



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

2nd October 2025

Chair: Cllr M McBride
Vice Chair: Cllr J Guest

Members: Cllr K Godwin, Cllr E Hatton, Cllr N King, Cllr M Mead & Cllr D Melvin.

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** on **TUESDAY 7th OCTOBER 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 and Chief Officer

AGENDA

PAGE NO.

1. APOLOGIES

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

Committee to approve and sign the minutes of the Finance & Governance Committee meeting held on Tuesday 3 June 2025.

Pages 3 – 7

- 4. PUBLIC PARTICIPATION**
Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max three minutes per person, and will be under the direction of the Chair.
- 5. TOWN COUNCIL STRATEGIC PLAN 2025-2027** **Separate Document**
a) To consider and discuss a new town council strategy for 2025-2027 and recommend the next steps to council.
- 6. FINANCES 2025-26 & BUDGET 2026-27** **Pages 8 – 10**
a) To review the Income and Expenditure budget (2025-26) for the year to date.
b) To discuss the proposed budget for 2026-27.
- 7. GRANT GUIDANCE AND FORM 2026-27** **Pages 11 – 17**
a) To review the new Grant Guidance and supporting documents and make a recommendation to council.
- 8. POLICIES** **Pages 18 – 20**
a) To consider and approve the use of gov.uk email addresses. **Pages 21 – 28**
b) To review the Social media policy
- 9. CLOSURE OF MEETING TO THE PRESS AND PUBLIC**
MOTION: Pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council to consider and approve the meeting to be closed to the press and public in order to consider the next agenda item due to confidentiality and commercial sensitivity.
- 10. LEASE UPDATE** **Separate Document**
a) To consider and recommend the new draft lease for No.1 the Sweet Spot.
- 11. DATE OF NEXT MEETING**
Committee to note the date of the next meeting as Tuesday 2 December 2025 at 6pm.

Members of the Press and Public Welcome



Carterton Town Council

**A Meeting of the FINANCE & GOVERNANCE COMMITTEE was held on
3 JUNE 2025 at 6.00pm in the Town Hall and was attended by the following:**

Chair: To Be Elected
 Vice Chair: To Be Elected

Town Councillors: Cllr K Godwin, Cllr J Guest, Cllr C Lincoln, Cllr M McBride, Cllr M Mead and Cllr D Melvin

Officers: Claire Evans (Deputy Clerk & RFO)
 Simon Clerk (Clerk)

Also in attendance: No members of the public present

| ITEM | MINUTE | VOTE/ ACTION |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| FG01/2025-26/1 | TO ELECT A CHAIR | |
| | <p>To elect a Chair of the Finance & Governance Committee to hold office until May 2026.</p> <p>IT WAS RESOLVED that Cllr M McBride be elected as Chair</p> | <p>Proposed: MM Seconded: KG Vote: All For</p> |
| FG02/2025-26/2 | TO ELECT A VICE CHAIR | |
| | <p>To elect a vice Chair of the Finance & Governance Committee to hold office until May 2026.</p> <p>IT WAS RESOLVED that Cllr J Guest be elected as Vice Chair</p> | <p>Proposed: MM Seconded: DM Vote: All For</p> |
| FG03/2025-26/3 | APOLOGIES | |
| | <p>Committee to receive apologies for absence.</p> <p>No apologies were received.</p> | |
| FG04/2025-26/4 | 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> | |

| | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| | No declarations of interest were given, Cllr McBride therefore reminded councillors to make a declaration if the need arose during the course of the meeting. | |
| FG05/2025-26/5 | MINUTES OF THE PREVIOUS MEETING | |
| | <p>Committee to approve and sign the minutes of the Finance and Governance meeting held on 3 April 2025.</p> <p>IT WAS RESOLVED to agree the minutes of the Finance and Governance Committee as an accurate and true record of the meeting.</p> | Proposed: MM Seconded: DM Vote: 6 for NK Abstained |
| FG06/2025-26/6 | 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>No members of the public were in attendance.</p> | |
| FG07/2025-26/7 | FINANCES & ACCOUNTS | |
| | <p>To review the AGAR and End of Year financials</p> <p>The Annual Internal Audit Report 2024/25 Section 1 - Annual Governance Statement 2024/25 Section 2 – Accounting Statements 2024/25 Notice of Public Rights and Publication of Unaudited Governance & Accountability Return</p> <p>These documents were provided to members a general discussion was held regarding the documents.</p> <p>IT WAS RESOLVED to recommend the documents to Council</p> | Proposed: MM Seconded: DM Vote: All For |
| FG08/2025-26/8 | AUGUST PAYMENTS | |
| | <p>To discuss the August payments and consider proposing to Council that August Payments be agreed by email.</p> <p>Members requested a reminder of the process used in 2024. The RFO emailed all councillors the payments list and requested an email return to confirm payment. The payments list will then be ratified at Septembers full council meeting.</p> | |

| | | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| | IT WAS RESOLVED that members would recommend August payments be agree by email providing there was a majority. | Proposed: KG Seconded: EH Vote: All For |
| FG09/2025-26/9 | FINANCIAL REGULATIONS | |
| | <p>Members to review the financial regulations as set amended by NALC in March 2025 and make recommendations to Council.</p> <p>Members reviewed the Financial Regulations, Cllr K Godwin highlighted some grammatical errors which would be sent to the RFO via email to amend.</p> <p>IT WAS RESOLVED Members agreed that the document should be recommended to Council</p> | Proposed: KG Seconded: DM Vote: All For |
| FG10/2025-26/10 | INTERNAL AUDITOR | |
| | <p>To review the internal auditor quotes and make a recommendation to Council with regard to who to appoint for the financial year 2025-26</p> <p>Members discussed the quotes provided, Cllr McBride requested the RFO provide an opinion on the three quotes. The RFO explained that Mulberry would be the preferred replacement for IAC as they were comparable to Kevin’s fees and they were very helpful at the practitioners conference. They were also recommended to the RFO when consulting and alternative internal auditor.</p> <p>IT WAS RESOLVED that members would recommend that Mulberry be assigned as the Internal Auditor for the financial year 2025-26 on a one year basis and potentially extended to a three year contract.</p> | Proposed: MM Seconded: EH Vote: All For |
| FG11/2025-26/11 | INTERNAL CONTROLS POLICY | |
| | <p>To review the internal controls policy, making any necessary changes and provide Council with a recommendation.</p> <p>The RFO explained that the Council had not reviewed the internal control policy in the financial year 2024-25 and that this had been highlighted on the internal audit report.</p> <p>The RFO has therefore collated a policy which was presented to members with the recommendation of it being completed in 2025-26.</p> <p>IT WAS RESOLVED that the document would be recommended to council for approval</p> | Proposed: DM Seconded: KG Vote: All For |

| | | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| FG12/2025-26/12 | ASSET REGISTER | |
| | <p>To review the asset register.</p> <p>Members discussed items on the asset register. The following items were queried – The filing cabinet in the mayors parlour is this still there? The value of the band stand? How many of the silent soldiers are still operational? The amount of benches that belonged to Council? A request was made to change item known as the garden project to St John’s Garden.</p> <p>IT WAS RESOLVED the asset register would be recommended to council and that the RFO would make any alterations necessary following the queries raised.</p> | <p>Proposed: DM Seconded: KG Vote: All For</p> |
| FG13/2025-26/13 | CIVIC PROTOCOL POLICY | |
| | <p>To review the Civic Protocol Policy and make a recommendation to Council</p> <p>The Civic protocol document has been updated to clarify the meaning of some items. The members reviewed the document. A suggestion was made to amend the wording on the Christmas lights event as it no longer takes place on a Friday.</p> <p>IT WAS RESOLVED to recommend the document to council.</p> | <p>Proposed: KG Seconded: NK Vote: All For</p> |
| FG14/2025-26/14 | CODE OF CONDUCT | |
| | <p>To review the code of conduct, making any necessary changes and make recommendations to Council</p> <p>Members were provided a copy of the code of conduct , Cllr K Godwin suggested Councillor’s were sent a copy of there register of interests as this may have changed.</p> <p>There was a discussion around the amount that the mayor could accept for a gift before having to notify anyone. It was less that the main body of council. This would be queried with the monitoring officer.</p> <p>IT WAS RESOLVED that a recommendation to accept the code of conduct would be made to council.</p> | <p>Proposed: KG Seconded: NK Vote: All For</p> |
| FG15/2025-26/15 | INSURANCE RENEWAL | |

| | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| | <p>To review the insurance renewal documentation and make a recommendation to council with regards to renewing the policy.</p> <p>Members discussed the cost of the insurance renewal. The new premium has increased in line with index valuation.</p> <p>The insurance quote was not received by the RFO until the day of the meeting so members chose to defer the decision to full council.</p> <p>IT WAS RESOLVED to defer the item to full council</p> | <p>Proposed: McB Seconded: KG Vote: All For</p> |
| FG16/2025-26/16 | BANK SIGNATORIES | |
| | <p>To confirm the bank signatories for financial year 2025-2026</p> <p>Members noted that the bank signatories had not changed this year. They will remain as follows: Cllr J Guest Cllr N King Cllr M McBride Cllr D Melvin Cllr N Leverton</p> | <p>Noted</p> |
| FG17/2025-26/17 | DATE OF NEXT MEETING | |
| | <p>Committee to note the date of the next meeting as 22nd July 2025 at 6pm.</p> | |

The meeting closed at 7.04pm.

Chair: _____

Date: _____

| Draft 2025/26 budget | | | | | | | | | | | | |
|--------------------------|------------------------------|-------------------------|-----------------|-----------------|-------------------------|---------------------------------------|-----------------|-----------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| AREA | ITEM description | NOM. CODE / COST CENTRE | 2025/26 | | | | | | 2026/27 | | Comments | |
| | | | Budget 24/25 | Budget 25/26 | Expenditure at 31.08.25 | 31 August 22 % of Budget at % of year | Expected Income | Income Received | Earmarked Reserves | Budget 25/26 | | Income |
| ADMINISTRATION | Salaries | 4000/101 | £235,000 | £201,157 | £75,794 | 37.7% | | | | £196,980 | 2025: See addition salary budget sheet | |
| | Pensions | | | £44,000 | £22,233 | 50.5% | | | | £45,864 | 2025: 21.7 % contribution from employer | |
| | HMRC | | | £30,500 | £24,106 | 79.0% | | | | £31,703 | 2025: does not take into consideration 2025 autumn budget as not been released 2024: NI = 15.0% as per autumn budget 2024 | |
| | Salaries - staffing review | | £0 | £0 | £0 | | | | | £14,374 | 2025: This includes the NCI increases and the inflation increase. | |
| | Salaries - contingency | | £1,000 | £1,000 | £0 | | | | | £1,000 | 2025: Allows for any overtime. Also allows to pay for cleaner | |
| | TOTALS | | £236,000 | £276,657 | £122,132 | 44.1% | £0 | £0 | £0 | £289,921 | | |
| | Mace Bearer Honorarium | | £200 | £200 | £0 | | | | | £200 | 2025: Is this comparable with other councils, Should it be reviewed? | |
| | Agency/Temp Staff | 4001/101 | £0 | £0 | £0 | | | | | £0 | | |
| | IT | 4028/101 | £8,400 | £8,300 | £1,700 | 20.5% | | | £4,000 | £5,000 | 2025 Earmark the remaining budget for IT upgrade in future and new monitors 2024: Cloudy £274.19 p/m = £3290.28 | |
| | Website | | £220 | £220 | £0 | 0.0% | | | | £275 | 2025: budgeted for a 10% rise in costs 2024: Hosting fees £120. Domain approx £50 p.a. but pay for 2 years. | |
| | Insurance | 4010/101 | £19,950 | £25,000 | £22,992 | 92.0% | | | | £26,000 | 2025: claim has not been settled increase calculated at 10% and rounded to nearest £000 2024: Index linked increase similar to this year & increase potential for 2025 | |
| | Office Supplies | 4005/101 | £3,000 | £3,000 | £1,636 | 54.5% | | | | £4,000 | | |
| | Photocopier lease | | £4,020 | £1,650 | £822 | 49.8% | | | | £1,650 | 2025 lease is a 3 year contract which is due to end September 2027 2024: Separated out for easy viewing - new contract being negotiated lease is £411.00 per quarter = £1644.00 per year | |
| | Photocopying charges | | | £1,750 | £261 | 14.9% | | | | £1,000 | 2025: I do not anticipate the 2024: Based on costs this year however this may be reduced if the cost is reduced from 5p & 8p per copy to 3p | |
| | Training - Officers | 4015/101 | £3,000 | £3,000 | £646 | 21.5% | | | | £3,000 | 2025: National conference cost was £230.00 per day - SG & CE completed 1 day each, Practitioners conference is £460.00 | |
| | Audit | 4025/101 | £3,003 | £3,003 | £2,732 | 91.0% | | | | £3,500 | 2025: Internal audit fees, External audit fees £1365.00 rialsat year end close down £975.00 increase by 10% | |
| | Subscriptions | 4026/101 | £5,150 | £5,150 | £835 | 16.2% | | | | £5,500 | OALC, OPFA, CANVA, Adobe x 3, ICCM, ICO data protection, Lottery Licence etc. | |
| | Telephone/Broadband | 4027/101 | £3,414 | £3,600 | £1,406 | 39.1% | | | | £3,600 | 2025: BT £299.94 p/m renewed for 3 years in July 2025 | |
| | Telephone - Mobile | | £240 | £200 | | | | | | £200 | 2025 increased price to £28.00 rebate each month at £13.00 net cost £15.00 allow for index link rise 2024: Office phone contract is £13 per month | |
| | Travel & subsistence | 4003/101 | £850 | £850 | £37 | 4.4% | | | | £1,000 | Bobs travel | |
| HR | 4041/101 | £4,000 | £4,000 | £428 | 10.7% | | | | £3,000 | 2025: 2024: Work nest is the new provider at a cost of £2286.00 per year | | |
| H&S | | £1,500 | £1,500 | | 0.0% | | | | £2,500 | 2025: expect a 10% rise in costs 2024: Bright £91 p/m including insurance | | |
| Professional fees | 4035/101 | £3,000 | £3,000 | £90 | 3.0% | | | £2,000 | £0 | Ear mark remaining funds and remove from budget (£3000.00 was ear marked from 24/25 budget) | | |
| Legal fees | 4037/101 | £3,000 | £8,000 | £35 | 0.4% | | | | £8,000 | 2025 allow for costs to look into a potential cemetery 2024: £5000.00 agreed for increased to cover potential costs of the football club if we decide to sell. | | |
| Land Registry Fees | | | £150 | | | | | £6 | £260 | 2025: £7.00 per search x 3 a month x12 | | |
| Recruitment | 4002/101 | £1,000 | £1,000 | | 0.0% | | | | £1,000 | 2025: No budget added as £2000.00 will be earmarked by end of 25 | | |
| Bank charges | | £350 | £350 | £125 | 35.7% | | | | £400 | 2025: Current account average £20.00 per month, Wages account £7.05 per month, commercial card at £3 per user per month | | |
| Interest received | 1090/150 | | | | | £10,000 | £3,414 | | £10,000 | | | |
| Accountancy | 4036/101 | £5,110 | £1,100 | £1,841 | 167.4% | | | | £2,800 | 2025: include the cost of Rialtas for the year £924.00, £338.00 cloud cover, MTD £116.00 DCK costs £120 per month 2024: reduced as no longer require the accountant | | |
| Miscellaneous | 4170/101 | | £0 | £5,413 | #DIV/0! | | | £26 | £1,000 | | | |
| Adverts & notices | | | | | | | | | £200 | 2025: Required for advertising tenders | | |
| TOTALS | | £69,407 | £75,063 | £40,999 | 54.6% | £10,000 | £3,414 | £7,000 | £73,085 | £10,000 | | |
| ALLANDALE CENTRE | Rent | 1200/210 | | | | £1.00 | £1.00 | | £1.00 | £1.00 | rent is peppercorn £1.00 | |
| | Maintenance - General | 4210/210 | £1,000 | £1,000 | £777 | 77.7% | | | £1,000 | £1,000 | | |
| | Maintenance - Quinquennial | | £6,000 | £3,000 | | 0.0% | | | £3,000 | £5,000 | 2025 by end of this year the allandale will have £9000.00 in ear marked funds towards the total renovation costs of £19151.00 Year 3 costs are anticipated £2800 however year 4 is £5000.00 and Year 5 is £11351 so building a reserve to balance the cost (£6000.00 was earmarked in 24/25) | |
| TOTALS | | £7,000 | £4,000 | £777 | 19.4% | £1 | £1 | £3,000 | £6,000 | £1 | | |
| ALLOTMENTS | Rents | | | | | £4 | £4 | | £4 | £4 | 2024: lease is due to be renewed June 2025 | |
| | Maintenance | 4220/215 | £1,000 | £1,000 | | | | | £1,000 | £1,000 | | |
| | Water | | £2,200 | £2,200 | £1,249 | 56.8% | | | | £2,200 | 2025: this will be potentially taken out of the budget 2024: water may increase due to potential that we are not currently paying both allotments | |
| | WC hire | | £1,975 | £1,975 | £634 | 32.1% | | | | £1,975 | 2025: will be discussed in the lease agreement conversation 2024: Should this be paid by the allotment association | |
| TOTALS | | £5,175 | £5,175 | £1,883 | 36.4% | £4 | £4 | £0 | £5,175 | £4 | | |
| BALDWIN MEWS | Electricity | 4403/220 | £2,210 | £2,210 | £239 | 10.8% | | | | £600 | 2025: cost has been the same going forward 2024: £7.77pm £40.00pm investigate the difference and what is the history as to why we pay it. | |
| TOTALS | | £2,210 | £2,210 | £239 | 10.8% | £0 | £0 | £0 | £600 | £0 | | |
| CEMETERY | Burial fees | 1600/225 | | | | £3,500 | £7,215 | | £0 | £0 | 2025: no burial income has been budgeted this year 2024: should not budget for income due to rate of deaths being unknown therefore income has been reduced by 50% | |
| | Grass cutting | 4605/225 | £3,450 | £3,500 | £484 | 13.8% | | | | £6,000 | 2025: new contract costs: 25/26 - £5810.69 26/27 - £5926.90 27/28 - £6045.44 2024 currently £394 pm March - Nov (8 cuts) anticipate 5% increase | |
| | Maintenance & repairs | 4600/225 | £1,000 | £1,000 | £2,734 | 273.4% | | | | £2,000 | | |
| | Access maintenance | | | £3,000 | £1,000 | 33.3% | | | | £0 | 2025: no bills currently expected 2024: currently discussing a potential £5k bill which we could contribute 3/5 | |
| | Waste collections | | £1,000 | £1,140 | £572 | 50.2% | | | | £1,290 | 2025: add 10% on for possible inflation 2024: 520.0 x 2 = £1040 paid half yearly 2 bins collected weekly 2 x £50.00 garden waste licences | |
| TOTALS | | £5,450 | £8,640 | £4,790 | 55.4% | £3,500 | £7,215 | £0 | £9,290 | £0 | | |
| CIVIC & DEMOCRATIC | Elections | 4030/115 | £0 | £8,700 | £0 | 0.0% | | | | £8,700 | 2025: potential for an election in 26/27 2024: 1 full election is £12913, a by election is £2200.00 (Covers 1 by election and prepares for 2027 full election 50%) | |
| & GOVERNANCE | Mayors Fund | 4050/115 | £2,750 | £2,750 | | 0.0% | | | | £2,750 | 2025: This has not been reviewed recently | |
| | Training - Members | | £2,000 | £1,000 | £634 | 63.4% | | | | £1,000 | 2025: potential for more new councillors 2024: 4 councillors have resigned - They will require training. (£2000.00 earmarked from 24/25) | |
| | Dependent Care Claims | | £2,000 | £0 | £0 | 0.0% | | | | £0 | 2024: removed as no longer paying | |
| | Civic regalia | 4055/115 | £0 | £0 | | 0.0% | | | | £200 | 2025: 2 names to be engraved on the chain + carriage (96p per letter) (£11.00 carriage) Ribbon cleaning. | |
| | Civic expenses | 4056/115 | £0 | £200 | £108 | 54.0% | | | | £200 | Picture framing (£70.00) and Mayors board inscription (£30.00) Lettering for wall inserts. | |
| TOTALS | | £6,750 | £12,650 | £742 | 5.9% | £0 | £0 | £8,700 | £12,850 | £0 | | |
| COMMUNITY CENTRE | Maintenance - General | 4200/210 | £500 | £500 | £1,512 | 302.4% | | | | £1,000 | 2025: Routine maintenance was carried out to roof - slipped roofing tiles resulted in water leaking through ceiling tile. | |
| | Defibrillator | | | £100 | £244 | 244.0% | | | | £200 | 2025: A new battery was required at a net cost of £244.00 2024: replacement pads. | |
| | Maintenance - Quinquennial | | £4,300 | £4,000 | | | | | £2,900 | £4,000 | 2025: total cost of work required is anticipated at £11000.00 already earmarked is £2000.00, earmark an additional £2900.00 will mean £6100.00 being required in next two years 2024: yr 3 costs £5000.00 therefore saving £2000.00 this year and budgeting 4000.00 for 25/26 | |
| TOTALS | | £4,800 | £4,600 | £1,756 | 38.2% | £0 | £0 | £2,900 | £5,200 | £0 | | |
| COMMUNITY SAFETY | PCSO | 4160/104 | £0 | £0 | | | | | | £0 | 2024: this funding was removed in 2023/24 | |
| | Town's CCTV | 4430/120 | £4,950 | £4,950 | | | | | | £4,950 | 2025: reduced cost of CCTV has not come into force yet and therefore expect to pay the same 2024: 4 cameras per year cost expected to reduce | |
| TOTALS | | £4,950 | £4,950 | £0 | 0.0% | £0 | £0 | £0 | £4,950 | £0 | | |
| EVENTS | Christmas lights - income | 1305/301 | | | | £460 | £3,915 | | | £1,000 | Stall income | |
| | Events | 4315/301 | £20,000 | £5,000 | | 0.0% | | | | £7,500 | 2025 would like to build a pot for potential Coronation earmark any remaining funds 2024: Remembrance | |
| | Container storage | | £0 | £1,100 | £550 | | | | | £1,600 | 2025: cost not expected to change although the container may need replacing at some point - £500.00 added to start a reserve 2024: Moved from christmas lights budget this is payable regardless of event | |
| | Christmas lights | | £0 | £20,000 | | | | | | £20,000 | | |
| | Flags | | £1,000 | £1,000 | £1,013 | 101.3% | | | | £1,000 | 2025: £1000 was earmarked from 24/25 budget | |
| TOTALS | | £27,100 | £1,563 | £5,8% | £460 | £3,915 | £0 | £30,100 | £1,000 | £1,000 | | |
| GRANTS | Grants Awarded (general) | 4040/120 | £8,000 | £5,000 | £12,742 | 254.8% | | | | £5,000 | 2025: earmark any remaining funds 2024: 1500.00 was earmarked from 2024/25 budget - £300.00 promised to bridge club | |
| | Grants - Events | | | £3,000 | | | | | | £3,000 | | |
| | Grants SLA | | £16,000 | £6,000 | £6,000 | 37.5% | | | | £10,000 | 2025: no longer committed to a large amount for connector bus only funded £6k this year 2024: £16000.00 is connector bus | |
| | ARRG | | | £6,000 | | | | | | £6,000 | 2025: discuss the amount of grant 2024: water is £50.00pm average = £600.00 electric £40.00 pm average = £480.00 play inspections £18.88 each x 52 = 981.76 annually grass cut = 260.0 x 15 = 3900.00 | |
| TOTALS | | £24,000 | £30,000 | £18,742 | 62.5% | £0 | £0 | £0 | £24,000 | £0 | | |
| LAND | Football Club | | | | | £5 | £0 | | | £5 | £5 is peppercorn rent | |
| TOTALS | | £0 | £0 | £0 | 0.0% | £5 | £0 | £0 | £0 | £5 | | |
| OPEN SPACES / RECREATION | The Dell | 4300/215 | £1,000 | £1,000 | | 0.0% | | | | £1,000 | 2025: project for the dell is underway earmark any unspent funds 2024: £1000.00 earmarked from 24/25 budget | |
| | Play equipment - maintenance | 4305/215 | £17,000 | £35,000 | £7,678 | 21.9% | | | | £40,000 | 2025: earmark any remaining funds and continue with £5000.00 per park. Empire drive has been included 2024: £5000.00 per play park for equipment maintenance this does not include empire drive or stanmore crescent. | |
| | Play Park inspections | | £0 | £7,500 | £3,327 | 44.4% | | | | £9,000 | 2025: play park inspections are £20.77 this year as 10% rise was implemented if that is the case aging next financial year we can expect each play ground inspection to be £22.85 2024: £18.88 x 6 x 52 (weekly inspections) = £5890.56 (ARRG, Dell & Skate, SRRG, Trefoil, Blackthorn, Empire) £18.88 x 3 x 26 (fortnightly inspections) = £1472.64 (Stanmore, The Maples, Pampas) | |
| | Rospa Inspections | | £0 | £1,000 | £0 | 0.0% | | | | £1,100 | 2025: Rospa inspections were £891.00 2024: ROSPA is £82.50 each which equates to £825.00 | |
| | Play equipment - reserves | | £0 | £5,000 | £0 | 0.0% | | | | £5,000 | 2025: earmark existing SK and continue to build a reserve 2024: Build up of funds as a reserve going forward. | |
| | Willow Meadows | 4312/215 | £1,200 | £2,400 | £1,710 | 71.3% | | | | £3,000 | 2025: Grass cutting (cut & Bail £750.00 per time needed X 2), new boards & fence repairs (£950.0) and other maintenance 2024: Grass cutting and other maintenance | |
| | Willow meadow tree program | | | £10,000 | £3,000 | 30.0% | | | | £10,000 | 2025: 6 trees pollarded more work required continue rolling maintenance program 2024: Pollarding of trees. Rolling policy | |
| | St. John Garden | 4313/215 | £1,000 | £1,000 | £0 | 0.0% | | | | £1,000 | 2025: earmark any remaining funds for the garden and continue with any additional funding | |
| | Wayleave | 1250/215 | | | | | £69 | £32 | | £69 | | |
| | Hedges and paths (lot 3) | 4405/220 | £5,000 | £5,000 | £845 | 16.9% | | | | £10,340 | 2025 New contract costs 25/26 - £10137.60 26/27 - £10340.35 27/28 - £10547.16 2024: This contract is currently under review | |
| | Flowers | 4415/220 | £9,000 | £9,000 | £1,805 | 20.1% | | | | £7,834 | 2025 New contract costs 25/26 - £7680.00 26/27 - £7833.60 27/28 - £7990.27 2024: This contract is currently under review | |
| | Grass cutting (lot 3) | 4425/220 | £19,179 | £25,000 | £1,993 | 8.0% | | | | £24,381 | 2025: New contract costs 25/26 - £23903.28 26/27 - £ | |

Carterton Town Council Grants Programme

Carterton Town Council recognises the important role that local organisations play in supporting the wellbeing, identity, and resilience of the community. The Council provides grant funding each year through three distinct streams, designed to support services, community events, and one-off projects that benefit the people of Carterton.

The current programme was developed by the Grants and Finance & Governance Committees in October 2025 and approved by the Town Council on 21st October 2025.

Who Can Apply

Applications are welcomed from not-for-profit organisations operating in or serving the Carterton community, including:

- Residents' associations and community groups
- Charitable organisations providing direct local services
- Amateur sports clubs and arts associations
- Local forum and special interest groups

Applications will not be accepted from:

- Individuals
- Private businesses
- Political parties or pressure groups
- Other local authorities
- Organisations applying primarily for their own self-interest

What the Council Will Not Fund

- The Council will not normally fund:
- Projects that do not align with its aims for community development
- Retrospective costs (i.e. items already paid for)
- Projects that are the responsibility of statutory bodies or replace statutory funding
- More than one application per year from an individual organisation

The Council will also avoid funding projects where:

- It could lead to a withdrawal of statutory funding
- It would subsidise services that a statutory authority should provide

Organisational Requirements

- Applicants must be able to demonstrate:
- That they are a legitimate, constituted organisation (e.g. constitution or governing document)
- Sound financial management, with accounts or budgets available
- That they are not holding reserves in excess of 12 months of operating costs (unless fully justified)
- That they have sensibly planned and costed their project or service
- Willingness to meet monitoring and reporting requirements if awarded funding

All recipients must:

- Publicly acknowledge Carterton Town Council's support (e.g. through publicity materials)
- Comply with any additional terms and conditions set out in the grant award

Application Dates

Applications are accepted throughout the year, subject to the availability of funds. The Grants Committee considers applications at its scheduled meetings in March, July and November. Meeting dates are published on the Town Council's website. To be included on the agenda, applications must be received no later than two weeks before the relevant meeting.

Information Required

Applications must include a breakdown of the costs. Match funding may include verified in-kind support (volunteer time valued at £12/hour unless a professional rate is evidenced). Budgets must state if costs are inclusive/exclusive of VAT.

Eligibility clarifications

Eligible applicants include charities, CIOs, CICs with an asset-lock, constituted community groups, and PTAs for projects beyond the school day. Faith-based organisations are eligible for non-proselytising activities open to all. Applicants must have a UK bank account in the organisation's name.

Geographic benefit

Projects must primarily benefit Carterton residents.

Safeguarding, insurance & risk

Where activities involve children or vulnerable adults, applicants must have a safeguarding policy and appropriate DBS checks. Public Liability Insurance (minimum £5m) is required. Events must provide a risk assessment, permissions (landowner, road closure/TEN), and engage with the district Safety Advisory Group if needed.

Payment terms, monitoring & clawback

Payment is normally made on receipt of a signed grant agreement. For larger SLA awards, payments may be staged. Unspent or misused funds must be returned. Brief outcome reports are required within 8 weeks of project completion. SLAs must provide an annual impact report.

Funding Streams

1. Service Level Agreements (SLAs)

This stream supports organisations that deliver structured, ongoing services to Carterton residents. Funding is awarded annually and is outcome-based.

Applicants must:

- Demonstrate clear, measurable benefit to Carterton residents
- Provide evidence of how services align with community needs
- Agree to provide monitoring and outcome reporting

Examples of previous applicants include:

West Oxfordshire Community Transport, Volunteer Link Up, OXPIP

2. General Grants

This stream supports one-off projects, initiatives or purchases with a tangible benefit to the Carterton community.

Key criteria:

- Maximum award: £2,000
- 50% match funding required (through grants, fundraising or in-kind contributions)
- One application per financial year
- Funding available for up to three consecutive years; any further application at the discretion of the Council

Projects must align with one or more of the Council's aims:

- Enhancing civic pride and community identity
- Encouraging use of community facilities
- Promoting health and wellbeing
- Supporting recreation and leisure
- Improving the local environment

3. Community Events Fund

This stream supports annual community events that are open to and benefit the town as a whole.

Key criteria:

- Maximum award: £2,000
- At least 50% match funding required
- Events must be inclusive and promote community cohesion or celebration

This is distinct from the Council's own Events Budget, which is used for events delivered directly by the Town Council.

Carterton Town Council – Grant Agreement

This Agreement is made between Carterton Town Council (“the Council”) and the organisation named below (“the Recipient”).

Project/Event Title: _____

Amount Awarded: £ _____

Funding Stream:

Service Level Agreement (SLA) General Grant Community Events Fund

1. Purpose of the Grant

The grant must be used solely for the project or service described in the approved application dated _____, namely:

[Insert short description of the project/service]

2. Terms and Conditions

1. Use the grant only for the approved project/service.
2. Return any part of the grant that is unspent or used for non-approved purposes.
3. Provide a short written report to the Council within 8 weeks of project/event completion (or annually for SLAs), detailing: activities delivered, outcomes/benefits to Carterton residents, and evidence of spend (e.g., receipts/invoices on request).
4. Publicly acknowledge Carterton Town Council’s support in publicity materials, social media, and at events.
5. Maintain proper governance and financial management, and provide accounts/budgets if requested.
6. Ensure appropriate policies are in place, including: safeguarding (where activities involve children/vulnerable adults), Public Liability Insurance (£5m minimum), and risk assessments/statutory permissions (for events).
7. Inform the Council immediately of any significant changes to the project, organisation, or finances.
8. Comply with all relevant laws and regulations, including data protection and equality legislation.

3. Payment

Grants are paid by BACS upon receipt of a signed agreement. For SLA or larger awards, payments may be staged against milestones.

4. Clawback

The Council reserves the right to withhold, suspend, or recover the grant if:

- The Recipient breaches this Agreement;
- The project does not proceed as outlined;
- The Recipient becomes insolvent or ceases operating;
- Funds are misused or unspent.

5. Duration

This Agreement is effective from the date signed and continues until the project/event has been completed and the required reporting submitted.

Signed for and on behalf of Carterton Town Council

Name: _____

Position: _____

Date: _____

Signed for and on behalf of the Recipient

Name: _____

Position: _____

Date: _____

Carterton Town Council – Grant Outcome Report

This form should be completed and returned to Carterton Town Council within 8 weeks of completing your project or event. For Service Level Agreements (SLAs), an annual report is required.

1. Organisation and Project Details

Organisation Name: _____

Project/Event Title: _____

Grant Reference: _____

Amount of Grant Awarded: £ _____

2. Activities Delivered

Please describe what you did with the grant (include key activities, dates, and locations):

3. Outcomes and Impact

Please describe the difference the grant made to Carterton residents (e.g. number of people reached, benefits to health/wellbeing, community engagement, environment, etc.):

4. Financial Report

Please provide a breakdown of how the grant was spent. Attach receipts/invoices where possible.

5. Publicity and Acknowledgement

Please confirm how Carterton Town Council's support was acknowledged (e.g. publicity materials, social media, press coverage):

6. Supporting Evidence

Please attach any photos, press cuttings, or links that demonstrate the success of your project/event.

7. Declaration

I confirm that the information given above is accurate and that the grant was used for the purposes approved.

Signed: _____ Position: _____

Date: _____

Councillor Email Addresses – gov.uk vs Gmail

Background

Carterton Town Council staff currently use *@carterton-tc.gov.uk* email addresses linked to the Council's website domain and managed by our IT providers, Cloudy IT.

Councillors currently use Gmail addresses in the format *cllr.name@gmail.com*. This approach was adopted due to concerns about:

- Possible clashes for councillors who also serve as district/county councillors (“double hatters” or “triple hatters”), and
- The cost of providing Microsoft 365 accounts for all councillors.

This note sets out the pros and cons of providing councillors with official gov.uk addresses, compared with continuing the current practice.

Advantages of gov.uk email addresses

1. Professionalism & Credibility

- A gov.uk address signals official council business and can increase public confidence.
- Helps distinguish councillor correspondence from personal or party-political emails.

2. Data Protection & Compliance

- Easier to demonstrate compliance with GDPR and FOI requests if council emails are clearly separated.
- Reduces risk of personal data being mixed with private Gmail accounts.

3. Information Security

- Central control (backup, retention, password resets, two-factor authentication) strengthens resilience against cyber threats.
- Aligns with NCSC (National Cyber Security Centre) and NALC (National Association of Local Councils) best practice which advises against councillors using gmail.

4. Consistency & Audit Trail

- Uniform format (e.g., *cllr/firstname.surname@carterton-tc.gov.uk*) improves transparency and simplifies archiving.
- Supports record-keeping, especially when councillors leave office.

5. No clash for “double hatters”

- The advice from Cloudy IT is that different tiers of local government can all issue distinct gov.uk addresses (e.g. john.smith@carterton-tc.gov.uk, john.smith@westoxon.gov.uk).
 - It is common and manageable for councillors to hold more than one official account.
-

Disadvantages / Challenges

1. Cost

- Requires licensing (e.g., Microsoft 365 or Google Workspace for gov.uk domains). Approx. £4–£6 per user per month for basic mailbox functionality.
- For 16 councillors, this would be £1,000 - £1,200 per year.

2. Management Overhead

- IT support required to create, maintain, and close accounts.
- Councillors will need training and occasional technical support.

3. User Experience

- Some councillors may find it inconvenient to manage multiple inboxes (especially if they also hold WODC or OCC addresses). Forwarding rules can mitigate this.

4. Limited Term of Office

- Turnover of councillors means accounts will need regular setup and deactivation.
-

Conclusion / Decision Point

- Using gov.uk addresses would improve professionalism, compliance, and security.
- The main downsides are cost and councillor convenience, though both may be less significant than originally thought.
- Double-hatting is not a barrier, as councillors can hold multiple gov.uk addresses for different authorities.

Recommendation: The Committee may wish to weigh the reputational and compliance benefits against the annual cost, and consider whether to:

1. Provide gov.uk accounts to all councillors;
2. Provide gov.uk accounts only to the Mayor, Deputy Mayor, and committee chairs;
or
3. Continue with Gmail accounts but introduce clearer policies on use, retention, and FOI compliance.



Social Media Policy

Carterton Town Council

September 2024

Contents

1. Introduction

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, a Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

1. Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libelous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk and Deputy Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.

- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavor to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene, harmful or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements.
- Plagiarized material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

2. Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration

and response. We may not respond to every comment we receive, particularly if we are experiencing a heavy workload.

Town Council email.

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or Deputy Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Staff and Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed if possible.

SMS (texting).

Members and staff may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing.

If this medium is used to communicate, please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used. The use will be non-party political. Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

Accessibility

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.

Alternative Text Descriptions for Images

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

Captioning of Videos

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

Context for Animated GIFs

On platforms that allow for alternative text descriptions on GIFs, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

CamelCase Hashtags

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.

