



CastleCaryTown Council

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APPROVED MINUTES Finance and Management committee Monday 14th May at 6.30pm at The Market House

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

Present: Terry Philpott, Chair, Bob Gilbey, Judi Morison, Penny Steiner, Nick Weeks
Officer Present: Sue Hake Town Clerk

F052: Apologies for absence

Debra Henderson, Martin Atkins

F053: 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

F054: 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) Item **F074**

Resolved: Agreed

F055: Confirmation of minutes of the Finance and HR meeting held on 9th April 2018.

Resolved: Agreed

F056: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Telephone and broadband contract for the Market House (SH)
SH reported the issues with not being able to progress the original BT quote
Action: SH to give BT to the end of the month to resolve but if not sorted SH to source another supplier

F057: Correspondence / Grant Requests and Clerks report

Toybox have thanked the Council for the donation

F058: Credit card machine

- Update on PCI compliance
Actions: SH to contact Sage to ascertain if there is another merchant services provider
SH to call trading standards about the issue with Elavon Merchant Services 0345 4040506
- Market Trader usage
- Other card options IZettle

F059: Financial Regulations

To review with a recommendation to Full Council

Resolved: Agreed subject to increasing Card purchase payment amount from £1000 to £2500

Action: SH to update the previous years financial regs and arrange to upload

F060: Finance and HR (separately) Terms of reference review

To review with a recommendation to Full Council

Resolved: TP to consolidate with other terms of references

F061: Feedback re Banking options (SH)

Update on Barclays online banking two further signatories
Document sent by the business manager and awaiting response

Account opening Nat West update
Application from SH & JM confirmed to have been received by Natwest and awaiting progress

Feedback re new account opening

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

F062: Budget reporting Feedback (SH)

- To review the approved 2018/19 budget to ensure correct allocation of funds per income / expenditure heading
Action: SH to
- Update on revised reporting format., target date May 2018 Full Council.

F063: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
SH advised of problems with BT quotes
Resolved: SH requested to source and action alternative provider if BT cannot progress with original quote by 31st May

F064: Purchase Card

To approve JM authorisation to obtain a purchase credit card to replace the card issued to BM

Resolved: to recommend the card purchase limit for SH is increased to £2.5k

F065: Insurance renewal (SH)

- To review the level of cover prior to renewal 1st June 2018. (Contract is in place)
The additions have been included to the policy for an additional sum
Action: NW to check if the clubs cutting the grass and working on the DP field have adequate insurance cover and feedback with the answer.
Action: SH to ascertain the exact cost of having a separate policy for the DP trust and feedback to Full Council or Properties
- To review the Fairfield insurance cover and recommendation from WPS
Resolved: To amend the joint agreement to delegate responsibility to CCTC

F066: 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: To be taken to a future meeting
PS reported the document is available and can be referred to if needed

F067: Legal update**To receive an update on**

1. Fairfield shared ownership legal agreement
TP has requested a meeting to be held by representatives from CCTC APC and both legal representatives
2. Market House Asset transfer
TP reported the solicitor will visit the Market House to confirm the curtilage
Action: TP to check the insurance excess for the buildings insurance for the Market House
3. Fairfield bequest
To be discussed to confirm how to progress

F068: GDPR (Data protection) update

To receive an update and agree future actions.

Action: Office staff to complete review and SH to take list to the next Finance meeting

F069: Job description review: Town Clerk and

To receive an update and agree future actions.

F070: Job description review: Bookings and Promotions Manager

To review the circulated draft document

The job description cannot be agreed without further discussion at the Marketing and Communication meeting

Resolved: To bring back to a future HR meeting

JM also distributed the JD for the Clerk and complete an annual review prior to completing the

Action: JM to circulate the JD for a formal review

F071: Councillor Recruitment

To agree the next steps to fill the current vacancies

An expression of interest has been received and is expected to progress

The Council feel that there is a need to have a councillor with financial skills

Action: JM to contact SSDC to seek guidance from Angela Cox

F072: Councillor Training Plan 2018/19

To review the feedback and agree the priorities for training

- Risk Assessment training for councillors
- TP stated no group training has been requested

F073: Confirm date of Next Meeting and agenda items –

- Earmarked funds review at June meeting
- Annual appraisals

In camera

F074: Staff pay review 2018/19

TP explained the NJC scale has adopted a 2% pay award commencing from 1st April 2018

Resolved: Agreed to comply with the NJC pay award