



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 and Cllr S Watson)

ITEM	MINUTE	VOTE/ ACTION
FG31/2025-26/1	APOLOGIES	
	<p>Committee to receive apologies for absence.</p> <p>Apologies were received from Cllr E Hatton and Cllr J Guest.</p>	
FG32/2025-26/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	<p>With reference to items on the agenda, Members are reminded of their responsibility to declare interests and to update their Register of Interest as required.</p> <p>No declarations were received, Cllr McBride reminded members to raise any declarations if they arose during the meeting.</p>	
FG33/2025-26/3	MINUTES OF THE PREVIOUS MEETING	
	<p>Committee to approve and sign the minutes of the Finance and Governance meeting held on 7 October 2025 and 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>FG25/2025-26/09 (Grant Guidance) – final paragraph to read: ‘no changes were suggested’ instead of ‘not changes were suggested’.</p> <p>FG27/2025-26/8 a) (.gov.uk item) – minute incorrectly recorded as seconded by <i>EH</i> (Cllr Hatton), who was absent; this will be amended.</p> <p>FG29/2025-26/10 (No.1 Sweet Spot Lease) – correction from ‘lease to be rough back’ to ‘lease to be brought back’.</p> <p>Cllr King arrived at 6.03pm, which was after the minutes of 7 October were signed but was present for the second set of minutes.</p>	
<p>FG34/2025-26/4</p>	<p>PUBLIC PARTICIPATION</p>	
	<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>	
<p>FG35/2025-26/5</p>	<p>TOWN COUNCIL STRATEGIC PLAN 2025-2025</p>	
	<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. 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. 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). 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>	Vote: All For
FG36/2025-26/6	GOVERNMENT'S AUTUMN BUDGET	
	<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.</p> <p>Increases to the National Living Wage will not affect the staff, as they are already paid above this rate. 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>	Noted
FG37/2025-26/7	BANKING & ACCOUNTS	
	<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>	Proposed: NK Seconded: MM Vote: All For

	<p>b) To approve and recommend to council the signatories for the new CCLA Investment Account.</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>FG38/2025-26/8</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 £1,000.00 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 £1,000.00 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>FG39/2025-26/9</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 noticeboard, 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
FG40/2025-26/10	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.</p> <p>Meeting closed to the public at 6.34 pm.</p>	Proposed: MM Seconded: NK All in Favour
FG41/2025-26/11	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



FG42/2025-26/12	LEASE UPDATE	
	<p>To consider and recommend the new draft lease for No.1 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>	<p>Proposed: McB Seconded: MM Vote: 4 for Abstained: KG</p>
FG43/2025-26/13	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>
FG44/2025-26/14	DATE OF NEXT MEETING	
	<p>Committee to note the date of the next meeting as 3 February 2026 at 6pm.</p>	<p>Noted</p>

The meeting closed at 7.15 pm.

Chair:



Date:

3/2/26.
