



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee

Thursday 5th April 2018, Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt (Chair), Gould, Robins, Blake, Burke, Berry Wendy Alcock (Town Clerk)

1. Apologies for absence

Cllr Johnnie Walker and Cllr Byles

2. Minutes of previous meeting

The minutes were agreed as an accurate record of the meeting

3. Chairs Actions – Nothing to report.

4. Staffing

- To receive an update on office line management ***

5. Finance

5.1 Budget monitoring report @ 31.03.2018 – the report was presented by the Clerk. All cost centres were managed within the allocated budgets.

5.2 VAT Registration

The Clerk gave an overview of the position with the VAT registration.

The meeting was joined by Jerry Dale of Elysian Associates

Mr Dale reported the contacts which they had with HMRC. Elysian confirmed that they were the Council's Agent and were asked if there was any doubt at all that the registration would be granted and that the registration would take place from the 18th October. Assurances were given by Elysian that the VAT registration would be granted, and that the registration will take place from the 18th October. There will be no issues with claiming previous from financial years.

5.3 Town Hall project budget update

Cllr Berry explained the expenditure and income for Phase 1 and payments made so far from Phase 2 and options for replacing lead work on roof.

6. Governance

6.1 General Data Protection Regulations – 2018

The Clerk circulated a briefing and checklist as to compliance towards the new regulations. It was agreed that these would be circulated to all Councillors. The Committee discussed options for appointing the Data Protection Officer.

Proposal to appoint the Local Council Public Advisory Service as Eye Town Council's Data Protection Officer as required by the General Data Protection Regulations effective from 25th May 2018.

Proposed Cllr Evitt, seconded by Cllr Gould all in favour.

6.2 To consider the appointment of Trevor Brown as the internal auditor for the year 2018/19.

Discussed the excellent support provided by Trevor Brown over the previous year and options for internal audit for 2018/19. It was agreed that internal audit checks would only need to be made twice yearly as the accounts were maintained in good order by the Clerk.

Proposal to retain Trevor Brown as internal auditor for the year 2018/19 with two internal checks in the financial year at month 6 and month 12.

Proposed by Cllr Evitt and seconded by Cllr Gould all in favour.

7. Documents (to include policies, procedures and protocols)

- Data Protection Policy
- Information Security Incident Policy
- Data Information Policy

Proposal to recommend adoption of these policies required by the General Data Protection Regulations immediately after appointment of the Data Protection Officer.

Proposed by Cllr Evitt and seconded by Cllr Gould, all in favour.

8. Tendering, Contracts and Agreements

- None due for review

9. Health and Safety (including risk assessments)

- Fire Risk Assessment of Town Hall including capacity numbers (Cllr Byles)

Town Clerk gave an overview of the content of the FRA and confirmed the capacity numbers. An action plan was included which will be discussed by Cllr Byles, the Caretaker and TC to agree responsibilities.

10. Grants and Donations - None

11. Reports and Updates

11.1 Churchyard Wall

Cllr Berry – gave some background on the previous survey which was carried out about 18 months ago. Clarifications should be sought that the Town Council is responsible for the maintenance of the churchyard wall.

The Environment Committee agree that progress and governance should be managed by F&G.

Operationally Cllr Blake would represent the Environment Committee on F&G.

11.2 Land at Victoria Mill ***

Cllr Gould presented a report on the designated allotment land at Victoria Mill which is currently being used as agricultural land.

11.3 Housing Needs Survey

Cllr Gould gave an update on current position with Housing Needs Survey through Community Action Suffolk. The survey provided did not meet the needs for Eye. Changes were suggested to CAS who are reluctant to change the survey. No further work will take place with CAS.

AECOM have been approached and will be able to provide the survey within the required timeframe.

For information. Council's previous decision to commence a Housing Needs Survey will now delivered by AECOM.

11.4 Town Hall Break-in and insurance claim

The committee discussed the recent break-in. The Town Clerk advised that the Council's account manager at WPS was currently on annual leave and that she would be seeking advice on submitting the claim upon his return on the 9th April.

12. Correspondence and Referrals

- **Active Spaces**

Request from an organization call Fields in Trust to dedicate the land at Town Moors and Oak Crescent as recreational areas. As the land at both sites do not belong to the Town Council this request was not possible. Clerk to advise Fields in Trust.

- **Public Petition for closure of Barclays Bank.** The Clerk had received a telephone call from a member of the public suggest that the Council should start a public petition against the closure of the bank. It was felt that it was not appropriate for the Town Council to start a public petition, however, the Clerk was asked to assure the caller that the Council would be making representation to Barclays.

- **AOB**

The re-opening of the Town Hall was excellent and well supported. The Committee wished to thank the Town Hall Committee and asked the clerk to specifically thank in writing to Liz and Alistair Govan, Peter and June Gould, Caroline Byles and John Walters, Richard and Rosemary Berry.

- **Date of next meeting – 3rd May 13:00**