



## CastleCaryTown Council

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**All members of the Finance committee are summoned  
to attend the following meeting**

### **Castle Cary Town Council Finance**

**Monday 12th February 2018 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.**

.....Susan Hake Town Clerk  
7th February 2018

### **Agenda**

**F001: To elect a Chair and Vice Chair of the Finance Committee for the remainder of the municipal year**

**F002: Apologies for absence**

**F003: 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.

**F004: 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)

- Review of the Market Manager Rolling contract

**F005: Confirmation of minutes of the Finance and HR meeting held on 27th November 2017**

**F006: Actions and reports from the last meeting** not dealt with elsewhere on the agenda

**F007: Correspondence / Grant Requests and Clerks report**

Radio Ninesprings -Community Radio for Yeovil and South Somerset District request for £200 grant funding

**F008: To consider incorporating HR into the Finance committee**

**F009: Banking update (SH)**

Barclays online banking  
Account opening Nat West  
Account opening Coop

**F010: Financial Risk Management (TP)**

- To review the Financial Risk management and agreed actions.

**F011: Credit card machine / PCI compliance(SH)**

- To review the implementation and agree next steps

**F012: SAGE cover (SH)**

- To review the options for SAGE accounts and support cover

**F013: Contract Expiry Summary (SH)**

- To review and agree actions on contracts due to expire

**F014: Update on telephone and broadband contract for the Market House (SH)**

**F015: Update on Grounds maintenance contracts (SH)**

**F016: To review the requirements for a change in accounting practices (SH/TP)**

- Potential change from payments / receipts to Income and expenditure

To discuss and agree the approach

**F017: Disaster Recovery Plan (TP/PS)**

- To review the plan and identify the agreed actions (if time allows, if not this item will be held over to the next meeting)

**F018: Confirm date of Next Meeting and agenda items –**

- To review the status of the Pither Memorial Charity
- Review of Financial Regulations
- Earmarked funds review at May / June meeting
- Insurance renewal
- Annual appraisals
- Risk Assessment training for councillors
- Training Plan 2018/19

**IN CAMERA**

**F019: Review of the Market Manager Rolling Contract**

To review and agree any amendments to the contract