



Approved Minutes
Castle Cary Town Council Finance, Management & HR
Thursday 14th March 2019 at 6.30pm at The Donald Pither Pavillion

Present: Terry Philpott, Chair, Judi Morison, Hedge Burley, Bob Gilbey, Sally Snook, Nick Weeks

Officer Present: Susan Hake Town Clerk

Committee objectives for 2018/19

- Preparation for change of accounting practice for 2019/20 financial year.
- **Clarification of budget setting system current year and 2019/20**
- Training Chair of Finance and Management for 2019/20
- Completion of legal works (Market House / Fairfield Ownership / Fairfield bequest)
- **Implementation of Disaster Recovery Plan**
- **Recruitment of new Councillors May 2019 election**

F034: Apologies for absence

Margaret Bebbington, Justin Birch, Martin Atkins, Penny Steiner

F035: 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

F036: 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)

F037: Confirmation of minutes of the Finance and Management meeting held on 1st March 2019 (HR only)

Resolved: To accept the minutes as an accurate record of the meeting

F038: Election Chair Finance and Management Committee

- No nominations received.

F039: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Horsepond Volunteers banking update
- Library grant funding to be paid 1st April

F040: Correspondence / Grant Requests and Clerks report

Play day funding request-circulated the proposed date is Tuesday 6th August 1-4pm

Stuart Talbot has requested if the Council will consider a contribution towards a couple of activities to help enhance the day.

£180 – Bouncy Castle

£150 – Circus Skills
£250 – Go Karts
£150 – Reptiles / Snakes
£180 – Drumming workshop
Arts & Craft / Climbing wall / Ukulele workshop / Archery / Axe throwing / Roller skating / laser tag / Segway's / martial art displays / or any other activity.
Resolved: Agreed to fund £180 to include Circus Skills

F041: Feedback re Banking options (SH)

- Update new account opening Triodos Bank
Action: JM to pursue Triodos Bank account

F042: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
Sage and Moneysoft to be renewed
MHse utility gas may need to be deferred to new Clerk

F043: Disaster Recovery Plan (TP/PS)

- To receive feedback on the draft Disaster Recovery Plan
Defer to post May election.

F044: Legal update

To receive an update on

1. Market House Asset transfer – confirmation to be sent to solicitor for the transfer to proceed 31 March 2019
2. Fairfield Easement PS to liaise with Robert Rhys
3. Two Swans footpath-to be discussed at Properties 25th March
Action: Document to be forwarded to show actual part of path owned requested to be adopted by CCTC.

F045: Preparation for change of accounting practice for 2019/20 financial year.

- To receive an update on the required actions
SH has met with an accountant working on Sage.
SH to complete the list of actions required and has arranged invoice training for CCB & HC.

F046: Councillor Recruitment May 2019

- To receive an update
Everyone is being encouraged to attend who may be interested in becoming a councillor.
JM has completed a timetable of events, strategic objective, a list of what the three tiers of councils do.

F047: Annual Appraisals

- To receive an update on the timetable and responsibilities related to annual appraisals.
SH raised concern that her remaining time is running out and so may not be able to complete this and would suggest this is deferred to the new Clerk.
Action: JM agreed to complete Deputy Clerk appraisal

F048: Finance Policy

- To review the Finance Policy
Resolved: Agreed to approve the whole document to include the updated finance policy
Action TP to forward to JM to finalise document and send to CCB

F049: Terms of Reference

- To update the Terms of Reference
TP proposed no changes are required.
Resolved: Agreed to adopt the Terms of reference with no changes

F050: Earmarked Funds

- To approve the Earmarked funds
Resolved: Earmarked funds agreed subject to TP to check the formula of summary

F051: Bank Signatories

CCTC has limited signatories on some of the bank accounts and in some cases may not have sufficient to change the mandates if current signatories are removed

Recommendation: To retain Sue Hake as a signatory until a new Clerk is appointed and the Annual Accounts are complete and to remain on the payroll with a zero hours contract until the end of April.

TP declared an interest and did not vote

Resolved: Agreed To retain Sue Hake as a signatory until a new Clerk is appointed and the Annual Accounts are complete and to remain on the payroll with a zero hours contract until the end of April.

Recommendation: To retain Terry Philpott as a signatory on the Scottish Widows account until new signatories can be implemented

Resolved: Agreed to retain Terry Philpott as a signatory on the Scottish Widows account until new signatories can be implemented.

F052: Credit Card Signatories

Sue Hake is currently the only card holder for the CCTC account.

Recommendation: To approve a card for Claire Craner Buckley and the new Clerk when appointed. To retain Sue Hake as a card holder until the new cards are activated.

Resolved: Agreed to approve a card for Claire Craner Buckley and the new Clerk when appointed.

F053: Clerk vacancy

- To receive an update on the Clerks Vacancy with recommendation to Full Council for the HR group to have delegated powers to make an offer within the agreed terms.
Shortlisting and interview panel JM, PS, NW, JB
Action: Recommendation to Full Council for the HR group to have delegated powers to make an offer within the agreed terms.
- To agree the format of the interview / selection day
TP presented the interview pack and made requested amendments
Action TP to complete the tasks for the presentation

To review the office requirements in the short term and agree the required actions.

JM reported on the discussion with PP & SH with a prospective locum clerk.

It was agreed the hourly rate would be appropriate on scp 24 at £14.50 and 45p per mile for mileage.

F054: Confirm date of Next Meeting and agenda items –

JM thanked TP for his hard work over the years with the Town Council

Next meeting tbc

With no further business the meeting finished at 19.50

Approved as a correct record.....8th July 2019