



**Approved minutes of a meeting of the Finance and Management committee held on
Monday 8th July 2019 at The Market House**

Committee objectives for 2019/20

- **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**

Present: Judi Morison (Chair), Justin Birch, Nick Crowley, Penny Steiner, Nick Weeks and Rob Worth

Clerk: Zöe Godden

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

F001: To elect a Chairman for the Finance and Management Committee

Judi Morison was nominated by Justin Birch and seconded by Nick Weeks. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Judi Morison be elected as Chairman and a declaration of acceptance of office was signed accordingly.

F002: Apologies for absence

Apologies had been received from Philippa Biddlecombe, Stephen Biddlecombe, Hedge Burley, Bob Gilbey and Sally Snook.

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.

There were no declarations of interest.

**F004: To approve the minutes of the Finance and Management meetings held on
14th March and 24th June 2019.**

RESOLVED: It was proposed and unanimously agreed to approve both sets of minutes as presented.

The Clerk was instructed to send a link to the minutes of previous meetings with future agendas.

Action 190708/1: Town Clerk

F005: To elect a Vice Chair Finance and Management Committee

Justin Birch was nominated by Penny Steiner and seconded by Sally Snook. There were no other nominations.

RESOLVED: It was proposed and unanimously agreed that Justin Birch be elected as Vice-Chairman and a declaration of acceptance of office was signed accordingly.

F006: To note the updated signatories for the Scottish Widows accounts and to hear an update on progress with amendments to the mandate for the Barclays accounts for both the Town Council and the Donald Pither Trust.

The Clerk reported that the mandate for both Scottish Widows accounts had been implemented and that the signatories were now Councillors Judi Morison, Penny Steiner and Nick Weeks, Deputy Town Clerk Claire Craner-Buckley and Town Clerk Zöe Godden.

The Clerk also reported that a mandate change form for the two Barclays accounts had been sent off. This form would remove Terry Philpot and add Town Clerk Zöe Godden as a signatory. Another form would be sent to add Margaret Bebbington in due course.

RESOLVED: It was proposed and agreed that Bookings and Promotion Manager Holly Callow should be added to the mandate for the Barclays accounts so that she can view bank statements.

Action 190708/2: Town Clerk

F007: To agree to remove Sue Hake as a signatory from all bank accounts.

RESOLVED: It was proposed by Penny Steiner and seconded by Nick Weeks to remove the previous Town Clerk, Sue Hake, from the bank mandate for both Scottish Widows accounts and both Barclays accounts.

Action 190708/3: Town Clerk

F008: To review the earmarked reserves and agree any changes.

Nick Weeks explained that it had previously been agreed always to keep £20000 in reserve for the Market House as a contingency.

The Clerk reported that, following her inspection of the play area in Catherines Close that day, certain repairs would be needed soon. The Clerk was instructed to make a report to the next Properties and Infrastructure meeting.

Action 190708/4: Town Clerk

Nick Weeks explained that the £1000 in reserves against Milbrook Toilets was allocated for changing the use of the toilets, possibly into offices. Nick said he would arrange for the toilet block to be valued by an estate agent.

Action 190708/5: Nick Weeks

Judi Morison added that Milbrook Toilets might also be turned into a Youth Café. The Clerk was instructed to add the issue of the change of use of Milbrook Toilets to the next Properties and Infrastructure Committee agenda.

Action 190708/6: Town Clerk

Judi Morison explained that the amount of £4200 earmarked for Youth was allocated for the annual grant given to Youth Matters. Youth Matters had not needed the grant in 2018-19. This fund was the total amount available to the Council for youth support.

The Clerk was instructed to contact SSDC to ask for a breakdown of the precept associated with the maintenance of the closed churchyard.

Action 190708/7: Town Clerk

F009: To hear an update on the status of S106 funds available to the Town Council and agree any action to be taken.

Councillors discussed the funds available and noted that some funds available to Somerset County Council for highways infrastructure improvements could not be located by SCC. Judi Morison reported that she had been in contact with Jake Hannis (Locality Officer at SSDC) and it had been noted that the S106 contributions from the Well Farm development (13/03593/OUT) had not been received, despite the trigger point having been reached. Judi Morison said she would follow this up with Jake Hannis.

Action 190708/8: Judi Morison

The Clerk was instructed to add an item to the next Full Council agenda to enable to council to review S106 priorities.

Action 190708/9: Town Clerk

F010: To receive a report on accounting practice changes and agree any action to be taken.

The Clerk explained the difference between the receipts and payments method and the income and expenditure method. No further action was required.

F011: To hear an update on the implementation of accounting software and to note that budget monitoring information will be available for the next meeting on 9th September.

The Clerk reported that the new accounting software had been downloaded onto all three of the office computers and that she was in the process of organising training for all office staff.

F012: To consider a draft Contract of Employment for the new Clerk; to agree any changes and to agree that the contract can be signed by the Chairman of the Town Council.

RESOLVED: It was proposed and agreed to approve the Clerk’s contract of employment as presented; it was further agreed that the Chair could sign the contract.

F013: To note that all required actions in terms of the end of year accounts for 2018-19 have been carried out.

Noted.

F014: To note the arrangements for the final handover from Sue Hake, including the return of the Town Council laptop, keys and any other items.

The Clerk reported that Sue Hake had said that she would be returning the laptop and keys soon. A date would be agreed in due course. Sue had also said that she would look to deal with the papers under the Clerk’s desk.

F015: The date of the next Finance and Management Committee meeting will be Monday 9th September. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 29th August.

The meeting ended 19:56.

Approved as a correct record.....9th September 2019