



EYE TOWN COUNCIL

Minutes of the Finance and Governance Committee
Thursday 10th January 2019, Eye Town Hall @ 1:00 pm

Present: Cllrs Evitt, Walker, Henderson, Byles, Berry

1. Apologies for absence

Cllr Gould, Mann

2. Update from Eli Sanyari, Project Officer – Suffolk Heritage Project

Eli Sanyari was unable to attend but had submitted an update report.

The Clerk to confirm with Eli what the reference to the Eye Town Plan is this the draft Neighbourhood Plan?

Clerk to confirm numbers in attendance at the of the burial of the capsule on the 28th February.

3. Churchyard Wall – report from Cllr Berry

Cllr Berry referred to the survey procured by the council and said that liaison with the firm of Structural Engineers which had undertaken the survey had suggested that preparatory work could usefully be undertaken prior to any necessary major repairs being put in hand. The aim of these is to prevent further movement of the wall, as far as possible, and the scope of the preparatory work was described in the draft letter tabled at the meeting which had been reviewed by the company.

It formally agreed to send a letter to St Peter and St Paul Church to inform them of the necessary preparatory work required and request their cooperation to complete the necessary.

4. Minutes of previous meeting

The minutes were agreed as an accurate recording.

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

5. Chairs Actions

- Town Hall Premises licence

Overview of the issues of the Premises Licence conditions were given. Cllr Byles had carried out some research on the current position and will provide a full report to Town Hall Committee.

6. Staffing

- NJC Salary awards 2019-20

For information the Clerk advised that the NJC Salary awards had been agreed for 2019-20. The new salary scales will apply pro-rata for the Clerk and the Project Co-Ordinator from 1st April 2019. This is an increase of 2.36% which is within the provision made in the budget for 2019-20.

- National Minimum wage 2019-20

For information the Clerk advised that the National Minimum wage has been set by central Government at £8.21 per hour from 1st April 2019. This rate will apply to all other employees except for the Street Carer who's hourly rate is linked to the Cleansing Grant issued by MSDC. The increase on the hourly rate is 4.85% which is above the rate of inflation included in the budget for 2019-20.

- Nomination of line manager for Clerk

The Clerk's contract states that a nominated Councillor is the line manager for the Clerk with the Chair of the Finance and Governance Committee being the back-up. The late Cllr Robins had been the Clerk's line manager and Cllr Evitt had been acting as line manager since Cllr Robins sad passing. A discussion was held as to the appropriateness of which Councillor should be the Clerk's line manager.

It was proposed that the Chair of Finance & Governance Committee continues with role and the Deputy Chair of the Finance & Governance Committee to act a back-up in the absence of the Chair.

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

- Annual leave report (Clerk)

The Clerk presented the annual leave report for leave taken and booked up to 31st March 2019.

7. Finance

- The budget monitoring report for December 2018 was discussed there are no major issues with spending to date.

8. Governance

- Section 137 Grant Limits

A Legal advice note has been received from the National Association for Local Councils on the Section 137 Expenditure Limits for 2019-20 which is £8.21 per registered elector on the 2018 Register of Electors as supplied by MSDC.

- Additional authorised signatory required.

Cllr Byles volunteered to act as the fourth authorised signatory for the Council's bank accounts.

Proposal of Cllr Caroline Byles as authorised signatory for the Council's bank accounts to replace the late Mick Robins.

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

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

- Risk Management Policy

Proposal to Full Council adopt the Risk Management Policy following a review by this Committee

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

10. Tendering, Contracts and Agreements

- Christmas lights contract to be reviewed by the Events Committee (04/02/2019)

11. Health and Safety (including risk assessments)

None currently.

12. Grants and Donations

- None received at time of agenda

13. Reports and Updates

- Uses for allotment land – Report by Cllr Henderson – Deferred until the next meeting.
- Paddock House consultation update – Agreed that this would be more appropriated to be discussed at the Neighbourhood Planning Steering Group to feedback to Full Council.
- Tacon Close office space – Unable to move until the current rental agreement termination restriction ceases. The Town Clerk to ask for confirmation regarding proposed conversion of the public toilets on Cross Street to office space.
- Councillor Vacancies agree action plan

Four vacancies on the Council, discussed options for recruitment. Cllr Henderson suggested an open evening to inform people of the role of the Council. This idea is to be investigated further.

14. Correspondence and Referrals – none received at time of agenda

15. AOB

Compliments – Cllr Evitt wished it to be noted that the following compliments had been received: -

- Compliment for the Town Clerk received from Susan Whymark regarding the Cemetery Management
- Compliment from Burgate Singers regarding the Town Hall as a venue and service provided by the team.

- Annual Planner for Councillor's availability – The Clerk explained that it would be useful to know when Councillors were available to be contacted, for example when they are away from Eye on holiday. Agreed for the Clerk to purchase a planner and to inform Councillors of the new procedure.
- Cllr Berry spoke of a meeting with the public group against the Tuffs Lane/Maple Way. The application is on Mid Suffolk's Development Control Committee A agenda for decision on the 16th January. The Town Council would be attending as would members of the group. It was proposed that the Town Council could fund the hire of a mini bus and driver to transport Councillors and members of the group to Ipswich, as this expenditure links to the Neighbourhood Plan priorities.

The Clerk had obtained two quotes for hire.

- Stowmarket Mini Bus Hire - £165.00 (16 seats)
- Simonds - £250.00 (19 seats)
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Proposal to finance travel provision for attendance of the Mid Suffolk Development Control Committee A meeting on Wednesday, 16th January, at Endeavor House, Ipswich for the hearing of the Tuffs Lane/Maple Way planning application which is within the committees authorised approval levels.

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

- Request to fund legal advice for the Tuffs Lane/Maple Way planning application.

Cllr Gould has made initial investigation with the same barrister who supported the Debenham application. Estimates are £1000 for advice and £400 for attendance. It was felt that the advice was critical in relation to this planning application. If approved, it would under-mine the proposals in the draft Neighbourhood Plan.

Cllr Evitt proposed to set aside up to £1400.00 from reserves to procure legal advice in relation to the Tuffs Lane/Maple Way planning application and its impact on the Neighbourhood. This expenditure is within the authorised approval levels for the committee.

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

- Community Projects – Consider how these projects can be supported by Council officers.

Cllr Berry spoke of a current Community Project with the Community Centre regarding upgrading the Centre's changing facilities and adding a new play area to the grounds. The project was receiving support from Town Councillors and also town council employees from the Project Co-ordinator.

It is proposed that a maximum of 10 hours support from the Project Co-Ordinator would be offered to community groups, additional support would be made available but would be recharged against the project @ £20.00 per hour.

Proposed Cllr Walker Cllr Blake all in favour.

- Decorations commence to the stairwell and Council Chamber will commence on the 14th January. Decision needs to be made on the carpet following an assessment by Continental Antiques.
- Portraits need to be removed ready for the decorations to start
- Clock Tower – the tell tales are not showing any movement, which is excellent news.
- Traffic Management Working Party – Cllr Berry met with Cllr McGregor and an officer from SCC. This will form part of the work for the Neighbourhood Plan.

16. Date of next meeting – 7th February 2019