



CastleCaryTown Council

The Market House

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Castle Cary Town Council Finance and Management Committee

Monday 10th July 2017 at 6.30pm at The Market House

Draft Minutes

Present: Barry Moorhouse, Chair, Bob Gilbey, Judi Morison, Terry Philpott, Nick Weeks

Officer Present: Sue Hake, Town Clerk

Two Members of the public were present

2017

F013 Apologies for absence
No apologies

F014 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 received at this point

The meeting was closed and Angela Piggott and Laura Tilling invited to speak about the Vintage Market Proposal

AP explained the proposal for the Vintage Market and the estimated spreadsheet costs previously circulated

AP requested TP explain the possibility of creating a byelaw

F015 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)

F016 Confirmation of minutes of the Finance and Management meeting held on 12th June 2017

Resolved: Agreed

F017 Actions and reports from the last meeting not dealt with elsewhere on the agenda

No items raised

F018 Correspondence / Grant Requests and Clerks report

SH reported no new grant requests have been received and confirmed a letter to Evercreech Explorer Scout requesting more information had been sent

JM informed councillors CC Scouts are aware they could apply for funding if required

F019 Demonstration of Earmarked Funds-BM

Resolved: to recommend the approval of the Earmarked funds reporting process at Full Council

F020 Quality Council update

TP reported two elements are required for the quality Council with the links being established but the council still need to forward notification of passing a resolution

Action: TP to submit the council has passed a resolution

F021 Barclays current signatories and councillors with online access

Action: SH to progress JM and SS to urgently become signatories and online

TP suggested to consider a contingency plan should our only bank ever close branch in town

F022 To consider and approve Newsletter Delivery quote

Resolved: to recommend approval of the quote of £768 pa received and circulated

Action: BM to create a service level agreement

F023 To consider and approve Vintage Market Proposal

BM proposed to approved the vintage market in the Shambles, and Undercroft

Resolved: To recommend to full council approval for the proposal to progress the Vintage Market for a 4 months trial period from September

Resolved: to recommend to full council to create a committee to progress enquiries to add a further trading day

F024 Discuss and agree the scope to progress a Disaster Recovery Plan

TP suggested a brief two to three page document to incorporate the functions of the council with contact phone numbers

Resolved: to recommend the proposal to seek two councillors to progress a Disaster Recovery Plan document

The meeting closed at 7.45pm

Confirm next meeting date to be held 11th September and bi-monthly unless required

Action: TP to forward to BM the previous year's timetable for budget setting