



Castle Cary Town Council Finance and HR Committee

Thursday 10th November 2016 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.

Present: Terry Philpott, Chair, Bob Gilbey, Nick Weeks, Barry Moorhouse, Liz Stokes, Penny Steiner, Judi Morison.

Officer Present: Sue Hake, Town Clerk

No members of the public attended

Minutes

F160	Apologies for absence Sally Snook, Pek Peppin, Martin Atkins	
F161	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.	
F162	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 requested	
F163	Confirmation of minutes of the Finance and HR meeting held on 5th October 2016. Minutes confirmed	
F164	Actions and reports from the last meeting not dealt with elsewhere on the agenda None raised	
F165	Correspondence / Grant Requests and Clerks report <ul style="list-style-type: none"> • Grant request from Cary Comedians towards the purchase of a tractor <p>Resolved: to agree to pledge to support the purchase with and amount of £100 at the time the purchase is made Action: SH to forward notification</p> <p>JM to submit Funding support request to Full Council to underwrite Big Christmas if required</p>	<p>SH</p> <p>JM</p>

	Internal Audit has been received, SH to circulate prior to Full Council	SH
F166	<p>IT replacement proposal (BM) To receive and update on the implementation of the new IT equipment.</p> <p>Agenda items no longer required & requested to be removed from future meetings Action: SH to request Milborne Port computers to look at changing firewall and access the SAGE data</p>	SH
F167	<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. The Santander option was found to require further costs for additional signatures on a monthly basis Update on option to undertake online banking via Barclays. SH explained Barclays have made some adjustments to banking and were now able to offer electronic banking with an approved authoriser to input the payments in the office with one approved authorising councillor being able to process the release of the payment. This was discussed and details requested to be circulated</p> <p>Action: TP to create a summary giving details for the proposal to now stay with Barclays and progress online banking option</p>	TP
F168	<p>Contract Expiry Summary (SH) To review the contract expiry summary (previously distributed) This Item was requested to be included and circulated prior to when a contract expiry is due</p>	SH
F169	<p>Briefing on reports available to Councillors from the SAGE TP showed examples of Sage reports at the end of the meeting</p>	
F170	<p>Wedding host recruitment (JM)</p> <ul style="list-style-type: none"> Review of progress <p>This item was requested to be removed from agenda for future meetings</p>	SH
F171	<p>Maternity cover for Bookings and Promotions Manager position Update on management of maternity leave issuing letters etc. (SH/TP) Ongoing- AB new arrival Autumn born on Tuesday</p> <p>Update on induction training for Lara Davis Settled in and working well, some concern raised with hours, Flexi hours are being worked and a timesheet is being completed</p>	
F172	<p>Training nominations/ Review training grid (JM)</p> <ul style="list-style-type: none"> Training nominations 	

	<p>New councillors informed at induction about Good Councillor training. NB Justin has not received and induction Good Councillor training session being held in Somerton on 19th January 20.</p> <p>Action: JM to inform new councillors</p> <ul style="list-style-type: none"> Review Training grid – No further training completed, SH is to attend Risk assessment training 	<p>JM</p> <p>SH</p>
F173	<p>Auto enrolment pension scheme update (SH) Action: SH to issue final letters to remaining staff to offer enrolment to pension</p>	SH
F174	<p>Vacancy for Deputy Clerk</p> <ul style="list-style-type: none"> To receive an update, discuss task and agree interview process <p>SH has invited candidates to interview for Wednesday 16th November, Exercise tasks and questions circulated to interview panel who were agreed at October Finance and HR and subsequently approved at October full council</p>	
F175	<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 December/January 17 Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM)</p> <p>Action: Register of Assets needs to be confirmed Check 12 cpd points for the Clerk grievance policy to circulated and approved</p>	SH
F176	<p>Confirm date of Next Meeting and agenda items – 8th December</p> <ul style="list-style-type: none"> Budget setting Earmarked funds to be discussed as part of the budget process Disaster recovery plan To review the status of the Pither Memorial Charity 	