



# EYE TOWN COUNCIL

## Agenda - Finance and Governance Committee

Thursday 7<sup>th</sup> June 2018, Eye Town Hall @ 1:00 pm

- 1. Apologies for absence**
- 2. Minutes of previous meeting** (attached)
- 3. Chairs Actions**
- 4. Staffing**
  - To receive an update on office line management \*\*\*
  - Administrative Assistant \*\*\*
  - Town Clerk training request
  - Compassionate Leave
- 5. Finance**
  - To discussion issues from the budget monitoring report for May 2018 (attached)
  - VAT Registration & claims
- 6. Governance**
  - Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return (attached)
  - Councillor Vacancy
- 7. Documents (to include policies, procedures and protocols)**
  - Retention of Documents Policy (attached)
  - Social Media and Electronics Communication Policy (attached)
  - Town Hall Booking from Conditions (attached)
- 8. Tendering, Contracts and Agreements**
  - None at time of drafting agenda.
- 9. Health and Safety (including risk assessments)**
- 10. Grants and Donations**
  - Suffolk Accident Rescue Service (attached)
- 11. Reports and Updates**
  - Council Priorities - finalise its priorities for medium term planning at the June Council meeting – Report by Cllr Gould
  - Town Hall Paintings – Progress on insurance claim.
- 12. Correspondence and Referrals** – Nothing at time of draft agenda.
- 13. AOB**
- 14. Date of next meeting** – 5<sup>th</sup> July 2018 - 13:00

**Exclusion of Press and Public**

(LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked\*\*\*