



## CastleCaryTown Council

The Market House  
Market Place  
Castle Cary  
Somerset  
BA7 7AH

Tel: 01963 359631

Email: [town.clerk@castle-cary.co.uk](mailto:town.clerk@castle-cary.co.uk)  
[www.castle-cary.co.uk](http://www.castle-cary.co.uk)

### Approved Minutes of the Castle Cary Town Council Finance & Management Committee

Held on Monday 12th February 2018 at 6.30pm at The Market House

**Present:** Terry Philpott, Judi Morison, Penny Steiner, Nick Weeks

**F001: To elect a Chair and Vice Chair of the Finance Committee for the remainder of the municipal year**

TP was nominated for the role of Chair of the Finance & Management Committee

**Resolved:** TP elected Chair of the Finance & Management Committee for the period to the end of the Municipal Year

JM was nominated for Vice Chair

**Resolved:** JM was elected the role of Vice Chair of the Finance & Management Committee for the period to the end of the Municipal Year

**F002: Apologies for absence**

Bob Gilbey, Martin Atkins, Pek Peppin, Debra Henderson, Barbara Williams, Sally Snook

**F003: 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

**F004: 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)

- Review of the Market Manager Rolling contract

**Resolved:** Agreed

**F005: Confirmation of minutes of the Finance meeting held on 27th November 2017**

**Resolved:** Agreed

**Action:** SH to check uploaded to the website

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

Budget Reporting

**Action:** To decide on the presentation format and brief sage ready for the financial year

**F007: Correspondence / Grant Requests and Clerks report**

Radio Ninesprings -Community Radio for Yeovil and South Somerset District request for £200 grant funding

**Resolved:** not to support

Mind/South Somerset have requested the Council to nominate them as Charity of the Year.

**Resolved:** not to support

**F008: To consider incorporating HR into the Finance & Management Committee**

**Resolved:** Agreed

**F009: Banking update (SH)**

- a) Barclays online banking  
PS still not received login information to progress from being a signatory to become an authoriser for online banking
- b) Account opening Nat West – continuing to progress  
Account opening Coop- declined to open a savings only account

**Actions:** PS to look into National Savings and Investments account

NW to look into the Coventry in Wincanton

TP to identify one further bank.

At least two further Signatories required for Barclays account, to be added to Full Council agenda.

**F010: Financial Risk Management (TP)**

- To review the Financial Risk management and agreed actions.

**Resolved:** Following the review the Financial Risk Management was approved

**F011: Credit card machine / PCI compliance(SH)**

- To review the implementation and agree next steps

**Action:** SH to continue to set up process and continue with payment of the direct debit in readiness for 1<sup>st</sup> April

**F012: SAGE cover (SH)**

- To review the options for SAGE accounts and support cover

**Resolved:** Agreed to upgrade Sage to have two users to include the additional cover

**F013: Contract Expiry Summary (SH)**

- To review and agree actions on contracts due to expire  
Telephone and broadband specification to be revised

**F014: Update on telephone and broadband contract for the Market House (SH)**

**Action:** SH to create specification to exclude the DP Trust element

**F015: Update on Grounds maintenance contracts (SH)**

NW to meet new contractor and meet with SH to finalise wording on contract agreement

**F016: To review the requirements for a change in accounting practices (SH/TP)**

- Potential change from payments / receipts to Income and expenditure  
To discuss and agree the approach

**Resolved:** Deferred to discuss and agree transition progress September 2018

**F017: 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)

F018 Items briefly discussed and deferred to the next meeting

**F018: Confirm date of Next Meeting and agenda items –**

- To review the status of the Pither Memorial Charity  
TP explained the meeting with the Trust Solicitor and suggested having a trust meeting prior to the start of the new financial year in April 2018.
- Review of Financial Regulations
- Earmarked funds review at May / June meeting
- Insurance renewal
- Annual appraisals
- Risk Assessment training for councillors
- Training Plan 2018/19

**IN CAMERA**

**F019: Review of the Market Manager Rolling Contract**

To review and agree any amendments to the contract

**Resolved:** To change the wording to run the market every Tuesday with the exception of bank holidays and issue the new contract.