



CastleCaryTown Council

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Approved Minutes of the Finance and Management Committee held on Monday 9th July at 6.30pm at The Market House

Present: Terry Philpott, Chair, Justin Birch, Debra Henderson, Hedge Hornbeam, Judi Morison, Penny Steiner, 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

F092: Apologies for absence

Pek Peppin, Bob Gilbey, Martin Atkins

F093: 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

Resolved: No declarations made

F094: 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)

Resolved: No items requested to be excluded

F095: Confirmation of minutes of the Finance and Management meeting held on 11th June 2018.

Resolved: Agreed by those who attended

F096: Election of Vice Chair Finance and Management Committee

No nominations received

Resolved: To retain on agenda until filled

F097: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Telephone and broadband contract for the Market House (SH)
SH is continuing to work on this as a priority now that the Annual Return has been submitted
- Budget reporting
TP presented the budget report with specific emphasis on the Market House reporting and requested feedback if any changes would like to be requested
Resolved: Budget format agreed with no amendments

F098: Correspondence / Grant Requests and Clerks report

JM reported that there will be a request for £100 for a grant to support the memorial for the 1st World War

TP proposes to support the grant proposal and an email is sent to request the grant for £100 to Cary 2000

Resolved: to add Recommendation to approve £100 grant to Cary 2000 towards the 1st World War commemoration to the Full Council agenda

DH also requested if the School could be invited to lead for the remembrance

NH explained there will be an exhibition of all who lost their lives and there will be some individuals wearing replicating the world war one and Cary 200 will light the cross on the evening of the remembrance

F099: Review of Earmarked funds

TP presented the earmarked funds spreadsheet

TP requested meeting with PS to verify Fairfield and Promotion earmarked funds

JM stated the funds marked as Town Leaflet had been agreed with BM to put into general reserves

SH explained some of the fund had accumulated from the grant monies received and not been used to support purchasing items for the information point

TP proposed to put the earmark funds £5899 from the Town leaflets to general reserves

Resolved 6 Agreed, 1 against

DH requested minuting the request for the leaflet money to be used to promote the town

F100: Feedback re Banking options (SH)

Update on Barclays online banking two further signatories

SH confirmed being advised action was progressing but the Bookings and Promotions mgr could not be stopped and will need removing at completion

Account opening Nat West update

SH reported this is now progressing and further documents requested to be completed

Feedback re new account opening Triodos Bank

Action: TP to progress for the next meeting

F101: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
SH gave an update and reported new additions will be circulated on completion

F102: 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 future meeting

F103: Legal update

To receive an update on

1. Fairfield shared ownership legal agreement
TP reported this has been progressed and is awaiting Battens to complete the shared land registry
2. Fairfield Bequest
JM confirmed a thankyou letter has been sent to the solicitor to forward to the anonymous benefactor
Action: Name of benefactor to be obtained and held in sealed envelope in the safe
3. Market House Asset transfer
TP reported this is progressing and will obtain a further update on Wednesday
4. Fairfield Easement
SH confirmed notification the cheque payment has been received and banked by the Deputy Clerk

F104: Payment GJS

To agree a payment of £5000 to GJS Landscapes as a deposit for the path on the Fairfield

Resolved: Agreed

Resolved: to add the next deposit payment onto the July Full Council meeting payment list subject to work starting on the stated date

F105: PRECEPT SCHEDULE 2019/20

To agree the schedule and note the future actions

Resolved: Agreed

F106: MARKET HOUSE MANAGEMENT RESPONSIBILITIES

(post asset transfer)

TP explained the proposed responsibilities for the F&M to manage the legal aspects for the tenants and Properties to manage the maintenance

F107: MARKET HOUSE LICENSING

To approve the updated Licensing responsibilities as per distributed document.

TP asked if councillors are happy to adopt the revised licensing

Resolved: Agreed

Action JM to forward to the Deputy Clerk to add front sheet and file as not required to be loaded onto the website

F108: DOCUMENT RETENTION POLICY

- **Recommendation:** To adopt the update policy with some additional retention periods included as a result of the GDPR review
Resolved: Agreed to adopt the amended Document Retention Policy
Action: The Deputy Clerk to add front sheet and the document and file

F109: GDPR (Data protection) update

- **Recommendation:** To adopt the email data protection statement footer to be applied by all councillors from 1st August 2018
Action: JM to forward a copy of the statement from an SSDC officer to TP
- **Recommendation:** To adopt the cookie policy
Resolved: Agreed
Action: TP to liaise with SS to upload onto the website
- **Recommendation:** To adopt the CCTC privacy notice
Resolved: Agreed
- **Recommendation:** To delegate to the Clerks office all necessary actions including the data audit to comply with the implementation of GDPR
Resolved: Agreed
Action: Clerks office to prepare list of data

F110: GENERAL POLICY UPDATE (Finance section)

- To review and update where appropriate
TP went through the highlighted items for the Finance section
Action: TP to amend and forward to PS
Action: Remaining items on the General Policy to be reviewed at Properties & Infrastructure and Planning for Planning & Environment

F111: Job description review: Town Clerk and

To receive an update and agree future actions.

F112: Job description review: Bookings and Promotions Manager

To review the circulated draft document

TP proposes deferring working on the job descriptions while a small working group is created to review the work and the role

Resolved: Group to consist of PS, JB, TP, JM, DH

Proposal for the Booking and Promotion Co-Ordinator role to initially be a fixed term post for the interim and an office workforce review to be completed

Resolved: 4 in favour 2 against 1 abstained

Action: Working Group to meet 8am Thursday to discuss a one year fixed term contract and JM to take a proposal to complete a workforce review to Full Council and if agreed a project plan to be taken to the next Full Council by an allocated Councillor

F113: Councillor Recruitment

To agree the next steps to fill the current vacancies

This will be included in the newsletter again

It was noted there is a need for a councillor with an interest in finance

F114: Cleaner Recruitment

To agree the next steps to fill the current vacancies

Action: SH to contact Battens to enquire about contract cleaners to obtain one quote before looking at recruiting at the current hourly rate and review in a month's time

Resolved: Agreed

F115: Confirm date of Next Meeting and agenda items –

- Annual appraisals
- Risk Assessment training for Councillors
- Credit card provision

The meeting finished at 9pm