



Carterton Town Council

Town Hall
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16th May 2024

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

You are hereby summoned to attend an ORDINARY meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 21st May 2024 at 7.00pm** at the Town Hall.

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

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

A handwritten signature in black ink, appearing to be 'SG'.

Simon Garwood
Chief Officer/Town Clerk

AGENDA

- 1. ELECTION OF TOWN MAYOR 2024/25**
To receive nominations for the position of Chair / Mayor for the council year 2024/25
MOTION: Council to elect the Chair / Mayor for the council year 2024/25.
- 2. ELECTION OF DEPUTY MAYOR 2024/25**
To receive nominations for the position of Deputy Mayor for the council year 2024/25
MOTION: Council to elect the Deputy Mayor for the council year 2024/25.
- 3. APOLOGIES**
Council to receive apologies for absence.
- 4. DECLARATIONS OF INTEREST and DISPENSATIONS**
With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.

5. PUBLIC PARTICIPATION

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

6. MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the Full Council meetings held on 19.03.24 and 16.04.24 and the Extraordinary Council meeting held on 30.04.2024

7. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES

Council to note the draft minutes of the Planning Committee meeting held on 16.04.24.

Council to note the draft minutes of the Road Safety Working Group meeting held on 19.04.24.

Council to note the draft notes from the Events Working Group meeting held on 01.05.24

8. ADOPTION OF MEETINGS CALENDAR 2024/25

MOTION: Council to formally adopt the timetable of Council meetings for the 2024/25 council year.

9. APPOINTMENT OF COMMITTEES, WORKING GROUPS AND THE ELECTION OF CHAIRS

MOTION: Council to appoint Members to the Committees and Working Groups as listed in the supporting papers and elect chairs of the standing committees for the council year 2024/25

10. COMMITTEE TERMS OF REFERENCE

Council to note the Committee Terms of Reference adopted in April 2024.

11. STANDING ORDERS AND FINANCIAL REGULATIONS

Council to note the Standing Orders and Financial Regulations adopted in September 2023.

12. APPROVAL OF ANNUAL FINANCIAL STATEMENTS

MOTION: Council to approve the annual financial statements for 2023/24

13. INTERNAL AUDITOR REPORT

Council to note the Internal Auditor's Report – March 2024.

14. APPOINTMENTS TO OUTSIDE BODIES

MOTION: Council to appoint Members to represent the council on outside bodies for the council year 2024/25.

15. MONTHLY REPORTS

Council to note the Mayors report

Council to note the Clerks report.

Council to note the County Councillor reports.

Council to note the District Councillor reports.

16. FINANCE & ACCOUNTS

MOTION: Council to consider and approve invoices for payment.

MOTION: Council to consider and approve direct debit payments made.

MOTION: Council to consider and approve Paypal payments made.

MOTION: Council to consider and approve internal transfers made.

MOTION: Council to consider and approve card payments made.

17. DATE OF NEXT MEETING

Council to note the date of the next meeting as 18th June 2024 at 7pm.

Members of the Press and Public Welcome

Please click on any heading underlined to take you to the relevant supporting information.



Carterton Town Council

An **ORDINARY MEETING** of the **TOWN COUNCIL** was held on 19th March 2024 at 7.00pm in Carterton Town Hall and was attended by the following:

Chair: Cllr K Godwin
Vice-Chair: Cllr L Wood

Members: Cllr R Brooks, Cllr R Crapper, Cllr C Croft, Cllr J Guest, Cllr N King, Cllr M McBride, Cllr M Mead, Cllr M Tarpey, Cllr K Wood

In Attendance: 5 members of the public

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE / ACTION
2024/C/041	APOLOGIES	
	Apologies had been received from: Cllr Brooks, Cllr Baylis, Cllr Leeming, Cllr Mead and Cllr Godfrey	
2024/C/042	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Croft: Member of the Football Club committee and Match Secretary Cllr Tarpey: Football Club – Under 8s coach, Girls Development Centre Coach and Mini Soccer Coach Cllr K Wood: Allotment Holder – payment for allotment toilets Cllr King: Dependant Care Payment	
2024/C/043	MINUTES OF PREVIOUS MEETING	
	Cllr L Wood clarified that the concern from residents on the cycle path consultation was that it was too close to the driveways rather than too close to the road. IT WAS RESOLVED that, with this amendment, the minutes of the Ordinary Town Council meeting held on 20.02. 24 be approved as a true and accurate record of the meeting.	Proposed LW Seconded MT Vote 9 in favour 2 abstained.

2024/C/044	PUBLIC PARTICIPATION	
	There were no members of the public present.	
2024/C/045	COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES	
	<p>Council was asked to note the draft minutes of the Planning Committee meeting held on 20.02.24.</p> <p>MOTION: Council was asked to note the draft minutes of the Administration Committee meeting held on 05.03.24. and approve all recommendations not on the agenda for full council.</p> <p>Cllr Leverton commented that if all committees had delegated authority, then full council would not need to meet.</p> <p>Cllr L Wood commented that it would be good to go through action points from the previous meeting to receive updates. It was agreed that the clerk would use his report in future to update council on agreed actions.</p> <p>Cllr Leverton had some other comments on the budget and CCTV and agreed to meet the Clerk outside the meeting to run through them.</p> <p>It was requested that the recommendations from the Admin Committee meeting be approved individually rather than on block as a councillor may agree with some but not all. The clerk agreed to list all recommendations in future to assist with this process.</p> <p>IT WAS Resolved that council approve the recommendations of the Admin Committee to:</p> <ul style="list-style-type: none"> • Renew membership of OALC • Cover the cost of membership to the Society of Local Council Clerks for the Clerk £416 and the Deputy Clerk £298 • Cover the costs of CILCA qualifications for the Clerk and Deputy (approximately £800 each). <p>Council to note the draft notes from the Events Working Group meeting held on 07.02.24 and 06.03.24.</p> <p>Council to note the draft notes of the Road Safety Working Group meeting held on 06.03.24.</p> <p>Council to note the draft notes of the Play Parks Working Group meetings held on the 27.02.24 and the 12.03.24.</p>	<p>Noted.</p> <p>Noted.</p> <p>Proposed NK, Seconded CC, Vote 10 for 1 abstention</p> <p>Proposed MMC, Seconded KW, Vote Unanimous</p> <p>Proposed MMc Seconded CC Vote Unanimous</p> <p>Noted.</p>

2024/C/046	MONTHLY REPORTS	
	<p>Council was asked to note the Mayor’s written report. The Clerk gave a verbal report which included:</p> <ul style="list-style-type: none"> • Attending OALC New Clerks Training • Attending OALC Larger Councils Network • Attending No Pressure Network Event for Businesses in Carterton • Internal Audit had taken place. The auditor was reasonably happy but had a few observations and recommendations. • Accounts closedown meeting with the accountant next week • In the process of amending signatories and contacts on bank accounts • Positive meeting with Peter from Faringdon re the Christmas Lights • Due to attend OCC day tomorrow • Next week scheduled meeting with WODC re Town Centre Partnership <p>Council was asked to note the District/County Councillor reports.</p>	<p>Noted Noted</p> <p>Noted</p>
2024/C/047	FINANCE AND ACCOUNTS	
	<p>Cllr McBride requested that the clerk check that we are claiming back VAT. The answer is, yes, we are, this is done on a quarterly basis and the accountant carries this out.</p> <p>Cllr Leverton suggested that the invoices include a column for the amounts including and excluding VAT so that council could be clear on how much was being spent.</p> <p>IT WAS RESOLVED that the Council approved all invoices for payment.</p> <p>IT WAS RESOLVED that the Council approved all direct debit payments subject to the Clerk confirming the energy payments for Yu energy.</p> <p>IT WAS RESOLVED that Council approved all paypal payments.</p> <p>IT WAS RESOLVED that the Council approved all internal transfers.</p> <p>IT WAS RESOLVED that Council approved all card payments.</p> <p>Dependent Care Allowance: Cllr McBride pointed out that we cannot</p>	<p>Proposed NK Seconded CC Vote: Unanimous</p> <p>Proposed NL Seconded KW Vote: Unanimous</p> <p>Proposed KW Seconded LW Vote: Unanimous</p> <p>Proposed NL Seconded KW Vote: Unanimous</p> <p>Proposed KW Seconded LW Vote: Unanimous</p>

	<p>approve something that has not yet taken place and requested that the claim for the 19/03/24 be removed and approved at a later date. Cllr Leverton asked if the running total for the year could be included instead.</p> <p>IT WAS RESOLVED that Council approved all dependant care payments apart from 19/03/24 which will need to be approved at a future meeting.</p> <p>Council was asked to note the February Balance Sheet. Council was asked to note the Income and Expenditure.</p>	<p>Proposed KW Seconded CC Vote: Unanimous</p> <p>Noted.</p>
2024/C/048	ANNUAL COUNCIL MEETING & ANNUAL TOWN MEETING	
	<p>IT WAS RESOLVED THAT the Annual Town Meeting will take place at Carterton Methodist Church on Tuesday 14th May at 7pm and the Annual Town Council Meeting will take place on 21st May at 7pm at the Town Hall.</p>	<p>Proposed NK Seconded DM Vote: Unanimous</p>
2024/C/049	WORKS FOR AUTHORISATION	
	<p>IT WAS RESOLVED THAT Council defer the decision on approving the annual pipe and gutter inspections to the next meeting as we have not yet heard back from the community centre in terms of the works being carried out by a new supplier.</p> <p>IT WAS RESOLVED THAT Council approve the recommendations made by the Amenities and Economic Regeneration Committee on 12.03.24.</p> <ul style="list-style-type: none"> • replacement chairs in the main hall. • replacement tables in the main hall. • conversion of 1st floor lighting to LED in the town hall. • repairing the fence panel at the ARRG. • the annual grass cut at Willow Meadows. <p>Cllr McBride asked whether this would come from this year's budget or next. The Clerk replied that we could do it either way but as this year's budget for town hall maintenance was underspent it made sense to do take it from this year's budget if we can get the order in time.</p>	<p>Proposed NL Seconded MT Vote: Unanimous</p> <p>Proposed MMc Seconded KW Vote: Unanimous</p>
2024/C/050	EMPIRE DRIVE PLAY PARK IMPROVEMENTS	
	<p>Cllr King introduced the motion for council to consider and approve the recommendation to contract Playdale to deliver the improvements to the play park in Empire Drive.</p> <ul style="list-style-type: none"> • Parents perspective: Given ever growing population in Carterton, the play parks could be improved and be more engaging. • Listed all play parks in terms of priorities based on condition, need and funding available. • Priorities Empire Drive, Stanmore Crescent, and the Rec • S106 funding for Empire Drive for improvements, not just maintenance. • Play parks working group engaged with 3 contractors to develop 	

	<p>specs within the budget.</p> <ul style="list-style-type: none"> • Safety important factor to design with fences around the playpark which is surrounded by roads. • Residents have been consulted on designs and provided feedback. <p>This was followed by a discussion and the following points were raised:</p> <ul style="list-style-type: none"> • How much of the equipment in the current park has been condemned and needs to be replaced? The clerk will check the ROSPA report and report back. • The equipment apart from the see-saw, which is new and will remain, has a life span of around two years and it will be cheaper to replace all the equipment in one go than piece by piece. • All the new equipment will have a 5-year guarantee and a life span of approximately 20 years. • S106 is normally given for maintenance. It's unusual that in this instance it is also for improvements. • We need to put money aside each year for maintenance but it's not often that we receive funding to improve a park, so this is an opportunity to raise the standard and then work to improve all parks to that standard. • Fencing is an important factor to residents for safety reason. • Does the park suffer from vandalism? Not really given its location, surrounded by houses, although a councillor did mention that the surface had been damaged, but this does happen everywhere. • Will the insurance company insure the equipment put in? Clerk to report back. • Have we spoken to TVP to get their views on safety and access? Gates are suitable for disabled access. Clerk will discuss plans with TVP and report back. • Cllr King was thanked for all the work she had put in although it was acknowledged that this is work that officers should really do. <p>Cllr Leverton proposed that the decision is deferred until we have more information. However, given that Cllr King's initial motion was to approve Playdale as the contractor, both Cllr King and Cllr Leverton agreed to withdraw their proposals in favour of the mayor's proposal which was a compromise.</p> <p>IT WAS RESOLVED THAT the council accept the specification agreed by the play parks working group, as presented by Playdale, and to agree the budget of £79,576 for the improvement works funded from S106 monies. The project is then to be advertised on contract finder for 2 weeks for approval of the contractor at the April Full Town Council.</p> <p>The scoring will consider health and safety as well as value for money and the clerk will report back on other queries raised by Cllr Leverton and others.</p>	<p>Proposed KG Seconded NK Vote: Unanimous</p>
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2024/C/051	COMMITTEE STRUCTURE	
	<p>In principle councillors liked the new committee structure. However, there were several concerns about the TORs.</p> <p>In summary:</p> <ul style="list-style-type: none"> • We should not restrict ourselves to having one councillor per ward • The FTC needs to be the decision making body • Need to ensure political proportionality • Councillors with specific skills and interests should be on relevant committees <p>IT WAS RESOLVED THAT the meeting be extended by 10 minutes.</p> <p>IT WAS RESOLVED THAT Council agrees the new proposed committee structure.</p> <p>IT WAS RESOLVED THAT Council refer the TORs back to the admin committee for discussion and defer a decision on the new TORs to the next meeting.</p>	<p>Proposed MT Seconded NK Vote: 9 for 2 against</p> <p>Proposed MMc Seconded NL Vote: Unanimous</p> <p>Proposed DM Seconded MT Vote: Unanimous</p>
2024/C/052	CARTERTON FOOTBALL CLUB LEASE AMENDMENT	
	<p>IT WAS RESOLVED THAT Council defer a decision on the Football Club Lease amendment to the next meeting.</p>	<p>Proposed MT Seconded KW Vote: Unanimous</p>
2024/C/053	STAFF AND HR UPDATE	
	<p>The Clerk gave a brief update including:</p> <ul style="list-style-type: none"> • The Deputy Clerk is due to start on the 1st May 2024 • The staff review will be put back until later in the year, once the Deputy Clerk is in post • The Town Warden is leaving at the end of April and steps are being taken to recruit a replacement. 	<p>Noted</p>
2024/C/054	DATE OF NEXT MEETING	
	<p>Next Full Council meeting – 16th April 2024 at 7pm at the Town Hall.</p>	<p>All / Clerk</p>

The meeting closed at 9.10pm.

Chair: Date:

ANNEX A – INVOICES APPROVED FOR PAYMENT

Invoices for payment:

Invoice Date	Payee	Ref	£	Details	Power to Spend
14.02.24	Altodigital	957971ALTO	124.18	Copier charges – MPC307SPF	LG Act 1972 s133
20.02.24	Altodigital	958988ALTO	81.83	Copier charges – IMC3500	LG Act 1972 s133
15.02.24	Altodigital	ALT152600	162.00	IT Support	LG Act 1972 s133
15.02.24	Altodigital	ALT152405	479.14	Office 365/MSP Partner Agreement	LG Act 1972 s133
19.02.24	Altodigital	ALT152908	300.00	ESET PROTECT Endpoint Anti Virus (1 year)	LG Act 1972 s133
09.02.24	BWP Creative Ltd	INV-2612	857.82	New website provider (balance due for design and build/Hosting and support for 12 months)	LG ACT 1972 s142
28.02.24	BWP Creative Ltd	INV-2656	105.60	Renewal of Carterton-tc.gov.uk domain 26.4.24-26.4.26	LG Act 1972 s142
22.02.24	DCK Accounting Solutions	TPC11156	524.40	Accounts Assistance February 2024	LG Act 1972 s133
23.02.24	DCK Payroll Solutions	P4978	78.96	Payroll – February 2024	LG Act 1972 s112
21.02.24	LGRC	1801	4,963.00	Locum Services January 2024	LG Act 1972 s112
20.02.24	Lightning Strike Ltd	9999	294.00	Annual test and inspection of lightning protection system	LG Act 1972 s133
01.03.24	McCracken & Son Ltd	15183	4164.00	Fell/remove tree at Skate Park/excavate/replant x 3 trees at Cemetery/reduce width of footpath at Cemetery	PHA 1875 s164 OSA 1906 s9&10 LG Act 1972 s214(6)
06.03.24	MPL Tree Consultancy Ltd	INV-0424	6780.00	Tree survey of Council tree stock/written report and site plans.	LG Act 1972 s14
19.02.24	Nisbets	28454282	111.58	Hand Towel rolls (pack of 6)	LG Act 1972 s133
29.02.24	QiK Group Ltd	295868	90.72	Chemical Toilet – Kilkenny Lane Allotments	Smallholdings & Allotments Act 1908 s23,26 & 42
29.02.24	QiK Group Ltd	295869	90.72	Chemical Toilet – Elmhurst Way Allotments	Smallholdings & Allotments Act 1908 s23,26 & 42
08.02.24	Thames Valley Police	0061987	5004.00	PCSO Funding Q4 01.01.24-31.03.24	LG & Rating Act 1997 s31
05.02.24	UBICO	60065938	144.14	Playground Inspections Empire/Stanmore/Allandale (Dec 2023)	PHA 1875 s164 OSA 1906 s9&10

05.02.24	WODC	33556106	535.39	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pamp as/Blackthorn (Dec 2023)	PHA 1875 s164 OSA 1906 s9&10
12.02.24	WODC	33556877	11,751.4 8	Emptying of Litter/Dog Bins 01.10.23-31.03.24	LG Act 1972 s133
13.02.24	WODC	33557177	555.98	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pamp as/Blackthorn (Jan 2024)	PHA 1875 s164 OSA 1906 s9&10
15.02.24	WODC	33557337	2055.65	Lot2 Contract Works February 2024	PHA 1875 s164 OSA 1906 s9&10
16.02.24	WODC	33557696	2421.82	Grounds Maintenance Lot 3 Hedges & Footpaths/Lot4 Flowers & Shrubberies March 2024	PHA 1875 s164 OSA 1906 s9&10

ANNEX B – OTHER PAYMENTS

Direct debit payments:

Invoice Date	Payee	Ref	£	Details	Power to Spend
07.02.24	Total Energies Gas & Power	329326574/24	654.71	Electricity Usage charges – Town Hall - January	LG Act 1972 s133
23.02.24	Peninsula	U004077737	179.16	BusinessSafe monthly fee	LG Act 1972 s133
26.02.24	Siemens	244/24/0106192	126.00	Lease Rental MPC307 27.03.24-26.06.24	LG Act 1972 S133
15.02.24	YU Energy	2000181179	74.43	Unmetered Street Lighting, Swinbrook Road – meter point 2000054305981	Highways Act 1980
15.02.24	YU Energy	2000181154	12.09	Unmetered Street Lighting, Swinbrook Road – meter point 2000054305972	Highways Act 1980

Paypal payments:

Invoice Date	Payee	Ref	£	Details	Power to Spend
04.03.24	Canva Pty Ltd	04080-42424683	12.99	Monthly subscription	LG Act 1972 s133

Internal transfers made:

Invoice Date	£	From	To	Reason
06.03.24	7008.29	Current account	Wages account	Monthly salaries
06.03.24	4334.76	Current account	Wages account	PAYE/NI liabilities
06.03.24	3075.07	Current account	Wages account	Pension liabilities

Card expenditure made:

Date of receipt	Payee	£	Details	Power to Spend
07.02.24	Asda	6.95	Milk £1.45/Teabags £5.50	LG Act 1972 s145
08.02.24	B & Q	14.00	Masonry Paint/Paint brush	LG Act 1972 s14
14.02.24	Morrisons	2.50	Milk £1.45/Gazette £1.05	LG Act 1972 s145
15.02.24	Asda	9.30	Cleaning products	LG Act 1972 s145

21.02.24	Morrisons	2.70	Bottled water £1.65/Gazette £1.05	LG Act 1972 s145
27.02.24	Morrisons	4.45	Milk £1.45/Coffee £3.00	LG Act 1972 s145

Dependent Care Allowance – Cllr Natalie King:

DATE	YEAR	TIME	MEETING	HOURS	Hourly Rate	Amount Due
12.12.23	2023	6:45-9:00	Full Town Council Meeting and XO	2.25	£10	£22.50
04.01.24	2024	6:30-9:15	XO Meeting	3	10	£30.00
16.01.24	2024	6:45-9:00	Full Town Council Meeting	2.25	£10	£22.50
20.02.24	2024	6:45-9:00	Full Town Council Meeting	2.25	£10	£22.50
05.03.24	2024	6:00-7:00	Admin Committee	1	£10	£10.00
12.03.24	2024	6:00-7:00	Amenities Committee	1	£10	£10.00
19.03.24	2024	6:45-9:00	Full Town Council Meeting	2.25	£10	£22.50
					SUB TOTAL	£140

ANNEX C – FEBRUARY BALANCE SHEET

Carterton Town Council Current Year Page 1

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 29/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	750	
105	VAT Control A/c	10,423	
110	Prepayments	2,213	
201	Current A/c	15,601	
202	Wages Account	979	
204	Savings Account	442,344	
	Total Current Assets		472,310
	<u>Current Liabilities</u>		
501	Creditors	22,844	
530	Mayor's Charity	1,774	
540	Lloyds Credit Card	43	
550	Retentions	3,998	
560	Receipts in Advance	3,500	
	Total Current Liabilities		32,158
	Net Current Assets		440,152
	Total Assets less Current Liabilities		440,152
	<u>Represented by :-</u>		
301	Current Year Fund	(29,250)	
310	General Reserves	220,660	
322	Cemetery Reserve	60,000	
324	Tree Initiative Reserve	7,586	
327	Repatriation Reserve	17,402	
331	Fitness Trail Reserve	10,000	
332	Christmas Lights Reserve	6,530	
337	Recreation/Open Spaces Reserve	38,437	
340	Play Areas Reserve (S106)	108,788	
	Total Equity		440,152

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Carterton Town Council

An **ORDINARY MEETING** of the **TOWN COUNCIL** was held on **16th April 2024** at **7.00pm** in **Carterton Town Hall** and was attended by the following:

Chair: Cllr K Godwin
Vice-Chair: Cllr L Wood

Members: Cllr S Baylis, Cllr R Crapper, Cllr C Croft, Cllr P Godfrey, Cllr J Guest, Cllr N King, Cllr N Leverton, Cllr M McBride, Cllr M Mead, Cllr D Melvin, Cllr K Wood

In Attendance: 5 members of the public

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE / ACTION
2024/C/055	APOLOGIES	
	Apologies had been received from: Cllr Brooks, Cllr Leeming and Cllr Tarpey	
2024/C/056	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Croft: Member of the Football Club committee and Match Secretary Cllr K Wood: Allotment Holder Cllr N King: Worked on the Play Parks Proposal Cllr D Melvin: Community Centre Committee	
2024/C/057	MINUTES OF PREVIOUS MEETING	
	The Mayor proposed that the approval of the minutes of the previous meeting is deferred to the next meeting as she would like to see the clerk's report in the minutes as it is only referenced as a verbal report. IT WAS RESOLVED that, the approval of the minutes is deferred	Proposed KG Seconded LW Vote 9 in favour 4 abstained.

2024/C/058	PUBLIC PARTICIPATION	
	<ul style="list-style-type: none"> i. A member of the public asked whether the council has any responsibility for damaged fencing on the ARRG following the fire, whether the council is going to do a wildlife survey before cutting back any vegetation and how the council would access vegetation in the future if fencing cuts the corner. ii. A member of the public expressed concern about revamping the reception area, the fire cover in Carterton following two serious fires. He also stated that he had served the town and district councils for 33 years and was elected to be the Mayor for 2 weeks at the Golden Jubilee events in 2002 and felt that should be recognised with his photo on the wall and a badge. iii. A member of the public stated that the council is stone broke and should not be awarding 80% of its grant funding so early in the year. iv. A member of the public stated that it was her mobile home that was burnt down. She explained that she has been living with anti-social behaviour from young people on the ARRG for many years and has contacted both the police and the town council a number of times. The mayor invited the resident to meet with her and the clerk to discuss the issue further and look at what could be done. v. A member of the public spoke in support of the May Day Fair Event Grant application and explained that costs are going up but it is a big free event that is for the whole town. 	
2024/C/059	COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES	
	<p>Council was asked to note the draft minutes of the Amenities and Economic Regeneration Committee meeting held on 12.03.24.</p> <p>Council to note the draft minutes of the Planning Committee meeting held on 19.03.24.</p> <p>Council to note the notes of the Events Working Group meeting held on 03.04.24.</p> <p>Council to note the minutes of the Grants Committee meeting held on 05.04.24.</p> <p>Cllr N King asked whether we are publicising the events widely enough as she was unaware of some of the events that were happening and that the snow globe used at the Christmas Lights Event was very poor quality.</p> <p>Cllr Mead also said that she had been unaware of some of the events.</p> <p>The clerk agreed to ensure that all councillors are made aware of events and to personally email them all the week before any events are due to take place.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Action. The Clerk.</p>

2024/C/060	MONTHLY REPORTS	
	<p>Council was asked to note the Mayor’s written report. Council was asked to note the Clerk’s report. Council was asked to note the District/County Councillor reports.</p> <p>Cllr Mead asked for clarification as to why an Extraordinary Meeting was being called as this should only be for urgent business.</p> <p>The Clerk clarified that 3 councillors had requested the meeting and that the chair could call a meeting at any time. The information wasn’t ready for this meeting but there was an urgency to discuss the issues before the next meeting in May and also there were two presentations and the subject was so important that council wouldn’t have time to address it at an ordinary meeting.</p> <p>Cllr Mead also stated that there is ARRG Trustee Meeting scheduled for the 7th May and this is a busy time for councillors with elections.</p> <p>Cllr King suggested that the ARRG Meeting is held before the Annual Town Meeting on the 14th instead and this was agreed.</p> <p>Cllr Leverton asked for clarification on time and purpose of the Extraordinary meeting. The clerk clarified the motion council was being asked to discuss and vote on and the council agreed to move the meeting to 6pm.</p>	<p>Noted. Noted. Noted.</p> <p>Proposed NK Seconded KG 12 for 1 abstention</p> <p>Proposed NL Seconded MMc 12 for 1 abstention</p>
2024/C/061	FINANCE AND ACCOUNTS	
	<p>The Mayor noted that we are still paying £500 water charges for the ARRG. The clerk said that he is currently investigating these as they seem very high.</p> <p>Cllr King asked why the Ubico amounts are different each time when they are inspecting the same parks. The clerk is aware and has asked Ubico for more detail on their invoices.</p> <p>Cllr McBride asked when we would receive the deposit back for the Locum Clerk services. The Clerk confirmed that we are expecting it any day.</p> <p>Cllr Mead asked what Canva was. The clerk explained that it is graphics software used by the previous clerk but that current staff are not using it so it has been cancelled.</p> <p>IT WAS RESOLVED that the Council approved all invoices for payment, all</p>	<p>Proposed NL</p>

	direct debit payments, all paypal payments, all internal transfers and all card payments.	Seconded DM Vote: Unanimous
2024/C/062	GRANT APPLICATIONS	
	<p>Cllr Liz Wood, Chair of the Grants Committee talked through the grant applications and the recommendations.</p> <p>Cllr Kim Wood asked for clarification that the Mayor's contribution was part of the £2,000 requested and not in addition. This was correct.</p> <p>Cllr McBride said that we only have a small budget for grant this year and we will have allocated most of that by the end of April.</p> <p>The clerk clarified that it is good practice to allocate the grant budget early in the year as the projects should take place within the same year that the funding is taken from.</p> <p>IT WAS RESOLVED THAT Council approve the recommendation of the Grants Committee to award £1500 to the Oxfordshire Play Association with the Mayor adding £500 from her Mayors Fund.</p> <p>IT WAS RESOLVED THAT Council approve the recommendation of the Grants Committee to award £1200 towards the cost of a children's craft tent for the May Day Fair.</p> <p>IT WAS RESOLVED THAT Council approve the recommendation of the Grants Committee to defer a decision the Carterton Celebrates application until more information is received.</p>	<p>Proposed KW Seconded SB Vote: Unanimous</p> <p>Proposed KW Seconded DM Vote: Unanimous</p> <p>Proposed MMe Seconded NL Vote: Unanimous</p>
2024/C/063	WORKS FOR AUTHORISATION	
	<p>IT WAS RESOLVED THAT Council approve the recommendation for the annual pipe and gutter inspections to be carried out by Hopper Roofing Services</p> <p>There was a short discussion about the expansion of the Town Hall reception area.</p> <p>IT WAS RESOLVED THAT Council approve the expansion of Town Hall reception area and downstairs office.</p> <p>IT WAS RESOLVED THAT Council approve reinstating yellow warning lines on speed hump in Brownes Lane</p>	<p>Proposed NL Seconded MT Vote: Unanimous</p> <p>Proposed MMc Seconded KW Vote: Unanimous</p> <p>Proposed KW Seconded SB Vote:</p>

	<p>IT WAS RESOLVED THAT Council approve Remedial electrical works at the Shake Shop and Fit Figures.</p> <p>IT WAS RESOLVED that Council approve the repair of the gate and fence post at Black Bourton Cemetery.</p> <p>Cllr Mead questioned why we need to remove the fallen trees in Willow Meadows as they have wildlife living in them.</p> <p>IT WAS RESOLVED to defer a decision Council to approve extra funds to carry out removal of fallen Willow Pollards in Willow Meadows pending an inspection of the trees by Cllr Mead and the Amenities Officer.</p> <p>IT WAS RESOLVED to approve the removal of an overhanging branch over footpath in Humphries Close.</p>	<p>Unanimous</p> <p>Proposed KW Seconded NL Vote: Unanimous</p> <p>Proposed KW Seconded SB Vote: Unanimous</p> <p>Proposed MMe Seconded NL Vote: Unanimous</p> <p>Proposed KW Seconded LW Vote: Unanimous</p>
2024/C/064	SECURITY ON THE ARRG	
	<p>There was a discussion about different measures that have been taken in the past and what the best measures would be going forward including what would be the best style of fencing.</p> <p>Cllr Mead stated that this is a decision for the ARRG trustees and not the council.</p> <p>IT WAS RESOLVED THAT the decision on options to improve security in the corner of the ARRG be deferred to the ARRG Trustees meeting on the 14th May 2024.</p>	<p>Proposed KW Seconded SB Vote: Unanimous</p>
2024/C/065	EMPIRE DRIVE PLAY PARK IMPROVEMENTS	
	<p>The clerk confirmed that an amendment had been made to the paper circulated which hadn't changed the result of the tender but did make the scoring a lot closer.</p> <p>There was a short discussion about the proposed new park although it was acknowledged that this had been discussed in the previous meeting and the motion on the table tonight was to approve the successful contractor.</p> <p>IT WAS RESOLVED that following the tender process, Council approve Playdale to deliver the improvements to the play park in Empire Drive.</p>	<p>Proposed MMc Seconded NK Vote: 11 for 2 abstention</p>

2024/C/066	COMMITTEE TERMS OF REFERENCE	
	IT WAS RESOLVED THAT Council approve the new Terms of Reference for Committees for 2024/25	Proposed MMe Seconded DM Vote: 12 for 1 abstention
2024/C/067	FEES AND CHARGES	
	IT WAS RESOLVED THAT Council approve the proposed fees and charges for Burials and for use of the ARRG, for the financial year 2024/25	Proposed KW Seconded PG Vote: Unanimous
2024/C/068	COUNCIL LEASES DUE FOR RENEWAL	
	IT WAS RESOLVED THAT Council defer the item on council leases due for renewal	Proposed NK Seconded CC Vote: Unanimous
2024/C/069	DATE OF NEXT MEETING	
	Next Full Council meeting – 21 st May 2024 at 7pm at the Town Hall.	All / Clerk

The meeting closed at 9.10pm.

Chair: Date:

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ANNEX A – INVOICES APPROVED FOR PAYMENT

Invoices for payment:

Invoice Date	Payee	Ref	£ Net	£ VAT	Details
12.03.24	Alto Digital	968113ALTO	61.74	12.35	Copier charges – MPC 307SPF
21.03.24	Alto Digital	970287ALTO	32.21	6.44	Copier charges – IMC3500
22.03.24	Alto Digital	ALT153795	399.28	79.86	MSP Partner Agreement
22.03.24	Alto Digital	ALT153987	135.00	27.00	IT Support/Time Bank
28.03.24	Aston & James	00281720	15.08	3.02	Premier A4 copy paper (pack of 500)
11.03.24	Azura	128327	144.00	28.80	Lamp post clean/repair P0 23127
14.03.24	Cloudy IT	INV-D-03130	1246.25	249.25	One off charges for new IT Package
12.03.24	DCK Accounting	TPC11175	437.00	87.40	Accounts Support February
26.03.24	DCK Payroll	P5105	65.80	13.16	Payroll – March
01.02.24	OALC	W-3115	30.00	6.00	On line training event for Simon Garwood 6.2.24
11.03.24	Oxfordshire Playing Fields Assn (OFPA)	Renewal form	179.00		Renewal of OFPA membership 01.04.24-31.03.25
28.03.24	Proludic	SIN008984	879.81	175.96	Maintenance at Stanmore Crescent Play area
13.02.24	UBICO	60066022	120.12	24.02	Playground Inspections Empire/Stanmore/Allandale January
21.03.24	UBICO	60066603	137.28	27.46	Playground Inspections Empire/Stanmore/Allandale February
08.03.24	S J Wells	No invoice number	25.00		External window cleaning – Town Hall
17.03.24	WODC	33559921	1713.04	342.61	Lot2 Contract Works March
18.03.24	WODC	33568457	2018.18	403.64	Grounds Maintenance Lot 3 Hedges & Footpaths/Lot4 Flowers & Shrubberies April
18.03.24	WODC	33566873	130.00		Commercial food waste collection at Town Hall 01.04.24-30.09.24
18.03.24	WODC	33560388	897.00		Commercial waste collection Town Hall and Cemetery 01.04.24-30.09.24
21.03.24	WODC	33568804	446.16	89.23	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pampas/Maples/Blackthorn February
22.03.24	Lyndy Dennis	Claim form	18.85		Attendance at OCC Day 20.03.24 Mileage 33 miles @0.45p per mile/Park & Ride
		TOTAL	9130.80	1576.20	= £10,707.00

Direct debit payments:

Invoice Date	Payee	Ref	£ Net	£ VAT	Details
07.03.24	Total Energies	332575370/24	537.69	26.88	Electricity charges – Town Hall
02.03.24	YU Energy	01569399	41.18	2.06	Unmetered Street Lighting, Swinbrook Road – meter point 2000054305972 February
02.03.24	YU Energy	01569382	6.95	0.35	Unmetered Street Lighting, Swinbrook Road – meter point 2000054305981 February
23.03.24	Peninsula	U004141900	149.80	28.46	Business Safe monthly fee
26.03.24	Castle Water	10001789805	556.08		Water charges – Pavilion 01.01.2024 – 31.07.2024
		TOTAL	1291.70	57.75	= £1349.45

Paypal payments:

Invoice Date	Payee	Ref	£	Details
04.03.24	Canva Pty Ltd	04080-42424683	12.99	Monthly subscription

Internal transfers made:

Invoice Date	£	From	To	Reason
03.04.24	7125.58	Current account	Wages account	Monthly salaries
03.04.24	4193.76	Current account	Wages account	PAYE/NI liabilities
03.04.24	3065.11	Current account	Wages account	Pension liabilities
TOTAL	14,384.45			

Card Payments:

Date of receipt	Payee	£ Net	£ VAT	Details
07.03.24	Morrisons	8.39		Milk £2.40/tea bags £5.99
13.03.24	Morrisons	17.50		Milk £1.45/Gazette £1.05/Dishwasher Salt + tablets £15.00
15.03.24	Morrisons	4.70		Bin liners/refuse sacks
19.03.24	Morrisons	3.45		Milk £2.40/Gazette £1.05
15.03.24	Vaillant Service	33.33	6.67	Validation document (replacement for lost log book) for boiler at Streatfield House
26.03.24	West Oxfordshire District Council	100.00		2 x Garden waste licence (Black Bourton Cemetery)
27.03.24	Morrisons	2.25		Milk £1.20/Gazette £1.05
	TOTAL	169.62	6.67	= £176.29



Carterton Town Council

An EXTRAORDINARY MEETING of the TOWN COUNCIL was held on 30th April 2024 at 6pm in Carterton Town Hall and was attended by the following:

Chair: Cllr K Godwin

Vice-Chair: Cllr L Wood

Members: Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr C Croft, Cllr P Godfrey, Cllr N King, Cllr N Leverton, Cllr M McBride, Cllr M Mead, Cllr D Melvin, Cllr M Tarpey, Cllr K Wood

In Attendance: 2 representatives from David Wilson Homes
2 representatives from Carterton Football Club

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE / ACTION
2024/C/070	APOLOGIES	
	Apologies were received from Cllr J Guest, Cllr E Leeming.	
2024/C/071	DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr C Croft Match Secretary for Carterton Football Club Cllr M Tarpey Youth Coach for Carterton Football Club U8s	
2024/C/072	PUBLIC PARTICIPATION	
	There were no members of the public present.	
2024/C/073	WORKS FOR AUTHORISATION	
	IT WAS RESOLVED THAT Council approve the recommendation for Town and Country Trees to trim back the trees overhanging Brownes Lane.	Proposed: MMc Seconded: MT Vote: Unanimous
2024/C/074	CLOSURE OF MEETING TO THE PRESS AND PUBLIC	
	IT WAS RESOLVED that pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council approve the meeting to be closed to the press and public in order	Proposed: MMc Seconded: CC

	to consider the next agenda item due to its confidential sensitivity.	Vote: Unanimous
2024/C/075	UPDATE ON THE SHAKE SHOP AND SQUASH CLUB LEASES	
	<p>The Clerk explained that the Shake Shop is selling its business to two local businessmen and as it is an assignable lease we are unable to withhold consent.</p> <p>IT WAS RESOLVED that Council approve the request from the Shake Shop to transfer the lease for the ground floor of 1 Streatfield House, Burford Road Carterton, to the new business owners.</p> <p>IT WAS RESOLVED Council to delegate authority to the Clerk to negotiate and agree the Heads of Terms (including appropriate rent levels) for 1 Streatfield House and Carterton Squash Club.</p>	<p>Proposed: RB Seconded: PG Vote: 9 for 5 abst.</p> <p>Proposed: KW Seconded: NL Vote: Unanimous</p>
2024/C/032	LAND LEASED BY CARTERTON FOOTBALL CLUB	
	<p>Council received a presentation from David Wilson Homes followed by a presentation from Carterton Football Club.</p> <p>This was followed by a discussion about what they shared and the motion which had been put forward.</p> <ul style="list-style-type: none"> • It was felt that the council needs to ensure that it has the best advice and very good legal representation. • If the council did consider selling the land, how much is it worth and what could the money be spent on? Are there any restrictions? • Need to learn lessons from other parishes in the district who have sold land under similar circumstances. • A councillor expressed disappointment that the developers wouldn't consider a land swap. • Big opportunity for the town council to get some money that it could use for other projects. <p>IT WAS RESOLVED THAT council asks the clerk and other staff to do more investigations so that the council is armed with more information for a further discussion at either the May or June meetings.</p>	<p>Proposed: KW Seconded: SB Vote: Unanimous</p>
2024/C/033	DATE OF NEXT MEETING	
	21 st May at 7pm at the Town Hall.	All / Clerk

The meeting closed at 7.27 pm.

Chair: _____

Date: _____



Carterton Town Council

An ORDINARY MEETING of the PLANNING COMMITTEE was held on
16 April 2024 at 6.30pm in the Town Hall and was attended by the following:

Vice-Chair: Cllr K Wood

Members: Cllr R Crapper, Cllr J Guest, Cllr M McBride
Ex officio: Cllr K Godwin, Cllr L Wood

In Attendance: None

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE / ACTION
2024/P/23	APOLOGIES	
	Cllr S Baylis, Cllr R Brooks and Cllr M Tarpey. The meeting was Chaired by Cllr K Wood in Cllr Tarpey's absence.	
2024/P/24	DECLARATIONS OF INTEREST / DISPENSATIONS	
	The Committee all declared an interest in Planning Application 24/00574/HHD as the applicant is a fellow Town Councillor.	
2024/P/25	PUBLIC PARTICIPATION	
	There were no members of the public present.	
2024/P/26	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the Planning Committee meeting held on 19 March 2024 were approved as a true and accurate record of the meeting and signed by the Chair.	Proposed: MMc Seconded: LW Vote: Unanimous
2024/P/27	RESULTS OF PREVIOUS PLANNING APPLICATIONS	

	<p>The Committee noted the following results of previous planning applications:</p> <p><u>25 Oakfield Road 24/00069/HHD (02/2024)</u> Erection of rear single storey extension. PERMITTED</p> <p><u>Penlea, Arkell Avenue 24/00269/HHD (03/2024)</u> Erection of garden room (part retrospective). REFUSED</p> <p><u>76 Edgeworth Drive 24/00376/HHD (04/2024)</u> Construction of first floor extension above existing garage, replacement of existing weather boarding with render and partial infill of living room window. PERMITTED</p>	Noted
2024/P/28	PLANNING AND LICENCING APPLICATIONS	
i.	<p>The following planning applications were considered by the Committee:</p> <p><u>4 Rose Close 24/00574/HHD (05/2024)</u> Installation of dormer windows in east and west elevations to increase usable head height within the master bedroom. IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>4 Hayward Drive 24/00643/HHD (06/2024)</u> Erection of a single storey front extension, first floor side extension and single storey rear extension. IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>33 Edgeworth Drive 24/00734/HHD (07/2024)</u> Erection of rear extension and extension to front porch along with conversion of existing garage into a bedroom. It was noted that the application was part retrospective. IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>52 Ashfield Road 24/00458/HHD (08/2024)</u> Erection of a single storey rear extension. IT WAS RESOLVED that Council respond to WODC in support of the application.</p>	<p>Proposed: LW Seconded: KG Vote: Unanimous</p> <p>Proposed: KG Seconded: RC Vote: Unanimous</p> <p>Proposed: KG Seconded: LW Vote: Unanimous</p> <p>Proposed: MMcB Seconded: LW Vote: Unanimous</p>
ii.	<p>The following applications were received since the agenda was published. Comments were required before the next scheduled meeting of the Planning Committee on 21 May 2024 and no extensions were possible. The Committee were invited to consider them at today's meeting.</p>	

	<p><u>1 Woodrush Gardens 24/00879/HHD (09/2024)</u> Loft conversion with installation of rooflights. It was noted that there was an inconsistency in the application documents, in that the existing and proposed elevation drawing shows two windows, but the proposed first floor plan shows one of the windows bricked up. IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>93 Shilton Road 24/00868/HHD (10/2024)</u> Erection of single storey rear extension, installation of front roof lights, alterations to enlarge first floor rear dormer and provision of balconies to serve bedrooms. Associated landscaping works. IT WAS RESOLVED that Council respond to WODC in support of the application.</p>	<p>Proposed: KG Seconded: RC Vote: 5 in favour 1 abstention</p> <p>Proposed: KG Seconded: LW Vote: Unanimous</p>
2024/P/29	DATE OF NEXT MEETING	
	<p>Tuesday 21 May 2024 at 6.45pm at the Town Hall.</p> <p>Start time is subject to change depending on the number of planning applications received.</p>	All / Clerk

The meeting closed at 6.39pm.

Chair: _____

Date: _____

WODC – West Oxfordshire District Council

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CARTERTON TOWN COUNCIL

**A meeting of the EVENTS WORKING GROUP was held at the Town Hall
on 1 May 2024 at 5.45pm and was attended by the following:**

Chair: Cllr L Wood

Councillors: Cllr K Godwin, Cllr D Melvin

Members of the public:

Rosemary Calcutt	(Former Carterton Lions)
Sue James	(Save the Children)
Kay Leggett	(Airtanker)
Lynn Little	(Foodbank)
James O'Brien	(G&Ts)
Don Rouse	(Former Carterton Lions)
Julie Rust	(Resident)
Dave Wesson	(RBL)

Officers: Lyndy Dennis, Katie Zasada

ITEM	NOTE	ACTION
1	APOLOGIES	
	Kate Coats, Angela Finch, Chris Stanley	
2	NOTES OF LAST MEETING	
	The notes of the meeting held on Wednesday 3 April 2024 were approved as a true record and signed by the Chair.	
3	UPDATE ON EVENTS FOR 2024	
	The Working Group discussed the following events for 2024:	

(a)	Love Your Local Market	
	<p>A Love Your Market event took place on Thursday 4 April, which was a free children’s activity that included an Easter Egg Hunt – the eggs were hidden on each stall and contained a stamp for the children to collect for a prize. Cllr Godwin and Cllr Wood ran the stall dressed as Easter Bunnies. Around 60 children took part and good feedback was received. Stallholders reported an increase in footfall since these events began.</p> <p>The next Love Your Market event will take place on Thursday 30 May, which is during ‘Love Your Market’ fortnight. There will be free colouring activities and a small funfair ride. Cllr Wood would check with the Clerk whether a small budget would be available for a facepainter – Kay Leggett has contact details.</p> <p>Katie Zasada reported that the Leisure Centre will be running a monthly stall. There is also a lady that sells homemade jam will be having a Market stall once a month starting on 16 May.</p> <p>Following on from the Burger Van no longer being able to come to the Market, the Spud Shack joined us on Thursday 25 April. They did really well with very good feedback.</p>	
(b)	Food & Drink Festival: 12-14 April 2024	
	<p>This was organised by the Market Square Group, and took place over three days on the Market Square and expanding into the WODC car park, with music and a seating area. The weather was good and the event was well attended, with lots of good feedback received. Cllr Wood thanked the staff for their help organising it. The only negative comment was that there were no local stallholders.</p> <p>Kay Leggett had spoken to the food vendors on the day and said that they had paid £6,000 to the Market Square Group to attend five events (£1,250 per event), which is why their prices were so high. Kay runs the food village for BrizeFest and said there are lots of local vendors that could take part in what could become an annual event, especially as BrizeFest finishes this year. The Working Group supported this and it was suggested holding it in September/October.</p>	
(c)	May Day Fair – Monday 6 May 2024	
	<p>Sue James brought along the Programme for the May Day Fair. There are 64 stalls signed up and 24 stalls in the Craft marquee. Volunteers are still sought to help at the event. Cllr Godwin, Cllr Melvin and Cllr Wood will be helping on the day and any others would be welcome. Morrisons were running a Car Boot Sale on the same day and would share the takings with Save the Children. Sue encouraged everyone to come along and support the event.</p>	All to note

(d)	The Big Bash (Founders Day) – Sunday 26 May 2024	
	<p>Jimmy O’Brien gave an update. To be held 2pm-11pm on the Market Square. Bands are booked. Free stall space has been offered to RAF Brize Norton Community Support, AirPlay, Healing Military Minds, St John’s Church. Help will be needed to decorate the Square and asked if an email could go round asking for volunteers. He would like the Town Hall to be open. Kay suggested Slime, Craft and Circus Skills workshops for the children and would liaise with Jimmy. Risk Assessment will be done. There will be less chairs and tables than previously to make it less formal.</p>	KZ
(e)	Carterton Open Gardens – Sunday 2 June 2024	
	<p>The Open Gardens will not take place this year.</p>	
(f)	D-Day – Saturday 8 June 2024	
	<p>Cllr Wood gave an update. The WI will be holding a vintage tea party on the Market Square selling refreshments in aid of the WI Hall refurbishment. Stalls will be available for anyone doing anything with a 40s theme. Kay Leggett would contact BrizeFest organisers. Kate Coats has asked Brize Norton if they would like to be involved but has not heard back. The Square would be decorated with sandbags and netting. There would be a Speaker talking about the Home Guard at the Town Hall in the morning. Still missing music/40s singers and it would also be nice to build a model barrage balloon. Kay Leggett would check whether Scouts/Beavers would like to be involved.</p> <p>The D-Day flag would be raised and the minister would attend. There would be a children’s activity to find a code word – details would be on a Ration Card given out on arrival.</p> <p>David Wesson gave an update on Sunday 9 June. Following the service at St John’s Church to Charge their new Standard Bearer, there will be a procession to lay wreaths at the War Memorial, to include the Station Commander and Vice-Chair of British Legion.</p> <p>A Programme for the weekend would be put together and Cllr Wood would liaise with David regarding the timings for Sunday.</p> <p>Cllr Wood had looked at the GOV.UK website, where it encourages councils to buy a Lamp of Peace, which would be lit around the country at 9.15pm on Thursday 6 June. The lamps cost £55. Katie would look into this.</p>	<p>KL KC KL KZ</p>
(g)	Funfair: 6-9 June 2024	
	<p>The funfair will be on Alvescot Road Recreation Ground from 3-10 June, open to the public from 6-9 June. Nothing further to report.</p>	

(h)	Armed Forces Day – Saturday 29 June 2024	
	The Armed Forces Day flag would be raised outside the Town Hall. There would be no flypast this year. Kate Coats would check whether some military personnel could attend the flag raising.	KC
(i)	Oxfordshire Play Association Play Day – Saturday 27 July 2024	
	The OPA have been awarded a grant from the Town Council, so the event is confirmed to go ahead. Volunteers to help on the day would be welcome.	
(j)	Carterton Celebrates Week: 20-28 July 2024	
	<p>Sue James gave an update. There will be a variety of activities, some of which are pending a grant from the Town Council.</p> <p>Saturday - Book sale and outdoor market on the Market Square. Tuesday – Afternoon Tea. Thursday – Meet Your Councillor. Saturday – Driveway Sales / OPA Play & Activity Day on Recreation Ground. Sunday – Community Litter Pick / Car Boot Sale / Alvin’s Jazz Band (pending Council funding).</p> <p>Other activities: Bowls Club Open Evening, U3A Open Session, Community Centre Café on Monday-Friday during the week – open to groups to run it to promote their groups, Free classes at the Leisure Centre, Town Treasure Trail running all week, Primary Schools doing pictures, Shop Window decorations, Storytime at the Library, Judo at Brownes Hall.</p> <p>Sue emphasised that this will be the last year it will run if the Council does not support it.</p>	
(k)	Paws & Pimms – Saturday 10 August 2024	
	Lynn Little gave an update. Planning for the event is going well. The advertising will be updated at their next meeting. There will be four VIPs and someone to open the event.	
(l)	Carterton Carnival – Saturday 24 August 2024	
	This event will not be taking place this year after all.	
(m)	Remembrance Sunday – 10 November 2024	
	This will be discussed at a separate meeting nearer the time.	
(n)	Christmas Lights – Saturday 30 November 2024	
	The format would be changing this year to have stalls during the afternoon on the Market Square, finishing with the Lantern Parade and Switch-on of	

	<p>the Lights. The majority of those responding to the recent questionnaire preferred the event taking place on the Saturday.</p> <p>Following the success of the Food & Drink Festival that had expanded into the WODC car park, we would look to do the same to accommodate stalls and Lantern Parade in the space.</p> <p>The next Events Working Group meeting would concentrate on Christmas Lights.</p>	
4	Any Other Business	
	<p><u>Community Centre – Art Project</u> Cllr Melvin said that the opening of the mural depicting the history of Carterton would now take place on Saturday 18 May 2024 at 10am. Formal invitations will be sent out soon.</p> <p><u>Website Events Page</u> A page has been set up on the Town Council website for any events that are taking place in the town. It can be found on the Community & Services tab – What’s On.</p> <p><u>Electric Car event</u> Josh Spencer, a resident on the Road Safety Working Group, has enquired about holding an event to promote electric cars on 27 May 2024. Katie would contact him.</p>	KZ
	DATE OF NEXT MEETING	
	Wednesday 5 June 2024 at 5.45pm – Christmas Lights only	All to note

The meeting closed at 7.00pm

Chair: _____

Date: _____

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Meeting Dates 2024/25

Day	Month	Meeting
14	May	Annual Town Meeting
21	May	Planning Committee & Annual Council Meeting
4	June	Economic Regeneration & Environment Committee
18	June	Planning Committee & Town Council Meeting
25	June	HR Committee
2	July	Finance & Governance Committee
16	July	Planning Committee & Town Council Meeting
23	July	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
21	January	Planning Committee & Town Council Meeting
2	February	Economic Regeneration & Environment
18	February	Planning Committee & Town Council Meeting
25	February	HR Committee
4	March	Finance & Governance Committee
18	March	Planning Committee & Town Council Meeting
1	April	Recreation & Amenities Committee
15	April	Planning Committee & Town Council Meeting
6	May	Annual Town Meeting
20	May	Planning Committee & Annual Council Meeting

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**Carterton Town Council
Amenities & Recreation Committee
Terms of Reference**

Scope of work

The Amenities & Recreation Committee's purpose is to consider and advise on all matters relating to Carterton Town Council's property and land, including building's, parks, and open spaces.

Membership: 10 councillors (8 elected to the committee plus Ex-officio Mayor and Deputy Mayor)

Quorum: 4 councillors

Political Proportionality: The committee will be politically proportional. (Current proportionality is approx. 6:4 so on the committee there would be 6 Lib Dems and 4 Conservatives).

Voting Rights: Councillors who have been elected to be on the committee and ex-officio councillors will have voting rights.

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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

Meetings: Meetings are to be held three times a year / every four months, or as and when required depending on amenities and recreation work and deadlines. Where possible, a schedule of meetings and amenities and recreation topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Amenities and Recreation Committee Business

The Amenities and Recreation Committee is an advisory committee with responsibility for the following:

- Consider in depth matters pertaining to the administration and maintenance of Council owned open spaces, play parks, skate parks, cultural assets, footpaths, allotments, cemetery, buildings, street furniture, War Memorial, signage, and any other such asset owned by the Council.
- To present an amenities and recreation annual estimated budget to the Town Clerk no later than the end of September each year, including proposed ear-marked reserves for ongoing maintenance of amenities, and their replacement.
- To be responsible for monitoring and reviewing the Asset Register and Quinquennial Report
- To annually review the Asset Register to ensure all Council owned assets are included, and with the correct values.
- To ensure all assets that need to be are included within the Council's insurance policy, and for the correct values.
- To liaise with the Finance & Governance Committee concerning any updates required.
- To regularly review, at each meeting, the amenities budget to ensure expenditure is within budget.
- To ensure an annual review of all amenities to ensure they are still fit for purpose, including any legal requirements such as play area inspections.
- To ensure a suitable framework for tendering and purchasing arrangements of any new amenities or relevant project.
- To produce an amenities and recreation report for the Annual Parish Meeting.
- To assist Council in developing strategic objectives with regards to amenities and recreation.
- To develop and monitor the Council's Risk Management Strategy for all amenities, and ensuring all risk assessments are developed and reviewed annually.
- To actively collaborate with residents, community organisations, and any other stakeholder to ensure the best use is made of any Council owned amenity.
- To make observations and comment as necessary to the appropriate authority concerning public transport and any Council owned bus shelters.
- To manage and ensure the maintenance of all public toilets that are operated by the Council.
- To evaluate the need for, provide, and maintain Council owned noticeboards and public benches.
- To evaluate the need for, provide, and maintain Council owned waste bins, including recycling bins, and dog bins.
- To evaluate the need for, provide, and maintain Council owned grit bins.



**Carterton Town Council
Economic Regeneration and Environment Committee
Terms of Reference**

Scope of work

The Economic Regeneration and Environment Committee's purpose is to consider and advise on all matters relating to Carterton Town Council's economic regeneration plans and the wider environment of Carterton. This includes initiatives to reduce climate change and support the natural environment locally.

Membership: 10 councillors (8 elected to the committee plus Ex-officio Mayor and Deputy Mayor)

Quorum: 4 councillors

Political Proportionality: The committee will be politically proportional. (Current proportionality is approx. 6:4 so on the committee there would be 6 Lib Dems and 4 Conservatives).

Voting Rights: Councillors who have been elected to be on the committee and ex-officio councillors will have voting rights.

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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Meetings: Meetings are to be held three times a year / every four months, or as and when required depending on economic regeneration and environment work and deadlines. Where possible, a schedule of meetings and economic regeneration and environment topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Economic Regeneration and Environment Committee Business

The Economic Regeneration and Environment Committee is an advisory committee with responsibility for the following:

Economic Regeneration:

- To help ensure the regeneration of Carterton including economic development, physical improvement, training and education, and neighbourhood strategy bringing together representatives from the local public, private and third sectors to promote the development of a vision for the town.
- To work together in creating the right conditions for investment to help create a vibrant town centre where people want to live, work, shop, relax, or visit.
- To help ensure the town centre remains vibrant.
- To help ensure the market grows and remains vibrant.
- To measure success of regeneration which has led to improvements, which in turn have improved social and economic security.
- To devise an economic strategy.
- To promote local heritage and help maintain or enhance the identity of the town.
- To engage with stakeholders and landowners in seeking to bring forward proposals to redevelop / refurbish key opportunity sites and buildings.
- To develop a more unified and coordinated approach to the marketing and promotion of the town.
- To engage and listen to the local business community and residents.
- To support opportunities for additional retail activities e.g. Farmers Market.
- To provide online visitor information for the Council website and social media.

Environment:

- Climate emergency Action Planning: To devise a strategy and promote projects that tackle carbon emissions and encourage biodiversity management/enhancement.
- Develop, maintain and monitor plans and policies such as a Climate Change Plan and an Emergency Plan.
- Influence planning applications where possible.
- Work with local statutory partners, WODC and OCC, and reach out to local, regional and national charities / organisations to develop environmental initiatives.
- Map the environmental achievements of the town e.g. energy efficiency, carbon reduction.
- Develop Environmental projects and community events in liaison with the Events Committee.
- To work with the Grants Committee to ensure that external funding is investigated before committing to any expenditure.
- To assist Council in developing strategic objectives with regards to the environment.



**Carterton Town Council
Finance & Governance Committee
Terms of Reference**

Scope of work

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

Membership: 10 councillors (8 elected to the committee plus Ex-officio Mayor and Deputy Mayor)

Quorum: 4 councillors

Political Proportionality: The committee will be politically proportional. (Current proportionality is approx. 6:4 so on the committee there would be 6 Lib Dems and 4 Conservatives).

Voting Rights: Councillors who have been elected to be on the committee and ex-officio councillors will have voting rights.

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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

Meetings: Meetings are to be held six times a year / every other month, or as and when required depending on finance and governance work and deadlines. Where possible, a schedule of meetings and finance and governance topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Finance and Governance Committee Business

The Finance & Governance Committee is an advisory committee with responsibility for the following:

Finance:

- To prepare an annual budget no later than the end of October annually, in collaboration with other committees, Members and the Town Clerk.
- To carry out bi-monthly budget reviews, including monitoring of Council's financial performance within the agreed budget.
- To prepare a proposed annual precept figure.
- To monitor the Council's overall compliance with its Financial Regulations and other financial governance documents to ensure sound and transparent governance of financial matters and actions taken in the name of the Council.
- To regularly review (bi-monthly) the financial statements.
- To review original audit reports, developing an action plan to address any accepted recommendations from the auditors and ensuring this is presented for consideration and adoption by the Council. Monitoring implementation of the plan.
- To ensure robust internal control processes are in place at all times.
- To ensure a robust payment authority procedure and to ensure payments are processed using a dual authority process.
- Annual review of contracts, leases, hire agreements etc to ensure they are still best value.
- Review Council's insurance policy annually ensuring it is still fit for purpose and best value.
- To ensure a suitable framework for tendering and purchasing arrangements.
- To produce a financial report for the Annual Parish Meeting.
- To develop the Council's financial plan including strategic objectives and monitor the Council's performance against these objectives.
- To develop and review the Council's Investment Strategy and make related recommendations, including banking and investment provision.
- To ensure that the Council is transparent and accountable with its finances in line with any legislation, mandatory transparency codes, and any framework set by the Council itself.
- To propose an appropriate internal and external auditor and ensure they are appointed.
- Approval of the year-end accounts and audit documentation.
- Ensure AGAR requirements are met and that public right notices and documentation are posted on notice boards and website.
- Any changes to the banking or payment authorisation processes.

Governance:

- To develop and monitor the Council's Risk Management Strategy, and ensuring all risk assessments are developed and reviewed annually.
- To help develop and regularly review the Town Plan, Business Plan, Project Plan, Mission Statement, Vision Statement, and any other relevant document the Council has in place.
- To ensure that essential policies (not covered by other committees) are developed, created, monitored, maintained, and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.
- To ensure the review of all Council's governance documents annually or on the review date stated on the document ensuring they remain fit for purpose including the Standing Orders, Financial Regulations, risk assessments, Scheme of Delegation, Investment Policy, Risk Register, Insurance Policy, Code of Conduct, and any other governance document.



Carterton Town Council

Planning Committee - Terms of Reference

Scope of work

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

Membership: 8 councillors (6 elected to the committee plus Ex-officio Mayor and Deputy Mayor)

Quorum: 3 councillors

Political Proportionality: The committee will be politically proportional.

Voting Rights: Councillors who have been elected to be on the committee and ex-officio councillors will have voting rights.

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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

Meetings: Meetings are to be held eleven times a year / every month except August, or as and when required depending on planning work and deadlines. Where possible, a schedule of meetings and planning topics to be scheduled and circulated to Members and the public.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Planning Committee Business

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

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

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

- Appoint appropriate Working Groups to facilitate the work of the Committee.
- Any other planning related matter.

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



**Carterton Town Council
Grants Committee
Terms of Reference**

Scope of work

The Grants Committee's purpose is to consider all matters relating to grant applications received.

Membership: 6 councillors

Quorum: 3 councillors

Political Proportionality: The committee will be politically proportional.

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

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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

Meetings: Meetings are to be held twice a year or as and when required depending on the Grants budget, work and deadlines.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Grants Committee Business

The Grants Committee is an advisory committee with responsibility for the following:

- To consider, carry out due diligence and decide upon grant applications received from local constituted voluntary organisations and community groups that directly benefit Carterton town residents. No commercial, political, or religious organisation will be considered for a grant.
- The Committee members may canvas opinion for and against grant applications and consult with other relevant bodies to assist with fair determination of applications.
- Onsite meetings may be arranged by the Committee. Where a site visit is requested the member of the Grants Committee should ensure that they are accompanied by another member of the Committee. The Committee member shall then present their findings to the Committee.
- The Committee has an obligation to consider all applications received.
- To present a grant funding annual estimated budget to the Town Clerk no later than the end of September each year.
- To ensure that any grant funding awarded is within the agreed budget.
- To report to the next Full Council meeting on any grant applications accepted or rejected, reporting the reason why the decision(s) were taken.
- To inform the Town Clerk of any grant funding to be made for payment to be made.
- To regularly advertise to residents any grant funding awarded or received by way of social media, Full Council meetings, or any other communication method available.
- To ensure that successful grant funded organisations complete and submit an End of Grant, or equivalent form, showing evidence of how the money was spent, including copies of any receipts/invoices.
- To ensure that grants are only awarded to those organisations which the Council has a power to do so.

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

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



**Carterton Town Council
HR Committee
Terms of Reference**

Scope of work

The Grants Committee's purpose is to consider all matters pertaining to HR and staffing, in conjunction with the Clerk.

Membership: 4 councillors

Quorum: 3 councillors

Political Proportionality: The committee will be politically proportional.

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

Substitutes: The Council may appoint substitute members to a committee whose role is to replace ordinary members at a meeting of a committee, if the ordinary members of the committee confirm to the Proper Officer at least 5 days before the meeting that they are unable to attend, and the meeting would be inquorate without a substitute.

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

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

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

Meetings: Meetings are to be held twice a year or as and when required depending on the HR issues, work and deadlines.

The Clerk will ensure that an agenda is published for each meeting giving at least 3 clear working days' notice. The minimum 3 clear working days does not include the day on which the agenda was issued or the day of the meeting.

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

Delegated Business

The HR Committee is an advisory committee with responsibility

- To work with the Clerk to determine the council's staffing structure and reporting lines.
- To ensure that annual appraisals are carried out for all staff.
- To ensure that staff salaries are reviewed and to recommend inflationary and contribution-based increases where agreed and appropriate.
- To ensure staff have appropriate training, qualifications and support to carry out their jobs.
- To ensure staff contracts are fit for purpose.
- To periodically review the staff handbook.
- To manage recruitment and retention matters on behalf of the Council.
- To ensure that succession planning is in place for council posts.
- To ensure that health and safety measures are in place including office and screen assessments and lone working arrangements.

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

- Appoint appropriate Working Groups to facilitate the work of the Committee.
- Any other HR related matter.

Invoices for payment:

Invoice Date	Payee	Ref	£ Net	£ VAT	Details
12.04.24	Altodigital	ALT154938	399.28	79.86	Monthly MSP Partner Agreement
12.04.24	Altodigital	ALT155134	135.00	27.00	Monthly Time Bank IT Support
10.04.24	Altodigital	978703ALTO	65.45	13.09	Copier charges – RICOH MPC307
18.04.24	Altodigital	980105ALTO	25.66	5.13	Copier charges – IMC3500
05.04.24	Amazon	GB41HA07ABEI	15.10	3.02	Pack of black pens/5 pack refill for Parker Fountain Pen
05.04.24	Amazon	GB41HA0EABEI	5.82	1.16	32 Pack HB Pencils
22.04.24	Amazon	GB4ESSWABEY	26.66	5.32	Black bags and Toilet Gel
22.04.24	Amazon	GB-1542218155-2024-397	12.49	2.50	Cobweb/feather duster
22.04.24	Amazon	DOC-2222895625-2024-1828	5.23		Heavy duty combination padlock
19.04.24	Aston & James	00282404	1094.76	218.95	Tables x 4 for main hall PO23133
29.04.24	Azura	128629	1688.00	337.60	Replace lighting in Town Hall PO 23132
08.04.24	DCK Accounting	TPC11210	976.25	195.25	Accounts Support March/Year-end closedown/Accounts Preparation
03.04.24	DCK Payroll	24011	32.10	6.42	PAYE Year End 2023-2024 1 – 4 employees
03.04.24	DCK Payroll	24014	21.00	4.20	Additional employees (3) missed from previous invoice
25.04.24	DCK Payroll	24085	78.10	15.62	Monthly payroll
12.04.24	Hopper Roofing Services Ltd	INV002321	350.00	70.00	Gutter repair – Community Centre PO 23125
11.04.24	McCracken & Sons Ltd	15222	2148.00	429.60	Cut No 1/Empire Drive/Cemetery - March
30.04.24	McCracken & Son Ltd	15289	4297.00	859.40	No 2 & 3 grass cuts (April)/rebuild bricks at Pampas Close PO 23087/Fence repair at ARRG PO 23130
19.04.24	Nisbets	28822858	143.98	28.79	Toilet rolls/hand paper towels
15.04.24	Office Boffins	SI12412626	1080.00	216.00	20 x chairs for main hall
31.03.24	QiK Group	296784	75.60	15.12	Chemical Toilet – Kilkenny Lane Allotments March

31.03.24	Qik Group	296785	75.60	15.12	Chemical Toilet – Elmhurst Way Allotments March
30.04.24	Qik Group	297775	79.20	15.84	Chemical Toilet – Kilkenny Lane Allotments April
30.04.24	Qik Group	297776	79.20	15.84	Chemical Toilet – Elmhurst Way Allotments April
01.04.24	Rialtas	SM28953	777.00	155.40	Omega Annual Support 01.04.24-31.03.25
01.04.24	Rialtas	SM28954	110.00	22.00	Tax Digital submission Annual 01.04.24-31.03.25
30.04.24	Smith of Derby Clockmakers	0000132077	213.00	42.60	Annual service to clock tower clock
09.04.24	S J Wells	No invoice number	25.00		External window cleaning – Town Hall
11.04.24	UBICO	60066926	120.12	24.02	Playground Inspections Empire/Stanmore/Allandale March
11.04.24	WODC	33569866	446.16	89.23	Playground Inspections ARRG/Dell/SRRG/Trefoil/Pampas/Maples/Blackthorn March
16.04.24	WODC	33570061	1713.04	342.61	Lot2 Contract Works April
17.04.24	WODC	33570419	2018.18	403.64	Lot 3 Hedges& Footpaths/Lot4 Flowers & Shrubberies May
		TOTALS	18331.98	3660.33	

Direct debit payments:

Invoice Date	Payee	Ref	£ Net	£ VAT	Details
11.04.24	Total Energies	3005792768	912.16	45.62	Gas usage – Town Hall 31.12.23-20.03.24
03.04.24	Castle Water	10001867170	31.85		Water charges – Allotments 01.03.24-31.03.24
31.03.24	Castle Water	10001825432	281.31		Water charges – Pavilion 01.01.24-27.03.24
01.05.24	Castle Water	10002037673	646.85		Water charges – Town Hall 01.03.24-11.04.24
02.05.24	Castle Water	10002125098	52.60		Water charges – Pavilion 28.03.24-30.04.24
16.04.24	EDF Energy	E89057240002	18.62	0.98	Electricity usage – Pavilion 05.01.24-16.04.24
23.04.24	Peninsula	U004195997	150.70	28.46	Business Safe Agreement 535121
18.04.24	EDF Energy	E89086217001	177.74	8.89	Gas usage – Town Hall 21.03.24-18.04.24
02.05.24	YU Energy	01685752	7.16	0.36	Electricity charges – unmetered supply Baldwin Mews 01.04.24-30.04.24 (MPAN2000054305972)
02.05.24	YU Energy	01685769	39.00	1.95	Electricity charges – unmetered supply Baldwin Mews 01.04.24-30.04.24 (MPAN 2000054305981)
		TOTALS	2317.99	40.64	

Paypal payments:

Invoice Date	Payee	Ref	£	Details
07.05.24	Canva Pty Ltd	9KJ33485MR446803U	10.99	Monthly subscription – final payment
09.05.24	Adobe Systems	6M434384BT990652Y	19.97	Monthly subscription
		TOTAL	30.96	

Internal transfers made:

Invoice Date	£	From	To	Reason
07.05.24	8900.59	Current account	Wages account	Monthly salaries
07.05.24	2954.32	Current account	Wages account	PAYE/NI liabilities
07.05.24	3052.52	Current account	Wages account	Pension liabilities

Card Payments:

Date of receipt	Payee	£ Net	£ VAT	Details
03.04.24	Morrisons	26.53		Cleaning Products £25.48/Gazette £1.05
10.04.24	Morrisons	2.50		Milk £1.45/Gazette £1.05
11.04.24	Morrisons	8.40		Milk £2.40/Teabags £6.00
03.04.24	WODC	50.00		1 X Garden Waste Licence – Town Hall
03.04.24	WODC	50.00		1 X Garden Waste Licence – Cemetery
09.04.24	Award Medals	10.37	2.08	D-Day Anniversary Flag
18.04.24	Original Factory Shop	3.00		WD-40
30.04.24	Post Office	7.95		Paperwork for Lloyds Bank
01.05.24	Morrisons	2.50		Milk £1.45/Gazette £1.05
	TOTALS	161.25	2.08	

