

Freedom of Information Request 001/2026 – Staff costs and contractors

I am writing to request information under the Freedom of Information Act 2000. This concerns Castle Cary Town Council staff costs and use of contractors. In relation to this I would be grateful if you could please:

- 1. Provide a list of all council staff and provide this information for each position:**

Job Title.

A job description.

Whether they are full / part time / or paid by the hour. Contracted hours per week.

Town Clerk (37 hours – full time)
Deputy Clerk (15 hours – part time)
Marketing and Communications Administrator (23 hours – part time)
Maintenance Officer (10 hours – part time)
Cleaner (3 hours – part time)
Cleaner (7 hours – part time)

An estimate of overtime hours likely to be worked in FY25/26 and details of associated change in hourly rate (if any).

Maintenance Officer - 554 hours overtime during 2025/26 at normal hourly rate

The forecast total employment cost to Castle Cary Town Council for FY25/26, including salary, National Insurance contributions, pension contributions, training, and any other associated costs.

Total staff costs for 2025-26 - £123,003

- 2. Please also provide a list of all contractors used by the CCTC, what their function is and for each one the forecast full cost to CCTC for FY25/26.**

Current contracts / Service Level Agreements are with:

Youth Connect Southwest to provide youth provision
SLR – grounds maintenance at Fairfield (joint with APC)
SLR – grounds maintenance for Market House, Cemetery, Catherines Close play area and general town maintenance
Glen Group Ltd. – cleaning of Millbrook toilet
Wendy Silver – Market Management
Zen Computers – IT system support
Okapi & Co. - Website management
EDGE IT systems – finance, bookings and cemetery systems
Biffa – waste and recycling collection
Somerset Council – emptying of bins

Caryford Community Hall – delivery of newsletters

Other contractors used during 2025-26 are:

A R Blaze – electrical works
A J Lumley – plumbing works
SES – security maintenance
Jackson and Dix – roofing works
Neil Gorry – building / decorating works
Edward Faithfull – fabrication works
Three Counties Landscaping – supply, planting and watering of hanging baskets
GB Sport and Leisure – play inspections
Clark & Kent – repairs to pump track at Fairfield
Ed Humphris – stonework
Gordon Morris – servicing and repair of hearing loop
Fireshield – servicing of fire extinguishers
SJH Carpets & Flooring – flooring
Mandy Bloom Memoirs – typesetting of newsletter
Blackmore Ltd. – printing of newsletter
Charles Gillespie – architectural services
D Newton – cleaning of bus shelters
Mark Simpson – window cleaning
Orchard Park Farms – supply and planting of trees

Details of payments made during 2025 – 26 can be found with the minutes on the website <https://castle-cary.co.uk/council/meetings-agendas-minutes/full-council/>

3. If possible, please also provide an indication of the staff time taken to process this request.

4 hours