



**Castle Cary Town Council**

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**NOTICE OF CASTLE CARY TOWN COUNCIL ANNUAL MEETING**

All Town Councillors are hereby summoned to the following meeting, to be held at 7:00pm on Monday 15<sup>th</sup> May 2017 at the Market House, Castle Cary:

Signed on behalf of the Council \_\_\_\_\_ Susan Hake, Town Clerk  
 Date: 9<sup>th</sup> May 2017

Before the meeting there will be a public session to enable people to ask questions of the Council, and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an Agenda Item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes

2017	<u>AGENDA</u>
TC53	<p><b>53.1 Nomination and Election of Chair of the Town Council for the 2017/18 Municipal Year.</b>  <b>Declaration of Acceptance of Office to be signed.</b></p> <p><b>53.2 Nomination and Election of Vice-Chair, Committee, Working Group and Sub Group Chairs</b></p> <ul style="list-style-type: none"> <li>- Finance and Management</li> <li>- Properties/Infrastructure</li> <li>- Planning</li> <li>- Marketing, Communications &amp; HR</li> <li>- Donald Pither Field Memorial Ground</li> <li>- Market Steering group</li>   <li>- Neighbourhood plan group</li> <li>- Fairfield Group</li> <li>- Market House Asset transfer</li> </ul> <p><b>53.3 Committee membership</b>  <b>Representatives for external groups</b></p>
TC54	<b>Apologies for absence and approval for reason</b>
TC55	<b>To approve the minutes of the Town Council Meeting held on Tuesday 18<sup>th</sup> April 2017 to be signed by the Chair</b>
TC56	<b>Declarations of personal or pecuniary interest (<i>these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed</i>).</b>
TC57	<b>To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)</b>  <b>Carparking enforcement</b>

TC58	<b>Community Safety and Security / Fire Officer</b> Report to be received and distributed
TC59	<b>To receive any reports/items of information from Councillors (not listed separately on the agenda)</b>  59.1 Mike Lewis, County Councillor  59.2 Nick Weeks, District Councillor  59.3 Nick Weeks/Lisa Briefing on river Cary tests (report circ by email)  59.4 Henry Hobhouse, District Councillor
TC60	<b>Chairs Report</b> Final Parish Meeting arrangements
TC61	<b>Clerk's Report</b> 61.1 Market House Clock refurbishment request  61.2 CCS Community membership information circulated  61.3 Notification of internal audit Friday 19 <sup>th</sup> May
TC62	<b>Code of Conduct</b> <b>Recommendation:</b> To adopt the Code of Conduct (circulated)
TC63	<b>Standing Orders</b> <b>Recommendation:</b> To adopt the Standing Orders (circulated)
TC64	<b>Terms of Reference</b> <b>Recommendation:</b> All Committees to review and confirm or update by 31 <sup>st</sup> July for approval at August Full Council
TC65	<b>Project reports/CCTC Objectives 2017-18</b> To review and approve the project plans with the appointment of a councillor to lead each project with nominations for councillors to serve on the working group  Pavilion Project - NW Location of Primary school – NW/PS Improving the Council Image - JB Creating a small Business centre - BM Setting up a Youth Council - JM Resolving traffic and parking issues - BW Defining the future use of public toilets - BG Creating the Pitching as a footpath - PP
	<b>Committees Reports, Recommendations &amp; Progress Major Projects</b>
TC66	<b>Planning Committee &amp; Neighbourhood Plan</b> Minutes Distributed <b>Recommendation:</b> to approve latest Neighbourhood Plan (PP circulated) to be submitted to SSDC

<p><b>TC67</b></p>	<p><b>Properties/Infrastructure, Pither Project &amp; Fairfield</b></p> <p><b>67.1 Legal agreement of Fairfield ownership share with Ansford PC</b>  <b>Recommendation:</b> to approve the signing of the agreement</p> <p><b>67.2 Fairfield - Update on Project Status and Fund applications</b></p> <p><b>67.3 CCTV feedback BM</b></p> <p><b>67.4 Traffic concerns – correspondence approval</b>  <b>Recommendation:</b> Agree content of letters (circulated) to be e-mailed to Mr Warren/Mr Fletcher at Highways and to residents/businesses via Cary Crier/Facebook</p>
<p><b>TC68</b></p>	<p><b>Finance &amp; Human Resources</b></p> <p><b>68.1 To receive the Budget Summary report and bank reconciliation</b></p> <p><b>68.2 Online banking process-BM</b>  <b>Recommendation:</b> To approve the online Banking process</p> <p><b>68.3 Bank Signatories</b>  <b>Recommendation:</b> to approve the allocation of a total of 5 additional bank signatories</p> <p><b>68.4 Recommendation to Approve May payment schedule to include addition to April list and payment for March invoice rcvd 8th May</b></p>
<p><b>TC69</b></p>	<p><b>Market House Management Group, Market and Weddings</b>  <b>PRS license purchase</b></p> <p><b>Recommendation:</b> to Approve the purchase of the PRS license</p>
<p><b>TC70</b></p>	<p><b>In Camera Session-</b></p> <p>To consider the cost and frequency of carparking enforcement</p>

*Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that “No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability”.*

**The June 2017 Annual meeting of the Town Council will be held on Monday 19<sup>th</sup> June in the Market House at 7:00pm**