



Castle Cary Town Council Finance and HR Committee
Thursday 6th April 2017 at 6.30pm at The Market House

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

Officer Present: Sue Hake, Town Clerk

Minutes

F019	Apologies for absence: None
F020	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. No declaration
F021	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)
F022	Confirmation of minutes of the Finance and HR meeting held on 9th February 2017 Resolved: agreed
F023	Actions and reports from the last meeting not dealt with elsewhere on the agenda Local Council award TP reported there has been a delay on assessment but now received feedback section 16-21 has not been confirmed Consideration of Risk Assessment training for Councillors (TP) Monday 12 th June 6.30pm in the Shambles TP to write presentation and NW to support
F024	Correspondence / Grant Requests and Clerks report May meeting clash with Polling day Action: SH to contact Angela Cox to check meeting permitted to be held in Clerk office St Margarets Somerset Hospice have requested a donation stating 18 residents have benefited from their services in 2016-17 Resolved: agreed to pay £50 donation
F025	Barclays online banking (SH) Update on option to undertake online banking via Barclays, target date March 2017. SH informed the group one final document has been sent this week for the Chair and one councillor to sign to approve the changes to the signatories and it is hoped these will be activated in the next week

	<p>Actions: SH to obtain more information relating to card payment options and provide a grid to record the options TP to check process for online banking has been approved and take to full council</p>
F026	<p>Insurance renewal June 2017 review and agreed actions (SH) To review the current policy and agree actions prior to obtaining quotes for April/May F&HR meeting. Action: SH to obtain the three quotes and take to Finance & HR or alternatively full council in May</p>
F027	<p>Financial Regulations review (SH) To review the regulations and re-adopt / amend as required. Resolved: Agreed subject to SH completing amendments and take to full council</p>
F028	<p>Review of Budget and Transaction Reporting (BM) BM gave a presentation for the proposed new format of budget and finance reporting Resolved: Agreed for BM and SH to progress with the new reporting system</p>
F029	<p>Contract Expiry Summary (SH) To review and agree actions on contracts due to expire Insurance renewal quotes being obtained Resolved: Agreed SH to renew Wallgate contract for the reduced number of wash units at the increased unit cost of £219 plus VAT per unit Action: SH to enquire about reducing costs for Glen Cleaning for Millbrook toilet Action: SH to pursue review for the supplier for hosting for the website and the castle-cary.co.uk email hosting SH noted a replacement for the newsletter delivery still needs to be found</p>
F030	<p>Training nominations/ Review training grid (JM)</p> <ul style="list-style-type: none"> • Training nominations • Review Training grid <p>JM confirmed updating and inclusion of practitioners conference for SH</p>
F031	<p>Auto enrolment pension scheme update (SH) Registration now completed</p>
F032	<p>Discretion policy To review and approve the pension discretion policy Resolved: Agreed</p>
F033	<p>Annual Appraisals To receive an update on the appraisal programme SH confirmed appraisal now complete for the Deputy Clerk and to arrange appraisal with Bookings and Promotions manager PS confirmed appraisal booked for herself and JM to complete the Clerk's appraisal</p>
F034	<p>Confirm date of Next Meeting 4th May 2017 subject to confirmation from SSDC on election day and agenda items –</p> <ul style="list-style-type: none"> • Disaster recovery plan • To review the status of the Pither Memorial Charity • Earmarked funds review at May / June meeting • Take revised Financial regulations to Full Council <p>The meeting closed at 8.20pm</p>

Approved as a correct record.....T Philpott 4 May 2017