



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee Thursday 8th November 2018, Eye Town Hall @ 1:00 pm

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

1. Apologies for absence

Cllrs Byles, Robins, Walker, Burke, Ribchester

2. Minutes of previous meeting

The minutes were agreed as an accurate recording.

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

3. Presentation from Eli Sanyari, Project Officer – Suffolk Heritage Project

The Chair welcomed Eli Sanyari to the meeting who gave some background information to the project.

Questions asked.

How big is the capsule? *It is approximately 22 cm x 22 cm x 8.5 cm.*

Where should it go? *Cllr Henderson suggested the library as a potential site. February 28th, 2019 is the official date for burial.*

What should be placed in the capsule? *Cllr Gould suggested a copy of the Neighbourhood Plan. Cllr Evitt – Town Charter could go in.*

Who else would be able to contribute to the content?

Eli Sanyari confirmed that they would be communicating with local community groups on what they would like to see in the capsule. Smaller parishes around Eye will also be invited to contribute to the capsule.

Who decides the final items for the capsule?

A Panel from Suffolk County Council will evaluate the suggested items and decide on the final list.

All suggestions need to be passed to Eli by the beginning of February.

Agreed to meet with Eli again at 3rd January 2019 Finance and Government meeting to review applications received so far.

4. Town Hall Refurbishment – Final Budget Summary by Richard Berry.

Cllr Berry gave an overview of the previously circulated report.

Project completed with no complaints from users.

F&G are invited to consider options as presented in the circulated report for the finance saved against the budget. In doing this the clerk has researched and advised that money can be paid back in a lump sum and will be able to inform the meeting of relevant amounts.

Item 1 - Obtain a quotation to refurbishment of the South entrance

Item 2 - Decoration of Cllr Chamber

Item 3 - Agreed to look at the feasibility of refurbishment of the roof of the Council Chamber. Improving the ambiance of the Council Chamber e.g. carpets and tables. Cllr Evitt agreed to investigate this.

Item 4 - Tell tales on the Clock Tower, structural inspection survey provision for next years budget.

Item 5 - Maintenance order for repointing some of the brickwork.

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

Town Hall Committee – co-opted members will stand down now that the project is complete. Special thanks to June Gould, Liz Govan and Paul Abbott for their support and hard work making this project is a success.

Agreed that the article for the Eye magazine be submitted.

Cllr Berry submitted a financial summary of the project. The content had been agreed and verified with the Clerk.

Finance and Governance Committee agreed to accept the financial report as read.

5. Chairs Actions

None to report.

6. Staffing

- To receive an update on office line management

- Project Co-Ordinator Contract

Following a meeting between Cllr Evitt and Cllr Gould it was confirmed that the Project Co-Ordinator had now exceeded two years continuous employment and therefore the post should be included as part of the permanent establishment should it see a continued need for this work. Agreed to review the salary grade for the Project Co-Ordinator.

Proposal to include the Project Co-Ordinator into the permanent establish and to make a full year's provision in the 2019/20 Budget following a salary review.

Proposed Cllr Gould, seconded by Cllr Evitt all in favour

- Administrative Assistant Contract

The addition of the Administrative Assistant post has proved invaluable as support to the Town Clerk. It has allowed the Clerk's time to be freed up to concentrate on more

strategic tasks such as yearend return and policy reviews. The Administrative Assistant's contract is currently in place until the 20th January 2019.

Proposal to fund an extension to the Administrative Assistants contract to the end of the financial year from reserves and then to add into the permanent establishment from the 1st April and make provision for costs to support this post in the 2019/20 Budget.

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

7. Finance

- For information and discussion from budget monitoring report at 1st November 2018

No areas of concern. Question raised as to possible sponsorship for the hanging baskets as the Chicken Factory had not renewed its sponsorship this year.

Cllr Gould agreed to follow up with some potential sponsors.

- Draft Budget for 2019/2020

The Clerk confirmed that the amendments as discussed at the last Finance and Government Committee had been made to the budget presented.

The Clerk reported the items of expenditure requested by Cllr Smith, Chair of the Environment Committee.

Pending receipt of additional quotations Cllr Smith asked for an additional £2,000 to provision already provided for maintenance to the Churchyard Wall as identified in the 2016 report.

Following a discussion, it was felt that the inspectors should be approached to provide an updated report to identify whether the condition of the wall had changed. Cllr Berry agreed to follow this up with the original inspectors.

Resolution for Churchyard wall It was agreed that a further report should be obtained to establish if the condition of the wall has deteriorated since the original report in 2016.

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

Cllr Smith reported that the roadway into the cemetery was now in a bad condition due to the formation of potholes. He requested a sum of £1850.00 be provided for in the 2019/20 budget.

After discussion it was felt that the repairs to the cemetery road should be made as a matter of urgency as the winter weather could make the situation worse.

Proposal to fund £1850 from reserves for repairs to the cemetery road.

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

Toilet replacement – agreed to include in 2019/20 budget for approval.
Provision of funds to provide a skip for clearance of the allotments – agreed to include in 2019/19 budget for approval.

The Draft Budget for 2019/20 be proposed to Full Council subject to the above amendments.

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

- The interim internal audit report was presented to the Committee. The content and recommendations of the report were noted. The interim internal audit report will be presented to full council for information.
- Banking Rota – following a review of the banking process it has been agreed by Cllr Robins the line manager of the Clerk to allow her to finish 1 hour early on the Friday after each Council meeting to travel to Diss on her way home to complete the Council's banking. Only when there is a requirement for additional petty cash would one of the authorised signatories need to accompany the Clerk as they are required to draw out cash.

8. Governance

- Code of Conduct review. As recommend by the internal auditor it is good practice to review and re-adopt the Code of Conduct every three years.

Proposal to Full Council to re-adopt the Suffolk County Council Code of Conduct for a further 3 years.

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

- Asset Management Risk Assessment

Risk assessment are required to be reviewed annual. The Asset Management Risk Assessment is the responsibility of the Finance and Governance committee.

Proposal to Full Council to accept the review of the Asset Management Risk Assessment

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

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

- Financial Regulations review as recommended by the internal auditor should be reviewed at least once within the financial year.

Proposal to Full Council to re-adopt the Financial Regulations as presented.

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

10. Tendering, Contracts and Agreements

- None at time of draft agenda

11. Health and Safety (including risk assessments)

- None at time of draft agenda

12. Grants and Donations

- None received

13. Reports and Updates

- Assets of Community Value

Cllr Gould gave some background information to the report presented to Councillors.

Identifying assets of Community Value give the Council first option to purchase any of the listed assets should they come on the sale market.

Proposal to Full Council to accept the Assets of Community Value as listed in the circulated report.

Proposed by Cllr Gould, seconded by Cllr Blake. All in favour.

- Consider preliminary proposals to increase charges for hiring the Town Hall

The Committee considered the proposed changes. The following was noted: -

1. Fees for the Council Chamber were not mentioned. Are these the same as the main hall?
2. The proposed appear to be very reasonable still. How do they compare to similar service providers?
3. Are the Town Hall committee confident that the increase in fees will meet the payments for the Public Works Loan Board which are £6039.00 per annum?

14. Correspondence and Referrals –

- Council representative on the Dementia Friendly Communities Group.

Agreed that this request should be made at Full Council.

Council representative required on the Dementia Friendly Communities Group

- Town Map design (details circulated)

Agreed that the concept is attractive but further investigation is required for what would be required and how this would be funded.

15. AOB

- Community Infrastructure Levy money – Play Area and Community Centre are possible projects for contribution funding from CIL. Cllr Gould will approach Community Centre about the changing rooms and the play areas and how this can be taken forward as a feasibility study.

Resolution to Council to progress this further.

Permission from Full Council to pursue opportunities to use Community Infrastructure Levy for community projects.

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

- Cllr Berry reported that he had taken part in a live Interview with Radio Suffolk, regarding the recent lifting of the 'at risk' status by Historic England on the Town Hall. Leiston Long Shot Museum are currently on the 'at risk' register Cllr Berry said that he would be happy to contact the Museum to share the Town Council's experience of the process and lessons learned by Eye.
- The Clerk has received notification from Barclays Bank that the separate account for the Mayor Charity Fund has been inactive for some time. To keep the account, open the Council needs to use the account or close the account and transfer the balance to the Business A/C.

The Clerk reported that the account had a balance of approximately £200.00. Cllr Evitt said that the account had originally been set up to manage monies raised by the Mayor for local charities. For many years there had not been any charity events held by the Mayor. Suggested that the balance was transferred to the Business A/C and a cost code set up in the accounts to hold the balance in reserves.

Proposal to Full Council to close the Mayors Charity Fund and transfer the balance to the Business A/C holding the balance as reserves.

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

Meeting closed at 15:30.

16. Date of next meeting – 4th December 2018