



CastleCaryTown Council

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Castle Cary Town Council Finance and HR Committee Thursday 8th December 2016 at 6.30pm at The Market House Draft Minutes

Present: Terry Philpott, (Chair), Bob Gilbey, Nick Weeks, Liz Stokes, Barry Moorhouse, Judi Morison, Sue Hake (Town Clerk)

F178	Apologies for absence Penny Steiner, Martin Atkins	
F179	Declaration of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting. None Declared	
F180	Exclusions of the press and public: To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors) No items requested	
F181	Confirmation of minutes of the Finance and HR meeting held on 10th November 2016. Resolved: Agreed	
F182	Actions and reports from the last meeting not dealt with elsewhere on the agenda IT update Clerks office, SAGE backup SH gave an update	
F183	Correspondence / Grant Requests and Clerks report Nothing to report	
F184	Santander current account opening (TP / SH) 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. To receive an update on the Santander option. This process will not be progressed as not effective Update on option to undertake online banking via Barclays. SH requires additional signatories for the existing bank accounts Resolution: agreed to add existing signatories to online banking and for all councillors to complete mandates to become signatories for cheques and online banking TP ran through the document previously circulated for the process of online banking. Resolved: to approve option with one addition at 5a added in for any two councillors to check payments processed	SH/ ALL TP

F185	Internal Audit report and agreed actions To review the report from the Internal Auditor and agree the actions. TP went through the responses to include JM to convene a committee meeting to include a tutor, a volunteer, and a councillor, to meet and be decided in January 2017 relating to LAMP fees Change recommendation for the bank reconciliation checks to be incorporated as part of the quarterly check to be made by the finance committee and not specific to the Chair of Finance and HR Resolved: Agreed	
F186	Financial Risk Management review To review the report and agree the actions. Action: SH to ask Internal auditor opinion about income from tenants in reference to the Asset transfer Action: SH to circulate priority of works if amended for agreement at Full Council Action: BG/SH to put on Properties agenda suggestions for best way to record Vandalism Action: SH to check if topple testing certificate requirement for grounds maintenance contractor Action: BG/SH to establish approx. number of available grave plots at Cemetery for February Properties meeting Action: SH to contact PP to establish value of Chapel contents Action: SH to email all password to LS and TP Action: SH/TP to research fireproof filing cabinet to store cemetery records and to identify company to scan all cemetery records Action: SH to check all rates values for 2017 Action: SH to contact Chris Cooper to remove weed from the Horsepond	SH SH BG/SH SH BG/SH SH SH SH/TP SH SH
F187	Contract Expiry Summary (SH) To review and agree actions on contracts due to expire To consider increasing the insurance indemnity as per recommendation from the internal auditors report with effect at the start of the insurance renewal June 2017	
F188	Vacancy for Deputy Clerk <ul style="list-style-type: none"> To receive an update SH reported Claire has started to shadow Mo for planning meetings and will join the office in January	
F189	Maternity cover for Bookings and Promotions Manager position Anna Branson the current post holder has an expected date of confinement of 6th November 2016. Update on management of maternity leave issuing letters etc. (SH/TP) Update on induction training for Lara Davies. Completed	
F190	Training nominations/ Review training grid (JM) <ul style="list-style-type: none"> Training nominations JM to discuss councillor training with new councillors Review Training grid	JM

F191	Auto enrolment pension scheme update (SH) SH gave an update on queries being dealt with	
F192	Recommendation: to Approve the Discipline and Grievance policy Resolved: Agreed	
F193	Local Council Award To review the outstanding actions with a resolution to be passed at Full Council and the application submitted. To be covered by Actions: Resolution to be passed at Full Council in December Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM)	
F194	Confirm date of Next Meeting and agenda items – <ul style="list-style-type: none"> • Disaster recovery plan • To review the status of the Pither Memorial Charity • CIL payments • TP to carry out induction training for Justin Birch 	TP
	BUDGET REVIEW 2017 /18 – <ul style="list-style-type: none"> • Budget review 2017/18 • Earmarked funds review 	

| Approved as a correct record.....T Philpott 9 February 2017