



Carterton Town Council

Town Hall
Alvescot Road
Carterton
Oxon OX18 3JL
Tel: 01993 842156
Email: clerk@carterton-tc.gov.uk
www.carterton-tc.gov.uk

24th February 2025

Chair: Cllr M Mcbride
Vice Chair: Cllr J Guest
Members: Cllr E Hatton, Cllr C Lincoln, 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 4th MARCH 2025 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.

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 5th November 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: To discuss funds that should be earmarked for the financial year 2025-2026.

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 To note the monthly expenses list and direct debits.

6 INTERNAL AUDIT

MOTION: To review the actions from Kevin Rose IAC internal audit

MOTION: To consider who Council should appoint as the internal auditor for the financial year 2025-2026 and make a recommendation to Council.

7 OALC MEMBERSHIP

MOTION: To consider renewing the membership to OLAC for 2025-2026. Which includes membership to NALC for 2025-2026

MOTION: To note the increase from £2566.00 (Ex VAT) to £2830.99

MOTION: Make a recommendation to Council.

8 CARTERTON EDUCATION TRUST

MOTION: To consider the correspondence from Carterton Education Trust and make a recommendation to Council.

9 COMMITTEE DATES

MOTION: To discuss the dates for committee meetings for 2025/2026 and make a recommendation to Council

10 PAYDAY AMENDMENTS

MOTION: To note the change to payday for officers from the last Friday of the month to 27th monthly

11 DATE OF NEXT MEETING

Committee to note the date of the next meeting as 3rd June 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
5 NOVEMBER 2024 at 6.00pm in the Town Hall and was attended by the following:**

Chair: Cllr M McBride
 Vice Chair: Not Present
 Town Councillors: Cllr K Godwin, Cllr M Mead and Cllr D Melvin
 Officers: Claire Evans (Deputy Clerk & RFO)
 Simon Clerk (Clerk)
 Also in attendance: 1 members of public

ITEM	MINUTE	VOTE/ ACTION
FG29-2024/1	APOLOGIES	
	<p>MOTION: Committee to receive apologies for absence.</p> <p>The committee received apologies from: Cllr J Guest</p> <p>Cllr P Godfrey and Cllr M Tarpey resigned from Council.</p>	
FG30-2024/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	<p>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.</p> <p>Cllr K Godwin declared an interest in the Squash Club as the outside representative, The Family Centre as a member of the committee. The Community Transport as a member.</p> <p>Cllr D Melvin declared an interest in the Community Centre and The Community Transport.</p>	
FG31-2024/3	MINUTES OF THE PREVIOUS MEETING	
	<p>MOTION: Committee to approve and sign the minutes of the Finance and Governance meeting held on 3rd September 2024</p>	

	<p>IT WAS RESOLVED to agree the minutes of the Finance & Governance Committee as an accurate and true record of the meeting.</p>	<p>Proposed: MM Seconded: DM Vote: All for</p>
FG32-2024/4	PUBLIC PARTICIPATION	
	<p>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 three minutes per person, and will be under the direction of the Chair.</p> <p>Henry Howard spoke on behalf of Carterton Community Association of Taxpayers (CCAT) on item number 5 the budget. He implored the committee to consider the impact the budget will have on residents who will be losing the winter fuel allowance and those who will be impacted most by the rising costs and inflation. He requested that Council do not seek raise the precept more than inflation.</p>	
FG33-2024/5	BUDGET	
	<p>MOTION Committee to discuss the year to date budget, and to consider and recommend, to council, any actions they feel need to be taken.</p> <p>The RFO explained income and expenditure up to the 16 October 2024.</p> <p>Several budget lines were highlighted as 100% spent, these were: Insurance (a one off annual payment)</p> <p>HR & H&S appear to be over spent however both payments are with one nominal code and therefore are not over spent. This is also the case for Allotments, Cemetery repairs & waste and the Community Centre.</p> <p>The nominal for elections has been overspent as this budget line was removed from the budget. Council received a bill for the 2022 main elections after 2023 year end and it was not properly marked as an accrual.</p> <p>St Johns Garden has over spent the budget set due to trees being vandalised and 9 tree guards having to be purchased.</p> <p>Hedges, flowers and grass cutting are all over spent by varying margins however these contracts are under review at present and due to be put out to tender.</p>	

	It WAS RESOLVED that the risk register would be recommended to council to be accepted	Proposed: MM Seconded: DM Vote: All For
FG35-2024/7	CCLA SAVINGS / INVESTMENT ACCOUNT	
	<p>MOTION: Committee to consider and recommend the proposal that Carterton Town Council open a CCLA account</p> <p>The RFO explained the need to maximise the interest received on the Council Reserves and Earmarked Reserves. The Council received £14114.30 in interest in the last year on the existing Unity Trust savings account however the balance was much higher in 23-24 than 24-25</p> <p>The CCLA account offers yields of 4.9% The RFO recommends opening the account with the existing earmarked funds such as the Section 106 monies.</p> <p>The committee asked questions regarding the amount of funds that the RFO would open the account with and how the account would be run. E.g. with the existing signatories.</p> <p>IT WAS RESOLVED that the committee would recommend to council that a CCLA account should be opened.</p>	Proposed: McB Seconded: MM Vote: All For
FG36-2024/8	FOOTBALL CLUB LAND PROPOSAL	
	<p>MOTION: Committee to note that the Council has asked the Finance & Governance Committee to lead on the negotiations with David Wilson Homes.</p> <p>It was noted that the committee would meet with take the lead on the negotiations with David Wilson Homes</p>	Noted: MM
FG37-2024/9	DATE OF NEXT MEETING	
	Committee to note the date of the next meeting as 7 January 2025 at 6pm.	

The meeting closed at 7.13pm.

Chair: _____

Date: _____

Monthly Expected Invoices		2024/25 £ Per month (Net)	2024/25 £ Per Year (Net)	2025/26 £ Per month (Net)	2025/26 £ Per Year (Net)	Comments
Abobe	Subscription	£19.97	£239.64	£19.97	£239.64	
Administration	Salaries	£11,500.00	£138,000.00			based on average monthly payment
Alto Digital	Upstairs Copier	£80.00	£960.00	Terminated	Terminated	Contract ended in October 2024
Alto Digital	Downstairs copier	£78.00	£936.00	Terminated	Terminated	Contract ended in October 2024
Alto digital	Vapour & microft licences	£308.80	£3,705.60	Terminated	Terminated	Contract ended in October 2024
Banking Charges	Wages account, Current account, Mayors account, Arrg account,	£42.08	£504.96			
Bright	H&S	£92.00	£1,104.00	£92.00	£1,104.00	3 year contract with 6 month notice period
BT	Phone bill	£299.94	£3,599.28	£299.94	£3,599.28	
Castle Water	Allotments	£60.00	£720.00	£60.00	£720.00	
Castle Water	Pavilion	£40.00	£480.00	£40.00	£480.00	
Castle Water	Town Hall	£85.50	£1,026.00	£85.50	£1,026.00	
Cloudy IT	Support	£274.19	£3,290.28	£274.16	£3,290.28	
DCK Payroll	Payroll	£80.00	£960.00	£80.00	£960.00	can change when additional work required - ie new starter
EDF	Pavilion	£31.21	£374.52	£31.21	£374.52	
EDF	Town Hall Gas	£334.56	£4,014.72	£334.56	£4,014.72	
EDF	Town Hall Electric	£579.10	£7,081.20	£579.10	£7,081.20	
HMRC	PAYE/NI	£4,000.00	£48,000.00			based on average monthly payment
Mccrackens	Cemetery	£3,902.00	£27,136.00	Terminated	Terminated	x 8 monthly cuts
OCC Pension	Monthly pension contribution	£4,200.00	£50,400.00			based on average monthly payment
Peninsula	H&S Business Services	£149.80	£1,797.60	Terminated	Terminated	Contract ended January 2025
QIK	Elmhurst Way allotment toilets	£95.00	£1,140.00	£95.00	£1,140.00	
QIK	Kilkenny allotment toilets	£95.00	£1,140.00	£95.00	£1,140.00	
Richard Coglán	Upstairs Copier	£40.00	£480.00	£40.00	£480.00	
Richard Coglán	Downstairs copier	£40.00	£480.00	£40.00	£480.00	
S Wells	Window cleaning	£25.00	£300.00	£25.00	£300.00	
Ubico	Playpark inspections	£158.59	£1,903.08	£158.59	£1,903.08	
Vodafone	Town Warden Mobile phone	£22.00	£264.00	£22.00	£264.00	
WODC	Playpark inspections	£611.71	£7,340.52	£611.71	£7,340.52	
WODC	Lot 2	£2,055.65	£24,660.00			
WODC	Lot 3 & Lot 4	£2,421.82	£29,061.84			

WODC	playpark inspections empire / stanmore	£135.94	£1,631.28	£135.94	£1,631.28	
Yu1	Baldwin Mews	£45.00	£540.00	£45.00	£540.00	£45.00 is average cost per month
Yu2	Baldwin Mews	£8.00	£96.00	£8.00	£96.00	
Total:		£31,910.86	£363,366.52	£3,172.68	£38,204.52	

Quarterly invoices		2024/25 £ Per Quarter	2024/25 £ Per Year	2025/26 £ Per Quarter	2025/26 £ Per Year	Comments
Grenke	Photocopier Lease Hire	£411.00	£1,644.00	£411.00	£1,644.00	
Siemens	Photocopying Lease up stairs	£407.00	£1,628.00	Terminated	Terminated	Changed contract to Grenke
Siemens	Photocopying lease Down stairs	£105.00	£420.00	Terminated	Terminated	
Total:		£923.00	£3,692.00	£411.00	£1,644.00	

Half Yearly Invoices		2024/25 £ Per 1/2 Year	2024/25 £ Per Year	2025/26 £ Per 1/2 Year	2025/26 £ Per Year	Comments
Prysebros	weeding x 2 yearly	£1,068.00	£2,136.00			
Ubico	empty waste bins (QTY 1170.00)	£9,792.90	£19,585.80			
Ubico	Flowers for beds, roundabout and tubs and baskets					
Welsh & Stammer	Foddy brothers - Container	£550.00	£1,100.00	£550.00	£1,100.00	
WODC	Commercial bins - recycling Cemetery & townhall	£897.00	£1,794.00			
WODC	commercial waste food bins	£130.00	£260.00	£130.00	£260.00	
TOTAL:		£12,437.90	£24,875.80	£680.00	£1,360.00	

Annual Invoices		2024/25 £ Per Year	2024/25 £ Per Year	2024/25 £ Per Year	2024/25 £ Per Year	Comments
BW Creative	Website Hosting	£228.00	£228.00	£228.00	£228.00	payment is £19.00 per month
Cathedral Leasing limited	supply of hygiene services	£499.92	£499.92			
Clock servicing	clock servicing	£210.00	£210.00	£210.00	£210.00	
IAC	Internal audit	£474.00	£474.00			1st visit of the year.
ICCM	annual membership	£100.00	£100.00	£100.00	£100.00	
ICO	Data protection fee	£40.00	£40.00			

Lightening Strike	test of lightening prevention	£294.00	£294.00			
Moore	External audit	£1,638.00	£1,638.00			
OALC	Membership fees	£2,566.00	£2,566.00	£2,830.99		Changes each year depending on number of electoral votes per parish includes membership to NALC
Oxford fire & security Services	Fire risk assessment	£1,086.00	£1,086.00			
Rialtas	Annual subcription					
Rialtas	End of year closed					
Rospa	Annual playground inspections	£742.50	£742.50			
SLCC	2 x Annual conference	£1,000.00	£1,000.00			
SLCC	2 x annual memberships	£596.00	£596.00			
Windsock	Annual service of flag poles	£694.37	£694.37			
Worknest	Annual payment for HR support	£2,903.34	£2,903.34			
WODC	Lottery Licence	£20.00	£20.00	£20.00	£20.00	
WODC	Waste Bin licences 2 town hall 3 for cemetery	£262.50	£262.50	£262.50	£262.50	
WODC	CCTV Hosting	£5,000.00	£5,000.00	£3,250.00	£3,250.00	
TOTAL:		£18,354.63	£18,354.63			



Simon Garwood
Town Clerk
Carterton Town Council
Town Hall
19 Alvescot Road
Carterton
Oxfordshire
OX18 3JL

13th February 2025

Dear Simon,

Interim Internal Audit

An audit was carried out by Kevin Rose on Thursday 30 January 2025. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 207 items. A total of 97 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 110 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Bank reconciliations (Box I)
- Trust Funds (Box O)

Of the 92 applicable items tested a Positive response was obtained in respect of 85 tests. There were 7 Negative responses identified and 9 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	85
Negative response	7
Not Applicable to your Council	5
Total tests carried out	97

Unfortunately there were 2 Non-Compliances identified during the audit and the Council should consider these in detail as they will result in Negative responses on the Annual Internal Audit Report. The non-compliances identified relate to the Internal Control Objective M - the Period for the Exercise of Public Rights, which was not for the legally required period of 30 days, and the failure to publish, by 30th September, the report of the External Auditor on the Council's website - Internal Control Objective N.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Carterton Town Council
Financial Year 2024-25



Audit date: 30 January 2025

Visit 1 Internal Audit Observations

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Is the tender threshold set at £25,000 consistent with the Public Contract Regulations and NALC Model Financial Regulations?	No	<i>The tender threshold specified in Financial Regulations is £60,000 however the value stated in Standing Orders is £25,000.</i>	The Council to review both Financial Regulations and Standing Orders and ensure that the tender threshold specified is the same.	Medium	
2	Has the Council complied with the requirements of the Public Contract Regulations?	Yes	<i>The Council tendered for a contract in respect of the Empire Drive Play Park. Council minutes of 16th April 2024 record review and approval of the award of the tender. The Contracts Finder website has not been updated with the details of the awarded tender as required by the Regulations.</i>	After the award of any contract procured using Contracts Finder the Council should update Contracts Finder with the details of the awarded contract.	Medium	

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	<i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>	Council to provide its comments on the previous Internal Audit Observations.	Medium	

I *Periodic bank account reconciliations were properly carried out during the year.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliation have been subject to independent review (not by a bank signatory). (Interim)	Yes	<i>The practice at the Council is for bank reconciliations to be signed by the Chair of the Council. The Council has not yet implemented the bank reconciliation review process as set out in Financial Regulation 2.6.</i>	The Council to review how it complies with Financial Regulation 2.6.	High	

2	Bank reconciliations, and supporting bank statements, have been signed and dated as evidence of independent review (Interim)	No	<i>At present the supporting bank statement are not signed (see Observation above)</i>	Bank reconciliations which have been subject to review should be signed and dated as evidence of this review.	Medium	
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M *The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	No	<i>The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.</i>	The Council MUST comply with Regulation 15.3 of the Accounts and Audit Regulations 2015 in respect of the Period for the Exercise of Public Rights.	High	
2	The period of the Exercise of Public Rights lasted exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015.	No	<i>The period of the Exercise of Public Rights did not last exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015.</i>	The period of the Exercise of Public Rights MUST last exactly 30 working days as required by Regulation 14.1 of the Accounts and Audit Regulations 2015.	Non Compliance	
3	Council Minutes record the dates set for the Exercise of Public Rights	No	<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	

N *The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	No	<i>The Council has not published the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations</i>	The Council MUST publish the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	Non Compliance	

REFERENCE: C00081/2025/1
BILLING DATE: 02/03/2025
DUE DATE: 30/03/2025

BILLING FROM

OALC

Benson Parish Hall
 Sunnyside
 Benson, OX10 6LZ

BILLING TO

Carterton Town Council

Town Hall
 Alvescot Road
 Carterton
 Oxfordshire, OX18 3JL

	VAT	PRICE	TOTAL
OALC Membership Period: 2025-2026	£566.20	£2,830.99	£3,397.19
		Total Due:	£3,397.19

MEMBERSHIP BENEFITS

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

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

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



Fw: Mosaic Donation

From Tan Marchant <cartertoneducationaltrust@hotmail.com>

Date Thu 11/14/2024 10:57 AM

To Katie Zasada <KZasada@carterton-tc.gov.uk>

 1 attachment (21 KB)

Donation to CTC for Mosaic 2020.pdf;

Dear Katie,

Further to my email a year ago, see below and attached, we would now like to request that the sum of £500 is repaid to the Trust.

Could you put the wheels in motion please?

Many thanks.

Kind regards

Tan Marchant (Mrs)

Secretary & Treasurer

www.cartertoneducationaltrust.weebly.com

Find us on [Facebook](#)

From: Tan Marchant <cartertoneducationaltrust@hotmail.com>

Sent: 08 October 2023 19:48

To: kzasada@carterton-tc.gov.uk <kzasada@carterton-tc.gov.uk>

Subject: Mosaic Donation

Dear Katie,

I am writing to request that the Town Council refund to the Carterton Educational Trust the sum of £500, which was paid by bank transfer on

12 February 2020 as a contribution towards a town centre Mosaic. Unfortunately, mainly because of Covid I imagine, this initiative did not proceed.

A copy of the HSBC Bill Payment is attached.

Perhaps you would be good enough to forward this email to the correct member of staff?

Many thanks.

Tan Marchant (Mrs)
Secretary & Treasurer

www.cartertoneducationaltrust.weebly.com