



Carterton Town Council

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29th January 2026

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 3RD FEBRUARY 2026 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 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 2nd December 2025

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. BURIAL REGULATIONS

- a) To review the burial regulations amendments.
- b) To make a recommendation to Council regarding adopting the updated regulations

6. BURIAL FEES

- a) To review the burial fees for 2026-2027.
- b) To make a recommendation to Council regarding implementing the fees as of 1st April 2026

7. POLICY UPDATES

- a) To review the following policies, as suggested by the internal auditor:
IT Policy
Investment policy
- b) To make a recommendation to Council to adopt the policies.

8. PROPERTY UPDATE & LEASES

- a) To consider the report regarding the water at Streatfield House
- b) To make a recommendation to Council that the Clerk will agree a suitable way forward with all parties involved.
- c) To note the request from Carterton Community Centre regarding works.
- d) To review the solicitor response regarding the lease of Carterton Community Centre
- e) To note the works required on the Allandale Centre Roof – following the reports of a leak.

9. COUNCIL RISK ASSESSMENT

- a) To review the updated risk assessment
- b) To make a recommendation to Council following the update.

10. AUDIT & YEAR END

- a) To note the year end closed with Rialtas has been agreed for the 1st April 2026
- b) To note that the final internal audit visit is booked for 11th June 2026

11. 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.

12. PURCHASE OF LAND

- a) To receive an update regarding the progress on the land purchase
- b) To discuss any recommendations to the committee would like to make to Council.

15. DATE OF NEXT MEETING

Committee to note the date of the next meeting as Tuesday 7 April 2026 at 6pm.

Members of the Press and Public Welcome



Carterton Town Council

**A Meeting of the FINANCE & GOVERNANCE COMMITTEE was held on
2 DECEMBER 2025 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 K Godwin, Cllr M Mead and Cllr D Melvin

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

Also in attendance: 2 Members of the Public (Cllr R Brooks)
 (Cllr S Watson)

ITEM	MINUTE	VOTE/ ACTION
FG01/2025-26/30	APOLOGIES	
	<p>Committee to receive apologies for absence.</p> <p>Apologies were received from Cllr E Hatton & Cllr Guest</p>	
FG02/2025-26/31	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>No declarations were received, Cllr McBride reminded members to raise any declarations if they arose during the meeting.</p>	
FG03/2025-26/32	MINUTES OF THE PREVIOUS MEETING	
	<p>Committee to approve and sign the minutes of the Finance and Governance meeting held on 7 October 2025 & 28 October 2025.</p> <p>IT WAS RESOLVED to agree the minutes of the Finance and Governance Committee on the 7 October 2025 as an accurate and true record of the meeting.</p>	<p>Proposed: MM Seconded: Vote: All for</p>

	<p>IT WAS RESOLVED to agree the minutes of the Finance and Governance Committee on the 28 October 2025 as an accurate and true record of the meeting following the amendments to the below items:</p> <p>FG09/2025-26/25 (Grant Guidance) – final paragraph to read: “no changes were suggested instead of Not changes were suggested</p> <p>FG10/2025-26/26 a) (.gov.uk item) – minute incorrectly recorded as seconded by <i>EH</i> (Cllr Hatton), who was absent; this will be amended.</p> <p>FG12/2025-26/28 Sweet Spot Lease Update – correction from “lease to be rough back” To Lease to be brought back.</p> <p>Cllr King arrived at 18.03 which was after the minutes of 7 October were signed but was present for the 2nd set of minutes</p>	
FG04/2025-26/33	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 public wished to speak.</p>	
FG05/2025-26/34	TOWN COUNCIL STRATEGIC PLAN 2025-2025	
	<p>To consider the amendments to the draft town council strategy for 2025-2027 and recommend the next steps to council.</p> <p>The Clerk presented the updated draft of the Carterton Strategic Plan, incorporating:</p> <p>Requests from councillors to better reflect older residents within the “inclusive communities / young people” objective.</p> <p>Cross-cutting themes relating to Local Plan growth and local government reorganisation, both of which will significantly influence the Council’s priorities over the next four years.</p> <p>Links to existing projects, including The Dell, Willow Meadows, town centre improvements, play parks, and Section 106 schemes.</p>	

	<p>Members also discussed various typographical items were highlighted for correction (pages 13, 17 and 18).</p> <p>Wording around social isolation should be broadened, recognising impacts across all age groups, not solely older people.</p> <p>A monitoring framework should be built in, with quarterly reviews suggested. Any completed actions should be moved to the end of the document as an appendix and record of actions.</p> <p>IT WAS RESOLVED that the Strategic Plan be recommended to Council in principle, subject to the plan being treated as a live document, reviewed at least quarterly with progress reporting and updates and that a monitoring framework be drafted for consideration.</p>	<p>Vote: All For</p>
<p>FG06/2025-26/35</p>	<p>GOVERNMENT'S AUTUMN BUDGET</p>	
	<p>To review the implications of the government's autumn budget in relation to town councils.</p> <p>The RFO provided an update following the national budget announcements. Increases to the National Living Wage will not affect the staff, as they are already paid above this rate.</p> <p>No material changes to tax or National Insurance were identified that would impact Council finances.</p> <p>The Committee noted the update and confirmed that the draft budget remains sound.</p>	<p>Noted</p>
<p>FG07/2025-26/36</p>	<p>BANKING & ACCOUNTS</p>	
	<p>a) To consider making a recommendation to council to add a second multi-pay card to the existing bank account.</p> <p>The Committee considered establishing a second multi-pay card due to capacity issues with the existing £500 limit during major events and operational purchases.</p> <p>IT WAS RESOLVED that the committee recommend to Council that a second Multi-Pay card be issued in the RFO's name , with a £500 limit, to support resilience and operational efficiency.</p> <p>b) To approve and recommend to council the signatories for the new CCLA Investment Account</p>	<p>Proposed: NK Seconded: MM Vote: All For</p>

	<p>The CCLA account has been approved previously, but a new resolution is required to confirm signatories due to the age of earlier minutes and potential changes in personnel.</p> <p>It was proposed that Cllr C Lincoln and Cllr K Wood be approached as additional signatories, giving a total pool of seven possible members from which the required two signatures may be drawn.</p> <p>IT WAS RESOLVED the committee would recommend that the above councillors would be approached to be appointed as signatories to the CCLA in addition to the existing five Councillors.</p>	<p>Proposed: KG Seconded: NK Vote: All For</p>
<p>FG08/2025-26/37</p>	<p>DELEGATED AUTHORITY</p>	
	<p>a) To consider making a recommendation to council for an amendment to the Financial Regulations to give the Clerk delegated authority</p> <p>The RFO explained that delegated authority had been granted in May 2025, when Council amended the Clerk’s authority from solely being used in matters regarding health and safety and in case of emergency to a wider generalised use of £1000.00 per item.</p> <p>This means that Clerk can agree small items of work, such as tree works, without adding them to the works for authorisation.</p> <p>b) To agree the terms and level of delegated authority</p> <p>IT WAS RESOLVED members recommend to council that the level of delegated authority continue at £1000.00 and any works agreed, be added to the works for authorisation as works completed under delegated authority.</p>	<p>proposed: MM Seconded: NK Vote: All For</p>
<p>FG09/2025-26/38</p>	<p>S106 FUNDS UPDATE</p>	
	<p>To note the update on the recent request for funds from the S106 agreement (15/04061/OUT) for the land south of Stanmore Crescent.</p> <p>The Committee received updates on recent S106 submissions:</p> <p>The Signage Contribution – Approved. Funds are being transferred. The funds are for two traditional fingerpost signs: (one at Stanmore Crescent and one In the Town Centre) and for a three bay notice board, sited on Carterton Recreation Ground.</p>	

	<p>The Town Centre Improvements – WODC have requested clarification; responses are being prepared.</p> <p>The Street Scene Contribution – Further information requested regarding the proposed memorial garden, as the preferred site has been turned down by the RAF however a second site has been suggested.</p>	Noted
FG10/2025-26/39	CLOSURE OF MEETING TO THE PRESS AND PUBLIC	
	<p>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.</p> <p>IT WAS AGREED that the meeting could be closed to press and public. Cllr McBride declared that he would suspend the standing orders and allow Cllr Brooks and Cllr Watson to remain or the private and confidential session. Meeting closed to the public at 6.34 pm</p>	Proposed: MM Seconded: NK All in Favour
FG11/2025-26/40	PURCHASE OF LAND	
	<p>To consider several parcels of land for sale and make a recommendation to council on the budget</p> <p>Members discussed the parcels of land for sale, noting the benefits to Council and the drawbacks of purchasing land. They discussed how to finance any purchases and potential budget limits that may apply.</p> <p>Due to the commercial sensitivity any reports to Council would remain Private and Confidential so as not to prejudice the Councils negotiations.</p> <p>IT WAS RESOLVED that members would make a recommendation to Council, to continue discussions regarding purchasing the land.</p>	Proposed: McB Seconded: NK Vote: All For
FG12/2025-26/41	LEASE UPDATE	
	<p>To consider and recommend the new draft lease for No.1 the Sweet Spot.</p> <p>Amendments were provided to the committee. Members discussed the lease.</p> <p>IT WAS RESOLVED that members recommend to Council that they accept the terms and conditions of the new lease.</p>	Proposed: McB Seconded: MM Vote: 4 for Abstained: KG

FG13/2025-26/42	PARTNERSHIP REQUEST	
	<p>To consider an approach from SJH Group to take part in a project to celebrate 100 years of Monarchy and Democracy and make a recommendation to council.</p> <p>Members discussed the costs associated with the project, whilst it would good to be included in the project, the cost was too high.</p> <p>IT WAS RESOLVED that members would recommend to council to decline the offer.</p>	<p>Proposed: MM Seconded: DM Vote: All for</p>
FG14/2025-26/43	DATE OF NEXT MEETING	
	<p>Committee to note the date of the next meeting as 3 February 2026 at 6pm.</p>	

The meeting closed at 7.15 pm.

Chair: _____

Date: _____



Carterton Town Council

Black Bourton Cemetery

Regulations

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1. Introduction

- 1.1. These regulations apply to the sections of Black Bourton Cemetery owned by Carterton Town Council.

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

Stella Catt, Records Officer, Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, Oxon, OX18 3JL. Email: scatt@carterton-tc.gov.uk, Tel: 01993 842156

The offices are open from 9.30am to 16.30pm Monday to Friday (excluding bank holidays).

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Cemetery

- 3.1. The Cemetery is open to visitors every day of the year and is accessed through the churchyard of St Mary's Church.
- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, rollerblades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances may be asked to leave.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the Cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- 3.5. Dogs are permitted in the Cemetery but must be kept on a lead. Dog owners must clean up after their dog and dispose of it in the general waste bins provided.
- 3.6. Vehicles should be parked on the roadside rather than on the Church driveway. Drivers should avoid parking so as to cause a nuisance to residents or other users. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst at the Cemetery.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in accordance with Standing Orders.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved away for health or welfare reasons, such as moving into a care home, and in the case of a stillborn child when one of the parents is such an inhabitant. This applies to fees for interment and purchase of the Exclusive Right of Burial.
- 4.5. The Council must be notified of any change of address as soon as possible so that appropriate records can be updated.
- 4.6. These regulations are not exhaustive and where matters arise that are not specifically covered, the Council is authorised to make such decisions as it considers reasonable and necessary for the day to day management and control of the Cemetery. Should any difference or dispute arise as to the real intent, meaning or interpretation of these regulations, the decision of the Council shall be final.
- 4.7. The Council reserves the right to amend these regulations from time to time and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of consecrated and unconsecrated sections. The allocation of grave spaces shall be on a next-in-line basis and at the discretion of the Council.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, ie graves cannot be pre-purchased or reserved, although the Council reserves the right to grant permission in exceptional circumstances. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the Council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at paragraph 9 below.
- 5.6. The types of graves available are traditional Graves, Ashes Plots and Children's Graves. Traditional Graves can accommodate memorials, including kerbsets and ledgers, and can be planted over the length of the grave; Ashes Plots are for the burial of cremated remains only; Children's Graves are for the burial of children under 17.
- 5.7 All graves will be excavated and prepared for interment by the Funeral Director's appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of the Town Clerk. The depth of each grave will be determined by the Funeral Directors' contractors in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8 When a second burial takes place in an existing grave, the soil removed during grave digging will need to be temporarily stored immediately next to the grave being dug. Where this affects an adjacent grave, a tarpaulin or similar will be used to protect the grave. This is unavoidable and will be dealt with as quickly as possible.
- 5.9 Following an interment, the grave will be leveled by the Funeral Director's contractor. Any graves that appear sunken over time may be topped up by the contractor as necessary.

6. Coffins/Ashes Caskets

- 6.1. All bodies for interment are to be contained within a sealed container, such as a coffin or ashes casket. Such containers are to bear the identity of the person contained therein. Coffins and ashes caskets for burial should be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo or cardboard whenever possible.
- 6.2. The scattering of ashes within the Cemetery is not permitted.

7. Booking of Interments

- 7.1. A provisional booking for a funeral should be made to the Council via the Funeral Director.
- 7.2. The provisional booking will be followed up by the submission of a completed Notice of Interment by the Funeral Director to the Council offices at least 48 working hours in advance

of the intended date and time of the funeral. Receipt of the fully and correctly completed Interment form will act as confirmation of the provisional booking.

- 7.3. In respect of private graves, the deed of grant (or certificate) for the Exclusive Right of Burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.5. It is the responsibility of the Funeral Director to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.6. The Certificate given by the Registrar of Births and Deaths or a Coroner's Order must be delivered to the Council Offices prior to the funeral.

8. Interments

- 8.1. Funerals will normally be permitted Monday to Friday 09.30 – 15.00 for most of the year, but up to 16.00 in the summer months (excluding Public Holidays). It may be possible to arrange funerals outside of these times. Please contact the Town Clerk if a time outside of the permitted hours is required.
- 8.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.3. Any floral tributes from the funeral will be placed on top of the grave following backfilling and may remain in situ for up to three months before being cleared by Council staff (unless already removed by family members).

9. Memorials

- 9.1. Headstones will be inspected for safety at regular intervals. Plot owners are responsible for making repairs where headstones have become loose. If owners cannot be contacted, the Council reserves the right to make headstones safe by making repairs or laying them flat.
- 9.2. Headstones must be approved on an individual basis by the Council. White marble or white stone memorials are not allowed under a covenant on the land. Headstones in the shape of animals or toys are only allowed in the children's section of the cemetery.
- 9.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.

9.4. Benches, trees or any other type of memorial must be approved by the Council before installation at the Cemetery. Any benches installed must adhere to the Council's Benches Policy. Council reserves the right to remove/replace the memorial should this be deemed necessary.

9.5. Memorials should be fixed using BRAMM or NAMM accredited guidelines. The grave space may be defined through planting of suitable plants or the installation of kerbsets by a BRAMM or NAMM accredited memorial mason.

9.6. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.

9.7. The maximum dimensions for memorials are as follows:

Graves - Headstone	Height 3'6 x Width 2'6 x Depth 12" (minimum of 3" thick)
Graves – Kerbset/Ledger	Height 3'6 x Width 3'0 x Length 7'0
Ashes Plots	Flat/sloping tablet – size varies depending on location
Family Ashes	Full size headstone and flat/sloping tablet for further inscriptions (as above).

9.8. All memorials shall bear the grave/plot number in good legible lettering not more than 12mm (½ inch) in height. The name of the stonemason without address may be inscribed on a memorial on the reverse of the headstone towards its base. On kerbsets, the grave number and mason's name should be inscribed on the right-hand side of the foot kerb - lettering to be a maximum of 12mm by 150mm (½ inch by 6 inches).

9.9. Graves may have one upright headstone and flat or sloping tablets for further inscriptions.

10. Care of Graves and Memorials

10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of six months from the date of the letter to affect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Dead flowers, grass clippings and other forms of vegetation must be removed and placed in the appropriate bins provided. All rubbish must be placed in the correct bin.
- 10.3. All flower holders or other items left on graves should preferably be made of non-breakable material. Any items left on graves are at the owner's risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site, including any items placed outside of the grave space itself, which should be kept clear for access purposes.
- 10.4. Due to the rural location, rabbits and other wildlife have been seen in the Cemetery and therefore any planting on graves is at risk of damage.
- 10.5. No trees or shrubs may be planted on graves. Only suitable planting such as annual bedding will be permitted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.
- 10.6. Plot owners are asked to maintain their plot in such a way as not to encroach on neighbouring plots or to interfere with the maintenance of the burial ground. The Council reserves the right to require plot owners to tidy graves when necessary. If owners cannot be traced, the Council will arrange for plots to be cleared.

April 2026

**CARTERTON TOWN COUNCIL
BURIAL FEES 2026/2027**



EXCLUSIVE RIGHT OF BURIAL	RESIDENTS	NON-RESIDENTS
GRAVES: Child. For the Exclusive Right of Burial for a period not exceeding 50 years in an earthen grave of the body of a stillborn child, or of a child whose age at the time of death did not exceed 18 years.	£135.00	£270.00
Adult. For the Exclusive Right of Burial for a period of 50 years in an earthen grave, irrespective of depth of grave.	£400.00	£800.00
ASHES PLOTS: Ashes (single depth). For the Exclusive Right of Burial for a period of 50 years of cremated remains in an earthen grave in the ashes sections.	£100.00	£200.00
Ashes (double depth). For the Exclusive Right of Burial for a period of 50 years of cremated remains in an earthen grave in the ashes sections.	£175.00	£350.00
Transfer of Exclusive Right of Burial	£50.00	
INTERMENTS		
GRAVES: Child. Of the body of a stillborn or of a child whose age at the time of death did not exceed 18 years.	No charge	No charge
Adult. Of the body of a person whose age at the time of death exceeded 18 years.	£350.00	£700.00
ASHES: Child. Of the cremated remains of a stillborn or of a child whose age at the time of death did not exceed 18 years.	No charge	No charge
Adult. Of cremated remains of a person whose age at the time of death exceeded 18 years.	£135.00	£270.00
MEMORIALS AND INSCRIPTIONS		
For a memorial or plaque including the first inscription.	£200.00	
For each inscription after the first.	£120.00	
OTHER FEES		
Administration fee. For any additional work not covered under the categories above, for example record searches, more than one interment in a coffin/casket.	£35.00	

Some fees are doubled for non-residents – see Cemetery Regulations for further details.

CARTERTON TOWN COUNCIL

INFORMATION TECHNOLOGY (IT) POLICY

1. Introduction

Carterton Town Council relies on information technology systems and electronic communications to carry out council business efficiently and securely. This policy sets out the standards and rules for the use of the council's IT equipment, systems, and digital services.

The council may use a combination of office-based and cloud-based systems, portable devices, and external IT support providers. This policy reflects those arrangements and must be read alongside the council's Data Protection, Records Management, and Health & Safety policies.

2. Purpose of the IT Policy

The purpose of this policy is to:

- Set expectations for appropriate use of council IT systems and equipment
- Raise awareness of cyber and data security risks
- Safeguard council data, systems, and digital assets
- Define acceptable and unacceptable use
- Outline consequences of misuse or breaches

Limited personal use of council IT equipment is permitted, provided it:

- Takes place during lunch breaks or outside working hours
- Does not interfere with council duties
- Does not breach this policy

The Clerk is responsible for determining what constitutes "reasonable" personal use.

3. Monitoring of IT Use

Carterton Town Council reserves the right to monitor the use of its IT systems where there is a legitimate reason to do so. Monitoring will be:

- Proportionate
- Carried out in line with UK GDPR and the Data Protection Act 2018
- Clearly communicated to users

Monitoring may include email, internet use, file access, and system logs.

4. Scope of this Policy

This policy applies to:

- Councillors

- Employees
- Contractors and agency staff
- Volunteers or other authorised users

It applies regardless of working location (office, home, remote venues, or travel).

5. Computer Use

5.1 Hardware

- Council IT equipment is primarily for council business.
- All users must lock computers when leaving their desks.
- Equipment must be handled with care and kept clean.
- Food and drink must be kept away from devices.
- Equipment must not be dismantled.
- No IT equipment or software may be purchased without prior authorisation from the RFO/Clerk
- Personal USB devices or storage media may not be used without approval from the Clerk.
- Faults or damage must be reported to the Clerk or the council's IT provider immediately.

6. Equipment

6.1 Portable Equipment

Includes laptops, tablets, and smartphones.

Users must:

- Keep devices secure and under supervision
- Never leave equipment unattended in vehicles
- Ensure devices are encrypted and protected with a PIN/password
- Enable remote wipe functions where possible
- Report loss or damage immediately to the Clerk

If loss or damage results from negligence, the individual may be liable for the first **£100** of the cost.

Recording of non-public meetings or conversations is prohibited without permission (except where lawful under the Openness of Local Government Regulations 2014).

6.2 Use of Personal Devices (BYOD)

Personal devices may be used for council purposes with permission.

Users must:

- Keep devices updated
- Use a strong password (three random words method)
- Enable automatic lock after 2 minutes
- Use council email accounts only for council business

- Keep council and personal data separate
- Use secure Wi-Fi only
- Notify the Clerk if a device is lost or compromised

Council data must not be stored on personal cloud services unless authorised.

The council may require temporary access to a device if needed for legal or security reasons

7 Health and Safety

The council will:

- Provide suitable workstations for office staff
- Offer eye tests for display screen equipment users (see eye test policy for further information)
- Address workstation concerns raised with the Clerk

Any equipment hazards must be reported immediately.

8. Password and Authentication Policy

- Strong passwords using three random words are required
- Passwords must never be shared
- Multi-Factor Authentication (MFA) must be used where available
- Default passwords must be changed immediately
- Passwords must be stored in an approved password manager
- Suspected compromise must be reported immediately

Administrative passwords are managed by the IT provider, with emergency access details held securely by the Clerk and IT Provider.

9. Monitoring

The council may:

- Log internet and email use
- Inspect files on council systems
- Use monitoring software to protect against threats

Monitoring is carried out in line with the Investigatory Powers Regulations 2018 and data protection law. Information is retained only as long as necessary.

Improper use may lead to disciplinary action.

10. Remote Working

When working away from council premises:

- Do not save passwords on shared/public devices
- Prevent others from viewing screens
- Secure printed materials

- Avoid public Wi-Fi unless secure
- Keep equipment and data secure at all times
- Use screen privacy filters where possible

Council data must never be left visible or unattended.

11. Email

Council email is for council business.

Limited personal use is permitted outside working hours.

Users must:

- Be cautious with attachments and links
- Avoid long unnecessary email chains
- Use professional and respectful language
- Use council email addresses for council work only

The council may withdraw email access if misused

12. Use of the Internet

Users must:

- Comply with copyright law
- Not download illegal or inappropriate material
- Check with the Clerk before using council branding online
- Treat online information critically

13. Use of Social Media

Social media use must not damage the reputation of Carterton Town Council.

Users must:

- Not claim to speak for the council unless authorised
- Not post confidential or internal information
- Avoid defamatory, discriminatory, or abusive content
- Obtain permission before posting images from council premises
- Refer media enquiries to the Clerk

Council-related accounts must have login details shared with the Clerk.

14. Misuse

Misuse of IT systems may result in:

- Withdrawal of access
- Disciplinary action
- Dismissal (for employees)

- Termination of contracts (for non-employees)

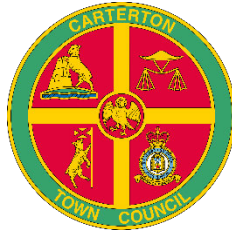
15. Guidance

Text in brackets in the source template has been adapted for Carterton Town Council. This policy should be reviewed annually.

Adopted by: Carterton Town Council

Review frequency: Annually

Responsible Officer: Town Clerk



CARTERTON TOWN COUNCIL INVESTMENT POLICY 2025-2026

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Carterton Town Council.
- 1.2 This policy reflects the Council's Financial Regulations (Section 8 - Loans & Investments) and Section 17 (Risk Management).
- 1.3 The Local Government Act 2003 Section 12 provides the Power to Invest:
 - (a) for any purpose relevant to its functions under any enactment, or
 - (b) for the purposes of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

- 1.4 The Council acknowledges its duty of care to the community and the prudent investment of public money.

2. OBJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
 - the security of capital funds to minimise the risk of losses
 - the liquidity of investments to meet cash flow needs of the Council
 - maximising income within the framework of the national economic framework
- 2.2 The Council will aim to achieve a high rate of return on its investment commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investments and deposits will be with UK registered Banks or Building Societies.
- 3.2 All investments, deposits and interest will be in pounds sterling.
- 3.3 Investments for current expenditure will be on seven-day draw-down deposit accounts with the District Council.

- 3.4 Amounts sufficient to fund the expenditure of the Council will be drawn down on a monthly basis and are paid into the Council's money manager account.
- 3.5 Investments not required for current expenditure may be placed on longer term deposit of up to three years.

4. MANAGEMENT

- 4.1 The Responsible Financial Officer will determine the amounts that are used to maintain operational activity.
- 4.2 The Responsible Financial Officer will consult the Council on the investment of funds not required for current expenditure.
- 4.3 The Responsible Financial Officer will report to the Council annually the Council's investment portfolio.

Report to Council: Recovery of Water Charges & Future arrangements – Streatfield House

Purpose of Report

To inform Council of the situation regarding outstanding water bills for Streatfield House, outline the current issues with water supply and billing, and present possible options for resolution.

Background

Carterton Town Council has received two water bills from Castle Water relating to Streatfield House. Copies of these bills are included as Appendix A to this report.

The bills have been addressed to the Town Council in its capacity as landlord of the property.

It has since become apparent that:

- One water meter supplies multiple properties/units within Streatfield House.
- Water charges appear not to have been paid prior to October 2023.
- It is unclear who was responsible for water payments before October 2023.

Current Position

The Clerk has contacted all current occupants of Streatfield House requesting a meeting to discuss the matter and agree a way forward.

Responses to date:

Occupant	Response
FitFigures	Agreed to attend a meeting
The Sweet Spot	Requested that the Council resolve the issue and suggested installation of an additional meter
The Shake Shop	No response received

The RFO has calculated a proportional split of the water charges which is considered to be a fair distribution between occupants based on available information. These calculations are included below / attached as Appendix B

Key Issue

The current arrangement — one shared water meter across multiple separate occupancies — makes:

- Accurate billing per tenant difficult
- Responsibility for historic charges unclear
- Ongoing administration burdensome
- Disputes more likely

This is not a sustainable long-term solution.

Advice from Castle Water

Following discussions with Castle Water, Council has the option to request installation of a new meter / new supply arrangement.

Option 1 – New Inlet Supply & Meter

This would involve creating a separate supply and meter.

Process & Costs (known so far):

- Application for a new inlet supply: £259.00
- Visit from a Thames Water designer to assess works: (Cost currently unknown dependent on pipework requirements)
- Plumber costs to split internal supply within the property (also unknown at this stage)

Advantages:

- Clear separation of water usage
- Fair and accurate billing
- Reduced future disputes
- Long-term solution

Disadvantages:

- Upfront financial cost most likely occurred by council
- Potential disruption during works

Option 2 – Install Sub-Metering Arrangement

Council could request installation of a water meter arrangement similar to that used at:

- The Town Hall
- The Vets

Water charges could then continue to be proportioned in an agreed manner between tenants based on meter readings and an agreed formula.

Advantages:

- Lower immediate infrastructure change
- Familiar system already in use elsewhere

Disadvantages:

- Still requires proportional calculations
- Does not fully remove shared-supply complications
- Potential for ongoing disputes

Option 3 – Continue with Current Proportional Method

Council could continue to:

- Pay the main bill
- Recharge tenants using the RFO's proportional calculation method

Advantages:

- No installation costs
- Immediate continuation

Disadvantages:

- Not a long-term solution
- Ongoing administrative burden
- Potential liability risks
- Continued lack of clarity and accountability

Financial Implications

At present:

- Outstanding charges (see Appendix A)
- Potential initial cost of £259.00 plus unknown Thames Water and plumbing costs if Option 1 is pursued.

Recommendations for Council Consideration

Council is asked to:

1. **Note** the current position regarding unpaid water charges.
2. **Consider** whether to pursue:
 - A new inlet supply and meter (Option 1), or
 - A sub-metering/proportional arrangement (Option 2), or
 - Continue the temporary proportional method (Option 3).
3. **Agree** whether officers should obtain:
 - A quote from Thames Water
 - Plumbing cost estimates
4. **Support** continued engagement with tenants to agree interim payment arrangements.

Appendices:

- **Appendix A** – Castle Water Bills
- **Appendix B** – RFO Proportional Cost Calculations

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- 8 OCT 2025



CARTERTON TOWN COUNCIL
Town Hall, 19
Alvescot Road
CARTERTON
OX18 3JL

PAID

STREATHFIELD HOUSE

Account Number	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	07 October 2025
[REDACTED]	[REDACTED]
[REDACTED]	319 4277 88

EG:178513375



Your payment of £427.79 is due by the 21 October 2025

Your water and wastewater bill is now due

Your payment of £427.79 is due by the 21 October 2025.

Paying by Direct Debit is the easiest way to pay your bills and spread the cost plus you're covered by the Direct Debit Guarantee scheme. You'll never need to worry about a missed payment again.

Please pay now by bank transfer, debit or credit card or set up a direct debit, you can do this by simply clicking on the payment link or scanning the QR code.

Your Statement

For the period 01 August 2025 - 31 January 2026

Account Summary

Your previous balance	£1,159.64
Payments received	£1,159.64 CR
Balance brought forward	£0.00
Your charges this period	
Water usage and charges	£207.54
Waste usage and charges	£178.74
Sundry charges	£0.00
Total charge	£386.28
VAT	£41.51
Total Charges	£427.79

Please pay £427.79

Contact Us

Got a question? we are here to help, connect with an advisor at castlewater.co.uk or via the QR:

Webchat

Customer portal



Your charges for the period are explained on page 3, please contact us immediately if you have a query

Over 20,000 5-star reviews

Less mess when you switch to paperless

Make the switch today

CLERK	[REDACTED]
SIGN 1	[REDACTED]
SIGN 2	[REDACTED]
NOMINAL	4 [REDACTED]

Wastewater SPID: 3012887148S14
Water SPID: 3012887148W17
SPID Address: 1 (Grd & 1st Flr) STREATFIELD HOUSE, ALVESCOT ROAD, CARTERTON, OX18 3XZ
Tariff: Retail Default Water (England)
 Retail Default Sewerage (England)
Invoice Period: From 01/08/2025 to 31/01/2026

Your meter information

Meter Serial Number	Chargeable Meter Size (mm)	Water Consumption (m3)	Return to Sewer (%)
14030139	15	67	

Your readings

Meter Serial Number	Previous Reading	Previous Read Date	Current Reading	Current Read Date	Consumption
14030139	636 E	01/08/2025	703 E	01/02/2026	67

Your charges

Volumetric Charges	Unit Rate	Number of Units	Charge (£)	VAT Type	VAT (£)	TOTAL (£)
Metered Foul Sewerage Volumetric	(R) 1.705400	63.65 M3	108.55	Z	0.00	108.55
Potable Water Volumetric	(R) 2.589500	67 M3	173.50	S	34.70	208.20

Fixed Charges	Unit Rate	Number of Units	Charge (£)	VAT Type	VAT (£)	TOTAL (£)
Metered Foul Sewerage Metering	(R) 0.226630	184 DAYS	41.70	Z	0.00	41.70
Metered Foul Sewerage Fixed	(R) 0.154822	184 DAYS	28.49	Z	0.00	28.49
Potable Water Fixed	(R) 0.184986	184 DAYS	34.04	S	6.81	40.85

Bill totals

Net (£)	VAT (£)	Gross (£)
386.28	41.51	427.79

Glossary

SPID Supply Point Identification
m3 Cubic metre is 1,000 litres

VAT Type Rate Applied

Z Zero rate
S Standard rate of 20%

Charge Type

W Wholesale Charges
R Retail Charges

Reading Type

V Visual
E Estimated

Meter readings

We aim to read your meter at least once per year. If the meter read is significantly different to what we expect your next bill may be estimated. You can submit your own meter reading at castlewater.co.uk/meterread

Scheme of Charges

Can be viewed at castlewater.co.uk/scheme-of-charges

Business Assessed

If you are a business assessed customer, please ensure we have your up-to-date details, you can fill this in at castlewater.co.uk/business-assessed

VAT exemption?

You may be entitled to an exception from VAT, subject to HMRC rules. Complete a VAT declaration form with your Standard Industrial Classification (SIC) code at castlewater.co.uk/sicform

For a more detailed explanation of your bill please visit: castlewater.co.uk/billexplained, or scan the QR code



Payment information breakdown

Transaction Type	Payment (£)	Payment Date
Payment 21/05/2025	1,159.64 CR	21/05/2025

Castle Water bill								
Total Bill:	£1,159.64			Total Bill:	£427.79			
Billing period:	1st October 2023	31st March 2024	6 months	Billing period:	1st August 2025	31st January 2026	6 months	
	1st April 2024	31st March 2025	12 months					
	1st April 2025	31st July 2025	4 months					
Time Occupied:	Fitfigures	1st October 2023	31st July 2025	22 months	Time Occupied:	Fitfigures	6 months	
	Shake Shop	1st October 2023	30th April 2024	7 months		No1 Sweet Spot	6 months	
	Unoccupied	1st May 2024	31st May 2024	1 month				
	No1 Sweet spot	1st June 2024	31st July 2025	14 months				
Proportion:				Proportion:				
	Fitfigures 1/4				Fitfigures 1/4			
	Shake Shop 3/4				No1 sweetspot 3/4			
	No1 sweetspot 3/4							
Calculations:	£1159.64 / 22 months = £52.71 pm			Calculations:	£427.79/ 6 months = £71.30 pm			
	£55.22 / 4 = £13.177 per month per 25%				£71.30 / 4 = £17.825 per month per 25%			
Amount due:				Amount Due:				
	Contributors	Time occupied	Monthly payment	Total Due	Contributors	Time occupied	Monthly payment	Total Due
	Fitfigures	22 months	£13.18	£289.96	Fitfigures	6 months	£17.825	£106.95
	Shake Shop	7 months	£39.53	£276.72	No1 Sweet Spot	6 months	£53.475	£320.85
	No1 Sweet Spot	14 months	£39.53	£553.42				£427.80
	Unoccupied (Council)	1 month	£39.54	£39.54				
				£1,159.64				



Empire Roofing Services (Oxford) Ltd
Unit 34, Stanley Court
Richard Jones Road
Witney
Oxon OX29 0TB
info@empire-rs.co.uk
VAT: 353800512

Carterton Town Council
Town Hall
19 Alvescot Road
Carterton
OX18 3JL

**ESTIMATE 1408 -
ALLANDALE
21 January 2026**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	The estimation for the roof works at Allandale, 8 Burford Road, OX18 3AA The estimation includes the following: - Removal of existing ridge tiles including any fixings - Supply and installation of new Marley Modern ridge tiles to main roof elevation - Removal of waste materials from site - Scaffolding for a safe access	1,590.00	20%	1,590.00
			Net Total	1,590.00
			VAT	318.00
			GBP Total	£1,908.00

Other Information

Company Registration Number: 12402998

Terms and conditions can be found on our website here <https://www.empire-rs.co.uk/terms-conditions/>





NJH Gutter cleaning

Allandale Family Centre, Burford Road OX18 3AA



This section of guttering was installed with union brackets instead of fascia brackets, there are multiple leaking union brackets that are leaking. This could be resolved by replacing all the leaking brackets or removing the entire section of gutter and installing correctly.



QUOTE

Date: 28 January 26
Quote #657

TO

Lyndy Dennis
Allandale Family Centre,
Burford Road
OX18 3AA

FROM

NJH Gutter Cleaning
9 Lime Grove,
Milton under Wychwood
Nr Chipping Norton, England OX7 6SU
info@njh-gutterclean.co.uk
Tel: +44 07594 601377
www.njh-gutterclean.co.uk

QUOTE ITEM OPTION 1

To replace leaking union brackets x 4 **£75.00**

QUOTE ITEM OPTION 2

To replace 4 metre section with new, correct guttering plus correct fascia brackets and fittings. **£265.00**

Quotation Total: £

Please feel free to contact us if you have any questions.

