



Castle Cary Town Council

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Castle Cary Town Council Finance and HR Committee

Wednesday 6th July 2016 at 6.30pm at The Market House

Present: Terry Philpott,(Chair) Barry Moorhouse, Judi Morison, Sally Snook, Nick Weeks, Barbara Williams

Officer In Attendance: Sue Hake, Town Clerk

No members of public attended

	MINUTES	ACTION
F077	Apologies for absence Penny Steiner, Martin Atkins, Bob Gilbey	
F078	Declaration of interest. Personal or pecuniary interest must be declared before the agenda items are discussed.	
F079	Confirmation of minutes of the Finance and HR meeting held on 8th June 2016. Resolution: Approved	
F080	Matters arising not dealt with elsewhere on the agenda <ul style="list-style-type: none"> • Update on bank signatories Documents with the mandate team • SH to purchase panic alarms Alarms purchased, issued and signed for JM informed Councillors the Information Point volunteers will be receiving training to use the alarms 	
F081	Correspondence / Grant Requests and Clerks report Cary Play Fest requested £100 Resolution: to approve £100 grant Cary Carnival Society are planning to submit a request for consideration	
F082	IT replacement proposal (BM) With recommendation to Full Council to release funds from reserves Recommendation: to approve up to £2500 for the first year IT upgrade and to note further future additional Annual costs of £484	
F083	Appointment of Internal auditor for 2016/17 (three year contract) (TP) Quotes requested from Charltons Accountancy Darkin Miller South West Audit Partnership Quotes have been received from Darkin Miller for £250 per day and SW Audit Partnership at £300 per day. Recommendation: to approve Darkin Miller as auditor for a period of one year at £250per day with a proposed two audit days	

F084	<p>Budget Reporting (SH / TP) To review the agreed budget report prior to presentation to July Full Council with cumulative expenditure / income SH circulated the Budget Spreadsheet populated with the April data.</p> <p>Action: SH to circulate the spreadsheet with the first quarter data for the July Full Council meeting Action: SH to annotate Vandalism in the details to identify additional work/materials relating to incidents.</p>	SH SH
F085	<p>Disaster recovery plan (BM) To receive an update BM stated the IT perspective will be covered as part of the upgrade</p>	BM
F086	<p>Earmarked Funds / Investment Strategy (SH/BM) To review the earmarked funds as of 31.03.16 with a discussion on the reduction of the number of 'pots' to reduce the administrative burden.</p> <p>Action: TP to work on suggested format to be based around each committee in conjunction with ring fenced project funding and present to the next meeting.</p> <p>To receive an update on the investment options both long and short term following approval by Full Council Not discussed at this meeting</p>	TP
F087	<p>Delegation scheme for the Council (TP) To review the previously distributed scheme with a recommendation to full council for adoption.</p> <p>TP explained the document Action: TP to make requested amendments and circulate to the next Finance meeting</p> <p>Action: TP to revise the Terms of reference relating to contracts being approved at Finance</p>	TP TP
F088	<p>Barclays Bank charges (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. Options:</p> <ul style="list-style-type: none"> • Do nothing • Change Banks to one with lower fees • Move to online banking <p>Recommendation: To investigate online banking options with Barclays Action: JM to investigate alternative banks who accept cash through the post office and two authorised signatories for online banking.</p>	JM
F089	<p>Budget schedule for 2017/18 (previously distributed) To agree the schedule</p>	

	TP explained the schedule has been distributed for information purposes in readiness for planning the 2017-18 budget and Precept.	
F090	Annual accounts proposal 2016/17 (TP/SH) To review the draft accounts proposal Action: Refer to at next Finance & HR meeting	TP/SH
F091	Request to spend up to £1000 for consultant services for the completion of Fairfield funding applications from the Prom & Com budget or general reserves Recommendation to approve expenditure up to £1000 for consultant services to complete Fairfield funding applications Action: Refer back to the Fairfield group for more detailed information	PS
F092	Update on Caretaker / Maintenance appointment (SH) <ul style="list-style-type: none"> • Probationary review <p>LS declared interest</p> <p>SH confirmed completion of the review, happy with work being done and would like confirm his position</p> Resolution: Approved MS contract post	
F093	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) SH confirmation of maternity cover costs payment. TP to confirm Broad proposal (the dates are for guidance and not specific) 1st August Recruitment ad- scp (circulated)to be decided August interviews / offer letter Action: SH to prepare ad in conjunction with LS and JM 21st September Induction / Handover ten hours per week (plus wedding) 21st October AB commences maternity leave Potential return September 2017 Recruitment panel SH, AB, PS, JM, TP	SH/ LS/JM
F094	Training nominations/ Review training grid (JM) <ul style="list-style-type: none"> • Confirmation of arrangements for Agenda and Finance training. Not discussed • Training nominations No training nominations received • Review Training grid- JM circulated training grid • New Councillor finance training 	TP

	<p>Action: TP to arrange finance training for new Councillors</p> <ul style="list-style-type: none"> • Training contribution request- Adobe Illustrator for creating digital images for webdesign and printing. <p>Action: to request detailed information from AB</p>	JM/SH
F095	<p>Auto enrolment pension scheme update</p> <ul style="list-style-type: none"> • Registration with Peninsula / Pension Trust Ongoing for LGPS-/Concern raised that Pension Trust require a minimum £500 fee to register Costings for Tailored auto-enrolment-managing issue of letters and monthly monitoring to salary payments would be a £21 per month in addition to the setup of £549 SH to provide information to councillors confirming salary level for other employees to be included in the LGPS scheme SH informed councillors of the approximate future salary costs for both cleaners and the maintenance/caretaker <p>Recommendation: to approve each of the roles to be permitted to join the LGPS (local government pension scheme)</p> <ul style="list-style-type: none"> • Letters to employees <p>Action: SH to ensure all letters are issued accordingly</p>	Full Council SH
F096	<p>Wedding host recruitment</p> <ul style="list-style-type: none"> • Review of progress <p>Action: JM to progress for next meeting</p>	JM
F097	<p>Councillor Recruitment</p> <ul style="list-style-type: none"> • Options to fill remaining vacancy Councillors to continue to make enquiries locally 	
F098	<p>Local Council Award</p> <p>To review the outstanding actions with a resolution to be passed at Full Council and the application submitted.</p> <p>Actions: Resolution to be passed at Full Council Submit initial application to NALC Complete application for WALC Councillor to check links</p> <p>Action: TP to complete NALCs reg Action: SS to complete the application form with BM to check the links on the application form work</p> <p>Action: To review at the next meeting</p>	TP SS/BM
F099	<p>Confirm date of Next Meeting – 10th August 2016</p> <ul style="list-style-type: none"> • To review the status of the Pither Memorial Charity (SH) • Contract expiry summary (SH) 	