



# EYE TOWN COUNCIL

## Minutes of the Finance and Governance Committee

Held on Thursday 6<sup>th</sup> June 2019, Eye Town Hall @ 1:00 pm

**Present:** Cllr Evitt, Byles, Gould, Blake, Mann, Hudson.

### 1. Apologies for absence

Cllr Walker, Henderson

### 2. Minutes of previous meeting

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

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

### 3. Chairs Actions - Nothing to report

### 4. Staffing

- To receive an update on office line management

No issues to report.

#### Staff Absence

The Clerk reported that the project Coordinator was on annual leave from 6<sup>th</sup> June – 25<sup>th</sup> June. The Admin Assistant had reported in sick on the 31<sup>st</sup> May and was on annual leave on the 7<sup>th</sup> June.

The Clerk is on annual leave on the 14<sup>th</sup> June and the afternoon of the 21<sup>st</sup> June.

The Clerk requested attendance at the SALC Course Campaign Management and Marketing workshop on Thursday 5<sup>th</sup> September (£29.00)

Cllr Byles would also like to attend this course but isn't available on this date. However, a similar course is being run by the Suffolk Preservation Society in July delivered by the same training. The course is being held at Hadleigh and Cllr Byles is seeking approval to reserve a place on this training opportunity. The cost is £30.00.

Agreed by Committee for both courses.

### 5. Finance

- To discuss issues from the budget monitoring report for May 2019 - No issues to report

Cllr Byles reported that the bookings for the Town Hall are quiet which could result in the income targets not being achieved. This is predominately down to losing a regular hirer.

- CIL funding in relation to additional costs for the Neighbourhood Plan.

No additional grant funding is available for the costs relating to the changes to Neighbourhood Plan for submission. The costs include, design, printing and additional time spent on plan by the Project Coordinator. The total is not yet available as we are still awaiting final invoices. It has been identified that the costs of preparing and submitting the Neighbourhood Plan can be made from the CIL payments received by the Council. The current balance in the CIL fund is £11,249.32. The Clerk to produce a summary of the costs for the year end report to MSDC.

**Proposal in principal to fund the additional costs of the Neighbourhood Plan from the CIL fund.**

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

- Virement Request to cover additional costs to repair clock.

Request for a virement from Line 99 Timber Treatment Budget of £190.00 to Line 89 Clock maintenance to cover the additional costs for the repair of the clock.

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

The Clerk reported that the Council was registered to make VAT submissions digitally as required by HMRC. The April submission has been made to HMRC. Eye Town Council is the first local authority using the Scribe Accounting Software to make a VAT submission digitally.

## **6. Governance**

- Annual Governance and Accountability Return 2018-19

Councillors are asked to note the content of the Annual Governance Statement 2018/19 (Section 1) and Accounting Statement for 2018/19 (Section 2). These two documents are the Council's submission to the external auditors for 2018-19.

**Proposal to recommend to Full Council that it notes and approves the Annual Governance Statement 2018-19 and the Accounting Statement for 2018-19**

**Proposed by Cllr Evitt, seconded by Cllr Blake, all in favour.**

- Internal Audit End of Year report 2018-19

Councillors are asked to note the content of the Internal Auditors report for the year end 2018-19.

Two recommendations have been made: -

1. To review the Financial Regulations during 2019/20 to update the references to reflect the method of payment for creditors using internet banking.
2. To review the security issues regarding the access to the Clerk's office from the landlord and other tenants at the Volunteer Centre. This issue has become a higher priority as tenants are moving into the upper floor of the Volunteer Centre in July.

**Recommendation for full Council to note the content of the Internal Audit End of Year report for 2018-19.**

7. **Documents (to include policies, procedures and protocols)** - None currently due for review.
8. **Tendering, Contracts and Agreements** - Nothing to report
9. **Health and Safety (including risk assessments)** – No incidents to report.
10. **Grants and Donations** - None received.

**11. Reports and Updates**

- To agree to a SALC training planning course for Richard Berry on the 16<sup>th</sup> July.

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

- Eye Neighbourhood Plan Implementation Group – Terms of Reference.

Cllr Gould gave some background to the new group which will replace the Neighbourhood Plan Steering Group.

Early projects allotment land, traffic management within the town including parking.

Peter Gould was voted in as Chair, the Vice Chair to be agreed and notified to Full Council.

**Councillors are requested to note the terms of reference for the Neighborhood Plan Improvement Group and recommend to Full Council that they are formally adopted.**

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

**12. Correspondence and Referrals**

- Attwell's Planning Enforcement.

Councillors are requested to note the content of the circulated email and consider using this contractor for future planning enforcement.

Cllr Berry agreed to contact Attwell's to establish what might be the benefits to the Council by entering into an agreement.

**13. AOB**

- Cllr Byles – marketing the Town Hall extensively. Looking to have a dedicated website for advertising the facilities for hiring. The website needs to be smarter to attract clients. Cllr Byles will be bringing a paper to the next F&G meeting with more detail.
- Churchyard Wall – The letter drafted by Cllr Berry had been approved. Agreed that the letter be sent to Parochial Church Council for St Peter and St Paul Church, Eye.

- Cllr Berry – Paddock House Fence – Pictures from Eye Primary will be fixed to the wall Friday or Saturday. The cost for this is £300.00. Agreed that a request for donation be made to the committee to be considered.
- Cllr Berry - Community Centre

The Project Coordinator has been in negotiations with the playground group to improve the facility for the play area.

No progress has been made with the project for the refurbishment of the changing facilities at the centre.

- Cllr Berry advised that Council had been informed that notification of the appeal against the decision for the Tuffs Road/Maple Way planning application had been received. The Town Council have been asked to make representations. Cllr Gould reported that the appeal would look at the whole process. Written statement from the Town Council is required by the 26<sup>th</sup> June. In order to present the best representation Cllr Gould and Cllr Berry strongly request that the Council engages the barrister to support our statement.

**Proposal to instruct the barrister to act for the Town Council in respect of the Tuffs Road/Maple Way appeal. Details of costings to be confirmed at June Full Council meeting.**

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

The Clerk advised of an issue in the cemetery. A burial had been requested in an existing grave in Division 7 at the cemetery purchased in 2003. On checking the records, the Clerk identified that the grave was not marked as a double depth grave in any of the formal registers. The family were insistent that the grave was purchased double depth but didn't have the Exclusive Rights Certification which would have been issued at time of purchase. The funeral home instructed the grave diggers to carry out a preliminary dig to establish the depth of the grave. It has been confirmed that the grave is double depth. The Clerk has agreed to waive the internment costs due to the Council's administrative error. Currently awaiting confirmation from the funeral home that this is acceptable to the family.

Councillor Vacancies - The Clerk advised that the Council had 35 days following the May election in which to co-opt new Councillors. This expires on the 21<sup>st</sup> June. After this date the Council will need to publish a Notice of Casual Vacancy which will then be posted for 14 days, subject to no representations being made by ten residents for an election the vacancies can be filled by co-option.

**14. Date of next meeting – 4<sup>th</sup> July 2019**

**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\*\*\*