



## CastleCaryTown Council

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### Castle Cary Town Council Finance & Management

Monday 9th April at 6.30pm at The Market House

#### Approved Minutes

**Present:** Terry Philpott, Chair, Bob Gilbey, Martin Atkins, Judi Morison, Debra Henderson

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

#### **F035: Apologies for absence**

Penny Steiner, Nick Weeks, Pek Peppin

**F036: 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.

**F037: 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)

#### **F038: Confirmation of minutes of the Finance and HR meeting held on 12th March 2018.**

**Resolved:** Agreed by those who attended

#### **F039: Actions and reports from the last meeting** not dealt with elsewhere on the agenda

- Credit card machine / PCI compliance update / Market Trader usage  
SH confirmed this was completed in March
- SAGE cover To receive an update on SAGE accounts and support cover  
SH confirmed Sage have informed her the invoice has been posted for renewal
- Market Manager Rolling Contract update  
SH confirmed this has been agreed and signed
- Grounds Maintenance Contract update  
MA confirmed he will contact the contractor to request a focus on specific areas of the contract initially  
SH confirmed the contract still needs to be signed and has notified the contractor she is not in the office on Tuesdays
- Market Stall income, new form created  
TP confirmed he has forwarded the new sheet and agreed with AP to use the new sheet from April  
JM reported that Wendy will be taking over in AP absence
- Update re Land agent activity at Fairfield  
The latest email has been received and confirmed to be progressing

#### **F040: Correspondence / Grant Requests and Clerks report**

Grant request for Playday funding

**Resolved:** Recommended to approve £180 Circus skills

#### **F041: Feedback re Banking options (SH)**

Update on Barclays online banking two further signatories.

SH confirmed CCB has prepared the documents requiring completion by councillors

Account opening Nat West update

SH confirmed Application has been submitted to initially set up a Deposit account and is awaiting further details

Feedback re new account opening

- PS National Savings and Investments account
- TP to identify one further bank.

**Action:** Carry forward to next meeting

#### **F042: Budget reporting Feedback (SH)**

- To review the approved 2018/19 budget to ensure correct allocation of funds per income / expenditure heading  
TP requested to arrange a discussion on Wednesday with the two main councillors NW & PS JM TP & SH  
Sign off earmarked funds and agree amounts to be taken forward
- Update on revised reporting format, target date May 2018 Full Council  
SH confirmed discussion with Sage with the plan to input new budget and work with report support team to progress a reporting format by May 18

#### **F043: Contract Expiry Summary (SH)**

- To review the report and agree actions on contracts due to expire  
Contract Expiry summary noted

#### **F044: Telephone and broadband contract for the Market House (SH)**

- To approve quotes for and agree the contractor.
- **Resolved :** SH to renew with BT

#### **F045: Insurance renewal (SH)**

To review the level of cover prior to renewal 1st June 2018. (Contract is in place)

**Action:** SH to forward copy of the insurance schedule to TP & NW to ensure all areas are adequately covered and liaise with insurer by May 2018

#### **F046: 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)

**Action:** Carry forward to next meeting

## **F047: Legal update**

### **To receive an update on**

1. Fairfield shared ownership legal agreement  
TP gave feedback on the legal documentation with both solicitors and is being pursued to final completion
2. Market House Asset transfer  
TP confirmed there will be a briefing at the meeting on Wednesday and the handover from the outgoing solicitor dealing with this has not gone smoothly
3. Fairfield bequest  
JM reported Robin Wheelan is holding the funds until the appropriate documentation has been completed and the relevant clause is included into the legal document

## **F048: Job description review: Town Clerk and Bookings and Promotions Manager (JM).**

To receive an update and agree future actions.

JM will complete SH appraisal to include revising JD this week by 14<sup>th</sup> May

SH will complete AB appraisal to include revising JD this week by 14<sup>th</sup> May

## **F049: Councillor Recruitment**

To agree the next steps to fill the current vacancies

JM reported receiving a request from a candidate to become a councillor

JM to forward the process for recruitment to the candidate and arrange a convenient time to meet on Wednesday

## **F050: Finance and Management committee objectives 2018/19**

### **To agree the committee objectives for the new financial year**

- 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

**Resolved:** Agreed

## **F051: 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

The meeting finished at 7.52pm