



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee
Thursday 6th December 2018, Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt, Gould, Henderson, Mann, Walker, Berry and the Town Clerk – Wendy Alcock

- 1. Apologies for absence – Cllr Blake, Cllr Byles, Cllr Robins, Cllr Walker, Cllr Smith**
- 2. Minutes of previous meeting on the 8th November (attached)**

The minutes were agreed as an accurate recording.

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

- 3. Churchyard Wall – Actions from Adam Power Associates Report (Cllr Blake, Cllr Smith, Cllr Berry)**

Cllr Smith and Cllr Blake unable to attend. Cllr Berry suggested that the Council works with the Church as to the best way forward for exploratory work to investigate repairs to the Churchyard Wall. Letter to be written to the Church Warden for St Peter's and St Paul. Cllr Berry to draft a letter.

- 4. Town Hall matters – (Cllr Berry)**

It was agreed at the last Town Hall Committee meeting that the £40K not used as part of the refurbishment project that the excess is retained to be used on future initiatives subject to Full Council's approve.

The following quotations have been received for refurbishments to the Council Chamber:-

- £2563.00 quotation from Paul Durrant for decorating the Council Chamber £300 contingency
- An additional £800.00 to repair and finish the Council Chamber glazed area of the ceiling.
- Staircase £715.00 decorating plus £200 contingency £1,000.

A decision will be made at a later date on the carpet in the Town Hall, Council Chamber as to whether it is repaired or replaced.

Town Hall charges – The Town Clerk had submitted a report which was discussed by the committee.

Resources for options – Look to recruit more volunteers to help with management of the Town Hall with a volunteer coordinator to ensure tasks are covered.

Cllr Gould suggested that a Town Hall Manager could be a better way forward. A Job Description was circulated at the meeting which potentially meets this role.

Proposed that the Fees and Town Hall Management report and the paper on the Town Hall Manager post it goes back to the Town Hall Committee for consideration. Cllr Gould will produce a covering report. For a proposal to go back to F&G

5. Chairs Actions

None to report.

6. Staffing

- To receive an update on office line management

The Clerk confirmed that the office would be open as normal over the Christmas period except for Boxing Day.

The Clerk notified the Committee that the Toilet Cleaner had had an accident at work cutting her hand on the door handle when it snapped when she locked the door on the evening of the 5th December. The Toilet Cleaner received first aid treatment at the Health Centre and is on restricted duties for the next week. The handle is being repair today (6th December) by the Handyman Eye. The Committee agreed that an accident report book should be purchased for the office.

The Clerk informed that she had once again been called for jury service by the Coroners Court for the 28th and 29th January 2019. The Council has already previously requested a deferral, this can only be made twice. As these dates are not office opening days this statutory service by the Clerk will have minimal impact on Council activities.

Staff Training – Following on from the decision to fund the Clerk's CiLCA training in the budget setting process for 2019/20. The Clerk confirmed that she had enrolled on CiLCA workshops with the Local Council Public Advisory Service based at Bury st Edmunds at a cost of £500.00 there would be additional fees of registering with Society of Local Council Clerks of £350.00.

7. Finance

- For information and discussion from budget monitoring report at 30th November 2018. The Clerk reported that there were no major areas of concern with the budgets for 2018/19 and suggested that a housekeeping exercise took place at year end to over slight overspends on budget headings.
- Parish Precept Form – Increased overall by 10.79% includes inflation and staffing reviews. Increase to Band D Tax Base by MSDC of 1.3%

Proposed to submit the Parish Precept Form to MSDC for £91,068.00.

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

- Application for Business Debit Card

The Clerk explained that Barclays bank are change the way that accept and make cash payments at branch. Since the closure of the Eye Branch the Clerk has been making monthly visits to Diss to process the Council's receipts which have been received by cheque or cash. Cash withdrawals are needed to top up the petty cash account periodically. Currently this would require one of the authorised signatory attending Diss with the Clerk to withdraw the cash. Applying for a Business Debit Card for the Clerk would allow cash to be withdrawn from

an ATM machine following on from the appropriate approval process. Recommendation to Council to approve the application of a Debit Card for the Clerk to make use of the most efficient method of obtaining cash when required.

Proposal to Full Council for the Clerk to apply for a Business Debit Card.

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

- Virement request from Project Co-Ordinator's Budget line 145 to Neighbourhood Plan Budget line 180 for £1500 to cover additional consultation time to produce the Neighbourhood Plan.

Proposal to Full Council to vire £1500 from the Project Co-Ordinator's budget line to the Neighbourhood Plan budget line to cover additional consultation time to produce the Neighbourhood Plan.

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

8. Governance

- Community Emergency Plan – The committee requested that the Clerk complete the Community Emergency Plan template as far as possible and ask for a lead Councillor at next Full Council meeting.

9. Documents (to include policies, procedures and protocols) - None to report.

10. Tendering, Contracts and Agreements

- None at time of draft agenda

11. Health and Safety (including risk assessments)

- Town Hall Risk Assessment to be review by Cllr Berry several changes are required following the refurbishment of the Town Hall.

12. Grants and Donations

- Request for donation from Eye and District Volunteers Centre.

Following careful consideration, it was felt that the Town Council is already contributing to the running costs of the Volunteers Centre from the rental of the Sherwood Room and that no further funding was available at this time.

13. Reports and Updates - None at time of draft agenda

14. Correspondence and Referrals – None at time of draft agenda

15. Any Other Business

Cllr Henderson asked about the application for a new Grit bin raised earlier this year. The Clerk will complete the application form once details of the location are received from Cllr Henderson.

16. Date of next meeting – 3rd January 2019. It was proposed and agreed to amend the scheduled date of the next meeting to the 10th January 2019 due to the festive period.