



# EYE TOWN COUNCIL

**Minutes of the Finance and Governance Committee**  
Thursday 7<sup>th</sup> February 2018, Eye Town Hall @ 1:00 pm

**Present:** Cllrs Evitt, Gould, Byles, Walker, Mann, Blake, Berry

## **1. Apologies for absence**

Cllr Henderson

## **2. Minutes of previous meeting**

The minutes were agreed as an accurate recording.

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

## **3. Chairs Actions**

Cllr Evitt reported on the meeting he had with the CEO of SALC with the Town Clerk.

Items discussed Councilor vacancies and ways to recruit, training for CiLCA and the Planning Service.

## **4. Staffing**

- To receive an update on office line management

No issues to report.

- To pay the Mace Bearers Honorarium of £120.00.

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

- Agree to the request from Street Carer to sell 1 week's annual leave (14 hours @ £8.26).

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

## **5. Finance**

- The budget monitoring report for January 2019 was discussed and any issues highlighted.

## **6. Governance**

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

- Asset Register 2019/20 – including valuation of heritage items and buildings  
The valuation of the heritage items by TW Gaze and the valuation of the Council's buildings carried out by our insurers Aviva's representative was discussed. It was noted that there have been considerable increases on some items and that this had been reflected in the Council's asset register. It was also noted that these increases could also impact on the Council's insurance premiums upon renewal in June 2019.

- Risk Register 2018/19

Proposal that the Asset Register 2019/20 and the Risk Register 2018/19 be recommended for approval at Full Council.

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

## **8. Tendering, Contracts and Agreements**

- Christmas lights contract as presented to Events Committee

Events committee requested one change to the date of the 2019 Christmas evening which will be the 29th November rather than the 1<sup>st</sup> Friday in December. Subject to this change the contract was approved by the Events Committee the Christmas Light contract should be put out to tender in order to have a contractor in place for the festivities this year.

## **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**

- Review of fees and charges for Town Hall

Cllr Byles presented a report to the Committee on the proposals which were agreed to recommend to Full Council at its March meeting to come into effect from the 1<sup>st</sup> April.

## **12. Correspondence and Referrals**

- None at time of drafting agenda

## **13. AOB**

Councilor Berry presented a report on the support the Town Council were giving to the Community Centre as per the report in Appendix A. The report has been redacted where there is commercially sensitive data.

Proposal to Full Council to fund £3,500 set aside from the CIL money for the design work for the project at Community Centre.

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

## **14. Date of next meeting – 7<sup>th</sup> March 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\*\*\*

## **Update on support for Eye Community Centre**

### **1. Background**

ETC has resolved that money derived from the CIL can be used to support community projects. Early finance received has been offered to Eye CC in the sum of £3,000 to support its ambition to procure a new playground and to bring the changing rooms up to current standards for their use by a full range of relevant sports.

ETC is not acting for the CC or leading the activities. This function is being undertaken by trustees or volunteers from the CC. Support for fund raising could be offered from the council's project manager.

### **2. Playground current position**

The CC playground working group has undertaken a market canvass and procured three bona fide tenders from reputable suppliers based on a common specification. Support could be provided to seek funding for these, probably in March when the Project Coordinator's resources permit.

The likely cost of new playground equipment is around £80,000 incl VAT but excluding contingencies.

The CC has been asked to address the following before ETC starts any support

- Nominate a CC lead for the collation of information
- Decide if the scope covered by the quotations meets their needs (discussion was tabled about an expansion of facilities at the meeting attended)
- Approach each of the companies for confirmation that tenders submitted are still valid (these were submitted around May 2018 and all have exceeded their 'valid until' date)
- Check for terms and conditions regarding exclusions and onerous conditions
- Decide on a preferred supplier and offer a rationale
- Submit to ETC (town clerk) a copy of their Constitution and the record of its adoption.
- Provide a copy of the last completed financial years accounts
- Provide a summary of their own financial resources (will be requested by potential funders)
- Provide a summary of governance structures for any money already raised and to be raised to separate this from other areas of CC finance.

### **3. Changing Rooms present position**

The showers in the changing rooms do not function and the changing spaces are not large enough to meet current standards. There are no acceptable facilities for officials.

The intention of the funding, which will mostly be invested here, is to enable new plans to be drawn up, costed, submitted for planning consent and then be used to seek funding.

A local firm of architects (Architects2 – Paul Abbot RIBA) has been approached and has inspected the site with the CC representative. A fee proposal and service outline has been submitted and the CC has confirmed that this meets their needs. It is highly likely that the design solution will require an extension to the CC.

The fee proposal for the design part of the services is [REDACTED] excl VAT and services will also be required from a Quantity Surveyor. The proposal will be to approach Castons who acted on the town hall. The estimated fee is [REDACTED] (excl VAT) and it appears likely that the amount of financial support will need to be reappraised when this is formally submitted.