



APPROVED MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE MEETING
held on Monday 8th June 2020

DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Pek Peppin and Penny Steiner.

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 19:00.

F001 To receive nominations and elect a Chair.

Judi Morison was nominated by Penny Steiner and seconded by Pek Peppin. There being no further nominations, Judi Morison was unanimously voted as Chair of the Finance and Management Committee.

F002 Apologies for absence
Apologies had been received from Nick Weeks.

19:07 – Pek Peppin left the meeting.

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 any dispensations made by the town clerk in relation to the business of this meeting.

There were no declarations of interest.

F004 To approve the minutes of the Finance and Management Committee meeting held on 9th March 2020

RESOLVED: It was proposed and unanimously agreed to approve the minutes as presented.

19:10 – Pek Peppin re-joined the meeting.

F005 To review action points from previous meetings.

It had not been possible to complete some of the action points due to the restrictions of the coronavirus pandemic but all other action points had either been completed or were ongoing.

F006 To note that the final Internal Audit report for 2019-20 is expected by the end of the week.
Noted.

F007 To note suggestions for amendments to earmarked reserves and agree any changes to be made.

Councillors reviewed the suggestions. It was felt that the figures for the Big Christmas earmarked reserve were incorrect. It was **agreed** that Judi Morison, Penny Steiner and the Clerk would meet with Laura Tilling to identify any errors.

Action 200608/1: Judi Morison, Penny Steiner & Town Clerk

RESOLVED: It was proposed and agreed that the Finance and Management Committee recommended that the Full Council should approve the changes to earmarked reserves as presented, with the exception of the Big Christmas fund, which would be resolved in time for the Full Council meeting on Monday 15th June.

F008 To review financial losses due to the CV-19 crisis.

There was a general discussion about the potential losses that the Town Council may experience. The Clerk was instructed to prepare a comprehensive spreadsheet detailing potential losses to be presented to the next Marketing and Communications Committee meeting on Monday 22nd June.

Action 200608/2: Town Clerk

F009 To review the position of the new leases for the Museum and Dance Studio.

Neither of the leases had been finalised. The Clerk was instructed to send the Museum lease and floor plan to Pek Peppin, in her role as a trustee of the Castle Cary Museum, in order that the trust could review the document and submit any comments to the Clerk.

Action 200608/3: Town Clerk

Regarding the Dance Studio lease, the Clerk was instructed to contact the tenant, to ensure the lease is signed and to advise the tenant that they are eligible for an SSDC grant to help businesses deal with losses caused by the coronavirus pandemic.

Action 200608/4: Town Clerk

F010 To receive an update on the councillor vacancy.

The Clerk reported that SSDC had confirmed that no residents had asked for the vacancy to be filled via an election, meaning that it could be filled by co-option. A co-option notice had been prepared and distributed accordingly. It was **agreed** to add the matter of co-option to the Full Council agenda for 20th July.

Action 200608/5: Town Clerk

F011 To note current Government guidance on working safely during the CV-19 crisis and that the Clerk has prepared risk assessments for the work that is currently being carried out by Town Council staff, councillors and volunteers.

Noted.

F012 The date of the next Finance and Management Committee meeting will be Monday 13th July. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 2nd July.

Noted.

Approved as a correct record.....13th July 2020