



Castle Cary Town Council

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CASTLE CARY TOWN COUNCIL ANNUAL MEETING

7:00pm on Monday 16th May 2016 at the Market House, Castle Cary

Present: Bob Gilbey, Sally Snook, Liz Stokes, Nick Weeks, Pek Peppin, Penny Steiner, Judi Morison, Barry Moorhouse, Mike Lewis

Following Co-option: Martin Atkins, Barbara Williams, Ian Davis.

Also Present: Sue Hake (Town Clerk), Anna Branson Minute Taker

2016	Minutes	Action
TC73	<p>73.1 Nomination and Election of Chair of the Town Council for the 2016/17 Municipal Year. Resolved to accept the nomination of Liz Stokes as chair of Castle Cary Town Council for the year 2016/17.</p> <p>Declaration of Acceptance of Office to be signed.</p> <p>73.2 Nomination and Election of Vice-Chair with agreement to shadow the Chair to be a potential candidate for future Chair if the Council. Resolved to accept the nomination of Penny Steiner for vice chair for the year 2016/17.</p> <p>73.4 Election of Committee, Working Group and Sub Group Chairs:</p> <ul style="list-style-type: none"> - Finance and Human Resources Resolved to accept the nomination of Terry Philpott for chair of Finance and HR working group for the year 2016/17. - Properties/Infrastructure Resolved to accept the nomination of Bob Gilbey for chair of the Properties Committee for the year 2016/17. - Planning Resolved to accept the nomination of Pek Peppin for chair of the Planning Committee for the year 2016/17. - Promotion & Communications Resolved to accept the nomination of Penny Steiner for chair of the Promotion and Communication Committee for the year 2016/17. - Donald Pither Field Memorial Ground Resolved to accept the nomination of Bob Gilbey for chair of the Donald Pither Field Memorial Ground trust for the year 2016/17. 	

	<p>- Market House Management Group Resolved to accept the nomination of Judi Morison for chair of the Market House Management working group for the year 2016/17.</p> <p>- Market: to be decided by MHMG working group - Weddings: to be decided by MHMG working group - Neighbourhood plan group: to be decided by the Planning Committee - Field Group: to be decided by the Properties Committee</p> <p>73.5 Councillor Vacancies-Co-option of New Councillors-(4 current vacancies)</p> <p>2. Resolved to co-opt Barbara Williams, Martin Atkins and Ian Davis as Castle Cary Town Councillors.</p> <p>Declaration of Acceptance of Office: Signed by the three co-opted councillors and returned to the Clerk. Register of Members' Interests: to be made within 28 days of taking office. The Clerk requested the new councillors meet to complete the above form. Committee membership: Explained by PS to the new Councillors Representatives for external groups: To be completed at a later date.</p> <p>73.6 Recommendation: To adopt the Code of Conduct(circulated) 3. Resolved to accept the Code of Conduct (with three abstentions – new councillors)</p>	
TC74	Apologies for absence and approval of reason: Henry Hobhouse	
TC75	To approve the minutes and amended payment schedule of the Town Council Meetings held on Monday 18th April 2016 to be signed by the Chair. <ul style="list-style-type: none"> • Resolved to accept the above minutes. • Resolved to approve the above amended payment schedule. 	
TC76	Declarations of personal or pecuniary interest (<i>these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed</i>).	
TC77	Public Session (<i>if any member of the public wishes to speak</i>)	
TC78	To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)	
TC79	Community Safety and Security Tim Russel shares a report with the council. Each month, crime has been increasing by 20%.	
TC80	To receive any reports/items of information from Councillors (not listed separately on the agenda)	

	<p>Mike Lewis, County Councillor: -Closure of A371- Further details have been sent to the Clerk and will be circulated. The Clerk will speak to John Nicholson to make him aware of the upcoming development of Nurseries/BMI site, which will require traffic lights and enquire whether the jobs be done at the same time. -Library Liaison- It has been confirmed that there are no plans to move the library from the town centre.</p> <p>Nick Weeks, District Councillor: -CiL negotiations are in their final stages and should be in place by Nov.</p> <p>Henry Hobhouse, District Councillor: -Not present</p>	
TC81	<p>Chairs Report 81.1 Final Annual Meeting arrangements: Arrangements for the annual town meeting shared with the Councillors.</p> <p>81.2 Reminder for appropriate responses to e-mails: Chair asks for Councillors to consider carefully how they respond to emails.</p> <p>81.3 Request for councillors to notify clerk of time required for agenda items: Items to be received a week before the meeting, with timings.</p> <p>81.4 Traffic Lights & Proposed 8 week Road Closure A371: Has been discussed under Mike Lewis' report</p>	
TC82	<p>Clerk's Report Dimmer liaison minutes distributed along with September's agenda. Police interview regarding vandalism is continuing and will be reported at a later date. A request for a bench at the cemetery will be taken to the next properties meeting. A letter confirming the 106 monies for CCCC's nets has been received. Agenda training dates: Thursday 2nd June decided as the date for agenda training.</p>	
	<p>Committees Reports, Recommendations & Progress Major Projects</p>	
TC83	<p>Planning Committee & Neighbourhood Plan 83.1 Minutes Distributed</p> <p>83.2 Report for Neighbourhood Plan to update councillors on potential support by consultant and future direction of plan: LS reported the neighbourhood plan is moving forward with a consultant called Jo Witherton. LS thanked the volunteers for their hard work on the project.</p> <p>83.3 The George A report not available online in time for the planning meeting, which meant an informed decision could not be made. Further investigation will be undertaken.</p>	

	<p>83.4 Planning Training: BM, LS and SH attended planning training and will filter this to other councillors. BM offered to run this training.</p>	
TC84	<p>Properties/Infrastructure, Pither Project & Fairfield</p> <p>84.1 Fairfield - Update on Project Status and Fund applications Viridor will be considering the funding application in July. It is hoped work will start by the end of July. NW thanked for cutting the grass.</p> <p>84.2 Update on legal agreement with Ansford PC: solicitors are discussing the legal agreement with no anticipated problems.</p> <p>84.3 Progress with Ball Wall quotes no developments to report</p>	
TC85	<p>Prom and Comm.</p> <p>85.1 Newsletter – Aurora have reconsidered their tender and have lowered their quote, which the Town Council have accepted. They have produced the most receipt newsletter with the new letterhead</p> <p>85.2 Vintage Photograph Exhibition – Prom & Comm have agreed to spend £250 on picture frames for the exhibition. The Museum will be looking to fundraise within this event.</p> <p>85.3 Website & Facebook Advertising Policy Recommendation from Prom and Comm to accept the Website & Facebook Advertising Policy</p> <ul style="list-style-type: none"> • Resolved to accept the above policy 	
TC86	<p>Finance & Human Resources</p> <p>86.1 To receive the March bank reconciliation: received by Councillors.</p> <ul style="list-style-type: none"> • Resolved to accept the above bank reconciliation <p>86.2 Recommendation to approve amended April payment schedule in ref to Market House rates invoice – agreed in item TC75.</p> <p>86.3 Recommendation to Approve May payment schedule.</p> <ul style="list-style-type: none"> • Resolved to accept the above payment schedule <p>86.4 Caryford Hall Grant Request: TP proposed the Town Council write a letter of support to the Caryford Hall group and provide £50 towards the funds. BM declared an interest and withdrew from the vote.</p> <ul style="list-style-type: none"> • Resolved to approve the above proposal <p>86.5 ‘Playdays’ Play scheme funding request: TP proposed the Town Council support the Play Scheme event by providing £100 from the grant funding towards the Circus Skills workshop.</p> <ul style="list-style-type: none"> • Resolved to pass the above proposal subject to a satisfactory confirmation from the Football and Cricket Clubs that the Donald Pither memorial Field is available to be used by the Playscheme on Tuesday 9th August 2016. 	

86.6 SAGE cover requirements from 10th April 2016

Recommendation: SAGE cover option 2 £554 pa plus VAT.

- **Resolved** to accept the above recommendation

86.7 Financial Regulations update

Asset value increased to £500 - Reported to the group by TP

Update on Financial Regulation 11.1g

- **Resolved** to amend the financial regulations to remove the 'loop' within the standing orders.

86.8 Ethical Investment Proposal :Options for both long and short term investments were considered BM proposed the Finance and HR working group recommend to the Town Council that long term investments are placed with Co-op and Triodos and the Town Council delegate to the Finance and HR working group the authority to manage details of this investment. The maximum amount being invested in each company being their deposit guarantee scheme limit circa £70,000 each.

- **Resolved** to approve delegated authority be given to the Finance & HR Group to manage the details of investments placed with Co-Op and Triodos

86.9 Cleaners hourly rate review : TP proposed an increase in the hourly rate for cleaners employed by the Town Council to £8 per hour with effect from 1st April 2016.

- **Resolved** to accept the above proposal

86.10 Committee Roles 2016/17: TP proposed the roles for the committees and working groups remain broadly the same as they are now.

- **Resolved** to accept the above proposal.

86.11 IT Responsibilities : BM distributed an IT infrastructure report with the group.

- **Resolved** to allow Finance and HR to hold the delegated responsibility for IT systems and infrastructure.

86.12 Market Managers Contract TP shared a report on the issues that have arisen and makes the following proposal:

The Clerk (or Deputy Clerk in the clerk's absence) to attend all future committee and working group meetings (with the exception of planning meetings, which the Deputy Clerk manages). The hours undertaken by the current minute taker are to be allocated to the office to service the associated agenda and minute taking admin tasks.

These changes are to be reviewed regularly by the Clerk's line manager; LS.

- **Resolved** to accept the above proposal. To be trialled for four months, with a review after three months. Revised costs to be distributed to all councillors.

	<p>86.13 Market Contract Options TP proposed the following option for the Market Managers Contract.</p> <p>Angela Piggott is to be issued the Market Manager's contract on a rolling monthly basis, backdated to the 1st April 2016. Angela Piggott will be allowed to subcontract to a given person approved by the Council. Angela Piggott will be paid by the Town Council; Angela Piggott can then pay her subcontractor when necessary. CCTC will write to Joy Streetin advising her that this new contract has been set up and the option may be available to allow Joy to take on the contract should her health return. The Clerk and the Chair of the council have approved the payment for April to be paid directly to Angela.</p> <ul style="list-style-type: none"> • Resolved to accept the above recommended option and complete the contractual information <p>86.14 Review of meeting schedule TP proposed the first Wednesday of each month as the Finance and HR meeting. To start in 8th June 2016. All in agreement. Revised schedule to be circulated when completed.</p> <p>Budget Reporting – to be discussed at the beginning of June. Any feedback into the system to be received by this point.</p> <p>Local Council Award Scheme: July as the date set to finalise the work and pass the resolution to submit the application.</p>	
TC87	<p>Market House Management Group, Market and Weddings</p> <p>-Asset Transfer update- the discussions are continuing to move forward slowly. -Four weddings booked and lots of enquiries -One exhibition booked, with another enquiry -Currently over targeted income for this time of the year.</p>	
TC88	<p>MTIG Feedback from meeting held on 28th April</p> <p>The focus for MTIG's grants is now on economic development – investing money to help stimulate the economy. 'MTIG projects' to be added as an item on each committee and working group agenda to support the discussion on any projects that could be appropriate for funding from MTIG.</p>	
TC89	<p>In Camera Session-</p>	

Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of its functions, that "No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability".

The June 2016 Annual meeting of the Town Council will be held on Monday 20TH June in the Market House at 7:00pm

CCTC May16 Payment List				
Account	Details	Ref	Ex.Ref	Gross
SLCC	SLCC Clerk annual membership subscription 2016-17	104165	SLCC subscription	187.00
SALC	SALC Affiliation 2016-17 NALC £119.46 SALC £456.30	104166	1276 SALC-NALCAffiliation16-17	575.76
MARKSIMP	MH Shambles Roof & Window Cleaning	104167	1 Mark Simpson MH	65.00
FELICIAN	LAMP Inv1 Feliciano Lopez ChavesApr-May16	104168	inv1 LAMP-tutor F.Lopez Chaves	150.00
FIRSTIMA	Free Parking Stickers-Gateway signs	104169	5248 1st ImageFree ParkngStick	36.00
JENNYALD	J.Alderson Typesetting Newsletter Summer16	104170	588 NewsletterTypesettingSum16	75.00
BRUEVALL	BrueValleyRotaryFirstAid trainingA.Branson	104171	2016-05-05BrueValley-1stAid-AB	35.00
SSDC	SSDC Water/Sewerage rchrgs Jan-Mar16 247.50+202.50	104172	04710067953 SSDCMillbrook rchg	450.00
SSDC	SSDC Cleaning-Open/Close rechargeJan-Mar16	104172	04710067953 SSDCMillbrookClng	1610.28
SSDC	SSDC Market House Service Charge 2015-16	104173	04710068135 SSDC MH ServiceChg	1221.09
MICHAELS	DP Field Bench Brackets-Vandalism	104174	43 M.Stokes Vandalism-Bench DP	5.10
MICHAELS	Catherines Close-M.Stokes reimb plywood sheets	104174	43 M.Stokes Catherines Close t	35.88
MICHAELS	Play Area M.Stokes timber-bench repairs	104174	43 M.Stokes Play Area bench rp	24.48
A.PIGGOT	Market Manager A.Piggott May16	104175	Market Mgr A.Piggott May16	280.00
Payroll Costs	Payroll Costs May16	104176-82	Payroll Costs May16	4303.33
MICHAELS	Pavilion Vandalism-reimb M.Stokes Gutter down pipe replaced	104183	45 M.Stokes VandalismPavilion	23.59
SUSANHAK	reimb SHake Batteries,charger,drawer runners	104184	reimb SHake,Batteries,charger,	133.38
AMC	Ground Maintenance Cemetery Apr16	104185	01865 Ground MaintApr16 Cem	580.00
AMC	Ground Maintenance GW Sign entrance visits Apr16	104185	01865 Ground Maint Apr16 GWsig	85.00
AMC	Ground Maintenance Market House -Apr16	104185	01865 Ground Maint Apr16 MH	83.00
AMC	Grounds Maintenance DP field Apr 16	104185	01865 Ground Maint Apr16 PArea	130.00
AMC	Grounds Maintenance DP field Apr 16	104185	01865 Ground Maint Apr16 DP	125.00
AURORA	Aurora Newsletter print	104186	1347 Aurora Newsletter	478.00
MALCOLMK	M.King Newsletter Delivery	104187	Newsletter delivery	172.00
BARCLAYS	Barclays c/ac DD May16	DD Barclays c/ac MAY16	DD Barclays May16	6.66
SCOTTISH	Scottish Power DD May 16 Pavilion31Mar-6May	DD Scottish Pwr Pavilion	DD Scottish Power May16 Pavili	65.00
CNG	CNGas DD May 16 Market House	DD CNGAS May16	DD CNGas May16 MH	110.63
SOUTHERN	SSE DD May 16 Catherines Close 6Feb-5May	DD SSE May16 CClse	DD SSE May16 Catherines Close	23.01
SOUTHERN	SSE DD May16 MH 6Feb-9May	DD SSE May16 MH	DD SSE May16 MH	144.43
SAGE	Sage DD May16 FMS support	Sage DD May16	Sage DD May 16 FMS support	55.40
				11269.02