



Castle Cary Town Council

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Castle Cary Town Council Finance and HR Committee Wednesday 7th September 2016 at 6.30pm at The Market House

Present: Terry Philpott, Chair, Sally Snook, Penny Steiner, Liz Stokes

Officer In Attendance: Sue Hake, Town Clerk

Minutes		
F121	Apologies for absence Bob Gilbey, Judi Morison, Barry Moorhouse, Pek Peppin, Ian Davis	
F122	Declaration of interest. Personal or pecuniary interest must be declared before the agenda items are discussed.	
F123	Public session	
F124	Confirmation of minutes of the Finance and HR meeting held on 3rd August 2016. Resolved: Approved	
F125	Matters arising not dealt with elsewhere on the agenda <ul style="list-style-type: none"> • Carnival grant request update No feedback has been received to the response issued to the Carnival association 	
F126	Correspondence / Grant Requests and Clerks report 126.1 Update on additional info requested by external auditor SH informed the committee about the request for additional information for the external audit to include a copy of the notification to inspect the 2014/15 accounts in 2015 and also to provide a comparison spreadsheet of all income received in 2014/15 and 2015/16 to enable the audit to be completed by Grant Thornton 126.2 SH informed the committee of the proposed purchase of a nearly new laptop for £70 from LS within the Clerks delegated powers that was agreed 126.3 SH notified the committee she is currently looking at setting up a new electric utility contract for the Pavilion to reduce the current monthly DD amount from the current £55 for a period of two years	
F127	IT replacement proposal (BM) To receive and update on the implementation schedule for new IT equipment. LS informed the committee the IT equipment will be installed on Tuesday 20 th September	
F128	Disaster recovery plan (BM/TP/SH) To receive an update TP reported this will be progressed further once the IT installation has been completed	

F129	<p>Earmarked Funds / Investment Strategy (TP/BM) To review the earmarked funds as of 31.03.16 following the update by TP based on the criteria set at the July meeting.</p> <p>To receive an update on the investment options both long and short term following approval by Full Council 2016</p> <p>Both to be discussed at the October F&HR meeting</p>	
F130	<p>Barclays Bank charges (TP / JM) 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.</p> <p>To receive an update on the Santander option favoured at the last meeting.</p> <p>Resolved: to open a Santander account with a monthly of £35 with online banking facilities</p> <p>Action: SH to arrange to contact suppliers to request bank details</p>	SH
F131	<p>Contract Expiry Summary (SH) To review the contract expiry summary SH reported working on finalising the document to be held in the office for reference and continue ongoing updates</p>	SH
F132	<p>To review the HR Terms of reference To review the previously distributed scheme with a recommendation to full council for adoption.</p> <p>Resolved: Approved</p> <p>Action: SH to forward amended document to PS for inclusion to the full document for the Prom and Comm meeting and subsequent recommendation for the September Town Council meeting</p>	SH/PS
F133	<p>Maternity cover for Bookings and Promotions Manager position Anna Branson the current post holder has an expected date of confinement of 6th November 2016.</p> <ul style="list-style-type: none"> • Update on management of maternity leave issuing letters etc. (SH/TP) Ongoing • Update on the interviews with recommendation for appointment. Four candidates shortlisted, two candidates Lara Davis has been offered the position who will commence on 26th September with her covering the weddings beforehand AB and SH to oversee process in conjunction with the induction • Update on induction training. AB currently working on completing the induction document • The committee approved the start date could be brought forward required subject to being progressed by AB and SH 	
F134	<p>Training nominations/ Review training grid (JM)</p> <ul style="list-style-type: none"> • Training nominations • Review Training grid • Agenda setting 14 September 6.30pm 	

F135	<p>Auto enrolment pension scheme update (SH) SH reported Key dates are 1 October 2016</p> <ul style="list-style-type: none"> Identify staff eligibility criteria to be put into the pension scheme depending earnings and age <p>12 November 2016</p> <ul style="list-style-type: none"> inform the pension scheme who will be put into the pension scheme Start paying into the pension scheme Write to ALL staff individually to inform them how automatic enrolment applies to them <p>28 February 2017</p> <ul style="list-style-type: none"> Complete the declaration of compliance to inform The Pensions Regulator how the Councils Legal duties have been met against the checklist <p>Start the declaration now and complete the rest after the staging date</p>	
F136	<p>Wedding host recruitment (JM)</p> <ul style="list-style-type: none"> Review of progress <p>Action: SS to put details of the Wedding host LS stated BW has offered to assist with weddings</p>	SS
F137	<p>Councillor Recruitment</p> <ul style="list-style-type: none"> Options to fill remaining vacancy Councillors to continue to make enquiries locally <p>Action: LS informed the group Justin Birch will be on the agenda to be Co-Opted at the September meeting</p>	LS
F138	<p>Local Council Award 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 in October Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM)</p>	
F139	<p>Confirm date of Next Meeting – 5th October 2016 Next Meeting-To review the status of the Pither Memorial Charity To review Financial Risk Assessment November meetings 2nd November F&HR 10th November Precept SH check Shambles available</p> <p>Meeting finished 7.40pm</p>	SH