



CastleCaryTown Council

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Castle Cary Town Council Finance and HR Committee

Thursday 4th May 2017 at 6.30pm at The Market House

Draft Minutes

Present: Terry Philpott, Chair, Bob Gilbey, Barry Moorhouse, Nick Weeks,
Officer Sue Hake, Town Clerk

F035	Apologies for absence: Judi Morison, Penny Steiner
F036	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. No declarations made
F037	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) <ul style="list-style-type: none"> • Cleaning staff review and amendment to contracts • Review of Clerks grade and salary scale Resolved: Agreed
F038	Confirmation of minutes of the Finance and HR meeting held on 6th April 2017 Resolved: Agreed
F039	Actions and reports from the last meeting not dealt with elsewhere on the agenda <ul style="list-style-type: none"> • Local Council award Action: TP to check progress and report to full Council • Risk Assessment training 12th June (proposal to postpone) Resolved: Agreed to postpone with date to be agreed • Request for approval of higher spending limit for authorisation by the Clerk and appropriate committee Chair following TP meeting with MS Resolved: Recommend increased approval for higher level of expenditure up to £500 for the Clerk and appropriate Chair of committee Action: to be approved at full council
F040	Correspondence / Grant Requests and Clerks report <ul style="list-style-type: none"> • June 8th Finance meeting clash with Polling day Resolved: Agreed to hold Monday meetings 12 June onward bi-monthly or as required Action: SH to forward committee structure to TP to amend for circulation

	<ul style="list-style-type: none"> • Glenn Cleaning Millbrook toilet costs Action: SH to enquire about costs of cleaning and visiting once a day • Barclaycard options Action: SH to ascertain if the card purchase would be covered under the credit guarantee scheme. To order card with a limit of £3000
F041	<p>Barclays online banking (SH) Action TP to check Full Council minutes for approval for process Update on online banking via Barclays. Proposal to increase number of allocated signatories to 5 in addition to CCB, SH and Chair of Finance Action: BM to provide explanation for online banking, approval process, and controls</p>
F042	<p>Insurance renewal June 2017 review and agreed actions (SH)</p> <ul style="list-style-type: none"> • To review the quotes received with a recommendation for approval. <p>BM Proposed SH given authorisation to negotiate price match request and proceed with WPS (existing insurance broker) for the three year period only Resolved: Agreed</p> <p>Action: Clerk to obtain property revaluation prior to the next insurance renewal</p>
F043	<p>Contract Expiry Summary (SH)</p> <ul style="list-style-type: none"> • To review and agree actions on contracts due to expire <p>Action: SH to add Property revaluation to be completed prior to next insurance renewal in three years June 2020</p>
F044	<p>Grant requests</p> <ul style="list-style-type: none"> • Playday Grant To consider a grant towards the proposed Playday on Tuesday 8th August at the Pither Memorial field Resolved: Agreed grant £150 • Wheelchair basketball Resolved: to refuse grant request as not local to Castle Cary
F045	<p>Training nominations/ Review training grid (JM)</p> <ul style="list-style-type: none"> • Training nominations • Review Training grid <p>No additional items</p>
F046	<p>Councillor vacancies and available dates to meet candidates Proposed dates to meet three candidates 22 May at 5pm or 5th June 12th as last resort or one before each meeting Action SH to contact candidate with dates, JM to oversee candidate meetings</p>
F047	<p>date of Next Meeting and agenda items –</p> <ul style="list-style-type: none"> • Disaster recovery plan • To review the status of the Pither Memorial Charity • Review of Financial Regulations • Earmarked funds review at June meeting

F048	Cleaning Staff <ul style="list-style-type: none">• The minimum wage has increased 30p per hour Resolved: Agreed to increase cleaners hourly rate by 30p per hour to commence from 1st April• Amendment to contracts<ol style="list-style-type: none">1) to issue revised cleaners contracts for minimum core hours,2) pay additional hours worked in subsequent month on receipt of the prompt submission of time sheet3) calculate rolling leave entitlement4 timesheet sessions allotted to be a minimum ½ hour paymentResolved: Agreed
F049	Review of Clerks grade and salary <ul style="list-style-type: none">• To consider the letter from SH and pay review Resolved agreed to defer to June on return of PS&JM

DRAFT