



## 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)

## Castle Cary Town Council Finance & Management Committee

Monday 12th March 2018 at 6.30pm at The Market House

### APPROVED MINUTES

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

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

**F020: Apologies for absence**

Pek Peppin, Bob Gilbey, Martin Atkins

**F021: 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

**F022: 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

**F023: Confirmation of minutes of the Finance and HR meeting held on 12th February 2018.**

**Resolved:** Agreed

**F024: Actions and reports from the last meeting** not dealt with elsewhere on the agenda

- Credit card machine / PCI compliance update  
**Action:** SH to request Market Manager ask Market Traders to make card payments for Stalls at the weekly market  
**Action:** CCTC to promote card payments
- SAGE cover To receive an update on SAGE accounts and support cover  
SH confirmed work in progress
- Market Manager Rolling Contract update  
**Action** SH to make further amendments to confirm the Marker Manager has discretion to vary the agreed set Market Stall fee recording the reason for the variance on the weekly attendance sheet and liaise with the Town Council for decisions not to run the Market. Contract to be issued by 31<sup>st</sup> March

- Grounds Maintenance Contract update  
NW reported meeting with the new contractor and confirmed MA to monitor the contractors work  
NW requested the current contractor final payment is not to be released for payment unless all work is confirmed to have been completed and that MA will report back at the end of the month to confirm this  
MA has reported to the Clerk the grass needs to be cut at the Cemetery and badgers have been digging soil that has gone onto footpaths

**F025: Correspondence / Grant Requests and Clerks report**

SH confirmed the Market Manager will be asked to record all amounts taken and balance all monies banked by cheque and cash

**Action:** TP to review and amend the payment sheet

Funding request received from the Pre-school

**Resolved:** Proposal to go to Full Council to give £100 to the Pre-school

SH reported the Internal Audit Report was received by email prior to the meeting  
Commencing

The audit report was reviewed

JM thanked the Clerk for her hard work on behalf of the Town Council

**F026: Feedback re Banking options (SH)**

Barclays online banking At least two further Signatories required for Barclays account, update.

**Action:** JM to propose two councillors and AB become signatories at the next Full Council meeting

Account opening Nat West update  
SH confirmed work in progress

Feedback re new account opening

- PS to National Savings and Investments account
- NW The Coventry – NW confirmed the Town Council are not able to open an account
- TP to identify one further bank.

**Resolved:** Deferred to the next meeting

**F027: Budget reporting Feedback (SH)**

To review the budget report proposal prior to providing SAGE with the specifications in time for the May 2018 Full Council.

**Resolved:** SH to progress bespoke report request up to the sum of £500

**F028: Contract Expiry Summary (SH)**

- To review and agree actions on contracts due to expire  
SH reported on work in progress on contracts

**Action:** SH to circulate the updated contract summary document

**F029: Update on telephone and broadband contract for the Market House (SH)**

- To approve the specification prior to receiving quotes for the April Finance meeting.  
**Action:** SH to obtain quotes for two phone lines and broadband with speed of 30 or 70 mbs for a period of two years obtain quotes to be signed off at the April meeting

**F030: To revisit 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:** To remain as payments and receipts for 2018-19 and look at using Sage Instant accounts for raising the debtor invoices

**F031: 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)  
**Resolved:** Deferred to the next meeting

**F032: Job description review: Town Clerk and Bookings and Promotions Manager (JM)**

Action: JM to update Town Clerk Job Description by the next meeting

Action: JM to update Booking and Promotion

**F033:** Following the request for easement at the Fairfield from SSE related to overhead cables it is recommended that CCTC appoint a land agent to manage the process for CCTC. Any costs to be borne by SSE

**Recommendation:** To accept the above proposal with NW to manage the appointment of the land agent and the liaison during the works and that any costs of the land agent are borne by SSE and or the Developer

**Resolved:** Agreed

**F034: Confirm date of Next Meeting and agenda items –**

- Review of Financial Regulations
- Earmarked funds review at May / June meeting
- Insurance renewal
- Annual appraisals
- Risk Assessment training for councillors
- Training Plan 2018/19

Future Meeting dates confirmed to be planned to be held each month if required with the exception of August and December

Date of next meeting will be 9<sup>th</sup> April 2018