



**Approved minutes of a meeting of the Finance and Management committee held on
Monday 9th September 2019 at The Market House**

Committee objectives for 2019/20

- **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**

Present: Judi Morison (Chair), Margaret Bebbington, Justin Birch, Bob Gilbey and Nick Weeks.

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 18:30.

F016: Apologies for absence

Apologies had been received from Philippa Biddlecombe, Stephen Biddlecombe and Penny Steiner.

F017: 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.

There were no declarations of interest.

**F018: To approve the minutes of the Finance and Management meeting held on
8th July 2019.**

RESOLVED: It was proposed and agreed to approve the minutes without amendment.

The Chair reviewed the actions from the previous meeting:

Action 190708/1 – Minutes of previous meetings would be sent to all members with agendas from now on.

Action 190708/2 – The form to add the Booking and Promotions Manager to the mandate would be completed soon.

Action 190708/3 – The previous Clerk had been removed from all bank mandates.

Action 190708/4 – A report on the play area maintenance required would be presented to the next Properties and Infrastructure meeting.

Action 190708/5 – Nick Weeks had not heard back from the estate agent regarding the valuation of Millbrook Toilets but would follow this up.

Action 190708/6 – The issue of the change of use of Millbrook toilets would be added to the next Properties and Infrastructure agenda.

Action 190708/7 – The breakdown of the precept contribution towards the maintenance of the closed churchyard had been distributed to all Councillors.

Action 190708/8 and 19/07/08/9 – A report on S106 monies would be given at the next Full Council meeting on 16th September.

F019: To note that bank reconciliations for April, May and June have been completed and that training has been received to enable VAT returns to be made through the new accounting software.

Noted. The Clerk would take the bank reconciliations to the Full Council meeting on 16th September for approval. The Clerk had brought some reports, generated from the new accounting software, to show Councillors.

The Clerk was instructed to ensure that the 2019-20 budget was displayed on the website.

Action 190909/1: Town Clerk

F020: To note that all keys and the Town Council laptop have been returned by the previous Town Clerk; to consider allowing the Town Clerk to take the laptop to Milborne Port Computers to find out if it would benefit from an upgrade.

RESOLVED: It was proposed and unanimously agreed that the Clerk should take the laptop to Milborne Port Computers as requested.

Action 190909/2: Town Clerk

F021: To note a report from the Deputy Town Clerk relating to grave digging charges and to consider the recommendation that the Town Council does not employ a grave digger directly but allows funeral directors to engage the grave digger themselves.

RESOLVED: It was proposed and unanimously agreed that funeral directors should be informed that, in future, they would need to arrange grave digging for burials and that this should be of the required standard.

Action 190909/3: Town Clerk

F022: To consider a grant request from Castle Cary and Ansford Carnival Committee.

Judi Morison reported that the grant application had not yet been received. It was **agreed** that Judi would inform the Carnival Committee that the Town Council would waive the Shambles hire fee, which represented a benefit in kind of £158. It was noted that the Clerk had been in contact with SSDC's Streetscene department and found out that the cost of the street cleaning would be £520, half of which would be met by SSDC. It was **agreed** that the Town Council would fund the remaining £260 of the post-carnival clean-up cost. In addition, it was **agreed** that the Carnival Committee would still be able to apply for a grant.

F023: To consider opening a bank account with Triodos.

Councillors discussed the need to ensure that none of the Town Council's bank accounts held more than £85,000 as this was the amount that the Financial Services Compensation Scheme could pay for financial loss if a firm is unable, or likely to be unable, to pay claims against it. Judi Morison explained that Triodos was an ethical, transparent bank that publicised all the causes it lends to.

RESOLVED: It was proposed and unanimously agreed that the Town Council should open an account with Triodos and deposit £85,000 from the Barclays deposit account.

Action 190909/4: Town Clerk

F024: To note and approve the budget setting schedule for 2020-21.

RESOLVED: It was proposed and unanimously agreed to approve the budget setting schedule as presented.

F025: To consider and adopt new Financial Regulations issued by NALC.

RESOLVED: It was proposed and unanimously agreed to approve the new Financial Regulations as presented.

F026: To consider a response to a consultation from NALC regarding Local Government audit.

Councillors did not wish to make any comment on this occasion.

F027: To consider a Service Proposal from Ellis Whittam to provide health and safety support and administration for all Town Council properties and premises.

The Clerk summarised the benefits and costs of the service. The Clerk was instructed to arrange for Ellis Wittam to make a presentation to Councillors before a future meeting and also to find out if any other local council have used the service.

Action 190909/5: Town Clerk

F028: The date of the next Finance and Management Committee meeting will be Monday 11th November. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 31st October.

The meeting ended at 19:53.

Approved as a correct record.....14th October 2019