



## CastleCaryTown Council

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### Castle Cary Town Council Finance and HR Committee

Thursday 9th February 2017 at 6.30pm at The Market House

**Present:** Terry Philpott, Chair, Bob Gilbey, Judi Morison, Penny Steiner, Nick Weeks  
Sue Hake, Town Clerk

| 2017 | Minutes  |    |
|------|--|----|
| F001 | Apologies for absence, Barry Moorhouse, Pek Peppin, Sally Snook, Martin Atkins   |    |
| F002 | <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. Declarations made at relevant items   |    |
| F003 | <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)<br>No items requested to be excluded   |    |
| F004 | <b>Confirmation of minutes of the Finance and HR meeting held on 8th December 2017</b><br><b>Resolved:</b> Agreed  |    |
| F005 | <b>Actions and reports from the last meeting</b> not dealt with elsewhere on the agenda<br><br>Local Council award<br><b>Action:</b> TP to progress application<br>Budget / Precept request<br>Precept request confirmed to be SSDC  | TP |
| F006 | <b>Correspondence / Grant Requests and Clerks report</b><br><br>May meeting clash with Polling day<br><b>Resolved:</b> to Review in April if meeting required<br><br>Cemetery fees increased in line with CofE rates effective 1 <sup>st</sup> January 2017<br>This was confirmed to be actioned in line with resolution made at Full Council the previous year to increase annually |    |

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| <b>F007</b> | <b>Barclays online banking (SH)</b><br>Update on option to undertake online banking via Barclays, target date March 2017.<br>SH reported progress on obtaining assistance with new mandate forms and problems with contacting bank to progress causing delays but will continue to aim for March   |    |
| <b>F008</b> | <b>Earmarked Funds(TP)</b><br><ul style="list-style-type: none"> <li>To review the attached schedule and approve the allocation of funds including an increase of the contingency reserve to £60K <b>Action:</b> SH to ensure all data for fundraising included for year end for Fairfield and Market House and ensure all expenditure included for the Neighbourhood Plan.</li> </ul>   | SH |
| <b>F009</b> | <b>Insurance renewal June 2017 review and agreed actions (SH)</b><br>To review the current policy and agree actions prior to obtaining quotes for April/May F&HR meeting.<br><b>Action:</b> SH to produce a summary for all items covered  | SH |
| <b>F010</b> | <b>Financial Risk Management review (SH)</b><br>10.1 To review the report and agree the actions.<br><br>10.2 To review signatories and controls for local purchases and compliance with standing orders<br><br>TP declared and interest<br>PS informed the group items are being put on the Town Council account in local stores.<br>Suggestion for requesting names need to be printed on the Dave Marsh purchases<br><b>Action:</b> SH to inform Dave Marsh to request full name is printed at time of people making purchases | SH |
| <b>F011</b> | <b>Contract Expiry Summary (SH)</b><br>To review and agree actions on contracts due to expire<br>SH informed the committee the gas boilers are due to be serviced, the Wallgate hand wash unit requirements will need to be monitored for the Millbrook toilets and the insurance premium is due for renewal at the beginning of June  |    |
| <b>F012</b> | <b>Deputy Clerk induction (SH)</b><br><ul style="list-style-type: none"> <li>To receive an update<br/>SH confirmed progress on the induction and will be completing a DSE assessment<br/>A review was requested to be completed</li> </ul>   |    |
| <b>F013</b> | <b>Councillors allowances (TP)</b><br><ul style="list-style-type: none"> <li>To review the options for members allowances<br/>TP informed the committee this is currently not available at Parish and Town Council tier level but this may change in the future</li> </ul>   |    |

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| F014 | <p><b>Training nominations/ Review training grid (JM)</b></p> <ul style="list-style-type: none"> <li>• Training nominations</li> <li>• Review Training grid JM maintaining updates</li> </ul> <p><b>Action:</b> NW to forward to JM details of his training with SSDC JM raised CIL training to be requested to be held at Castle Cary and to invite local parish councils to include Bruton<br/>NW informed the Committee, SSDC will be deciding what they are doing in April suggesting training on this is deferred.<br/><b>Action:</b> NW will update councillors when further information is available as training may also be available from SSDC.</p> <p>PS suggested Saturday 8<sup>th</sup> April for a day out at Edgar Hall at 10am to 3pm to spend time to discuss project plans for the future<br/><b>Action:</b> PS will raise at Full Council meeting</p> | NW<br><br>NW<br><br>PS |
| F015 | <p><b>Consideration of Risk Assessment training for Councillors (TP)</b></p> <ul style="list-style-type: none"> <li>• To decide on a date for the above training if required</li> </ul> <p><b>Resolved:</b> Agreed for TP to arrange a training session to include the volunteers the evening of 10<sup>th</sup> April 6.30pm</p>  | TP                     |
| F016 | <p><b>Auto enrolment pension scheme update (SH)</b></p> <p>SH confirmed Staging date was October 2016, AB, SH &amp; CCB were paying into the scheme, Letters have been issued and LD confirmed she did not wish to pay into the scheme whilst on a temporary contract. Registration to be completed last week of February</p>  |                        |
| F017 | <p><b>Annual Appraisals (SH)</b></p> <p>To receive an update on the appraisal programme and agree the Cllrs to conduct the Clerks review.<br/>SH reported appraisals made with MS, AH and PE and was requested to complete one with LD as her line manager<br/><b>Action:</b> SH to complete appraisal and receive input from JM &amp; PSD</p> <p>TP declared an interest as Chair of HR and is unable to complete the appraisal process with the Clerk<br/><b>Action:</b> PS and JM agreed to complete the appraisal for the clerk</p>  | SH<br><br>PS/JM        |
| F018 | <p><b>Confirm date of Next Meeting and agenda items –</b></p> <ul style="list-style-type: none"> <li>• Disaster recovery plan<br/>NB: NW suggested contacting Pam Harvey may be able to assist as she is responsible Civil contingencies</li> <li>• To review the status of the Donald Pither Memorial Charity</li> <li>• Review of Financial Regulations and standing Orders</li> <li>• Insurance summary SH</li> </ul>   |                        |