



CastleCaryTown Council

The Market House

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Approved Minutes of Castle Cary Town Council Finance & Management Committee

Monday 11th June at 6.30pm at The Market House

Present: Terry Philpott, Chair, Martin Atkins, Hedge Hornbeam, Judi Morison, 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

2018

F074: Apologies for absence

Penny Steiner, Bob Gilbey, Justin Birch, Barbara Williams

F075: 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

F076: 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 F092: To receive an update on the Fairfield Easement

Resolved: Agreed

F077: Confirmation of minutes of the Finance and Management meeting held on 14th May 2018.

Resolved: Agreed by those who attended

F078: Election of Vice Chair Finance and Management Committee

No nominations raised

F079: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Telephone and broadband contract for the Market House (SH)
Action: SH confirmed BT

- Credit card provision
SH has contacted Sagepay and confirmed they use other Merchant Services companies and has been given details of several companies to obtain charges if required
- Feedback from Trading Standards re Elavon complaint
SH has raised a complaint to Trading Standards and is awaiting a response
- Budget reporting
SH has circulated a budget report for April to the May Full Council
Action SH to create an additional report directly from Sage to bring to August Full Council
- Insurance renewal
SH reported an additional invoice has been received to cover the extra items on the Fairfield and noted the difficulty with obtaining a price to separate the Donald Pither Trust Field suggesting deferring this to coincide with renewal for the following year

F080: Correspondence / Grant Requests and Clerks report

No items received

F081: Review of End of Year accounting statement

Action: SH to expand and complete the end of year summary by department

F082: Review of Earmarked funds

Action: to be carried forward to a future meeting

F083: Feedback re Banking options (SH)

Update on Barclays online banking two further signatories.

SH reported paperwork returned for questioning for AB and believes neither BG or PP has received any communication

Account opening Nat West update

Action: SH to chase progress

Feedback re new account opening

- PS National Savings and Investments account
- TP to identify one further bank.
Action: TP to make further enquiry with Triodos

F084: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
SH reported the insurance has been renewed and additions made for the Fairfield

F085: 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 carried forward to a future meeting

F086: Legal update

To receive an update on

1. Fairfield shared ownership legal agreement
TP confirmed Ansford PC are signing the document at the meeting this week and CCTC to sign at the meeting next week
2. Fairfield Bequest
Payment has now been made in full
3. Market House Asset transfer
TP reported there is a final version of the lease and will circulate
Resolved: agreed not to complete a legal search and requested to retain the Market House Building Condition survey report from Philip Hughes
Service charges are to be reviewed
TP to proceed with arranging renewal of licence over the cobbles to park on the highway

F087: GDPR (Data protection) update

To receive an update and agree future actions.

SH requested feedback about 2/3 of people who have not responded to confirm they wish to remain on the contact lists for the Newsletter

MA believes all contacts should be deleted

HH suggested sending a reminder and not deleting the list of people

TP informed the fines are 4%

NW also suggested keeping paper copies of staff related documents

Action: A Policy & Data audit need to be created and brought back to the next finance meeting

SH suggested a footer at the bottom of the e-mail to refer recipients to the data policy to be available on the Website

F088: Job description review: Town Clerk

To receive an update and agree future actions

To be discussed at the HR meeting

F089: Job description review: Bookings and Promotions Manager

To review the circulated draft document

To be discussed at the HR meeting

F090: Councillor Recruitment

To agree the next steps to fill the current vacancies

To re-advertise in the July newsletter

F091: Confirm date of Next Meeting and agenda items –

- Annual appraisals
- Risk Assessment training for Councillors

F092: IN CAMERA

To receive an update on the Fairfield Easement

TP reported there is a meeting on Thursday to discuss the easement

The heads of terms are the key factors to form an agreement

The developer will be creating the draft agreement and covering the legal fees

What is the legal entity of ownership as 2/3 1/3 with APC

SH to be the primary point of contact for the solicitors with support from Robert Rhys