



## CastleCaryTown Council

The Market House

Market Place

Castle Cary

Somerset

BA7 7AH

Tel: 01963 359631

Email: town.clerk@castle-cary.co.uk

www.castle-cary.co.uk

### Castle Cary Town Council Finance and Management Committee Held Monday 12<sup>th</sup> June 2017 at 6.30pm at The Market House DRAFT MINUTES

**Present:** Barry Moorhouse, (Chair) Bob Gilbey, Judi Morison, Terry Philpott, Nick Weeks

**Officer Present:** Sue Hake, Town Clerk  
2017

**F001 Apologies for absence**

Martin Atkins, Penny Steiner

**F002 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 Declarations made

**F003 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)  
No items requested

**F004 Confirmation of minutes of the Finance and HR meeting held on 4th May 2017**  
**Resolved:** Agreed

**F005 Actions and reports from the last meeting** not dealt with elsewhere on the agenda  
TP has the additional information for the Quality Council and will submit

**F006 Correspondence / Grant Requests and Clerks report**

**Resolved:** to recommend the approval at Full Council for the donation to the Church Clock for the amount of £50

**Resolved:** to take to full council for consideration whether to fund Evercreech Explorer Scouts

**F007 Barclays online banking update and revised process**

**Resolved:** to recommend the approval at Full Council of the revised online banking process

**F008 Internal Auditor report and work during the year**

All audit recommendations and responses were agreed and confirmed the temporary contract payments being made will not exceed the contracted amount.

**F009 External Audit for YE31.03.17**

To review the above prior to presentation to Full Council

Period for the exercise of public rights dates 3 July to 11 August 2017

**Resolution:** Confirmed

**F010 Annual Accounts for YE31.03.17**

Revised Budget summary and bank reconciliation

To review and Approve the Annual accounts for the year ending 31/3/17 prior to presentation to Full Council

Period for the exercise of public rights dates 3 July to 11th August 2017

**Resolution:** confirmed and the Statement to be circulated for Full Council

**F011 Contract Expiry Summary**

**Action:** SH to add a review date column when circulated

**F012 Discuss and review:**

**Disaster Recovery plan**

To defer and agree a group to progress this

**Status for the Donald Pither Memorial Charity**

**Actions:** BM to ascertain if there is a constitution for the charity on the charity website

Charity AGM to be held 15 minutes before the finance meeting to be held in July and agree to adopt all of the policies and standing orders adhered to by the Town Council

Trustee meeting may need to be arranged at the end of July Full Council meeting

**Process for Earmarked funds**

BM explained the proposed process for the earmarked and restricted reserves to be discussed at Full Council

**Action:** BM to ensure the delegation authorities and financial amounts agree

**Financial Regulations**

**Resolution:** Agreed BM to make one amendment and forward

**Terms of Reference:** to be updated

**Standing Orders:** Discussed

**Policies:** Discussed

The meeting closed at 8.57 pm

Confirm next meeting Monday 10<sup>th</sup> July 2017