



DRAFT MINUTES OF FINANCE AND MANAGEMENT COMMITTEE MEETING
held on Tuesday 14th June 2021 at 7.00pm

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

Clerk: Lisa Davis

The meeting started at 19:00

2021

F001 Apologies for absence

Kenneth Gray, Fares Moussa, Pek Peppin, Sally Snook and Rob Worth had sent their apologies for being unable to attend.

F002 Declarations of personal or pecuniary interest (these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed).

There were no declarations of interest.

F003 Minutes of Finance & Management Committee meeting of 6th April 2021

RESOLVED: It was proposed and unanimously agreed that the minutes of the meeting of 6th April be approved, to be signed by the Chair at a later time.

F004 Action points from previous meetings:

Playday contribution was approved.

A new earmarked reserve would be setup for the Market House improvements.

SLR are awaiting materials before starting the fencing work at the Donald Pither field.

Radio Ninesprings are keen to promote Castle Cary.

F005 To nominate and elect a Vice Chair

There being no nominations for vice-chair it was agreed to defer this for further discussion.

F006 To receive an update on the Internal Audit and Annual Governance and Accountability Return for 2020/21 and agree any action to be taken.

The Committee received an update on the completion of the AGAR and the progress of the internal audit.

F007 To consider budget provision for IT systems and website improvements.

It was agreed to look at options and costs for email, computers and websites.

Action 210614/:1 Town Clerk, Deputy Town Clerk, Marketing and Communications Administrator

F008 To review the earmarked funds.

The earmarked funds were reviewed. It was agreed to allocate £200 from the Members Improving Lives reserve to fund food hygiene courses for school leavers.

F009 To review the Freedom of Information Policy and agree any changes required.

RESOLVED: It was proposed and unanimously agreed that the review of the Freedom of Information Policy be deferred until August to allow the Town Clerk to feedback following a training session taking place in July.

Action 210614/2: Town Clerk

F010 To review the Vexatious Behaviour Policy and agree any changes required.

RESOLVED: It was proposed and unanimously agreed that the Vexatious Behaviour Policy is re-adopted with no amendments and to recommend its approval at the next Full Council meeting on 21st June.

Action 210614/3: Town Clerk

F011 To review the Grants Policy and agree any changes required.

RESOLVED: It was proposed and unanimously agreed that the Grants Policy is re-adopted with no amendments and to recommend its approval at the next Full Council meeting on 21st June.

Action 210614/4: Town Clerk

F012 To review the amendments to the Complaints Policy.

RESOLVED: It was proposed and unanimously agreed to accept the amendments to the Complaints Policy and to recommend its approval at the next Full Council meeting on 21st June.

Action 210614/5: Town Clerk

F013 To adopt the Community Engagement Policy.

RESOLVED: It was proposed and unanimously agreed that the Community Engagement Policy is accepted with the inclusion of email addresses and to recommend its approval at the next Full Council meeting on 21st June.

Action 210614/6: Town Clerk

F014 Exclusion of Press and Public

RESOLVED: It was proposed and agreed unanimously that in accordance with the *Public Bodies Admissions To Meetings Act 1960, Section 1 (2)*, the press and public be excluded on the grounds that discussion of the following business would disclose confidential information.

F015 Parish Charity

The Council received information regarding the vacancy of a trustee to be appointed by CCTC to the Parish Charity.

The meeting ended at 20:37

Members of the Council considered the following matters in the exercise of its functions, that "No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability"

The next meeting of the Finance and Management Committee will be held on Monday 12th July 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 1st July 2021.