



CastleCaryTown 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 Management Committee Monday 9th October 2017 at 6.30pm at The Market House

Draft Minutes

Present: Barry Moorhouse, Chair, Martin Atkins, Judi Morison, Terry Philpott, Nick Weeks,
Officer Present: Sue Hake Town Clerk

2017

F043 Apologies for absence Bob Gilbey, Debra Henderson, Penny Steiner

F044 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

F045 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 members of the public attended

F046 Confirmation of minutes of the Finance and Management meeting held on 31st July 2017 & 11th September 2017
Resolved: Both sets of minutes were agreed

F047 Actions and reports from the last meeting not dealt with elsewhere on the agenda

F048 Reports from Councillors
No reports

F049 Correspondence / Grant Requests and Clerks report
The Internal auditor will attend the first day audit for 2017-18 audit 20th October

F050 Final Internal and External Audit reports 2016-17
Both Audits have now been signed off and circulated

F051 Discuss approval method for credit card transaction and payments (direct debit)
As long as the expenditure has been approved this is covered by our existing Policies, Standing orders and procedures
Action: BM to check the existing limits on the standing orders

F052 Agree timetable and interview panel for Ground Maintenance contract tenders

Actions:

Advertise tender by end of October

request tender responses for either and or both contracts by 24th Nov

Interviews early December

TP to forward Scoring template

Interview panel NW,BM,JM,SH

F053 Budget 2018-19

BM gave a presentation for the Budgeting Process

Chairs of Committees and Project Manager requests for project funding must forwarded budget figures to the Clerk and BM before 21st November

Date of next meeting 27th November 2017

Date of Next meeting Monday 27th November