



Castle Cary Town Council Finance and HR Committee

Wednesday 5th October 2016 at 6.30pm at The Market House

Present: Terry Philpott, (Chair), Martin Atkins, Bob Gilbey, Judi Morison, Barry Moorhouse, Penny Steiner

Officer: Sue Hake, Town Clerk

No members of the public

MINUTES	
F140	Apologies for absence Liz Stokes, Nick Weeks, Sally Snook, Pek Peppin,
F141	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. None declared
F142	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 items in Camera
F143	Confirmation of minutes of the Finance and HR meeting held on 7th September 2016. Resolved: to accept the minutes
F144	Review Agenda setting format TP read through the format and key items required Summons, Name, date, time, public session to be made before the start of the meeting restrict to 3 minutes, clerks name and signature, Apologies for absence, declarations including dispensation to be requested in the week prior to the meeting Exclusion of members of the public -resolution to be passed by councillors Confirmation of the minutes Actions and reports from the last meeting Resolution: Agree to adopt the revise agenda for all future agendas
F145	Actions and reports from the last meeting not dealt with elsewhere on the agenda No Items raised
F146	Correspondence / Grant Requests and Clerks report Nothing to report
F147	IT replacement proposal (BM) To receive and update on the implementation for the new IT equipment scheduled for 20th September. BM confirmed equipment installed and working
F148	Disaster recovery plan (BM/TP/SH) To receive an update TP reported this is currently being worked on and is currently at 56 pages

F149	<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 to be taken to the November Full Council meeting.</p> <p>To receive an update on the investment options both long and short term following approval by Full Council 2016</p>
F150	<p>Santander current account opening (TP / 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.</p> <p>To receive an update on the Santander option favoured at the last meeting. TP & SH to meet with local director on 12th November to start accounts opening process. Work will be required to establish the protocols for online banking once the account is open</p>
F151	<p>Contract Expiry Summary (SH) To review the contract expiry summary (previously distributed) Grounds maintenance contract Action: SH to write thankyou letter when issuing formal documentation extending the contract for April 2017-Mar 2018</p>
F152	<p>To review the status of the Pither Memorial Charity To discuss at a future meeting</p>
F153	<p>External Audit Report and Internal Audit Report External audit have now returned the Annual Return for 2016 and are satisfied no matters have come to their attention giving cause for concern. The Internal Audit is currently taking place and questions are being answered before a report is issued by the internal auditor.</p>
F154	<p>Risk Management Document to be reviewed to highlight any areas of budget that need to be included in the budget</p>
F155	<p>Capping Consultation and Government Referendum proposal- Documents Distributed TP went through the consultation letter Resolved: to propose we adopt the NALC response to forward to the consultation and add items pertinent to Castle Cary to refer to Full Council</p>
F156	<p>Deputy Clerk Vacancy-Recruitment MF has notice to terminate her employment in January 2017 Resolution to appoint the deputy clerk for 16 hours per week to commence first week January 2017 Hours to be advertised as 4 hours per day over 4 days on Salary Scale LC1 scale point 18-21 Agreed Facebook, website, post office, SSDC, notice boards, job centre plus Action SH to circulate ads by end of 14 Oct applications to be returned by 28th October and interviews to be held wed 16th Nov TP, JM, PS, SH LS Proposal:for delegated authority to be given to appoint the deputy clerk</p>

F157	<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> <p>Update on management of maternity leave issuing letters etc. (SH/TP) The next one due will be after the commencement of maternity leave Update on induction training for Lara Davis. This is progressing well</p>
F158	<p>Training nominations/ Review training grid (JM)</p> <ul style="list-style-type: none"> • Training nominations- None • Review Training grid- • Agenda setting 14 September 6.30pm
F159	<p>Auto enrolment pension scheme update (SH)</p> <p>Nominate a Stage 1 Appeals Officer for the Internal Dispute Resolution Procedure and SH to return the completed IDRPF officer form to Peninsula Pensions Proposal for Chair of Finance & HR nominated to be Appeals Officer Resolved: Agreed for the Chair of Finance & HR to be the delegated person To agree employer discretions policy and SH to send a copy to Peninsula Pensions Resolved to adopt the discretions policy</p>
F160	<p>Wedding host recruitment (JM)</p> <ul style="list-style-type: none"> • Review of progress <p>JM reported Barbara Williams has volunteered</p>
F161	<p>Briefing on reports available to Councillors from the SAGE And bank reconciliation report suggested by internal auditor To be followed up at a later meeting</p>
F162	<p>Local Council Award To review the outstanding actions with a resolution to be passed at Full Council and the application submitted. Actions: Resolution to be passed at Full Council in November Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM)</p>
F163	<p>Confirm date of Next Meeting – 10th November Finance meeting 8th December 2016 Finance-Precept meeting</p>
	Meeting closed at 8.15pm