



**CastleCaryTown Council**

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**All members of the Finance and HR committee are summoned to attend the following meeting**

**Castle Cary Town Council Finance and HR Committee**

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

**Before the meeting there will be a public session to enable people to ask questions of the Council, and make comments. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an Agenda Item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.**

.....Susan Hake Town Clerk  
 28th April 2017

**Agenda**

<b>F035</b>	<b>Apologies for absence</b>
<b>F036</b>	<b>Declaration of interest.</b> 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.
<b>F037</b>	<b>Exclusions of the press and public:</b> 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"> <li>• Cleaning staff review and amendment to contracts</li> <li>• Review of Clerks grade and salary scale</li> </ul>
<b>F038</b>	<b>Confirmation of minutes of the Finance and HR meeting held on 6th April 2017</b>
<b>F039</b>	<b>Actions and reports from the last meeting</b> not dealt with elsewhere on the agenda  Local Council award Risk Assessment training 12th June (proposal to postpone)
<b>F040</b>	<b>Correspondence / Grant Requests and Clerks report</b>  June meeting clash with Polling day Glenn Cleaning Millbrook toilet costs

<b>F041</b>	<b>Barclays online banking (SH)</b>  Update on online banking via Barclays. Proposal to increase number of signatories
<b>F042</b>	<b>Insurance renewal June 2017 review and agreed actions (SH)</b> To review the quotes received with a recommendation for approval.
<b>F043</b>	<b>Contract Expiry Summary (SH)</b> To review and agree actions on contracts due to expire
<b>F044</b>	<b>Playday Grant</b> To consider a grant towards the proposed Playday on Tuesday 8th August at the Pither Memorial field
<b>F045</b>	<b>Training nominations/ Review training grid (JM)</b> <ul style="list-style-type: none"> <li>• Training nominations</li> <li>• Review Training grid</li> </ul>
<b>F046</b>	<b>Councillor vacancies and available dates to meet candidates</b>
<b>F047</b>	<b>Confirm date of Next Meeting and agenda items –</b> <ul style="list-style-type: none"> <li>• Disaster recovery plan</li> <li>• To review the status of the Pither Memorial Charity</li> <li>• Review of Financial Regulations</li> <li>• Earmarked funds review at June meeting.</li> </ul>
<b>F048</b>	<b>Cleaning Staff</b> <ul style="list-style-type: none"> <li>• pay review (SH)</li> <li>• amendment to contracts</li> </ul>
<b>F049</b>	<b>Review of Clerks grade and salary</b> <ul style="list-style-type: none"> <li>• To consider the letter from SH</li> </ul>