



**Finance and Management Committee Approved Minutes for the meeting held
Monday 12th November 6.30pm at The Market House**

Present: Terry Philpott, Chair, Judi Morison, Margaret Bebbington, Bob Gilbey, Sally Snook, Penny Steiner, Nick Weeks

Officer Present: Sue Hake, Town Clerk

Approved Minutes

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

F154: Apologies for absence

Justin Birch, Martin Atkins, Hedge Burley

F155: 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.

F156: 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)

- Item F169 -Bookings and Promotions Manager Induction / Probationary review

Resolved: Agreed

F157: Confirmation of minutes of the Finance and Management meeting held on 8th October 2018.

Resolved Agreed by those who attended

F158: Election of Vice Chair Finance and Management Committee

No Nominations received

F159: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Email footer reminder

F160: Correspondence / Grant Requests and Clerks report

- Budget / Precept 2019/20 update / Earmarked funds.
TP confirmed progress on the 2019-20 budget with earmarked funds to be agreed

SH informed the Committee of an E-mail received from Lynda Pincombe requesting confirmation of 106 money allocation relating to the BMI housing development

Action: To discuss and agree 106 money allocation for the BMI housing development at the next Full Council meeting and give a response to SSDC

An e-mail from the Library Trust has been received requesting CCTC confirming the funding agreement and the minute reference and further funding in principle

Recommendation: Following receipt of the annual library report in September each year CCTC will consider providing funding for a period 3 years in advance to give the library trust the confidence of funding for a rolling 3 year period

F161: Feedback re Banking options (SH)

Update on Barclays online banking two further signatories
BG still not received replacement card & login details

Account opening Nat West update

SH explained the issues with Natwest have now lost the most recent application

Resolved: one more month permitted to open an account with them

Update new account opening Triodos Bank
Deferred to the next meeting

F162: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
New utility contracts for Market House and Catherines Close

F163: Disaster Recovery Plan (TP/PS)

- To review the plan and identify the agreed actions (if time allows, if not this item will be held over to the next meeting)
- Deferred to next meeting

F164: Legal update

To receive an update on

1. Market House Asset transfer
TP and SH have signed the agreement that is now with legal
2. Fairfield Easement
Action: NW to obtain SSE contact information

F165: GDPR (Data protection) update

- Update on data audit to comply with the implementation of GDPR
Data audit ongoing

F166: Annual Risk Management review 2018

To review and approve the report and required actions

No changes requested

Resolved: Agreed

Action: TP to recheck and circulate final document

F167: Feedback from external Audit and to agree next steps

SH explained the problems with external audit

Resolved: Agreed to process payment reluctantly

F168: Councillor Recruitment / Induction Training

To receive an update on councillor induction

MB to complete finance training

To agree the next steps re Councillor vacancy

JM reported individuals have expressed an interest to become councillors and plan to attend the next Full Council meeting.

F169: Bookings and Promotions Manager Induction / Probationary review

To receive an update on the probationary review.

Recommendation: To appoint the Bookings & Promotion Mgr on a permanent contract subject to a satisfactory probationary review

This recommendation was debated

Resolved: Agreed

Action: SH to issue a permanent contract to HC

F170: Cleaner Recruitment

To receive an update and agree any further actions

SH confirmed applications now received and invitation to interviews to be arranged

F171: Confirm date of Next Meeting and agenda items –

- Annual appraisals
- Risk Assessment training for Councillors
- Credit card provision

The meeting closed at 9.02pm

Next meeting 13th December 2018, to review the 2019/20 budget.