



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH

Tel: 01963 359631

Email: town.clerk@castle-cary.co.uk
www.castle-cary.co.uk

Castle Cary Town Council Finance and HR Committee

Wednesday 3rd August 2016 at 6.30pm at The Market House

Present: Terry Philpott (Chair), Martin Atkins, Bob Gilbey, Sally Snook,
Penny Steiner, Liz Stokes, Nick Weeks.

Officer in Attendance: Sue Hake, Town Clerk

	Minutes	
F099	Apologies for absence Barry Moorhouse, Judi Morison	
F100	Declaration of interest. Personal or pecuniary interest must be declared before the agenda items are discussed. None declared	
F101	Public session: no members of the public	
F102	Confirmation of minutes of the Finance and HR meeting held on 6th July 2016. Resolution- Approved by those who attended	
F103	Matters arising not dealt with elsewhere on the agenda <ul style="list-style-type: none"> • Update on bank signatories SH informed councillors a further form has been requested to be signed for all new councillors and countersigned by LS and TP. Agreed no further action required pending decision on new bank account • Update on appointment of Internal Auditor Internal Auditor Rosie Darkin Miller who will be making her first audit visit in September 	
F104	Correspondence / Grant Requests and Clerks report Grant request from the Carnival committee, no specific amount requested. Resolved: To turn down the request due to outstanding reimbursement not being paid to CCTC. To issue letter informing the Committee keep the additional £50 CCTC paid last year with the further agreement for CCTC to pay for the street cleaning for this years carnival as the Town Council Contribution SH enquired if everyone at the meeting is happy if a purchase ordering system is established to assist with identification of payments allocated to specified budgets and also aid highlighting invoices that have not been received specifically at the end of the financial year There were no objections to the introduction of this method	

F105	<p>IT replacement proposal (BM) To agree the implementation schedule for new IT equipment. There is a need to obtain 3 quotes TP quoted it is possible to suspend the financial standing orders Brief finance meeting after the Properties Meeting on 22 August Action LS to obtain the three quotes for 17th August</p>	LS
F106	<p>Budget Reporting (BM) To review the agreed budget report and receive an update from BM on the next phase of reporting. Will be able to show work in progress budget report in September</p>	
F107	<p>Disaster recovery plan (BM) To receive an update</p> <p>BM working on the IT section TP working on remainder</p>	
F108	<p>Earmarked Funds / Investment Strategy (TP/BM) To review the earmarked funds as of 31.03.16 following the update by TP based on the criteria set at the July meeting. Work in progress and look at for the next meeting</p>	
F109	<p>Delegation scheme for the Council (TP) To review the previously distributed scheme with a recommendation to full council for adoption. Circulated-one section still to be amended by JM NP queried/requested: To be able adjust grass cutting to state increase frequency when required Voted 2 to increase 3 to leave as is Leave document to adjust the number of cuts as required Resolved: To approve Delegation Scheme for the Council at August 16 Full Council</p>	
F110	<p>Barclays Bank charges (JM) (previously distributed)</p> <p>Background info: Barclays increased their charges effective from £80pa to c£480. This has been challenged, however we are unlikely to get a reduction on the current tariff which mostly relates to cheques feed.</p> <p>To review the options for alternative bank account and agree the next steps. TP reported JM has completed a good selection of bank comparisons to allow further investigation, On further clarification TP reconfirmed Barclays are unable to have more than one authorised inputter with one authorising councillor and have no plans to increase this to the required two authorising Natwest-The Town Council previously attempted to set up account but decided not to pursue after an extended time and problems with establishing an account and so would not recommend</p>	

	<p>Unity Trust TP has had dealings with in another role and previously tried to set up an account that was taking an extended amount of time</p> <p>Advising payments would need to be paid into a NatWest and therefore would not recommend</p> <p>HSBC closest bank is Shepton but can also use Post Office Co-Op –fees</p> <p>TP has spoken to Santander, fees are £7.50 per month up to £1000 cash via post office –TP asked relationship manager to come back with detailed quotes</p> <p>TP proposed progressing enquiries with Santander and feedback to the council</p> <p>Resolved: TP to pursue electronic banking with Santander</p>	TP
F111	<p>Contract Expiry Summary (SH)</p> <p>To review the contract expiry summary (previously distributed)</p> <p>SH presented the document explaining the decision to also record information specific to all of the Town Council sites and will continue to update and circulate requesting input from Councillors for additional items or if amendments are thought to be required.</p>	
F112	<p>Annual accounts proposal 2016/17 (TP/SH)</p> <p>To review the draft accounts proposal</p> <p>TP presented the document proposed for end of year accounts as an overall summary to the new account summary reporting system.</p> <p>TP proposed a similar format be adopted for the next end of year accounts.</p> <p>Resolved: Approval for the Annual accounts template to be used.</p>	
F113	<p>To review the Terms of reference</p> <p>To review the previously distributed scheme with a recommendation to full council for adoption.</p> <p>TP has retained the HR terms of ref as a separate section to the Finance</p> <p>TP proposed approval for the amended version of the Finance and HR</p> <p>Resolved: Unanimous approval of the Finance and HR Terms of Reference</p> <p>Action: PS will request all committees review each of their Terms of Reference to be approved at the October Full Council</p>	PS
F114	<p>To review the status of the Pither Memorial Charity</p> <p>Agreed to defer</p>	
F115	<p>Maternity cover for Bookings and Promotions Manager position</p> <p>Anna Branson the current post holder has an expected date of confinement of 6th November 2016.</p> <p>Update on management of maternity leave issuing letters etc. (SH/TP)</p> <p>Letters received and issued</p> <p>Update on the recruitment process and timings for interviews in August</p> <p>SH confirmed applications requested to be returned Friday 12th August</p> <p>Shortlisting agreed to be held prior to full council 5pm Monday 15th Aug</p> <p>To scan and circulate applications to be looked at over the weekend</p>	

	Interviews to be held Wednesday 31 st August .	
F116	Training nominations/ Review training grid (JM) <ul style="list-style-type: none"> • Training nominations • Review Training grid • Agenda setting –Justin available 14th September 6.30pm 	TP
F116	Auto enrolment pension scheme update (SH) SH reported Peninsula pensions have confirmed they will be able to register all positions of employees of the Council for the LGPScheme on receipt of the minutes. The contact in Exeter has offered to come out to talk through specific requirements to designated councillors about the legal responsibilities of the Council to its employees. SH to discuss further with TP	SH/ TP
F117	Wedding host recruitment (JM) <ul style="list-style-type: none"> • Review of progress Low key recruitment with the aim to have a number of people able to become hosts 	
F118	Councillor Recruitment <ul style="list-style-type: none"> • Options to fill remaining vacancy Councillors to continue to make enquiries locally 	
F119	Local Council Award To review the outstanding actions with a resolution to be passed at Full Council and the application submitted. Actions: Resolution to be passed at Full Council in September Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM) Defer to September Finance and HR meeting	
F0120	Confirm date of Next Meeting – 7th September 2016	