



**Finance and Management Committee Approved Minutes for the meeting held
Monday 11th February 6.30pm at The Market House**

Present: Terry Philpott, Chair, Margaret Bebbington, Justin Birch, Judi Morison, Penny Steiner, Nick Weeks

Officer Present: Sue Hake, Town Clerk

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**

F001: Apologies for absence

Barbara Williams, Pek Peppin, Martin Atkins, Sally Snook

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 items declared

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 to be excluded

F004: Confirmation of minutes of the Finance and Management meeting held on 12th November 2018.

Resolved: Agreed

F005: Election of Vice Chair Finance and Management Committee

No nominations received

F006: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Email footer reminder
All attendees confirmed footer in place
- Bookings and Promotions Manager contract issued.

F007: Correspondence / Grant Requests and Clerks report

- Request from Cary Carers for funding (information distributed separately)
Judi declared an interest
NW proposed funding the Cary Carers group
Resolved: To fund Cary Carers £160 from the current year grant funding
- Request from Shopmobility Yeovil (information distributed separately)
NW proposed £50
Resolved: To fund Shopmobility £50

F008: Feedback re Banking options (SH)

Update on Barclays online banking signatories (SH, CCB, JM, SS, PS, NW, TP, PP).
It was agreed there are sufficient numbers of signatories in place for the time being.

Recommendation: To cease account opening Nat West due to length of time to open vs benefits of account.

Resolved: To cease account opening Nat West due to length of time to open vs benefits of account.

Recommendation: Cash banking to be paid in on a monthly basis via a convenient bank.

Resolved: Cash banking to be paid in on a monthly basis via a convenient bank.

Update new account opening Triodos Bank

Action: TP to pursue opening the Triodos bank

F009: Request from Horsepond Volunteers to deposit funds in CCTC bank account.

Recommendation: To approve the request and use Scottish Widows account, all funding to be designated to an earmarked fund. Volunteers to be responsible for administration and contact with funders.

Resolved: Agreed to offer the use of one of the Scottish Widows account with all funding to be designated to an earmarked fund. Volunteers to be responsible for administration and contact with funders.

F010: Request from Castle Cary Library Trust to receive all / some of the 2019/20 grant before the new financial year in April 2019.

Note: The change of accounting procedures for CCTC will make this complicated to administer.

Recommendation: To approve the request if no other funding sources can be found

Resolved: Agreed to approve the request if no other funding sources can be found

F011: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
SH circulated the list of contracts and contacts

F012: Disaster Recovery Plan (TP/PS)

Recommendation: To adopt the previously distributed plan

Action: SH to check and revise format of the document circulated

Resolved: TP/PS/SH to meet amend and circulate once formatted

F013: Legal update

To receive an update on

1. Market House Asset transfer

Action: SH to continue to liaise with Pam Williams to obtain all contract details and income information to commence from 1st April

2. Fairfield Easement

SH confirmed receipt of an e-mail from Christopher Sutton at SSE who is liaising with Nigel Lush from Elan Homes to progress with the reimbursement of the invoice paid by the Town Council.

Action: NW to contact Robert

3. Two Swans footpath

SH gave an update to explain the footpath drawing has been revised as part of the path

F014: GDPR (Data protection) update

- Update on data audit to comply with the implementation of GDPR
TP & SH confirmed a list of data retention has been created with further details to be obtained from the information point

F015: Preparation for change of accounting practice for 2019/20 financial year.

The accounting method with change from payments and receipts to income and expenditure with effect from 1st April 2019.

Recommendation: SH to obtain advice and checklist from Internal Auditor, and others if required by 28th February 2019. Any costs in obtaining this advice to be managed by the Clerk up to £300.

Resolved: Agreed for SH to manage any costs up to £300 associated with the accounting method change from payments & receipts to income & expenditure.

F016: Councillor Recruitment May 2019

TP/SH attending SSDC election training on 28th February 2019.

To agree actions to aid recruitment of new Councillors for May 2019 election.

1. Newsletter insert publicity February (SH/JM)
JM has prepared a flyer
2. Western Gazette councillor profile February / March (SH) not to action
3. Open evening / Afternoon (March) morning of the 16th March
4. Councillor packs available via CCTC office (SH)
List of what services are provided by the different councils to be circulated
5. Nomination Forms available from the CCTC office. (SH) nominations open on the 18th March and close on 4th April
6. Publicise via website, facebook etc (SS)
7. Posters (HC/JM) HC PS to produce a banner
8. Briefing for Cllrs election expenses (TP)

F017: Annual Appraisals

To receive an update on the timetable and responsibilities related to annual appraisals. SH has commenced the appraisals and will complete all by the end of March.

F018: Finance Policy

- To review the Finance Policy
Action: TP to review and circulate for the next meeting

F019: Terms of Reference

- To update the Terms of Reference
Action: TP to review and circulate for the next meeting

F020: Disciplinary Policy and Procedure

To review the previously distributed document and approve.
Resolved: Agreed

F021: Staff Grievance Policy

To review the previously distributed document and approve.
Resolved: Agreed

F022: Adverse weather policy

To agree the requirements for an Adverse weather policy and agree the next steps.
Resolved: Agreed to adopt the circulated policy
Action: CCB to amend font size, format and upload to the website

F023: Confirm date of Next Meeting and agenda items –

- Risk Assessment training for Councillors
- Credit card provision
- review the earmarked funds

Next meeting tbc wc14th March 2019.