



APPROVED MINUTES OF THE FINANCE AND MANAGEMENT COMMITTEE MEETING
held on Monday 12th October 2020

DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Pek Peppin and Penny Steiner

Clerk: Zöe Godden

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

The meeting started at 19:01.

F036 Apologies for absence

Apologies had been received from Stephen Biddlecombe, Bob Gilbey and Sally Snook.

F037 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 any dispensations made by the town clerk in relation to the business of this meeting.

There were no declarations of interest.

F038 To approve the minutes of the Finance and Management Committee meeting held on 13th July 2020

RESOLVED: It was proposed and unanimously agreed to approve the minutes as presented.

F039 To review action points from previous meetings.

Outstanding action points were as follows:

200309/8 – The Clerk had yet to identify suitable fire extinguisher and fire warden training.

200309/9 – Rather than putting together a set of master keys for the Market House, the Clerk was instructed to colour code all keys, with a different colour for each building and for each floor within the Market House.

F040 To note that the draft 2021-22 budget and consider any amendments.

Judi Morison reported that the Chairs of each committee, except the Planning Committee, had reviewed the draft budget and that their requested amendments had been incorporated into the draft. The Planning Committee budget was a single line and did not require detailed review by the Chair of the Planning Committee.

The Clerk explained the layout of the draft budget sheet and went through the figures, taking any questions from Councillors.

RESOLVED: It was proposed and unanimously agreed to recommend approval of the draft budget to the Full Council at the next meeting on 19th October 2020.

Action 201012/1: Town Clerk

F041 To review the Tuesday Market income process and agree any action to be taken. Penny Steiner reported that the Market Manager had requested that the Town Council purchased a card reader for taking pitch fees from stall holders. The Clerk was instructed to find suitable card reader options in time for the next Market Advisory Group meeting on 3rd November.

Action 201012/2: Town Clerk

F042 To consider retaining Rosie Darkin-Miller as the Town Council's internal auditor for consistency for the new Town Clerk.

RESOLVED: It was proposed and unanimously agreed to retain Rosie-Darkin-Miller as the internal auditor for the 2020-21 financial year.

Action 201012/3: Town Clerk

F043 To consider recommending to the Full Council that the Town Council should fund the supply, installation and lighting of approximately 50 Christmas Trees for the town at a cost of up to £1750.

Penny Steiner reported that there would be no Christmas event in Castle Cary this year due to the CV-19 situation. Instead, shops would be asked to promote a "Christmas is Coming" week to encourage people to do their Christmas shopping in Castle Cary. In previous years, shopkeepers on the high street had paid for their own Christmas trees. Penny suggested that the Town Council should fund the supply, installation and lighting of all Christmas trees in the high street this year, in an attempt to make Christmas special in the town. Penny had spoken with the Chair of Ansford Parish Council, who had agreed that Ansford would meet one third of the cost. Judi Morison said that, if the Committee agreed, it would need to be made clear that this would be a one-off activity that would not be repeated in future years.

RESOLVED: It was proposed and unanimously agreed that the Committee was in favour of funding the supply, installation and lighting of all Christmas trees in the high street, up to a cost of £1750, for 2020 only and that this should be recommended to the Full Council for approval.

Action 201012/4: Town Clerk

F044 To consider CV-19 safety measures that could be put in place to enable Information Point volunteers to continue to operate through the winter.

Judi Morison reminded Councillors that the Information Point volunteers had been operating from the doorway between the Shambles and the Undercroft but that, with winter approaching, it would soon be too cold for this to continue. It had been suggested by the volunteers that a doorbell could be put on the outside of the main entrance to the Market House, with appropriate signage. Members of the public would ring the doorbell and a volunteer would go to the door to allow one person to enter the Information Office at a time. Members of the public would exit via the side door onto the Pitching. A Perspex screen would need to be purchased to be located on the desk in the Information Office, between the volunteer and the member of the public. Members of the public would be required to wear a face covering when entering the Market House.

RESOLVED: It was proposed and unanimously agreed to approve the new working arrangements for the Information Office and to purchase an appropriate Perspex screen.

Action 201012/5: Town Clerk

Judi Morison asked the Clerk to note that the contributions and dedication of the Information Point volunteers was highly valued by the Town Council.

F045 Exclusion of Press and Public

To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to the engagement of an employee and to discuss a legal issue.

RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting.

F046 To note a response to the Town Council’s letter regarding occupation of the Dance Studio and to agree any action to be taken.
The Clerk updated Councillors on the situation and the matter was discussed at length.

RESOLVED: It was proposed and unanimously agreed that the Clerk should ask the Town Council’s solicitor to write to Mr Parsons to reiterate the content of the letter previously sent by the Clerk.

Action 201012/6: Town Clerk

F047 To note that Lisa Davis has accepted the job of Town Clerk and to consider any resulting staffing arrangements
Judi Morison informed Councillors that the new Town Clerk would take up the post on 21st December and suggested that a locum Clerk should be employed between 1st November, when the current Clerk left the Council, and 21st December.

RESOLVED: It was proposed and unanimously agreed that a locum Clerk could be employed between 1st November and 21st December.

Action 201012/7: Judi Morison

F048 The date of the next Finance and Management Committee meeting will be Monday 9th November. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 29th October.
Noted.

The meeting ended 20:46.

Approved as a correct record.....9th November 2020