



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee Held on Thursday 2nd May 2019, Eye Town Hall @ 1:00 pm

Present: Cllr Evitt, Cllr Byles, Cllr Walker, Cllr Mann, Cllr Hudson, Cllr Berry and the Town Clerk.

1. Apologies for absence

Cllr Gould, Henderson, Blake

2. Minutes of previous meeting

The minutes were agreed as an accurate reflection of the meeting.

Proposed by Cllr Walker, seconded by Cllr Mann all in favour.

3. Chairs Actions – Nothing to report.

4. Staffing

- To receive an update on office line management

The Clerk advised that she would be attending the Community Self-help Event on the 15th May held by Suffolk County Council. This would inform the Council how to deliver on projects such as the rose bed on the junction of Victoria Hill and Castleton Way.

The Clerk also advised that she had been invited to attend a meeting with the Directors of Mid Suffolk District Council on the 12th July. The invitations are only issued to a handful of the larger town councils within the district. It's a great opportunity to have face-to-face contact with the directors of the local authority.

5. Finance

- To discussion issues from the budget monitoring report for April 2019

No issues to report as first month of the new financial year.

- Final budget monitoring report 2018/19 – For presentation to Full Council

The final report was submitting following the virements approved by Council at its last meeting. The report will be submitted for information to Full Council in May.

Cllr Berry asked about the ear marked reserves from the Town Hall refurbishments. The Clerk confirmed the following reserves will be reported to the external auditor in relation to the 2018/19 accounting return.

Reserve 1	31900	Town Hall Refurbishments ETC contribution earmarked 2018/19 if required
Reserve 2	8588	C/fwd balance of payment received from insurers for damage to portraits
Reserve 3	2000	C/fwd balance of payment received from insurers for damage to street light
Reserve 4	2000	Repairs to Churchyard Wall
Reserve 5	11249	CIL income
Total	55737	

It was agreed that a further meeting to review Council Priorities was needed with the new term of office for Councillors. Cllr Evitt to talk to the Project Co-Ordinator to agree a format.

- Review of expenditure for 2018/19 against the Section 137 Budget for presentation to Full Council

The report was noted by the Committee and would be presented to Full Council for information.

6. Governance

- Period on moratorium query – nothing further held.
- Terms of Reference for all committees

It was noted that not all committees had Vice Chairs. This should be an agenda item on the next available committee meeting.

- Committee membership

It was noted that the Events Committee and the Neighbourhood Planning Steering Group fell short of the membership numbers required.

Cllr Evitt informed the committee that he would be proposing to the next Planning Committee that he would be standing down as Chair and Cllr Berry would be taking his place.

To proposed to Full Council that the Terms of Reference for committees and the current committee membership reports be accepted for the forthcoming Council year.

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

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

To review and recommend to Full Council the following policies as per the Council's Standing Orders: -

- Complaints Procedure
- Freedom of Information – publication scheme
- Data Protection Policy
- Information Protection
- Information Security Incident Policy
- Dealing with Press and Media Policy

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

8. Tendering, Contracts and Agreements

- Christmas Lights Tender – award of the contract

The closing date for the Christmas Lights contract has expired. Two tenders were received. Pearce and Kemp the current contractors and Robin Moore Electrical. The tenders were opened in the presence of the Mayor and Deputy Mayor. There was very little difference in the price of the submitted tenders. The evaluation was made on the basis that Pearce and

Kemp has experience of the requirements and placement of the lights and would like to recommend to Council that this quotation is accepted.

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

- Insurance Policy renewal

- Annual Schedule

The annual insurance schedule was circulated prior to the meeting. The Clerk informed the committee that the annual premium this year was £5,016.04 an increase of £384.33. This was predominantly down to the change in valuation for the Council buildings which had been carried out by Aviva our insurers with our permission and changes to the value of the heritage items following the recent valuation by Gaze's.

Cllr Byles highlighted the need for the inspection checks as required by the insurers as part of the General Material Damage Clauses at the close of each working day. Cllr Byles and the Clerk to meet the caretaker as to how these checks can be resourced.

Propose to recommend the Council accepts the insurance policy renewal as presented by our brokers WPS.

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

- Crime and Cyber cover for Councils

The Clerk explained that Crime and Cyber cover was not included in the Council's insurance cover as this is provided as an additional policy. WPS Account Executive, Stephen Packer had estimated that the cover for the Council would be approximately £250.00 per annum. The policy would cover commercial crime from £50,000 and Cybercrime from £100,000.

It was proposed that the Clerk follows up with a formal quotation for this cover.

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

9. Health and Safety (including risk assessments) None to report

10. Grants and Donations None received at time of drafting agenda.

11. Reports and Updates

- To agree to a SALC training course for the Deputy Mayor for Chairmanship and Leadership. The training was agreed for Cllr Walker, the Clerk to arrange the booking.

- The Clerk informed that we still had a complementary place on the Councillor Briefing session the 13th June at Hoxne. Cllr Henderson and Cllr Gibbs are already attending. Agreed to raise the spare place at Council meeting.

- GDPR Compliance report

The Clerk advised on the recommendations listed in the report received from LCPAS.

Generally, compliance was acceptable. The following areas will be followed up by the Clerk: -

- A booking out policy for hard copies of documents removed from the office.

- Cemetery records to be kept in a lockable fire-proof box
- Consultations for the Neighbourhood Plan to be kept in a lockable cupboard.
- Consider password protection for electronic personal data.
- The Council considers Crime and Cyber insurance cover
- All Councillors are trained so they full understand the implications of the new data protection legislation.

12. Correspondence and Referrals None at time of drafting agenda.

13. AOB

- The Clerk reported that she had been investigating the costs of purchasing a Deputy Mayors' Robe. The Deputy Mayor attends Civic functions with the Mayor and has no acknowledgement of their office. The cost of the robe is £120.00 which is within the Uniform budget. The Committee were in full agreement of the purchase and authorised the Clerk to make arrangements to procure the robe.

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

- Bus Stop Refurbishment

Cllr Berry presented the report previously circulated to Councillors for the refurbishment of the bus shelter on Cross Street. Cllr McGregor has confirmed that the sum of £2,750 is available from the locality budget to contribute to the required works.

The scope of work falls within the council's building maintenance contract and a quotation has been procured from Paul Durrant Ltd to address necessary works after a site inspection.

Proposal that the council consider accepting the quotation from Paul Durrant Ltd in the sum of £2,602.50 (excl VAT) for works to the bus shelter in Cross St, Eye and that a contingency fund of £300 be provided from reserves to be used if required

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

- Cllr Berry spoke about the Art Project for the fence of the Paddock House development in time for the Open Gardens weekend. St Peter and St Paul Primary School have been approached and are happy to provide art work from the students. Gary Rowland has been co-opted to lead this project on behalf of the Council.

The cost of the project is estimated at £250.00 for reproduction of the children's work on durable materials. It was suggested that there could be a prize for the best works selected by the Mayor. Cllr Evitt suggested that an application for a donation to support this project should be made by the project to the Council.

- CIL Report – The Committee acknowledged the report submitted by the Project Co-Ordinator. This enforces the need for a Strategic Priorities meeting. Cllr Evitt to follow-up.

14. Date of next meeting – 6th June 2019