

# EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Finance & Governance
Date and time of meeting	Wednesday 3 <sup>rd</sup> February 2016 8pm
Councillors present	Chair: Cllr N Ford with Cllrs Hooton, Evitt, Gould Apologies: M Ford
Members of public present (continue overleaf if necessary)	Town Clerk
<b>Purpose of Meeting:</b> To discuss various matters linked to events	
<b>Discussion and Summary of agreed actions:</b> <ol style="list-style-type: none"> <li>1. <b>Apologies</b> Cllr M Ford</li> <li>2. <b>Declarations of interest:</b> Cllrs Evitt and Gould declared a non-pecuniary interest in the request for funding from the Open Gardens.</li> <li>3. Minutes of the last meeting: There were no formal notes written at the time of the last meeting but the chair had created some from her meeting notes. Cllrs were happy that these covered the items discussed especially as it was primarily about the budget. No matters arising.</li> <li>4. Staffing           <ol style="list-style-type: none"> <li>a. Staff contracts: - all now completed</li> <li>b. Training: discussed with staff at their appraisals</li> <li>c. Staff appraisals: all completed. SH needs to review Clerk's appraisal sent to him by NF</li> <li>d. Clerk's records: Clerk is recording her hours and suggests this should continue and be reviewed at the next meeting.</li> <li>e. Pensions: Agreed some Cllrs should review the information to keep it independent from the Clerk. MF to be asked lead and SH to support her.</li> </ol> </li> <li>5. Finance           <ol style="list-style-type: none"> <li>a. Financial regulations: After discussion Cllrs were happy with the current regulations and recommend them to be retained as they are.</li> <li>b. Internal audit: No recommendations for action received and so Cllrs happy to accept them.</li> <li>c. External audit: Recommendation to record the public loan differently in future. Noted and agreed. Recommendation to correctly record assets. Noted and agreed and rectified. Recommendation to note the cost to the council for a gifted item to be £1 or nil. Noted and agreed. Cllrs note all recommendations have been followed up.</li> </ol> </li> </ol>	

- d. Awards for all: noted successful end of grant report and congratulated Clerk. Surplus generated from the Folk event will be kept by the TC and used to cover refurbishments.
- e. Mayor's chain: Cllrs considered reports about minor repairs and future care. Agreed the quote for repairs to nicks. Agreed to raise the insurance cover to accommodate the work to replace the chain as well as its value. Clerk to use the opportunity to check current security arrangements with the insurers and to investigate if old safe in Cross St is still present. Clerk will look out the procedures for dealing with annual checks of regalia.

## 6. Governance

- a. Standing orders: No problems or legislation changes had been noted and so Cllrs agreed to continue with existing Standing Orders.
- b. Disciplinary & grievance procedures. PG was working on this and he will circulate revisions in due course.
- c. Town Meeting: Cllrs propose Tuesday 10<sup>th</sup> May at 7.

## 7. Documents

- a. Asset register: Cllrs reviewed the list and recent purchases and agreed it was only the significant capital items that needed to be added. Cllrs also felt the current list sought to meet many needs and was not ideal. Consideration should be given to clarifying what is needed (Audit does provide some guidance) SH agreed to scope what might be needed. Clerk will send to SH the town hall inventory template. Current register would be kept for audit in the meantime.
- b. Draft business plan for town hall: An initial document has been drafted by the Buildings Committee and has been updated by the Clerk. Buildings Committee will develop over the coming months in conjunction with Ethic. SH reported he had talked to the Facilitator of the RDPE LAG covering Eye about what might be eligible. It was agreed it would be good to explore inviting him to speak to the Council and the Business forum. SH to action

## 8. Tenders & contracts

- a. Allotment: Clerk to seek some advice from SALC about registering the land and our position over its usage.
- b. Draft licence for office: NF had some comments on detail which the Clerk will discuss with the landlord. Cllrs propose hire of office subject to a suitable agreement up to £1200 for the year.

## 9. Health & Safety

- a. Cllrs reviewed the summary of actions and made some minor suggestions. Proposed action plan from the Review of Assessments be adopted by the Council.
- b. New office: Clerk to consider drafting a new risk assessment for working in the office when the detailed arrangements have been sorted.

## 10. Grants and donations

- a. Request for funds from Church fund-raisers: Cllrs discussed the situation (noting the position of AE and PG). SH & NF had some misgivings about supporting fund-raising events in this way though recognised the value of the events in terms of profile for the Town. Cllrs eventually concluded that the Mayor and Clerk would meet with the fund raisers and discuss the issues and how best to collaboratively promote such events. Cllrs also proposed to examine the list of items identified for the kitchen by the Open Gardens' team and to make purchases if items are not present but needed. These items would then be available for all users of the Town Hall. Cllrs happy to propose up to £150 is spent.
- b. Citizen Advice Bureaux request for funds: Accounts have been supplied. No specific information on the number of people seen in Eye but a very regular session is held in the Town. Proposed £200 is given from the donations budget.

11. MSDC Locality fund has been allocated and awaiting MSDC formal confirmation.

12. Churchyard Wall – supported the view of seeking Cllr Berry's more informed view of work required but note a likely need to set aside some funds to get professional advice.

## 13. Any Other Business

- a. Textile bank: appears that a new bin has been provided and Cllrs noted that MSDC were discussing with SCC about re-opening the recycling site at the airfield.
- b. Mayor making: Ceremony will be in St Peter and St Paul with the reception in Vine church afterwards. Council Chamber will be used for robing and gathering before the parade (though the Town Hall may have a weekend event on).
- c. Bomb memorial siting: a planning application has come in for location N side of Progress Way. There may be some issues over granting a licence to a voluntary body that may not be continuing and the Town Council may have to consider its position. As the site was owned by MSDC Cllrs considered that the District Council should become the 'owners' of the memorial on behalf of the community.
- d. Paddock house consultation: Some concerns that decision about the site are being made without any real chance for residents to submit views. Cllrs were unsure of best way forward to ensure SCC were aware of residents ideas. PG would seek to advise Cllr McGregor that the County Council should gather local views and clarify what the County Council's plans were for the site.

14. **Next meeting:** 6<sup>th</sup> April 7.30pm Town Hall

## Summary of recommendations agreed to take to full Council:

1. Council to note meeting discussions.
2. Council to support the recommendation to note the Internal and External Audits recommendations have been acted on.
3. Council to formal agreed to continue with the Financial Regulations and the Standing Orders as they are and to adopt the new Register of Assets.
4. Recommendation to accept the quote for repairs to the Mayor's chain and to increase the insurance cover
5. Recommend to Council that we go ahead with leasing an office in the Volunteer Centre

for a year at a cost of up to £1200. Negotiations will continue to see if MSDC or SCC wish to share this space (and contribute to the costs).

6. Recommendation to Council consideration be given to buying some additional items for the Town Hall kitchen up to £150 subject to this being agreed by the Mayor and the clerk to oversee the purchase.
7. Recommendation to Council to give a grant of £200 to the CAB.
8. Proposal to Council that the Annual Town Meeting is held on Tuesday 10<sup>th</sup> May in the Town Hall starting at 7pm

Meeting Closed: 23.10pm

Signed: **Simon Hooton**

**Return this form to the Town Clerk within one week of meeting date.**