
|------------------|---|--|
| <b>ii.</b>       | <b>Direct Debits / Standing Orders</b>  |  |
|                  | IT WAS RESOLVED that this item be deferred to the next meeting, and all future financial items to be for approval as opposed just to note, so that queries can be discussed. All questions relating to the items to be submitted to the Clerk prior to the meetings.  | Proposed:KG<br>Seconded:DM<br>All in favour<br>Clerk                         |
| <b>iii.</b>      | <b>Card Expenditure</b>   |  |
|                  | IT WAS RESOLVED that this item be deferred to the next meeting, and all future financial items to be for approval as opposed just to note, so that queries can be discussed. All questions relating to the items to be submitted to the Clerk prior to the meetings.  | Proposed:KG<br>Seconded:DM<br>All in favour<br>Clerk                         |
| <b>iv.</b>       | <b>Financial Statements as at 30.09.23</b>  |  |
|                  | IT WAS RESOLVED that this item be deferred to the next meeting, and all future financial items to be for approval as opposed just to note, so that queries can be discussed. All questions relating to the items to be submitted to the Clerk prior to the meetings.  | Proposed:KG<br>Seconded:DM<br>All in favour<br>Clerk                         |
| <b>v.</b>        | <b>Invoices for Payment</b>   |  |
|                  | <p>IT WAS RESOLVED that this item be deferred to the next meeting, and all future financial items to be for approval as opposed just to note, so that queries can be discussed. All questions relating to the items to be submitted to the Clerk prior to the meetings.</p> <p>The following queries were raised:</p> <ul style="list-style-type: none"> <li>• What do the 3 payments to Castle Water for £129.54 relate to?</li> <li>• What is the payment to Total Energies for £455.27?</li> <li>• Whether the movement out of reserves was expected to be the same each month going forward, which would be a concern if that was the case as £207k has been used in the first 6 months of the financial year.</li> <li>• What is the current amount available for grants, which did not seem to be correct from the figures supplied, though this could be because the figures relate to the end of September.</li> </ul> <p>The Clerk to investigate and email the responses to the Committee. The Clerk stressed that queries should be sent to her before the meeting to give time for them to be investigated.</p> | Proposed:KG<br>Seconded:DM<br>All in favour<br>Clerk<br><br>Clerk<br><br>All |
| <b>2023/A/24</b> | <b>CHRISTMAS OFFICE OPENING HOURS</b>   |  |
|                  | <p>The Committee considered the office opening hours during the Christmas period. It was noted that in previous years, the offices were closed and the Clerk's mobile phone number was published on the door in case of emergencies. The Clerk advised that councils generally close over the Christmas period, and that last year there were two enquiries during this period, both of which were Highways issues as opposed to Town Council.</p> <p>IT WAS RESOLVED that the Council offices close at 4.30pm on 22.12.23 and re-open at 9am on 02.01.24. The emergency contact numbers for OCC/WODC to be published on the door, noticeboard, and website. Staff will need to take three days off using leave or TOIL entitlements (27-29 December 2023). An appropriate</p>  | Proposed: NL<br>Seconded:MMcB<br>All in favour                               |

|                  |  |  |
|------------------|--|--|
|                  | answering machine message to be set up. The Clerk to investigate the company mobile phone to see if it is still in service.  | Clerk  |
| <b>2023/A/25</b> | <b>EXCLUSION OF PRESS AND PUBLIC – CLOSED SESSION</b>  |  |
|                  | IT WAS RESOLVED that as per Standing Order 10(a)(xii), that the meeting be closed to the public for the following three agenda items due to their confidential nature.   | Proposed:MMcB<br>Seconded: MM<br>All in favour   |
| <b>2023/A/26</b> | <b>TOWN CLERK RECRUITMENT</b>  |  |
|                  | A report had been circulated to all detailing the stages and outcomes of the Clerk recruitment process, as well as recommendations.<br>IT WAS RESOLVED that Committee accept the report and the recommendations made. Simon Garwood be offered the position of Chief Officer/Town Clerk on SCP45, subject to satisfactory references. Probationary period to be 6 months. Start date to be as soon as possible. Confirmation of Simon’s existing pension to be confirmed to Committee.<br><br><i>Cllr Leverton left the meeting.</i> | Proposed:KG<br>Seconded:LW<br>In favour<br>Clerk |
| <b>2023/A/27</b> | <b>STAFFING MATTERS</b>  |  |
|                  | A confidential staffing matter was discussed and decided upon.   | Proposed:JG<br>Seconded:LW<br>In favour<br>Clerk |
| <b>2023/A/28</b> | <b>DATE OF NEXT MEETING</b>  |  |
|                  | Committee to note the date of the next meeting as 07.11.23 at 6pm at the Town Hall.  | All / Clerk                                      |

The meeting closed at 8.15pm.

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

Date: \_\_\_\_\_



## Carterton Town Council

An **ORDINARY MEETING** of the **ADMINISTRATION COMMITTEE** was held on **7<sup>th</sup> November 2023 at 6.00pm** in the Town Hall and was attended by the following:

Chair: Cllr D Melvin  
 Vice-Chair: Cllr J Guest

Town Councillors: Cllr N King, Cllr M McBride, Cllr M Mead  
 Ex officio: Cllr K Godwin, Cllr L Wood.

In Attendance: None

Locum Clerk: Mrs S Haywood

| ITEM             | MINUTE  | VOTE / ACTION                                 |
|------------------|---|---|
| <b>2023/A/29</b> | <b>APOLOGIES</b>  |   |
|                  | Cllr Croft (personal), Cllr Leverton (personal), Cllr Tarpey (personal).<br>IT WAS RESOLVED that the apologies be accepted.<br><br>Non-Committee Members - Cllr Crapper (personal).   | Proposed: KG<br>Seconded: LW<br>All in favour |
| <b>2023/A/30</b> | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>   |   |
|                  | Cllr Godwin – Outside Representative for the Squash Club, Trustee of Carterton Family Centre.<br>Cllr Melvin – Carterton Community Centre.  |   |
| <b>2023/A/31</b> | <b>MINUTES OF THE PREVIOUS MEETING</b>  |   |
|                  | It was noted that the minutes of the meeting held on 31 October 2023 were not yet available and will be brought to the next meeting for approval.<br><br>Cllr McBride stated that minutes should be ready in time for meetings. |   |
| <b>2023/A/32</b> | <b>PUBLIC PARTICIPATION</b>   |   |
|                  | There were no members of the public present.  |   |
| <b>2023/A/33</b> | <b>FINANCE AND ACCOUNTS</b>   |   |
| <b>i.</b>        | <b>Income received</b>  |   |
|                  |   |   |

| Date     | Supplier                   | Amount    | Description                 |
|----------|----------------------------|-----------|-----------------------------|
| 11.08.23 | Shake Shop                 | £1,100.00 | Rent                        |
| 11.08.23 | Co-op Funeral Care (CEC)   | £56.00    | Memorial fee                |
| 25.08.23 | Banbury Memorials          | £56.00    | Memorial fee                |
| 01.09.23 | Squash Club                | £260.00   | Rent                        |
| 01.09.23 | Fitfigures                 | £741.67   | Rent                        |
| 11.09.23 | RA Jones Funeral Director  | £165.00   | Burial fees x 2             |
| 15.09.23 | E Taylor Funeral Directors | £88.00    | Burial fee                  |
| 15.09.23 | OCC                        | £5,351.72 | Grass mowing grants         |
| 19.09.23 | Resident                   | £16.00    | Town Hall meeting room hire |
| 25.09.23 | Hand                       | £30.00    | Christmas stall fee         |
| 29.09.23 | Vets                       | £4,200.00 | Rent                        |
| 29.09.23 | Burial                     | £55.25    | Credit                      |
| 30.09.23 | Unity Trust Bank           | £3,868.85 | Interest – savings account  |

IT WAS RESOLVED that Committee approve the income received.

Proposed: KG  
Seconded: M  
M  
All in favour

**ii. Direct Debit/Standing Order payments**

| Date     | Supplier       | Item description   | Total   | Power to spend   |
|----------|----------------|--|---------|------------------|
| 07/08/23 | BT             | Telephone & broadband – Town Hall  | £293.94 | LG Act 1972 s133 |
| 10/08/23 | Paypal         | Canva monthly subscription   | £10.99  | LG Act 1972 s133 |
| 11/08/23 | Paypal         | Adobe monthly subscription   | £19.97  | LG Act 1972 s133 |
| 15/08/23 | EDF Energy     | Baldwin Mews street lighting electricity                                     | £462.53 | LG Act 1972 s133 |
| 17/08/23 | British Gas    | Pavilion electricity 27.06.23 – 26.07.23                                     | £43.65  | LG Act 1972 s133 |
| 22/08/23 | Peninsula      | HR support monthly fee   | £188.83 | LG Act 1972 s112 |
| 23/08/23 | Peninsula      | Business Safe monthly fee  | £179.16 | LG Act 1972 s133 |
| 30/08/23 | Castle Water   | Pavilion water usage (repaying £700 burst pipe charge – monthly instalments) | £129.54 | LG Act 1972 s133 |
| 30/08/23 | Castle Water   | Pavilion water usage (repaying £700 burst pipe charge – monthly instalments) | £129.54 | LG Act 1972 s133 |
| 05/09/23 | BT             | Telephone & broadband – Town Hall  | £293.12 | LG Act 1972 s133 |
| 12/09/23 | Paypal - Canva | Monthly subscription   | £10.99  | LG Act 1972 s133 |

|             | 13/09/23   | Paypal - Adobe                         | Monthly subscription   | £19.97           | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|-------------|--|--|--|------------------|------------------------------|---|------|---------|---------|----------------|----------|-------------|-------|------------------------|------------------|----------|-----------|------|------|------------------|----------|-----------|------|--------------------------|------------------|----------|-----------|------|-----------------|------------------|----------|-----------|------|----------------------------|------------------|--|
|             | 15/09/23   | British Gas                            | Pavilion electricity 27.07.23 – 26.08.23                                     | £56.18           | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 20/09/23   | Paypal – Key Signs                     | Dog control signs for play parks   | £279.60          | Open Spaces Act 1906 ss.9&10 |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 25/09/23   | Siemens                                | Photocopier lease rental charges 25.09.23 to 24.09.24                        | £518.61          | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 25/09/23   | Total Energies                         | Town Hall electricity Aug 23   | £455.47          | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 26/09/23   | Peninsula                              | Business Safe monthly fee  | £179.16          | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 26/9/23  | HM Land Registry                       | Land Registry search fee   | £3.00            | Open Spaces Act 1906 ss.9&10 |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 27/9/23  | Siemens                                | Photocopying lease rental charges 27.09.23 – 26.12 23                        | £126.00          | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 28/9/23  | Castle Water                           | Pavilion water usage (repaying £700 burst pipe charge – monthly instalments) | £129.54          | LG Act 1972 s133             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | 29/9/23  | ICO (Information Commissioners Office) | Data protection registration fee   | £35.00           | LG Act 1972 s112             |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | <p>Payments for £129.54 to Castle Water were queried. The Clerk reported that an invoice for £700 was received for a burst pipe at the Pavilion and we have been paying it monthly. Two payments will be credited in due course.</p> <p>Payments to Total Energies and EDF had been queried at the last meeting and it had been explained that Total Energies related to electricity at the Town Hall, and EDF to electricity at Baldwin Mews.</p> <p>IT WAS RESOLVED that the Direct Debit/Standing Order payments made be approved.</p>  |  |  |                  |                              | Proposed:KG<br>Seconded:LW<br>All in favour |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| <b>iii.</b> | <b>Card expenditure</b>  |  |  |                  |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
|             | <table border="1"> <thead> <tr> <th>Date</th> <th>Name</th> <th>Total £</th> <th>Details</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>08.08.23</td> <td>Wel Medical</td> <td>71.94</td> <td>Pads for defibrillator</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>14.08.23</td> <td>Morrisons</td> <td>1.45</td> <td>Milk</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>16.08.23</td> <td>Morrisons</td> <td>0.95</td> <td>Gazette for archive work</td> <td>LG Act 1972 s142</td> </tr> <tr> <td>21.08.23</td> <td>Morrisons</td> <td>3.75</td> <td>Milk and coffee</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>22.08.23</td> <td>Morrisons</td> <td>1.75</td> <td>Card for New Zealand visit</td> <td>LG Act 1972 s144</td> </tr> </tbody> </table> |  |  |                  |                              | Date  | Name | Total £ | Details | Power to Spend | 08.08.23 | Wel Medical | 71.94 | Pads for defibrillator | LG Act 1972 s133 | 14.08.23 | Morrisons | 1.45 | Milk | LG Act 1972 s133 | 16.08.23 | Morrisons | 0.95 | Gazette for archive work | LG Act 1972 s142 | 21.08.23 | Morrisons | 3.75 | Milk and coffee | LG Act 1972 s133 | 22.08.23 | Morrisons | 1.75 | Card for New Zealand visit | LG Act 1972 s144 |  |
| Date        | Name   | Total £                                | Details  | Power to Spend   |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| 08.08.23    | Wel Medical  | 71.94                                  | Pads for defibrillator   | LG Act 1972 s133 |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| 14.08.23    | Morrisons  | 1.45                                   | Milk   | LG Act 1972 s133 |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| 16.08.23    | Morrisons  | 0.95                                   | Gazette for archive work   | LG Act 1972 s142 |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| 21.08.23    | Morrisons  | 3.75                                   | Milk and coffee  | LG Act 1972 s133 |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |
| 22.08.23    | Morrisons  | 1.75                                   | Card for New Zealand visit   | LG Act 1972 s144 |                              |   |      |         |         |                |          |             |       |                        |                  |          |           |      |      |                  |          |           |      |                          |                  |          |           |      |                 |                  |          |           |      |                            |                  |  |



|            |   |                             |       |                                    |                  |  |
|------------|---|-----------------------------|-------|------------------------------------|------------------|--|
|            | 23.08.23  | Morrisons                   | 0.95  | Gazette for archive work           | LG Act 1972 s142 |  |
|            | 23.08.23  | Morrisons                   | 3.50  | Office sundries                    | LG Act 1972 s133 |  |
|            | 23.08.23  | Carterton Cobblers          | 9.95  | Plaque – Cllr Leverton Mayor photo | LC Act 1972 s133 |  |
|            | 24.08.23  | Morrisons                   | 1.50  | 5 ltr bottled water                | LG Act 1972 s133 |  |
|            | 25.08.23  | Morrisons                   | 1.50  | Bin liners                         | LG Act 1972 s133 |  |
|            | 30.08.23  | Morrisons                   | 0.95  | Gazette for archive work           | LG Act 1972 s142 |  |
|            | 30.08.23  | Morrisons                   | 1.20  | Milk                               | LG Act 1972 s133 |  |
|            | 31.08.23  | Morrisons                   | 1.50  | 5 ltr bottled water                | LG Act 1972 s133 |  |
|            | 04.09.23  | Morrisons                   | 2.40  | Milk                               | LG Act 1972 s133 |  |
|            | 04.09.23  | Carterton Cobblers          | 6.50  | Key cutting                        | LG Act 1972 s133 |  |
|            | 05.09.23  | Asda                        | 10.00 | Cleaning products                  | LG Act 1972 s133 |  |
|            | 05.09.23  | Post Office                 | 30.00 | 2 <sup>nd</sup> class stamps       | LG Act 1972 s133 |  |
|            | 12.09.23  | Aldi                        | 1.25  | 5 ltr bottled water                | LG Act 1972 s133 |  |
|            | 14.09.23  | Morrisons                   | 0.95  | Gazette for archive work           | LG Act 1972 s142 |  |
|            | 14.09.23  | Morrisons                   | 2.40  | Milk                               | LG Act 1972 s133 |  |
|            | 22.09.23  | Morrisons                   | 0.95  | Gazette for archive work           | LG Act 1972 s142 |  |
|            | 22.09.23  | Morrisons                   | 2.40  | Milk                               | LG Act 1972 s133 |  |
|            | 22.09.23  | Hearing Loop Co             | 86.40 | Charger for Hearing Loop system    | LG Act 1972 s133 |  |
|            | 25.09.23  | Morrisons                   | 18.99 | Office sundries                    | LG Act 1972 s133 |  |
|            | 27.09.23  | Morrisons                   | 0.95  | Gazette for archive work           | LG Act 1972 s142 |  |
|            | 27.09.23  | Morrisons                   | 2.65  | Milk                               | LG Act 1972 s133 |  |
|            | 27.09.23  | Morrisons                   | 7.99  | Dishwasher tablets                 | LG Act 1972 s133 |  |
|            | 29.09.23  | Carterton Building Supplies | 1.25  | 13 amp fuses for Town Hall         | LG Act 1972 s133 |  |
|            | <p>It was queried why the Council purchased a copy of the Witney Gazette each week when it was available online. It was noted that not all articles were included in both versions, and also the Archivist cuts out articles relevant to Carterton for the archives to preserve the history of the town.</p> <p>IT WAS RESOLVED that Committee approve the card expenditure made.</p> |                             |       |                                    |                  |  |
|            |   |                             |       |                                    |                  | Proposed: KG<br>Seconded:LW<br>All in favour |
| <b>iv.</b> | <b>Financial Statements at 30.09.2023</b>   |                             |       |                                    |                  |  |

|                          | <p>The budget to date/income and expenditure, bank reconciliation, balance sheet, and trial balance were all circulated with the agenda.<br/>IT WAS RESOLVED that Committee approve the financial statements as at 30.09.23.</p>  | <p>Proposed: MM<br/>Seconded: LW<br/>All in favour</p> |   |                                |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
|--------------------------|---|--|---|--------------------------------|---------|----------------|--------------------------|------------|-------|----------------------------|------------------|--------------------------|-----------|--------|------------|------------------|--------------------------|-----------|--------|--------------|------------------|--------------------------|------------|-------|--------------------------|------------------|-------------------------|-----|-------|------------------------------|------------------|------------------------|----------|-------|------------------------------|------------------|--------------------------|----------|--------|-------------------------------|------------------|---------------------|---------|--------|------------------------|--------------------------------|------|--------|--------|---|------------------|----------|----------|--------|---------------------------|------------------|--|
| <b>v.</b>                | <b>Invoices for payment</b>   |  |   |                                |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
|                          | <table border="1" data-bbox="363 383 1262 1373"> <thead> <tr> <th>Payee</th> <th>Ref/Invoice</th> <th>£</th> <th>Details</th> <th>Power to Spend</th> </tr> </thead> <tbody> <tr> <td>Altodigital Networks Ltd</td> <td>915764ALTO</td> <td>80.17</td> <td>Copier charges – MPC307SPF</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>Altodigital Networks Ltd</td> <td>ALT147725</td> <td>385.64</td> <td>Office 365</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>Altodigital Networks Ltd</td> <td>ALT147868</td> <td>162.00</td> <td>I.T. Support</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>Altodigital Networks Ltd</td> <td>916883ALTO</td> <td>45.35</td> <td>Copier charges – IMC3500</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>Carterton Family Centre</td> <td>N/A</td> <td>75.00</td> <td>Hall hire – Lantern workshop</td> <td>LG Act 1972 s145</td> </tr> <tr> <td>Cotswold Window &amp; Door</td> <td>INV-0226</td> <td>90.00</td> <td>Window repair at Squash Club</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>DCK Accounting Solutions</td> <td>TPC10994</td> <td>524.40</td> <td>Accounts service – October 23</td> <td>LG Act 1972 s133</td> </tr> <tr> <td>D &amp; S New &amp; Son LLP</td> <td>DSA 604</td> <td>900.00</td> <td>Topping Willow Meadows</td> <td>PHA 1875 s164. OSA 1906 ss9&amp;10</td> </tr> <tr> <td>NALC</td> <td>702668</td> <td>360.00</td> <td>Chief Officer/Town Clerk Vacancy advert</td> <td>LG Act 1972 s112</td> </tr> <tr> <td>Nisbetts</td> <td>27737617</td> <td>122.37</td> <td>Toilets Rolls – Town Hall</td> <td>LG Act 1972 s133</td> </tr> </tbody> </table> <p data-bbox="363 1413 1262 1514">It was queried whether the payment for topping of Willow Meadows related to one cut or two. The Clerk confirmed it was for one cut as it had been too late in the year for a second cut.</p> <p data-bbox="363 1554 1262 1588">IT WAS RESOLVED that Committee approve the invoices for payment.</p> | Payee  | Ref/Invoice                               | £                              | Details | Power to Spend | Altodigital Networks Ltd | 915764ALTO | 80.17 | Copier charges – MPC307SPF | LG Act 1972 s133 | Altodigital Networks Ltd | ALT147725 | 385.64 | Office 365 | LG Act 1972 s133 | Altodigital Networks Ltd | ALT147868 | 162.00 | I.T. Support | LG Act 1972 s133 | Altodigital Networks Ltd | 916883ALTO | 45.35 | Copier charges – IMC3500 | LG Act 1972 s133 | Carterton Family Centre | N/A | 75.00 | Hall hire – Lantern workshop | LG Act 1972 s145 | Cotswold Window & Door | INV-0226 | 90.00 | Window repair at Squash Club | LG Act 1972 s133 | DCK Accounting Solutions | TPC10994 | 524.40 | Accounts service – October 23 | LG Act 1972 s133 | D & S New & Son LLP | DSA 604 | 900.00 | Topping Willow Meadows | PHA 1875 s164. OSA 1906 ss9&10 | NALC | 702668 | 360.00 | Chief Officer/Town Clerk Vacancy advert | LG Act 1972 s112 | Nisbetts | 27737617 | 122.37 | Toilets Rolls – Town Hall | LG Act 1972 s133 | <p>Proposed: KG<br/>Seconded: LW<br/>All in favour<br/>Clerk</p> |
| Payee                    | Ref/Invoice   | £  | Details                                   | Power to Spend                 |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Altodigital Networks Ltd | 915764ALTO  | 80.17  | Copier charges – MPC307SPF                | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Altodigital Networks Ltd | ALT147725   | 385.64   | Office 365                                | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Altodigital Networks Ltd | ALT147868   | 162.00   | I.T. Support                              | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Altodigital Networks Ltd | 916883ALTO  | 45.35  | Copier charges – IMC3500                  | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Carterton Family Centre  | N/A   | 75.00  | Hall hire – Lantern workshop              | LG Act 1972 s145               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Cotswold Window & Door   | INV-0226  | 90.00  | Window repair at Squash Club              | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| DCK Accounting Solutions | TPC10994  | 524.40   | Accounts service – October 23             | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| D & S New & Son LLP      | DSA 604   | 900.00   | Topping Willow Meadows                    | PHA 1875 s164. OSA 1906 ss9&10 |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| NALC                     | 702668  | 360.00   | Chief Officer/Town Clerk Vacancy advert   | LG Act 1972 s112               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| Nisbetts                 | 27737617  | 122.37   | Toilets Rolls – Town Hall                 | LG Act 1972 s133               |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
| <b>vi.</b>               | <b>Lantern Parade</b>   |  |   |                                |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |
|                          | <p>Push button lights need to be purchased for the Christmas Lights Lantern Parade. They are usually purchased in bulk from The Original Factory Shop (TOFS) at a cost of £750 for 400-450 lights. TOFS have been very supportive of Council events but are unable to invoice us, nor can they accept Paypal. The Council's card has a credit limit of £200, of which only £76 is currently available. Last year an Officer paid for them and was reimbursed by the Council. The Clerk has no delegated authority to approve this transaction.</p> <p>IT WAS RESOLVED to approve the purchase of the lights from TOFS, that reimbursement is made to the Officer as soon as possible via BACS once a</p>  |  | <p>Proposed: KG<br/>Seconded: M<br/>M</p> |                                |         |                |                          |            |       |                            |                  |                          |           |        |            |                  |                          |           |        |              |                  |                          |            |       |                          |                  |                         |     |       |                              |                  |                        |          |       |                              |                  |                          |          |        |                               |                  |                     |         |        |                        |                                |      |        |        |   |                  |          |          |        |                           |                  |  |

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|                  | card payment has been made, and that Committee consider (under a separate agenda item) that the card limits are raised so we do not have such problems in the future.  | All in favour<br>Clerk  |
| <b>vii.</b>      | <b>Clerk Bank Card / Credit Limits</b>   |   |
|                  | <p>The Council currently have two credit cards – one for the Deputy Clerk and one for an Administration Officer. There is a credit limit of £200 in total for the two cards. More and more circumstances are being encountered whereby in order to get best value for Council, we need to pay via card, and we are unable to as we do not have a sufficient credit limit. Council can end up paying a lot more for goods when a card cannot be used.</p> <p>It was clarified that the Clerk could spend up to £5,000 for Health &amp; Safety purposes and then inform Council they had done so, but for non-urgent matters, Council permission would need to be sought which takes time as it has to be added to a meeting agenda.</p> <p>IT WAS RESOLVED that the credit limit for the two Officer cards is raised from £200 to £1,000 in total (£500 on each card); and that once the new Clerk is in post, a credit card is supplied for them with a limit of £5,000 to be used as per previously approved delegated authority as stated in the Financial Regulations and Standing Orders which means that non h&amp;s expenditure will still need Council approval before card payments are made. The Officer cards also still need to adhere to the approved delegated authority.</p> | Proposed:LW<br>Seconded:KG<br>6 in favour<br>1 against<br>Clerk |
| <b>viii.</b>     | <b>NJC PAY SCALES 2023/2024</b>  |   |
|                  | <p>Agreement for the 2023/24 NJC pay scales has now been reached as of 01.11.23 and the revised scales will be published via NALC shortly. An increase of £1,925p.a. has been agreed for all staff on SCP43 and below, and a 3.88% increase for SCP44 and above. All staff on the NJC pay scales will be entitled to the increase, and it will need to be backdated to the start of the financial year – April 2023. It is hoped that the revised scales will be published in time for the November 2023 payroll. Two members of staff are not currently on the NJC pay scales, the Cleaner and the Town Warden, and this is to be discussed at Item 2023/A/36.</p> <p>IT WAS RESOLVED that Committee note the release of the 2023/24 NJC pay scales and that the increments will be backdated to April 2023.</p> <p>The Clerk confirmed that the new Clerk is not entitled to the backpay as they join the Council in January.</p>  | Proposed: MM<br>Seconded: KG<br>All in favour<br>Clerk          |
| <b>2023/A/34</b> | <b>BUDGET / PRECEPT</b>  |   |
|                  | <p>The 2023/24 budget to date, the draft 2024/25 budget, and the proposed precept requirement was circulated to Members via email. A recommendation for the budget and precept need to be presented to the December meeting of the Full Council for approval.</p> <p>The following queries were raised:</p> <p>Administration and Salaries – clarification on the figures was requested. The Locum Clerk explained that the figures account for the new Clerk to be in post from January 2024 and the underspend is mainly due to the</p>  |   |

|                       |  |   |
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|                       | <p>time no permanent salaried Clerk has been in post.</p> <p>Precept - It was suggested that the precept is set out separately, with details of the figures at 1%, 3% and 5%.</p> <p>The proposed 2024/25 budget currently shows that an increase of 25% is needed on the precept. The Clerk reiterated that the budget is the first draft and she is not proposing such a large increase. The Clerk confirmed that there are several queries stated in the budget that need Council decision before a proposed precept figure can be achieved.</p> <p>IT WAS RESOLVED that this item be deferred until an informal meeting is held that is open to all councillors to discuss the budget and precept in more detail. Questions/queries to be sent to the Clerk prior to this meeting. The Clerk to set a date for the meeting before the end of the month. S106 monies to be clarified so Council know what is available.</p> | <p>All</p> <p>Proposed:KG<br/>Seconded:JG<br/>All in favour<br/>Clerk / All</p> |
| <b>2023/A/3<br/>5</b> | <b>EXCLUSION OF PRESS AND PUBLIC – CLOSED SESSION</b>  |   |
|                       | IT WAS RESOLVED that, as per Standing Order 10.a.xxii, the meeting be closed to the press and public on the grounds of confidentiality for the next agenda item.   | Proposed:DM<br>Seconded:JG<br>All in favour                                     |
| <b>2023/A/3<br/>6</b> | <b>STAFFING MATTERS</b>  |   |
|                       | <p>Confidential staffing matters were discussed.</p> <p>IT WAS RESOLVED that all Officers not currently on the NJC pay scales be put onto them in order of fairness to all staff. The two Officers affected to be placed on SCP5.</p>  | Proposed:M<br>M<br>Seconded:DM<br>All in favour<br>Clerk                        |
| <b>2023/A/3<br/>7</b> | <b>DATE OF NEXT MEETING</b>  |   |
|                       | Committee to note the date of the next meeting as 06.02.2024 at 6pm at the Town Hall.  | All / Clerk   |

The meeting closed at 6.56pm.

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

Date: \_\_\_\_\_

Agenda

| <b>Final 2024/25 budget</b> |                            |                                |                 |                                |                                   |                       |                |
|-----------------------------|----------------------------|--------------------------------|-----------------|--------------------------------|-----------------------------------|-----------------------|----------------|
|                             |                            |                                | <b>2023/24</b>  |                                |                                   | <b>2024/25 Budget</b> |                |
| <b>AREA</b>                 | <b>ITEM description</b>    | <b>NOM. CODE / COST CENTRE</b> | <b>Budget</b>   | <b>Expenditure at 31.01.24</b> | <b>% of Budget at 83% of year</b> | <b>Expenditure</b>    | <b>Income</b>  |
| <b>ADMINISTRATION</b>       | Salaries                   | 4000/101                       | £223,170        | £149,962                       | 67.2%                             | £235,000              |                |
|                             | Salaries - staffing review |                                | £0              |                                |                                   | £0                    |                |
|                             | Salaries - contingency     |                                | £0              |                                |                                   | £1,000                |                |
|                             | Mace Bearer Honorarium     |                                | £0              |                                |                                   | £200                  |                |
|                             | Agency/Temp Staff          | 4001/101                       | £0              | £36,335                        |                                   | £0                    |                |
|                             | I.T.                       | 4028/101                       | £5,500          | £6,376                         | 115.9%                            | £8,400                |                |
|                             | Website                    |                                | £0              |                                |                                   | £220                  |                |
|                             | Insurance                  | 4010/101                       | £20,000         | £18,961                        | 94.8%                             | £19,950               |                |
|                             | Office Supplies            | 4005/101                       | £5,000          | £4,748                         | 95.0%                             | £3,000                |                |
|                             | Photocopying               |                                | £0              |                                |                                   | £4,020                |                |
|                             | Training - Officers        | 4015/101                       | £3,000          | £981                           | 32.7%                             | £3,000                |                |
|                             | Audit                      | 4025/101                       | £2,800          | £395                           | 14.1%                             | £3,003                |                |
|                             | Subscriptions              | 4026/101                       | £4,000          | £3,030                         | 75.8%                             | £5,150                |                |
|                             | Telephone/Broadband        | 4027/101                       | £2,600          | £2,450                         | 94.2%                             | £3,414                |                |
|                             | Telephone - Mobile         |                                | £0              |                                |                                   | £240                  |                |
|                             | Travel & subsistence       | 4003/101                       | £1,000          | £644                           | 64.4%                             | £850                  |                |
|                             | HR                         | 4041/101                       | £3,600          | £3,414                         | 94.8%                             | £4,000                |                |
|                             | H&S                        |                                | £0              |                                |                                   | £1,500                |                |
|                             | Professional fees          | 4035/101                       | £6,000          | £2,559                         | 42.7%                             | £3,000                |                |
|                             | Legal fees                 |                                | £0              |                                |                                   | £3,000                |                |
|                             | Recruitment                | 4002/101                       | £0              | £947                           |                                   | £1,000                |                |
|                             | Bank charges               |                                | £500            | £266                           | 53.2%                             | £350                  |                |
|                             | Interest received          | 1090/150                       | £0              |                                |                                   |                       | £10,000        |
|                             | Accountancy                | 4036/101                       | £8,500          | £4,693                         | 55.2%                             | £5,110                |                |
|                             | <b>TOTALS</b>              |                                | <b>£285,670</b> | <b>£235,761</b>                | <b>82.5%</b>                      | <b>£305,407</b>       | <b>£10,000</b> |
| <b>ALLANDALE CENTRE</b>     | Maintenance - General      | 4210/210                       | £6,865          | £261                           | 3.8%                              | £1,000                |                |
|                             | Maintenance - Quinquennial |                                | £0              |                                |                                   | £6,000                |                |
|                             | <b>TOTALS</b>              |                                | <b>£6,865</b>   | <b>£261</b>                    | <b>3.8%</b>                       | <b>£7,000</b>         |                |
| <b>ALLOTMENTS</b>           | Rents                      |                                | £0              |                                |                                   |                       | £4             |
|                             | Maintenance                | 4220/215                       | £4,000          | £3,760                         | 94.0%                             | £1,000                |                |
|                             | Water                      |                                | £0              |                                |                                   | £2,200                |                |
|                             | WC hire                    |                                | £0              |                                |                                   | £1,975                |                |

|                               |                                 |          |                |                |        |                |               |
|-------------------------------|---------------------------------|----------|----------------|----------------|--------|----------------|---------------|
|                               | <b>TOTALS</b>                   |          | <b>£4,000</b>  | <b>£3,760</b>  | 94.0%  | <b>£5,175</b>  | <b>£4</b>     |
| <b>BALDWIN MEWS</b>           | Electricity                     | 4403/220 | £2,000         | £1,310         | 65.5%  | £2,210         |               |
|                               | <b>TOTALS</b>                   |          | <b>£2,000</b>  | <b>£1,310</b>  | 65.5%  | <b>£2,210</b>  |               |
| <b>CEMETERY</b>               | Burial fees                     | 1600/225 | £0             |                |        |                | £7,000        |
|                               | Grass cutting                   | 4605/225 | £5,995         | £3,810         | 63.6%  | £3,450         |               |
|                               | Maintenance & repairs           | 4600/225 | £2,000         | £1,372         | 68.6%  | £1,000         |               |
|                               | Waste collections               |          | £0             |                |        | £1,000         |               |
|                               | <b>TOTALS</b>                   |          | <b>£7,995</b>  | <b>£5,182</b>  | 64.8%  | <b>£5,450</b>  | <b>£7,000</b> |
| <b>CIVIC &amp; DEMOCRATIC</b> | Elections                       | 4030/115 | £10,000        | £5,119         | 51.2%  | £0             |               |
| <b>&amp; GOVERNANCE</b>       | Mayors Fund                     | 4050/115 | £3,555         | £3,107         | 87.4%  | £2,750         |               |
|                               | Training - Members              |          | £0             |                |        | £2,000         |               |
|                               | Dependent Care Claims           |          | £0             |                |        | £2,000         |               |
|                               | Civic regalia                   | 4055/115 | £500           | £672           | 134.4% | £0             |               |
|                               | Civic expenses                  | 4056/115 | £1,000         | £249           | 24.9%  | £0             |               |
|                               | <b>TOTALS</b>                   |          | <b>£15,055</b> | <b>£9,147</b>  | 60.8%  | <b>£6,750</b>  |               |
| <b>COMMUNITY CENTRE</b>       | Maintenance - General           | 4200/210 | £2,440         | £665           | 27.3%  | £500           |               |
|                               | Maintenance - Quinquennial      |          | £0             |                |        | £4,300         |               |
|                               | <b>TOTALS</b>                   |          | <b>£2,440</b>  | <b>£665</b>    | 27.3%  | <b>£4,800</b>  |               |
| <b>COMMUNITY SAFETY</b>       | PCSO                            | 4160/104 | £19,624        | £15,012        | 76.5%  | £0             |               |
|                               | Town's CCTV                     | 4430/120 | £10,000        | £10,000        | 100.0% | £4,950         |               |
|                               | <b>TOTALS</b>                   |          | <b>£29,624</b> | <b>£25,012</b> | 84.4%  | <b>£4,950</b>  |               |
| <b>EVENTS</b>                 | Christmas lights - Income       | 1305/301 | £0             |                |        |                | £460          |
|                               | Events                          | 4315/301 | £30,000        | £25,141        | 83.8%  | £20,000        |               |
|                               | Flags                           |          | £0             |                |        | £1,000         |               |
|                               | <b>TOTALS</b>                   |          | <b>£30,000</b> | <b>£25,141</b> | 83.8%  | <b>£21,000</b> | <b>£460</b>   |
| <b>GRANTS</b>                 | Grants awarded                  | 4040/120 | £45,000        |                | 0.0%   | £8,000         |               |
|                               | Grant - Community Connector Bus | £33.67   | £0             | £0             |        | £16,000        |               |
|                               | <b>TOTALS</b>                   |          | <b>£45,000</b> |                | 0.0%   | <b>£24,000</b> |               |
| <b>LAND</b>                   | Football Club                   |          | £0             | £38,904        |        |                | £5            |
|                               | <b>TOTALS</b>                   |          | <b>£0</b>      | <b>£38,904</b> |        | <b>£0</b>      | <b>£5</b>     |
| <b>OPEN SPACES /</b>          | The Dell                        | 4300/215 | £20,000        | £665           | 3.3%   | £1,000         |               |
| <b>RECREATION</b>             | Play equipment - maintenance    | 4305/215 | £25,000        | £26,162        | 104.6% | £17,000        |               |
|                               | Willow Meadows                  | 4312/215 | £25,000        | £1,275         | 5.1%   | £1,200         |               |
|                               | St. John Garden                 | 4313/215 | £0             | £990           |        | £1,000         |               |
|                               | Wayleave                        | 1250/215 | £0             |                |        |                | £69           |
|                               | Hedges and paths                | 4405/220 | £16,350        | £9,815         | 60.0%  | £5,000         |               |
|                               | Flowers                         | 4415/220 | £12,535        | £12,710        | 101.4% | £9,000         |               |

|                           |                            |          |                 |                |              |                |               |
|---------------------------|----------------------------|----------|-----------------|----------------|--------------|----------------|---------------|
|                           | Grass cutting              | 4425/220 | £23,400         | £21,723        | 92.8%        | £19,179        |               |
|                           | Grass cutting - grant      |          | £0              |                |              |                | £2,676        |
|                           | Tree works                 | 4410/215 | £19,000         | £7,660         | 40.3%        | £5,000         |               |
|                           | <b>TOTALS</b>              |          | <b>£141,285</b> | <b>£81,000</b> | <b>57.3%</b> | <b>£58,379</b> | <b>£2,745</b> |
| <b>PAVILION</b>           | Maintenance - Quinquennial |          | £0              |                |              | £3,505         |               |
|                           | Maintenance - General      | 4309/215 | £5,000          | £5,050         | 101.0%       | £3,000         |               |
|                           | Legal fees                 |          | £0              |                |              | £3,000         |               |
|                           | Water                      | 4307/215 | £300            |                | 0.0%         | £300           |               |
|                           | Electricity                | 4308/215 | £1,200          | £575           | 47.9%        | £1,260         |               |
|                           | <b>TOTALS</b>              |          | <b>£6,500</b>   | <b>£5,625</b>  | <b>86.5%</b> | <b>£11,065</b> |               |
| <b>SCOUT BUILDING</b>     | Maintenance - General      | 4216/210 | £4,420          | £85            | 1.9%         | £1,500         |               |
| <b>SERF HALL (CADETS)</b> | Maintenance - Quinquennial |          | £0              |                |              | £1,200         |               |
|                           | <b>TOTALS</b>              |          | <b>£4,420</b>   | <b>£85</b>     | <b>1.9%</b>  | <b>£2,700</b>  |               |
| <b>SQUASH CLUB</b>        | Rent                       | 1205/210 | £3,120          |                | 0.0%         |                | £5,850        |
|                           | Maintenance - General      | 4215/210 | £7,690          | £2,340         | 30.4%        | £2,000         |               |
|                           | Maintenance - Quinquennial |          | £0              |                |              | £30,552        |               |
|                           | <b>TOTALS</b>              |          | <b>£10,810</b>  | <b>£2,340</b>  | <b>21.6%</b> | <b>£32,552</b> | <b>£5,850</b> |
| <b>STREATFIELD HOUSE</b>  | Rent                       | 1230/210 | £0              |                |              |                | £9,950        |
|                           | Maintenance - General      | 4230/210 | £6,245          | £1,277         | 20.4%        | £1,500         |               |
|                           | Maintenance - Quinquennial |          | £0              |                |              | £700           |               |
|                           | Maintenance - Shared costs |          | £0              |                |              | £1,165         |               |
|                           | <b>TOTALS</b>              |          | <b>£6,245</b>   | <b>£1,277</b>  | <b>20.4%</b> | <b>£3,365</b>  | <b>£9,950</b> |
| <b>STREET FURNITURE</b>   | Benches                    |          | £0              | £0             |              | £0             |               |
|                           | Bins                       |          | £0              | £0             |              | £650           |               |
|                           | Bus Shelters               |          | £0              | £0             |              | £1,000         |               |
|                           | Clock                      |          | £0              | £0             |              | £200           |               |
|                           | <b>TOTALS</b>              |          | <b>£0</b>       | <b>£0</b>      |              | <b>£1,850</b>  |               |
| <b>TOWN HALL</b>          | Hire income                | 110/202  | £0              |                |              |                | £16           |
|                           | Maintenance                | 4110/202 | £20,000         | £8,694         | 43.5%        | £12,520        |               |
|                           | H&S                        |          | £0              |                |              | £3,000         |               |
|                           | Electricity                | 4105/202 | £9,000          | £6,228         | 69.2%        | £5,900         |               |
|                           | Gas                        |          | £0              |                |              | £4,530         |               |
|                           | Water charges              | 4102/202 | £800            | £3,427         | 428.4%       | £2,000         |               |
|                           | Cleaning                   | 4120/202 | £3,000          | £1,449         | 48.3%        | £725           |               |
|                           | Waste                      | 4120/202 | £0              |                |              | £1,620         |               |
|                           | <b>TOTALS</b>              |          | <b>£32,800</b>  | <b>£19,798</b> | <b>60.4%</b> | <b>£30,295</b> | <b>£16</b>    |

|  |                                  |              |                 |                 |        |                 |                |
|--|----------------------------------|--------------|-----------------|-----------------|--------|-----------------|----------------|
| <b>TOWN MAINTENANCE</b>                                  | Bins                             | 440/220      | £21,580         | £26,923         | 124.8% | £32,000         |                |
|  | General maintenance              | 4401/220     | £15,000         | £6,202          | 41.3%  | £4,000          |                |
|  | <b>TOTALS</b>                    |              | <b>£36,580</b>  | <b>£33,125</b>  | 90.6%  | <b>£36,000</b>  |                |
| <b>VETS</b>  | Rent                             | 1210/210     | £0              | £0              |        |                 | £14,000        |
|  | <b>TOTALS</b>                    |              | <b>£0</b>       | <b>£0</b>       |        |                 | <b>£14,000</b> |
| <b>WAR MEMORIAL</b>                                      | Maintenance                      |              | £0              | £0              |        | £300            |                |
|  | <b>TOTALS</b>                    |              | <b>£0</b>       | <b>£0</b>       |        | <b>£300</b>     |                |
| <b>CONTINGENCY</b>                                       | For the unexpected               |              | £0              | £0              |        | £60,000         |                |
|  | <b>TOTALS</b>                    |              | <b>£0</b>       | <b>£0</b>       |        | <b>£60,000</b>  |                |
|  |                                  |              |                 |                 |        |                 |                |
|  |                                  | <b>TOTAL</b> | <b>£667,289</b> | <b>£488,393</b> | 73.2%  | <b>£623,248</b> | <b>£50,030</b> |
|  |                                  |              |                 |                 |        |                 |                |
| <b>ADDITIONAL COSTS</b>                                  | Pension strain                   |              | £0              |                 |        | £5,000          |                |
|  | Tree Survey                      |              | £0              |                 |        | £5,000          |                |
|  | Communications                   |              | £0              | £5,000          |        | £10,000         |                |
|  | Dottys Group                     |              | £0              |                 |        | £6,000          |                |
|  |                                  |              | £0              | £5,000          |        | £26,000         |                |
|  |                                  | <b>TOTAL</b> | <b>£667,289</b> | <b>£493,393</b> | 73.9%  | <b>£649,248</b> | <b>£50,030</b> |
|  |                                  |              |                 |                 |        |                 |                |
| <b>PRECEPT</b>   | Precept                          | 1076/150     | £432,879        |                 |        | £503,096        |                |
|  | <b>TOTALS</b>                    |              | <b>£432,879</b> |                 |        | <b>£503,096</b> |                |
|  | <b>Additional Income 2023/24</b> |              | <b>£72,403</b>  |                 |        |                 |                |
|  | <b>Total Income 2023/24</b>      |              | <b>£505,282</b> |                 |        |                 |                |
|  |                                  |              |                 |                 |        |                 |                |
| <b>TOTAL EXPENDITURE 2024/25</b>                         |                                  |              |                 | <b>£649,248</b> |        |                 |                |
| <i>Less...</i>   |                                  |              |                 |                 |        |                 |                |
| <b>INCOME FROM ACTIVITIES</b>                            |                                  |              |                 | £50,030         |        |                 |                |
| <b>MOVEMENT FROM GENERAL RESERVE</b>                     |                                  |              |                 | £36,122         |        |                 |                |
| <b>MOVEMENT FROM EARMARKED RESERVE (CEMETERY)</b>        |                                  |              |                 | £60,000         |        |                 |                |
| <b>MOVEMENT FROM EARMARKED RESERVE (TREE INITIATIVE)</b> |                                  |              |                 | £7,586          |        |                 |                |
| <b>SHORTFALL (PRECEPT)</b>                               |                                  |              |                 | <b>£503,096</b> |        |                 |                |



|   |                                |                     |                |  |  |  |
|---|--------------------------------|---------------------|----------------|--|--|--|
| <b>Total Assets less Current Liabilities as at 31/01/24</b> |                                | <b>£481,616</b>     |                |  |  |  |
| <i>Represented by :-</i>                                    |                                |                     |                |  |  |  |
| 301   | Current Year Fund              | £11,889             |                |  |  |  |
| Unrestricted 310  | General Reserves               | £220,660            |                |  |  |  |
| Unrestricted 322  | Cemetery Reserve               | £60,000             |                |  |  |  |
| Unrestricted 324  | Tree Initiative Reserve        | £7,586              |                |  |  |  |
| Restricted 327  | Repatriation Reserve           | £17,402             |                |  |  |  |
| Unrestricted 331  | Fitness Trail Reserve          | £10,000             |                |  |  |  |
| Unrestricted 332  | Christmas Lights Reserve       | £6,530              |                |  |  |  |
| Restricted 337  | Recreation/Open Spaces Reserve | £38,437             |                |  |  |  |
| Restricted 340  | Play Areas Reserve             | £108,788            |                |  |  |  |
| <b>Total Equity</b>   |                                | <b>£481,292</b>     |                |  |  |  |
| <b>Precept history</b>                                      |                                | <b>% difference</b> | <b>Precept</b> |  |  |  |
| 2024/25   |                                | 15%                 | £503,096       |  |  |  |
| 2023/24   |                                | 5%                  | £432,879       |  |  |  |
| 2022/23   |                                | 5%                  | £411,042       |  |  |  |
| 2021/22   |                                | 0%                  | £391,929       |  |  |  |
| 2020/21   |                                | 0%                  | £391,929       |  |  |  |
| 2019/20   |                                | -25%                | £388,049       |  |  |  |
| 2018/19   |                                |                     | £517,400       |  |  |  |
| 2024/25 Precept   |                                | £503,096.00         |                |  |  |  |
| Tax Base for 2024/25  |                                | 5,675.92            |                |  |  |  |
| Band D Tax (annual)   |                                | £88.64              |                |  |  |  |
| Band D Tax (weekly)   |                                | £1.70               |                |  |  |  |
| Increase  |                                | 15%                 |                |  |  |  |
| Increase  |                                | £11.65              | per annum      |  |  |  |
| Increase  |                                | £0.22               | per week       |  |  |  |

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## End of Year Process

| Date              | Meeting                        | Finance Process                                |
|-------------------|--------------------------------|--|
| 14 March 2024     |                                | Internal Audit                                 |
| 3 April 2024      |                                | Close Accounts                                 |
| 7 May 2024        | Finance & Governance Committee |  |
| 21 May 2024       | Annual Town Council Meeting    | Sign-off accounts and send to External Auditor |
| 28 May 2024       | Annual Town Meeting            |  |
| 18 June 2024      | Town Council Meeting           | Approve AGAR                                   |
| 20 June 2024      |                                | Publish and Submit AGAR                        |
| 27 June 2024      |                                | Begin Inspection Period                        |
| 2 July 2024       | Finance & Governance Committee |  |
| 16 July 2024      | Town Council Meeting           |  |
| 3 September 2024  | Finance & Governance Committee |  |
| 17 September 2024 | Town Council Meeting           | Publish External Auditor Report                |

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## **COMMITTEE STRUCTURE**

In September, the Locum Clerk put forward to town council a proposal for a new committee structure. The item was deferred until the new clerk was in place. Now would be a good time to discuss the matter further given that we will need to decide upon committee membership for the year ahead in May. I have looked at the current structure and the Locum Clerk's proposal and would like to put forward the following amended proposal.

### **Committees - For discussion:**

- Planning (monthly)
  - Finance and Governance (bi-monthly)
  - Recreation and Amenities (3 times per year)
  - Economic Regeneration and Environment (3 times per year)
  - Grants (twice a year or as needed)
  - HR (twice a year or as needed)
- +
- Events (monthly)

### **Rationale:**

Planning – this currently works well as a monthly committee to consider all matters relating to planning.

Finance & Governance – Finance is a key area of work for the council. The budget needs monitoring very closely this year and we should be looking at a 3-year plan to finance our strategy as a council. This includes agreeing a direction of travel which enables us to invest in projects for the town alongside developing a strong and prudent reserves strategy. Governance is also a key area. We need to develop a policy register to help us identify anything we are missing and when policies are up for renewal. This committee will be busy and will keep the staff busy!

Recreation and Amenities – this committee would deal with everything to do with parks and properties for which the council is responsible. It would be in charge of monitoring both the Asset Register and the Quinquennial Report with a robust programme for repairs and maintenance but also projects to facilitate the improvement and renewal of council assets.

Economic Regeneration and Environment – Economic Regen, the development of the town centre and the market are key priorities for the council. This committee would be focused on a programme of projects, partnerships and funding opportunities to help deliver this development. Although not explicitly a town council priority, climate change and environmental issues are a priority for us all and the focus on development and projects will mean that this committee would be able to deliver on both.

Grants – we only have a small budget for grants next year so one meeting early in the year and one about 6 months in, might be enough. However, the committee could meet more often if required.

HR – this committee would deal with all staffing matters. Twice a year might be enough but it could meet more regularly if required.

The Events 'Committee' isn't a formal committee at the moment and if members are happy for it to remain that way then it can continue to meet monthly or as and when it is needed to develop, coordinate and monitor the programme of events.

### Terms of Reference:

The Locum Clerk helpfully wrote new Terms of Reference for her proposed Committee Structure. If we went with the amended structure or something different, I would simply adapt the TORs to reflect the scopes, delegated powers and workplans of each committee. However, members may want to discuss membership.

The proposed Terms of Reference say that each committee will have 6 members plus the Chair and Vice Chair of the council as ex officio members.

The TORs also state that each committee will have a range of skills and experience with political proportionality so members might want to discuss how this would work and how the ex officio members impact on this.

### Potential Meeting Dates 2024/25:

| Day   | Month     | Meeting                                       |
|-------|-----------|---|
| 9     | April     | Grants Committee                              |
| 16    | April     | Planning Committee & Town Council Meeting     |
| 7     | May       | Finance & Governance Committee                |
| 21    | May       | Planning Committee & Town Council Meeting     |
| 4     | June      | Economic Regeneration & Environment Committee |
| 18    | June      | Planning Committee & Town Council Meeting     |
| 2     | July      | Finance & Governance Committee                |
| 9     | July      | HR Committee                                  |
| 16    | July      | Planning Committee & Town Council Meeting     |
| 6     | August    | Recreation & Amenities Committee              |
| 20    | August    | Town Council Meeting                          |
| 3     | September | Finance & Governance Committee                |
| 17    | September | Planning Committee & Town Council Meeting     |
| 1     | October   | Economic Regeneration & Environment Committee |
| 8     | October   | Grants Committee                              |
| 15    | October   | Planning Committee & Town Council Meeting     |
| 5     | November  | Finance & Governance Committee                |
| 19    | November  | Planning Committee & Town Council Meeting     |
| 3     | December  | Recreation & Amenities Committee              |
| 10/17 | December  | Planning Committee & Town Council Meeting     |
| 7     | January   | Finance & Governance Committee                |
| 14    | January   | HR Committee                                  |
| 21    | January   | Planning Committee & Town Council Meeting     |
| 2     | February  | Economic Regeneration & Environment           |
| 18    | February  | Planning Committee & Town Council Meeting     |
| 4     | March     | Finance & Governance Committee                |
| 18    | March     | Planning Committee & Town Council Meeting     |

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# MEMBERSHIP INVOICE

**REFERENCE:**

C00081/2024/1

**BILLING DATE:**

01/03/2024 **DUE**

**DATE:**

29/03/2024

## BILLING FROM

### Oxfordshire Association of Local Councils

Town Hall  
Wallingford  
Oxfordshire, OX10 0EG

## BILLING TO

### Carterton Town Council

Town Hall  
Alvescot Road  
Carterton  
Oxfordshire, OX18 3JL

**VAT**

**PRICE TOTAL**

|   | VAT     | PRICE TOTAL      |
|---|---------|------------------|
| <b>OALC Membership</b><br>Period: 2024-2025 | £513.29 | £2,566.47        |
|   |         | <b>£3,079.76</b> |
|   |         | <b>Total due</b> |
|   |         | <b>£3,079.76</b> |

## MEMBERSHIP BENEFITS

OALC provides essential services to our member councils - information, advice and training. These services help your council function efficiently, transparently and democratically while responding to the needs of your community.

OALC value your membership. We ask, and strongly recommend, that you pay the membership invoice by bank transfer (BACS) into the OALC bank account (details below) rather than by cheque.

OALC Bank:  
Barclays Bank  
Sort Code: 20-65-18  
Account No.: 90715069  
Account Name: Oxfordshire Association of Local Councils  
VAT No.: 685 6443 93

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## **Society of Local Council Clerks (SLCC)**

Society of Local Council Clerks (SLCC) is the professional body for local council clerks. Many councils realise the benefits of having a clerk who is properly trained, fully briefed on the issues of the day and can get fast accurate advice to problems that they may face.

As a result, according to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act.

Subscription costs are based on the clerk's salary, so the cost for an annual subscription is:

- Town Clerk **£416 p/a**
- Deputy Town Clerk **£298 p/a**

### **Some of the Benefits of Membership include:**

- Team of experienced advisors available by telephone or email for answers to professional queries.
- Bi-weekly news bulletin containing the latest sector news and information.
- Professional e-Forum which provides networking opportunities with local council colleagues.
- Best practice advice on a range of topics in the members' area of website.
- Bi-monthly magazine called 'The Clerk' with advice, information, and case studies from fellow members.
- Conferences, training and events at a discounted rate.
- Save on a range of council products and services, including office stationery, books, and energy supplies.
- Advertise job vacancies on the SLCC website and take advantage of member discount.
- Maintain good practice by studying for a sector qualification or attending a continuous professional development course at a discounted rate.
- Network with fellow clerks and discuss current issues at regular county-based branch meetings.
- Access the free confidential 24hr counselling service for any personal issues.
- Free membership of the International Institute of Municipal Clerks (IIMC), an international professional body for clerks with members based in a number of countries worldwide.