



DRAFT MINUTES OF FINANCE AND MANAGEMENT COMMITTEE MEETING

held on Monday 11th October 2021 at 7.00pm

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

Clerk: Lisa Davis

The meeting started at 19:00

2021

F044 Apologies for absence

There were no apologies received.

F045 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.

F046 Minutes of Finance & Management Committee meeting of 13th September 2021.

RESOLVED: It was proposed and unanimously agreed that the minutes of the meeting of 13th September be approved, to be signed by the Chair at a later time.

F047 Action points from previous meetings:

The Deputy Clerk sent letters of thanks to those who have made donations to the Market House Project.

F048 To note the Year to date budget report.

Noted.

F049 To note the External Auditor report for 2020-21.

Noted.

F050 Grant request from Yeovil Shopmobility – to consider grant request from Yeovil Shopmobility

RESOLVED: It was proposed and unanimously agreed not to offer a grant at this time.

F051 Christmas lights and Christmas trees

a) To discuss Christmas lights project for 2021 and 2022

Quotes had been obtained in the region of £15,000. It was agreed that it was not viable for this year but would be considered again for 2022.

b) To consider the purchase of Christmas Trees for the town for 2021

RESOLVED: It was proposed and unanimously agreed to recommend that the quote from SLR for Christmas trees for the town is accepted at the next Full Council meeting on 18th October.

Philippa Biddlecombe agreed to contact Nick Weeks regarding the tree in the pond.

ACTION 211011/1: Philippa Biddlecombe

Penny Steiner agreed to order some Festoon lights to try.

ACTION 211022/2: Penny Steiner

The Town Clerk agreed to contact APC to agree their contribution towards the Christmas trees.

ACTION 211011/3: Town Clerk

RESOLVED: It was proposed and unanimously agreed to recommend that up to £500 could be spent on a large Christmas Tree and that further quotes would be obtained for consideration at the next Full Council meeting on 18th October.

ACTION 211011/4: Philippa Biddlecombe/Penny Steiner

F052 To review the Service Level Agreement (SLA) for the delivery of the newsletter
It was agreed to review and update the agreement and arrange for it to be signed by CCTC and Caryford Community Hall.

ACTION 211011/5: Penny Steiner

F053 Recruitment of Market Manager and Market Porter

- a) The appointment of Wendy Silver as Market Manager was confirmed
- b) The appointment of Paul Parsons as Market Porter was confirmed

F054 Exclusion of Press and Public To consider exclusion of press and public for remainder of the meeting under *Public Bodies Admissions To Meetings Act 1960*, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

F055 Review of staff pay rates

Scale Points and hourly rates for 2022/23 were agreed for staff.

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 meeting ended at 20:31

The next meeting of the Finance and Management Committee will be held on Monday 8th November 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 28th October 2021.