



# Carterton Town Council

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL  
Tel: 01993 842156  
Email: [clerk@carterton-tc.gov.uk](mailto:clerk@carterton-tc.gov.uk)  
[www.carterton-tc.gov.uk](http://www.carterton-tc.gov.uk)

30<sup>th</sup> October 2024

**Chair:** Cllr M McBride  
**Vice Chair:** Cllr J Guest  
**Members:** Cllr K Godwin, Cllr M Mead, Cllr D Melvin.

You are hereby summoned to attend an ORDINARY meeting of the **FINANCE & GOVERNANCE COMMITTEE** on **TUESDAY 5<sup>th</sup> NOVEMBER 2024 at 6.00pm** at the Town Hall.

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

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

**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  
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 3<sup>rd</sup> September 2024

**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 BUDGET**

MOTION Committee to discuss the year to date budget, and to consider and recommend, to council, any actions they feel need to be taken.

MOTION: Committee to consider the draft budget for 2025-26.

**6 COUNCIL RISK REGISTER**

MOTION: Committee to consider and recommend the Council Risk Register for 2024/25.

**7 CCLA SAVINGS / INVESTMENT ACCOUNT**

MOTION: Committee to consider and recommend the proposal that Carterton Town Council open a CCLA account.

**8 FOOTBALL CLUB LAND PROPOSAL**

MOTION: Committee to note that the Council has asked the Finance & Governance Committee to lead on the negotiations with David Wilson Homes.

**9 DATE OF NEXT MEETING**

Committee to note the date of the next meeting as 7<sup>th</sup> January 2025 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

**A Meeting of the FINANCE & GOVERNANCE COMMITTEE was held on  
3 SEPTEMBER 2024 at 6.00pm in the Town Hall and was attended by the following:**

Chair: Cllr M McBride

Vice Chair: Cllr J Guest

Town Councillors: Cllr P Godfrey, Cllr K Godwin, Cllr M Mead and Cllr D Melvin

Officers: Claire Evans (Deputy Clerk & RFO)

Also in attendance: 1 members of public

ITEM	MINUTE	VOTE/ ACTION
FG17-2024/1	<b>APOLOGIES</b>	
	<b>MOTION: Committee to receive apologies for absence.</b>  The committee received apologies from Cllr D Melvin Cllr M Tarpey Cllr J Guest arrived at 18.02 after the signing of the minutes	
FG18-2024/2	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<b>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.</b>  Cllr K Godwin declared an interest in the Squash Club as the outside representative and the Family Centre.	
FG19-2024/3	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<b>MOTION: Committee to approve and sign the minutes of the Finance and Governance meeting held on 9<sup>th</sup> July 2024</b>  <b>IT WAS RESOLVED</b> to agree the minutes of the Finance & Governance Committee as an accurate and true record of the meeting.	Proposed: MM Seconded: KG Vote: All for

FG20-2024/4	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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.</b></p> <p>A member of the public requested information on the interest earned on S106 monies and how it was being accounted for. He also stated that a document presented in a previous meeting had been heavily redacted. What was the reason for this.</p> <p>He was advised to email the RFO who would investigate the document in question and reply to him personally.</p>	
FG21-2024/5	<b>FINANCES &amp; ACCOUNTS</b>	
	<p>Committee to discuss the <u>year to date budget</u>  <b>Motion: Committee to budget plan for 2025-26</b></p> <p>Members were given a preliminary budget for 2025-26 which they were asked to review. Nominal codes were discussed and amendments were made to the following:</p> <ul style="list-style-type: none"> <li>• The salary and pensions were increased in line with the expected cost of living increase expected in November.</li> <li>• The photocopier lease budget was reduced in line with the expected new photocopiers.</li> <li>• Legal expenses were increased due to the potential cost associated with the football club.</li> <li>• There was a question regarding the budget for the water for the allotments.</li> <li>• Events have been given additional budget and separated from the Christmas lights.</li> <li>• Play park equipment should be increased with a separate earmarked account for building a reserve.</li> <li>• Willow meadows is due to have a tree works program set up so budget will need to be increased to incorporate this.</li> <li>• The general tree works budget has also been increase as this has not covered the list of works highlighted in the tree survey.</li> </ul> <p>Members asked about the rent reviews on Council properties, specifically regarding the vets and squash club they were interested when they were next due.</p> <p>Cllr M McBride requested that the report into the electric be brought to the full council meeting.</p>	

	<p>These amendments are not finalised they were simply a starting point to be taken to council in November</p> <p>No vote was taken on this item.</p>	
<b>FG22-2024/6</b>	<b>SOCIAL MEDIA POLICY</b>	
	<p><b>Motion: to read the <u>social media policy</u> and consider recommending to Council to be adopted.</b></p> <p>Members reviewed the document and requested that religion be added to the list of comments that could be removed if the contents were deemed harmful</p> <p>Cllr K Godwin requested that Streaming of meetings be looked into in depth</p> <p><b>IT WAS RESOLVED</b> that the amendments to the policy would be made and it would be returned to the Finance and Governance committee to be reviewed.</p>	
<b>FG23-2024/7</b>	<b>PHOTOCOPIER CONTRACT</b>	
	<p>To review <u>the three quotes</u> provided from Alto Digital, Thames Valley Copiers and Richard Coglán for the next three years</p> <p><b>Motion: to agree on recommending to council that the current Siemens contract can be terminated subject to the 3 month notice period.</b></p> <p>The RFO explained that the current contracts with Siemens and Alto digital were coming to an end in September. Alto digital have provided new terms and conditions for continuing with their services however this would be for new Xerox machines.</p> <p>There was no possibility to retain the machines that we already.</p> <p>Due to the fact we are reviewing the contract, 3 quotes were requested.</p> <p><b>IT WAS RESOLVED</b> that the contract with Siemens could be terminated</p> <p><b>Motion: to agree which provider to recommend to Council.</b></p> <p>Members discussed the 3 quotes provided.</p> <p>There was discussion round the need to have 2 printers, would there be an opportunity to reduce the printers and have one in a central location. Members requested a report into the cost effectiveness of the current provision.</p>	

	<p><b>IT WAS RESOLVED</b> that Richard Coglan would be recommended to council as the contract of choice and the report should be taken to full council with view of whether one printer or two should be ordered.</p>	
<b>FG24-2024/8</b>	<b>EARMARKED RESERVES</b>	
	<p><b>To review existing ear marked reserves for the financial year 2024-25</b>  <b>Discuss section 106 regarding the Stanmore Crescent.</b></p> <p>The RFO informed members that £51241.00 should be earmarked for Stanmore Crescent, due to the nature in which the accountant moved the money, this earmarking has not been completed correctly. Therefore the funds are currently sat amongst the general reserves.</p> <p>When completing the end of year close down this year the RFO will ensure that the correct amount for Stanmore Crescent is earmarked separately and that all funds that have not been used for quinquennial works are earmarked for the following year.</p>	
<b>FG25-2024/9</b>	<b>ASSET REGISTER</b>	
	<p>To review the <u>existing asset register</u>.  <b>MOTION: To consider any amendments required to the register.</b></p> <p>The asset register was presented to the committee for examination. Cllr M McBride asked whether Council's buildings are insured individually or together. The RFO confirmed that the buildings are under one policy however have separate insurance values.</p> <p>These values do need to be reviewed to ensure they are correct. The insurance company can complete this at a cost of £90.00 per building.</p> <p>The asset register is undated at the end of each financial year.</p> <p>No amendments were made at the meeting.</p>	
<b>FG26-2024/10</b>	<b>HEATH &amp; SAFETY PROVIDER</b>	
	<p>To review the existing health and safety contract which is due to expire on 23<sup>rd</sup> January 2025.  <b>Motion: to consider the <u>quotes provided</u> and agree to recommend to council for the next 3-5 years</b></p> <p>The Councils Current Health and Safety Provider is peninsula who charge £179.16 per month to provide an online service of e-learning and one annual visit.  The RFO was made aware that the current provision will end in January 2025.</p>	

	<p>3 quotes have been provided for a like for like service.</p> <p>Bright Safe have provided the cheapest quote at £91.49 per month for the same service. They are also offering 3 months free service to so that officers can get used to the provision before Peninsula is migrated.</p> <p><b>IT WAS RESOLVED</b> that members would recommend to Council that they cancel Peninsula’s service and embark on a contract with BrightSafe</p>	<p>Proposed: MM Seconded KG Vote: All For</p>
<b>FG27-2024/11</b>	<b>ACCOUNTING SOFTWARE PROVIDER</b>	
	<p>To consider the cost of the <u>existing accounts provider and quotes provided</u>.</p> <p><b>Motion: to agree which provider to recommend to council</b></p> <p>Whilst completing the IT migration it was discovered that Rialtas costs £155.00 per month to be hosted on a remote server.</p> <p>In order to look at reducing costs the RFO has investigated other Cloud based accounts packages, through Gov finance (cloudy’s package) and scribe.</p> <p>Gov Finance was over £12000.00 and therefore not entertained. Scribe was more expensive to set up initially however the main cost for Riata’s is the remote server.</p> <p>Before the meeting Riata’s were able to offer a clouds based package costing £350.00 for the first year and £100.00 each year after mean the remote server cost could be removed.</p> <p><b>IT WAS RESOLVED</b> that the committee would recommend the Cloud based cost of Rialtas to council and remove the remote server. This will save Council £1510.00 in year one and £1710.00 in year two and three.</p>	<p>Proposed: KG Seconded: PG Vote: All For</p>
<b>FG28-2024/12</b>	<b>DATE OF NEXT MEETING</b>	
	<p>Committee to note the date of the next meeting as 5 November 2024 at 6pm.</p>	

The meeting closed at 19:35

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

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

[Back to agenda](#)

# CARTERTON TOWN COUNCIL: RISK MANAGEMENT FOR 2024-25

The Council is required to carry out an Annual Assessment of Risk.  
This Assessment is made in October 2024 and replaces any previous assessments

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	<p>Buildings insured. Value increased annually by RPI. Insurance values tested in <b>summer 2016</b>. New Insurance values for the buildings will be sought in April 2025 through the insurance company.</p> <p>Quinquennial surveys carried out <b>summer 2022</b> and reports now received. the first year works have been completed and the remaining years will be added to the budget for 2025/26</p>
	Security of buildings, equipment etc	H	<p>Controlled entry to Town Hall, Record of those who hold the code held in the office along with a key register. The Town hall has CCTV.</p> <p>Door entry system at Squash Court.</p> <p>Alarm at Allandale</p> <p>Streatfield House is divided into two businesses. These have their own entrance and exit.</p> <p>Serf hall has its own lockable entrance which is controlled by the Army Cadets a set of keys are held at the Town Hall.</p> <p>Community centre is managed by a management committee. They control access to the building.</p>



Area	Risk	Level	Controls
	Fire Safety Regulations	M	<p>Risk assessment of Town Hall carried out annually.</p> <p>H&amp;S report in June 2024 highlighted the need for a full fire risk assessment to be completed by a qualified person. This was completed in October 24 and the report will be actioned Clerk.</p> <p>Streatfield house had a full fire risk assessment completed at the same time as the Town Hall. The Deputy Clerk was informed that Council has a responsibility to its tenant to ensure that the tenant has carried out the appropriate fire risk assessments.</p> <p>Fire extinguishers are inspected annually – last completed 07/24.</p> <p>Fire alarms are tested weekly.</p> <p>Fire evacuations are carried out 6 monthly.</p>

Area	Risk	Level	Controls
	Maintenance of buildings etc	M	<p>Programme of portable and fixed electrical and safety equipment in place. Quinquennial surveys as above.</p> <p>PAT testing last completed in October 2022 it is best practice to have this completed every 4 years.</p>
Finance	Banking	M	<p>Day to day banking is with Unity Trust Bank, The bank account is controlled by The Clerk, The RFO and The Office Manager, who have no ability to authorise payments. There are 5 signatories on the account. Two signatories are required to authorise any payments from the account.</p> <p>A multi-pay card up to the value of £500.00 is used by the office manager to complete petty cash transactions, this is reconciled monthly.</p> <p>The mayor has an account with Lloyds, which is to be used for storing any funds raised by the mayor for their designated charity. The account should have a balance of Zero at the end of the financial year.</p> <p>RFO is currently in the process of reviewing longer term investments to maximise the return on the financial reserves.</p>
	Risk of consequential loss of income	M	<p>Insurance cover is place for various aspects of loss of income. See policy No. 100761375CCI</p> <p>All documents and accounts are backed-up on the cloud.</p> <p>Pay roll is completed by DCKPayroll and emailed to the Clerk for payment.</p>

Area	Risk	Level	Controls
	Financial controls and records	M	<p>Work by contractors is checked by a member of staff before invoices are paid.</p> <p>Monthly reconciliation is prepared by the Deputy Clerk/RFO and reported to Council.</p> <p>A full income and expenditure is reported quarterly to Council</p> <p>Online banking payments are reviewed by two councillors before being submitted to council for payment.</p> <p>Annual Internal and External Audit.</p>
	Comply with Customs and Excise Regulations	H	Use helpline when necessary. VAT payments and claims calculated by Rialtas Omega Accounting System and checked by RFO /Deputy Town Clerk. Internal and External Auditor provide double check.
	Sound budgeting to underlie annual precept	M	Finance and Governance Committee to receive detailed budgets in the late autumn. The budget will be reviewed and set by full council no later than December. RFO will provide a full reasoning behind all budget lines. Precept derived directly from this and will be submitted to West Oxfordshire District Council no later than 31 <sup>st</sup> January . Expenditure against budget reported to full Council at least Quarterly.
	Complying with borrowing restrictions	L	No new borrowing this year.

Area	Risk	Level	Controls
	Value for money	L	Competitive tenders sought for work over certain limits (as set out in Financial Regulations). All quotes will be provided to Committees for due diligence to be carried out and a full recommendation will be submitted to Council for final decisions to be made Clerk has delegation to pay for emergency work without referring back to Council up to the value of £1000.0
Liability	Risk to third party, property or individuals	M	Insurance in place, This has been negotiated using James Hallam Brokers. Current policy is through Aviva (policy No: 100761375CCI) Play areas inspected independently by Ubico Open spaces checked regularly. Tree maintenance programme in place. Market stallholders all have own public liability insurance. Risk assessments of individual events such as Christmas lights carried out as necessary. Town Warden has been trained on the essential machinery and individual risk assessments have been completed on the work he carries out.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park and BMX track)	H	Insurance in place. (Policy No: 100761375CCI) weekly / fortnightly independent checks of playgrounds, skateboard park and BMX track and written records kept. Annual checks by ROSPA of playgrounds, skateboard park and BMX track. Budget built in for repairs to ensure safety of equipment.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Oxfordshire Association of Local Councils (OALC), which provides access to NALC. Clerk and Deputy Clerk are members of SLCC. Council uses the services of Peninsula for Health and Safety, and Work Nest as HR Advisors. Peninsula contract will end in January 2025 and Bright will become the new H&S advisor.

Area	Risk	Level	Controls
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and External Auditors carry out annual checks. Payroll undertaken by DCK Payroll Solutions.
	Safety of Staff and Visitors	M	Controlled access to building. Visitors Register. Regular Risk Assessment checks of Town Hall for public events held on the premises Fire risk assessment completed and fire marshals to be put in place.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Wellers Hedley's Law Group are kept on retainer for legal questions. SLCC, NALC AND OALC are also consulted.
	Proper and timely reporting via the Minutes	M	Council meets monthly (except August) and always receives and approves Minutes of committee meetings held in interim. Minutes made available to press and public at the Town Hall and via the website.
	Proper document control	M	Clerk to investigate the location of original leases since the banking has become an online bank. Copies kept in the office. All land registered with Land Registry. All documents on PCs backed up and stored remotely. Older material in filing cabinets in loft storage area. Archives stored in fireproof cabinets. Review of filing system is ongoing.

Area	Risk	Level	Controls
Councillor propriety	Registers of Interests in place	H	Register of interests completed. Councillors reminded of need to declare interests at Council meetings.

Signed..... (Town Mayor)

Date.....

[Back to agenda](#)

---

## CCLA Public Sector Fund Overview

### Overview of the Public Sector Deposit Fund (PSDF):

The CCLA Public Sector Deposit Fund (PSDF) is a cash management fund specifically designed for local authorities and other public sector bodies. The fund's goal is to provide capital stability, liquidity, and a competitive rate of interest. By pooling investments from multiple councils and public organisations, CCLA can access better interest rates than many councils could secure independently.

Key features of the PSDF include:

- **Accessibility and Liquidity:** Funds can generally be withdrawn with minimal notice, ensuring that councils retain flexibility.
- **Enhanced Interest Returns:** The PSDF has historically provided higher interest rates than traditional council accounts with high street banks, owing to its access to institutional rates.
- **Risk Management:** CCLA focuses on security and risk minimisation, with investments limited to institutions with strong credit ratings. The PSDF holds a diverse portfolio of deposits with reliable investment partners, reducing exposure to any single institution.
- **Compliance and Transparency:** The PSDF is operated under FCA regulations, and CCLA provides regular reports on fund performance, investment holdings, and compliance with ethical investment policies.

### Benefits for Carterton Town Council:

Opening an account with the CCLA PSDF could allow the Council to:

- **Maximise Interest Earnings:** With current low rates on traditional accounts, the PSDF offers a means of securing better returns on council reserves.
- **Retain Accessibility:** The structure of the PSDF provides the Council with flexibility, meaning that we could access funds without being locked into fixed terms.
- **Align with Ethical Standards:** CCLA's approach to ethical investing aligns well with the Council's responsibility to manage public funds responsibly.

### Next Steps and Recommendation:

The Finance and Governance Committee is requested to consider the information provided and, if in agreement, to recommend that the Council proceed with opening an account with CCLA's PSDF. This would involve authorising an initial deposit and establishing procedures to manage funds within the account as per our financial regulations and existing bank accounts i.e. two councillors as authorised signatories.