



CastleCaryTown Council

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Approved Minutes of Castle Cary Town Council Finance & Management

Monday 10th September at 6.30pm at The Market House

Present: Terry Philpott, Chair, Judi Morison, Nick Weeks

Officer Present: Sue Hake, Town Clerk

No members of the public attended

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

F115: Apologies for absence

Bob Gilbey, Penny Steiner, Martin Atkins, Justin Birch

F116: 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

F117: 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 F136 - Workforce review
- **Resolved:** Agreed

F118: Confirmation of minutes of the Finance and Management meeting held on 9th July 2018

Resolved: Agreed

F119: Election of Vice Chair Finance and Management Committee

No nominations received

F120: Actions and reports from the last meeting not dealt with elsewhere on the agenda

- Telephone and broadband contract for the Market House (SH)

SH confirmed the new contract for phones and broadband has been set up with Daisy but is currently trying to resolve an issue of an overcharge from BT

F121: Library consultation

- a) To review the feedback from the Marketing and Communications Committee and the potential financial support to be provided by CCTC to support the requested option 4 and agree amount to be funded (document recirculated)

Resolved: Recommendation from Finance committee to seek approval at Full Council to enter into an agreement to support the library for a 3year period

- b) Request to host funds for the Friends of Castle Cary Library

Resolved: Agreed

F122: Market House Review of Running Costs

TP explained the impact of the running costs for the Market House

Numerous options and suggestions were discussed on how to manage the costs of the building going forward

Resolved: Continue to monitor running costs of the Market House and refer back to Marketing & Communications

F123: Correspondence / Grant Requests and Clerks report

- a) Cary Rangers based at Cary Leisure– Netball funding request

Resolved: Agreed to fund Cary Rangers £100

- b) Youth matters -Drug bus funding contribution request

Resolved: Agreed an amount up to £400 from the Youth Matters Earmarked fund budget and to consider funding transport at the time of booking

Project to be managed by HH with the support of JM

- c) Budget report

SH presented the report

Action SH to increase size of print

- d) Budget / Precept 2019/20 update

Reminder to look at setting the budget for 2019-20

F124: Review of Earmarked funds

- a) **Recommendation:** To approve the earmarked funds as of 31st March 2018

Resolved: Agreed to approve the 31st March with a review to be made as 31st October 2018 as part of the budget process

- b) **Action:** Recommendation Full Council the release of £350 funds to Friends of the Chapel for the Tapestry

- c) **Action:** To hold a Donald Pither Trust meeting prior to September Full Council

F125: Feedback re Banking options (SH)

- a) Update on Barclays online banking two further signatories

SH confirmed PP has the required card and information, Barclays are to re-issue to BG and a card has been ordered for PS

- b) Account opening Nat West update

SH explained the significant issues concerned with progressing opening a community savings account with Natwest but requested continuing to set this up due to the restrictions being imposed from banking through the Post Office

Action: Agreed SH to continue for a further month

- c) Feedback re new account opening Triodos Bank
TP gave feedback on progress

Resolved: Agreed to open an online account with Triodos Bank

F126: Contract Expiry Summary (SH)

- To review the report and agree actions on contracts due to expire
SH explained the changes to contracts on the document circulated

F127: Legal update

To receive an update on

- a) Market House Asset transfer

SH raised concerns about the outstanding works to the building

Resolved: Agreed to sign but also resend a list to Peter Biggenden (SSDC) of outstanding works

- b) Fairfield Easement

Action TP to forward the e-mail in reference to forwarding passport details and information requested

F128: Personal Injury Claim

Resolved: Recommendation to discuss in Camera at Full Council

F129: Fairfield Management Agreement

Action: TP explained the agreement is correct but will need new members of the group to be taken to Full Council

F130: GDPR (Data protection) update

- a) **Recommendation:** To adopt the email data protection statement footer to be applied by all councillors from 1st October 2018.

Resolved: Agreed

Action: Councillors to request support if required

- b) Update on the cookie policy.

Resolved: Agreed

- c) Update on data audit to comply with the implementation of GDPR

Action: Deferred to the next meeting due to insufficient time

F131: Finance Policy update

TP explained the need for deciding on the strategy before this can be completed and so deferred to a later date.

F132: Local Council Risk Software

To review the Local Council Risk system software and agree the next steps, following the recommendation from the workforce review report

TP reported he has trialled the software and gave feedback on the system

Action: To discuss further at a later meeting

F133: Councillor Recruitment / Induction Training

- a) To agree the next steps following the potential co-option

Resolved: Co-Option vote to be included on the next Full Council agenda

- b) To consider implementation of Compulsory Training for Councillors in response to proposed changes to legislation for Wales and England
TP suggested Induction, Finance and Planning are the key elements

Resolved: the current system of training is thought to be adequate at present

F134: Bookings and Promotions Manager Induction

To review the induction programme

HC induction will commence from Start date of 24th September

Action: Circulate photo of HC

F135: Cleaner Recruitment

To receive an update and agree any further actions

Action: SH gave an update on the cost of contract cleaning and is trying to pursue with seeking an employed cleaner

F136: Workforce review

To review the workforce review and agree the next steps

Action: TP to forward Full report to all Councillors meetings (Possible HR meeting to be held 22nd October)

Action: CCB to work on the meeting schedule for 2019

F137: Confirm date of Next Meeting and agenda items –

- Annual appraisals
- Risk Assessment training for Councillors
- Credit card provision
- Disaster Recovery Plan TP/PS
DONM 8th October