



## CastleCaryTown Council

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### Castle Cary Town Council Finance and HR Committee Thursday 8th December 2016 at 6.30pm at The Market House Minutes

**Present:** Terry Philpott, (Chair), Bob Gilbey, Nick Weeks, Liz Stokes, Barry Moorhouse, Judi Morison, Sue Hake (Town Clerk)

<b>F178</b>	<b>Apologies for absence</b> Penny Steiner, Martin Atkins, Sally Snook	
<b>F179</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. None Declared	
<b>F180</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) No items requested	
<b>F181</b>	<b>Confirmation of minutes of the Finance and HR meeting held on 10th November 2016.</b> <b>Resolved:</b> Agreed	
<b>F182</b>	<b>Actions and reports from the last meeting not dealt with elsewhere on the agenda</b> IT update Clerks office, SAGE backup SH gave an update	
<b>F183</b>	<b>Correspondence / Grant Requests and Clerks report</b> Nothing to report	
<b>F184</b>	<b>Santander current account opening (TP / SH)</b> 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.  To receive an update on the Santander option. This process will not be progressed as not effective  Update on option to undertake online banking via Barclays. SH requires additional signatories for the existing bank accounts Resolution: agreed to add existing signatories to online banking and for all councillors to complete mandates to become signatories for cheques and online banking  TP ran through the document previously circulated for the process of online banking. <b>Resolved:</b> to approve option with one addition at 5a added in for any two councillors to check payments processed	SH/ ALL        TP

<b>F185</b>	<b>Internal Audit report and agreed actions</b> To review the report from the Internal Auditor and agree the actions. TP went through the responses to include JM to convene a committee meeting to include a tutor, a volunteer, and a councillor, to meet and be decided in January 2017 relating to LAMP fees Change recommendation for the bank reconciliation checks to be incorporated as part of the quarterly check to be made by the finance committee and not specific to the Chair of Finance and HR <b>Resolved:</b> Agreed	
<b>F186</b>	<b>Financial Risk Management review</b> To review the report and agree the actions. Action: SH to ask Internal auditor opinion about income from tenants in reference to the Asset transfer Action: SH to circulate priority of works if amended for agreement at Full Council Action: BG/SH to put on Properties agenda suggestions for best way to record Vandalism Action: SH to check if topple testing certificate requirement for grounds maintenance contractor Action: BG/SH to establish approx. number of available grave plots at Cemetery for February Properties meeting Action: SH to contact PP to establish value of Chapel contents Action: SH to email all password to LS and TP Action: SH/TP to research fireproof filing cabinet to store cemetery records and to identify company to scan all cemetery records Action: SH to check all rates values for 2017 Action: SH to contact Chris Cooper to remove weed from the Horsepond	SH SH BG/SH SH BG/SH SH SH SH/TP SH SH
<b>F187</b>	<b>Contract Expiry Summary (SH)</b> To review and agree actions on contracts due to expire To consider increasing the insurance indemnity as per recommendation from the internal auditors report with effect at the start of the insurance renewal June 2017	
<b>F188</b>	<b>Vacancy for Deputy Clerk</b> <ul style="list-style-type: none"> <li>To receive an update</li> </ul> SH reported Claire has started to shadow Mo for planning meetings and will join the office in January	
<b>F189</b>	<b>Maternity cover for Bookings and Promotions Manager position</b> 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)  Update on induction training for Lara Davies. Completed	
<b>F190</b>	<b>Training nominations/ Review training grid (JM)</b> <ul style="list-style-type: none"> <li>Training nominations</li> </ul> JM to discuss councillor training with new councillors Review Training grid	JM

<b>F191</b>	<b>Auto enrolment pension scheme update (SH)</b> SH gave an update on queries being dealt with	
<b>F192</b>	<b>Recommendation: to Approve the Discipline and Grievance policy</b> <b>Resolved:</b> Agreed	
<b>F193</b>	<b>Local Council Award</b> To review the outstanding actions with a resolution to be passed at Full Council and the application submitted. <b>To be covered by</b> Actions: Resolution to be passed at Full Council in December Submit initial application to NALC (actioned by TP) Complete application for WALC (SS) Councillor to check links (BM)	
<b>F194</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>• CIL payments</li> <li>• TP to carry out induction training for Justin Birch</li> </ul>	TP
	<b>BUDGET REVIEW 2017 /18 –</b> <ul style="list-style-type: none"> <li>• Budget review 2017/18</li> <li>• Earmarked funds review</li> </ul>	

| Approved as a correct record.....T Philpott 9 February 2017