



CastleCaryTown Council

The Market House

Market Place

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Somerset

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Castle Cary Town Council Finance and Management Committee

Monday 11th September 2017 at 6.30pm at The Market House

Approved Minutes

Present: Barry Moorhouse, Chair, Bob Gilbey, Nick Weeks, Martin Atkins

Officer Present: Sue Hake, Town Clerk

2017

F029 Apologies for absence

Terry Philpott, Judi Morison, Penny Steiner

F030 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 Items declared

F031 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)

F032 Confirmation of minutes of the Finance and Management meeting held on 10th & 31st July 2017

Resolved: Agreed draft minutes for thr10th July 2017

Action: 31st July to be taken to the next meeting

F033 Actions and reports from the last meeting not dealt with elsewhere on the agenda

F034 Correspondence / Grant Requests and Clerks report

No Grant requests received with NW noting a grant may be required towards a local AWGP

F035 Draft Budget Timing Schedule

To be circulated to all Councillors with revised dates

NW reported the process for CIL will be available from SSDC by the end of the November

F036 To consider Card payment machine quotes and options

BM gave a presentation on the costings obtained showing SagePay as the cheaper option

Resolved: to Recommend the SagePay purchase option

F037 Credit Card progress update

Named cards have now been received by the Chair and the Town Clerk

F038 Barclays mandate signatories update
JM and SS are now approved signatories with requests for online authorising in progress by the Barclays Business manager

F039 Quality Council update
TP and JM working to complete this
Action to take to full Council

F040 Discuss and agree the scope to progress a Disaster Recovery Plan
BM & DH to put a disaster recovery plan for the Market House

F041 Discuss changing our accounting process from Receipts and Payments to Income and Expenditure Accrual accounting
Resolved: to discuss at Full Council

F042 Discuss e-mail issues and website domain
Resolved: to continue to monitor and trial read receipts for a month

Action: SH to include report from Councillors on future Agenda items for Finance and Management meetings

The meeting closed at 7pm

Confirm next meeting date
27th November 2017

Approved as a correct record..... B Moorhouse 9th October 2017