



## **Finance and Management Committee Approved Minutes Monday 8th October at 6.30pm at The Market House**

**Present:** Terry Philpott, Chair, Judi Morison, Nick Weeks, Martin Atkins, Margaret Bebbington,

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

Two Members of the public in reference to the Community Library funding

### **F135: Apologies for absence**

Bob Gilbey, Penny Steiner, Sally Snook, Justin Birch, Pek Peppin

**F136: 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

**F137: 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)

No items requested to be excluded

**F138: Confirmation of minutes of the Finance and Management meeting held on 10<sup>th</sup> September 2018.**

**Resolved:** Agreed

### **F139: Election of Vice Chair Finance and Management Committee**

No nominations received

**F140: Actions and reports from the last meeting** not dealt with elsewhere on the agenda

- Email footer reminder  
TP reminded Councillors this should be now be on all e-mails and to ask for assistance if required

### **F141: Correspondence / Grant Requests and Clerks report**

- Budget / Precept 2019/20 update /Earmarked funds  
TP confirmed as of next week the 6 months actuals will be distributed

### **F142: Feedback re Banking options (SH)**

a) Update on Barclays online banking two further signatories.  
SH confirmed PS and PP have received the cards and pin numbers and PS has now processed the payments

**Action:** SH to check if BG has received the card and pin numbers

b) Account opening Nat West update

Resolved: agreed to extend the time to re-apply now the new form has been received

**Action:** SH to work with JM to verify id and resubmit the application

c) Update new account opening Triodos Bank

**Action:** Deferred to the next meeting

#### **F143: Contract Expiry Summary (SH)**

- To review the report and agree actions on contracts due to expire

#### **F144: 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:** Deferred to the next meeting

#### **F145: Legal update**

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

a) Market House Asset transfer

SH & TP to go the commissioner to sign off

b) Fairfield Easement

**Action** JM and SH to verify ID with Chubb Bullied

TP confirms Chubb Bulleid are happy to represent Castle Cary Town Council and Malcolm Beatons Solicitor to prepare the documentation for the TC to adopt the Footpath and then forward to the Town Council solicitor.

#### **F146: GDPR (Data protection) update**

- Update on data audit to comply with the implementation of GDPR  
SH gave an update on the GDPR and confirmed the need to protect personal information

#### **F147: Local Council Risk system**

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

TP explained the system recommended would require an additional member of staff

**Resolved:** Agreed to not progress with the purchase of the software and to use the risk management system.

#### **F148: Annual Risk Management review 2018**

To review and approve the report and required actions

TP presented the risk management document and explained the scoring system

**Action:** Feedback, amendments & and additional items to be forwarded to TP

#### **F149: Councillor Recruitment / Induction Training**

To receive an update on councillor induction

MB & HH have received initial induction training with JM

Councillor Finance training 19<sup>th</sup> October at Edgar Hall

The two newest Town Councillors are unable to attend this session presented by TP

To agree the next steps re Councillor vacancy

**Action:** SH to progress the statutory notice should a candidate express an interest to become a Town Councillor

### **F150: Bookings and Promotions Manager Induction**

To receive an update on the induction programme.

SH gave an update on the Bookings & Promotions Manager induction and confirmed the Information Point will hold a meeting to explain the role of the volunteers

### **F151: Cleaner Recruitment**

To receive an update and agree any further actions

SH confirmed application packs will be issued

**Action:** SH to obtain information from MA for a company if position not filled

### **F152: Library funding discussion**

To discuss funding Document previously circulated

Lyn Emsley and Chris Fowler gave an update from the Community Library volunteers. The cheapest option has been chosen to run the library with volunteers to cover the sessions currently held.

The group have raised £350 and hope £1000 will be received from SSDC

TP enquired if the rent figure had been confirmed and answered not to have at present.

The volunteers requested the Town Council contribute £3000 over a three year period but may also need an amount of £1000 for set up costs in the current financial year.

It is expected that Somerset County Council will continue to supply new books.

The group will consist of trustees, a management committee, a secretary, treasurer and member of the Council to represent the Town Council.

JM confirmed any increase to the Precept to support the library would need to be explained.

NW also requested to be informed which organisations have been contacted for funding.

The volunteers left at this point.

The committee discussed the support for the library

**Resolved:** To recommend: Castle Cary Town Council support the Community library request to Precept a maximum £3k annual funding for a period up to three years, if the amount continues to be required and will be dependant on the funding allocation of £5k being provided by Somerset County Council (SCC.)

The funding will be subject to the issue of an annual report to the Town Council by September of each year, one Town Councillor to sit on the board of the trustees and a further Town Councillor to sit on the management committee

### **F153: Confirm date of Next Meeting and agenda items –**

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

The meeting finished at 7.55pm